



Rethinking safety through
INCLUSION
+
WELLBEING

HS+E INFORMATION

SUPPLEMENTARY MATERIAL AND GUIDANCE

19/05/2025

MINIMUM RATIOS AND EQUIPMENT

PURPOSE AND SCOPE

This HS+E This HSE information provides additional direction on the establishment of site facilities and offices at Laing O'Rourke projects. This HSE Information Sheet must be read in conjunction with the **Primary Standard Site Establishment**.

The requirements outlined within this document need to be compared against any Enterprise Agreement (where applicable) to ensure obligations are met. The Enterprise Agreement may require additional equipment or provisions above those listed within this Primary Standard.

1.0 AMENITIES MINIMUM STANDARDS

Site office accommodation is to ensure an open and collaborative environment, Laing O'Rourke encourages all parties to be housed within one site facility.

Each facility must be:

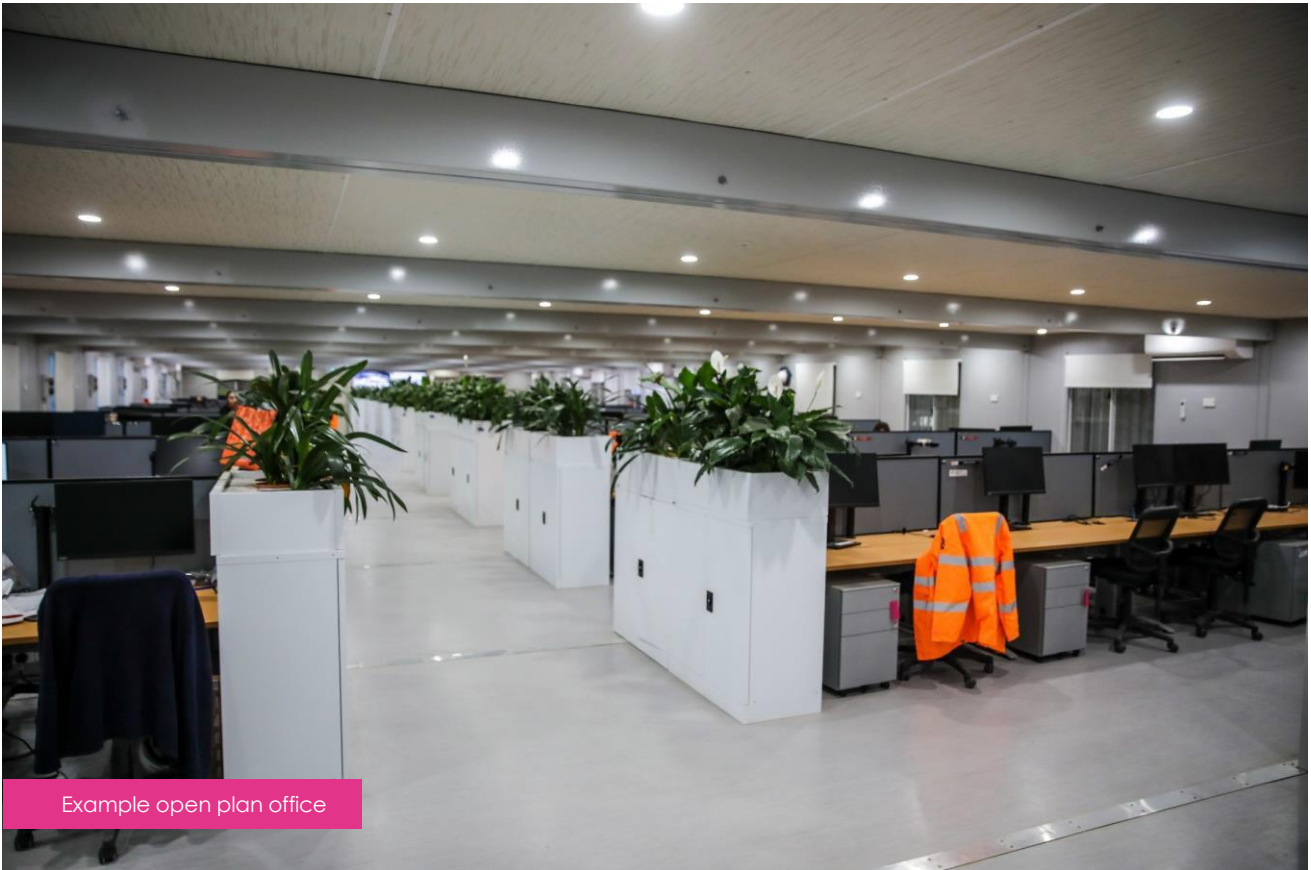
- Easily accessed from the main roadway to the site car park for employees accessing site (where site car parks are provided) including adequate lighting and access for people with a disability.
- Located close to the site boundary but maintain its proximity for construction personnel to access the 'Site'. If this cannot be achieved, transportation to the 'Site' must be provided.
- Planned to consider local infrastructure services are within close proximity of their location or alternatively plans for suitable temporary services acceptable under Laing O'Rourke's Global Sustainability Strategy must be developed
- Adjacent a reserved area for storage, drop off area, emergency assembly areas or expansion of parking spaces where possible.
- Distance between buildings where there is no decking, a minimum spacing of 1 metre (where there is no air conditioning units) and 1.5 metres (where there are air conditioning units), this allows for maintenance access.

2.0 OFFICES, TRAINING AND MEETING ROOMS

Minimum floor area ratio for offices: 6 square metres of floor space for each person (for project durations under 12 months) 7-8 square metres for projects longer than 12 months - this space includes space occupied by desks, seating, meeting rooms, kitchen area, egress paths etc

The following site office particulars must be adhered to:

- Open plan layouts must be used and shared with all internal businesses
- Air conditioning is to be provided and maintained at regular designated intervals
- Reception areas must be suitably sized and positioned close to the site entrance, and have suitable seating and space for a wheelchair and Laing O'Rourke corporate reading material
- Meeting and training rooms must be suitably sized, visual communication such as overhead projectors, plasma screens, video conferencing equipment etc must be provided
- Boot clean must be provided
- Plants within the office space at a rate of 1 pot of 500sqcm for every 10 square meters of occupied open area, including lunchrooms. Enclosed meeting rooms can be excluded from the calculation
- Floor layouts and furnishings must promote ergonomics, mobility, and accessibility. Where possible, workstations and office furniture should allow for individual adjustment
- Multiple entry/exit points are to be included for office/cabins to enable access and workers safety.



Example open plan office

2.1 'MINIMUM STANDARD' EQUIPMENT LIST FOR OFFICE: (SEE SELECT'S 'SITE SOLUTIONS - FURNITURE CATALOGUE')

- Straight Desk 1500mm - Steel Frame 1500mm x 700mm Colour: White (top), Silver (frame)
- Single Monitor Arm Colour: Black Includes: Clamp for attaching to desk
- 3 Drawer Metal Mobile Pedestal Colour: White Include: Lock and key
- Desk Chair - Mesh Operator Chair (no arms) Colour: Black Includes: Fully ergonomic and ratchet back
- Desk Chair - Mesh Operator Chair (adjustable arms) Colour: Black Includes: Fully ergonomic and ratchet back
- Soft Wiring Basket to suit 1500mm desk Dual Tier Cable Basket Kit 1250mm Colour: White Includes: 4 GPO, 2 Data & 1 x 2m interconnecting lead per basket
- Privacy Screen 1500mm Desk Mounted Flat Top Screen 1500mm x 500mm Colour: Grey
- Privacy Screen Desk Mounted Flat Top Screen 700mm x 500mm Colour: Grey
- Joining Pole for Screens (if required)
- Whiteboard (with pen shelf and concealed fixings) 1500mm x 900mm
- Office Sliding Door Credenza 1800mm x 450mm x 730mm (H) Colour: White
- Sliding Glass Door Notice Board (lockable) 1220mm x 915mm Colour: Grey Backing
- Notice Board Pinboard (with concealed fixings) 1200mm x 900mm Colour: Grey
- Half Height Steel Cupboard 910mm x 450mm x 1015mm (H) Colour: Graphite Ripple Includes: Fully adjustable shelves and lock with key
- Bar Stool - Taurus Bar Stool Colour: Black (seat), Chrome (legs)
- Drawing Trolley - A0 Drawing Trolley Colour: Black Includes: 10 x general binders and hang- a-plan
- Steel Frame Drafting Height Table 1800mm x 900mm x 1050mm (H) Colour: White (top), Black (Frame)
- Two Drawer Steel Filing Cabinet Colour: Graphite Ripple Includes: Lock with key



- Three Drawer Steel Filing Cabinet Colour: White Includes: Lock with key
- Metal Tambour with Roller Doors 900mm x 450mm x 1200mm (H) Colour: White Includes: Fully adjustable shelves and lock with key
- Steel Frame Meeting Table 1500mm x 750mm Colour: White (top), Black (frame)
- Round Meeting Table (with disc base) 1200 mm Diameter Colour: White (top), Chrome (base)
- Visitor Chair 'Stacking/Linking' Chair Colour: Black (seat), Chrome (sled base)
- External Door Mat 1500mm x 900mm

2.2 'MINIMUM STANDARD' EQUIPMENT LIST FOR TRAINING ROOM: (SEE SELECT'S 'SITE SOLUTIONS – FURNITURE CATALOGUE')

- Whiteboard (pen shelf and concealed fixings) 1500mm x 900mm
- and
- Crib Table - Poly Table/Folding Legs 1800mm x 750mm Colour: White
- Crib Chair - Plastic Stacking Chair Colour: White
- or**
- Steel Frame Meeting Table 1500mm x 750mm Colour: White (top), Black (frame)
- Round Meeting Table (disc base) 1200 mm Diameter Colour: White (top), Chrome (base)
- and**
- Desk Chair - Mesh Operator Chair (no arms) Colour: Black Includes: Fully ergonomic and ratchet back
- Desk Chair - Mesh Operator Chair (adjustable arms) Colour: Black Includes: Fully ergonomic and ratchet back
- or**
- Visitor Chair 'Stacking/Linking' Chair Colour: Black (seat), Chrome (sled base)
- Applicable signs from the Laing O'Rourke Signage Catalogue available on iGMS

2.3 'MINIMUM STANDARD' EQUIPMENT LIST FOR MEETING/PROGRAM (WAR) ROOM: (SEE SELECT'S 'SITE SOLUTIONS - FURNITURE CATALOGUE')

- Steel Frame Meeting Table 1500mm x 750mm Colour: White (top), Black (frame)
- Round Meeting Table (disc base) 1200 mm Diameter Colour: White (top), Chrome (base)
- Visitor Chair 'Stacking/Linking' Chair Colour: Black (seat), Chrome (sled base)
- Desk Chair - Mesh Operator Chair (no arms) Colour: Black Includes: Fully ergonomic and ratchet back
- Desk Chair - Mesh Operator Chair (adjustable arms) Colour: Black Includes: Fully ergonomic and ratchet back
- Video Conferencing equipment appropriate for the room size
- Whiteboard (pen shelf and concealed fixings) 1500mm x 900mm
- Applicable signs from the Laing O'Rourke Signage Catalogue available on iGMS



2.4 'MINIMUM STANDARD' EQUIPMENT LIST FOR RECEPTION: (SEE SELECT'S 'SITE SOLUTIONS - FURNITURE CATALOGUE')

- Lounge Colour: Black
- Reception Desk 1500mm with Hob 1500mm x 750mm White
- **or**
- Reception Desk 1800mm with Hob 1800mm x 750mm White
- Single Monitor Arm Colour: Black Includes: Clamp for attaching to desk. 3 Drawer Metal Mobile Pedestal Colour: White Include: Lock and key
- Desk Chair - Mesh Operator Chair (no arms) Colour: Black Includes: Fully ergonomic and ratchet back
- Desk Chair - Mesh Operator Chair (adjustable arms) Colour: Black Includes: Fully ergonomic and ratchet back
- Visitor Chair 'Stacking/Linking' Chair Colour: Black (seat), Chrome (sled base)
- Applicable signs from the Laing O'Rourke Signage Catalogue available on iGMS

2.5 'MINIMUM STANDARD' EQUIPMENT LIST FOR OFFICE KITCHEN: (SEE SELECT'S 'SITE SOLUTIONS - FURNITURE CATALOGUE')

- Single Door Dishwasher 600mm Minimum 4 Star Energy Rating Colour: White
- Capsules Coffee Machine – Capsules
- **or**
- Automatic Coffee Machine – Beans
- Single Door Fridge - 450L (approx.) Minimum 3 Star Energy Rating (to suit 900mm space) Colour: White
- Microwave - 25L Colour: White
- Sandwich Maker Stainless Steel (Sandwich Press)
- Toaster (four slice) Colour: White
- Applicable signs from the Laing O'Rourke Signage Catalogue available on iGMS

3.0 CHANGE ROOMS

Minimum floor area ratio for offices: 0.5 square metres for each person changing clothes at any one time - the floor area includes bench seating, but excludes floor occupied by other furniture.

Change rooms must be provided if the type of work, location of work or the workers require clothes to be changed. Change rooms should be for the exclusive use of employees.

Change rooms must have:

- A minimum floor area of 0.5 square metres for each person changing clothes at any one time
- The floor area includes bench seating, but excludes floor occupied by other furniture, fittings, fixed storage space, or any other fixed items
- Suitable bench seating measuring at least 400mm wide and 460mm in length for each person using the room at any one time
- Adequate numbers of secure hooks for hanging clothes spaced at least 460mm apart - where work requires use of individual work tools, additional hooks for tools must be provided
- Clothes drying facilities where appropriate to the work performed
- Separate facilities for each gender, thoughtfully located with provisions made to ensure absolute privacy (e.g. suitable locking doors)
- The requirement of lockers depends on the works being undertaken on the project



3.1 'MINIMUM STANDARD' EQUIPMENT LIST FOR CHANGE ROOM: (SEE SELECT'S 'SITE SOLUTIONS – FURNITURE CATALOGUE')

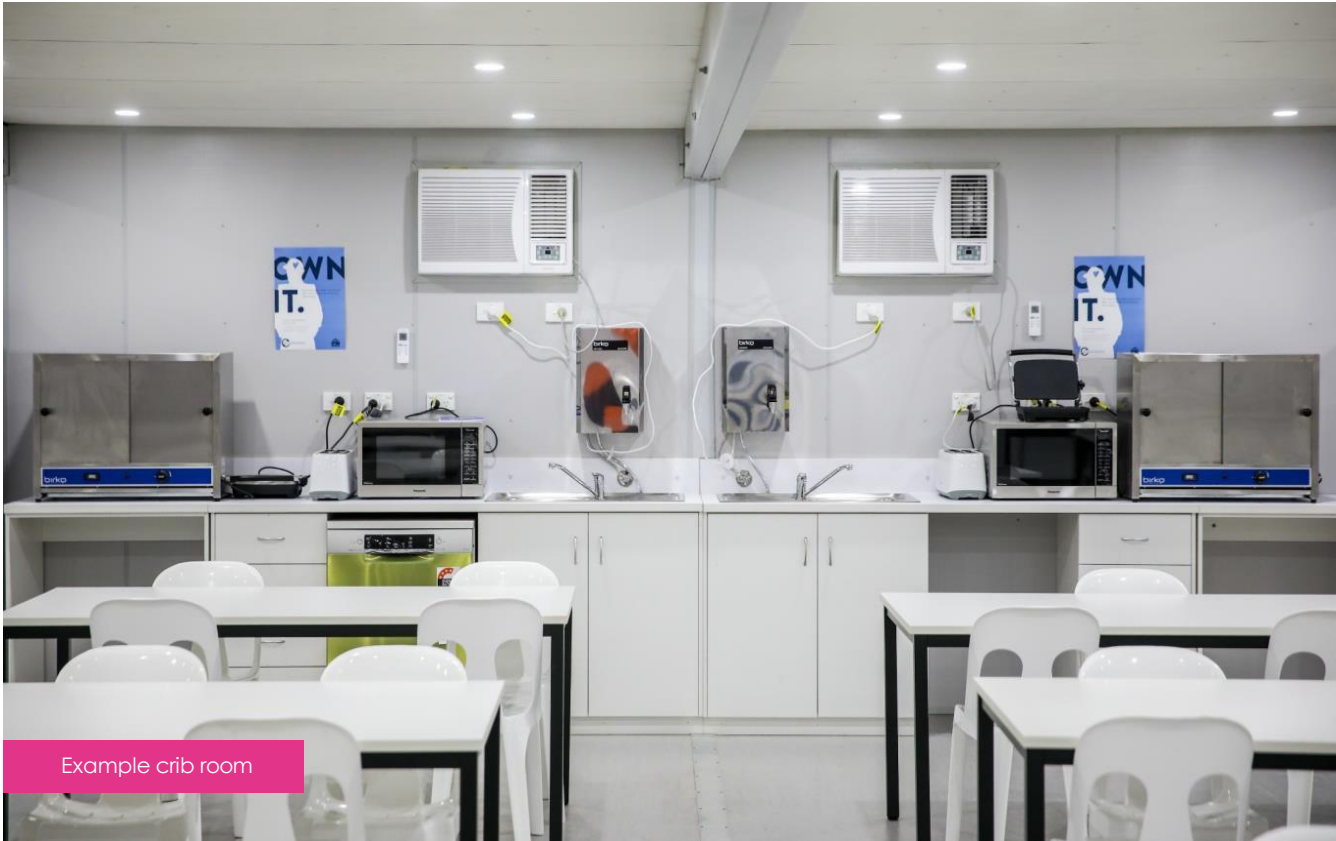
- Single Door Steel Locker 305mm x 455mm x 1830mm Colour: Silver Grey Powder coat
or
- Two Door Steel Locker 305mm x 455mm x 1830mm Colour: Silver Grey Powder coat
or
- Four Door Steel Locker 305mm x 455mm x 1830mm Colour: Silver Grey Powder coat
or
- Locker Seat and Stand Combination (to suit three lockers 305mm wide each) Colour: Black (frame), Aluminium (seat)
and
- Locker Area Bench Seat (to match locker stand) 1200mm x 455mm x 405mm Colour: Aluminium
- External Door Mat 1500mm x 900mm
- Applicable signs from the Laing O'Rourke Signage Catalogue available on iGMS

4.0 CRIB AND MEAL ROOMS

Minimum floor area ratio for crib rooms: at least 1.5 square metres of floor space for each person using the room at any one time - this space includes space occupied by any tables, seating, refrigerator, and sink

Crib/meal rooms must have:

- Adequate numbers of tables and seating for eating meals
- A floor area of at least 1.5 square metres of floor space for each person using the room at any one time - this space includes space occupied by any tables, seating, refrigerator and sink
- Seating made of rigid plastic with back rests
- Sturdy tables with impervious tops of 560mm in length for each person using the table at any one time
- Adequate means of cooling and heating such as air conditioning, cooling fans, flow through ventilation and heaters.
- Refrigerator(s) of adequate size to store perishable foods for all persons using the meal room
- Adequate supply of boiling water
- Food warming facilities of adequate size
- A sink unit of adequate size, with a supply of clean water
- Suitable space or shelves for storage of workers' utensils and food.
- Garbage bins with removable liners and secure lids - bins must be emptied daily or more frequently as required
- A corporate site notice board for display of company policies and notices



4.1 'MINIMUM STANDARD' EQUIPMENT LIST FOR CRIB ROOMS: (SEE SELECT'S 'SITE SOLUTIONS - FURNITURE CATALOGUE')

- Single Door Fridge - 450L (approx.) Minimum 3 Star Energy Rating Colour: White
- Microwave - 25L Colour: White
- Pie Warmer Unit with Solid Doors (100 Capacity)
- Sandwich Maker Stainless Steel (Sandwich Press)
- Toaster (four slice) Colour: White
- Crib Table - Poly Table/Folding Legs 1800mm x 750mm Colour: White
- Crib Chair - Plastic Stacking Chair Colour: White
- External Door Mat 1500mm x 900mm
- Applicable signs from the Laing O'Rourke Signage Catalogue available on iGMS

5.0 TOILETS, WASHING AND SHOWERING FACILITIES

Minimum floor area ratio for toilet facilities: minimum cubical sizes as per below Provide correct quantities including:

- Internal measurements at least 1400mm long x 850mm wide & 2200mm high
- Stable installation to prevent toppling (where portables are used)
- Hinged seat, lid and door - the door should be capable of being fastened from the inside
- Connection to sewer where practicable for the requirements for temporary storage and pump out systems
- Provided at a ratio of at least 1 per 10 women, 1 per 15 men & urinals 1 per 20 men; or fractions of these numbers (Excluding Victoria – Calculate using WorkSafe Victoria - Compliance code - Facilities in construction). There must always be at least one toilet for women and men irrespective of workforce composition.

- On multi-level buildings 1 toilet (at least) provided on every second floor
- Clear identification of male and female toilets with sanitary disposal units for women that are regularly serviced
- Suitable comfort and convenience including:
 - Accessible by covered walkway
 - Adequate privacy
 - Enough distance to prevent any odours reaching meal rooms
 - Close proximity to the workplace and other amenities
 - Adequate natural/artificial lighting and ventilation
 - Daily inspections and servicing as required
- Wheelchair access
- At a minimum, the following amenities must be provided on each site for female workers:
- A separate ablution block, change room and closet with sanitary bin and privacy closure must be provided for female use only.
- On any site with less than 10 workers a separate female toilet (with sanitary bin) will be provided solely for the use of women from the commencement of the project.
- In determining the location of the amenities, privacy, safety and security must be considered.





Example female washing facilities

Washing facilities must be provided with:

- Undercover and located within or adjacent to each toilet or urinal - these should be in addition to any provided within portable toilet units
- Basins or wash trough points with water (and hot water where practicable) of at least one for each 10 persons or fraction of 10 persons
- At least 20% of the basins of a larger size, such that a full forearm can be immersed with a minimum of at least one basin – measurements to be approximately 560x406mm external dims
- Cleansing agents (and disinfecting agents where appropriate) in cleanser/soap dispensers rather than shared soap bars
- Garbage bins with removable liners and secure lids - to be emptied daily or more frequently as required
- Water taps over troughs spaced at least 500mm apart
- Push button taps (for better conservation)
- Potable water
- Adequate number of mirrors fitted above wash basins
- Inter-levered paper towel dispensers (preferable to roll towel dispensers)

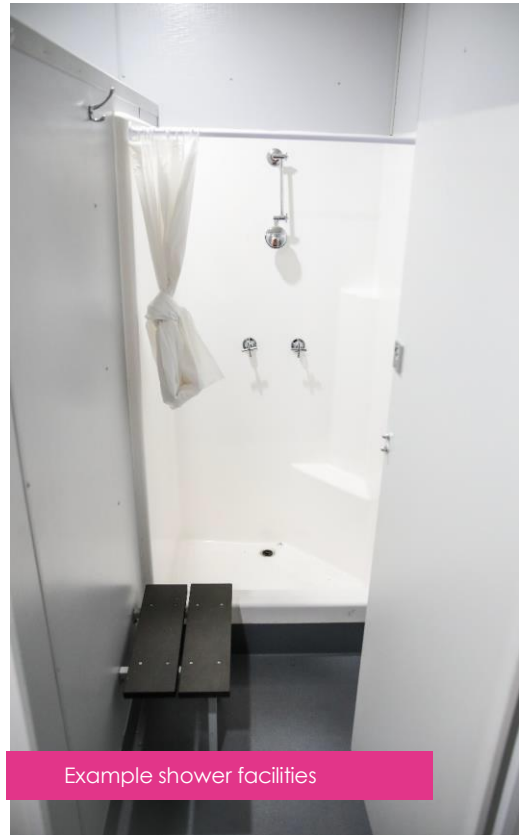


Shower facilities must be provided where the nature of the work is deemed 'dirty, hot or hazardous' in line with the State and Territories' 'Managing the Work environment and Amenities and/or Facilities in Construction Code of Practice'.

- When work is considered dirty, hot or hazardous (e.g. muddy, dusty or involving hazardous substances) then showers must be provided at a ratio of 1 to 10
- If access to a shower is restricted because of its installation within a single gender facility, the above ratios must be met for each gender
- Individual partitioning must be installed to provide adequate privacy and exclusive use
- A shower curtain or door, soap holder, and hot and cold water for each cubicle
- Non-slip flooring throughout
- Bench seating of at least 400mm wide and 460mm in length for each shower adjacent to each group of showers
- At least one hook or peg for hanging clothes in each shower cubicle spaced 420mm apart.

Where deemed necessary for the project:

- At least one female only shower/change room/storage area is provided with a lockable door, and located on site appropriately (ie, not adjacent to the crib room).
- At least one unisex shower/change room/storage area has been provided with a lockable door and appropriate provision for privacy.
- At least one accessible/ambulatory shower/change room/storage area has been provided (may be the same as the Unisex change room if this room is single person occupancy).



6.0 PARENTAL ROOMS

When required, a parental room is provisioned, consisting of an appropriate private room with a fridge for use as a lactation room. A Parental Room must be single purpose only (not shared for other uses) and provided with:

- A lockable door for privacy
- Window blinds to ensure adequate privacy
- Clear identification signage for the parental room
- Comfortable seating provided (chair or couch) with an adjacent side or coffee table
- Power outlet located next to seating
- Fridge provided with dedicated space for storage of milk
- Secure storage facilities for expressing equipment
- A sink provided within the room, or located nearby (not within a bathroom facility)
- Provision of dishwashing liquid, hand soap, and paper towels for hygiene (e.g. For cleaning expressing equipment)
- Provision of hand sanitiser and surface cleaning materials with arrangement for regular cleaning and servicing
- Temperature control available within the room for user comfort



- Suitable comfort and convenience including:
 - Adequate privacy and security
 - Close proximity to the workplace and other amenities
 - Adequate natural/artificial lighting and ventilation
 - Daily inspections and servicing as required

7.0 PARKING/PUBLIC TRANSPORT CONNECTIONS

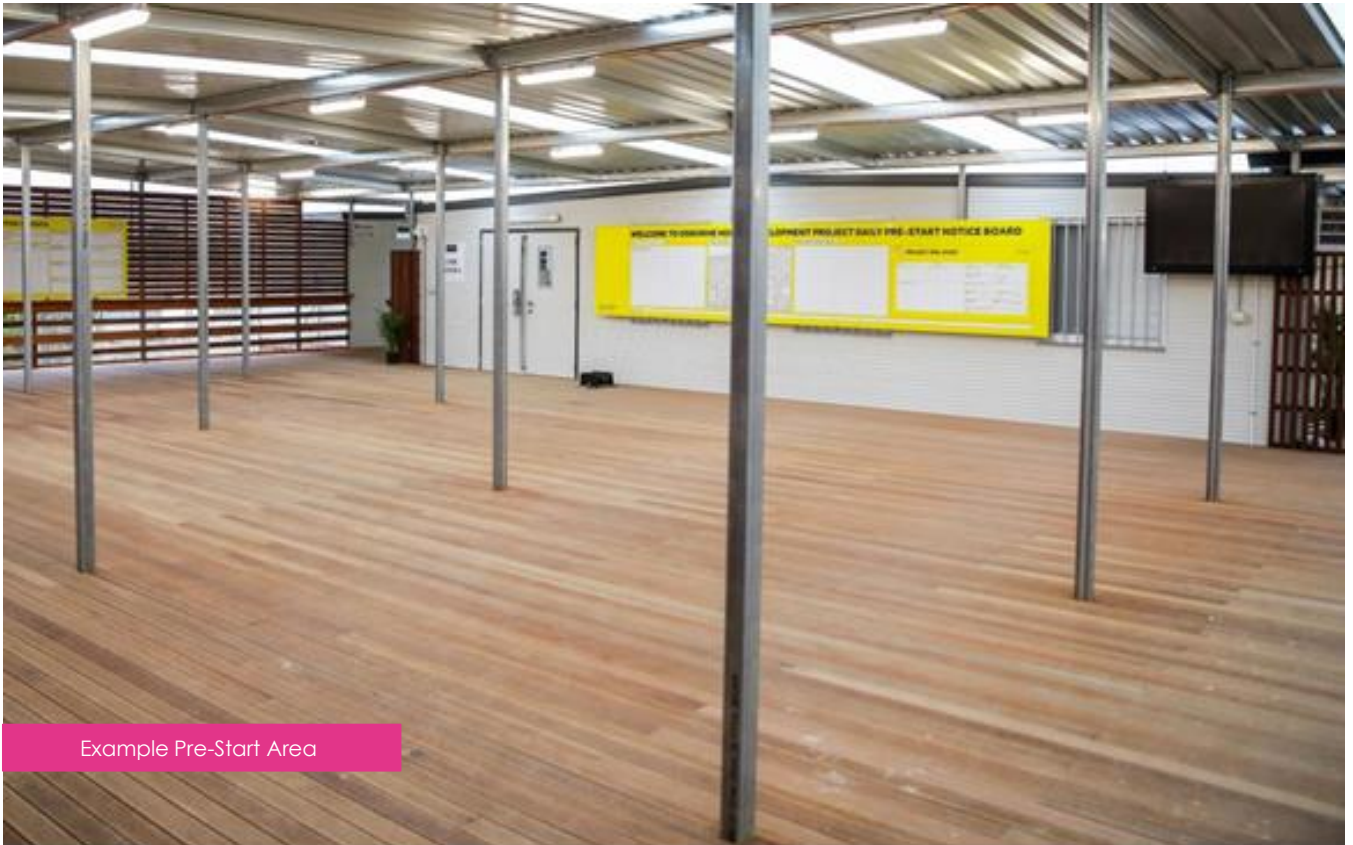
Minimum standards for parking and public transport access, must include the following:

- Car parking facilities
 - Adequate and accessible parking designated on site for workers and visitors
 - Off-site parking arrangements established where applicable, with location communicated to all workers and visitors
 - Appropriate signage installed to direct workers and visitors to designated parking areas
 - Safe access routes between the site and parking areas, with adequate lighting provided for security and visibility
- Public transport access
 - Travel routes communicated to all workers and visitors between the site and the public transport (where available).

8.0 PRE-START AREAS

Minimum floor area ratio for covered pre-start areas of two square metres (2m²) for the total number of people on site (including office staff). Provide a covered pre-start area:

- At each site facility
- At Main Facilities and Satellite Facilities a minimum size ratio of two square metres (2m²), per person, for the design capacity of the site facility, this total includes workforce and 10% of office staff alike. At Satellite Facilities which do not have crib rooms, the prestart area can be omitted.
- With sufficient protection from inclement weather to suit the importance level of the facility
- A covered pre-start area is not required at a mobile facility
- UV protection sunscreen in sunscreen dispensers



Example Pre-Start Area

8.1 'MINIMUM STANDARD' EQUIPMENT LIST FOR PRE-START AREAS: (SELECT'S 'SITE SOLUTIONS – FURNITURE CATALOGUE')

- External Door Mat 1500mm x 900mm
- Boot Brush with Powder Coat Finish
- Applicable signs from the Laing O'Rourke Signage Catalogue available on iGMS
- **NOTE:** AV equipment must be considered at pre-start areas to enable playing videos and presentations.



9.0 FIRST AID FACILITIES

Minimum floor area ratio for covered first aid facility: A first aid room should be provided at a construction site where 100 persons or more work or the works being undertaken are deemed hazards.

An assessment must be conducted to determine the site's first aid requirements, having regard to all relevant matters, including the:

- Nature of the work being carried out at the workplace
- Nature of the hazards at the workplace
- Type, severity and likelihood of injuries and illness
- Size and location of the workplace
- Number and composition of the workers and other persons at the workplace.

This assessment should be regularly conducted and as circumstances change. Where there is deemed to be a high risk of injury, or the project is remote from accident and emergency facilities, a first aid, treatment and recovery room must be provided.

9.1 FIRST AID ROOMS

The first aid room should:

- Be maintained by a nominated qualified first aider
- Measure at a minimum of 14m², however the location and size of the room should allow easy access and movement of injured people, noting they may need to be supported or moved by stretcher or wheelchair
- Be easily accessible by emergency services (minimum door width 1 metre for stretcher access)
- Be available for immediate use and only used for first aid treatment, or occupational health and safety purposes
- Be located so that it is readily accessible during working hours to persons working onsite and near major access routes and amenities
- Have access to a telephone for contacting emergency services or an emergency call system
- Be clearly marked with a standard sign (white cross and lettering on green background), and a notice identifying names, contact numbers, photographs, and locations of first aiders
- Be situated at a convenient distance from toilets, a sink or a wash basin equipped with suitable drainage and a supply of clean hot and cold running water, and a means of boiling water
- Be well lit and ventilated.

The first aid room should contain the following Amenities:

- Cupboard for storage, Work desk and office chair
- Smooth topped working surface, preferably of a non-porous type
- An examination bed with waterproof surface and disposable sheets
- Sink and hot and cold running water
- Electric power points
- Privacy screen
- Two visitor chairs
- Bar fridges (approx. 120L) with minimum 3-star energy rating First aid supplies (within expiry dates)
- First aid kit appropriate for the workplace and eyewash station
- Portable first aid kit for use outside the first aid room containing items required for the size of the workforce
- Copy of the current edition of an occupational first aid handbook
- Emergency trauma kit
- Clean protective garments and disposable gloves for first aiders Sanitary and other supplies
- Suitable container fitted with a disposable bag or liner for soiled dressings
- Suitable container for the safe disposal of needles or other sharp implements



- Sufficient supply of soap and disposable towels
- Bowls or buckets, minimum 2L capacity
- Hygienic hand cleanser
- Paper disposable towels
- Drinking water and disposable cups
- Radio, telephone, or other suitable means of communication
- Emergency contact numbers
- A record book for recording incidents when first aid has been given
- Stretcher, lifting frame or similar device for transporting patients
- An examination lamp with magnifier
- Defibrillator (to be used by those that have been trained)
- Such special appliances, requisites, and equipment for first aid as are otherwise required by law or as are necessary for appropriate having regard to the nature of the work undertaken at the place of work or site.

9.2 FIRST AID ROOM MAINTENANCE

The first aid room must be kept clean, tidy, air-conditioned, and well ventilated. It must be cleaned regularly and after every incident. An appointed first aider must be nominated to maintain the stock of first aid room, including review of expiry dates.

The first aid room must not be used for purposes other than first aid. It must not contain non-essential items.

9.3 MINIMUM STANDARD EQUIPMENT LIST FOR OFFICE: (SEE SELECT'S 'SITE SOLUTIONS - FURNITURE CATALOGUE')

- Straight Desk 1500mm - Steel Frame 1500mm x 700mm Colour: White (top), Silver (frame)
- Desk Chair - Mesh Operator Chair (no arms) Colour: Black Includes: Fully ergonomic and ratchet back
- Desk Chair - Mesh Operator Chair (adjustable arms) Colour: Black Includes: Fully ergonomic and ratchet back
- External Door Mat 1500mm x 900mm