



# **Guide for Contractors – Tower Access**

## **July 2015**

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Guide for Contractors – Tower Access protocol for contractors accessing a TX Australia Pty Limited (**TXA**) owned or controlled towers.

All contractors accessing a TXA tower are to follow the guidelines, rules and processes in this protocol to preserve the security, safety and technical integrity of the tower and site.

Anyone seeking access to a TXA tower in one of the metropolitan regions must apply for site access, making contact with the relevant TXA representative (**TXA Representative**) noted below:

<b>Sydney</b>	<b>Adrian Wortley</b> 192-196 Hampden Road Artarmon NSW 2064	Ph: (02) 9419 6288 Mob: 0419 929 636 Fax: (02) 9413 4726 Email: <a href="mailto:awortley@txaustralia.com.au">awortley@txaustralia.com.au</a>
<b>Melbourne</b>	<b>Danny Dutton</b> 12 Ornata Road Mt Dandenong VIC 3767	Ph: (03) 9751 1052 Mob: 0419 929 334 Fax: (03) 9751 1503 Email: <a href="mailto:ddutton@txaustralia.com.au">ddutton@txaustralia.com.au</a>
<b>Brisbane</b>	<b>Mike Collins</b> 445 Sir Samuel Griffith Dr Mt Coot-tha QLD 4066	Ph: (07) 3369 8611 Mob: 0407 898 386 Fax: (07) 3369 8711 Email: <a href="mailto:mcollins@txaustralia.com.au">mcollins@txaustralia.com.au</a>
<b>Adelaide</b>	<b>Trevor Austin</b> 109 Summit Road Crafers SA 5152	Ph: (08) 8339 1117 Mob: 0428 845 703 Fax: (08) 8370 9972 Email: <a href="mailto:taustin@txaustralia.com.au">taustin@txaustralia.com.au</a>
<b>Perth</b>	<b>Steve Edwards</b> 255 Welshpool Road East Carmel WA 6076	Ph: (08) 9291 9177 Mob: 0417 717 422 Fax: (08) 9291 9213 Email: <a href="mailto:sedwards@txaustralia.com.au">sedwards@txaustralia.com.au</a>

**Site Access & Security:**

Any person accessing a TX Australia Pty Limited (**TXA**) site, for any reason (**Access Seeker**) must have been approved by the relevant metropolitan region TXA representative (**TXA Representative**) on a **Site Access Authorised Personnel Form (Appendix A)**.

Access to the Tower, will in addition require a **Tower Access Request Form (Appendix B)** to be completed and approved by the relevant TXA Representative.

**Tower Access**

Access to TXA towers is required for many purposes, including inspections, maintenance, upgrading or installation of antenna systems (**Works**), with access being permitted only during daylight hours on a Monday to Friday basis.

All contractors requiring tower access must obtain approval from TXA Representative prior to commencing Works on the tower.

The purpose of this document is to guide contractors through the processes and obligations that must be fulfilled.

TXA adheres to a safe working environment and is committed to ensuring that contractors conduct Works on TXA towers without incident or injury.

**Third Party Consent**

Contractors are either engaged directly by TXA or by TXA's Clients (**Third Party**).

Prior to contractors requesting access to TXA towers to conduct Works on behalf of a Third Party, the Third Party must notify TXA (and obtain TXA's approval) of the Works it proposes to undertake such as:

- Undertake an assets inspection;
- Undertake maintenance of assets;
- Upgrade assets;
- Decommission and remove assets;
- Install assets and mounting support structures.

For all Works, a Scope of Works (**SOW**) must be prepared and approved by TXA.

If equipment is being changed, this will require TXA and the Third Party to enter into an amending agreement in accordance with the Third Party's agreement with TXA.

Approval for tower access by contractors will not be considered until Third Party consent has been provided and the SOW approved by TXA.

**Access approval process**

The Third Party who has been granted consent by TXA to undertake Works on the tower will need to submit a 'Tower Access Request Form' contained in Appendix B, nominating the personnel who it is intending to engage to undertake the Works.

Approval to access TXA towers will not be granted until all TXA's requirements are met and TXA are satisfied that the works can be carried out in a safe and competent manner.

As part of the approval process, TXA will assess the impact the Works will have on other clients' services to determine if outages (service releases) are required or alternatively 'work arounds' may need to be put in place.

TXA can rescind previously approved access if it is deemed that access has become unsafe or work methods have become unsatisfactory or if service releases by other parties have not been approved (or previously approved service release have been rescinded).

### Tower Access Documentation

The following documentation must be provided to TXA in advance of the commencement of the scheduled Works:

- Site Access Authorised Personnel Form (completed by the Third Party) - Appendix A;
- Tower Access Request Form (completed by the Third Party) - Appendix B;
- Public Liability Certificate of Currency;
- Workers Compensation Certificate for the State in which the work is to be carried out;
- Working at Heights / High Risk certificate,
- Tower rescue certificate;
- Rigging ticket / certificate;
- 'Fit to Climb' medical certificate;
- RF EME awareness certificate;
- First Aid certificate;
- Climbing harness / apparatus inspection certificate;
- Qualifications to operate plant that may be required for the Works (for example Elevated Work Platform).

#### Note:

A minimum of two (2) tower climbers must have Tower Rescue accreditation.

A Rigging ticket is not mandatory for inspections.

Subject to the Works being undertaken on the TXA tower, a "high risk" licence work card is required, which clearly identifies the relevant qualification ie:

1. Dogging
2. Basic rigging
3. Intermediate rigging
4. Advanced rigging

If TXA is not satisfied with the documents provided, tower access will not be approved until the documentation meets TXA's requirements.

### Tower Access Equipment

Prior to tower access commencing, each person must have the following equipment:

- Safety Boots;
- Hard Hat;
- Climbing harness and other related apparatus;
- Clothing appropriate for weather conditions;
- RADMAN or similar monitoring device;
- Means of communications with ground staff and each other;
- First Aid kit.

### Work Health and Safety Requirements

TXA reserves the right, in its sole discretion, to audit training qualifications and training courses, First Aid Certificates and Medical Certificates, First Aid Kits, climbing equipment, Safe Work Method Statement (**SWMS**) /Job Safety Analysis (**JSA**) and Method of Procedure (**MOP**) documentation as part of the assessment process.

Prior to any Works commencing on the TXA tower, TXA needs to be satisfied that the SWMS / JSAs / MOPs appropriately address the Works to be carried out, and include:

- consultation with and adherence to the RF hazard Control Document (RFHCD) and / or Site Management Book (SMB);
- itemising any equipment required to undertake the Works;
- incorporating appropriate risk assessments;
- consideration of weather conditions, both current and forecasted;
- assess bushfire fire danger rating;
- consideration of the timings of any required outages;
- any proposed transmission changes on the tower that may not be reflected in the RFHCD.

The contractor must adhere to its own and TXA'S Work Health and Safety (WHS) policy, procedures and practices.

Smoking is not permitted at any TXA Site.

All hazards, incidents and near incidents, no matter how insignificant, must be reported to the TXA Representative and investigated to prevent further incidents occurring. TXA may require that its WHS forms are used for this purpose, which will be provided as required.

### **Site Induction / Toolbox Talks**

Any personnel who have not previously been inducted at the site or their induction has expired, must undergo a site induction, which is to be conducted by a TXA representative.

When TXA is satisfied that all personnel requiring tower access are inducted, a toolbox talk will be undertaken by a TXA representative.

During the toolbox talk the TXA representative will:

- check that the persons present are the persons listed on the Tower Access Request Form;
- that all required documentation / certification / accreditation is in order;
- inspect / check that all equipment requirements are met;
- read through the SWMS / JSAs / MOPs to ensure that they meet TXA's requirements / standards and that they are job and site specific;
- ensure that all persons accessing the tower have read and signed the SWMS / JSAs / MOPs and that they understand the requirements prescribed therein and that they will agree to abide by the SWMS / JSAs / MOPs at all times;
- check that any mobile plant is in good order (maintenance records, licences, registration etc.) and that the operator is qualified and competent to operate the plant;
- advise that all persons must abide by TXA's Site Access Rules and Safety Regulations at all times.

### **Approval**

At the completion of the toolbox talk, if TXA is satisfied that all the conditions of tower access are met, approval will be granted and permission to commence the works will be issued.

If TXA is not satisfied that all of the conditions are met, the contractor will be provided with the opportunity and guidance to address any non-conformance, in an effort to facilitate tower access approval.

If a contractor is unable or unwilling to meet TXA's tower access requirements, access to the tower will not be approved and will not be provided.



## (W/5.1.8) Site Access Authorised Personnel Form

For use by all licensees personnel (including sub-contractors) requiring site access for any reason (including routine and emergency site access).

Note: No site access will be permitted until this form has been submitted to and approved by TXA at least 7 days prior to the intended date of access (which date is not guaranteed).

Site:

Licensee:

TXA Email Address:

As an authorised officer of the Licensee, and on behalf of the Licensee, I request that the below mentioned personnel be permitted access to the Licensee’s reserved area on the Site to undertake installation or routine, planned and emergency maintenance on the Licensee’s equipment in accordance with the terms and conditions of the licence agreement between the Licensee and TXA in respect of the site, for the period stated below.

Should the below mentioned personnel no longer be authorised by the Licensee to access the Licensee’s reserved area at the site (for whatever reason), TXA must immediately be notified.

It is acknowledged by the Licensee that access to the tower on site by the below listed personnel or any other personnel of the Licensee will not be permitted until a W/5.1.9 Tower Access Request Form has been forwarded to and authorised by TXA.

<b>Name(s):</b> <i>If more space is required, please complete Annexure A (and make further copies, if necessary)</i>	
<b>Form of Photo ID &amp; No:</b> <i>(Please attach photo)</i>	No:
<b>Company details:</b>	<b>Name:</b> <b>Address:</b> <b>Phone No:</b> <b>Email Address:</b>
<b>Equipment usually brought on to site:</b>	
<b>Vehicles usually brought on to site</b>	
<b>Access period requested:</b>	
<b>Signature of authorised officer of the Licensee:</b>	<b>Signature of personnel requiring access:</b>
<i>Your signature confirms the Licensee requests site access for the identified personnel on the terms identified in this form.</i>	
<i>Your signatures confirm that you have read, accept and agree to abide by TXA’s W/5.1.7 Site Access Rules and Safety Regulations (<b>attached</b>) and that you understand the risks inherent in working in an RF Environment.</i>	
<b>FOR OFFICE USE ONLY:</b>	
<b>Subject to approval by TXA of the following Work Health &amp; Safety documentation:</b>	
<input type="checkbox"/> SWMS	<input type="checkbox"/> JSA
<input type="checkbox"/> Insurances	<input type="checkbox"/> Other (specify)
<b>Authorised access period granted:</b>	hr(s)/day(s)/week(s)/ Other:
<b>Signature of authorised officer of TXA:</b>	



## Annexure A

<b>Name(s):</b>	
<b>Form of Photo ID &amp; No:</b> <i>(Please attach photo)</i>	<b>No:</b>
<b>Signature of authorised officer:</b>	<b>Signature of personnel requiring access:</b>
<i>Your signature confirms the Licensee requests site access for the identified personnel on the terms identified in this form.</i>	
<i>Your signatures confirm that you have read, accept and agree to abide by TXA's W/5.1.7 Site Access Rules and Safety Regulations (<b>attached</b>) and that you understand the risks inherent in working in an RF Environment.</i>	
<b>FOR OFFICE USE ONLY:</b>	
<b>Signature of authorised officer of TXA:</b>	

<b>Name(s):</b>	
<b>Form of Photo ID &amp; No:</b> <i>(Please attach photo)</i>	<b>No:</b>
<b>Signature of authorised officer:</b>	<b>Signature of personnel requiring access:</b>
<i>Your signature confirms the Licensee requests site access for the identified personnel on the terms identified in this form.</i>	
<i>Your signatures confirm that you have read, accept and agree to abide by TXA's W/5.1.7 Site Access Rules and Safety Regulations (<b>attached</b>) and that you understand the risks inherent in working in an RF Environment.</i>	
<b>FOR OFFICE USE ONLY:</b>	
<b>Signature of authorised officer of TXA:</b>	

<b>Name(s):</b>	
<b>Form of Photo ID &amp; No:</b> <i>(Please attach photo)</i>	<b>No:</b>
<b>Signature of authorised officer:</b>	<b>Signature of personnel requiring access:</b>
<i>Your signature confirms the Licensee requests site access for the identified personnel on the terms identified in this form.</i>	
<i>Your signatures confirm that you have read, accept and agree to abide by TXA's W/5.1.7 Site Access Rules and Safety Regulations (<b>attached</b>) and that you understand the risks inherent in working in an RF Environment.</i>	
<b>FOR OFFICE USE ONLY:</b>	
<b>Signature of authorised officer of TXA:</b>	





## (W/5.1.9) Tower Access Request Form

For use by all licensees' personnel (including sub-contractors) authorised by licensees and TXA.

Note: No tower access will be permitted until this form has been submitted to and approved by TXA at least 7 days prior to the intended date of access (which date is not guaranteed).

A TXA representative may be required to be present on site during the tower climb/works.

**Site:**

**Licensee:**

**TXA Email Address:**

1. (Licensee to complete and email to TXA)	3. (TXA authorises access and <u>emails</u> approval)
<b>Date:</b>	<b>Date:</b>
<b>To:</b>	<b>To:</b>
<b>Attention:</b>	<b>Attention:</b>
<b>From:</b>	<b>From:</b>
<b>Contact phone:</b>	<b>Contact phone:</b>
<b>Return email address:</b>	<b>Return email address:</b>
<b>List attachments:</b>	<b>List attachments:</b>
<b>Signature of Licensee:</b>  <i>Your signature confirms that you have read and accepted TXA's W/5.1.7 Site Access Rules and Safety Regulations attached.</i>	<b>Signature of TXA:</b>
<b>FOR OFFICE USE ONLY:</b>	
<b>Subject to approval by TXA of the following Work Health &amp; Safety documentation:</b> <input type="checkbox"/> W/5.1.8 Site Access Authorised Personnel Form received <input type="checkbox"/> Insurances sighted <input type="checkbox"/> Other: <input type="checkbox"/> <input type="checkbox"/>	

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APPENDIX B



2. (This section 2 should be completed by the contractor and include a very detailed description of work. Note, this will be used as a Scope of Works and the contractor's personnel on site must carry a copy of this form)						
Site name:						
Date required:						
Time required:		From:		To:		
Purpose: (Scope of Works): (Use additional sheets if necessary)						
Status of visit: <input type="checkbox"/> Installation <input type="checkbox"/> Routine Inspection <input type="checkbox"/> Routine Maintenance <input type="checkbox"/> Emergency <input type="checkbox"/> Other (if other, provide details):						
Specify location of equipment on tower to which access is required:						
Name(s): If more space is required, please complete (and make further copies, if necessary) of Annexure A		Foreman / Supervisor: Staff:				
Phone number:						
Company details:						
			State:		Postcode:	
Equipment:		<input type="checkbox"/> Safety equipment	<input type="checkbox"/> Crane	<input type="checkbox"/> EWP	<input type="checkbox"/> Hoist	<input type="checkbox"/> Other: <input type="checkbox"/> Other:
Relevant plant operating qualification and/or maintenance log:		<input type="checkbox"/> Climbing apparatus inspection log	<input type="checkbox"/> Operating licence & maintenance logs	<input type="checkbox"/> Operating licence & maintenance logs	<input type="checkbox"/> Operating licence & maintenance logs	<input type="checkbox"/> <input type="checkbox"/>
Tower climbing qualification: Email copies of qualifications with this form.		<input type="checkbox"/> White Card	<input type="checkbox"/> 'Fit to Climb' medical certificate	<input type="checkbox"/> RF EME awareness certificate	<input type="checkbox"/> First Aid Certificate Last refresh (select date):	<input type="checkbox"/> High Risk Certificate/ Working at Heights <input type="checkbox"/> Other:
Vehicle/s rego and type:						
No of parking spaces required (if available):						
Signature of contractor:  <i>Your signature confirms that you have read and accepted TXA's W/5.1.7 Site Access Rules and Safety Regulations attached and that you understand the risks of working in a RF environment.</i>				Signature of TXA:		



## Annexure A

<b>Staff name:</b>						
<b>Equipment:</b>	<input type="checkbox"/> Safety equipment	<input type="checkbox"/> Crane	<input type="checkbox"/> EWP	<input type="checkbox"/> Hoist	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
<b>Relevant plant operating qualification and/or maintenance log:</b>	<input type="checkbox"/> Climbing apparatus inspection log	<input type="checkbox"/> Operating licence & maintenance logs	<input type="checkbox"/> Operating licence & maintenance logs	<input type="checkbox"/> Operating licence & maintenance logs	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tower climbing qualification:</b>	<input type="checkbox"/> White Card	<input type="checkbox"/> 'Fit to Climb' medical certificate	<input type="checkbox"/> RF EME awareness certificate	<input type="checkbox"/> First Aid Certificate Last refresh (select date):	<input type="checkbox"/> High Risk Certificate/ Working at Heights	<input type="checkbox"/> Other:
<b>Email copies of qualifications with this form.</b>						
<b>Vehicle/s rego and type:</b>						
<b>No of parking spaces required (if available):</b>						
<b>Signature of contractor:</b>				<b>Signature of TXA:</b>		
<p><i>Your signature confirms that you have read and accepted TXA's W/5.1.7 Site Access Rules and Safety Regulations <b>attached</b> and that you understand the risks of working in a RF environment.</i></p>						

<b>Staff name:</b>						
<b>Equipment:</b>	<input type="checkbox"/> Safety equipment	<input type="checkbox"/> Crane	<input type="checkbox"/> EWP	<input type="checkbox"/> Hoist	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
<b>Relevant plant operating qualification and/or maintenance log:</b>	<input type="checkbox"/> Climbing apparatus inspection log	<input type="checkbox"/> Operating licence & maintenance logs	<input type="checkbox"/> Operating licence & maintenance logs	<input type="checkbox"/> Operating licence & maintenance logs	<input type="checkbox"/>	<input type="checkbox"/>
<b>Tower climbing qualification:</b>	<input type="checkbox"/> White Card	<input type="checkbox"/> 'Fit to Climb' medical certificate	<input type="checkbox"/> RF EME awareness certificate	<input type="checkbox"/> First Aid Certificate Last refresh (select date):	<input type="checkbox"/> High Risk Certificate/ Working at Heights	<input type="checkbox"/> Other:
<b>Email copies of qualifications with this form.</b>						
<b>Vehicle/s rego and type:</b>						
<b>No of parking spaces required (if available):</b>						
<b>Signature of contractor:</b>				<b>Signature of TXA:</b>		
<p><i>Your signature confirms that you have read and accepted TXA's W/5.1.7 Site Access Rules and Safety Regulations <b>attached</b> and that you understand the risks of working in a RF environment.</i></p>						