

QSCU OHS&R MANAGEMENT SYSTEM

PROCEDURE 58 – Temporary Accommodation

1. PURPOSE

This procedure describes requirements for the specification, hiring, purchase, registration, inspection and maintenance of temporary accommodation buildings including those used for project implementation, long term office or workshop accommodation.

It excludes lockup containerized tool stores without power or flammable substances stored therein.

2. MANDATORY REQUIREMENTS

1. Temporary Accommodation shall only be considered when all practical options for using permanent accommodation have been exhausted.
2. Temporary accommodation shall be introduced in accordance with local government requirements.
3. A building application must be made to the local council and approval gained before erection. With this Building Application location drawings and footing details must be provided.
4. They must be installed and or removed according to the requirements stipulated by the relevant local council and in accordance with the requirements as stipulated in the relevant QSCU OHS&R Procedures.
5. There shall have proper access paths, which should be maintained and be free from obstruction.
6. Temporary Accommodation shall be sited to enable connections to be made to appropriate services and drains. The responsibilities and arrangements for effluent disposal shall be defined.
7. A register of all temporary accommodation buildings shall be maintained. The register shall reference:
 - Records of assessment and authorization of the proposed type of accommodation and location.
 - Any required local government building (or other) approval applications and the resulting certificates / approvals.
 - Records of OHS&R inspections and resulting actions.
8. Requirements for control of the lifting and removal of temporary accommodation buildings, remediation of the area, disconnection and removal of obsolete services and for control of other relevant OHS&R issues shall be identified prior to the removal of temporary accommodation.

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9. The Project Manager shall inspect all temporary accommodation:

- Prior to use; and
- At three monthly intervals

The inspection report shall include:

- Location/type of fire extinguishers
- Fit for use lighting/electrical appliances cabling and cabling supports
- Access ways clear
- Warning signs, in place and in order
- Location and condition of amenities blocks
- Recommendations to responsible management for upkeep.
- Whether council conditions to operate are still valid.

10. OHS&R training records shall be retained indefinitely.

11. Regular reviews of this procedure shall be conducted to ensure compliance with the mandatory requirements.

3. RESPONSIBILITIES

Responsible Manager

Ensure compliance with the requirements of this procedure.

4. REFERENCE DOCUMENTATION

A. AUSTRALIAN AND NEW ZEALAND OHS&R LEGISLATION