

## Tenant Centre Safety Requirements Checklist

<b>Centre:</b>		<b>Date:</b>	
<b>Tenant/Contractor Trading Name:</b>			
<b>Name of Authorised Tenant/Contractor Representative:</b>			

### Section A: Safety Documentation

Document	Received	Signed and Returned to Centre Mgt	Comments
Site Traffic Rules	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	For awareness and compliance
Contractor / Tenant Car Park map	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	For awareness and compliance
Loading Dock Safety Rules	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	For awareness and compliance
Powered Mobile Plant Use Guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	For awareness and compliance. To be signed and returned to Centre Management
Powered Mobile Plant Approval Form	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Completion and return to Centre Management is only required if the use of Powered Mobile Plant is intended
Waste Removal Guidelines	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A	For awareness and compliance
Shopping Trolley Management Rules	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	Completion & return to Centre Management is only required if Shopping Trolleys are to be managed by the Tenant

### Section B: Requirement for Authorised Permits

Centre Management authorisation is required via completion of a RetPro form or permit for the following:

- **Roof Access**
- **Working from Heights**
- **Hot Work**
- **Cold Work**
- **Fire Protection Impairment / Reinstatement Activities**
- **Confined Space Entry**
- **Powered Mobile Plant use**
- **Isolation of Essential Services**
- **Ground Penetration & Core Hole drilling**
- **Electrical Work**

### Section C: Tenant Acknowledgement

By signing below, the named Tenant/Contractor confirms:

- **All of the documents listed have been read and understood;**
- **All of the requirements defined therein in shall be complied with at all times;**
- **Centre Management authorisation shall be sought in all instances defined in Section B of this document;**
- **All staff or any other parties operating at the Centre on behalf of the named Tenant / Contractor shall be made aware of and comply with RetPro's Centre Safety Requirements as defined by the documentation listed in this form;**
- **Understanding that failure to comply with Centre Safety requirements may result in disciplinary action and/or penalties**

Authorised Representative:	Position Title	Signature:	Date: