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SAFETY INDUCTION MANUAL FOR EMERGENCY WARDENS

Version 11 – September 2025

SAFETY INDUCTION MANUAL FOR EMERGENCY WARDENS

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Version Control Schedule

This document will be reviewed and updated as required. All details of revision must be noted in the below schedule.

Printed versions of this document are considered to be uncontrolled.

VERSION	DATED	REVISION DETAILS	NAME
1.0	April 2019	Preparation of Safety Induction Manual for Tenant Safety Forum Members and Emergency Wardens	P. Worrall
2.0	Sept 2019	Updated site map Updates to contact details	P. Worrall
3.0	July 2021	Updated site map Updates to contact details	D. Walpole
4.0	Feb 2022	Updates to contact details	D. Walpole
5.0	Sept 2022	Content updates	D. Walpole & K. Carnell
6.0	Nov 2022	Updated site map	D. Walpole
7.0	May 2023	Updated site map Updates to contact details Content updates	P. Sawyer
8.0	Jan 2024	Updates to contact details	D. Walpole
9.0	Feb 2024	Updated site map	D. Walpole
10.0	Nov 2024	Updated Security Coordinator and site map	D. Walpole
11.0	Sep 2025	Updated FM contact details and site map	D. Walpole

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1.0 Objectives

1.1 Induction Process

Renewal SA is committed to providing a safe environment for our tenants, their staff, contractors and visitors.

As a Fire and Emergency Warden representing your organisation at Lot Fourteen it is important that you read and understand your role.

This induction ensures that you have sufficient knowledge to:

- Help maintain a safe work environment at all times.
- Respond appropriately in an emergency.
- Are familiar with the location of any hazards and understanding hazard control measures that have been established.
- Know where Lot Fourteen facilities management and security staff are located and any procedures established to ensure the smooth and safe operation of the building.

2.0 Contractors Working at Lot Fourteen

Contractors coordinated by Renewal SA cannot access tenancies without authorisation from the relevant tenant representative and the Lot Fourteen Facilities Manager. In the case of an emergency, Security and/or the Lot Fourteen Facilities Manager will coordinate access to tenancies as required.

If tenants coordinate a contractor to work within the tenancy, that contractor is obliged to comply with the Lot Fourteen Tenant Fitout Guide available on the tenant portal.

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3.0 Contact Numbers

Lot Fourteen Facilities Manager:	Mark De Bortoli
Mobile:	0436 015 320 or 0487 707 400
Email:	mark.debortoli@cbre.com.au
Onsite availability:	Mon-Fri 8.00am to 4.00pm; available after hours via phone

Lot Fourteen Site Superindendent:	Gary Pridham
Mobile:	0403 413 029
Email:	gary.pridham@kbr.com
Onsite availability:	Mon-Fri 9.00am to 5.00pm

Lot Fourteen Security Coordinator & Chief Fire Warden:	Mick McDonald / Katina Tsakiridis
Mobile:	0431 496 401
Email:	lotfourteensecuritycoordinator@agsecurity.com.au
Onsite availability:	Mon-Fri 7.00am to 5.00pm

Lot Fourteen 24/7 Security:	General
Mobile:	0417 987 001
Email:	lotfourteensecurity@agsecurity.com.au
Onsite availability:	24 hours a day / 7 days a week

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4.0 Building Communications

4.1 Warden Intercom Point Phones

If installed, the Warden Intercommunication Phones (WIP) are generally located in the foyers or common areas accessible to all tenants. These phones are available for use only in building alarm mode.

4.2 Lift Phones

Lift phones are located in the lifts of tenanted buildings. The phones dial directly to the Lift Maintenance Contractor and are for use in emergencies to report lift breakdowns.

5.0 First Aid/Incident Reporting

It is recommended that tenants provide first aid facilities for their own use, irrespective of any provisions made at Lot Fourteen. This is especially important if work occurring in the tenancy is likely to require specialised first aid equipment or materials. Lot Fourteen Security staff are first aid trained but in the case of an emergency, please call 000 for police, ambulance or fire service.

It is important for tenants to maintain their own reporting system and log for incidents that occur within their tenancy area.

Any incidents that occur in common areas at Lot Fourteen must be reported directly to the Lot Fourteen Facilities Manager via email. You may be requested to participate in an incident investigation if applicable.

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6.0 Emergency Management

6.1 Emergency Management Training, Manuals and Building Evacuations

First 5 Minutes manages Lot Fourteen's emergency management training, evacuation drills and emergency management manuals.

To access emergency management information please visit the First 5 Minutes Portal links via the Lot Fourteen Tenant Portal. Tenants are responsible for ensuring they are compliant with emergency warden requirements. For updates to emergency wardens for your tenancy please email First 5 Minutes at sa.scheduling@first5minutes.com.au and cc engagement@lotfourteen.com.au.

Lot Fourteen is a unique district spread across multiple buildings and public realm areas. The buildings are fitted with Metropolitan Fire Service monitored fire alarm systems. Activated fire alarms have two stages – stage 1 (preparation / warning) and stage 2 (evacuation). Stage 2 triggers an immediate evacuation from a building. Following the stage 2 evacuation tone (whoop.....whoop....whoop), the tenant emergency warden must direct the evacuation of all tenant employees from the tenancy to the emergency evacuation assembly point, conduct a search of their areas (if safe to do so) and report to the Chief Fire Warden or designated warden. Please see Appendix 1 for emergency evacuation assembly point locations.

DO NOT USE THE LIFTS UNDER ANY CIRCUMSTANCES.

Following an evacuation of the building, tenants must assemble at the evacuation point so everyone can be accounted for. It is recommended that all emergency wardens familiarise themselves with the position of all fire exits in their tenancy and review evacuation diagrams located through common areas of the building.

6.2 Personal Emergency Evacuation Plan (PEEP) Forms

If you have an employee within your tenancy that has special access requirements (ie, health conditions, pregnant, vertigo, etc) please ensure a completed PEEP form is lodged with the Lot Fourteen Facilities Management team. Contact facilities for a copy of this form.

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7.0 Hazards

7.1 Electrical Safety

Tenants must ensure any electrical equipment using Lot Fourteen's power supply is regularly tested and tagged and failed equipment is removed or rendered inoperable. Any tenant contractors are responsible for ensuring their equipment is compliant with AS 3760-2010 and state-based regulations in relation to electrical safety and only contractors licensed or authorised to perform electrical works are permitted to undertake such works. Any electrical work that requires electrical isolation must be discussed with the Lot Fourteen Facilities Manager in accordance with the tenant fitout guide.

7.2 No-drill Areas

Before commencing drilling work in your tenancy, you will need to gain prior approval from the Lot Fourteen Facilities Manager to drill into floor slabs or walls as embedded cabling and piping locations need to be checked prior to work commencing.

7.3 Special Access

If roof access is required by tenants, a Roof Access Permit needs to be completed and submitted to the Lot Fourteen Facilities Manager. Following approval of the permit and completion of a site induction, those specific staff members will be granted roof access for the agreed period/s of time. Other areas that require authorisation by the Lot Fourteen Facilities Manager prior to entry include any MDF/PBAX rooms and electrical switch rooms.

7.4 Hazardous Materials (where applicable)

A copy of the current Lot Fourteen Hazardous Materials Register is available upon request from the Lot Fourteen Facilities Manager.

Please note that while tenants' floors have undergone an extensive asbestos removal program, there may be areas that may still contain asbestos in enclosed or inaccessible places or where removal was impractical.

Where there is a possibility of disturbance of hazardous materials related to the proposed works by a tenant contractor, appropriate control measures should be determined and agreed in advance with the Lot Fourteen Facilities Manager prior to works commencing.

7.5 Environmental Controls

Tenants' handling, using or storing substances or hazardous materials within their tenancy should do so in accordance with the manufacturer's instructions.

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Disposal of any substances or hazardous materials shall be in accordance with the Environmental Protection Authority (EPA) and other code requirements, plus with the knowledge and approval of the Lot Fourteen Facilities Manager.

No substances or materials whatsoever shall be disposed of in sinks, toilets or drains or in any bin or receptacle provided in the tenancy or elsewhere at Lot Fourteen.

Substances and hazardous materials may include but are not limited to:

- Paints and thinners
- Chemicals and cleaning agents
- Refrigerants
- Contaminated water
- Fuels and oils
- Asbestos
- Synthetic Mineral Fibres (SMF)
- PCBs (including in capacitors)

Please note that explosive powered fixings and related devices are prohibited materials and not to be brought on to Lot Fourteen.

7.6 Warning Signage

Warning signs are in place for everyone's protection. Read the signage and take notice of their warning. The removal, moving or destruction of any warning signage is forbidden without prior authorisation from the Lot Fourteen Facilities Manager.

In the event a sign is removed or destroyed accidentally, tenants must notify the Lot Fourteen Facilities Manager immediately to ensure the associated hazard is not left without warning signage or unprotected.

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8.0 Obligations of Fire and Emergency Wardens

8.1 Responsibilities

It is your responsibility to:

- Ensure you have access to the First 5 Minutes portal to stay up to date with all relevant emergency information and training.
- Ensure you are compliant with all emergency warden requirements for your tenancy.
- Ensure you have a contingency plan in case of warden extended leave or staff changeover.
- Keep First 5 Minutes and the Lot Fourteen Facilities Management Team informed of any changes to Fire and Emergency Warden contact details.
- Keep the Lot Fourteen Facilities Management Team informed of any hazards or concerns.
- Ensure that all egress paths to fire exits are kept clear at all times – a minimum of 1m wide by 2m high – and notify the Lot Fourteen Facilities Manager or Security if needed to assist.
- Ensure fire doors are not propped open.
- Ensure no materials or articles are stored in the fire stairs or front of fire hydrants, hose reel and extinguisher cupboards
- Abide by any reasonable directions given by Lot Fourteen staff, Security or its agents.
- Take reasonable steps to protect the security of the premises at all times and prevent all unauthorised persons from entering.
- Exercise caution by not leaving doors unsecured or by allowing tailgating by strangers in a lift or through a door.
- Take full responsibility for all WHS issues within the tenant's control including planning, implementing and controlling safe systems of work for any activities undertaken by you or your contractors, including for any disturbance of hazardous materials
- Not enter controlled areas or undertake work without appropriate qualifications, licences or tickets.
- Share the information provided in this manual with tenant employees, keeping them updated on evacuation procedures and any other relevant information.

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9.0 Definitions

The following definitions are applicable to words used in this document.

Lot Fourteen Facilities Manager	Is the Renewal SA representative.
WH&S Act	Refers to the Work Health & Safety Act 2012 (SA) and the Work Health and Safety Regulations 2012 (SA) supported by their respective codes of practice.

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Appendix 1 – Lot Fourteen Site Plan

Please scan QR code below for the latest Lot Fourteen Site Plan.



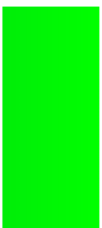
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