

Network Site Safety and Access Rules

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Classification

Public



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Network Site Safety and Access Rules

1 Aim

This document details the network site safety and access rules for working within Transurban Queensland assets (the **go via network**).

It is designed to form the basis of network safety induction training, as well as to provide guidance to contractors about access requirements to assist in their works planning and the development of work method statements for activities in our network.

2 Scope

These rules apply for access to the **go via network**.

3 Overview of Transurban Queensland and the go via network

Transurban Queensland (Transurban) is the operator of the go via network in Queensland. The **go via network** is a 70km integrated network of roads, bridge and tunnels in Brisbane comprising:

- Gateway Motorway (including the Sir Leo Hielscher bridges);
- Logan Motorway;
- Gateway Extension Motorway;
- Go Between Bridge;
- Clem Jones Tunnel (Clem7); and
- Legacy Way.

4 Working on our network – our priorities

Safety on the **go via network** is Transurban Queensland's top priority, and we have a range of measures in place to support the safety of road users, employees and workers in our road corridors.

As a toll road operator, safe traffic lane availability is especially important. A focus for us on managing works in our network is minimising traffic impacts and keeping traffic flowing for our customers, especially during peak periods.

Our priorities also include to be good neighbours. When work is conducted in our network, we seek to ensure the impacts on our neighbours (e.g. noise, dust) are minimised and we are proactive in our communication with our neighbours.

5 Access approval processes

To gain access to our network you will need, at a minimum, to:

- Possess a general construction safety blue or white card

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- Have successfully completed a Transurban Queensland network safety induction and acknowledged you will adhere to our site safety rules; and
- Have an approved permit (e.g. Authority to Work, Permit to Work).

To ensure safety and minimise impacts of works on traffic and our stakeholders, all access to our network must be undertaken under an approved permit and with appropriate safety management and inductions.

Permits are required for **all** work and activities on our property and are not limited to works on the road or works that impact traffic.

5.1 Work Permits

The process for obtaining permits differs slightly between assets as shown in Table 1 below.

Table 1 – Permit requirements for the go via network

Supporting documentation will be required with your permit application. This varies

Asset	Permit requirements
Gateway Motorway (including Sir Leo Hielscher bridges)	Authority to Work (issued by Transurban Queensland)
Gateway Extension Motorway	
Go Between Bridge	
Logan Motorway	
Clem 7 tunnel	Permit to Work (issued by BMS)
Legacy Way tunnel	Permit to Work (issued by Egis)

depending on the nature of the works. Supporting documentation will include a Safe Work Method Statement (SWMS), Traffic Guidance Scheme (TGS), Traffic Management Plan (TMP) for large projects, and a communications plan.

Note, further approvals may be required for work and in some circumstances waivers or access agreements may be needed in addition to a permit.

Permits will be issued with conditions that must be adhered to when conducting your activities. Failure to adhere to permit conditions may result in cancellation or suspension of the permit, and/or removal from site.

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5.2 Network Safety Inductions

It is also a mandatory requirement that all individuals accessing our network successfully complete our Network Safety Induction. The induction identifies risks specific to working within the go via network corridor and near high speed traffic and outlines obligations for managing these risks. Inductions are valid for 12 months.

The only exception for these mandatory inductions for accessing our network is for Clem 7 and Legacy Way as these are under the operational control of BMS and EGIS respectively. Parties only requiring access to Legacy Way and Clem 7 tunnels are thus covered by the respective BMS and EGIS site specific inductions.

Additional inductions may also be required for specific sites (e.g. for tunnels, bridge cavities, project sites). You will be required as part of your induction to acknowledge that you understand and will comply with our Site Safety Rules.

Inductions are required to be renewed every 12 months to take into account any changes (e.g. in legislation or to sites)

No induction = no access

6 Responsibilities

Transurban has a responsibility to ensure that all persons accessing and working on our network are fully aware of the identified safety hazards and risks known to us. To ensure this is covered adequately, inductions are required for all workers.

Contractors and workers are expected to take responsibility for the safety of themselves and their works when on site in accordance with Section 28 of the Work Health and Safety Act 2011:

While at work, a worker must—

- (a) take reasonable care for his or her own health and safety; and*
- (b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and*
- (c) comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with this Act; and*
- (d) co-operate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.*

Work within the **go via network** is deemed High Risk Construction Work as that term is defined in the WHS Regulation (QLD) 2011.

7 Hazards associated with working in our network

Network

When working within our network, there are some inherent, general hazards associated with working around a motorway. These include, but are not limited to:

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- Flying debris from passing vehicles;
- High-speed multi-lane traffic areas;
- Stopping on shoulders or areas which are not designated for vehicle parking;
- Wildlife e.g. snakes, spiders, fire ants;
- Weather events e.g. storm, flooding;
- Vehicles which do not comply with speed limits;
- Unauthorised waste e.g. needles, biohazards;
- Restricted space areas (which includes the Go Between Bridge and Sir Leo Hielscher bridge cavities).

Go Between Bridge (Roadside/Pedestrian areas):

- High volume of pedestrian and cycle traffic
- Working in proximity to live traffic
- Stairways and pathways
- Use of mobile plant
- Unauthorised waste e.g. needles, biohazards etc.

Go Between Bridge (Underbridge) Area:

- Working near water
- Electrical isolation

Tolling Gantries:

The Tolling Gantries are approximately 6.5 metres high and extend over live traffic. Risks inherent to accessing or working around the Tolling Gantries include:

- Climbing of ladders to a height of 2.8 metres on a rung ladder;
- Winching of plant and equipment at height;
- Operation of ladder hatches;
- Working over live traffic lanes;
- Use of tools at height
- Manual handling of equipment through the gantry platform floor
- Operating pivot poles for lighting and equipment maintenance
- Access to electrical components;
- Environmental conditions;
- Flying debris around field cabinets; and.
- Wildlife e.g. snakes, spiders (including nesting within equipment housings).

Technical shelters:

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Specific risks such as:

- Electrical work;
- Confined or restricted spaces
- Limited access to amenities; and
- Hazardous materials and spills (e.g. chemical spills).

Tunnels:

Specific additional risks associated with:

- Working in and around Live Traffic;
- Noise;
- Traffic Fumes (Air Quality);
- Toxic Fumes;
- Fire;
- Confined Spaces;
- Electrical Work;
- Working at Height;
- Hazardous substances; and
- Responding to Incidents.

8 Works requirements

Reflecting the risks associated with working in our network, Transurban has some high level safety and access rules which apply across our network.

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8.1 Minimum standards

Minimum Transurban safety standards if applicable must be complied with when working in our network.

8.2 General network safety and access rules

In addition, the following general network safety and access rules apply for the Transurban Queensland network.

Work component	Rules that apply
PPE	<p>Minimum PPE requirements for works within our network include, and must be in accordance with relevant standards:</p> <ul style="list-style-type: none">• High visibility vest or shirt (colour to be assessed based on activity and site. Transurban's preferred colour in Queensland is orange)• Long sleeves• Safety boots (lace up)• Long pants (dual reflective stripes)• Hard hats (as required in Safe Work Method Statements)• Safety glasses(as required in Safe Work Method Statements)• Gloves (on person)• Additional specific PPE requirements as identified in Safe Work Method Statements relevant for activities being conducted.• PPE may also be based on specific approved risk assessment for the activity.
Site establishment and kick off	<p>Appropriate safety toolbox and kick off activities must be conducted for all works in our network with site establishment to include identifying and communicating emergency processes to all workers, along with evacuation or rescue plan, and first aid availability.</p> <p>This should include checking ATW permit, associated TGS (if applicable) and that all staff on site have network safety inductions.</p>
Hours of work	<p>Works that have traffic impacts (e.g. requiring lane, ramp or carriageway closures) are generally only permitted between 8:00pm and 5:00am.</p>
Working near tolling gantries	<p>An exclusion zone of 40m applies for work around the tolling gantries</p> <p>No parking, sign installation or works are permissible within 40m of tolling gantries without prior approval from Transurban</p>

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Work component	Rules that apply
Working around live motorway traffic	<p>No person is permitted to cross a live traffic lane at any time without the implementation of an approved traffic control.</p> <p>The “Emergency and/or Authorised Vehicles” turnaround areas are prohibited from general use (inclusive of all maintenance and construction vehicles).</p> <p>MUTCD Part 3 identifies requirements for working near traffic and risk assessments are required for working close to the traffic lanes</p>
Access to technical shelters	<p>Prior notification will be required so impact on toll road operations can be assessed (details of process and timing for notification will be provided in permits).</p> <p>A Transurban escort may be needed dependent on activity and location.</p>
Traffic control	<p>All Traffic Guidance Schemes (TGSs) have to be produced by a person with at least Level 3 traffic control accreditation and must be reviewed by Transurban as part of permit assessment.</p> <p>Changes to TGSs are not permitted to be made on site without prior notification and assessment by Transurban.</p> <p>Late finishing of road works is not permitted and will not be tolerated. Works must be completed within approved times of the permit.</p>
Construction sites and fencing	<p>Construction sites off the roadway must be fully fenced on all sides to prevent public access</p> <p>Construction sites are to have appropriate site signage (usually limited to one sign a maximum size 2m by 4m)</p>
Corridor access gates	<p>Access keys, where applicable, are to be obtained from the Traffic Management Centre/ Tunnel Control Room</p> <p>Keys are required to be signed in and out</p> <p>All access gates are to be locked and secured after entry and departure</p> <p>Corridor access gates are not to be left open – even if working nearby</p> <p>Non-Transurban locks are not to be installed on gates.</p> <p>Daisy chaining of locks is not permitted without prior Transurban approval (from the Manager – Corridor Access)</p>
Advertising	<p>No commercial advertising or advertising signage is allowed without Transurban approval (from the Manager – Corridor Access)</p> <p>Construction fencing and screens are not to include commercial advertising including company logos (note company logos are permitted on the site signage referred to above).</p>
Environmental	<p>No waste is to be buried on site</p> <p>No burning off or fires</p> <p>All waste to be disposed of in waste disposal facilities or taken off site and</p>

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Work component	Rules that apply
	<p>disposed of in an approved facility</p> <p>Controlled waste (e.g. contaminated soils) must be verified with appropriate documentation from an approved disposal or treatment venue</p> <p>Wildlife is not to be harassed</p> <p>Fire ants are to be reported</p> <p>Noise and dust management to be employed where relevant</p> <p>Environmental controls as identified in approved permit requirements, with controls monitored and adjusted as needed</p> <p>Materials are to be used from certified suppliers (e.g. mulch)</p>
Health	<p>No smoking is permitted outside of designated smoking areas</p> <p>Sun safety (e.g. use of sunscreens) is recommended.</p> <p>Present fit for work (drug and alcohol testing may be conducted randomly)</p>
Hazardous substances and dangerous goods	<p>No hazardous substance or dangerous goods (including gases and chemicals) are to be brought onto site without undergoing a risk assessment and obtaining Transurban prior approval.</p>
Prohibited items	<p>At no time shall pyrotechnics, illicit drugs or alcohol be brought on to the site.</p> <p>Written permission is required for any firearms, ammunition, explosives or animals to be brought onto any Transurban site (with the exception of agencies authorised to carry weapons such as police).</p>
Photography or video footage	<p>Photographs and / or videotaping are not to be taken on site without prior written permission of Transurban.</p>

9 High risk and particular activities

The following activities (deemed high risk construction work as defined in the WHS Regulation) will require specific SWMS to be supplied and reviewed as part of permit assessments. These will need to demonstrate that the safety risks are being appropriately managed and the activity will be conducted in accordance with relevant safety regulations.

- Work that involves a risk of a person falling more than 2 metres (e.g. accessing toll gantries)
- Work at a telecommunications tower
- Work involving a structural alteration or repairs that require temporary support to prevent collapse
- Work involving a restricted or confined space

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- Work carried out on or near chemical, fuel or refrigerant lines
- Work carried out on or near a shaft or trench with an excavated depth greater than 1.5 metres or a tunnel
- **Work that is carried out on or in, or adjacent to a road or railway or other traffic corridor that is used by traffic other than pedestrians**
- Work carried out on or near pressurised gas distribution mains or piping
- Works carried on or our near energised electrical installation or services
- Works carried out on or near an area that may have a contaminated or flammable atmosphere
- Work carried out at a workplace in which there is any movement of powered mobile plant.

In terms of general guidance for the development of SWMS for these activities, in addition to our minimum requirements and general access and safety rules, please note the following:

Work in telecommunications towers:

- Works undertaken must not interfere or interrupt other communication services located within the communications hut or tower without prior approval.
- Prior notification to Transurban will be required if there will be a power or network interruption as part of works (refer to permit for details).
- Ensure an appropriate rescue plan is in place for electrical works and working at heights.
- Vodafone safety induction is also required including notification of entry to Vodafone Global access control centre.

Traffic management plans

- The following matters are to be considered and incorporated into traffic management plans if relevant:
 - traffic demand;
 - traffic routing;
 - traffic control;
 - other road users;
 - special vehicle requirements; and
 - the impact on the road and roadside environment of the management of traffic.

Environmental management plans

- Environmental management plans should be prepared to:
 - Satisfy and execute the environmental obligations;
 - Monitor environmental impacts relation to the operation and maintenance of the asset;
 - Develop, implement and maintain effective management systems to operate and maintain the asset;
 - Maximise the value and outcomes of environmental monitoring and performance auditing so that the information can be applied to continuous improvement initiatives; and
 - Be consistent with the Australian/New Zealand ISO14001: 2004 Environmental Management Standards.

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Tunnels (traffic management):

- Truck Mounted Attenuators (TMA) shall be the preferred (Engineering) control.
- Under no circumstances is a worker permitted on a live lane without an engineering control.
- The drop off vehicle is only permitted to drop workers off on the “safe side” of the vehicle.
- Workers must have multiple communication options.
- Pick up requires the Cover Vehicle to be in place prior to the drop off vehicle picking up personnel.
- Obey posted speed limits.
- Rotating beacons/hazard lights to be used on vehicles when stopping and when stationary.

Tunnels (air quality):

- Contractors requiring to undertake works within tunnel environment must consider the effect of CO when conducting precommencement risk assessments, and determine the requirement for the provision of CO Monitors to their employees.

Bridge cavities:

- The bridge cavities are restricted space areas and contractors undertaking works must address the following risks in their SWMS:
 - Areas of narrow access, and raised piping, risk of tripping
 - Low light conditions and no emergency lighting (torches must be carried in case of power failure)
 - Low height access (helmets are compulsory)
 - Climbing of ladders and crawling through access points
 - Access to electrical components and cabling
 - A reasonable level of fitness if required (length of Sir Leo Hielscher bridge is approximately 1.6km), with frequent crawling and climbing required
 - Hot humid conditions with risk of heat stress
 - Air contaminants, oxygen deficiency and flammable atmospheres can develop in enclosed spaces (naked flames and welding prohibited)
 - No access to fresh water
 - Increased noise exposure (ear protection may be required)
 - Dust and air quality – a class P1 respiratory mask is recommended when undertaking work that may generate dust
 - Site specific rescue plan
 - Communications and evacuation process
 - Manual handling of plant and equipment.
- NB bridge cavity access may be subject to additional security measures and assessment prior to access being granted.

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10 Interaction with Traffic Management/ Tunnel Control Centres

Before accessing site to conduct activities each day or shift, workers are required to contact the relevant Traffic Management Centre or Tunnel Control centre. You will need to provide details at this time, such as:

- Approved works permit number
- Location of works
- Expected duration of works
- Applicable TGSs and/or SWMSs being employed for the works
- Workers who will be onsite.
- Contact details for the site supervisor.

Following completion of works each day or shift, the Traffic Management Centre/ Tunnel Control Centre must be notified to advise that all workers have left site.

Your permit will provide details about prior notifications required for your activity. In some circumstances, further advance notifications may be required (e.g. for impacts on tolling equipment).

11 Emergencies and notification of incidents

Should an emergency occur whilst conducting works within the network, the following process should be followed:

- Contact the emergency services – Fire/Police/Ambulance – on 000 or 112 if outside mobile coverage area:
 - Stay calm
 - Answer all questions
 - Give clear details
 - Remain on the phone or two-way unless otherwise instructed.
- Call the TMC or Tunnel Control Centre to advise of current situation and any needs. Note, they can provide traffic management assistance and liaise with emergency services if needed.
- Follow any instructions or directions provided by emergency services
- Notify your supervisor
- In the event of a spill, ensure the type of liquid/s and quantities are recorded where possible. Some spills may require notification to the Department of Environmental Heritage Protection.

Workers are required to notify the Traffic Management Centre or Tunnel Control Centre as soon as practicable of the following incidents:

- Safety injury or incident
- Medical incident
- Environmental harm or potential harm incident
- Spills
- Traffic queuing or traffic incident
- Security incident (including evidence of theft or attempted entry)
- Attendance on site by the media

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- Attendance on site by an authority (e.g. Department of Transport and Main Roads, police, Workcover, environment department representatives)
- Presence on site of an unknown party (e.g. pedestrian, other contractor)

12 Security

Transport infrastructure can be a target for terrorism as well as criminal activities such as vandalism and graffiti.

All suspicious incidents/activities must be reported immediately to the Traffic Management Centre or Tunnel Control Centre.

If you are unable to secure the site (e.g. padlock missing, chain broken etc.), you must notify the Traffic Management Centre/ Tunnel Control Room.

Do not leave equipment, tools or materials unattended at any time. Toolboxes or equipment boxes are required to be clearly identifiable.

13 Communicating works, and media/community interaction

Transurban is committed to providing its customers and neighbours with high quality motorways and infrastructure. We are dedicated to the ongoing maintenance of our **go via network** and to minimising its impacts and operations on the community and environment.

Wherever possible we must program works to ensure impacts on our customers and neighbours are minimised.

You must comply with the communication and community relations conditions placed on your approved permit.

13.1 Community engagement plan

Events/works that have an impact (moderate or major) on our neighbours and/or customers, will require a community engagement plan. The impacts include:

- potential to generate media or significant community interest
- night works and/or significant noise, dust, flooding, worksite lighting or ground vibration
- significant delays or potential of confusion for our customers (for example, complex traffic detours).

Information about how to develop a community engagement plan is available in the Transurban Queensland Stakeholder and Community Relations framework. The document also includes a range of communication techniques to inform and engage community members and other project stakeholders about potential impacts.

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13.2 Media protocol

Any media enquiries received by a contractor must be forwarded to Transurban immediately.

You must also notify our Traffic Management Centre (or Tunnel Control Centre if applicable) to advise if media are on-site.

13.3 Community enquiry protocol

When talking to a community member, contractors are to be respectful and courteous at all times. Contractors are to direct all community enquiries to Transurban.

14 In the event of a major traffic or other incident on the network

As we operate a live traffic network, in the event of a major traffic incident, extreme weather event, or other incident on the network, we may need to delay, suspend or cancel works or access to site at short notice.

We reserve the right to deny access to our sites at any time.

15 Monitoring and audits

Transurban conducts random permit and traffic management compliance audits as well as regular quality, environment and safety inspections of works within our network.

Where a breach is identified, this may result in cessation or suspension of works or request for an individual worker (or workers) to leave the site. All such requests from authorized Transurban personnel must be complied with.

Random drug and alcohol testing may also be undertaken within our network. Failure to comply with requests for testing will result in removal from site.

16 Further guidance and information

Further guidance and information about access to our network can be obtained from our website, which includes FAQs about access and safety requirements:

<http://govianetwork.com.au/information-for-contractors/>

Our permits team can assist you with further advice and can be contacted as per the details in the back table.

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17 Feedback and suggestions for improvement

Safety is a shared responsibility and we welcome your suggestions and ideas for improvement about our site access and safety rules.

Please email through suggestions to:
motorwaysafetyinduct@govianetwork.com.au

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18 Contact Numbers

Contact	Phone
Emergency (Police/ Fire/ Ambulance)	000
Traffic Management Centre (24 hours/7 days)	3323 0101
Tunnel Control Centre (Clem 7)	3250-1311 or 3250 1312
Tunnel Control Centre (Legacy Way)	3228 7500
Authority to Work permits	atwpermits@govianetwork.com.au 3323 0078/ 3323 0127
Permit to work (Clem 7)	Email: jason.costin@brisbanemotorways.com.au 3250 1316 Alternative: Allan Wheeler 3250 1318.
Permit to work (Legacy Way)	Email: permits@egis.com.au <u>Bookings or queries</u> Collette Hyndman– Maintenance Planner: 3370 0608 Greg Freeman - ESQ Manager: 3370 0603 <u>After hours induction/permit queries</u> Control Room: 3370 0624
Transurban Queensland Public Affairs (in the event of media enquiries)	mediaenquiries@transurban.com
DEHP (Pollution hotline)	137 468
Induction bookings	motorwaysafetyinduct@govianetwork.com.au