Third Party Safety and Environmental Management Handbook

NIMG-2741 | Revision 2 | 14/09/2020

Approved by EGM, Asset Management

Printed copies are uncontrolled

Please refer also to SAMG-49 and CAMG-2

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1 Introduction

1.1 About V/Line Corporation

V/Line Corporation (V/Line) is Victoria's largest regional passenger transport operator with a long history of serving its communities through rail and coach services.

V/Line is 100% owned by the State Government of Victoria, operating under a Franchise Agreement with the Director of Public Transport to provide regional rail and rail replacement coach services throughout Victoria.

Through the Regional Infrastructure Lease (RIL), V/Line leases over 3,400 km of the Victorian Regional Railway Network from the Director of Public Transport, including both passenger and freight only railway lines. The Victorian Regional Railway Network also extends outside of Victoria into NSW, terminating at the southern NSW towns of Moulamein, Deniliquin and Tocumwal.

Under the RIL, V/Line is responsible for:

- maintenance of the railway and associated infrastructure
- management of access to the railway network
- the control of rail traffic (Train Control).

Under the Franchise Agreement, V/Line is responsible for:

- operating nearly 2,000 rail and coach services every week across regional Victoria
- a station network of more than 85 stations located throughout regional Victoria
- a large fleet of rolling stock including high speed diesel V/Locity multiple unit trains capable of 160km per hour
- delivering services at a level that meet the State's requirements for punctuality and reliability.

1.2 Purpose of the Handbook

The purpose of this handbook is to set out V/Line's requirements in relation to third parties who are performing work at V/Line locations.

All third parties shall comply with every requirement set out in this handbook.

Where V/Line has approved a third party to operate under its own management system, further consultation will occur with V/Line to ensure documentation is appropriate.

Requirements that apply to the third party apply in respect of both the third party and any employees or sub-contractors engaged by the third party.

1.3 Third Party Access

The rail network is divided into several geographical routes and includes passenger lines and freight lines.

If you are planning on doing any work near the railway, please contact our Third-Party Access team who are your gateway to supporting you in delivering your work safely.

Working near the railway can be a dangerous environment and we are able to help you navigate the risks. V/Line is committed to safety, so we want to help you deliver your works safely and securely.

To help you achieve your time frames please contact us as early as possible in your planning process, this will enable us to best support you in delivering successfully.

The Third-Party Access team can help you with a multitude of works including:

- construction sites near the railway;
- utility works (water, electric, gas, cabling etc.);
- radio transmitters;
- bridge works;
- new road schemes;
- inspection and surveying; and
- works within the designated precautionary area of level crossings.
- Passage of Oversize and/or Overmass (OSOM) vehicle travelling across the level crossings

Third Party Access teams do not deal with emergency works. For emergencies, please contact 1800 023 668

1.3.1 How do you get permission to access V/Line controlled land?

Permission to access V/Line controlled land is issued as per V/Line Site Access Guide - document number CAMG-2. All access shall be in accordance with the terms and conditions of a Site Access Permit issued after you have applied and had it approved by V/Line. Entry to property controlled by V/Line is prohibited without a Site Access Permit.

1.3.2 Requesting access

Before submitting a Third-Party Access application, please ensure to have read and understood our Site Access Guide.

If any works that involve amending/installing assets (including Non-Destructive-Digging) on V/Line Leased Land, approval from VicTrack (land owners) needs to be sought prior to applying for access to V/Line.

All submitted applications shall comply with Australian and V/Line standards before a Site Access Permit can be issued for access to our network.

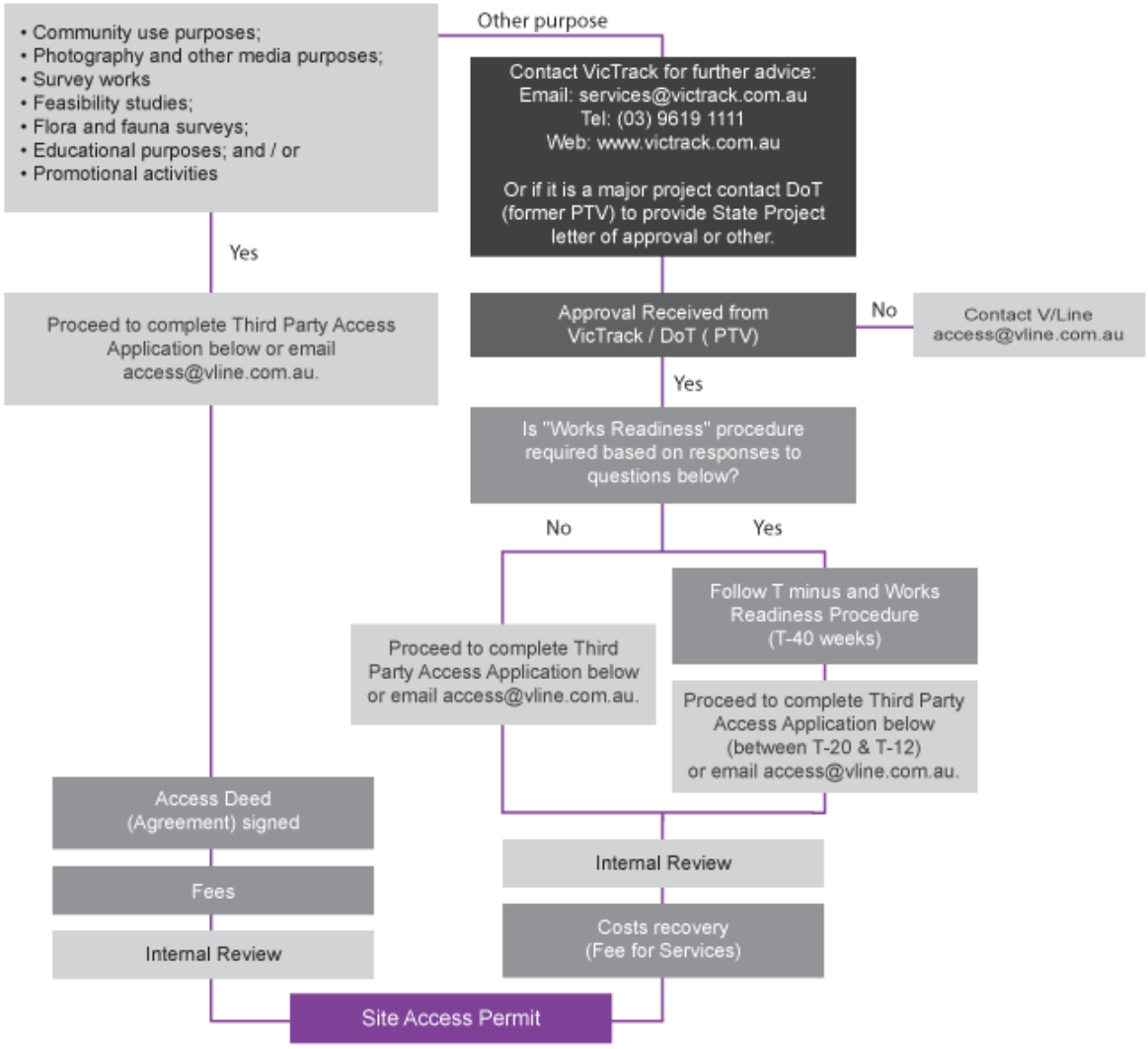
1.3.3 Types of access

- **Non-disruptive access:** a minimum of 28 business days notification is required to process an application that does not affect train services
- **Disruptive access:** a minimum of 100 days is required for access that disrupts train services.

1.3.4 Application process

The steps required in the application process depends on the nature of your request. The V/line Site Access Guide details the requirements for accessing our land. The Access guide and application for Access are available from the V/line website.

What is the nature of your request?



1.3.5 Works Readiness Procedure

Please answer the questions below to see if the *Works Readiness* procedure NIPR-2241 applies to your access request.

1. Are the works disruptive to Rail Operations?
2. Are the works utilising an existing disruption to Rail Operations?
3. Do the works involve;
    a. A configuration change to the rail network
    b. Planned works that will alter infrastructure assets
    c. Planned works that will bring into service new infrastructure assets
4. Do the works involve;

a. Commissioning of a new infrastructure asset
b. De-commissioning of an existing infrastructure asset ##

Note Infrastructure assets are defined as anything tangible or intangible that can be used by V/Line to produce value to rail operations. This includes, but is not limited to Train Control Systems, Communications Systems, Track, Signalling, Civil, Structures, Electrical, Facilities, Stations, Carparks or Maintenance Depots.

If the answer is 'Yes' to any of the questions, then your works qualify for tracking and review as part of the Works Readiness and T-Minus Procedure. It is a requirement to populate and submit the 'Works Readiness Tracker' NIFO-2241.3 at each stage to works.readiness@vline.com.au. The procedure is available on our website.

Exceptions to the above are: • Reactive maintenance • Emergency works • Works occurring on another ARO network, which do not require access to the V/Line Network or infrastructure assets

2 Workplace Health & Safety

2.1 State Statutory Requirements

2.1.1 Working with V/Line

V/Line is committed to providing and maintaining a work environment that is as safe as possible for its employees, third parties, customers and the community and minimising our impacts on the natural environment. To achieve this commitment V/Line expects third parties to ensure:

- All third parties are suitably trained and supervised;
- At risk behaviour and non-compliance is identified and rectified;
- Plant, equipment and tools are in fit condition and suitable for use;
- The workplace is maintained in a clean and tidy condition;
- All incidents and unsafe acts are reported, and corrective actions are completed promptly.

2.1.2 Workplace Health & Safety Acts

V/Line conducts its business so as to comply with the Rail Safety National Law, the Occupational Health & Safety Act 2004, and other relevant statutory and regulatory requirements applicable to the State in which rail maintenance operations are conducted (NSW and Victoria).

2.1.3 V/Line Obligations

V/Line is required by law to take all necessary actions to ensure, so far as is reasonably practicable, the health and safety of all employees and visitors at the workplace.

2.1.4 Third Party Obligations

Third parties also have obligations and responsibilities in relation to the maintenance of a safe and healthy working environment:

- Third parties shall ensure compliance with all legislative requirements;
- Third parties shall ensure compliance with V/Line's Safety Management System including policies, procedures, work instructions and guidelines;
- Third parties shall maintain V/Line's commitment to an alcohol and drug free workplace;
- Individuals shall take reasonable care of the health and safety of themselves and others at work;
- Individuals shall co-operate with employers in their efforts to comply with occupational health and safety requirements;
- No person may interfere with or misuse any item provided for the health, safety and welfare of persons at work;
- Individuals shall wear Personal Protective Equipment (PPE) that is supplied by their employer in accordance with V/Line requirements

For high risk activities, third parties are to ensure they have the competencies as detailed by regulations and that align to nationally recognised units of competencies as outlined in the Australian Qualifications Framework (AQF).

Third parties shall ensure that all plant and equipment is safe and in good condition and is used in a manner which is safe and without risks to health.

Third parties shall ensure that all plant and equipment that is to be used as a road rail vehicle is safe and in good condition and is registered in the V/Line network service plan.

Third parties shall ensure that all personnel are appropriately qualified, trained and supervised in relation to any work they perform, in accordance with rail safety legislation

Third parties shall ensure appropriate awareness, management and protection of the environment at worksites.

All incidents shall be reported to your V/Line contact – this includes personal injury, property damage, hazardous condition, near miss occurrence or environmental exposure.

Where a third-party contractor is deemed a Rail Safety Worker in accordance with Rail Safety National Law, the contractor shall comply with all the V/Line requirements of the Rail Industry Worker (RIW) Card system.

The need for RIW card centres around the task being completed. If the task is rail infrastructure related, then a RIW card is required regardless of the location on the rail reserve.

There are also some definite situations where it is mandatory that a RIW is held by the third party.

1) Whilst working under any Rail project held occupation or V/line occupation working under Permit to Foul, regardless of task to be completed, and regardless of location on the rail reserve.

2) Where the work requires access to the danger zone

3) Third parties cannot hold track warrants. If a track warrant is organised by V/line for the third party then again, regardless of what the task is, an RIW card is required as it is a V/line controlled safe working situation.

4) The third party may elect to install a delineation barrier between the track and their work

site to isolate danger zone. This does not negate the need for an RIW card if the tasks undertaken behind the barrier by the third party are rail-infrastructure related.

RIW card may be exempted subject to approval by V/Line under following scenarios:

1) If the works are non-rail infrastructure related, an exemption from RIW card requirement can be granted considering the works are outside the danger zone.

2) A third party may hold an occupation and if the works concerned are not rail infrastructure related, the third party may not need RIW cards.

***V/Line reserves the right to remove from its site any person who is found to be acting in a manner that is dangerous or offensive to V/Line employees, third parties, or members of the public, or in a manner which is likely to cause harm to the environment*.**

2.1.5 Personal Conduct

Employees and third parties are required to comply with V/Line's Code of Conduct policy and maintain a high standard of personal conduct when on any V/Line worksite. Employees and third parties shall act in a way that promotes public trust and confidence in the integrity of V/Line's operations and administration. Third parties are required to:

- Behave in a lawful manner and comply with any relevant legislative, industrial or administrative requirement
- Demonstrate conduct that is always professional and ethical whilst at work and not bring V/Line into disrepute
- Be prepared to take personal responsibility and accountability for their own conduct, actions and omissions
- Act within delegated authority and in accordance with V/Line policies and procedures
- Co-operate with and obey lawful requests, directions or instructions given in the course of work activity by any person having the authority to do so
- Keep skills and knowledge up to date within their area of expertise
- Disclose to their manager or supervisor any charge or conviction that may adversely affect the capacity to carry out their duties
- Report behaviour that breaches V/Line policy
- Skylarking and throwing of objects will not be tolerated.

2.1.6 Worker Health & Fitness

Legislation requires V/Line to ensure that all personnel engaged in rail safety work meet the standards of medical and physical fitness. All third-party contractors shall also ensure that all personnel engaged in rail safety work meet the standards of medical and physical fitness.

It is expected that all third parties will be fit for work when they attend a site and perform assigned tasks competently and, in a manner, which does not compromise or threaten their own safety or health, or that of others.

All persons likely to be carrying out rail safety work are required to possess a Rail Industry Workers card.

2.1.7 Fatigue

Third parties shall not be fatigued when they attend work. Fatigue can be acute or chronic tiredness that may affect performance, safety and health, and requires rest or sleep for recovery. Fatigue may affect physical and mental capacities and increase the risk of workplace incidents. Through a build-up of sleep deprivation, fatigue can result in errors of judgement that may lead to injury or death.

Where fatigue has been identified as a hazard through the risk assessment process a fatigue management plan shall be implemented as per the requirements in the Rail Safety and OHS Legislation.

Where a third party is working under their own SMS, a Fatigue Management Policy and associated procedures shall be available to all employees of the third party and available to V/Line upon request.

2.1.8 Alcohol and Drugs

V/Line's Alcohol, Tobacco and other Drugs Management Guide demonstrates commitment to providing employees, contractors and other persons with a safe and healthy work environment free from hazards associated with alcohol, tobacco and other drugs. Individuals must report fit for work and may be required at any time to undergo random testing whilst working on the V/Line network.

Any breach may result in dismissal or termination of the SAP and in extreme circumstances, may result in prosecution under Rail Safety legislation.

When the 3rd party contractor has rail safety accreditation, V/Line will rely on that company to manage its employee adherence to their own alcohol, tobacco and other drug management process.

2.1.9 Smoking

V/Line has a duty to provide, as far as is reasonable, a safe and comfortable environment for employees, contractors, volunteers and other persons and aims to minimise the harmful effects of passive smoking and its related discomfort to others and ensure a safe and healthy working environment.

Smoking, including e-cigarettes is prohibited from buildings, platforms, plant, vehicles and areas where no smoking signage is displayed. Smoking in the open or near the track environment, particularly during periods of high fire danger, may present a hazard to the environment and/or the whole worksite. Any person who wishes to smoke in the open at any worksite is responsible for ensuring that their actions do not endanger themselves or others in the work team and must ensure that their smoke butts are disposed of appropriately.

2.2 Site Access and Security

The third party shall ensure that their employees and sub-contractors entering V/Line

designated areas or premises acknowledge the conditions of their Site Access Permit, and fulfil the following requirements as a condition of entry:

- Inform the V/Line contact or their representative of intended site entry / egress times;
- Enter through the designated entry point and sign in and out where required;
- Remain in the designated area in which they are authorised to carry out work. Persons required to work outside the designated area should contact the V/Line contact to obtain clearance to extend the designated area;
- Follow all signs and any safety or environmental management directions given by V/Line personnel;
- If working in a Rail Safety Worker role, carry a valid RIW card that contains information on the competencies required for the role being performed;
- Ensure the required Track Protection arrangements are in place;
- Leave all vehicles in the designated car parks or appropriate locations clear of access ways, unless they are transporting goods or equipment;
- Ensure that all vehicles on site are safe, roadworthy, registered and insured, and that all loads are secured and safely loaded;
- Ensure that vehicles do not impede access to defined (emergency) exits;
- Alert their V/Line contacts as nominated on the SAP immediately upon becoming aware of a risk to health and safety;
- Address any security issues raised by V/Line immediately and fully;
- Third parties and their employees may be subject to bag / vehicle / toolbox searches by authorised V/Line personnel.

2.2.1 Security

We are all responsible for security in our workplaces. The **HOT** or **NOT** framework is designed to help V/Line staff and third parties decide what to do in the event that they have noticed either a suspicious activity or a suspicious package.

Applying the **HOT** or **NOT** framework

H	Is it ***HIDDEN***? Has any attempt been made to really hide it from view or put it in a place where it is unlikely to be found?
O	Is it ***OBVIOUSLY*** suspicious? Does it look different to what you normally see in your workplace? As examples, can you see wiring or circuitry, a power supply or something that may have explosives attached to it? Is it stained or does it smell different? Has it been found after a suspicious event?
T	Is it **TYPICAL** of what you might reasonably expect to find in its location?

If you can answer YES, YES and NO to the three sets of questions above, then the suspicious package or activity is **HOT** and you should report it immediately to your V/Line contact.

If the item is **HOT**:

- DO NOT TOUCH

- Clear the area
- Prevent other personnel and the public from entering the area near the package
- Do not use your mobile phone, satellite phone or radios or let anyone else use theirs
- Move at least 100m away in the first instance and contact their V/Line contact
- If unable to contact the above, call the police on 000.

2.2.2 Restricted Access Areas

Third parties shall comply with any instruction or sign indicating that access to a secure location is restricted to authorised personnel only.

2.2.3 Housekeeping and Amenities

Third parties shall ensure amenities are maintained in a hygienic, safe and serviceable condition and have an appropriate inspection regime in place.

Third parties shall also ensure good housekeeping rules are maintained. This includes that rubbish, building material and plant is stored away from footpaths and roadways and >3 m from the railway (unless approved by a V/Line officer) and that debris from upper storeys is removed by an appropriate method.

Third parties shall ensure that first aid facilities are adequate, in accordance with legislation, for the immediate treatment of injuries and illnesses that may arise at work, and to ensure that such facilities are identified by appropriate signs. First aid personnel shall be available in accordance with legislation and adequately trained.

Third parties shall ensure that conduct of their employees and sub-third parties is not contrary to good safety practice or acceptable behaviour.

2.3 Rail Safety

The railway environment poses specific hazards such as those created by signalling system, permanent way, remote control of track equipment, the size, speed and momentum of railway locomotives and rolling stock and the high voltage system.

All work planned for the defined Rail Corridor must be assessed for its potential to intrude on the Danger Zone.

Planning for Infrastructure Work (Rail Safety Worksite Hazard Assessment – SW. 0149/2019))

All infrastructure work planned for the Rail Corridor must first be assessed by a Track Force Protection Co-ordinator to:

1. determine the potential for the work to intrude on the Danger Zone, and

2. to assign mitigation in the form of an appropriate level of worksite protection.

All work in the defined rail corridor that will intrude or maintains the potential to intrude on the Danger Zone must be protected using one of the V/line approved methods of worksite protection.

Approved V/line worksite protection methods are detailed in the PTC 1994 Book of Rules and Operating Procedures, as amended, and supporting Section 34 Operating Procedures.

2.3.1 Road Rail Vehicles (RRV) Operations

Road Rail Vehicles are required to be registered to operate on V/Line's network. Approval of RRV's **SHALL** be obtained **PRIOR** to operation on the V/Line rail network. Once approval has been granted, approved RRV's are added to the Network Services Plan Addenda. The approval process is outlined as follows:

1. Apply for registration by completing the V/Line safety management system RRV Approval Form (SAFO-146) (and providing appropriate attachments) for each vehicle and forward to V/Line

2. If operating under V/Line's supervision/accreditation, a Road Rail Vehicle (RRV) Acceptance Checklist (NIFO2831.2) shall be completed by an approved compliance testing company and supplied to V/Line

Following the completion of the above steps, approved RRVs are registered in the Network Service Plan Addenda as follows:

- Registered RRVs are listed under the nominated Accredited Rail Operator in the Network Service Plan Addenda.
- The same vehicle may be registered under different Accredited Rail Operators.
- Operating restrictions for the vehicle will be listed in the Network Service Plan Addenda.

Any vehicle that has been modified or has been involved in an incident that may affect the vehicle's integrity shall be confirmed to remain compliant with the standard.

Any changes to details supplied with the original registration shall be supplied to V/Line.

Refer to the V/Line safety management system Section 34-134 Road Rail Operating Procedures of the 1994 Book of Rules for further operating requirements and information.

2.4 Public Safety

Third parties shall exercise all due care for the health and safety of members of the public. This requirement includes full compliance with all relevant legislation codes of compliance, practice and/or Australian Standards.

Third parties shall ensure appropriate guards, barriers and notifications are in place to ensure risks to the public are controlled to an acceptable level. All machinery is to be left in a safe condition so as to not present a public hazard.

No trenches or openings are to be left unattended. Trenches or openings left unattended shall have adequate measures put in place to prevent unauthorised access to the work site.

2.5 Core Requirements for Working on V/Line Sites

- **All Third Parties shall comply with this handbook, V/Line's safety policy, V/Line's site Access Guide and the V/Line Management System procedures.**

Third parties undertaking work for V/Line or entering V/Line premises or workplaces shall:

- Competencies for contractors will be managed through the Rail Industry Worker Card (RIWC) to ensure that all contractors have the required competency for the task they are employed for. Contractors are required to have the RIWC on site always.

The following are the absolute minimum requirements for entering the rail reserve:

- V/Line Operator
  • V/Line contractor Induction (Completed Induction statement).
  • V/line safely access rail corridor (current only valid for 2 years) – Through a V/Line authorised RTO

- Around the Track Personnel, national requirement:
  • Part "B" sign off Fit for Duty Page Category 1,2 or 3 Rail Medical by an approved Health Provider (FIT FOR DUTY PAGE ONLY)
  • Statement of Attainment for TLIF2080 Safely Access the Rail Corridor (Issued by a Registered Training Organisation)
  • Copy of Construction Industry Card (Front & Back)
- Any additional roles for the tasks / role e.g. V/line TVO1 for hi-rail / RRV operations

- Provide V/Line with a copy of a Certificate of Currency for public liability and workers compensation insurance.
  - *V/Line may require the Third party to have other insurances in place, depending on the nature of the activity to be undertaken, e.g. Professional Indemnity insurance*
- Undertake work in accordance with V/Line's Safety Management System as required by V/Line
- Where the work is outside existing procedures or practices, or the contractor is using their own Safety Management System, one, or a combination of the following, shall be undertaken and submitted to V/Line for approval prior to the works being carried out:
  - Risk Assessment
  - Safe Work Method Statement (SWMS)
  - Safety/Environmental Management Plan
  - Job Safety and Environmental Analysis (JSEA)
- Attend and ensure all their employees and sub-contractors attend a job start briefing
- Third parties who have been allocated site control by V/Line may operate under their management system, with the prior approval of V/Line
- Nominate a representative to hold discussions with V/Line regarding health & safety and environmental matters prior to commencement of work, during its progress and at its completion
- Comply with the Occupational Health & Safety Act 2004, the Environment Protection Act 1970, and all other statutory and common law requirements, standards, guidelines, codes and criteria relevant to their work including obtaining and complying with all necessary licenses, permits, or rail safety accreditations
- Develop and ensure their employees and their sub-contractors understand and comply with all safe work methods
- Comply with safety guidelines, notices, and safety signs located on the site and any

reasonable instructions regarding environmental, health and safety matters provided by V/Line personnel
- Take responsibility for their employees and sub-contractors on site at all times
- Ensure that all their employees or sub-contractors are supervised and are adequately trained, capable of performing their work, are aware of the hazards and risks associated with their work and are familiar with the information contained in this handbook
- Take all appropriate measures to ensure the safety at work of their employees and sub-contractors, V/Line employees and any other persons who could be affected by their work
- Accept responsibility for their own activities and undertake corrective actions to remedy any adverse effects they have on the safety of any persons, the local environment and V/Line property
- Immediately advise their V/Line contact of, and address to the satisfaction of V/line, any accidents, incidents, hazards or dangerous occurrences in a timely manner;
- Permit V/Line representatives' adequate access to the work site to monitor and audit the services as well as the environmental, health and safety aspects of the work
- Carry out internal audits, inspections or reviews of the environmental, health and safety aspects of their work and undertake all necessary or desirable corrective actions as soon as practicable
- Provide V/Line with the results of any audits or investigations upon request

Program and Delivery HSEQ Requirements

Hammer Tech:

- 3rd party Contractors assigned to a Hammer Tech site shall comply with all the requirements of this procedure and Hammer Tech requirements as follows:
- Assign a Hammer Tech administrator who will be required to oversee the system
- on behalf of their employer.
- Effectively manage the contractors Hammer Tech profile, including providing insurances, contact details and ABN.
- Manage and communicate Hammer Tech induction and registration requirements to employees
- Upload SWMS, and Management Plans for review in accordance with the V/Line T minus process. Upload and maintain a register of SDS' within Hammer Tech.
- Use the permit system within Hammer Tech when required by the scope of work or upon request by V/Line.
- Manage plant and equipment induction, including providing all relevant information and documentation as required by the system.
- Site diary including hours worked lodged at the completion of each shift

Communicate the use of sub-contractors / subject matters experts who may not be preferred contractors of V/Line's.

(Note: Not applicable to third party applicants performing non rail-infrastructure related work)

2.6 Personal Protective Equipment (PPE)

Third parties shall supply, maintain and supervise the use of PPE by their employees and sub-contractors. This includes training employees and sub- contractors to select, use and maintain PPE requirements. The purchase and use of PPE shall comply with relevant Australian Standards and V/Line requirements where applicable.

The following PPE requirements are provided as a guide:

- PPE shall be worn as per V/Line standards and as identified in JSEA's or SWMS's
- Safety helmets are to be worn when working at heights or as directed, or when working with or nearby any operating crane, backhoe or excavator
- Protective sun hats to V/Line standard are to be worn during periods of sun exposure risk at all outdoor worksite locations
- Wet weather gear can be worn as required. Note that a high visibility vest shall be worn over any wet weather gear that is not an approved high visibility colour.

2.6.1 High Visibility Clothing

V/Line approved high visibility clothing shall be worn at all V/Line sites and near trains. Vests shall be orange and meet the Australian Standard requirements. This requirement does not apply in V/Line offices and amenity areas.

2.6.1.1 V/Line High Visibility Clothing Specification

All workers shall wear long sleeved special purpose orange vests/shirts with high visibility 'H' pattern reflective strips. This is mandatory for both day and night shift.

- Shall be of the colour Special Purpose Orange that meets AS4602-1999
- Wording, logos or other designs are permitted on high visibility garments in accordance with the following parameters:
  - Wording, logos and other designs shall not be placed on the retro reflective strips
  - Wording, logos and other designs shall not obscure more than 20 per cent of the projected area of the garment when viewed from an angle
- For night time high visibility clothing, the retro reflective element shall be silver with a minimum width of 50 mm. Garments with sleeves and legs shall have retro reflective hoops around the calf and forearm.

All persons working on or about the rail line shall wear approved special purpose high visibility orange vests and appropriate protective clothing. Red, yellow or green coloured clothing, which may be mistaken by a train driver for a hand signal, shall not be worn.

V/Line high visibility clothing includes:

- High visibility orange long sleeve shirts
- High visibility coveralls with reflective strips
- High visibility vests

High visibility clothing (shirt, coverall or vest) shall be worn at all times by any person entering an on-track worksite.

Note: *The wearing of high visibility garments with the cross configuration of the retro reflective stripes on the rear of the garment are not permitted to be worn unless you are undertaking shunting related duties in rail yards or emergency recovery at accident scenes.*

2.6.2 Foot Protection

Foot Protection to V/Line standards be worn at all times.

2.6.3 Eye Protection

Safety glasses and/or safety shields are to be worn whenever carrying out or in the vicinity of any activity that constitutes an eye hazard. Typical hazardous activities include welding, oxy-cutting, drilling, grinding, cutting, hammering or chipping activities, using any compressed gas, or handling any hazardous material where the MSDS requires eye protection. Double eye protection (i.e. safety glasses and a face shield) is to be worn when welding, oxy-cutting or grinding.

2.6.4 Hearing Protection

Hearing protection such as earplugs or muffs shall be worn during operations that generate noise in excess of safe levels, e.g. machinery operation, jack hammer operation, and where sign posts warn of high noise levels.

Third parties need to be aware of the legislation that specifies safe and hazardous levels for personal exposure to noise, and details noise pollution limitations.

2.6.5 Hand Protection

Wherever hazards to hands exist, including the potential for skin contact to occur with any substance that is likely to be harmful, appropriate hand protection (i.e. gloves) shall be worn.

2.6.6 Respirator

Suitable breathing apparatus shall be worn where any hazards to breathing exist, including where dust, fumes, mists or vapours are generated as a result of work conducted. Third parties shall be trained in fitting and using respirators correctly.

2.7 Risk Assessment and Work Planning

2.7.1 Risk Management

Before commencing work the Third Party shall provide V/line with copies of risk assessments concerning any activity with the potential to impact on V/line operations. All parties shall agree on risk controls identified in the assessment.

The Third Party shall outline the control measures which will be applied for their activities and maintain a risk register and/or SWMS which includes:

- A list of work tasks in logical order
- A description of the risk and its likely impacts
- The risk level assessed for each risk/hazard
- Application of the hierarchy of control to mitigate risk so far as is reasonably practicable
- Specific control measures to be implemented to eliminate or mitigate risks
- The residual level after controls are implemented
- The person/s responsible for monitoring implementation of the control measures

Before commencing work (during the pre-start), third parties shall:

- Complete the V/Line pre start NIFO 2002 or equivalent
- Identify and record all hazards arising from their proposed work, the working environment, plant or substances used or working arrangements
- Assess the risks associated with these hazards.

With respect to each hazard identified; identify, record and implement controls for each risk arising from that hazard in accordance with the following hierarchy:

- Eliminate the risk
- Substitute the hazard with a hazard giving rise to a lesser risk
- Isolate people from the risk
- Minimise the risk through engineering controls
- Minimise the risk through administrative controls; and
- Use personal protective equipment.

In accordance with the V/Line Risk Assessment Tool (SAFO-81 or approved equivalent);

- Discuss the risk assessment with V/Line for approval. Ensure the risk assessment outputs are contained in a written safe work method statement for the work
- Provide the safe work method statement to V/Line for approval
- Provide V/Line with details of any hazardous substance or dangerous goods that they will bring on to the site
- Put in place procedures which ensure that their employees are supervised by a nominated supervisor who is always on site when the work is in progress.
- Put in place procedures to ensure that all personnel performing work are fit for work.
- Ensure that a Safety and/or Environmental Management Plan, if required, is submitted by the third party and is reviewed and approved by V/Line prior to the commencement of the work.

The above processes shall be undertaken in accordance with V/Line's Risk Management framework that is referred to as the Enterprise Wide Risk Management (EWRM) framework. (SAFO-81)

If the Third party has its own organisational Risk Management framework, this may be utilised with the prior approval of V/Line.

For all works with risks assessed at or above a medium risk level, the third party shall provide a Safety Management Plan and/or Environmental Management Plan to the satisfaction of V/Line.

The plan shall include but not limited to the following:

- Plans and procedures to ensure that each part of the work can be carried out safely.
- Plans and procedures to ensure that each person performing work receives such inductions, information, instruction, training, and supervision necessary to ensure their safety while on site.
- Plans and procedures to prevent environmental harm.
- Arrangements for collection, handling and disposal of any wastes generated.
- Procedure for recognition of any hazard, whether connected with the contracted work activities or with V/Line business activities, including track access.
- An acknowledgement of responsibility for ensuring that all persons under their control at any time are adequately instructed and informed about safety and environmental management arrangements affecting them.

Prior to commencement of the contract work, V/Line will liaise with the third party or their representative and bring to their attention any concerns or issues that the third party would be required to resolve.

Third parties will also be required to undertake their own Safety Management audits, and in the instance of large or high-risk work, V/Line may undertake additional independent audits of the works at its discretion.

2.7.2 Risk Assessment

Risk assessment to be conducted in accordance with the V/Line Risk Assessment Tool (SAFO-81 or approved equivalent).

The purpose of risk assessment is to:

- Identify risks

Identify where, when, why and how events could prevent, degrade, delay or enhance the achievement of the objectives.

- Analyse risks

Identify and evaluate existing controls. Determine consequences and likelihood and hence the level of risk. This analysis should consider the range of potential consequences and how these could occur.

- Evaluate risks

Compare estimated levels of risk against the pre-established criteria and consider the balance between potential benefits and adverse outcomes. This enables decisions to be made about the extent and nature of treatments required and about priorities.

- Further Control risk

Develop and implement specific cost-effective strategies and action plans for increasing potential benefits and reducing potential costs.

2.7.3 Safe Work Method Statements (SWMS)

Third parties shall ensure all work is planned and conducted in accordance with a site-specific SWMS. All personnel involved in the work shall read and sign SWMS before commencing work.

A risk assessment is to be carried out before the commencement of any activity in the workplace. Any hazards identified are to be either eliminated or systems put in place to control them and ensure that the activity can be carried out safely.

The methodology used to carry out the risk assessment on carrying out a task is to complete a **Safe Work Method Statement** (SWMS) or **Job Safety and Environmental Analysis** (JSEA) before commencing the task. The completed worksheet is then used to develop a properly documented procedure that describes how to carry out the task safely and with a minimum of risk.

An assessment shall be conducted on all major equipment/machinery to identify hazards and define procedures for the safe operation of the equipment. All third parties shall ensure they have read and fully understand the operating procedure and check the SWMS/JSEA for any equipment/machinery before using it.

Third party's where requested shall attend and participate in the generation of SWMS/JSEA, Safety Plans, and Risk assessments as directed by V/Line.

If an unsafe condition or hazard is identified, **STOP** and notify the V/Line representative. Do not proceed until approved by V/Line it is safe to do so.

2.7.4 Pre-Job Start Briefings

Prior to start of work, all third parties shall complete a pre-job start briefing in accordance with V/Line's standard NIFO-2002.2 (or approved equivalent)

The Pre-job start briefing must include a rail safety component, including an assessment of the rail safety risks and supporting method of worksite protection to be applied (where applicable). This section must be completed by a Track Force Protection Co-ordinator.

The rail safety worksite assessment component may be completed separately on a V/line approved rail safety pre-working briefing proforma.

The supervisor/person in charge of the work shall conduct and record a Pre-job start briefing at the commencement of each shift to provide workers with:

- A clear understanding of the work to be undertaken
- Key hazards/risks and controls relating to the work activity
- Key emergency provisions
- Applicable permits
- Applicable Rail Safety conditions.

Before commencing work all workers and persons who enter the work area shall be briefed and:

- Declared fit for work, i.e. free from the effects of drugs, alcohol and fatigue
- Confirm they understand the requirements and controls outlined in the brief or raise concerns/questions for clarification
- Sign the brief.

2.8 Vehicles/Motorised Equipment

Drivers of vehicles, motorised equipment and material handling equipment (e.g. forklifts) shall hold all appropriate licences, permits or certificates of competency for the class of equipment. Site traffic rules, including speed limits and direction of traffic flow shall always be observed.

Vehicles shall only cross railway tracks at public or occupation crossings, unless authorised by the V/Line contact, and in accordance with appropriate Track Protection arrangements.

Seat belts shall always be worn by all persons (where fitted) on board while any motor vehicle, truck, plant or equipment is mobile.

All equipment carried on trucks, utilities and trailers shall be secured correctly. Items carried in the rear sections of troop carriers or station wagons are to have cargo barriers to prevent loads moving onto passengers.

All vehicles and moving equipment shall be equipped with a fully stocked first aid kit.

Delivery drivers

Delivery drivers attending construction sites are not required to have an RIW card provided they:

- Wear the required PPE or do not get out of their vehicle

- Remain under the direct supervision of a TFPC
- Do not operate a mobile crane, slewing/boom operated plant.

2.9 Equipment on the Worksite

2.9.1 Tools and Equipment

The third party shall:

- Only use tools and equipment that are safe and suitable (including properly maintained) for the work involved, and which comply with all regulatory requirements and relevant Australian Standards and Codes. Such matters shall be verified by the third party prior to using tools and equipment.
- Inspect tools and equipment prior to their use.
- Protect all portable electrical equipment with suitable earth leakage core balance devices.
- Use only intrinsically safe equipment in any circumstance where flammable gases, vapours or particulate matter may be found.
- Ensure that all lifting equipment is of sound construction, properly maintained and inspected, suitable for the purpose and compliant with statutory requirements, relevant Australian Standards and Codes.
- Provide low voltage electrical equipment for use in confined spaces.
- Subject all equipment to a formal maintenance and inspection system.
- V/Line reserves the right to inspect equipment and, where necessary, to prohibit the use of equipment deemed to be unsafe.

2.9.2 Mobile plant

Third parties shall ensure mobile plant:

- Is operated according to the manufacturer's instructions/operator manual and the Original Equipment Manufacturer (OEM)/supplier risk assessment is available for reference
- Is inspected and maintained by competent persons according to the manufacturer and/or regulatory specification and records of maintenance are inspection are available
- Is inspected daily/before each shift and results are recorded
- Includes site vehicles/trucks operated on site have orange flashing lights and non- tonal beepers
- Is controlled to prevent collision with people and infrastructure, e.g. exclusion zones, spotters etc. Where spotters are used ensure there is an effective method of communication with the operator
- Operated in the vicinity of electrical infrastructure does not encroach safe approach distances unless the appropriate ESV/Worksafe Victoria requirements are implemented
- Includes all lifting/rigging equipment is informally inspected prior to every use by a competent person to ensure its suitability and condition. Formal inspections shall be conducted and recorded according to the relevant Australian Standard. Inspection schedules and records shall be provided to V/Line for review as requested

2.9.3 Piling rigs

Where piling is conducted within the V/Line Network, a thorough risk assessment shall be conducted in collaboration with the relevant V/Line representatives. All aspects of the risks

associated with piling and the potential impact to the V/Line Network must be documented and adequately mitigated.

All piling rigs operating on the V/Line Rail Lease Land:

- Shall be 'green flagged' in PlantGUARD
- Display the PlantGUARD registration sticker.

Third parties shall ensure that all mechanical plant and equipment they supply, or use is safe for use, fit for purpose, licensed as required, and guarded in accordance with statutory requirements and relevant Australian Standards. Security of third-party equipment will be the third party's responsibility unless otherwise agreed.

2.9.4 Plant and Equipment - General

- All equipment, machinery and plant compliance, registration and risk management should be available to V/line to verify compliance
- Plant and equipment are only to be operated by qualified or trained personnel.
- A register of qualified and trained people is to be in place
- All plant shall have a plant risk assessment available with the plant, this risk assessment shall consider all hazards and potential risks as it relates to the operating environment of the plant
- All mobile plant shall be fitted with fire extinguishers
- Mobile equipment shall be fitted with reversing beepers
- All mobile plant is to be fitted with amber flashing lights
- All plant and equipment are to have an operator's manual and a daily inspection logbook
- Plant, equipment and vehicle logbooks shall be completed daily, and faults recorded
- All engine driven items of plant or equipment are to have silenced and guarded exhaust systems
- All plant and machinery are to be operated within the guidelines contained in the Operator's Manual and the plant risk assessment (SWMS/JSEA)
- All equipment that is towed is to have jockey wheels as a mechanical aid, as well as safety chains
- No refuelling on V/Line leased land;
- Report all faults immediately or, if any item is found to be unsafe for use, it shall be tagged "Out of Service"

2.9.5 High Rail Plant

- All operators shall be appropriately qualified and trained in the use of road rail vehicles.
- All requirements for registering the plant in accordance with 2.3.1 Road Rail Vehicles
- (RRV) Operations shall be met
- Where plant is considered a Road Rail Vehicle, the risk assessment shall refer to the rail guidance system

2.9.6 Cranes and Lifting Equipment

The contractor responsible for all lifting operations on site will be evaluated prior to commencement. Due to the high-risk nature of the work, a thorough examination of all

contractor documents will be completed to ensure the contractor complies with all the requirements as prescribed in AS2550.1 :2001 Cranes, Hoists and Winches – Safe Use – General Requirements and AS1418.1:2002 Cranes, Hoists and Winches – General Requirements.

In accordance with OHS Regulations – Part 3.6 High Risk Work – Division 1: Requirement to be licensed / Schedule 3 Part 2 License Classes for Crane, Hoist and Forklift Truck Operations. Evidence of competencies is to be obtained prior to work commencing.

Contractors engaged to perform dogging / rigging work must be suitably qualified as per the OHS Regulations: Schedule 3 – High Risk Work: License Classes – Part 1 – Licence Classes for Scaffolding and Rigging. Evidence of competencies is to be obtained prior to work commencing.

A pre-approved lift plan and specific SWMS must be in place for all lifting operations.

Further information on licensing requirements can be sourced through Safe Work Australia website High Risk Work Licensing information sheets.

Additional information:

- Care must be taken when working with cranes around sites where live rail overhead or power supply cables are installed.
- All lifting equipment is to be inspected prior to use by the person using the equipment. All lifting equipment is to comply with Australian Standards and Work Cover requirements. Lifting gear registers are to be in place as per statutory requirements.
- Equipment must only be operated within its capacity.
- All equipment must have a logbook or inspection record, with current inspection up to date.
- The carrying of loads over personnel other than the Crane Dogman is prohibited on site and lifting plans must consider appropriate exclusion zones.
- Do not ride on the exterior of mobile equipment. You are also not permitted to ride as a passenger in mobile equipment unless it is fitted with seats specifically for that purpose.
- Riding on the hook/load of a crane or on the tines of a forklift is absolutely forbidden at any time.

Using Earth Moving Equipment to Lift

- Earthmoving equipment is not generally designed to manage lifting. Earth moving equipment is less suitable for precision lifting and placement, however, there may be times when earthmoving equipment such as excavators, backhoes and front-end loaders are used to lift, transport and place suspended loads. The following shall apply for lifting using earthmoving equipment:
- The contractor shall not use earthmoving equipment to manage the lifting of structural steel, or tilt-up concrete panels nor to perform any dual lifts without a pre-approved lift plan being in place.
- The earth moving equipment shall travel only with arm and boom retracted to minimum practicable radius.
- Where the earth moving equipment requires the use of stabilisers in order to achieve stability, the equipment shall be supported by such stabilisers.
- Anti-burst valves must be fitted to the plant.
- A load chart must be available to the operator
- The rated capacity at each lifting point shall be prominently marked at the lifting point. This shall not be exceeded under any configuration, that is, the lift load plus any

attachments (bucket etc) shall not exceed the rated capacity.

- Deductions from the rated capacity for larger than standard buckets or quick hitch devices shall be considered to determine the maximum allowable mass of the item that may be lifted.
- No person shall be permitted under the boom or suspended load.
- All person's operating the earth moving equipment, slinging or directing the load shall have the appropriate license, certificate of trading, in accordance OHS Regulations: Schedule 3 – High Risk Work: License Classes – Part 1 – Licence Classes for Scaffolding and Rigging
- All person's operating earthmoving equipment as a crane shall hold the additional competency of non-slewing mobile crane (CN) in accordance with the OHS Regulations 2017: Schedule 3 – Part 2 Licence Classes for crane, hoist and forklift operations – licence 14.
- No person shall be lifted by the earth moving equipment being used as a crane.
- Where a quick hitch is used, loads shall only be suspended from a lift point on the quick hitch that complies with AS1418.8, with the bucket and other attachments removed.
- Lift points shall be arranged such that accidental unhooking of the load cannot occur
- Operational speed shall be reduced from high-speed mode.
- Lifting chains and slings must only be attached to designated lifting points.
- Loads shall never be suspended from bucket teeth or adaptors.
- Reference shall be made to the operator's manual for correct operations.
- Quick hitches shall be used only to support items of equipment specifically designed to fit, and specifically designed for the duty undertaken.
- Quick hitches shall be maintained in proper working order at all times.
- A service record (logbook) shall be used to record servicing, maintenance and repair work and details of any malfunction that may occur with the machine.
- A daily plant prestart inspection must be performed prior to use each day
- A risk assessment must be available with the plant.

2.10 Working Outdoors

2.10.1 Sunburn and Skin Cancers

Outdoor workers shall wear protective clothing made from a loose, closely woven fabric (such as cotton), long sleeves and trousers and use sunscreen on any exposed skin. Ensure it is regularly re-applied when weather conditions cause heavy perspiration.

If wearing a safety helmet, a broad brimmed hat attachment can be worn to provide extra protection

2.10.2 Dehydration

To prevent dehydration in hot weather, a cup of cool water should be drunk every 20 minutes or so. Soft drinks and cordials enhance dehydration. Cool water, not ice cold, is recommended.

2.10.3 Working in Extreme Weather

Proper acclimatisation to a work environment requires gradual exposure to working in hot

and cold weather conditions.

To remove the risk of developing illness and injuries associated with working in extreme weather conditions, work tasks should be prioritised, and consideration given to the following control measures:

- Use of appropriate protective clothing (long sleeved shirts, sun hats, wet weather gear, etc)
- Ensure hot and cold drinks are available
- Reduce, as much as possible, the number of activities performed outdoors
- Take set breaks in shaded areas or away from the hot and cold sources
- Observe workmates for signs of hot and cold related illness.

2.10.4 Bites and Stings

Rail operations frequently involve working in locations where there is a high probability of sustaining bites and stings that can be hazardous to personal wellbeing. It can be difficult to know if a bite or a sting from an insect, snake or spider is dangerous or not and it's important to be aware that bites or stings can cause a severe allergic reaction (anaphylaxis) in some people.

Third parties are advised to seek assistance from the local First Aider as required and minimise the risk by:

- Always wearing enclosed footwear (i.e. steel capped safety boots/shoes) and long trousers (minimum PPE standards)
- Always keeping alert for snakes, spiders, scorpions and insects
- Exercising caution when picking up or moving any tools, materials, supplies, rubbish, etc. that have been left on site or in stores.

2.10.5 Anaphylactic shock

In cases of severe allergic reaction, the whole body can react within minutes to the bite or sting which can lead to anaphylactic shock. Anaphylactic shock is very serious and can be fatal. Symptoms of anaphylactic shock may include:

- Swelling of the mouth, throat or tongue
- Difficulty swallowing
- Difficulty breathing, shortness of breath or wheezing
- Difficulty talking
- A rash that may appear anywhere on the body
- Itching – usually around your eyes, ears, lips, throat or roof of the mouth
- Flushing (feeling hot and red)
- Stomach cramps, feeling or being sick
- Feeling weak
- Collapsing or falling unconscious.

Contact the local Emergency Services immediately (000) and seek assistance from your local First Aider.

2.10.6 Back Care & Manual Handling

V/Line's manual handling procedure adopts the *Victorian Manual Handling Code of Practice* as a source of practical guidance to identifying, assessing and controlling manual handling risks.

Whenever performing manual handling, consider the risks associated with manual handling, and in particular, hazardous manual handling tasks that could cause Musculoskeletal Disorders (MSD). Hazardous manual handling is typified by:

- Manual handling that involves any of the following:
  - Repetitive or sustained application of force
  - Repetitive or sustained awkward posture
  - Repetitive or sustained movement
  - Application of high force
  - Exposure to sustained vibration
- Manual handling of live people or animals
- Manual handling of loads that are unstable, unbalanced or difficult to hold.

In assessing the risks associated with hazardous manual handling tasks, each of the following factors should be considered, as well as any other relevant factors:

- The weight of the object being lifted
- How often the lifting is done
- How long the lifting is done for
- The height of the hands at the start and end of the lift
- How far the hands are away from the body at the start and end of the lift
- How good a grip the individual can get on the object
- The degree of twisting of the body.

Eliminate or reduce the risks associated with hazardous manual handling by:

- Altering the workplace or environmental conditions
- Altering the systems of work
- Changing the objects used
- Using mechanical aids
- Obtaining additional information, training or instruction (if the above are not practicable).

3 Rail Infrastructure

If your works on V/Line leased land requires you to work on building or modifying V/Line rail infrastructure, you shall be aware of the special requirements for doing this work.

3.1 Management Plans

Third Parties undertaking project works valued at $350,000 or more, undertaking work on rail infrastructure or work on rolling stock shall develop, implement and maintain management plans to address Occupational Health, Safety and Environment (OHSE) and Rail Safety management requirements and submit these plans to V/Line for review before work commences.

Management plans shall:

- Detail the names, positions and responsibilities of all persons with specific responsibilities for health and safety including; Principal Third party management and supervisory roles, emergency response personnel, OHSE management and coordination
- Outline the risk management process including hazard identification, risk assessment, risk control and the development/approval and monitoring of SWMS
- Specify the arrangements to monitor the effectiveness of Safe Work Methods and controls including responsibility and frequency of audits and inspections
- Outline the arrangements for the co-ordination of the health and safety of persons engaged to perform construction work including:
    - Relevant V/Line Safety Management System requirements outlined in this and other applicable procedures
    - Site specific safety rules, with the arrangements for ensuring all persons at the workplace are informed of these rules and other safety requirements
    - Processes to ensure workers are consulted in relation to hazards/risks and risk control
    - The method of confirming the competency of workers for the work they undertake
    - OHSE incident and emergency response procedures
    - Incident reporting and investigation arrangements and responsibilities
    - Site security provisions

3.2 What is Rail Infrastructure?

Rail infrastructure comprises:

- ***track and associated structures*** on the permanent way such as bridges, culverts, platforms, cuttings, tunnels, track formation, drainage, level crossings, pedestrian crossings, signage, access roads, etc
- ***signalling system*** that is used to direct the movements of freight and passenger trains, and other types of rail vehicles over the rail tracks
- ***communication systems*** (fixed line telephones and 2-way radio systems) used to establish communication between Train Control centres and train crews or other rail workers operating on or near the railway tracks
- ***buildings*** within the RIL such as maintenance depots, signal huts, regional offices, railway stations, yards, car parks etc.
- designated surrounding property (usually called the ***right of way***), and improvements that generally form part of the rail reserve such as fences, water and power services directly related to the operation of the rail network.

3.3 Track Safety – Personal Guidelines

On the track, safety depends correct application of the approved Track Protection Plan. To ensure personal safety, the following shall be adhered to:

- **High visibility clothing -** Depending on work needs, a high visibility shirt or overalls, or high visibility vest shall be worn
- Do not walk along or stand on the rails when crossing the tracks – always step over the rails
- Do not walk along trunking or ductwork for wires and cabling
- Always follow the applicable rules of the approved Track Protection Plan. Ensure that the work undertaken does not exceed that allowed for the type of protection in place
- Do not stand or sit on, or place hands or feet between point blades or any associated

mechanisms.

3.3 Emergency Situations

Refer to Section 6 for Emergency Response and contact details.

3.4 Protection of Worksites

Whenever a workgroup or any type of equipment involved in the delivery of rail infrastructure services is required to operate on or near a running line, or obstruct a running line, the appropriate protection shall be put in place.

Protection has a dual purpose to protect:

- Work parties and/or equipment operating on or near a running line from trains or any other rail vehicles operating on that line
- Trains operating on a running line from encountering any obstruction or personnel on a running line under uncontrolled circumstances.

Protection of a work group or obstruction on a running line may involve stopping all rail traffic until the obstruction is removed or allowing rail traffic to pass the protected site under strict control.

The type of protection required will be determined as part of the rail safety worksite hazard assessment and Track Protection Plan prepared by the third party Track Force Protection Coordinator and approved by V/Line.

The following are the requirements for delineation of any work area:
Please ask for the current V/Line standard

Use of Delineation Fencing on the Vline Network

3.5 Excavation/Ground Disturbance

3.5.1 Locating and protecting underground assets

Third parties shall not undertake any excavation/ground disturbance within/around the V/Line Rail Infrastructure Lease without an approved Site Access Permit. Details of V/Line requirements are located in the V/Line Site Access Guide.

While accessing V/Line property you must ensure that all reasonable measures are taken to protect any property. All underground services/obstacles must be located and proved using NDD before commencing any excavation/drilling work on the site. Please note V/Line is not listed on Dial Before You Dig (DBYD)

Underground Services and Obstacles

All underground services/obstacles must be located using ground penetrating radar or the like and physically proven using NDD techniques before commencing any ground

penetration works such as excavation/drilling work on the site. Please note V/Line is not listed on Dial Before You Dig (DBYD)

Locating marker tapes or other service marker items is NOT sufficient and the actual service is to be located. The details of your methodology are to be included in your work method statements.

Markers

Markers are to be installed as per AS4799

Installing New Underground Services

All new or temporary underground services must be installed outside of existing access tracks. It is V/line's preference that new or temporary underground services be installed at the rail lease boundary.

Boring & Pit Locations	If installing underground services, detail: • the location of boring pits in relation to toe or top of embankments (whichever is the further from the outer rail) - note the distance must comply with the AS4799 – 2000 i.e. minimum of 5 metres is required). • the type of boring method e.g. pipe jacking or boring. • the size of pilot hole and bore holes. • if it is intended to bore during train operations, the method of encasing for fully supporting the bore hole(s) and the length of sleeve (typically from boring pit to boring pit). • the method of verification/control of drilling accuracy and direction.

3.5.2 Protecting Track and Structures

Third Parties shall ensure risks to adjacent building structures/materials/foundations arising from excavation/ground disturbance work are identified, assessed and controls implemented including the requirement to obtain a valid Site Access Permit.

3.5.3 Managing other risks from excavation

Third Parties shall ensure:

- Excavations are secured to prevent falls/unauthorised entry
- All other risks associated with excavation and trenching are identified, and controlled according to regulatory requirements including but not limited to:
  - Fall/dislodgement of earth/rock
  - Inappropriate placement of excavated materials, plant/other loads
  - Any previous disturbance of the ground including previous excavation
  - Instability of the excavation due to persons/plant working adjacent to the

excavation
- The presence of/possible water sources, inrush of water/other liquid
- The potential to become a confined space, if poorly ventilated/subject to fumes/gases
- Hazardous manual tasks
- Hazardous chemicals that may be present in the soil where excavation work is to be carried out
- Hazardous atmosphere in an excavation, e.g. using Methyl Ethyl Ketone (MEK) solvent for Polyvinyl chloride (PVC) pipes in poorly ventilated trenches x)
- Vibration and hazardous noise
- Static and dynamic loads in proximity to excavation
- Overhead essential services (power lines) and ground mounted essential services (transformers, gas and water meters)
- Design of any excavations, trenches, shafts and tunnels.

3.5.4 Temporary Works

Parties shall ensure temporary works are:

- Designed and certified according to regulatory, V/Line engineering and Australian Standard requirements
- Erected, altered and dismantled by a competent person according to the design and/or manufacturer instruction
- Formally inspected as required by a competent person to ensure the safety of workers and the public.

***Note**: Copies of relevant design certification, proof engineering, handover/completion certificates, records of inspection etc. shall be provided to V/Line on request.*

3.6 Traffic Management

3.6.1 Rail Traffic

Where rail activities involve obstruction of, or access to a level crossing, the worksite shall provide protection for road and rail traffic through the site.

Relevant signage, warnings and controls placed by trained traffic controllers wearing the approved road traffic authority high visibility PPE, shall be used to establish control over road traffic.

To the maximum extent possible, third party road vehicles requiring access to on track worksites are to travel only on the approved access roads/tracks associated with the track reserve. Vehicles should only be parked on or adjacent to formed roads and tracks to minimise adverse impacts on the environment.

Work crews shall pay particular attention to any reductions in sight lines between the road and the rail, and vice versa, that may have been imposed by the nature of the task.

3.6.2 Internal Vehicle Movement

Multiple vehicle/machine movements shall be managed through an internal vehicle movement plan. Details may include but are not limited to:

- The desired flow of pedestrian and vehicle movements
- The expected frequency of interaction of vehicles and pedestrians
- Illustrations of the layout of barriers, walkways, signs and general arrangements to warn and guide traffic around, past, or through a work site or temporary hazard
- How short term, mobile work and complex traffic situations will be managed
- Management of people and vehicle separation
- Management of deliveries/haulage in and out of the worksite

And should also set out:

- Responsibilities of people managing traffic within a defined worksite
- Responsibilities of people expected to interact with traffic in the workplace
- Instructions or procedures for controlling traffic including in an emergency.

This plan should be established by seeking input from key stakeholders, regularly monitored and reviewed, made available (via information, instruction and training on its use) to all workers and displayed in key locations in the worksite.

The third party should ensure that an approved Pedestrian management plan is also submitted to V/line as required.

3.6.3 Worksite Traffic Management

Third Parties shall ensure the safety of road, rail and pedestrian traffic is not affected by their work and shall implement worksite traffic management where the work and access egress to the worksite has the potential to impact on traffic conditions, following relevant legislation and standards. Third Parties are responsible for assessing, planning and implementing traffic management, including:

- Obtaining approval from relevant interested parties e.g. Local Council, VicRoads, MTM, Australian Rail Track Corporation (ARTC), and V/Line
- Engaging qualified traffic controllers

Internal Vehicle Movement

Multiple vehicle / machine movements must be managed through an internal vehicle movement plan. Details may include but are not limited to:

- the desired flow of pedestrian and vehicle movements
- the expected frequency of interaction of vehicles and pedestrians
- illustrations of the layout of barriers, walkways, signs and general arrangements to warn and guide traffic around, past, or through a work site or temporary hazard, and
- how short term, mobile work and complex traffic situations will be managed.
- management of people and vehicle separation
- management of deliveries / haulage in and out of the worksite

And could also set out:

- responsibilities of people managing traffic within a defined worksite
- responsibilities of people expected to interact with traffic in the workplace, and
- instructions or procedures for controlling traffic including in an emergency.

This plan should be; established by seeking input from key stakeholders, regularly monitored and reviewed, made available (via information, instruction and training on its use) to all workers and displayed in key locations in the worksite.

3.7 Rail Safety Summary

The track is used for the purpose of moving trains and other rail vehicles and consists of rails, sleepers and ballast. Care shall be taken when moving around track structures because:

- The surface is uneven
- The rails are slippery and a tripping hazard
- Embankments are often high and steep.

Safe working on the track depends on alertness, keen observation and a thorough knowledge of train movements in the worksite area, together with knowledge of the relevant rail safety rules and regulations.

- Be seen and be safe – always wear approved high visibility clothing
- Never step onto a train line without first looking in BOTH directions
- Plan an escape route before entering any restricted area.

The signalling system uses a variety of mechanical and electrical equipment to control and indicate the safe passage of rail traffic.

- Keep clear of the moving parts in a set of points – they can move rapidly and with great force
- Beware of cables, rods and pulleys – they can become entangled with clothes and trap you
- Extreme caution shall be taken when working near signalling and points interlocking equipment, or any electrical cabling or installation

4 Special Requirements

4.1 Working at Height

4.1.1 General Requirements

Tasks and activities that involve work at a height of two (2) metres or above are to be identified prior to work commencement. Examples of such tasks may include (but are not limited to):

- Plant or structure being constructed, or demolished
- Inspection, testing, maintenance, repair or cleaning of plant or equipment.

- Conducting work on fragile, slippery or potentially unstable surfaces
- Utilising equipment to gain access to an elevated level or undertake a task at an elevated level
- Undertaking work in close proximity (e.g. within 2 metres) of an unprotected edge e.g. roof
- Conducting work on a sloping surface greater than 45 degrees or where it is difficult to maintain balance, and
- Undertaking work in close proximity of a hole, shaft, or pit that is of sufficient dimensions to allow a person to fall into the hole, shaft or pit.

Risk assessments (i.e. SWMS) are to be completed by relevant third parties for each identified work at height activity, taking into account the nature and duration of the task, who will be undertaking the work and the physical surrounding in which the task is to be performed. Risk controls are to be implemented to eliminate or reduce exposure to the hazard. For example:

- Conduct work on solid ground or on a solid platform
- Utilise a passive fall prevention device such as scaffolding, cherry picker, scissor lift or guard railing
- Implement a work positioning system or a fall injury prevention system
- Provide written safe work procedures, permit system, training etc, and
- Provide and use safety harness, fall prevention devices and appropriate footwear.

Further to this:

- All personnel working at heights shall be height work trained and competent/licenced (high risk work licences as required) for the equipment being used
- All equipment used for working at heights shall be designed for this purpose and inspected prior to use by a competent person
- A register of inspections of all equipment is to be in place
- Where it is necessary for a person to work in a position where there is the potential to fall, there shall be some form of fall protection in place
- When working at heights where no handrails or similar protective barriers are in place, a full body harness including lanyards and fall arresters shall be worn
- A detailed rescue plan shall be in place to mitigate the risk of suspension trauma
- Multi-person crews working aloft shall have a rescue kit, a first aider and trained rescuer available at all times
- Whilst working at heights, workers shall be correctly attached to the structure at all times, including when getting on and getting off the structure
- Defective equipment shall not be used.

Weather Assessment: Before working at heights a weather assessment shall be in place, for all daily activities. Wet steel is not to be climbed. Excessive wind may also deem working at heights on some types of structure unsafe. For all other activities, the weather shall be assessed daily and noted in the Pre-Start Job brief.

Storage of Rigging and Climbing Equipment: Rigging and climbing equipment shall be stored out of the weather at all times.

4.1.2 High Level Access and Roof Work

The Third Party shall advise V/Line prior to commencing work on roofs. All work at heights

shall be performed in accordance with relevant Standards. All access towers, scaffolding and elevated platforms shall be erected, secured and used so as to comply with current statutory requirements, Australian Standards and Codes.

4.1.3 Ladders

Use a step platform ladder, where possible, as they provide a larger, more stable work surface than ladders.

Always maintain three points of contact when ascending, descending or standing on a ladder

Do not use ladders on balconies or other areas that increase the potential fall distance for the user.

Ensure employees do not:

- stand higher than the second tread below the top plate of any stepladder
- use ladders when using tools that require a high degree of force or are designed to be operated with two hands
- use ladders to work over other people.

Ensure ladders are placed squarely on firm, non-slip surfaces. Secure ladders by tying them to a support at the top and/or bottom. Alternatively, have another person 'foot' the ladder

Inspect ladders regularly. Repair or replace ladders where rungs, steps or treads or top plates are missing, worn, damaged or loose

Ladders, which may cause obstruction, should be taken down and stored when not in use.

4.1.4 Working Overhead

- When working overhead, ensure there are measures in place to protect the public and staff from falling objects (signs, barriers, etc.)
- Personnel are not to enter the area below where people are working overhead
- People working above shall control the use of equipment and material to prevent falls
- No item is to be thrown down from above – it shall be lowered by mechanical means or by a handline
- If there is a need to enter the area below where people are working overhead, the all-clear shall first be obtained from the Supervisor prior to entry, and the Supervisor notified when the area is left so the people working above can continue with work
- Shall comply with the requirements of Energy Safe Victoria requirements when working in the vicinity of overhead structures.

4.2 Scaffolding

Scaffolding can be very effective protection in preventing falls; however, there are specific requirements that apply to some types of scaffold under the OHS Regulations.

A person with management or control of a scaffold shall not allow the use of a scaffold from which a person or object could fall more than four metres unless a competent person provides written confirmation that the scaffold has been completed. The person shall also ensure that:

- The scaffold and its supporting structure is inspected by a competent person before use, after any incident that could affect its stability (such as a severe storm), after any repairs, and at least every 30 days
- Unauthorised access is prevented on scaffolding that is incomplete and left unattended (for example, by attaching danger tags and warning signs at appropriate locations.)

Scaffolding work platforms are generally rated as light, medium or heavy duty. Safety considerations include:

- Scaffolding conforms to AS/NZS 4576 Guidelines for scaffolding and the AS/NZS 1576 Scaffolding series
- All scaffolding is erected, altered and dismantled by competent persons. Any scaffold from which a person or object could fall more than four metres shall be erected, altered and dismantled by or under the direct supervision of a licensed scaffolder
- Prefabricated scaffolds are of the same type and not mixed components, unless the mixing of components has been approved by the manufacturer
- Safe access to and egress from the scaffold is provided
- Edge protection (hand rails, mid-rails and toe boards) is provided at every open edge of a work platform

4.2.1 Information, Instruction and Training for Workers Using Scaffolds

Where work is performed from a scaffold, you shall ensure that the relevant workers understand:

- What loads the scaffold can safely take
- Not to make any unauthorised alterations to the scaffold (such as removing guard rails, planks, ties, toe boards and braces)
- That working platforms need to be kept clear of debris and obstructions along their length
- That incomplete or defective scaffolds shall never be accessed.

Where work is performed using mobile scaffolds, workers should be trained to ensure the scaffold:

- Remains level and plumb at all times
- Is kept well clear of powerlines, open floor edges and penetrations
- Is not accessed until the castors are locked to prevent movement
- Is never moved while anyone is on it
- Is only accessed using internal ladders.

4.3 Elevating Work Platforms (EWPs)

EWPs include scissor lifts, cherry pickers, boom lifts and travel towers. There is battery powered and internal combustion engine types. Some are designed for hard flat surfaces only, while others are designed to be operated on rough terrain.

Safety considerations include that:

- Workers operating the platform are trained and instructed in safe operating procedures for the particular brand and type of equipment, as well as the safe use of fall-arrest equipment and emergency rescue procedures
- The platforms are only used as working platforms and not as a means of entering and exiting a work area

- Unless designed for rough terrain, the platforms are used only on a solid level surface
- The surface area is checked to make sure there are no penetrations or obstructions that could cause uncontrolled movement or overturning of the platform
- The manufacturer's or supplier's instructions are consulted for information on safe operation
- Persons working in travel towers, boom lifts, or cherry pickers wear a properly anchored safety harness
- Workers are licensed when operating boom-type EWPs with a boom length of 11 metres or more.

4.4 Confined Spaces

The third party shall not enter any confined space, including open topped tanks, transport containers, pits, sewers and ducts without the authorisation of their V/Line contact.

A confined space means an enclosed or partially enclosed space that:

- Is not designed or intended primarily to be occupied by a person; and
- Is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space; and
- Is or like to be a risk to health and safety from:
  - An atmosphere that does not have a safe oxygen level, or
  - Contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or
  - Harmful concentrations of any airborne contaminants, or
  - Engulfment

All work in confined spaces shall be undertaken by qualified personnel, and conducted in compliance with all appropriate statutory requirements, Australian Standards, and Codes.

4.5 Excavations and Trenches

Prior to the commencement of any excavation work, the third party shall advise their V/Line contact and a notice of intention to commence excavation operations is required to be submitted to WorkSafe at least 3 days prior.

4.5.1 Open Excavations

If any excavation is deemed to be a confined space, confined space procedures shall be followed. If not deemed a confined space, the following procedures may be used:

- The third party shall erect and maintain adequate fencing or other secure protection around excavations and other openings
- The third party shall also provide adequate signage, barricading, or other indications of the hazard
- If a person is in an open excavation hole on their own, they shall have a watcher
- If two people are down separate open excavation holes, they do not necessarily have to have a watcher, but they shall each have a radio to communicate in case of an incident
- Bored holes are not to be entered

4.5.2 Trenches

- Trenching shall only be carried out with proper shoring, by competent persons, and in compliance with relevant Standards and Codes
- Trench work requires safe access to, from, and over the trench
- Ensure trenches in excess of 1.5 metres deep are shored if required, or the edges cut back
- Spoil shall be removed from around edges
- All open trenches shall be fenced off when leaving the trench unattended
- All explosives are to be used and stored as per statutory regulations
- All persons using explosives shall hold a statutory Certificate of Competency

4.6 Hot Work

A Permit to Work shall be issued before the commencement of any hot work. Hot work may be undertaken under supervision of a Supervisor permit holder.

Hot work includes, but is not limited to, welding, oxy-cutting, and heating with an oxy-torch, grinding and drilling operations in any area outside of engineering workshops.

Due to the nature of these operations, and the risk of fire, the post work clean up and site checks are essential.

For the tasks of welding, cutting, and grinding, PPE comprising double eye protection, long sleeve cotton shirt, long trousers, and gloves is mandatory.

4.7 Electrical Safety

4.7.1 Electrical Installation

- Temporary electrical work shall be installed, tested and commissioned according to Electrical Installations – Construction and Demolition Sites AS/NZS 3012
- Construction wiring shall be clearly marked by attaching iridescent yellow tape space at intervals not exceeding five metres, and marked with the words “Construction Wiring”
- Certificates of electrical safety are obtained for all electrical work
- All electrical circuits, wiring, and equipment have Residual Current Device (RCD) protection, including where portable generators are used.
- Electrical work shall only be performed by a qualified electrician. Third parties shall ensure that they isolate, tag and task, and de-energised before undertaking any electrical work. Electrical extension leads shall be kept clear of the floor or be suitably taped to eliminate any potential trip hazard and shall not obstruct walkways or stairs. Leads shall be tagged with a current inspection date and be visually inspected prior to use.
- All portable electrical equipment shall be protected with a suitable earth leakage core balance device (ELCB)
- Work on high voltage equipment required the use of the Permit to Work system
- In depot locations, all leads shall be up off the ground and hung on insulated hooks or stands (suggested height is 2.4 metres)
- Where power leads (including welding leads) are used in field operations, they are to be positioned to minimise tripping or other hazards and only left in place during periods of actual use
- Any work near overhead power lines shall only be carried out with the prior approval of, and in accordance with any directions given by, the relevant track owner
- Primary responsibility will be with the third party to assure a safe system of work is

established. Further advice may be obtained from the V/Line contact.

4.7.2 Isolation Procedures

No work is to be carried out on V/Line plant, machinery or switchboards by third parties without first ensuring that all energies have been disconnected, secured, locked out and declared safe. Approval shall be obtained from the V/Line contact prior to any work being undertaken to ensure disruption to V/Line's operating requirements is minimised.

An isolation procedure shall be followed when:

- Undertaking plant or machinery repair, or
- Doing building work that may affect electrical supplies or switchgear.

The third party shall apply the isolation under supervision of a V/Line representative, or other appropriately qualified person nominated by V/Line. The nominated representative authorises commencement of work when isolation has been achieved and equipment has been appropriately locked and tagged.

4.8 Fire Prevention

V/line Fire plan similar to V/Line's document NIMG-2764 to be provided by third parties. This document should cover working within fire prone environments and the management of health and safety. Adequate steps must be taken to eliminate the causes of fires. Site fires can be caused in many ways including welding, oxy-cutting, using flammable liquids, materials, etc.

Prevention methods include:

- Adherence with conditions of Hot Works Authorisation & Permit
- Awareness and compliance in line with local Fire Danger Ratings
- Removal of any combustible materials from areas where welding and cutting equipment is to be used.
- Spills of flammable liquids and excess grease must be cleaned up immediately and disposed of as per V/Line procedures.
- Gas cylinders must not be stored near oil or grease. Gas cylinders must be stored upright and secured. Gas types are not to be mixed at storage locations. Different types of gas are to be separated by at least 3 metres with secure barriers.
- Know where the fire extinguishers are located in V/Line work areas and be trained in their use.
- In the event of a fire, and where safe to do so, use the fire extinguishers in the immediate area first. If the fire is not immediately brought under control, clear the area and raise the alarm using the site emergency procedure.
- All plant and equipment to be fitted with an appropriate type of fire extinguisher(s).
- All work crews are to carry knapsack sprays / water carts when undertaking hot works.
- Surveillance of neighbouring reserve to be conducted during hot works.

Where a third-party contractor is working within the V/Line Network, no hot work is permitted on total fire ban days and code red days.

4.9 Signalling Systems

Third parties shall take all necessary precautions to ensure that their activities do not affect the proper observance of operational signals, notice plates or boards, or damage or disrupt any other operating systems. Any activities or structures that may limit or obstruct a train driver's view of signals shall be previously agreed with the V/Line contact.

Work on signalling equipment shall be performed under supervision of V/Line staff or by experienced and competent staff qualified in railway signalling and approved by V/line and shall be performed in accordance with approved procedures.

Any damage to operating systems shall be reported to the V/Line contact (and Train Control where required) immediately. Third parties shall not attempt to repair or replace any damaged equipment, cabling or wiring unless specifically directed to do so by their V/Line contact.

4.10 High Pressure Services (Compressed Air/ Water / Vacuum Services)

Air hoses or temporary air lines are to be placed in such a manner that no hazard will be created to persons, train running, plant or equipment in the area. Compressed air **shall not** be used for cleaning work areas or for blowing down clothing. Appropriate PPE shall be used at all times by the operator and persons in the vicinity of the work whenever High-Pressure Services are in use.

4.11 Dust

Third parties shall ensure that any operation which generates dust or fragments of stone or metal is controlled. Third parties shall comply with relevant health and safety, environmental and other legislation, as well as best practice industry standards relating to minimising the generation of dust and minimising the exposure of humans to dust.

4.12 Demolition and Installation Works

The third party is responsible for ensuring that they are satisfied that they have adequate information as to the location of cables, gas mains, meter mains and other underground services, either through documentation supplied by V/Line or themselves.

No structure shall be removed from V/line leased land without V/Line approvals.

4.13 Asbestos

Asbestos work shall be undertaken only by licensed and authorised personnel, and in

compliance with statutory requirements, relevant Australia Standards, and Compliance Codes. Ensure you have been provided with or have access to the current V/Line Asbestos Register prior to undertaking any works. If any unexpected asbestos or asbestos-like material is found or suspected by the third party, work shall be immediately suspended, and the V/Line contact advised. Any waste containing asbestos shall be appropriately disposed of in compliance with Victorian Environment Protection Authority requirements.

4.14 Lead Contamination

There is a possibility that V/Line assets may contain lead (i.e. lead based paint). If you suspect lead may be present and there is a risk of workers being exposed to lead particles (performing tasks such as welding, cutting with an oxy torch, sanding, or grinding), the V/Line representative shall be contacted prior to disturbing.

4.15 Hazardous Substances/Dangerous Goods

The third party shall inform their V/Line contact of any hazardous substances and dangerous goods to be used. In relation to each hazardous substance and dangerous good, the third party shall supply a Material Safety Data Sheet (MSDS) and undertake a risk assessment in relation to its use, storage, transport and disposal.

The third party is responsible for ensuring the appropriate storage of any dangerous goods brought onto site. All dangerous goods shall be stored and handled in accordance with relevant statutory requirements, Australian Standards, and Codes.

A register, inventory or manifest of all hazardous substances and dangerous goods used, stored, handled, and transported on V/Line sites shall be provided by the third party.

4.16 Chemical Storage/Bunding

All storage of liquid chemicals shall be bunded. Bunds shall be of a compatible, impervious material and be sized to hold.

Tanks – at least 100% of the liquid capacity of the largest tank, plus 10% if the second largest tank, plus any other major displaced volume below the bund crest, including other tanks and raised foundations.

Drums – at least the liquid capacity of 25% of the maximum design number of drums to be stored up to 10KL, plus 10% of any volume in excess thereof. If empty drums are stored with other drums, the bund should be provided with a height that assumes all drums are full.

In general, the storage of liquid chemicals will be subject to the requirements of relevant health and safety and environmental legislations, subordinate legislation, codes and standards, presently administered by Worksafe Victoria and the Victorian Environment Protection Authority (EPA).

4.17 Noise and Vibration

The third party's plant and equipment shall comply with the requirements of the relevant legislation, Australian Standards, and Codes. The third party shall inform the V/Line project manager of anticipated noisy activities and noise or vibration levels which may present an occupational health and safety, industrial or community environmental concern.

4.18 Licences, Permits, Approvals and Notification

The third party is responsible for obtaining, maintaining and complying with permits or approvals when required (i.e. from EPA, WorkSafe, local government). When a licensed facility is being constructed, unless otherwise specified, the third party is responsible for obtaining such licence(s) as a condition of engagement. Copies of all licences shall be provided to the V/Line contact or their nominated representative. The third party is also responsible for notifying work performed to the relevant OHS regulator.

4.19 HVNL/Fatigue Requirements

- If the contractor is required to operate a Heavy Vehicle, contractor must ensure compliance with Heavy vehicle National Law and Heavy Vehicle (Fatigue Management) National Regulation.
- In addition to the general duty to not drive a fatigue-regulated heavy vehicle on a road while fatigued, contractors must comply with certain maximum work and minimum rest limits. If the contractor is working 100km outside their base, the contactor must ensure the driver NDWDDS is used.
- Contractors are to report immediately any business practices that encourages a driver to operate a Heavy Vehicle whilst Fatigued.
- Vehicles / Motorised Equipment
- Contractors are to ensure that if heavy vehicles are utilised, that risk associated with Heavy Vehicles; Speed, Fatigue, Vehicle Standards, and Mass Dimension and loading are eliminated or reduced 'so far as reasonably practicable'.

4.20 ***Filming / Photography***

	If Filming / Photographing detail: • A script of the proposed film • A clear description on the purpose of the film / photography • A synopsis / layout of the film / photography All applications involving filming and photography will be initially reviewed by the Communications Manager and the relevant Area Services Manager.

5 Caring for the Environment

V/Line requires third parties to take responsibility for the environmental impact of their work. Third parties shall identify and monitor environmental issues relating to worksite operations. They shall comply with all environmental legislation including Acts, Regulations and Codes of Environmental Best Practice.

5.1 General Provisions

Worksites shall be kept tidy. Do not leave any material off-cuts, waste concrete, food refuse, packaging and other potentially environmentally damaging materials around the work site. Leave the area you are working in in the same or improved state as you originally found it.

- Cigarette butts shall not be dropped on the ground as it may lead to dry grass catching on fire and contribute to soil contamination. Ensure that all cigarette butts have been extinguished and disposed of carefully.
- Use only the existing vehicle access tracks to move to and from trackside locations. All activities shall be restricted to the existing access track footprint.
- Gates on properties shall be left in exactly the same way they were found – if it was open, leave it open. If it was closed, close it.

Third parties are to determine if any significant vegetation or wildlife is likely to be encountered within a worksite and advise Vline and the affected work groups of appropriate conservation controls. The third party shall ensure than any disturbance of vegetation or wildlife is undertaken in accordance with permit requirements – if you suspect a species of a vegetation or wildlife to be a significant species you shall cease works immediately and speak to your V/Line contact .

All vehicles and machinery are to be kept in a clean state, in line with V/Line's vehicle hygiene procedures. All vehicles must be inspected prior to leaving or entering a V/line site and washed down if required to avoid the spread of weeds and soil borne pathogens.

Third parties shall not occupy the bed or banks of any waterway with equipment without prior approval. If there is the requirement to make any alterations to watercourses or have any equipment in any waterway, it shall be in compliance with all Acts and Regulations. All necessary permits/licences for the planned work are to be obtained before commencing operations.

Servicing, refuelling or any maintenance works on any piece of machinery or other similar plant maintenance work on site are not to be conducted on V/line leased land.

Waste oil, filters or machine parts, hazardous waste, and prescribed industrial waste are to be disposed of offsite at an appropriate waste facility. Transport of these wastes is to be undertaken by a licenced waste transporter or accredited agent.

Burning of materials is not permitted on any site without applicable permits and approvals.

Demolition materials are to be removed from the vicinity of waterways. All demolition materials shall be removed from the worksite for appropriate offsite disposal.

Sites containing significant vegetation or wildlife shall not be accessed without V/Line consent. Not all of these areas are fenced and marked with signs identifying the area as significant for protection of native vegetation. Refer to the relevant Vegetation and Wildlife

Registers. A V/Line representative is to be consulted if there is to be any vegetation disturbance or if there is any doubt.

Ground Water Bores	You will need to provide a License from local water authorities for any bores exceeding 3m in depth

5.2 Environmental Management

All third parties are responsible for identifying and monitoring environmental issues relating to worksite operations and complying with environmental legislation (Acts & Regulations, and codes of environmental practice).

In particular, third parties must provide a risk assessment of the specific location and details of risk management strategies should unexpected flora or fauna be located.

A V/Line communication plan is also required.

Codes of environmental best practice provide guidelines aimed at minimising and where possible, avoiding environmental impacts associated with activities and infrastructure maintenance operations.

Where specifically required by contract or where there is a legislative requirement, third parties shall in conjunction with V/Line, produce specific environmental aspects and impacts registers or risk assessments, and as required by procedures, produce a site-specific environmental management plan (CEMP – Construction Environment Management Plan or EMP Environmental Management Plan) and or program.

5.3 Environmental Aspects and Impacts

V/Line maintains a register of environmental aspects and impacts that includes controls to minimise environmental impact. This register may not comprehensively cover the aspects and impacts at every worksite, and to this end, all third parties shall identify aspects, impacts and controls specific to a worksite through the SWMS/JSEA process as a part of their site access application

5.4 Sustainability Action Plan Objectives, Forecasts and Targets

V/Line prepares and delivers a Sustainability Action Plan including objectives, forecasts and targets based on the significant environmental aspects and impacts identified. All third parties and site personnel are expected to contribute towards achieving the objectives, forecasts and targets set by the plan by developing specific plans for the proposed works.

5.5 Environmental Incident Reporting/Recording

Environmental impacts such as hydrocarbon or other chemical spills, unauthorised vegetation disturbance, ignition of fire, dumping of rubbish or misuse of spoil, should be reported to the V/Line contact. It also includes but not limited to disturbance to Cultural Heritage sites, interaction with Fauna through targeted studies. All environmental incidents

are recorded for follow up and action.

5.6 Vegetation Control

Native vegetation within the rail reserve shall not be removed or disturbed without appropriate permits and approvals. Permits under the Environmental Protection & Biodiversity Conservation Act 1999, Flora and Fauna Guarantee Act 1988 and/or the Planning and Environment Act 1987 may be required. Penalties apply for unauthorised vegetation disturbance.

Third parties shall not disturb native vegetation unless it is a specific requirement of the work activity and appropriate permits and approvals have been obtained.

Third parties shall adopt environmentally sensitive processes to minimise impacts of works on native vegetation and wildlife. Permission shall be sought by the third party from their V/Line contact and/or proper authorities prior to clearing, removing or pruning vegetation. Any damage or injury to fauna shall be reported to the V/Line contact. Any work that involves further risk shall be suspended until the situation is rectified and appropriate controls are put in place to prevent further impacts.

Third parties shall take all reasonable steps to prevent further spread of weeds throughout the rail corridor as identified under the Catchment and Land Protection Act 1994.

5.7 Soil Conservation

Third parties shall put in place procedures to prevent soil erosion, sedimentation of roads and waterways, spills or disposal of liquids or settling of solids including dusts. Any contamination of soil or groundwater shall be reported immediately to the V/Line contact and remedied by the third party as soon as possible. The third party is responsible for obtaining any required permits.

5.8 Air Pollution

Third parties shall not release anything into the atmosphere that is potentially harmful, involves nuisance odours, may present any other risk or concern to the site and surrounding community, or which is non-compliant with Victorian EPA requirements. This includes the burning of any waste which can only be done with EPA and local government permits.

Accidental releases shall be reported as soon as practicable to the V/Line contact or their nominated representative. Third parties are required to address any consequences of air pollution they have caused.

5.9 Water Quality

Work in water catchments, drains, around/on waterways shall be managed to eliminate or minimise impacts on water quality. Work which will impact on waterways requires permits or permit exemptions from the appropriate catchment management authority.

Third parties shall be required to address any consequences of impacts made on water quality, including water quality monitoring and remediation works.

5.10 Contaminated Land

Third party activities shall not contaminate land. Third parties shall be aware of, and comply with, any procedures or legislative requirements on site concerning preventing or managing risks associated with contaminated land. Transport and disposal of new or existing contaminated soil shall be undertaken in accordance with legislation. Potentially contaminated materials shall be tested and classified prior to stockpiling, transport, or disposal.

5.11 Greenhouse Gas

Third parties shall be aware of, and comply with, site procedures, industry standards, and legislative requirements concerning the reduction of greenhouse gas emissions.

5.12 Operational Handover

For works that may result in ongoing operational environmental site management obligations, provision for the development of a post-construction, operational environmental management plan shall be included in contract requirements and submitted to V/Line at the completion of works. Other key environmental handover documentation required by V/Line at the completion of projects includes:

- Asbestos Register changes
- Vegetation clearing approvals/offsets
- Details of PCB containing equipment identified or removed
- Locations where contaminated soil was identified and removed, or remains in situ within the rail corridor (including details of any reused soil onsite)
- Planning or environmental approvals, permits, or licences applicable to V/Line's lease and any associated management plans.
- Details of all remaining flora, fauna and heritage values identified on V/line premises, including post-construction Geographic Information System (GIS) data.

6 Emergency Procedures

6.1 Incidents, Emergency Procedures and Security

Third parties shall be aware of and understand the emergency procedures for incidents in the area in which they or their employees or sub-third parties are working.

The third party or their representative shall immediately report any incident involving personal injury, property damage, hazardous condition, near miss occurrence or environmental exposures or emissions connected with any third party's activities, to the

V/Line contact and V/Line Train Control. All such incidents will be investigated jointly by a V/Line representative and a third-party representative.

The third party shall co-operate with any V/Line investigation and provide information requested.

Legislative requirements for reporting of incidents to statutory authorities shall always be observed by the third party in conjunction with V/Line.

The urgency of any task shall not be allowed to over-ride Safety and Environmental considerations. The third party shall act responsibly and keep V/Line informed of work planning, safety requirements and environmental implications of their work. Third parties shall work with V/Line employees and take notice of directions given by them.

In situations where Police or another Emergency Agency assumes control, the third-party site representative shall work with the agency to ensure the safety of all people.

In the event of an emergency when no approved or previously accepted third party is available, and the urgency precludes detailed planning and checking, the third party shall work closely with V/Line personnel in planning the work activity and assessing likely risks.

6.2 Emergency Response Actions

In the case of an emergency, whether an environmental or safety incident, initiate the emergency response plan which would include the steps below:

- Ensure your own safety first
- If any person is in immediate danger, and it is safe to do so, remove the person from immediate danger, which may include performing emergency first aid. Do not attempt to move a person who is seriously injured unless they are in immediate danger
- Where Emergency Services are urgently required and a fixed line or mobile phone is available, call 000 (or 112 for areas with limited reception) and state:
  - Emergency type (fire, injury, etc)
  - The exact location of the incident (use trackside distance indicators or a known infrastructure reference point such as a signal pole or railway crossing whenever possible)
  - Do not hang up until the Emergency Services operator advises you to do so.
  - (If mobile phones are not available relay the information to a person who may be able to report the emergency using radios)
- Take any actions required to protect the track and advise the Train Controller of the situation by calling **(CENTROL) Toll Free 1800 023 668**
- Continue to perform any first aid if an injury has occurred
- Inform the V/Line Manager/Supervisor of the situation
- Await further instructions.

7 Appendix A: Emergency Contact List

Fill in any additional contact information required and keep this booklet with you at all times.

Service Type	Contact #	Comments
Train Controllers		
CENTROL Melbourne	03 9619 1077	Senior Train Controller
V/Line Incident Reporting	1800 023 668	24 hours
Emergency Services		
Police, Fire, Ambulance	000	
SES	132 500	
Local Services		
Local Police		
Local Doctor		
Local Hospital		
Dept of Environment, Land, Water, and Planning (DELWP)	136 186	
Vic Emergency Advisory Hotline	1800 226 226	24 hours
WorkSafe Advisory Line	1800 136 089	
Telecommunications	132 203	Cable Damage
Poison	131 126	
Fire Restrictions	1800 240 67	
Aboriginal Victoria	1800 762 003	
Directory Assistant	1234	
Dial Before You Dig	1100	