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# Site Access Protocol

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# Site Access Protocol

## Document Change History

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11.2	10/08/2014	Shabbir Mogul Daniel Carpenter	Review and update of access types, site rules, working at heights & rigging requirements, roles & responsibilities incident reporting and application
11.3	21/04/2015	Chris Grant	HSEQ Review
11.4	20/5/2019	Shabbir Mogul	Review and Link updates

## Approval

Name	Role	Signature	Approval Date
Chris Grant	GM HSEQ		22/04/2015
Paul Bulfin	GM Operations		22/04/2015

## Definitions

Term	Definition
BA	Broadcast Australia
SOW	Scope of Works
MOP	Method of Procedure
SWMS	Safe Work Method Statement
BA Website	<a href="https://www.broadcastaustralia.com.au/">https://www.broadcastaustralia.com.au/</a>



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# Site Access Protocol

## 1. SITE ACCESS CRITERIA

### 1.1 Purpose

Broadcast Australia (BA) is committed to consulting and cooperating with all site sharers and others, visiting or undertaking work on BA sites in order to ensure that all safety, security and environment obligations are met. BA and all site visitors have obligations and responsibilities for ensuring that the workplace is free of risks. This document will clearly outline the rules and procedures for accessing and undertaking work on BA sites.

This Site Access Protocol (the 'Protocol') sets out the guidelines and processes for accessing a BA controlled site including instructions on how to use the BA Online Site Access Application System.

All parties accessing the site are to follow the guidelines, rules and processes in this Protocol to ensure:

- The safety of all site visitors is assured;
- Broadcast Australia and customer assets and services are protected;
- Broadcast Australia fulfils its legal obligations as a site provider.

### 1.2 Scope

This document applies to all persons who have a requirement to access Broadcast Australia sites, including all Broadcast Australia staff.

### 1.3 Summary of Sites Access Rules

Compliance with the Site Access Rules will be achieved if all the requirements below are met:

1. All access must be prior approved using the Site Access Online Application system
2. Works to be undertaken must be accurately described in the access authorisation
3. Have Approval/Work Permit to access site
4. Log on to site with NOC prior to entry
5. Only perform work as authorised by the work permit
6. Follow all BA site specific rules
7. Report all incidents/hazards to the NOC
8. Suitable PPE must be worn at all times taking into account the site specific requirements and activities being undertaken
9. All site visitors must keep the site clean and secure
10. Notify the NOC when departing the site



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## 2. SITE ACCESS APPLICATION

### 2.1 Access Process

### 2.2 Permission to Access Site

All requests for access to site must be made via the Site Access Online Application system. No access to site is permitted without a valid Site Access Permit, and this permit must be available on site as either a hard or soft copy.

### 2.3 Site Access Notice Periods

Site access application minimum notice period requirement

Purpose of Visit	Minimum Notice Requirement (business days)
Site Inspection and testing not related to construction work or commissioning	3
Faults and Maintenance (not related to construction work)	10
Tower/Structure Climbs (not related to construction work)	10
Construction work	10
High Risk Construction work	10
Urgent request - fault (construction and non-construction)	1
Escorted access	10
Works requiring an outage to existing services on site	21

### 2.4 Planned Outage notice periods

Target Minimum Notice Periods for Outages		
Work Types	Notice	
	New Outages	Variations
Urgent Fault restoration	Urgent faults requiring immediate attention i.e. where notice is <1 business day (processed by the NOC)	As soon as practically possible
Faults (excluding urgent faults)	10 business days	As soon as practically possible
Maintenance	15 business days	10 business days (although this is not always practical)
Projects (i.e. installations/removal of equipment, upgrades)	20 business days	10 business days (although this is not always practical)
Other	Dependent on the activity, notice should be as per faults & maintenance above	Dependent on the activity, notice should be as per faults & maintenance above



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## 2.5 Levels of Access

BA enforces a risk based approach to site access and as such all proposed construction work as defined by the Model Code of Practice for Construction must be undertaken via the BA site access approval process. THIS RULE APPLIES TO ALL PERSONS PLANNING TO CONDUCT BUSINESS OR UNDERTAKINGS RELATED TO CONSTRUCTION WORK ON BA SITES. The construction access approval process is outlined later in this document.

BA manages an access permission system in order to provide safe physical access to BA sites. Currently there are different levels of access permissions depending on the frequency of visits, the purpose of the visits and the method of operation of the person or company requesting access. The access permission levels are generally defined as:

### Level 1

A permanent key is issued so the requester can access the site at any time. **The requester must still submit an access request for any works or tower climb irrespective of the requester having Level 1 access.**

### Level 2

The requester will not be issued with a permanent key and will need to submit a site access application in order to obtain a key. The requester will need to pick up a key, from a BA Depot, prior to each site visit and must return the key to the pick-up point, at the end of the visit.

### Level 3

The requester will not be issued with a key and must be escorted by a BA representative on all visits to the site. An agreed notice period should be organised with the BA representative to ensure their availability. Requester will need to submit a site access application for access.

## 2.6 Types of Access

There are four types of 'Access' and the type of 'Access' required would dictate which documentation is required and what activities can be undertaken in each of these access types.

### 1. Non-Construction Access

This relates to site attendance that does not amount to construction work as defined by the Model Code of Practice for Construction. There is no requirement to install new equipment or remove equipment, no tower climbs and planned outages of other client services. Non-construction access would relate to activities such as minor maintenance & testing, grounds maintenance and ground level site inspections.



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## 2. Construction Access

This relates to work that is defined as Construction work under the Model Code of Practice for Construction Work.

### *What is Construction work?*

**Regulation 289:** Construction work is defined as any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure.

### Construction work includes the following:

Activity	Examples
Any installation or testing carried out in connection with an activity referred to in the above definition of construction work	<ul style="list-style-type: none"> <li>• Installing an alarm system in a building during the fit-out phase of its construction</li> <li>• Testing an electrical installation in a Communications or Broadcasting facility under construction (but testing, maintenance and repair work is not covered if the Site has been completed and handed over to the Operational Maintainer, unless it is fixing defects arising from the construction work)</li> </ul>
The removal from the workplace of any product or waste resulting from demolition	<ul style="list-style-type: none"> <li>• Loading trucks, waste bins and rubbish skips</li> <li>• Demolition waste</li> </ul>
The prefabrication or testing of elements, at a place specifically established for the construction work, for use in construction work	<ul style="list-style-type: none"> <li>• Making concrete panels or roof trusses at the construction site</li> <li>• Assembly of antenna panels ready for lifting onto the support structure</li> <li>• Undertaking on-site concrete batch testing</li> </ul>
The assembly or disassembly of prefabricated elements to form a structure or part of a structure	<ul style="list-style-type: none"> <li>• Constructing a building using precast concrete panels</li> <li>• Dismantling a prefabricated building</li> <li>• Installing prefabricated mono poles</li> <li>• Installing bridge beams</li> </ul>





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Activity	Examples
<p>Any work connected with an excavation</p> <p>Any work connected with any preparatory work or site preparation (including landscaping as part of site preparation) carried out in connection with an activity referred to in the above definition of construction work</p>	<ul style="list-style-type: none"> <li>• Preparatory site clearing, benching or levelling done before construction</li> <li>• Soil-testing the ground for design purposes before construction of a structure</li> <li>• Installing a concrete plinth to support plant e.g. heat exchangers</li> <li>• Doing excavations while constructing a concrete slab</li> <li>• Assembling temporary fencing for a building site</li> <li>• Carrying out remediation excavation work on a contaminated site</li> </ul>
<p>The installation, testing or maintenance of an essential service in relation to a structure</p>	<ul style="list-style-type: none"> <li>• Roughing-in telephone, television and internet cables</li> <li>• Major drainage repair works</li> <li>• Installing a Septic or grey water recycling system</li> <li>• Installing Electric Power Generators</li> </ul>
<p>An activity referred to in the above definition of construction work that is carried out on, under or near water, including work on buoys and obstructions to navigation</p>	<ul style="list-style-type: none"> <li>• Dredging to prepare for the erection of a structure</li> <li>• Re-piling jetties and piers</li> <li>• Driving navigation markers into the seabed</li> </ul>

### 3. High Risk / High Risk Construction Access

High risk work may or may not involve construction work. BA regards all high risk work as requiring thorough risk management. All high risk work and high risk construction work must be accompanied by risk assessments, safe work method statements and methods of procedure as a minimum.

An example of an activity that can be either high risk work or high risk construction work is working at heights.

#### Use of Plant

The intention to use or bring onto site, Powered plant, such as chainsaws, EWPs, tractors, slashers, excavators, bobcats, dingos, forklifts, winches, cranes or Truck with a GVM>4500kg must be recorded in the site access request. BA needs to have the associated risks of using plant on site thoroughly assessed.



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## Structure Climbs & Working at Heights

Working at heights refers to all access to towers and/or structures on a BA controlled site, including third party structures on BA owned/controlled sites. This also includes access to towers by Elevated Work/Lifting Platforms (EWP/ELP), cherry-pickers, cranes/man boxes et cetera.

Due to the high level of WHS risks associated with structure climbs and rigging, a detailed risk management system needs to be implemented by the person conducting the business or undertaking. In order for BA to fulfil its obligations, the person conducting the business or undertaking must provide sufficient documentation including SOW, MOP, SWMS, any necessary drawings (including where the EWP/ELP or cherry picker, crane etc. will be placed) and any outage plan as indicated in the customer assessment documentation, are attached to the Site Access Application.

Personnel accessing the tower using an elevated work/lifting platform (EWP/ELP), scissor-lift, cherry-picker or crane etc. must supply appropriate certification for the operator and specification of the equipment being used i.e. weight of equipment, maximum reach/height of the equipment, prior to site access approval being granted.

Personnel using this equipment should be suitably qualified to do so, having received appropriate training and at a minimum must possess verification of competency registered in the BA database. All legislation, regulations and codes of practice relevant to the work in each Australian jurisdiction must be complied with. BA policies and procedures reflect the obligations outlined in each of the above.

- To view the BA Requirements for Working at Heights and Rigging, go to the BA Site Access page (BA website → Site Sharing → Site access and planned outages) and click on the link to the Requirements for Working at Heights and Rigging document situated within the Climber Authorisation tab.

Site Access will not be approved unless personnel intending to climb towers and/or structures owned or controlled by BA including third party structures on BA owned/controlled site are registered and approved as an authorised climber on the BA Climbers Database. For external applicants, the Managing Risk of Falls Code of Practice is the appropriate standard. All BA workers must carry out work in accordance with BA Working at Heights Work Instruction in accordance with BA's Climbing Policy.

Third party authorisation of climbers will only be processed during normal business hours.

- Personnel accessing towers and/or structures must not go beyond the height level specified and approved in their work permit. Additional height requirement may be needed for rigging purposes; this is to be included in the application.



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## Other High Risks

### ***What is high risk construction work?***

According to the Code of Practice for Construction Work - high risk construction work is defined as construction work that:

- involves a risk of a person falling more than 2 metres, for example installing an evaporative cooler on the roof of a double-storey building.
  - *Note that BA consider potential falls from any height a high risk.*
- is carried out on a telecommunication tower, for example installing equipment on a telecommunications tower
- involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure, for example knocking down load-bearing walls as part of a warehouse conversion.
- involves, or is likely to involve, the disturbance of asbestos, for example removing floor tiles containing asbestos as part of a building refurbishment or cutting or drilling into an asbestos cement sheet wall
- involves structural alterations or repairs that require temporary support to prevent collapse, for example using props to support a ceiling where a load-bearing wall will be removed
- is carried out in or near a confined space
- is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or is carried out in or near a tunnel, for example laying or repairing pipes and conduits in a 2-metre trench, testing drainage pipes in a 2-metre trench, building a tunnel in the course of constructing an underground railway or road
- involves the use of explosives, for example blasting in preparation for the construction of a building or road, breaking up rock during construction of foundations
- is carried out on or “near”:
  - pressurised gas distribution mains or piping
  - chemical, fuel or refrigerant lines
  - energised electrical installations or services

‘Near’ in the above circumstances means close enough that there is a risk of hitting or puncturing the mains, piping, electrical installation or service. High-risk construction work is not limited to electrical safety ‘no-go zones’. Electrical installations do not include power leads and electrically powered tools. Some examples of high-risk construction work include working



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near overhead or underground power lines and construction work that involves drilling into a wall where live electrical wiring may be present.

- is carried out in an area that may have a contaminated or flammable atmosphere, for example demolishing a petrol station and removing old tanks, decommissioning plant and removing pipework that may contain residue of hazardous chemicals
- involves tilt-up or precast concrete, for example building a factory using tilt-up panels or installing a precast drainage pit
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians, for example building an additional lane on a road or installing drainage that involves digging up part of the road
- is carried out in an area at a workplace in which there is any movement of powered mobile plant, for example working in an area of a construction site that is not isolated from the movement of skid steer loaders, telehandlers, backhoes, mobile cranes or trucks
- is carried out in an area in which there are artificial extremes of temperature, for example construction work in an operating cool room or freezer or construction work alongside an operating boiler
- is carried out in or near water or other liquid that involves a risk of drowning, for example constructing a bridge over a river or restoring a wharf, or
- involves diving work, for example divers undertaking structural repairs to jetties, piers or marinas.

Other high risk work will be determined by the hazard identification, risk assessment and control process undertaken by the applicant prior to approval and again on site. BA will provide all available current site specific hazard information so that applicants can create an informed risk register. Should any activity or hazard be identified as a potentially high risk activity then the applicant must report that to BA during the site access process so that an evaluation can be undertaken by the BA Health, Safety, Environment and Quality (HSEQ) team.

## 4. Construction Project Access

### ***What is a construction project?***

According to the Code of Practice for Construction work, a construction project is one that involves construction work where the cost of the construction work is \$250,000 or more.

### ***Valuing construction work***

A construction project covers all the activities involved in the construction work. The cost of construction work can be determined by the contract price for carrying out the work. The kinds of costs that would be included are:



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- project management costs associated with the work
- the costs of fittings and furnishings, including any refitting or refurbishing associated with the work (except where the work involves an enlargement, expansion or intensification of a current use of land)
- any taxes, levies or charges (other than GST) paid or payable in connection with the work by or under any law.

The cost of the construction work would not include:

- the cost of the land on which the development is to be carried out
- the costs associated with marketing or financing the development (including interest on any loans)
- the costs associated with legal work carried out or to be carried out in connection with the development.

### ***Five or more workers and complex work***

Broadcast Australia also considers work requiring 5 or more persons on site or likely to be on site at any one time or any other situation where complex work is undertaken to be managed as a construction project regardless of the cost of the project.

BA will require submission of safety management plans consistent with the standards for safety management plans provided by NSW WorkCover, Northern Territory WorkCover, WA WorkCover authorities or any other recognised Australian standard. All these examples, if applied correctly, should be sufficient for BA approval.

Examples of Broadcast industry activities and type of access:

Type of Access	Activities for this access type	Minimum Documentation required	Notice Period
Non-Construction	Site Inspection	BA application	3 Business Days
	Faults Rectification & Routine Maintenance	BA application	10 Business Days
	Access Through Site	BA application	3 Business Days
	Switching/Recabling	BA application	3 Business Days
Construction Work	Installation/Removal of Equipment	SOW, MOP and Risk Register or SWMS	10 Business Days
High Risk Work	Structure Climb for Inspection	SOW, MOP, Risk Register, SWMS, verification of competency of workers,	10 business Days



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Type of Access	Activities for this access type	Minimum Documentation required	Notice Period
		site safety procedures, plant hazard management plans	
High Risk Construction Work	Antenna, replacement/upgrade, Structural refurbishments/upgrades, Civil works.	SOW, MOP, Risk Register, SWMS, verification of competency of workers site safety procedures, plant hazard management plans	10 Business Days
Construction Project	Restack	Safety management plan	10 Business Days

## 2.7 Consent to Undertake Works On Site

It is the responsibility of the Site Sharer to ensure that they have the relevant rights and/or consents from Broadcast Australia under the relevant Site Share Agreement to carry out any works on a site. An access authorisation issued in relation to a site does not provide confirmation that the proposed works are permitted under the relevant site share agreement.



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## 3. ACCESSING SITES

### 3.1 Access Confirmation

Access to site is not authorised until the site visitor is in possession of a valid, approved site access permit. Access to site is permitted solely for the purpose detailed in the site access permit job description.

### 3.2 Hazard Identification, Risk Assessment & Control

#### Site Specific Hazards

- Any known hazard information will be listed in the site access permit authorisation.
- On-site safety inductions must always be given. Detailed induction will be given when visitors, who will subsequently have regular unaccompanied access, are making their first visit to a site. On completion of induction, the Site Safety Induction Acknowledgement Form must be signed.
- Where work teams are visiting a BA site, the onsite Supervisor is responsible for ensuring that each member of the team has been given, understands, and will comply with, the Site Induction requirements. The onsite Supervisors will be inducted and fully briefed on the conditions and requirements of each site to be visited by the local District Management. Upon completion of the induction, the onsite Supervisor shall sign a copy of the Site Induction document acknowledging they have been inducted and understand the requirements of access to the sites named. The onsite Supervisor is responsible for the induction of all their people who will attend the site.



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## 4. INCIDENTS

Any site visitor who observes a hazard, near miss or accident must report it as soon as possible to the BA NOC. If circumstances arise to prevent the observer/s or person involved in the incident from making a report then the first person to attend the scene or the person's manager/supervisor has this responsibility to report the incident to the NOC (02) 9432 2100.

In the case of a health, safety or environment emergency the following response processes must be followed:

### 4.1 Accidents and Emergencies

Any accidents or serious incidents must be either reported to the NOC via telephone call to (02) 9432 2100.

### 4.2 Environmental Hazards

Should any environmental hazards be found or suspected on site, then work must cease immediately and if requested by Broadcast Australia, the site vacated and the NOC advised (02) 9432 2100. The District office should be advised of the hazard for them to take immediate action.

### 4.3 Site Arrival

**Immediately on arrival at site, attending visitors must:**

- **Telephone the BA NOC to log in.**
- All personnel entering the site must read and sign the safety folder on each visit. Ensure that the risk mitigation process is updated taking into account the current hazards/risks listed on site.
- You will need to report any observed damage, forced entry or signs of attempted forced entry at the site;
- Report any hazards that you see that are not covered in the Site Safety Folder to the BA NOC and/or District office.





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- If sharing a BA building, authorised attendee/s may have to de-activate the intruder alarm immediately on arrival at the site. The District Management will give you instructions on the use of the intruder alarm and the site telephone which authorised attendee/s must follow.
- If you become aware of an emergency at or near the site, you must report the details immediately to the BA NOC and/or District Office.
- You must not access, use, tamper with, or in any way interfere with any equipment or facilities that are not your own.
- The site telephone is provided primarily for surveillance of equipment and facilities at the site but you may, unless otherwise directed, use it for brief communication with the BA NOC and/or District Office. You must reconnect/hang up the phone on completion of your call. It must not be used to dial up a data connection, as this may sever BA's telemetry.
- Mobile telephones can cause interference to some equipment at some sites. BA will inform you if this problem exists at the site you are visiting. Notices may be placed where they can be seen at the site.
- You must ensure that any keys issued to you for the visit are not given to anyone else whilst they are in your care.
- If there is no one else remaining on site you are responsible for securing the building when you leave. Specifically you must when leaving site;
  - Turn out all lights and lock all external/internal doors to the building/s;
  - Reactivate intruder alarm if applicable.
  - Inform the NOC that you are leaving.
  - Lock the main entrance gate and secure any gates on the access roadway from site.
  - If you fail to properly secure the site before leaving and BA has to arrange for the District Management to make a special visit to the site, you will be charged for all resulting costs incurred.
- Non-conformity to the above protocols may result in BA choosing to downgrade the level of access provided or deny ongoing access.
- At all times, visitors to any sites must respect and adhere to the site safety and environmental requirements and ensure that they fulfil all their WHS and Environment obligations according to the jurisdiction where work undertaken. BA will report all notifiable incidents and breaches of the relevant legislation to the appropriate authorities.



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## 4.4 Multiple Accesses

When two or more activities take place at the same time for the same site then it is considered as Multiple Accesses. It is the responsibility of all Persons Conducting a Business or Undertaking to consult and cooperate on site to ensure the safety and wellbeing of workers.

### Multiple Site Activities

If there is construction activity occurring on site then all Site Sharees will be informed of this construction activity and they will need to consult, cooperate and co-ordinate their access with the site supervisor, at a mutually agreed time. All Site Sharees should ensure that their maintenance contractors are aware of the construction activities. At least one days' notice MUST be given to the site supervisor, as they WILL need to ensure that sufficient risk controls can be put in place including arranging site supervision depending on the type of activity.

For all access holders, who attend a site at the same time, they must consult, cooperate and coordinate their activities amongst themselves and follow the safety instructions on the Site. The Site Risk Register in the Safety folder should be updated whenever a new hazard is identified on site. All parties must be consulted regarding the hazards identified in the hazard register as well as any potential hazards or risks registered in individual risk registers and or SWMS. Wherever appropriate, work areas should be isolated between the persons conducting business or undertaking with clear roles and responsibilities communicated to all affected workers or other people in relation to the site safety rules developed at the time.

## 4.5 Urgent Fault Callout

If urgent access to site is required for fault purposes and the personnel attending site do not possess permanent access (Level 1), a site access application will need to be submitted and approved before the applicant can proceed on site. These applications will be assessed on a case by case basis and the notification period may be waived.

If urgent access to a tower/mast or structure is required for urgent fault purposes, a site access application must be submitted, along with the required documentation and a full risk assessment is compulsory. As with all climbing activities, all personnel intending on climbing must be registered and authorised as a BA Climber, regardless of the Access Level held by the person responding to the fault. Normal application periods will be waived for urgent circumstances and will be assessed on a case by case basis. Please refer to the construction access document for further information.

## 4.6 Escalation

Escalation should be via the Planned Outage (PO) team regarding the progress of applications / resubmissions and also to coordinate outages with other BA customers.



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Escalate to the account team if there are issues with your access or if not approved.

## 4.7 Access Principles

BA reserves the right of entry to all the areas on its sites. Please refer to your contractual agreement with BA. The customer also gives indemnity to BA for any issues faced by its staff or their contractors while on site to work on their equipment. BA also reserves the right to update the access protocols as appropriate depending on the current safety guidelines and any changes to legislation. BA may, at its own discretion, provide keys to the users. The decision to issue keys to a particular site may be changed by BA any time.

## 4.8 Audits

In order to ensure ongoing compliance with the Site Access Regulations, the Broadcast Australia group reserves the right to carry out audits on compliance to the Site Access Protocols. In the event that sites access and/or safety requirements are not met, the BA representative conducting the audit has the authority to suspend all works until these requirements are satisfied.

## 4.9 Housekeeping

The Broadcast Australia Group is fully committed to maintaining good relations with its site owners, landlords and neighbours. In order to ensure continued good relations, all visitors are required to plan their visit, ensuring that it can be undertaken without causing unreasonable disturbance, damage or nuisance caused, including but not limited to:

- Blocking access, speeding or driving discourteously
- Littering, not removing materials, cable drums and packaging
- Shouting and the use of offensive language

All visitors accessing a site must be sensitive at all times to local circumstances and the local environment and community. If visitors to a site are approached by neighbouring residents with complaints, then dependent on the circumstances, they are to notify the NOC providing as much information as possible.

## 4.10 Emergencies

An emergency is categorised as a disaster (natural and/or unnatural) which may pose risk of injury or death. Failure of equipment onsite due to a fault is NOT categorised as an emergency (please refer to urgent access in section in 4.5).

When an emergency is declared at a site or its environs, the BA planned outage team will email all customer organisations regarding access restrictions at the site. Customers should in turn cascade the information to their contractors to ensure that there is no access to site during the emergency period. If a pre-existing site access application is present, it will be postponed and relevant notifications will be sent to the applicant.



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All customers and their contractors are advised to check the BA website for the current site access restrictions in place and the current Safety information for that site.

The NOC will also give the teams a call if they have site access application within 48 hours of a restrictions being imposed. This is to ensure that the applicants are aware of restrictions in place prior to accessing sites.

When there is a person already on site, the NOC will call the person/s and request them to evacuate the site as soon as possible. Where evacuation is not possible, the person on site will escalate it to the NOC who will coordinate with the district management and emergency services for evacuation assistance.

### **Emergency status are categorised in three colours:**

- **Red** – Site is considered under immediate threat and no access is permitted in any circumstances.
- **Amber** – A Threat exists in the general vicinity of the site and access is only permitted with the approval of the Regional Manager in close consultation of the appropriate local Authority
- **Green** – No restriction, site not subject to any current warnings or alert

All steps will be under taken to ensure information is current but please consult with the NOC or the District Office for any recent updates prior to site access.



## Site Access Protocol

### 4.11 Roles & Responsibilities during Non-Construction Access

#### BA

- Log everyone accessing site in the Remedy database.
- Send email to all sharees of any construction activity happening on site.
- Send email to all sharees and scheduled visitors to advise of any access restrictions due to natural disaster/emergency or construction work
- Ensure that the key register is updated, inductions given and records updated for all sharees who will be accessing the site.
- Keep the site clean and tidy and ensure all WHS and environment documentation on site is up to date and records of current hazards in the Site Safety Folder.
- Ensure that the system/onsite red Safety Folder is updated with all the current WHS and environment issues.
- Consult and cooperate with all site attendees.

#### Customers / Site Sharees / Contractors / Sub Contractors

- To follow the site compliance as listed in Part 3
- To keep their maintenance/repair contractors updated on any construction activity on site as well as any access restrictions due to an emergency.
- Arrange access with the site supervisor during construction activity on site.
- Update the BA Account team on changes to personnel and have them inducted accordingly.
- You must ensure that each of your authorised nominee(s) accessing the site receive(s) a general safety briefing from the BA District management on all WHS issues that exist at the site, before they access the site for the first time. Each authorised nominee must sign the Site Safety Folder acknowledging the briefing and confirming that the hazards have been understood and ensure that they implement safe system of work on site in accordance with legislation, regulation, code of practises and BA policy and procedures. If the BA District Site management has to make a special visit to the site to deliver a Site Induction, they may be entitled to charge you. You should agree the Site management's fees and method of payment when arranging the visit.
- The customer or nominated contractor must return the key on conclusion of their activity (when key is provided for level 2 access).



# Site Access Protocol

## 4.12 Roles and Responsibilities during Construction Access

### Site Sharees /Client/ Contractor / Sub Contractor

- Ensure all the requested documentation is handed in to the BA for review prior to site access application request.
- Upload all the requested documentation on site access application.
- Nominate an on-site project supervisor and ensure that roles and responsibilities for the project and the BA site safety are understood.

### On Site Supervisor (Construction activity nominated site supervisor)

- Be responsible for all works being carried out and people on site, including site hazard briefings and reporting all incidents on site. (For persons who have English as a second language, their employer would need to provide an interpreter to translate the induction.)
- Be on site at all times during works or visit. In the event that the nominated 'Person Responsible' is unable to attend site, there must be a second person available to take on the role. Contact details for this second person must be provided.
- The original 'Person Responsible' must hand over all information relating to works and the site, including any WHS issues to the second person when not available.
- Ensure that all equipment and work undertaken on site complies with appropriate WHS legislation, regulations, codes of practice and standards for each jurisdiction.
- The person responsible for the works and visitors must bring a copy of the Site Access Approval/Work Permit to site. The permit should be available to be produced at all times, upon request, whilst on site.
- All the support documentation must be reviewed and signed off before any work is commenced. Support documentation is mandatory for all Construction Access requests.
- All attendees will be required to provide photographic proof of identity and evidence that they have completed the National Cross Border OHS Induction Card requirements (White Card).
- Non-conformances: The onsite supervisor is to observe work being carried out safely. If controls are not adequate, stop the work, review the SWMS, adjust as required and re-brief the affected job functions. Audits may be conducted by BA to check subcontractors' compliance with their SWMS. High risk trades/activities shall be given priority. BA has the authority to stop, reject or quarantine any unsafe work areas, work methods, materials, plant and equipment.
- The Onsite supervisor will need to escort any other Level 1 access (permanent key holding) person(s) on site while the activity is happening and will be responsible for the site safety.



# Site Access Protocol

- Ensure site is left in the same state as previous to the Install and handover to the District Office on completion of the project.

## BA

- Review and approve the documentation prior to the client submitting a site access application.
- Ensure that the returnable schedule is signed by the client and returned to BA and filed with the project.
- Provide the applicant with templates of the entire BA required documentation.
- Review all site access applications related to high risk work including construction and other construction work/projects
- Audit site access documentation and inspect sites during work
- Investigate incidents including non-compliance
- Report findings to senior management and affected persons
- Facilitate corrective actions

## 4.13 Application Rejections

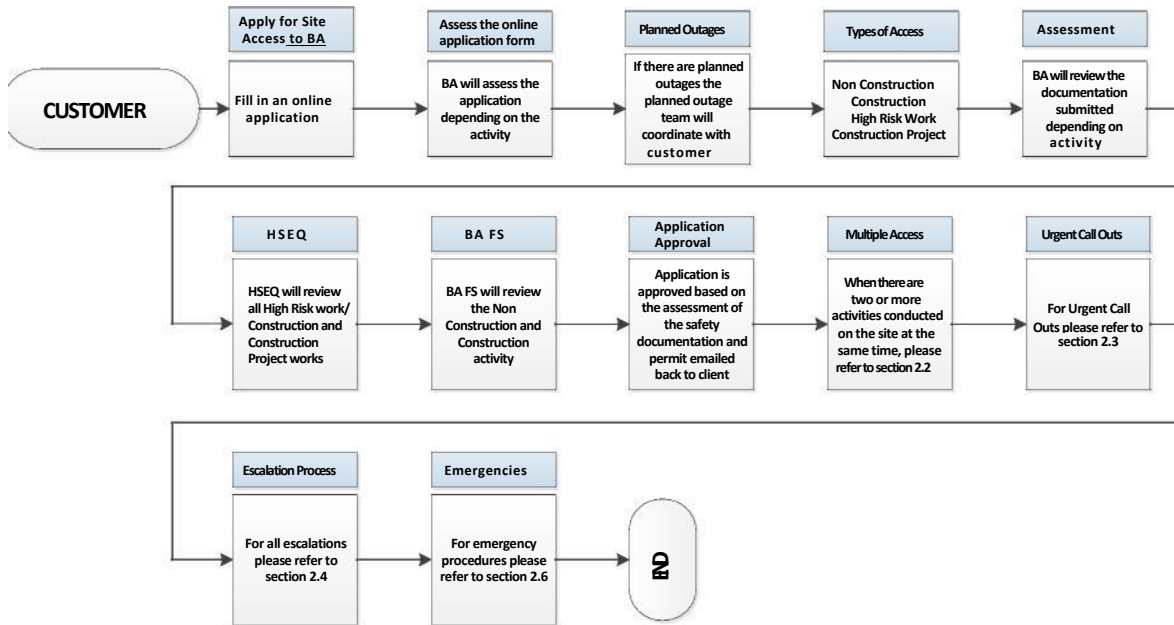
- Access requests that do not contain the required support documentation will not be processed.
- If BA has any concerns about the work plans provided, amendments may be requested and the applicant should be able to update the current application with the required updated documentation.
- Work must proceed in accordance with the documentation provided and approved. Any changes to the document will require a re-application and may lead to penalties.
- Applications that do not meet the minimum notice requirement must include a valid short notice reason. These applications will be assessed on a case by case basis and may be rejected or rescheduled to an appropriate date.

BA has the right to reject any site access application whilst construction activity is being undertaken by another client booked within the same period.



# Site Access Protocol

## 5. SITE ACCESS APPLICATION PROCESS



### 5.1 Site Access Online Application

- Go to BA website and click on Site Sharing -> Site access and planned outage
- Go through the important users notes
- Go back to Site Access link and Click on Commence Application to submit the application form
- Enter Applicants Details , Click Next >>
- Enter Site Details and the Commencement Date , Click Next >>
- You will need to enter the type of works to be carried out





# Site Access Protocol

- Enter Purpose of Visit details , Click Next >>
- Add more names , if required and Click Next >>
- Enter Additional Details if required to assist with the application
- Attach the necessary support documentation required for the approval
- View Summary and Submit.
- An Email will be sent to you confirming your submission of the application, along with a copy of the application, Site specific current OHS documents, structural adequacy certificate (for climbing applications) and Site Access Manual.

This process provides details for submitting an online application for anyone visiting a Broadcast Australia (BA) controlled site, including towers/structures. All persons planning to undertake construction work including permanent key holders (Level 1 Access) MUST submit a site access application. An online application form can be accessed via the BA website

An appropriate amount of notice and the required support documentation must be forthcoming.

All personnel attending site, including any sub-contractors or third party must be included on the application. Please nominate a 'Person Responsible' from the group who are accessing site and who will act as Site Controller for the duration of the visit.

The online process consists of several sections that must be completed prior to the submission of the application. You will need to provide details on the following:

## **8. The Site**

This refers to the BA site number and name. If you are unsure you can use the search function or contact the PO Team for assistance

## **9. Purpose of visit – Activity on site**

Based on the activities to be undertaken on site, the purpose of visit will fit into one of these categories. These are:

- Non Construction Work
- Construction Work
- High Risk Work (includes any powered plant intended for use on site)
- High Risk Construction work
- Construction Project



## Site Access Protocol

3. Documentation as per the activity
1. Dates for Access
2. Personnel accessing site details



# Site Access Protocol

## 6. PLANNED OUTAGES

### 6.1 Overview

A Planned Outage is defined as an action which affects the operating conditions of a broadcasting transmitter or a telecommunication service interruption. This may result in the service being OFF, reduced in power (RPW), experiencing very short breaks to transmission etc. The examples given are called service affecting outages. In some cases a non-service affecting outage may be required where there is a loss of redundancy or no impact on the audience.

A Planned Outage Request form must be completed if an outage is required, including non-service affecting impacts. This form can be provided upon request by the PO Team.

The Planned Outage Request form must include details on the exact date and times of the outage, as well as the audience impact. If there is a reduction in power the specific change in Effective Radiated Power (ERP) level must be stated.

Contingencies, in the event of inclement weather, travel or parts arrival should be considered and included when requesting a Planned Outage. These should be clearly marked as Contingencies on the request form.

Each service affected must be listed. "All services" will not be accepted.

To check what services are on site and how they will be affected, contact the PO Team and they will assist you with this planning

### 6.2 Notification

Planned Outage Requests must observe the notification periods as per table below:

Target Minimum Notice Periods for Outages		
Work Types	Notice	
	New Outages	Variations
<i>Urgent Fault restoration</i>	Urgent faults requiring immediate attention i.e. where notice is <1 business day (processed by the NOC)	As soon as practically possible
<i>Faults (excluding urgent faults)</i>	10 business days	As soon as practically possible
<i>Maintenance</i>	15 business days	10 business days (although this is not always practical)
<i>Projects (i.e. installations / removal of equipment,</i>	20 business days	10 business days (although this is not always practical)



# Site Access Protocol

Target Minimum Notice Periods for Outages		
Work Types	Notice	
	New Outages	Variations
upgrades)		
Other	Dependent on the activity. Notice should be as per faults & maintenance above	Dependent on the activity. Notice should be as per faults & maintenance above

Please note that in order to approve outages, they may be required to comply with programming and preferred outage windows of the services affected.

BA must approve all personnel who intend to perform the outage. If BA are required to provide technical assistance on site to perform the outage (i.e. carry out switching), a cost may apply depending on the circumstances. Confirmation of this cost will be provided ahead of time and once the planned outage request has been received. All switching must be performed in accordance with BA requirements and approved Planned Outage.

## 6.3 Changes and Updates

Should changes to a Planned Outage be required including, dates, times, services affected, audience impact etc, the PO Team should be contacted, by email, as soon as practically possible. The original request form should be sent through, and clearly outline the required changes. An example is included in table below. This will ensure that the correct details of the outage are updated and will avoid confusion.

### Example

Line	Procedure	Services	Start	End	Audience Impact	RPW (-dB)
1	Off to switch to standby mast	FM1 FM2	21/02/2015 13:10	21/02/2015 13:11	OFF	n/a
			22/02/2015 10:06	22/02/2015 10:07		
2	Services operating on standby mast at reduced power	FM1 FM2	21/02/2015 13:11	21/02/2015 14:59	RPW	-4dB
			22/02/2015 10:07	22/02/2015 14:59		
3	Off to switch back to main mast	FM1 FM2	21/02/2015 14:59	21/02/2015 15:00	OFF	n/a
			22/02/2015	22/02/2015		

## 6.4 Cancellations

Any outages that are no longer required must be cancelled prior to the scheduled start time. ***This includes any contingency outages that have been put in place.***



## Site Access Protocol

Contact should be made either with the PO Team, during business hours, or the BA NOC (24/7). A 'cancellation number' will be provided for each outage. These numbers should be taken down and kept for future reference.



# Site Access Protocol

## 7. EXPLANATION OF TERMS

### 7.1 Support documentation

Support documentation is mandatory for constructions and high risk construction work including any Tower climb activities, excluding Site Inspections. The documentation at a minimum should include:

- Scope of Works (SOW): This documentation will detail the precise nature of the work to be undertaken
- Method of Procedure (MOP): How the works are to be done
- Safe Work Method Statement (SWMS): Identifying and evaluating risks on site and demonstrating how to reduce potential risks on site – ensure the current risks are checked online prior to filling out the site specific risks.
- Drawings (if applicable): License or certification for the operation of major equipment (e.g. Cherry-Pickers), and dimensions of same equipment.

Safety Management Plans are required for construction projects valued at over \$250,000. Please refer to the Safe Work Australia Code of Practice for Construction Work for further information.



# Site Access Protocol

## 8. CONTACT DETAILS

<b>Site Access &amp; Planned Outage Team</b>			
	<b>Name</b>	<b>Phone</b>	<b>Email</b>
<b>Installation/Removal Of Equipment</b>	Viola Salway	(02) 8113 4711	<a href="mailto:projects@broadcastaustralia.com.au">projects@broadcastaustralia.com.au</a>
<b>Faults/Maintenance &amp; Other</b>	Rick Finucane	(02) 8113 4645	<a href="mailto:access@broadcastaustralia.com.au">access@broadcastaustralia.com.au</a>
<b>Account Managers - Nationals – Commercial – Site Sharing</b>			
	<b>Name</b>	<b>Phone</b>	<b>Email</b>
<b>Telco or Radcom Services</b>	Site Sharing Team	(02) 8113 4666	<a href="mailto:SiteSharing.Mailbox@BroadcastAustralia.com.au">SiteSharing.Mailbox@BroadcastAustralia.com.au</a>
<b>Commercial/Community Radio &amp; Television Broadcasters</b>	Commercial Broadcast Team	(02) 8113 4666	<a href="mailto:Broadcast@broadcastaustralia.com.au">Broadcast@broadcastaustralia.com.au</a>
<b>HSEQ Working at Heights, Climbers Authorisation &amp; WHS Policy</b>			
<b>Name</b>	<b>Phone</b>	<b>Email</b>	
HSEQ Team	02 8113 4666	<a href="mailto:HSEQ@broadcastaustralia.com.au">HSEQ@broadcastaustralia.com.au</a>	