



WHS-61 Power Station Site Access Procedure

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1.0	21/12/2011	n/a	Procedure approved and released
2.0	05/09/2014	Whole of document	Removed references to PWC, converted to Territory Generation Doc.
2.0	24/09/2014	Section 8 added	Section 8 added re: site contact person responsibilities

1 Purpose

The purpose of this procedure is to outline minimum safe access requirements for all persons entering power station sites under Territory Generation control.

2 Scope

This procedure applies to the following Territory Generation owned and maintained sites: Channel Island, Weddell, Katherine, Ron Goodin, Owen Springs, Tennant Creek, Yulara and Kings Canyon power stations.

This procedure covers:

- a) Requirements to enter the site, including site induction,
- b) General requirements whilst on site and before undertaking work,
- c) Response to emergency situations whilst on site,
- d) Requirements for departure from site.

For minimum dress code and PPE requirements for entry of staff, contractors (including stores and materials delivery drivers) and visitors to power station sites – See WHS-10 *Minimum Dress Code and Personal Protective Equipment (PPE) Procedure*.

3 References

- WHS-53 *Induction Procedure* (BDOC2014/283)
- WHS-10 *Minimum Dress Code and Personal Protective Equipment (PPE) Procedure*.

4 Roles and Responsibilities

Role / Title	Responsibility
Chief Executive Officer	Shall ensure that : <ul style="list-style-type: none"> • All personnel are aware of requirements of this procedure and its management in sites under Territory Generation control. • Initiates procedure review as required.
All Managers/Site Coordinators	Shall ensure that: <ul style="list-style-type: none"> • This procedure is put in place at all Territory Generation controlled power stations sites. • Personnel are advised and trained as necessary in the procedure to be followed. • Contractors are informed of and follow the procedure, where applicable. • Contribute to procedure reviews
Project Officers/Contract Managers	Shall ensure that: <ul style="list-style-type: none"> • Contractors under their control are informed of and follow the procedure, where applicable.

	<ul style="list-style-type: none"> Contribute to procedure reviews
All Personnel	Shall ensure that: <ul style="list-style-type: none"> This procedure is followed personally and by contractors/visitors under their control, where applicable Contribute to procedure reviews
Document Owner	<ul style="list-style-type: none"> The position responsible for the preparation, review and accuracy of this document.
Document Sponsor	<ul style="list-style-type: none"> The position responsible for the approval and use of this document

5 Definitions

Site Contact Person	<p>Means the Territory Generation employee who is in charge of a job, task or function at the power station that involves arranging contractors or visitors accessing a site.</p> <p>They are:</p> <ul style="list-style-type: none"> Responsible for meeting and arranging the induction of a person who is visiting the site for the first time and conducting an initial site orientation. Responsible for the safety and behaviour of contractors and visitors under their control. Must ensure all persons under their control are aware of, and follow these procedures. <p>See Section 8: Site Contact Person Responsibilities Checklist.</p>
Shall	Means a mandatory requirement
Should	Means an advisory requirement

6 Records

6.1 Site induction records are maintained in the Rapid Induct on line induction system.

7 Site Access Requirements

(a) Access during normal working hours:

- The main gate of the relevant site shall be the only entry point. If for special work requirements, access is required at a different point (e.g. a normally locked gate); then such entry and egress must be under the personal supervision of the relevant *Site Contact Person* or with the approval of the Manager Generation North or South; or their delegate.
- Minors under the age of 16 years are admitted only by express approval of the relevant Manager Generation North or South or Territory Generation CEO.

- The requirements for entry for contractors and visitors shall be advised to the contractor/visitor before they attend the site by the relevant *Site Contact Person*.
- All Territory Generation employees, contractors and visitors must undertake a relevant level site induction before entry to any Generation maintained site. For more information on site induction see *WHS-53 Induction Procedure* (BDOC2014/283)
- All persons must report to Security (CIPS, WPS and OSPS) or to their relevant *Site Contact Person* (all other sites) at the main gate, on entry.
- Security or the relevant *Site Contact Person* shall check the induction status of each person on arrival at site.
- Newly inducted employees, contractors and visitors will be issued with the relevant Territory Generation ID card, on first arrival at site.
- Security or the *Site Contact Person* will scan each person's ID card prior to allowing entry to site.
- Persons with non current induction will not be permitted to enter the site. Security at CIPS & WPS will advise the relevant *Site Contact Person* in this instance.
- All newly inducted persons will be required to complete a site orientation with their relevant *Site Contact Person* on first visit to site.
- On subsequent site visits all persons (Other than Territory Generation staff) on arrival must phone or otherwise advise their *Site Contact Person* that they are on site.
- Territory Generation ID cards shall be kept on the person at all times whilst on site.
- Security or the relevant *Site Contact Person* will check that a person is properly clothed according to *WHS-10 Minimum Dress Code and PPE Requirements Procedure* (BDOC2014/183)
- If a person is noncompliant with minimum dress requirements then access to site is to be prohibited. Security at CIPS, OSPS & WPS sites will advise the relevant *Site Contact Person* in the event of a suspected non compliance.

(b) After Hours Access

Entry for contractors and other visitors out of normal working hours is not to be permitted except by special arrangement with the Manager North or South or their delegate.

As part of such an arrangement:

- Keys to enter any Power Station are not to be issued to Contractors, with the exception that at YPS & TCPS, where keys may be issued provided all other requirements of this instruction are followed, and the officer on-call is advised of their entry and exit.
- At 24 hour manned sites, the Senior Operator in the control room must be advised by the relevant *Site Contact Person* of any contractors who are to remain on site, or are to enter site, after normal business hours.

(c) General requirements while on site:

- Contractors and visitors must report directly to their responsible *Site Contact Person* on arrival to site unless by prior arrangement.
- Visitors must to be escorted by their *Site Contact Person* or delegate at all times whilst on site.
- Strict adherence to site procedures, directives and emergency responses is mandatory.
- Compliance with Territory Generation Access to Apparatus Rules (AAR) is mandatory.

- The *Site Contact Person* is responsible for ensuring Contractors under their control comply with AAR and other relevant Territory Generation procedures whilst on site.
- All vehicles must be parked within designated parking bays unless special provisions are established for unloading/loading of plant or equipment.

(d) Emergency response:

- All personnel on site must be familiar with emergency warning systems and emergency assembly areas and must comply with emergency procedures per site induction.
- The relevant *Site Contact Person* is responsible for ensuring all Contractors and visitors are aware of and comply with relevant site hazards and emergency procedures.

(e) Departure from site:

- All Contractors must report to their *Site Contact Person* prior to leaving site during normal working hours.
- At site with contracted Security, all persons must report to the Security at the main gate on exit. Security shall scan all Territory Generation ID cards on departure from site.
- At all other sites the relevant *Site Contact Person* will ensure all Territory Generation ID cards held by contractors or visitors are scanned prior to exiting the site.
- Visitors shall return their Territory Generation ID card prior to exiting the site.
- At 24 hour manned sites all contractors who have remained on site after hours must report to the Senior Operator in the site control room, prior to departure. The relevant *Site Contact Person* must ensure relevant contractors have been advised of and comply with this requirement.

8 Site Contact Person - Responsibilities Checklist

As part of Territory Generation on line induction processes all Contractors and Visitors have been asked to nominate a **Site Contact Person**. This would normally be the Territory Generation person responsible for organising the job or site visit and includes relevant project officers/contract managers.

The designated Site Contact Person has specific responsibilities in ensuring the health and safety of contractors and visitors entering our sites.

SITE CONTACT PERSON RESPONSIBILITIES CHECKLIST	✓
Contractor or Visitor has completed the appropriate Territory Generation On-line Induction , prior to arrival to site	<input type="checkbox"/>
Contractor has completed AAR on line training , if appropriate	<input type="checkbox"/>
Contractor AAR authorisations checked on Authorisations database and are appropriate	<input type="checkbox"/>
Contractor has a White Card if appropriate. Copy has been uploaded to Rapid Induct and verified	<input type="checkbox"/>
Contractor has relevant high risk licences for the work. Copy(s) has been uploaded to Rapid Induct and verified	<input type="checkbox"/>
Contractor or Visitor are met on first arrival to site by the designated contact person NOTE: If the designated site contact person is unable to be on site then other relevant site personnel shall be contacted and an agreement made that they will manage the Contractor or Visitor on arrival to site	<input type="checkbox"/>
Contractor or Visitor site orientation has been conducted including discussing and reinforcing the location of amenities, first aid, smoking areas, evacuation assembly points etc.	<input type="checkbox"/>
Visitors are escorted AT ALL TIMES in operational areas and are aware of this requirement	<input type="checkbox"/>
Contractor or Visitor is compliant with site dress code and any relevant Personal Protective Equipment (PPE)	<input type="checkbox"/>
Contractor task specific orientation has been conducted specific to the work	<input type="checkbox"/>
Contractor has been assessed and an appropriate level of monitoring/supervision is agreed to	<input type="checkbox"/>
Contractor uses a task based risk assessment process such as Job Safety Environmental Analysis (JSEA) or Safe Work Method statements (SWMS). Sighted and verified.	<input type="checkbox"/>
Contractor is educated in the use of T/Gens JSEA if they do not have a process that is equal to or better than ours	<input type="checkbox"/>
Contractor is aware of their sub-contractor obligations	<input type="checkbox"/>
Contractor is aware of any Territory Generation procedures that may apply to them as highlighted by the site contact person	<input type="checkbox"/>
Contractor or Visitor has the contact details of their site contact person	<input type="checkbox"/>
Contractor equipment bought on site is compliant including electrical test and tag etc.	<input type="checkbox"/>
Contractor chemicals bought on site have an Safety Data Sheet and the Contractor is aware of safe transport , storage, use and disposal requirements	<input type="checkbox"/>
Contractor or Visitor is aware of the requirement to immediately report any incidents/injuries etc. to the site contact.	<input type="checkbox"/>

NOTE: This checklist should be completed and saved in TRIM as evidence that this process has occurred by the site contact person, with reference to the relevant contractor or site visitor.