

Version: 2.2

Site Access General Site Rules



1 About this document

Purpose: The purpose of this document is to outline the general requirements when applying to access site and general site rules whilst on site.

2 Document Control

Approver

Name	Role	Department	Approval Date
Paul Pyatt	HSEW Field Operations Manager	Health Safety Environment	30/08/2019

Document History

Issue	Date	Author	Reason
1.0	28/08/2019	Paul Pyatt	1 st Draft
2.0	29/08/2019	Emma Darlison	Content added
2.1	5/6/2020	Paul Pyatt	Update content
2.2	19/02/2021	Paul Pyatt	Review and update content

3 Site Rules & codes of conduct

Prior to working on site all appropriate safety controls must be in place, including:

- o All foreseeable hazards identified, risk assessed and either eliminated or controlled;
- o Worker competency is assessed ensuring that everyone attending the site is fit and capable of doing the tasks required including ongoing assessment and management of fatigue.
- o Systems of work, e.g. Safe Work Method Statements (SWMS) and /or Emergency procedures are in place and all workers are equipped to implement them; and
- o Remote or lone work risks have been considered;
- o An approved Site Access Request. Failure to adhere to this rule may result in being turned away from site.

Whilst attending or working on site, safety rules must be followed:

- o Access to the site is not authorised until the site visitor has an approved Site Access Request. Failure to adhere to this rule and entering site without this will result in being removed from the site and may lead to bans for individuals or companies.
- o Everyone on site must be logged on using the Site Access App or by contacting the SMC (Service Monitoring Centre) on arrival and must log off with the App and by calling the SMC to check for any alarms when leaving the site.
- o Buildings, gates & doors must be kept secure to prevent unauthorised access.
- o Do not occupy a BAI controlled facility or set up a project office on site unless approved.
- o Only enter areas on the site that relate to the work you are there for.
- o Under no circumstances is any work that varies from the site access request to be carried out as this will void the access approval. If extra work is required, either an update of the current Site Access Request is required, or a new proposed works application must be submitted with all supporting documents and approvals before continuing.
- o Relevant Personal Protective Equipment must be worn, considering any site-specific requirements and the activities being undertaken and you must observe and obey all warning and instruction signs.
- o You must not touch or interfere with any equipment or building services that are outside of your approved scope of work.

SMC Contact

If you need to speak with an SMC Operator at any time, contact them on **1300 260 889** or **1300 224 022**. The contact number is also on the blue sign on or near the main door.

How to report a Hazard:

Any hazards found on accessing the site or while on site that need to be managed can be reported in the App either by using the Report Hazard tile or during the Log Off process. Please include photos if possible, to assist those that will assess the hazard. Amendments to any site hazards can also be reported via the Report Hazard function.

An incident or near miss is not to be reported as a Hazard – see following section.

How to report an incident / near miss:

All incidents and near misses must be reported and documented in the BAI reporting tool SHIELD. This applies to safety and environmental events. If you are not a BAI employee, this can be done by contacting the SMC (Service Monitoring Centre) or the local District Maintenance Base and providing as much detail as possible including photos if possible.

The local District Maintenance base phone number will be on the blue sign on or near the main door.

