



## **(W/5.1.7) Site Access Rules and Safety Regulations**

### *CUSTOMER AND CONTRACTOR SITE & TOWER ACCESS – TXA OWNED AND/OR MANAGED SITES*

#### *Site Access*

All personnel (i.e. contractors, customers and their personnel/contractors) accessing the site, for whatever reason, must:

- in the case of access on behalf of customers, have been approved by TXA on a W/5.1.8 Site Access Authorised Personnel Form signed by the customer and submitted to the TXA State Engineering Manager (or his/her delegate) for approval at least seven days prior to the intended date of access (which date is not guaranteed);
- in the case of access by a visitor, be accompanied at all times by personnel authorised by TXA;
- supply TXA with evidence of insurances including public liability (minimum cover \$20,000,000) and workers compensation;
- carry corporate identification which must be shown to any TXA personnel on request;
- undertake a TXA site induction process.

Parking may not be available at the site. Vehicles may be required to park off site after unloading. Availability of parking will need to be checked prior to arrival.

#### *Emergency Access*

Access to a site by emergency personnel of a customer will be provided in an emergency situation PROVIDED that the emergency personnel is accompanied at all times by personnel authorised by TXA and appropriate identification and proof of authorisation from the customer is shown to TXA personnel if requested. Any subsequent visits to the site by the said emergency personnel will only be permitted after the emergency personnel complete the TXA Work Health and Safety (WHS) system of accreditation.

#### *Tower Access*

Access to a tower must be requested on a W/5.1.9 Tower Access Request Form signed by the customer and submitted to the TXA State Engineering Manager (or his/her delegate) for approval at least seven days prior to the intended date of access (which date is not guaranteed). All work must be confined solely to the area and work specified on the W/5.1.9 Tower Access Request Form. TXA Personnel (at the discretion of TXA) may be required to be present on site before any tower access can commence.

#### *Installation/Maintenance of Equipment*

Prior to undertaking any installation of equipment and associated works or any major maintenance or replacement of equipment, an agreed protocol for access to the site by personnel involved in that work will be developed.

Any changes to the customer's equipment must be submitted for approval by TXA (at head office level) prior to such changes being effected. It is the responsibility of the person accessing the site to establish whether further TXA approval is required prior to commencing any works. A W/4.3.21 Antenna Amendment Return Form must be completed if there are any alterations or additions to the transmission equipment.

#### *Changes*

Should any changes be required to TXA approved access forms (e.g. dates, personnel or supporting documentation) or if service releases by other parties have not been approved (or previously approved service releases have been suspended), new access request documentation must be submitted for approval.



### ***TXA Site Induction Process***

All personnel are required to undertake a site induction which will include an explanation of TXA processes and procedures in respect of the site being accessed.

All personnel must comply with TXA's instructions in relation to their conduct on site, which includes but is not limited to:

- access out of business hours or when the site is unattended;
- site hazards;
- completing a W/4.3.20 TXA Site Log;
- ensuring that the gates are closed/locked;
- reactivating all alarm systems;
- securing the site; and/or
- notifying TXA personnel of entry/departure.

Failure to comply with the site security instructions may result in TXA securing the site and the contractor or customer (as applicable) will be responsible for all costs incurred by TXA in so doing.

### ***WORK HEALTH & SAFETY***

TXA adheres to a safe working environment and is committed to ensuring that works undertaken at TXA sites are carried out without incident or injury. In accordance with work health and safety (WHS) legislation, work and/or access will be suspended if it is determined by TXA personnel to be unsafe.

Customers are responsible for making any person accessing the site, on their behalf, (including but not limited to customer's employees, agents, contractors and visitors) aware of the compliance requirements of these Site Access Rules and Safety Regulations and WHS requirements at the site.

### ***Incident and Damage Reporting***

All hazards, incidents and near incidents, no matter how insignificant, must be immediately reported to TXA personnel and investigated to prevent further incidents occurring. In addition, if personnel become aware of any damage that is evident or may have been caused anywhere on site, including the tower or other tower equipment, the damage must be immediately reported. Customers and contractors must have their own system of recording such incidents and TXA will require that a W/7.1.1 Incident Report and Investigation Report form is completed, which will be provided as required.

### ***Site Hazards***

Hazards exist at each site and these and any relevant reports will be advised upon during the site induction process, Tool-Box Talk and any Pre-Start Work meetings. Hazards may include, but are not limited to, asbestos, electromagnetic radiation (EMR), implications of other scheduled works (e.g. tower work) and electrical and emergency power plants which can start up without notice on the loss of incoming mains electricity.

### ***Hazardous Materials***

Hazardous materials are not to be brought on site without permission of the TXA State Engineering Manager (or his/her delegate).

Care is to be taken when handling or working with hazardous materials:

- A Material Safety Data Sheet must be provided to the TXA State Engineering Manager (or his/her delegate) for all substances used on site.
- Protective wear and equipment must be used when handling hazardous substances.
- Warning signs must be erected to clearly identify the area in which the hazardous materials or activities are being undertaken.
- Containers must be removed from site by and at the expense of the user as soon as emptied.



- Handling and first aid must be derived from the Material Safety Data Sheet, or other expert source.

### ***RF Hazards***

Broadcast antennas may generate radiofrequency (RF) exposures that exceed the applicable 'General Public' or 'Occupational' safety reference levels as specified in the ARPANSA RPS3 Standard for Maximum Exposure Levels to Radiofrequency Fields – 3 kHz to 300 GHz. The General Public and Occupational safe access areas are illustrated in onsite safety documentation, such as a RF Hazard Control Document (RFHCD) and/or a Radiocommunications Site Management Book (RCSMB) which may also indicate site specific RF safety procedures.

### ***First Aid***

Personnel must provide their own First Aid Kit and must be appropriately qualified to administer first aid.

### ***Smoking***

Smoking is not permitted at any TXA site.

### ***Audit***

As part of its WHS systems and processes, TXA reserves the right, at its sole discretion and as part of its initial and ongoing assessment processes, to audit work in progress, climbing and other equipment, training qualifications and training courses, including but not limited to First Aid Certificates and Medical Certificates and First Aid Kits.

### ***SITE SAFETY RULES***

The following Safety Rules must be observed by all personnel at all times when visiting TXA sites:

- Work is permitted within normal business hours on a Monday to Friday basis unless otherwise agreed.
- Work and access generally is only permitted in the customer's reserved area or other area designated by TXA. Access to other TXA areas and all TXA or third party equipment is strictly out of bounds.
- Work on the site shall not impact on third parties or the provision of other services.
- All directions of any personnel of TXA at the site with regard to access to, conduct on and egress from the site or any other matter relating to the management and operation of the site shall be complied with.
- Operation of tools, including power tools, hand tools, ladders and other items must be carried out in a competent and safe manner and any resultant dust or debris must be managed so as not to pollute equipment in the vicinity in which the work is being carried out, the site or the surrounding environment.
- Personnel are responsible for the supply of the appropriate personal protective equipment and are to be familiar with the correct and responsible use of this equipment.
- Electrical safety is paramount; electrical leads must be safety tested to Australian Standard AS/NZS 3760:2010 and tagged (if required) and maintained in a safe condition. TXA will deny the use of any electrical equipment that is not tagged in accordance with the Australian Standard or is otherwise deemed to be unsafe. Only designated power outlets must be used.
- Hard hats are to be worn within the designated area of the site when any work is in progress on the tower, and by those carrying out the tower works.
- Appropriate footwear is to be worn on site; thongs or sandals are NOT acceptable, with safety footwear being worn as applicable to the work being carried out.



- Personnel must not leave equipment lying around whilst working on site and must ensure that required equipment is located as closely as possible to the area within which they are working and that access to all other equipment on site is not impeded.
- Storage facilities are not available at any TXA site. All required equipment must be brought to the site and removed from the site on each occasion that work is carried out unless prior approval has been granted by TXA prior to the commencement of the works or it can be contained within the customer's reserved area if space permits.
- All packing materials and rubbish must be removed from the site at the completion of the project or on a daily basis if the volume is such that in TXA's opinion site obstruction occurs.
- Hot work permits are to be arranged with TXA before any welding, grinding, cutting or similar work can commence on site.

### *Tower Safety Rules*

Tower climbing will not be permitted under any circumstances unless relevant tower climbing qualifications and a W/5.1.9 Tower Access Request Form (signed by the customer) have been submitted and approved by the TXA State Engineering Manager (or his/her delegate) at least seven days prior to the intended date of access (which date is not guaranteed).

Before any person shall commence a tower climb, they must undertake appropriate risk assessments and must:

- read the site RF safety documentation paying particular attention to the restricted access areas and a W/4.3.20 TXA Site Log must be signed prior to tower climbing in acknowledgement that any RF safety information provided has been read and understood;
- be fully conversant with the operation of all safety equipment and techniques;
- take into consideration current and predicted weather conditions including an assessment of the fire danger rating and take the requisite precautions to prevent exposure and potential slip hazards; and
- ensure that work is completed within daylight hours and all personnel are off the tower by dusk.

During the climb each person must:

- carry a functioning personal radiation monitor e.g. Radman;
- carry a means of functioning portable communications;
- wear:
  - a fall-arrest device attached to a full body harness; and
  - a helmet and safety boots or alternative closed footwear appropriate for tower climbing;
- have available an appropriate tower rescue kit;
- have current First Aid certification and provide their own First Aid Kit; and
- ensure all climbers are appropriately qualified to climb and trained in the use of the rescue equipment and that a minimum of 2 persons climb the tower together.

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September 2017

*These Site Access Rules and Safety Regulations are reviewed and updated from time to time to ensure they are reflective of legislative changes and any other matters which arise or are subject to change.*



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

For use by all customers 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:**

**Customer:**

**TXA Email Address:**

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

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

It is acknowledged by the Customer that access to the tower on site by the below listed personnel or any other personnel of the Customer 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>	<b>No:</b>		
<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 Customer:</b>  <i>Your signature confirms the Customer requests site access for the identified personnel on the terms identified in this form.</i>	<b>Signature of personnel requiring access:</b>  <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 (attached) 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>  <i>Your signature confirms the Customer requests site access for the identified personnel on the terms identified in this form.</i>	<b>Signature of personnel requiring access:</b>
<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>  <i>Your signature confirms the Customer requests site access for the identified personnel on the terms identified in this form.</i>	<b>Signature of personnel requiring access:</b>
<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>  <i>Your signature confirms the Customer requests site access for the identified personnel on the terms identified in this form.</i>	<b>Signature of personnel requiring access:</b>
<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 customers' personnel (including sub-contractors) authorised by customers 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:**

**Customer:**

**TXA Email Address:**

1. (Customer 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 Customer:</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"/>	



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)						
<b>Site name:</b>						
<b>Date required:</b>						
<b>Time required:</b>		<b>From:</b>		<b>To:</b>		
<b>Purpose: (Scope of Works):</b> (Use additional sheets if necessary)						
<b>Status of visit:</b> <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):						
<b>Specify location of equipment on tower to which access is required:</b>						
<b>Name(s):</b>		<b>Foreman / Supervisor:</b>				
If more space is required, please complete (and make further copies, if necessary) of Annexure A		<b>Staff:</b>				
<b>Phone number:</b>						
<b>Company details:</b>						
		<b>State:</b>		<b>Postcode:</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"/> Relevant 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>		
<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>						





## 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"/> Relevant 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"/> Relevant 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>						