

GUIDELINE

Contractor Safety and Environmental Management Handbook

DOCUMENT INFORMATION

Document ID	SAMG-49
Revision number	5
Approved by	Executive Director, Safety, Sustainability & Risk
Date of issue	24/02/2023

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2 Purpose

Contractors, including Sub-contractors engaged by a Contractor, who are performing work at V/Line sites, or on its behalf, including but not limited to:

- Labour hire organisations
- Contractors awarded Principal Contractor status
- Sub-contractors engaged to operate on V/Line managed sites

2.1 Working with V/Line

V/Line is committed to providing and maintaining a work environment that is, so far as is reasonably practicable, safe and without risks to health. V/Line is also committed to minimalising its impacts on the natural environment.

To achieve these commitments, V/Line expects all Contractors and third-party projects, to comply with the requirements set out in this Handbook.

3 Scope

The current version of this document applies across all V/Line sites. It is incumbent upon suppliers / Contractors to ensure they comply with the current version of this document.

All Contractors must comply with every requirement set out in this Handbook, which is in any way applicable to the activity they undertake for V/Line.

Where V/Line has approved a Contractor to operate under its own Safety Management System, further consultation with V/Line to ensure documentation is appropriate will occur.

Where V/Line engages the services of a Contractor, the Contractor may be permitted to operate under its own Safety Management System. The V/Line Project Management Team will ensure, (including, not limited to):

- the Contractor has safe systems of work
- those systems comply with all risk mitigation strategies
- all documentation is appropriate
- and the Contractor applies those systems on the worksite

Requirements that apply to the Contractor also apply to any employees or V/Line approved Sub-contractor engaged by the Contractor.

This Handbook **does not apply** to third party contractors or third-party access (see V/Line document *NIMG-2741: Third Party Safety and Environmental Management Handbook* and *CAMG-2: V/Line Site Access Guide*).

Contractors awarded a contract by an external agency to build railway infrastructure, that will be handed over to V/Line to operate, maintain and manage:

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

4 Introduction

4.1 About V/Line Corporation

V/Line is an operating agency as part of Victoria's integrated transport portfolio, delivering services under a Service Level Agreement with the Department of Transport (and other key contracts). V/Line's role is outlined in the Agreement and identifies V/Line as a service provider to deliver agreed services, as:

- an accredited operator of Passenger Services
- a freight access provider
- a maintainer of Railway Infrastructure and Rolling Stock; and
- a project deliverer when engaged to do so.

V/Line is accredited as a Rail Infrastructure Manager & Rollingstock Operator with the Office of National Rail Safety Regulator (ONRSR).

V/Line Corporation is a public entity under the Transport Integration Act 2010 and is responsible for:

- Operating rail services and coach services across regional Victoria
- A substantial station network that is comprised of staffed and unstaffed railway stations
- A network of agents that provides access to V/Line tickets and services
- A fleet of locomotives, carriages, sprinters and DMU V/Locity trains
- Delivering public performance targets at a minimum of 92% punctuality and 96% reliability.

4.2 About V/Line

V/Line, as a brand, has provided public transport services to regional Victoria for over 30 years. V/Line schedules more than 1,997 train services each week between Melbourne and:

- Geelong and Warrnambool
- Ballarat, Maryborough and Ararat
- Bendigo, Swan Hill and Echuca
- Seymour, Shepparton and Albury
- Traralgon, Sale and Bairnsdale.

More than 1,450 V/Line-branded coach services connect with the rail network and serve regional Victorian communities (again this increased in 18/19 due to increased route services). Some of our coach services also link Victoria with South Australia, New South Wales and the Australian Capital Territory. Private sector operators provide all V/Line-branded coach services under the management of V/Line.

As well as being a public transport operator, V/Line also leases, provides access to and maintains over 3,520 kilometres of rail track and infrastructure used by passengers and freight rail operators.

As a freight access provider, V/Line enables Victoria's freight sector, taking 1.621 million tonne kilometres of goods off our roads – the equivalent of 27 million trips by B-Double trucks per annum.

V/Line is a key contributor towards Victoria's large infrastructure projects. V/Line is and has been involved in Victorian infrastructure projects across the network, including:

- Regional Rail Link (completed 2015)
- Regional Rail Revival Program (commenced 2018)

V/Line is a major employer with a workforce of over 2,500 including many who live and work in regional Victoria.

4.2.1 Our Vision

Reflects our commitment to enriching the lives of our customers and the prosperity of regional Victoria:

- ***“A modern, high performing railway and coach service as part of an inclusive, integrated and sustainable Victorian transport system”***

4.2.2 Our Purpose

V/Line recognises that safety is paramount to our operations and that we are a highly skilled, customer-centric organisation.

It defines our core business of integrated rail, coach and freight access services, for which our performance and productivity must be measured and continually improved:

- ***“To provide safe, connected and reliable journeys for all Victorians”***

4.2.3 Our Values

reflect our orientation as a high-performance culture. We will monitor values-in-action and gear our culture to deliver business outcomes.

- **Responsiveness:**
Public officials should demonstrate responsiveness by:
 - providing frank, impartial and timely advice to the Government
 - providing high quality services to the Victorian community
 - identifying and promoting best practice.
- **Integrity:**
Public officials should demonstrate integrity by:
 - being honest, open and transparent in their dealings
 - using powers responsibly
 - reporting improper conduct
 - avoiding any real or apparent conflicts of interest
 - striving to earn and sustain public trust of a high level.
- **Impartiality:**
Public officials should demonstrate impartiality by:
 - making decisions and providing advice on merit and without bias, caprice, favouritism or self-interest
 - acting fairly by objectively considering all relevant facts and fair criteria
 - implementing Government policies and programs equitably.
- **Accountability:**
Public officials should demonstrate accountability by:
 - working to clear objectives in a transparent manner
 - accepting responsibility for their decisions and actions
 - seeking to achieve best use of resources
 - submitting themselves to appropriate scrutiny.

- **Respect:**
Public officials should demonstrate respect for colleagues, other public officials and members of the Victorian community by:
 - treating them fairly and objectively
 - ensuring freedom from discrimination, harassment and bullying
 - using their views to improve outcomes on an ongoing basis.
- **Leadership:**
Public officials should demonstrate leadership by actively implementing, promoting and supporting these values.
- **Human Rights:**
Public officials should respect and promote the human rights set out in the Charter of Human Rights and Responsibilities by:
 - making decisions and providing advice consistent with human rights
 - actively implementing, promoting and supporting human rights.

4.2.4 Our HSE Goals



Zero rail and coach incidents

Zero harm to people

Zero damage to the environment

5 Definitions, acronyms and abbreviations

Definitions, acronyms and abbreviations commonly used throughout this document are provided in Table 1 below.

Table 1 – Definitions, acronyms and abbreviations used in this document

Term	Definition
Assurance	<p>During the contract work the V/Line Contract Manager will monitor the Contractor's performance to ensure control of risks and compliance with safety and environmental requirements. The level and type of monitoring and verification will depend on the level of risk associated with the work and the Level of contract and include the following:</p> <ul style="list-style-type: none"> • Level 1 Contract (High risk score) – scheduled audits to confirm that the Contractor is complying with the terms of the contract. Frequency will be determined on a contract by contract basis. • Level 2 Contract (Medium risk score) – scheduled inspections of the work being performed. Workplace Inspection Checklist or equivalent may be used to assist with inspections and conducted as part of the workplace inspection schedule. Normal supervisory responsibilities shall also be used to monitor performance. • Level 3 Contract (Low risk score) – confirmation that safety and environment requirements are understood and monitoring to occur as part of supervision responsibilities. Inspections and meetings will only be held if there is a need identified.
Contract – Level 1	Contract involving “construction work” as defined by the OHS Regulations and will be classified as high risk. Eg works being conducted in or around the rail corridor.
Contract – Level 2	<p>Contract involving any other work type, which through a process of risk assessment has been determined to be at a medium risk level. Such contract work may involve hazardous substances, hazardous manual handling, work at elevation, public health.</p> <p>OR</p> <p>Other tasks or activities to which specific legislation applies. This includes all forms of repairs and maintenance work</p>
Contract – Level 3	Any work that is office based and of an administrative nature only which would be assessed as low risk or infrequent service operators such as specialist consultants, data entry operators, photocopy or vending machine technicians. This would also include volunteers and work experience students.
Service Level Agreement – Infrastructure Module	Forms part of the V/Line Service Level Agreement between Head of Transport for Victoria and V/Line Corporation.
Third Party Contractor	<ul style="list-style-type: none"> • When a project is nominated by the Victorian State Government/Agency (such as but not limited to RPV, LXR, DoT) or Federal Government/Agency, the relevant government becomes the second party. A Contractor nominated by the relevant government to deliver that project is the “Third Party”.

Term	Definition
	<ul style="list-style-type: none"> When Victrack wishes to undertake a project, V/Line is notified as the second party to the project. The Contractor Victrack nominates to deliver that project is a “Third Party”. When a Contactor proposes to work in the rail reserve on an asset that is not for rail operations they are defined as a “Third Party”.

6 Roles and Responsibilities

Table 2 – Roles and responsibilities

Role	Responsibility
All V/Line Staff	<ul style="list-style-type: none"> All employees are to have their valid Construction Induction Card. Any V/Line staff member has the right to approach and politely query who a person is within the V/Line RIL, what they are doing, under what authorisation, verify the authorisation and verify any works being conducted aligns with the authorisation given i.e. is there a current WO, does the engager know the Contractor is onsite, does the work match the WO details.
V/Line Representative engaging a Contractor	<ul style="list-style-type: none"> Communicating the intention to engage the Contractor with relevant support functions, in a timely manner. Referring to this handbook for specific requirements when engaging Contractors. Contacting the applicable location to ensure they are aware of whom, when and where works are being undertaken. Ensuring all Contractors entering the rail reserve have completed the V/Line Contractor Induction. Ensure all risks identified are managed. Notifying the Contractor of the improvements required should they not meet all necessary requirements outlined Ensuring relevant Visitor Sign In records are completed with where applicable, throughout inductions and works being completed. Where appropriate, undertake random site visits: <ul style="list-style-type: none"> to establish that works are being carried out as specified and as scheduled in a safe manner. where the Contractor has been engaged by a V/Line person who is not generally at the location where the works are to be undertaken (eg Head Office personnel). The V/Line Representative is the person responsible for engaging the Contractor to arrange for the provision of services. The V/Line representative may engage with local management representatives for support. Examples of local management representatives are the supervisors for: <ul style="list-style-type: none"> Track & Civil. Signal & Communications. Civil & Structures.

Role	Responsibility
Contractor	<ul style="list-style-type: none"> Any Contractor accessing the Danger Zone must have successfully undertaken and completed Track Awareness training to the required level and have had a medical assessment carried out by a Rail Safety Practitioner in accordance with the requirements of the National Law. It is the responsibility of the Contractor to ensure all competencies relevant to the task being performed are uploaded into the Rail Industry Worker (RIW) Card as per V/Line document SAPR-3089 – Rail Industry Worker Card. All employees have their valid Construction Induction Card. Documents to be completed prior to commencement of works: <ul style="list-style-type: none"> Notice of Intent. Defined Rail Corridor Assessment.
Contractor (continued)	<ul style="list-style-type: none"> NIPR-2690 Infrastructure Commissioning (which references relevant forms): <ul style="list-style-type: none"> NIFO-2690.1 Certificate of Signalling NIFO-2690.2 Conditional Certificate of Signalling NIFO-2690.3 Certificate of Track for Operation NIFO-2690.4 Dilapidation Survey S&P, Third Parties & Network Maintenance All Contractors must also complete a site induction to ensure they are made aware of any specific requirements of accessing or working on site. Any V/Line Contractor performing Rail Industry Work is required to carry a RIW Card (Refer to SAPR-3089 Rail Industry Worker (RIW) Card) and hold the appropriate compliant roles.
Procurement	<ul style="list-style-type: none"> Management of the Contractor onboarding process. Ensuring that each Contractor has received a copy of <i>SAMG-49 Contractor Safety and Environmental Management Handbook</i> prior to the commencement of work and has signed and agreed to all requirements. Management of current insurance documentation. Processing completed site inductions and issuing Certificates of Completion.
Site Surveillance Officers	<ul style="list-style-type: none"> Monitoring and reporting of all onsite activities of identified issues. Liaison with site-based V/Line Operations and Maintenance personnel. Monitoring works and any reworks to ensure that they are constructed in accordance with Standards and Specifications. Maintaining diary of observations and elevate to Project Manager as required. Coordinating and ensuring site access is carried out in accordance with the relevant contract documentation and V/Line procedures. Auditing of compliance to agreed site access requirements, working safely in rail environment and safe working. Surveillance of management and coordination of occupations required to complete the works. Provide reports of any identified issues in a timely manner and provide clear recommendations to ensure ongoing safe and effective performance. Accepting, witnessing, and reviewing hand back and handover documentation. Report all safety, security, and environmental incidents as per V/Line procedures <i>SAPR-33 HSE Incident and Hazard Reporting</i>.

7 Workplace Health and Safety

7.1 State Statutory Requirements

7.1.1 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 (Vic), and other relevant statutory and regulatory requirements applicable to the State in which rail maintenance operations are conducted (NSW and Victoria).

7.1.2 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, Contractors, and visitors at the workplace.

7.1.3 Contractor Obligations

Contractors also have obligations and responsibilities in relation to the maintenance of a safe and healthy working environment, including:

- providing and maintaining safe plant so that all machinery, equipment and tools are suitable for their purpose, guarded where necessary, and maintained in a safe condition
- maintaining the workplace in a condition that is safe and without risks to health
- implementing procedures for the safe use, handling, storage and transport of plant and substances
- providing adequate facilities for the welfare of employees (such as drinking water, toilets, eating areas and first aid)
- providing such information, instruction, training and supervision to employees as is necessary for them to do their jobs safely and without risks to health
- reporting incidents, including fatigue, personal injury, property damage, hazardous condition, near miss occurrence or environmental exposure
- ensuring compliance with all legislative requirements and V/Line's Safety Management System including policies, procedures, work instructions and guidelines
- maintaining V/Line's commitment to an alcohol and drug free workplace
- taking reasonable care of the health and safety of themselves and others at work
- co-operating with V/Line and their employer in their efforts to comply with occupational health and safety requirements
- not interfering with or misusing any item provided for the health, safety and welfare of persons at work
- wearing Personal Protective Equipment (PPE) that is supplied by their employer and/or V/Line
- ensuring that all employees and Sub-contractors are appropriately qualified, trained and supervised in relation to any work they perform
- ensuring that all employees and Sub-contractors are fully compliant in RIW to work on the V/line Network
- for high risk activities, ensuring they have the applicable competencies detailed in the regulations and the Australian Qualifications Framework (AQF)
- prior to starting work, providing originals or certified copies of documents (eg trade certificates, Certificates of Competency, Qualifications, and Drivers Licence etc) required for the performance of their duties

V/Line uses the Rail Industry Worker (RIW) card system for all Rail Safety Work (RSW) to ensure that Contractor's competencies align with the minimum safety and job role requirements. Further information can be found on:

- <https://www.riw.net.au/>
- <http://www.vline.com.au/about/workingwithvline/ContractorInfo.html>

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, Contractors, or members of the public, or in a manner which is likely to cause harm to the environment.

7.1.4 Personal Conduct

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

- behave in a lawful manner and comply with any relevant legislative, industrial or administrative requirement
- demonstrate conduct that is professional and ethical at all times and not bring V/Line into disrepute (this includes not skylarking or throwing objects)
- 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

7.1.5 Worker Health and Fitness

Legislation requires V/Line to ensure that all personnel engaged in RSW meet the standards of medical and physical fitness.

It is expected that all Contractors 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 RSW are required to undergo a pre-employment medical/physical examination and then periodic re-examinations to ensure they remain fit to continue the work. Periodic examinations are based on employee age and the risk category of employee duties. Safety-critical workers aged over 60 are required to pass an annual medical; those between 50 and 60 are required to pass an examination every two years, whilst those under 50 are examined every five years. Non safety-critical workers must pass a re-examination at age 40 and every 5 years thereafter. Refer to the National Standard for the Health Assessment of Rail Safety Workers.

7.1.6 Fatigue

Contractors must not be fatigued when they attend work for V/Line. 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 per the requirements in the Rail Safety and OHS Legislation.

Where a Contractor is working under their own Safety Management (SMS), a Fatigue Management Policy and associated procedures must be available to all employees of the Contractor and available to V/Line upon request.

For all information related to fatigue, please access the following documents:

- SAFO-2472 Fatigue Self-Assessment Tool
- SAFO-2476 Fatigue Risk Contingency Plan
- SAFO-2477 Supervisor Fatigue Assessment Tool
- SAFO-2481 Fatigue Risk Assessment Template
- SAMG-2479 Fatigue Risk Management Guideline
- SAMG-2480 Fatigue Risk Management Plan Template

7.1.7 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 a V/Line worksite.

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

When the 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.

7.1.8 Smoking

V/Line has a duty to provide, as far as is reasonable, a workplace that is safe and without risks to health. This includes minimising the harmful effects of passive smoking.

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.

7.1.9 Heavy Vehicle National Law

All V/Line employees and Contractors must abide by the requirements as set out in the Heavy Vehicle National Law (HVNL), in regard to (but not limited to), fatigue, vehicles, mass/dimension, speed, maintenance.

7.2 Site Access and Security

The Contractor must ensure that their employees and Sub-contractors entering V/Line designated areas or premises acknowledge the conditions of their Site Access Permit or applicable contract, accept and fulfill 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 signing 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.
- Receive V/Line permission prior to accessing the track and carry valid Track Awareness at all times.
- If working in a RSW 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 contact immediately upon becoming aware of a risk to health and safety.
- Address any security issues raised by V/Line immediately and fully.
- Contractors and their employees may be subject to bag / vehicle / toolbox searches.

Work conducted after hours or on weekends must be approved by the nominated V/Line contact prior to the commencement of such work. Contractors must ensure that persons working outside of regular hours are adequately supervised. Contractors carrying out after hours work must provide a mobile telephone contact to their V/Line contact.

All persons undertaking work for V/Line on a V/Line designated site must report to a designated point and sign in and out via a defined communication method.

7.2.1 Security

We are all responsible for security in our workplaces. The HOT or NOT framework is designed to help V/Line staff and Contractors 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	<p>Is it HIDDEN?</p> <p>Has any attempt been made to really hide it from view or put it in a place where it is unlikely to be found?</p>
O	<p>Is it OBVIOUSLY suspicious?</p> <p>Does it look different to what you normally see in your workplace?</p> <p>As examples, can you see wiring or circuitry, a power supply or something that may have explosives attached to it?</p> <p>Is it stained or does it smell different?</p> <p>Has it been found after a suspicious event?</p>
T	<p>Is it TYPICAL of what you might reasonably expect to find in its location?</p>

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 the appropriate V/Line contact.
- If unable to contact the V/Line contact, call the police on 000.

7.2.2 Restricted Access Areas

Contractors must comply with any instruction or sign indicating that access to a secure location is restricted to authorised personnel only.

7.2.3 Housekeeping and Amenities

Contractors must ensure amenities are maintained in a hygienic, safe and serviceable condition and have an appropriate inspection regime in place.

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

Contractors must 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 must be available in accordance with legislation and adequately trained.

Contractors must ensure that conduct of their employees and Sub-contractors is not contrary to good safety practice or acceptable behaviour.

7.3 Rail Safety

The railway environment poses specific hazards such as those created by signaling system, permanent way, remote control of track equipment, the size, speed and momentum of railway locomotives and rolling stock and the high voltage overhead catenary traction system, high voltage overhead wiring, rail traction return system.

Work must be protected in accordance with the Book of Rules and Operating Procedures, Site Access Permit requirements, and the directions of V/Line. If you are undertaking rail maintenance work or activities in the rail environment, track protection arrangements must be in place. These arrangements are described in sections 15 and 34-135 of the Book of Rules & Operating Procedures.

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

Permission to access V/Line controlled land is issued as per *CAMG-2 V/Line Site Access Guide*. All access must be in accordance with the terms and conditions of a Site Access Permit. Entry to property controlled by V/Line is prohibited without a Site Access Permit.

<p>No interference with scheduled Train Services</p>	<p>Any works that disrupt scheduled train service (passenger or freight) requires a minimum of 100 days advance notice. The applicant shall submit details of the proposed service disruption via completing a Works Notification Form. Submission of the Works Notification Form is NOT an approval of your proposed service disruption. V/line may reject your proposed service disruption request, change the proposed dates of your service disruption to align with operational requirements or advise alternatives as directed by the Executive Director, Network Development, Assets & Maintenance.</p>
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Notifying V/Line when you want to get access	For all works that do NOT require a disruption to scheduled train services, V/Line requires a minimum of 28 business days' notice prior to your proposed date of access. Once your permit is issued you will be notified who you should contact at V/Line when you want to arrange for your access to take place.
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To Access the Danger Zone, all employees and Contractors must have Track Awareness training to the required level and have successfully completed a medical assessment carried out by a rail safety practitioner in accordance with the requirements of the Rail Safety National Law.

Any V/Line Contractor or Sub-contractor performing Rail Safety Work is required to carry a Rail Industry Worker Card (Refer to SAPR-3089 Rail Industry Worker (RIW) Card).

In all cases, Track Protection arrangements must be in place prior to any access within the Danger Zone.

Site supervisors may also inspect licenses and track awareness cards to confirm that individuals are appropriately competent to undertake specific activities.

7.3.2 Road Rail Vehicles (RRV) Operations

RRVs are required to be registered to operate on V/Line's network. Approval of RRVs **MUST** be obtained **PRIOR** to operation on the V/Line Rail Network. The approval process is via the Aqipa system for Road Rail Vehicles.

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

Any changes to details supplied with the original registration must be supplied to the SS&R Team.

Refer to Section 34-134 Road Rail Operating Procedures of the 1994 Book of Rules for further operating requirements and information.

7.4 Public Safety

Contractors 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.

Contractors 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 and adequate measures put in place to prevent unauthorised access to the work site.

7.5 Core Requirements for Working on V/Line Sites

Competencies for Contractors will be managed through the RIW Card to ensure that all Contractors have the required competency for the task they are employed for. Contractors are required to have the RIW Card 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.
- Supply evidence of trade qualifications or necessary licences.
- Provide V/Line with a copy of a Certificate of Currency for public liability and workers compensation insurance. V/Line may require the Contractor to have other insurances in place, depending on the nature of the activity to be undertaken, eg Professional Indemnity insurance.
- If required to undertake rail safety works, the Contractor’s Representative must provide V/Line with current and valid evidence of their rail safety accreditation, or necessary details demonstrating their ability to undertake such works under the terms of V/Line’s accreditation.
- 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 Contractor is using their own Safety Management System, one or a combination of the following must be undertaken and submitted to V/Line for review prior to the works being carried out – refer to Section 6.7 for more detail:
 - Risk Assessment
 - Safe Work Method Statement (SWMS)
 - Safety/Environmental Management Plan
 - Job Safety and Environmental Analysis (JSEA)
- Comply with this Handbook, V/Line’s Safety Policy, and any V/Line Management System procedures that have been brought to their attention.
- Attend and ensure all of their employees and Sub-contractors under V/Line supervision attend a job start briefing. Contractors 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 environmental, health and safety 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 own, employees’ and Sub-contractors’ understanding of and compliance with 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 of 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 any accidents, incidents, hazards or dangerous occurrences and address to their satisfaction and that of the SS&R department.
- 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 the local V/Line manager and upon request, the SS&R department, with the results
- of any audits or investigations on request.

7.5.1 Hammer Technologies

Hammer Technologies is the web-based system the project will use to manage all onsite HSEQ requirements. All V/Line employees, Contractors and Sub-contractors shall comply with all requests made by the project to use Hammer Technologies.

For Projects work sites see: <https://vline.hammertechonline.com/>

The V/Line contact must agree with the Contractor the service standards and protocols in relation to entry into the site, use of a common pool of people and any other relevant matters such as equipment storage.

7.6 Projects and Interface HSEQ Requirements

Hammer Tech:

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 Contractor's 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 matter experts who may not be preferred Contractors of V/Line's.

7.7 Personal Protective Equipment

Contractors must supply, maintain and supervise the use of personal protective equipment (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 must comply with relevant Australian Standards and V/Line requirements where applicable.

The following PPE requirements are provided as a guide:

- PPE must be worn as identified in JSEA's or SWMS's.
- Safety helmets are to be worn when:
 - working at heights.
 - in the vicinity of overhead workers.
 - working with or nearby any operating crane, backhoe or excavator.
 - working in the Danger Zone
- Protective sun hats of the wide brimmed or “legionnaire” type 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 must be worn over any wet weather gear that is not an approved high visibility colour.

7.7.1 High Visibility Clothing

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

7.7.2 V/Line High Visibility Clothing Specifications:

- All workers (Internal and Contractors) shall wear long sleeved special purpose orange vests/shirts with high visibility reflective strips. This is mandatory for both day and night shift. Refer to *SAST-2505 Minimum Personal Protective Equipment* for specific requirements on reflective requirements.
- Wording, log's or other designs are permitted on high visibility garments in accordance with the following parameters:
 - Wording, logos and other designs must not be placed on the retro reflective strips.
 - Wording, logos and other designs must 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 must be silver with a minimum width of 50 mm. Garments with sleeves and legs must have retro reflective hoops around the calf and forearm.

All persons working on or about the line must wear approved high visibility orange vests and appropriate protective clothing. Red or green coloured clothing, which may be mistaken by a train driver for a hand signal, must not be worn. Yellow is also banned in Victoria.

V/Line high visibility clothing includes:

- high visibility orange long sleeve shirts.
- high visibility coveralls with reflective strips.
- high visibility vests in the “H” pattern reflective strips. No hi vis items in the “X” pattern
- strips will be allowed in the rail corridor.

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

Projects Office based employees visiting works sites, are permitted to wear long a sleeved shirt / top with a high visibility vest.

- High Visibility requirements:
- Long-sleeved Shirts / Vests / Wet Weather PPE:

- High visibility special purpose orange to be worn for day and night works.
- Reflective strip shall consist of a 'H' pattern – two hoops around the torso and over the shoulder reflective strip.
- Pants: Hi Visibility pants shall be worn during night works – either one or two hoops around each leg.

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.*

7.7.3 Welders:

Welders require the following minimum PPE:

- Shade 5 safety eye ware
- Non-flammable clothing
- Heat resistant welding gloves

Note: *When grinding shall wear double eye protection (safety glasses and full-face shield) and hearing protection.*

7.7.4 Hard Hats

Hard Hats: Are mandatory on all Projects' work sites and 'Asset Management' in the danger zone, for all workers (including Contractors) and visitors. The only exemption to this requirement is:

- Welders required to use additional PPE (e.g. face shield), as per above requirements.
- Signalling employees working on signalling equipment where the hard hat becomes obtrusive to the task.
- Plant/vehicle operators/occupants while plant/vehicle is in use, hard hat must be worn once the operator/occupant leaves the plant/vehicle.

All exemptions MUST be recorded in the pre-job start brief with an explanation of the task being performed and the reason why a hard hat is not required. All employees shall have a hard hat brim with a legionnaire flap during the summer period. Baseball caps or any other summer head wear shall not be worn under the hard hat. During winter months and colder weather beanies may be worn under the hard hat.

Maintenance:

- Hard hats must be visually inspected by the user prior to each use.
- Replace hard hat after 2 years (maximum) from issue date. Date of issue must be marked on the hard hat and clearly legible or listed on an easily accessible register.
- Two-year replacement interval is only for hard hats in good condition that have been well maintained and have sustained no major damage. Hard hats poorly maintained, exposed to excessive UV, temperatures and/or have sustained serious or multiple impacts, should be replaced more frequently.

7.7.5 Foot Protection

Enclosed lace up steel cap footwear which provides ankle support, must be worn at all times on all V/Line yards, terminals and maintenance facilities.

Elastic sided industrial safety footwear is not permitted on V/Line sites where there is construction activity, or the Contractor is performing work as a Rail Infrastructure Worker.

7.7.6 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 Safety Data Sheet (SDS) requires eye protection. Double eye protection (i.e. safety glasses and a face shield) is to be worn when welding, oxy-cutting or grinding.

- Double eye protection: Welders performing any type of welding shall wear double eye protection: Safety Glasses with a full-face shield.

7.7.7 Hearing Protection

Hearing protection such as earplugs or muffs must be worn during operations that generate noise in excess of safe levels, (85dB(A) averaged over an 8 hour period) e.g. machinery operation, jack hammer operation, and where sign-posts warn of high noise levels.

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

7.7.8 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) must be worn.

7.7.9 Respirator

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

7.8 Induction

All Contractors and their employees and Sub-contractors must view V/Line's corporate induction video by accessing the '[Contractor Induction](#)' link located at www.vline.com.au. All Contractors and their employees and Sub-contractors will also be formally inducted to the work site prior to commencing any work. You must have a site-specific induction at each different site that you work on.

The induction will include an overview of the site, its activities and the ways in which safety and environmental hazards are controlled. Site amenities, access and emergency arrangements, rules, procedures, and communication mechanisms must be understood by the Contractors.

The V/Line Induction Program will address areas under V/Line's control. This in no way removes a Contractor's responsibility to brief, train and supervise their employees and Sub-contractors.

Contractors must ensure that their employees and Sub-contractors are properly trained, competent and licensed as required, to perform the work before any work begins. Contractors, and anyone employed by them, must be capable of fulfilling any necessary safety and environmental management requirements.

7.9 Risk Assessment and Work Planning

Before commencing work (during the pre-start), Contractors must:

- 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.
- Discuss the risk assessment with the project manager or your V/Line representative.
- Prepare a written safe work method statement/JSEA for the work, as required.
- Provide the safe work method statement/JSEA to the project manager or their representative.
- Provide the project manager or their representative 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 on site at all times the work is in progress.
- Put in place procedures to ensure that all personnel performing work are fit for work.
- Ensure that a Rail Safety, Safety and/or Environmental Management Plan, if required, is submitted by the Contractor and reviewed by V/Line prior to the commencement of work.

The above processes must be undertaken in accordance with V/Line's Risk Management framework that is referred to as the Enterprise Wide Risk Management (EWRM) framework. If the Contractor has its own organisational Risk Management framework, this may be utilised with the prior approval of V/Line.

All completed HSE Risk Assessment/Review Notes forms and corresponding Risk Register/s forms are to be emailed to Compliance@vline.com.au. The assessments will then be stored within the SSHE Risk Library, in accordance with V/Line's Risk Management processes.

For all works with risks assessed at or above a medium risk level, the Contractor must provide a Rail Safety, Safety Management Plan and/or Environmental Management Plan to the satisfaction of the project manager or their nominated representative.

V/Line will allow the Contractor to work under their own safety management plan, provided their safety documentation meets or exceeds V/Line requirements.

The Plan must include 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/or supervision necessary to ensure the safety of themselves and those around them, 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.

Where a Contractor is to utilise their own Rail Safety, Safety and/or Environmental Management Plan aligning to their SMS where applicable, this will not remove their requirements and obligations to comply with V/Line SMS requirements. This will allow them to utilise their own documentation where applicable in collaboration with the Projects Safety team, this will be conducted through various means including but not limited too formal email request or risk assessment that will be reviewed by the Projects Safety and Environmental team.

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

Contractors 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.

7.9.1 Risk Assessment

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 SAFIRP and ensure that the activity can be carried out safely.

7.9.2 Safe Work Method Statements (SWMS)

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

Contractors where requested must attend and participate in the generating of SWMS/JSEA, Safety Plans, and Risk assessments as directed by their V/Line contact or to meet Rail Safe Working, Occupational Health and Safety, or any additional contractual obligations with V/Line.

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

7.9.3 Pre- Job Start Briefings and Worksite Hazard Assessments

A Workgroup supervisor or a Nominated representative will conduct:

- Pre-Job Start briefings (*NIFO-2002.2 Pre-Job Start Briefing Short Form*) in line with *NIPR-2002.1 Pre Job Start Brief Process*, at the commencement of each work shift. These briefings are used to raise safety awareness and highlight the hazards and risks associated with the work planned for the day. The briefings are also to remind work crews of the controls that are to be put in place to eliminate or minimise those risks/hazards.

Contractors must ensure their employees and Sub-contractors understand they are to be on site in time to attend all pre-job start briefings.

Contractors, their employees and Sub-contractors must ensure they can hear and understand all information delivered. If any information delivered is not fully understood Contractors, their employees, and Sub-contractors must ask questions until they fully understand.

Contractors must ensure their employees and Sub-contractors know and understand if they have missed the pre-job start briefing, they must NOT start any work and must ensure they find the appropriate person to deliver the pre-job start briefing to them in full.

Contractors must ensure their employees and Sub-contractors know and understand they are to sign the pre-job start briefing **ONLY AFTER** the briefing has been delivered to them and they fully understand all the information delivered.

Employees who arrive after commencement of the Pre-Job Start brief, must be taken through the document in its entirety.

A Track Force Protection Co-ordinator will conduct:

- A Rail Safety Worksite hazard assessment using *SAFO-3576 Rail Safety Worksite Hazard Assessment 2508* prior to any works commencing in the Rail Corridor. The details of this assessment may be included within form NIFO 2002.2 *Pre-Job Start Briefing Short Form*.

7.10 Vehicles / Motorised Equipment

Drivers of vehicles, motorised equipment, mobile plant and material handling equipment (e.g. forklifts) must be deemed competent and have evidence of all appropriate licences, permits or certificates of competency for the class of equipment uploaded on their RIWC (Railway Industry Worker Card). Site traffic rules, including speed limits and direction of traffic flow must be observed at all times.

Vehicles must 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 (where fitted) must be worn by all persons on board at all times while operating any motor vehicle, truck, mobile plant or equipment.

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

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

All vehicles must comply with Heavy Vehicle National Law in reference (including but not limited to) speed, fatigue, mass/dimension, maintenance, etc.

7.11 Equipment on the Worksite

7.11.1 Tools and Equipment

The Contractor must:

- 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 must be verified by the Contractor prior to using tools and equipment.
- Calibration is within date, as required and can be verified on site if questioned.
- All electrical equipment has been test/tagged in accordance with *AS/NZS 3760 In-service Safety Inspection and Testing of Electrical Equipment* and are within date.
- 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, 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.

7.11.2 Mechanical Plant and Equipment

Contractors must 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 Contractor equipment will be the Contractor's responsibility unless otherwise agreed. Borrowing of V/Line equipment will only be permitted if allowed for in the contract or conditions of engagement.

7.11.3 Plant and Equipment - General

Contractor plant to be used on the project, the Contractor will be permitted to manage plant and equipment as per the Contractor's Safety Management System, however the following will apply:

- Plant to arrive on site free of soil and other plant matter.
- All safety related devices / documentation is operational as per the list below; plant risk assessment available with the plant, this risk assessment must consider all hazards and potential risks as it relates to the operating environment of the plant.
 - fitted with fire extinguishers.
 - fitted with reversing beepers/buzzers.
 - fitted with amber flashing lights which can be seen from any direction.
 - Operator's manual available in the cabin.
 - logbooks must be completed daily, and faults recorded.
- All plant and machinery are to be operated within the guidelines contained in the Operator's Manual, plant risk assessment and SWMS.
- All plant and equipment is only to be operated by qualified/trained personnel who are deemed competent.
- RRV's must have a copy of documentation submitted to V/Line for inclusion on the Network Services Plan.
- Defect process to be communicated with V/Line project team to ensure rectification of defects in a timely manner based on risk.
- Plant shall be inducted into the projects preferred system for managing plant. Plant information shall be uploaded into the system and all relevant documentation added as evidence.
- DO NOT ride on the exterior of mobile equipment.
- You are NOT permitted to ride as a passenger in mobile equipment, unless the equipment is fitted with seats specifically for that purpose.

7.11.4 Pedestrian Exclusion Zone

If pedestrians are required to be within the pedestrian exclusion zone during plant operation for a specific activity, a risk assessment must be documented to:

- demonstrate how the activity will be performed to ensure the safety of the pedestrian.
- include details of what communication methods will be used, by whom and when.

Plant Operators must:

- maintain a safe pedestrian exclusion zone at all times.
 - This should be a minimum distance of 3 meters and increase as required for larger plant which has an increased stopping distance
- stop operation immediately and apply the hand brake, or switch the plant off if a person enters the pedestrian exclusion zone without the permission of the plant operator.
- only give permission for persons to enter the pedestrian exclusion zone if the activity requires it and a risk assessment has been documented as per these guidelines.

Pedestrians: must:

- exit the pedestrian exclusion zone as soon as the requirement for them to be there has ended.
- enter the pedestrian exclusion zone ONLY after they receive permission from the plant operator.

7.11.5 High Rail Plant

All operators must be appropriately qualified, trained and deemed competent, in the use of road rail vehicles and hold the following compliant roles in the RIW system:

- V/Line – Operator.
- Around The Track Personnel – National.
- V/Line - Track Vehicle Operator 1 - TVO1.

All requirements for registering the plant in accordance with 6.3.2 Road Rail Vehicles (RRV) Operations must be met.

Where plant is considered a Road Rail Vehicle, the risk assessment must refer to the rail guidance system

7.11.6 Cranes and Lifting Equipment

All lifts undertaken on the project, where there is a need for a High-Risk licence will be contracted lifts.

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.

7.11.7 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 project 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: Sch. 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 (log book) 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.

7.12 Working Outdoors

7.12.1 Sunburn and Skin Cancers

Outdoor workers must 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-rimmed hat attachment can be worn to provide extra protection.

7.12.2 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.

7.12.3 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.

7.12.4 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.

Contractors 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 keep 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.

7.12.5 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.

7.12.6 Back Care / Manual Handling

V/Line's manual handling procedure adopts the Compliance Code : Hazardous Manual Handling, 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).

8 Rail Infrastructure Maintenance

If your contract role with V/Line requires you to work on maintaining, building or repairing V/Line rail infrastructure, you must be aware of the special requirements for doing this work.

8.1 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 SERVICE LEVEL AGREEMENT - INFRASTRUCTURE MODEL such as maintenance depots, signal huts, regional offices, railway stations 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.

8.2 Track Safety - Personal Guidelines

Below extract from *SAPR-3089 'Rail Industry Worker (RIW) Card'*, is the minimum role and competency requirements for RSW's working on the V/Line network:

V/Line Operator:

- V/Line contractor Induction (Completed Induction statement).
- V/line safely access rail corridor (current only valid for 2 years) – issued through a V/Line authorised Registered Training Organisation (RTO).

Around the Track Personnel National- Construction

- 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).

On the track, safety depends correct application of the approved Track Protection Plan.

To ensure personal safety, the following must be adhered to:

- **High visibility clothing.** Depending on work needs, a high visibility shirt or overalls, or high visibility vest must be worn. Any high visibility shirt, vest or jacket must have reflective strips in the "H" pattern. No high visibility clothing with the "X" pattern will be allowed in the rail corridor.
- 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.

8.3 Emergency Situations

Refer to Section 6 for Emergency Response and contact details.

8.4 Protection of Worksites

Whenever a workgroup or any type of equipment involved in the delivery of rail infrastructure maintenance services is required to operate on or near a running line, or obstruct a running line, the appropriate protection must 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 approved Track Protection Plan by the Track Protection Coordinator. Protection may involve the use of:

- Lookouts.
- Full Track Protection.
- Track Warrants.
- Absolute Occupation.

8.5 Traffic Management

8.5.1 Rail Traffic

Where rail maintenance activities involve obstruction of, or access to a level crossing, the worksite must provide protection for the track (see above) and control road traffic through the site.

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

To the maximum extent possible, Contractor 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 must 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.

8.5.2 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.
- 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.
- 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.

9 Special Requirements

9.1 Working at Height

9.1.1 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.
- 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 Contractors for each identified work at height activity, taking into account:

- the nature and duration of the task.
- who will be undertaking the task.
- the physical surroundings 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.
- Provide and use safety harness, fall prevention devices and appropriate footwear

Further to this:

- All personnel working at heights must 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 must 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 must 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 must be worn.
- A detailed rescue plan must be in place to mitigate the risk of suspension trauma.
- Multi-person crews working aloft must have a rescue kit, a first aider and trained rescuer available at all times.
- Whilst working at heights, workers must be correctly attached to the structure at all times, including when getting on and getting off the structure.
- Defective equipment must not be used.

Weather Assessment: Before working at heights a weather assessment must 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 must be assessed daily and noted in the Pre Start Job brief.

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

9.1.2 High Level Access and Roof Work

The Contractor must advise their V/Line contact prior to commencing work on roofs. All work at heights must be performed in accordance with relevant Standards. All access towers, scaffolding and elevated platforms must be erected, secured and used so as to comply with current statutory requirements, Australian Standards and Codes.

9.1.3 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.

9.1.4 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 must control the use of equipment and material to prevent falls.
- No item is to be thrown down from above – it must 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 must 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.
- Must comply with the requirements of Energy Safe Victoria and Metrol when working in the vicinity of metro overhead structures.

9.2 Scaffolding

Scaffolding can be very effective protection in preventing falls; however, there are specific requirements that apply to some types of scaffold under the Work Health and Safety (WHS) Regulations and the Occupational Health and Safety (OHS) Regulations 2017.

A person with management or control of a scaffold must 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 must 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 must 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 (handrails, mid-rails and toe boards) is provided at every open edge of a work platform.

9.2.1 Information, instruction and training for workers using scaffolds

Where work is performed from a scaffold, you must 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 must 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.

9.3 Elevating Work Platforms

Elevating Work Platforms (EWPs) include scissor lifts, cherry pickers, boom lifts and travel towers. There are 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 that 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 elevating work platforms with a boom length of 11 metres or more.

9.4 Confined Spaces

The Contractor must 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.
- is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space.
- is or is likely to be a risk to health and safety from:
 - an atmosphere that does not have a safe oxygen level.
 - contaminants, including airborne gases, vapours and dusts, that may cause injury from.
 - fire or explosion.
 - harmful concentrations of any airborne contaminants.
 - engulfment.

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

A Permit to Work is required for this activity.

9.5 Excavations and Trenches

Prior to the commencement of any excavation work:

- the Contractor must advise their V/Line contact
- a notice of intention to commence excavation operations is required to be submitted to WorkSafe at least 3 days prior to commencing excavations.
- a Permit to Work is required for this activity.

9.5.1 Open Excavations

If any excavation is deemed to be a confined space, confined space procedures must be followed. If NOT deemed a confined space, the following procedures may be used.

- The Contractor must erect and maintain adequate fencing or other secure protection around excavations and other openings.
- The Contractor must also provide adequate signage, barricading or other indications of the hazard.
- If a person is in an open excavation hole on their own, they must have a watcher.
- If two people are down separate open excavation holes, they don't necessarily have to have a watcher, but they must each have a radio to communicate in case of an incident.
- Bored holes are not to be entered.
- An excavation permit may be required for the area.

9.5.2 Trenches

- Trenching must only be carried out with proper shoring and 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 must be removed from around edges.
- All open trenches must be fenced off when leaving the trench unattended.
- All explosives are to be used and stored as per statutory regulations.
- All persons using explosives must hold a statutory Certificate of Competency.

9.6 Hot Work

A Permit to Work must be issued before the commencement of any hot work. Hot work may be undertaken under supervision of 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.

9.7 Electrical Safety

Electrical work must only be performed by a qualified electrician.

Contractors must ensure that they isolate, tag and task 'power de-energised' before undertaking any electrical work.

Electrical extension leads must 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 must be protected with a suitable earth leakage core balance device (ELCB).

Work on 'high voltage' equipment requires the use of Permit to Work system.

In depot locations, all leads must 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 must 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 Contractor to assure a safe system of work is established. Further advice may be obtained from the V/Line contact.

9.7.1 Isolation Procedures

No work is to be carried out on V/Line plant, machinery or switchboards by Contractors without first ensuring that all energies have been disconnected, secured, locked out and declared safe. Approval must 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 must be followed when:

- undertaking plant or machinery repair.
- doing building work that may affect electrical supplies or switchgear.

The Contractor must 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.

9.8 Fire Prevention

Contractors must be aware of and comply with the site's fire prevention procedures. This may be part of an induction or site briefing, may require a Hot Works permit, or be performed under the supervision of an employee who is approved to supervise hot works.

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.

9.9 Signalling Systems

Contractors must take all necessary precautions to ensure that their activities do not:

- Affect the proper observance of operational signals, notice plates or boards.
- Damage or disrupt any other operating systems.

Any activities or structures that may limit or obstruct a train driver's view of signals. must be previously agreed with the V/Line contact.

Work on signalling equipment must be performed under supervision of staff experienced and competent in railway signalling and must be performed in accordance with approved procedures.

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

9.10 Compressed Air

Air hoses or temporary air lines are to be placed in such a manner that no hazard will be created to persons in the area. Compressed air must not be used for cleaning work areas or for 'blowing down' clothing. Appropriate personal protective equipment must be used at all times by the operator and persons in the vicinity of the work whenever compressed air is in use.

9.11 Dust

Contractors must ensure that any operation which generates dust or fragments of stone or metal is controlled.

Contractors must 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.

9.12 Demolition and Installation Works

The Contractor 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.

9.13 Asbestos

Asbestos work must be undertaken only by licensed and authorised personnel, and in compliance with statutory requirements, relevant Australian 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 Contractor, work must be immediately suspended and the V/Line contact advised.

Any waste containing asbestos must be appropriately disposed of in compliance with Victorian Environment Protection Authority requirements.

9.14 Lead

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 must be contacted prior to disturbing.

9.15 Hazardous Substances/Dangerous Goods

The Contractor must 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 Contractor must supply a Safety Data Sheet (SDS) and undertake a risk assessment in relation to its use, storage, transport and disposal.

The Contractor is responsible for ensuring the appropriate storage of any dangerous goods brought onto site. All dangerous goods must 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, must be provided by the Contractor.

9.16 Chemical Storage/Bunding

All storage of liquid chemicals must be banded. Bunds must 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% of 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 legislation, subordinate legislation, Codes and standards, presently administered by Worksafe Victoria and the Victorian Environment Protection Authority (EPA).

9.17 Noise and Vibration

Contractors' plant and equipment must comply with the requirements of the relevant legislation, Australian Standards and Codes. The Contractor must 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.

9.18 Licenses, Permits, Approvals and Notification

The Contractor is responsible for obtaining, maintaining and complying with permits or approvals when required (e.g. from EPA, Work Safe, local government). When a licensed facility is being constructed, unless otherwise specified, the Contractor is responsible for obtaining such licence(s) as a condition of engagement. Copies of all licences must be provided to the V/Line contact or their nominated representative.

The Contractor is also responsible for notifying work performed to the relevant OHS regulator.

10 Caring for the Environment

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

10.1 General Provisions

- Worksites must be kept tidy. Do not leave any material off-cuts, waste concrete, food refuse, packaging and other potentially environmental damaging materials around the work site. Leave the area you are working in the same state as you originally found it.
- Cigarette butts must not be dropped on the ground as it may lead to dry grass catching on fire. 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 must be restricted to the existing access track footprint.
- Gates on properties must be left in exactly the same way they were found (i.e., leave open if open, or closed if closed).
- Significant vegetation and wildlife – V/Line Site Managers / Supervisors in consultation with the Environment Team are to determine if any significant vegetation or wildlife is likely to be encountered within a worksite and advise the affected work groups of appropriate conservation controls. The Contractor must ensure that any

disturbance of vegetation or wildlife is undertaken in accordance with permit requirements – if you suspect a species of vegetation or wildlife to be a significant species you must speak to your V/Line contact prior to disturbance.

- All vehicles and machinery are to be kept in a clean state in line with V/line’s vehicle hygiene procedures. All vehicles should be inspected at the end of every day and washed down if required to avoid the spread of weeds and soil pathogens.
- Contractors 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 must be in compliance with all Acts and Regulations of the State. All necessary permits/licences for the planned work are to be obtained before commencing operations.
- Oil changes of any piece of machinery or other similar plant maintenance work on site are not to be conducted without the provision of adequate containment and waste disposal.
- 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 must be removed from the worksite for appropriate offsite disposal.
- Biosites / sites containing significant vegetation or wildlife must 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 Register. A V/Line representative is to be consulted if there is any doubt.

10.2 Environmental Management

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

Codes of environmental 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, Contractors 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 program.

10.3 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 Contractors must identify aspects, impacts and controls specific to a worksite through the SWMS/JSEA process.

10.4 Environmental Management Program (Objectives and Targets)

V/Line is obliged to establish a site environmental program based on the significant environmental impacts identified. All Contractors and site personnel are expected to contribute towards achieving the objectives and targets set by the program.

10.5 Environmental Incident Reporting / Recording

Environmental impacts such as oil spills, unauthorised vegetation disturbance, dumping of rubbish or contaminated land, should be reported to the V/Line contact. All environmental incidents are recorded for follow up and closeout.

10.6 Vegetation Control

Native vegetation within the rail reserve must not be removed or disturbed without the 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.

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

Contractors must adopt environmentally sensitive processes to minimise impacts of works on native vegetation and wildlife. Permission must be sought by the Contractor from their V/Line contact and/or proper authorities prior to clearing, removing or pruning vegetation. Any damage or injury to fauna must be reported to the V/Line contact. Any work that involves further risk must be suspended until the situation is rectified.

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

10.7 Soil Conservation

Contractors must 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 must be reported immediately to the V/Line contact and remedied by the Contractor as soon as possible. The Contractor is responsible for obtaining any required permits.

10.8 Air Pollution

Contractors must 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 must be reported as soon as practicable to the V/Line contact or their nominated representative. Contractors are required to address any consequences of air pollution they have caused.

10.9 Water Quality

Work in water catchments, drains, around/on waterways must 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.

Contractors will be required to address any consequences of impacts made on water quality, including water quality monitoring and remediation works.

10.10 Contaminated Land

Contractors' activities must not contaminate land. Contractors must 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 must be undertaken in accordance with legislation. Potentially contaminated materials must be tested and classified prior to stockpiling, transport or disposal.

10.11 Greenhouse Gas

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

11 Emergency Response

11.1 Incidents, Emergency Procedures and Security

Contractors must be aware of and understand the emergency procedures for incidents in the area in which they or their employees or Sub-contractors are working.

The Contractor or their representative must immediately report to the V/Line contact (and for track infrastructure work, to Train Control). any incident involving:

- personal injury,
- property damage,
- hazardous condition,
- 'near-miss' occurrence
- environmental exposures or emissions connected with any Contractor's activities

All such incidents will be investigated jointly by a V/Line representative and a Contractor representative.

The Contractor must co-operate with any V/Line investigation and provide information requested.

Legislative requirements for reporting of incidents to statutory authorities shall be observed at all times by the Contractor in conjunction with V/Line.

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

In situations where Police or another Emergency Agency assumes control, the V/Line site representative must work with the agency to ensure the safety of all people.

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

11.2 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.
- Do not move the injured person until advised to do so by trained medical personnel.

For all Emergency Situations, Train Control (**CENTROL**) must be contacted **Toll Free 1800 023 668** or via two-way radio to pass on details of the emergency so that appropriate safeguards can be put in place for all rail traffic.

12 Legislative and compliance framework

Acts of legislation, regulations or compliance requirements to which this document relates:

- Heavy Vehicle National Law
- Heavy Vehicle National Regulations
- Occupational Health and Safety Act
- Occupational Health and Safety Regulations
- Rail Safety National Law Application Act
- WorkSafe Victoria – Compliance code - Plant

13 Reference documents

This guideline should be read and applied in conjunction with the following documents:

13.1 V/Line documents

Table 3 – Other V/Line documents

Document ID	Title	Relationship
HRPO-34	Code of Conduct	Reference
NIFO-2002.2	Pre-Job Start Briefing – Short Form	Child
NIFO-2150.1	Safe Work Method Statement (SWMS) Form	Child
NIMG-2741	Third Party Safety and Environmental Management	Peer
NIPR-2002.1	Pre-Job Start Briefing	Child
NIPR-2150	Safe Work Method Statements (SWMS)	Child
NIPR-2803	West Melbourne Maintenance Depot Plant Workshop Storage Areas	Child
SAFO-59	Plant and Equipment Hazard Checklist and Risk Assessment Form.	Child
SAFO-3143	Visitor Induction Site Template	Child
SAFO-3576	Rail Safety Worksite Hazard Assessment 2508	Child
SAMG-2	V/Line HSE Compliance Matrix (for all current legislative references)	Reference
SAMG-24	Asbestos and Lead Guideline	Reference
SAMG-3108	Fit for Work Guideline	Reference

Document ID	Title	Relationship
SAMG-3357	Contractor Management	Peer
SAPO-2	Health, Safety and Environment	Parent
SAPR-9	Safety, Security, Health & Environment Risk Management Process	Reference
SAPR-11	Interface Agreements	Reference
SAPR-32	Plant and Equipment Safety Management	Reference
SAPR-33	HSE Incident and Hazard Reporting	Reference
SAPR-3089	Rail Industry Worker (RIW) Card	Reference
SAST-2505	Minimum Personal Protective Equipment	Reference
SAWI-3144	Visitor Induction	Reference
SPFO-14	Equipment Inspection – Plant	Reference
SPMG-3765	Projects Hammer Tech Management Guideline	Reference

13.2 Other documents and standards

Table 4 – Other related documents and standards

Reference	Title
AS/NZS 4576	Guidelines for Scaffolding
AS/NZS 1576	Scaffolding series
AS/NZS 3760	In-service Safety Inspection and Testing of Electrical Equipment.
AS2550.1 :2001	Cranes, Hoists and Winches – Safe Use – General Requirements
AS1418.1:2002	Cranes, Hoists and Winches –General Requirements
1994 Book of Rules	Section 34-134 Road Rail Operating Procedures

14 Document history

Table 5 – Document history

Rev	Prepared/Revised by	Date	MoC
	Carolyn Ford, HSE BP Programs	08/02/2022	n/a
4	<p>Change description:</p> <ol style="list-style-type: none"> 1. Transferred to new IMS template. 2. Reformatted as required to provide document consistency. 3. Changes made in line with legal review. 4. Inclusion of responsibility for All V/Line staff. 5. Inclusion of requirement to complete SAFO-3576 Rail Safety Worksite Hazard Assessment 6. Update to 'Hard Hat' details. 7. Additional details in 7.2 Track Safety, taken from SAPR-3089. 8. Removal of Reference to CAFO-5 (doc to be withdrawn). 9. Addition of information re cross-configuration of retro-reflective stripes. 10. Appendix B removed and details incorporated into Section 4 Definitions. 		

Rev	Prepared/Revised by	Date	MoC
	Update to RIL details in line with DoT change.		
	Carolyn Ford, HSE BP Programs	20/02/2023	n/a
5	<p>Change description:</p> <ol style="list-style-type: none"> 1. Transferred to new IMS template. 2. Update of Values (3.2.3) to align with new Public Sector Values as referenced in <i>HRPO-34 Code of Conduct</i>. 3. Role updates (name changes) to align with new business structure. 4. References updated as required. 5. Removal of RIL (no longer valid) and updated to Service Level Agreement – Infrastructure Module 6. Name change of Government department from Department of Environment, Land, Water and Planning (DEWLP) to Department of Energy, Environment and Climate Action (DEECA). This is referenced in Appendix A. 		



Appendix A– Emergency Contact List

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

Table 6 – Emergency Contact List

EMERGENCY CONTACT LIST		
Service Type	Contact Nos.	Comments/Details
Train Controllers		
CENTROL Melbourne	03 9619 1077	Senior Train Controller
V/Line Incident Reporting	1800 023 668	24 Hours
Emergency Services		
Police (emergency)	000	
Ambulance	000	
Fire	000	
SES	132 500	
Local Services		
Local Police		
Local Doctor		
Local Hospital		
DEECA - Department of Energy, Environment and Climate Action	136 186	
Vic Emergency Hotline	1800 226 226	24 Hours
Worksafe Advisory Line	1800 136 089	
Telecommunications	132 203	Cable Damage
Poison	131 126	
Fire Restrictions	1800 240 667	
Aboriginal Victoria	1800 762 003	
Directory Assistance	1234	
Dial Before You Dig	1100	