

Gaining access to the Perth Markets Site: Contractors



1

Complete Contractor Registration



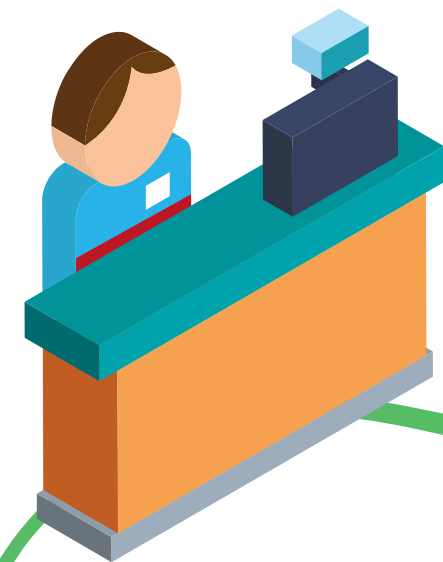
Complete the Induction

2



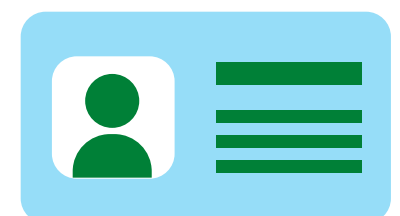
3

Apply for required permits



Check in at Reception or Gatehouse (after hours) before entering the Site

4



5

Remember to return Access Card and keys when you leave



PERTH MARKETS

Access to the Perth Markets Site for a Contractor

From 25 January 2021, all Contractors wishing to access and work on the Site for any Tenant including PMG must be registered with PMG and have completed the Contractor Registration Process in Rapid Global. They must also follow the access processes to gain access to the Site.

If you have not previously registered with PMG on Rapid Global please send an email to the Facilities Team at facilities@perthmarket.com.au.

An electronic key (email) will be sent to you to access Rapid Global, where you can then complete your registration online. In Rapid Global you will be required to provide and/or upload insurance details, relevant licenses and SWMS.

Once you are verified you will be sent information on how to induct all staff who are likely to work on the Perth Markets Site. Every employee must be registered and complete the Contractor Induction. This can all be done online prior to commencing any work on Site.

If you are already registered on Rapid Global

If you and your staff are registered on Rapid Global and you have completed your inductions in the last 12 months you are required to follow the Site access process below.

Before coming on Site to undertake work for a Tenant, all Contractors must:

1. Complete any required paperwork for permits that may be required (working at heights, enclosed spaces or hot works) in conjunction with the Tenant. Preferably 24-48 hours in advance.
2. Check in at Reception or if after hours at the Gatehouse on arrival at the Site. At check in, the contractors who will be working on Site will complete a quick login process (name, company and work order number or which Tenant they are working for) get an access pass and/or keys as required and then enter the Site.

Access Cards and keys will now only be issued for a specific job on Site and cannot be retained by the Contractor for future work. A contractor will be given a daily Access Card and/or keys as required each time they work on Site.

Once the job is completed, a Contractor must return the access pass and/or keys and log out of the Site, either at Reception during office hours or at the Gatehouse after hours.

Frequently asked questions

Emergency Work for a Tenant

For contractors that are responding to an urgent situation, especially after hours i.e. an alarm for a cool room, it is a two-minute check in process at the Gatehouse.

Regular Contractor on Site

If you regularly come on Site several times a week to see different Tenants, you will still need to follow the check-in process.

Contractors that know their weekly schedule ahead of time can send this to pmgl@perthmarket.com.au to assist with their processing and access. Please include date, Tenant and staff members (if known).

Contractor doing work for a Tenant on multiple days (eg installing new equipment)

If you need to come on Site for a number of days in a row, please let us know. We can work with you on your specific requirements. Please note you will still need to check in each day with Reception or if outside of office hours with the Gatehouse.

What happens if I am not registered on Rapid Global

You may not be able to access Site and complete your work until you have registered. For urgent works, PMG will work with the Tenant and the Contractor to provide access.

Questions

If you have any questions, please contact us via pmgl@perthmarket.com.au.