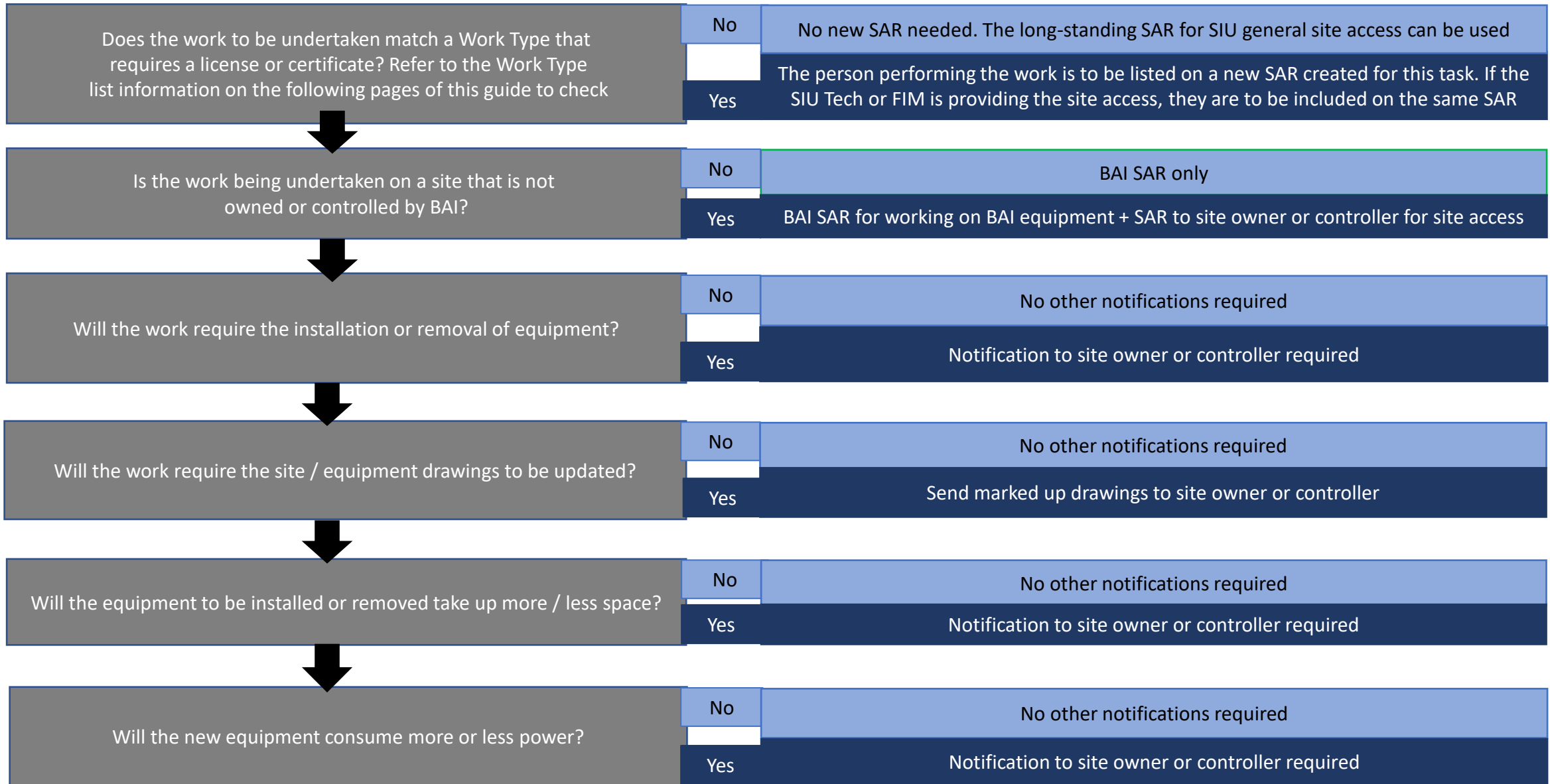




bai communications

Site Access Requests Guide for BAI SIU Staff

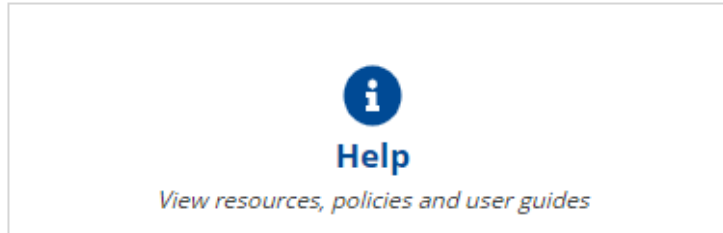
- This is a guide that explains when BAI Communications SIU staff will need to create a new SAR in Appian for tasks that are not covered by their long-standing SAR for planned maintenance and faults.
- It also covers what other steps may be required depending on the work to be undertaken.
- Where a SAR requiring a license is needed, a SOW and SWMS will be required to be uploaded. SWMS templates are available in Shield in the Reference section.



Terms and acronyms

- **Appian** – BAI Communications Site Access System
- **SAR** – Site Access Request
- **Work Type** – This is how the work being undertaken is categorised in Appian and determines what skills or licenses are needed for that task
- **SIU** – Operations staff that carry out Maintenance and Fault response
- **FIM** (First in Maintainer) - Contractor that works under the direction of BAI
- **SOW** (Scope of Works) - Explains the work to be done
- **SWMS** (Safe Work Method Statement) - Identifies hazards and the controls that will be put in place to manage them

The full Work Type list can be found in Appian under the Help tile. This list also gives you the skills that must be approved on a person's profile before that Work Type can be selected on a SAR



Help

Resources

- [BAI Emergency Procedures](#)
- [BAI Guideline for Working with Cranes and Mech Aids at MF Sites](#)
- [Requirements for Working at Heights and Rigging on BAI Sites](#)
- [BAI EME Hazard Management Process](#)
- [BAI Asbestos Management Procedure](#)
- [BAI Electronic Medical Devices and Metallic Implants Guide](#)
- [BAI Mandatory Specifications and Correct Use of Personal RF Monitor](#)
- [Frequently Asked Questions](#)

Policies

- [General Site Rules](#)
- [BAI Site Access Protocol](#)
- [General Environmental Conditions](#)
- [Fatigue Management Policy](#)
- [Fatigue Management Procedure](#)
- [Site Access COVID Vaccination Policy](#)

User Guides

- [Getting Started with Site Access Application](#)
- [Completing Prequalification](#)
- [Getting Started with Site Access mobile app](#)
- [Submitting a Site Access Request](#)
- [Logging on to site and acknowledging essential site information](#)
- [Logging off site and reporting hazards](#)
- [Work Type Required Skills Matrix](#)
- [Site Safety Information in Appian](#)

Videos

- [Getting Started with Site Access Application](#)
- [Submitting a Site Access Request](#)
- [Logging on and off site](#)

For some Work Types, rules also apply. For example, if climbing is to be undertaken, a second person with the same skills will be required on the same SAR. Appian will prompt you with these requirements and flag if anyone is missing any of the required skills in their profile.

Example shown.

WORK TYPE

Work at heights (Structure climbing - Including rigging activity) ✕

Required skills for visitors to perform work type

- Able to perform tower rescue
- Able to provide CPR
- Able to provide first aid
- Are medically fit to climb
- Construction induction (white card)
- Licensed for rigging
- RF / EME awareness
- Able to work safely at heights

VISITORS

Rick Finucane, BAI test ✕



Rick Finucane either does not have the following skills to perform this work type or the relevant supporting skill documents expire before the access request end: Able to perform tower rescue; Able to provide CPR; Able to provide first aid; Are medically fit to climb; Construction induction (white card); Licensed for rigging; RF / EME awareness; Able to work safely at heights

Following user(s) do not have a valid BAI General Induction : Rick Finucane

Following user(s) did not acknowledge BAI General Environmental Conditions policy : Rick Finucane








At least 2 visitors required for this work type






Site Access Application - Work Type Required Skills Matrix

 No new SAR required
 New detailed SAR required














- Before applying for a Site Access Request using the BAI Communications Site Access Application it is necessary to 'Prequalify' for the types of work you expect to be completing.
- For certain work types, specific 'Skills' are required.
- Skills can be added to your profile by selecting My Skills and Inductions and then Skills.
- As part of this process you will be required to provide evidence such as certificates or licenses including expiry details.
- This matrix lists the work types available in the application, the corresponding skills that are required, and the evidence that should be provided.

Note: When adding skills it is your responsibility to ensure that accurate and truthful information is provided. Skills will be reviewed and validated by the Site Access Team.

Work Type	Required Skills	Evidence
 Access through site	BAI General Induction / Policy	BAI Induction Certificate
 Access to energised electrical panel (e.g. Thermoscan)	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Electrical hazard awareness	Electrical Hazard Awareness Training
 Apprentice / Trade assistant / Trainee (Under supervision) tasks	BAI General Induction / Policy	BAI Induction Certificate
 Broadcast equipment - Maintenance	BAI General Induction / Policy	BAI Induction Certificate
 Building work - Asbestos disturbance friable (Class A)	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed to disturb asbestos friable	A Class Asbestos License
 Building work - Asbestos disturbance non friable (Class B)	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed to disturb asbestos non friable	A Class Asbestos License or B Class Asbestos License
 Building work - Asbestos minor tasks < 10sqm and non friable	BAI General Induction / Policy	BAI Induction Certificate
	Asbestos awareness	Certificate - Asbestos awareness training or A Class Asbestos License or B Class Asbestos License

Work Type	Required Skills	Evidence
 Building work - Brickwork	BAI General Induction / Policy	BAI Induction Certificate
	Building work - Brickwork	Trade certificate for Brickwork
	Construction induction (white card)	Construction Induction (white card)
 Building work - Concreting (Licenced work)	BAI General Induction / Policy	BAI Induction Certificate
	Licensed for formwork / falsework / concreting	Formwork / falsework / concreting license
	Construction induction (white card)	Construction Induction (white card)
 Building work - Framing	BAI General Induction / Policy	BAI Induction Certificate
	Building work - Framing	Trade certificate for Framing
	Construction induction (white card)	Construction Induction (white card)
 Building work - LPG systems	BAI General Induction / Policy	BAI Induction Certificate
	Building work - LPG systems	Gasfitting License
	Construction induction (white card)	Construction Induction (white card)
 Building work - Minor concreting (Non licenced work)	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
 Building work - Plumbing	BAI General Induction / Policy	BAI Induction Certificate
	Building work - Plumbing	Plumbers license
	Construction induction (white card)	Construction Induction (white card)
 Building work - Scaffolding	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed for scaffolding	Scaffolding License - SB or
		Scaffolding License - SI or Scaffolding License - SA
 Building work - Underpinning, piercing or foundations	Accredited to perform Underpinning, Piering or foundations	Civil Foundations accreditation
	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
 Cleaning work	BAI General Induction / Policy	BAI Induction Certificate
 Confined space entry	Able to provide CPR	CPR certificate
	Able to provide first aid	First Aid Certificate
	Accredited in confined space entry	Confined space training certificate
	BAI General Induction / Policy	BAI Induction Certificate




Work Type	Required Skills	Evidence
Demolition work	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Demolition work	Demolition license
Dogging work	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed for dogging	Dogging License (DG)
Drop off / Pick up equipment	BAI General Induction / Policy	BAI Induction Certificate
Electrical switching - HV	BAI General Induction / Policy	BAI Induction Certificate
	Electrical hazard awareness - High voltage	High Voltage Electrical Awareness Training
Electrical work	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed for electrical work	Electrical License - NSW or
		Electrical License - ACT or
		Electrical License - NT or
		Electrical License - QLD or
		Electrical License - SA or
		Electrical License - TAS or
Electrical License - VIC or		
Electrical License - WA or		
Electrical License - Restricted or		
Electrical License - Other		
Electrical work - HV	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed for electrical work - High voltage	HV Electrical license
EPP - Maintenance / Repair	BAI General Induction / Policy	BAI Induction Certificate
Fencing repairs or installation	BAI General Induction / Policy	BAI Induction Certificate
Fire equipment - Installation	Accredited in fire equipment installation	Fire systems accreditation
	BAI General Induction / Policy	BAI Induction Certificate
Fire equipment - Maintenance	BAI General Induction / Policy	BAI Induction Certificate
First In Maintainer (FIM) activities	BAI General Induction / Policy	BAI Induction Certificate

Work Type	Required Skills	Evidence
 Fuel Delivery	BAI General Induction / Policy	BAI Induction Certificate
 Fuel lines / systems work	Accredited in fuel lines work	Fuel systems certificate / Accreditation
	BAI General Induction / Policy	BAI Induction Certificate
 Geo-Tech drilling	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
 Grounds maintenance (Mowing, vegetation management, etc)	BAI General Induction / Policy	BAI Induction Certificate
 HVAC - Maintenance / Repair	BAI General Induction / Policy	BAI Induction Certificate
 Installation of equipment (Non climbing)	BAI General Induction / Policy	BAI Induction Certificate
 Locksmith work - Security licensed	BAI General Induction / Policy	BAI Induction Certificate
	Locksmith work - Security licensed	Locksmith security clearance accreditation (Class 2)
 Mast guy tensioning	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed for rigging	High risk work license - Rigging Basic (RB) or High risk work license - Rigging Intermediate (RI) or High risk work license - Rigging Advanced (RA)
 Minor electrical works (Alterations/Repairs)	BAI General Induction / Policy	BAI Induction Certificate
	Licensed for electrical work	Electrical License - NSW or Electrical License - ACT or Electrical License - NT or Electrical License - QLD or Electrical License - SA or Electrical License - TAS or Electrical License - VIC or Electrical License - WA or Electrical License - Restricted or Electrical License - Other
 Minor maintenance activity	BAI General Induction / Policy	BAI Induction Certificate
 Operation of a boom-type EWP < 11m (BL)	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed to operate a boom EWP < 11m (BL)	License for boom EWP (BL)
 Operation of a boom-type EWP > 11m (WP)	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed to operate a boom EWP > 11m (WP)	License for Boom EWP > 11m (WP)
 Operation of a bridge and gantry crane (CB)	BAI General Induction / Policy	BAI Induction Certificate
	Licensed to operate a bridge and gantry crane (CB)	License for Bridge and Gantry Crane (CB)

Work Type	Required Skills	Evidence
→ Operation of a concrete boom pump	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed to operate a boom pump (BP)	Boom Pump - High Risk License (BP)
→ Operation of a derrick crane (CD)	BAI General Induction / Policy	BAI Induction Certificate
	Licensed to operate a derrick crane (CD)	License for Derrick Crane (CD)
→ Operation of a forklift	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed to operate a forklift truck (LF)	Forklift License
→ Operation of a helicopter	Licensed to operate a helicopter	Helicopter License - CASA
→ Operation of a materials hoist (HM)	BAI General Induction / Policy	BAI Induction Certificate
	Licensed to operate a material hoist (HM)	License for material hoist (HM)
→ Operation of a non-slewing mobile crane (CN)	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed to operate a non slewing mobile crane (CN)	License for non slewing mobile crane (CN)
→ Operation of a personnel and materials hoist (HP)	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed to operate a personnel / materials hoist (HP)	License for Personnel / Materials hoist (HP)
→ Operation of a scissor lift (SL)	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed to operate a scissor lift (SL)	License for Scissor lift (SL)
→ Operation of a slewing mobile crane < 100 tonnes (C1)	BAI General Induction / Policy	BAI Induction Certificate
	Licensed to operate a slewing mobile crane < 100 Tonnes (C1)	License for Slewing Mobile Crane < 100 tonnes (C1)
→ Operation of a slewing mobile crane < 20 tonnes (C2)	BAI General Induction / Policy	BAI Induction Certificate
	Licensed to operate a slewing mobile crane < 20 Tonnes (C2)	License for a Slewing Mobile Crane < 20 tonnes (C2)
→ Operation of a slewing mobile crane < 60 tonnes (C6)	BAI General Induction / Policy	BAI Induction Certificate
	Licensed to operate a slewing mobile crane < 60 Tonnes (C6)	License for a Slewing Mobile Crane < 60 tonnes (C6)
→ Operation of a slewing mobile crane > 100 tonnes (CO)	BAI General Induction / Policy	BAI Induction Certificate
	Licensed to operate a slewing mobile crane > 100 Tonnes (CO)	License for Slewing Mobile Crane > 100 tonnes (CO)

Work Type	Required Skills	Evidence
Operation of a trailer lift (TL)	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed to operate a trailer lift (TL)	License for Trailer Lift (TL)
Operation of a truck mounted lift (TM)	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed to operate a truck mounted lift (TM)	License for Truck Mounted Lift (TM)
Operation of a vehicle loading crane > 10 tonne (CV)	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed to operate a mobile crane / EWP (CV)	License for vehicle loading crane > 10 tonne (CV)
Operation of a vertical lift (VL)	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed to operate a vertical lift (VL)	License for Vertical lift (VL)
Operation of drone	BAI General Induction / Policy	BAI Induction Certificate
	Licensed to operate a drone	CASA License
	RF / EME awareness	RF / EME Awareness Certificate
Operation of earth moving plant	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed for earth moving plant	Industry License / Certificate for specific type of plant or Excavator License
Operation of telehandler < 2.5 tonne capacity	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed to operate a telehandler < 2.5 tonne	Telehandler License < 2.5 tonne
Operation of telehandler > 2.5 tonne capacity	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed to operate a telehandler > 2.5 tonne	Telehandler License > 2.5 tonne
Refrigerant line work	Accredited in refrigerant line work	Refrigerant Line License / Certificate
	BAI General Induction / Policy	BAI Induction Certificate
Security alarms and monitoring install	Accredited in security installation	Security installers license
	BAI General Induction / Policy	BAI Induction Certificate
Security operations - Patrols	Accredited in security operation	Security operative license
	BAI General Induction / Policy	BAI Induction Certificate
Service location	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
Site inspection - Escorted	BAI General Induction / Policy	BAI Induction Certificate
Site inspection - Unescorted	BAI General Induction / Policy	BAI Induction Certificate

Work Type	Required Skills	Evidence
Structure climbing - Including rigging activity	Able to perform tower rescue	Tower Rescue Certificate
	Able to provide CPR	CPR certificate
	Able to provide first aid	First Aid Certificate
	Able to work safely at heights	Elevated Work Certificate (Working at heights)
	Are medically fit to climb	Medical Certificate
	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed for rigging	High risk work license - Rigging Basic (RB) or High risk work license - Rigging Intermediate (RI) or High risk work license - Rigging Advanced (RA)
	RF / EME awareness	RF / EME Awareness Certificate
Structure climbing - No rigging activity	Able to perform tower rescue	Tower Rescue Certificate
	Able to provide CPR	CPR certificate
	Able to provide first aid	First Aid Certificate
	Able to work safely at heights	Elevated Work Certificate (Working at heights)
	Are medically fit to climb	Medical Certificate
	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	RF / EME awareness	RF / EME Awareness Certificate
Telecommunications cabling	Accredited in telecommunications cabling	ACMA (Open Registration) License ACMA (Restricted Registration) License
	BAI General Induction / Policy	BAI Induction Certificate
Telecommunications equipment - Maintenance	BAI General Induction / Policy	BAI Induction Certificate
Traffic management	Accredited in traffic management	Traffic management ticket
	BAI General Induction / Policy	BAI Induction Certificate
Use of hazardous chemicals	Accredited in use of hazardous chemicals	Licence / certification for the chemicals to be used
	BAI General Induction / Policy	BAI Induction Certificate
Work on lead paint	Accredited in the use / removal of lead paint	Lead paint training certificate / Removal license
	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)

Work Type	Required Skills	Evidence
 Work at height in EWP bucket or man cage - Including rigging activity (No climbing)	Able to perform tower rescue	Tower Rescue Certificate
	Able to provide CPR	CPR certificate
	Able to provide first aid	First Aid Certificate
	Able to work safely at heights	Elevated Work Certificate (Working at heights)
	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
	Licensed for rigging	High risk work license - Rigging Basic (RB) or High risk work license - Rigging Intermediate (RI) or High risk work license - Rigging Advanced (RA)
 Work at height in EWP bucket or man cage - No rigging activity	RF / EME awareness	RF / EME Awareness Certificate
	Able to perform tower rescue	Tower Rescue Certificate
	Able to provide CPR	CPR certificate
	Able to provide first aid	First Aid Certificate
	Able to work safely at heights	Elevated Work Certificate (Working at heights)
	BAI General Induction / Policy	BAI Induction Certificate
	Construction induction (white card)	Construction Induction (white card)
 Work at heights (Non-licensed use of ladders, roof access etc)	RF / EME awareness	RF / EME Awareness Certificate
	BAI General Induction / Policy	BAI Induction Certificate