

## **BHP Village Rules**

Welcome to our BHP Village. To make your stay as comfortable and safe as possible, it is a requirement that you abide by these Village Rules, the BHP Code of Business Conduct, and any specific requirements posted throughout the Village. The current Village Rules are available from the Guesst App, Village Reception, the BHP Digital Workspace or Controlled Documents.

Any breach of these requirements may lead to the withdrawal of accommodation privileges and may also restrict future access to BHP Villages.

### **For Your Safety**

Immediately report any hazards, near misses or events to the Village management or security. In the event of an emergency, call 6321 1000

Closed Circuit TV (CCTV) surveillance is in operation throughout the Village.

Adhere to all driving speed limits; use designated parking and pedestrian walking areas and abide by all barricading and signage in place in the Village.

Illegal conduct, intoxication, fighting, disrespectful behaviour, gambling, possession of weapons (including imitation weapons), possession of illicit drugs, wilful damage and misuse of village amenities, is not permitted in the Village. Illegal conduct will be reported to the Police.

Wildlife, including snakes and insects, may inhabit the Village. Residents are encouraged to wear appropriate footwear around the village and keep to the footpaths and well-lit areas.

Pets are not permitted in the Village. Do not feed any wildlife.

Fires (including incense and candles) are not permitted in the Village.

Residents and Visitors are required to identify themselves, and advise their room number and supervisor details, if requested by the Village management or security.

### **Dining Room**

Hand washing or hand sanitisation is mandatory prior to entering the Dining Room.

Hot food, crockery, cutlery, utensils or glassware must not be taken from the Dining Room.

Residents must wear clean clothes in the Dining Room. Work clothes and boots are not permitted in the dining room after the completion of your shift. Minimum clothing standard is shorts, t-shirt and footwear. Singlets and offensive logos are not permitted.

Residents who have used the gym or exercise facilities at the village must shower and change into clean clothes before entering the Dining Room.

## Accommodation

Alterations to the Village or tampering with Village property (including safety equipment, fire alarms, smoke detectors, locks and keys/cards) is not permitted. Village property is not to be removed or relocated from the Village areas or rooms without the approval of the Village management. Missing or deliberately damaged property may be charged to the resident at replacement cost.

Personal property is the responsibility of the resident. It is recommended that insurance for personal property is obtained. BHP and any service providers accept no responsibility for theft, loss or damage of any personal property.

Residents are only permitted to stay in the room allocated to them as per the SAMs booking system. Keys are not to be duplicated, altered or swapped between residents.

Residents must keep their room clean and tidy between room servicing. Personal property (including training or gym equipment, furniture, plants or bikes) must not inhibit the service provider from carrying out their duties in a safe manner including cleaning and maintaining the Village, rooms or veranda areas in front of rooms.

If personal items are left in a permanently vacated room, they will be bagged and tagged and then disposed of after three (3) months.

Residents are responsible for the correct disposal of any medical waste (e.g. needles used for diabetics). Only medically approved sharps are permitted in the Village and all sharps must be disposed of in a responsible manner in containers provided.

Appliances (except where company provided) with hot plates or exposed elements such as toasters, grills, gas or fuel cookers and burners are not permitted in or near rooms. Personal appliances such as blenders, hair dryers, kettles, and microwaves may be used but it is the responsibility of the resident to ensure that the appliance is safe, meets Australian Standards and is fit for purpose and is cleaned.

Lost or missing room keys/cards must be reported immediately. Contact Reception during office hours or call security after hours. Loss of keys/cards may incur a charge for replacement.

Rooms may be inspected and maintained by a NPI representative or authorised person as per the NPI Maintenance Room Entry Procedure. Night shift workers shall allow maintenance and cleaning personnel access to the room outside of noise curfew hours.

BHP, Village Management, Security or delegates may conduct searches of Village rooms, resident belongings or vehicles for all BHP employees and contractors on a random basis or where there is a reasonable suspicion that a resident is in possession of prohibited items, including, for example, drugs, weapons, stolen goods, full-strength alcohol or alcohol in excess of the permitted possession limits.

## **Smoking**

Smoking is not permitted inside any rooms, buildings, walkways or within 5m of covered entrance ways in public areas.

Smoking is permitted in the designated area in the Tavern and on veranda areas in front of rooms. Please be courteous of any nearby residents with windows open and always dispose of cigarette butts in receptacles provided.

## **Alcohol and Your Behaviour**

No BYO alcohol permitted within the Village where there is a licenced Tavern at the Village.

Possession and consumption of full strength alcoholic drinks is prohibited.

Residents must not be in possession of, or consume more than four (4) standard drinks in 24 hours. One alcoholic drink (mid strength or less) will be counted as one standard drink.

Residents must present their swipe card to purchase alcohol. Your alcohol consumption will be recorded and monitored by BHP.

No purchasing of alcohol on behalf of others is allowed, no accepting alcohol purchased by others is allowed.

Consumption of alcohol in a form that encourages rapid consumption, such as shooters, shots, laybacks and doubles is prohibited.

For Villages with Taverns, alcohol is only to be consumed in licenced areas, inside Village rooms or on veranda areas in front of rooms.

For Villages with no licenced areas, alcohol is only to be consumed in designated drinking areas, inside Village rooms or on veranda areas in front of rooms.

The alcohol curfew of 9:30PM (day shift) and 9.30AM (night shift) applies to Village rooms and designated drinking areas.

Takeaway alcohol purchased in Village Taverns is not to be consumed in the Tavern licensed areas.

Residents suspected of breaching the WAIO Drug and Alcohol Management Procedure maybe subject to further room, bag, locker and vehicle searches.

All bus and aircraft passengers must be fit to travel and not intoxicated. No alcohol is to be consumed on buses, aircraft or at BHP Aerodromes.

## **Fatigue Management**

The noise curfew applies between the hours of 9.30AM and 4.00PM / 9.30PM and 4.00AM. Ensure you are quiet in the village during these times.

Residents on night shift must display the "NIGHT SHIFT" sign outside of your door. This sign must be removed when on day shift or on R&R.