



# **Level 2 Contractor Induction**

**January 2017**

# Introduction

- Legislative requirement to consult with workers on health and safety
  - This includes contractors and contractor employees
- RRA has identified two levels of contractors
  - Level 1
    - Short term engagement
    - Operate solely under the RRA SMS
  - Level 2
    - Engaged on a more frequent basis
    - Work under their own SMS (approved by RRA) or the RRA SMS
    - Re-inducted every 2 years

# RRA Policies



## Health and Safety Policy

The health and safety of workers, visitors and contractors is a fundamental priority of Rhomberg Rail Australia.

We are committed to the provision and maintenance of a safe working environment and safe systems of work to manage workplace risks

Our commitment to health and safety includes:

- ▶ compliance to relevant health and safety legislation, rail safety legislation, codes of practices, standards and contractual requirements
- ▶ ongoing hazard identification, risk assessment and management via the hierarchy of controls
- ▶ establishment and maintenance of a AS/NZS4801 aligned health and safety management system
- ▶ adequate consultation, planning, training and resourcing to implement the health and safety policy
- ▶ establishment and monitoring of measurable objectives and targets throughout the organisation to drive continual improvement
- ▶ ongoing communication of Rhomberg Australia's health and safety policy to workers, visitors and contractors
- ▶ regular monitoring and review of the health and safety policy in conjunction with the safety management system review to drive performance and maintain effectiveness.

Rhomberg Rail Australia is dedicated to creating and maintaining a business where open communication and trust fosters a positive and just safety culture throughout the organisation.



## Environmental Management Policy

Rhomberg Rail Australia recognises its moral and legal responsibility to provide a safe and healthy work environment for employees, contractors, customers and visitors. This commitment extends to ensuring that the organisation's operations do not place the local community at risk of injury, illness, property and environmental damage. Environmental sustainability must always be at the forefront of our planning and execution in order to minimise the impacts of our works.

It is Rhomberg Rail Australia policy to integrate environmental stewardship into all facets of our operations; to conduct all business activities in a responsible manner; to respect the environment and foster the sustainable use of the earth's resources; and to comply with all applicable statutory environmental laws and regulations particularly the key elements of the NSW Government Construction Policy Steering Committee (CPSC) Environmental Management Systems Guidelines (1998). The structure of this system is based upon the principles of AS/NZS ISO 14001:2004.

In forming this policy, Rhomberg Rail Australia seeks to:

- ▶ Achieve compliance with all applicable environmental requirements.
- ▶ Implement and continually improve an environmental management system that is consistent with the requirements of Standard ISO 14001, and effectively train our employees and contractors.
- ▶ Integrate sound environmental practices and compliance into our engineering design and decision-making in consideration of the potential impacts of our activities on the environment.
- ▶ Adopt cost-effective practices to eliminate, minimise or mitigate environmental impacts.
- ▶ Maintain a positive and constructive relationship with our neighbours in the community, regulators, and other stakeholders.
- ▶ Establish appropriate environmental performance indicators to guide our efforts and measure our progress and performance.

To achieve this outcome, Rhomberg Rail Australia will:

- ▶ Provide safe plant and systems of work to minimize pollution.
- ▶ Provide written procedures and instructions to ensure controlled systems of work.
- ▶ Ensure compliance with legislative requirements and current industry standards.
- ▶ Provide information, instruction, training and supervision to employees, contractors and customers to ensure environmental safeguards are maintained.
- ▶ Assign responsibility to management representatives to be accountable for implementing this policy in their areas. This will be measured via their annual performance reviews.
- ▶ Provide the resources to meet the environmental commitment.

# RRA Responsibilities

- Provide and maintain a safe working environment
- Provide contractors with the necessary information in relation to the work engaged to perform
- Provide contractors with all necessary documents
- Ensure contractors comply with RRA policies and procedures
- Remove any contractor from site found to be acting in an unsafe or offensive manner or in a manner that could potentially cause harm to the environment

# Contractor Responsibilities

- Manage their works in a manner that ensures adherence to all RRA policies and procedures
- Comply with all site rules and site signs
- Provide and maintain a safe working environment and safe systems of work to ensure the safety of their employees and sub-contractor/s and any other person that could be affected by their work
- Ensure all plant and equipment is safe and in good condition and used in a manner that is safe and poses no risk to the health and safety of people and/or harm to the environment
- Ensure all employees and any sub-contractor engaged to perform work are appropriately qualified, trained, inducted and supervised to applicable level
- Immediately notify RRA of any incident, injury, hazard, near miss, dangerous occurrence, spill or community complaint
- Conduct or participate in investigations relevant to the contractor's activities

## Contractor Responsibilities cont

- Complete any necessary Risk Assessment, Safe Work Method Statement, JSEA or equivalent for work being performed and provide a copy to RRA upon request
- Provide adequate access to any RRA representative to the work site to monitor and audit the safety, health and environmental aspects of the work being performed
- Carry out internal audits, inspections and/or reviews of the work being performed and undertake all necessary corrective actions as soon as practicable or by date agreed with RRA
- Provide RRA a copy of any audit report, inspection or investigation
- Advise and seek approval from RRA prior to utilising any sub-contractor as part of scope delivery

# Communication and Consultation

- Contractors must:
  - Nominate one person as the main contact person between them and RRA
  - Provide RRA with all necessary contact details
  - Advise RRA of any issue that may impact the activities of RRA
  - Provide RRA with any requested information or documentation
  - Notify RRA of any changes to the work scope and provide an updated SWMS as applicable
  - Adhere to RRA's consultation arrangements on site and consult with their workers on health and safety matters that may affect them

# Risk Management

- Requirement to identify potential hazards, assess the risks and implement control measures
- Depending on the scope of work, contractors may be required to either participate in the RRA risk assessment process or complete and submit their own task specific risk assessment
- Risk assessments need to cover as a minimum:
  - Task to be performed
  - Location and environment
  - Plant/equipment to be used
  - Working arrangements
  - Interface with other people and/or activities
- All risk assessments are to be provided to RRA prior to work commencing
- The outcome of any risk assessment is to be communicated to all affected employees and any applicable SWMS/s are to be updated



# Risk Matrix

Consequence		Likelihood			
		Very Likely (1)	Likely (2)	Unlikely (3)	Very Unlikely (4)
A	Catastrophic	1	1	2	3
B	Major	1	2	3	4
C	Moderate	2	3	4	5
D	Minor	3	4	5	6

## Likelihood Scale:

Descriptor	Description	Frequency
Very Likely	Expected to occur in most circumstances	Once per month
Likely	Will probably occur some time	Between once a month and once a year
Unlikely	Could occur some time	Between once a year and once in 10 years
Very Unlikely	May occur in exceptional circumstances	Once in more than 10 years

# Risk Matrix

## Consequence Scale:

Safety	Environmental	Financial Loss	Legal	Operational	Corporate
Kill or Permanent Damage	Major Long-Term Environmental Damage and Effects	AUD \$ > 1M	Major Prosecution and Fines	Major Interruption of Operations	Major Stagnation of Sales
Long Term Injury or Illness	Serious Medium-Term Environmental Damage and Effects	AUD \$ 500 000 - 1M	Significant Breach of Regulation	Significant Interruption of Operations	Significant Stagnation of Sales
Medical Need or Time Off (LTI)	Moderate Short-Term Damage and Effects	AUD \$ 50 000 - 500 000	Moderate Breach of Regulation	Moderate Interruption of Operations	Moderate Stagnation of Sales
First Aid Needed	Minor to No Damage and Effects	AUD \$ < 50 000	Minor to No Legal Issues	Minor to No Interruption of Operations	Minor to No Stagnation of Sales

## Risk Treatment Scale:

Tolerability	Treatment Key	Action required
Unacceptable Risk Level: 1	Immediate Action	Management Board will immediately discuss mitigation actions and options with responsible managers; Actions are promptly implemented by responsible manager
Beware Risk Level: 2-3	Heightened Action	Consultative Committee and responsible manager are aware of risk; Direction, action or decision from the responsible manager is required;
Acceptable Risk Level: 4-6	Business as Usual	Risk is managed by routine procedures and work practices

# Safe Work Method Statements (SWMS)

- Before work commences the contractor must ensure a relevant SWMS is completed and provided to RRA upon request
- SWMSs must be prepared in consultation with workers
- All contractor SWMSs must meet RRA requirements and will be reviewed and audited for compliance
- SWMS are to be revised and re-issued whenever work conditions change, the task changes or following an incident

## Take 5

- Encourages workers to pause before beginning a task and take a few minutes to identify any potential hazard and implement controls
- It is a RRA requirement to complete a Take 5:
  - At the start of shift and before commencing task
  - If the task changes during the shift
  - If conditions change during the task
- Contractors must:
  - Complete at least one Take 5 each work day and have it readily available during the shift for auditing/reviewing
  - Hand completed forms to the RRA Project Safety Officer or Site Manager at the end of shift
- If something changes during a task, STOP and ensure new hazards have not been introduced

# Site Safety Rules

- Applicable site safety rules will be communicated as part of any project/site specific induction
- Prior to commencing any work, contractors must:
  - Contact the respective RRA Site Supervisor and receive the applicable brief/s (Pre-start brief, PO's brief etc)
  - For all High Risk activities, ensure personnel hold a current high risk work license and have it available for inspection at all times
  - Ensure all employees and sub-contractors they engage have appropriate licenses, qualifications and competencies to undertake the work
  - Ensure Onsite Role/s are active
  - Provide copies of relevant documentation to RRA upon request

# Site Access

- Contractors must adhere to the following as a minimum when entering an RRA site:
  - Inform RRA of site entry and exit times
  - Only enter through the designated entry point
  - Sign on prior to commencing work and sign off prior to leaving site
  - Remain within designated work area
  - Not enter a restricted area unless prior authorisation has been given by RRA
  - Park vehicles in designated parking area/s
  - Ensure all vehicles are safe and roadworthy and all loads are safe
  - Only work during designated working hours
  - Obtain permission from RRA prior to any site delivery

# PPE

- Contractors must supply and maintain PPE used by their employees and any sub-contractor engaged by them
- All PPE must comply with the relevant Australian Standard
- The following PPE is mandatory on all RRA project sites:
  - High visibility clothing - long sleeve shirt (sleeves rolled down) and trousers
  - Safety boots
  - Hard hat
  - Eye protection
- The following PPE may be required depending on work being performed:
  - Hearing protection
  - Hand protection
  - Respiratory protection
  - Fall arrest
  - Welding protection
  - Sun protection

# Injuries and Incidents

- Contractors must:
  - Immediately report any incident involving injury, dangerous occurrence, property damage, hazardous condition, near miss, environmental release or community complaint to RRA
  - Investigate or jointly investigate all such incidents
  - Notify the appropriate regulator of all notifiable incidents
  - Comply with all site emergency procedures
  - Provide first aid equipment and trained first aid personnel when RRA personnel are not on site



# Fitness for Work

- All workers on site must:
  - Be free from the influence of drugs that may impair their work performance
  - Have a blood alcohol level of 0.000 BAC
- RRA will conduct mandatory pre-start breath tests as well as random D&A tests. All personnel on site will be subject to random testing
  - Refusal will result in removal from site
- Contractors are responsible for managing the fatigue of their employees and any sub-contractor they engage
  - All fatigue management programs must meet RRA's fatigue management requirements as a minimum
- Apply sunscreen 30+SPF when required
- Maintain fluid levels
  - Contractors are to ensure their employees and any sub-contractor they engage are supplied with an adequate amount of drinking water
- Advise RRA if you are unfit for work

# Permits

- If your work involves the following activities a permit or authority must be supplied to RRA prior to commencing the task:
  - Excavations
  - Confined space entry
  - Working at heights
  - Hot works
  - High voltage work
  - Lifting over critical load
- Contractors must ensure that all persons performing work have read, understand and sign the applicable SWMS and permit
- If an RRA permit does not exist for a particular task then a contractor may utilise their own permit however it must be provided to RRA prior to commencing the task

# Rail Safety Work

- Rail safety work includes:
  - Maintaining, repairing, modifying, monitoring, inspecting or testing rail infrastructure or associated works or equipment, including checking that the rail infrastructure is working properly before being used
  - Installation or maintenance of a telecommunications system relating to rail infrastructure or used in connection with rail infrastructure
  - Work involving certification as to the safety of rail infrastructure
  - Work involving the decommissioning of rail infrastructure or any part or component of rail infrastructure
  - Any other work that is prescribed by the national regulations to be rail safety work
- All persons performing rail safety work must be competent and qualified to perform that work
- Contractors must provide all required certificates, qualifications and evidence of Rail Safety Worker compliance to RRA prior to commencing work

# Lifting Equipment

- Includes chains, slings, shackles, winches and hoists
- The following must be complied with in relation to lifting:
  - Workers to be suitably licensed in dogging and/or rigging
  - All lifting equipment to be of sound construction and suitable for task
  - All lifting gear to be marked with Safe Working Load
  - Working Load Limits must not be exceeded
  - Do not modify lifting equipment
  - Lifting equipment must be secured and stored correctly
  - Lifting equipment must not be exposed to sudden lifts or shock loading
  - Towing slings and chains shall be marked to show they are not suitable for lifting, and lifting and rigging equipment must not be used for towing purposes
  - All lifting equipment must be inspected regularly by a competent person to verify its suitability for use
  - Contractors must maintain a Lifting Equipment Register detailing inspections and supply a copy to RRA upon request

# Hot Work

- Includes grinding, oxy cutting, welding or any other activity that creates a spark or flame
- All hot work performed outside of a designated hot work area requires a Hot Work Permit to be issued
- Contractors are responsible for ensuring the following:
  - Advising RRA that Hot Work is to be undertaken
  - A Hot Work Permit has been issued and is available at the work site
  - All flammable and combustible materials within the work zone are identified, removed or protected
  - All hazards associated with the Hot Work are included on any applicable SWMS
  - Appropriate signs and/or barricades are erected to identify and restrict access to areas where Hot Work is to be performed
  - Suitable fire fighting equipment is available where Hot Work is undertaken
  - A fire watch is in place both during and for a period after the Hot Work has been completed
  - A Hot Box is in place
  - All Hot Work specific PPE is worn
- Hot Work is not permitted during total fire bans unless applicable exemptions have been obtained.

# Welding / Gas Cutting and Compressed Gas Cylinders

- Welding and gas cutting activities must be conducted in accordance with all statutory requirements, relevant Australian Standards and/or Codes of Practice. The contractor must ensure that:
  - All persons carrying out welding are appropriately qualified for the type of welding to be performed
  - All fuel hoses and flash back arrestors comply with statutory requirements
  - Flashback arrestors are fitted to both ends of hoses
  - All welding and cutting equipment is in good condition and inspected prior to use
  - All cutting or welding operations performed in high activity areas are shielded to protect persons in the work area
  - If any cutting or welding is performed inside an enclosed space that all cylinders are stored outside of the space, the flame is ignited outside the space and the space is well ventilated
  - The earth return welding lead is attached to the equipment being welded and is connected as close as possible to the work area
  - All cylinders comply with statutory requirements, relevant Australian Standards and/or Codes of Practice
  - Gas cylinder storage areas are separated from combustible or flammable liquids/materials and/or heat sources by the required distance and are well ventilated
  - Cylinders are secured in an upright position and valves turned off when not in use

# Confined Spaces

- No person is to enter an identified confined space without authorisation from RRA
  - Entering a confined space is defined as having a person's head and upper body within the space
- All confined space entry work must be conducted in accordance with statutory requirements, relevant Australian Standards and/or Codes of Practice
- A Confined Space Entry Permit is required for all confined space entry work. Before a Confined Space Entry Permit is issued, the contractor must provide to RRA evidence of the following:
  - All persons have completed the nationally recognised, accredited training relating to Confined Space
  - A risk assessment has been completed with respect to the confined space and the work to be performed
  - A SWMS is completed for the task
  - All isolations have been identified
  - An emergency and rescue plan is available
  - Adequate communication systems are in place
  - Only low voltage lighting is used within the confined space

# Excavation, Trenching and/or Drilling

- All excavation work must be conducted in accordance with statutory requirements, relevant Australian Standards and/or Codes of Practice
- An Excavation Permit is required for any excavation by mechanical means where breaking of the ground occurs
- Prior to commencing any excavation work the contractor must advise RRA to enable planning of this work. The contractor is responsible for ensuring an Excavation Permit is completed and all necessary searches have been conducted
- When excavating or trenching at a depth of 1.5 metres or more, the sides of any trench must be shored, benched or battered
- A barricade or hoarding must be erected to restrict access to the excavation



# Work at Heights

- Managing the risk of working at heights is critical. Ensure suitable fall protection is in place before you start work where there is a risk of a fall from one level to another
- Safety harnesses must be inspected prior to use. They must be in good condition and within manufacturer's expiry dates. Workers must be trained in working safely at heights and the use of the safety harness before using the equipment
- The contractor must demonstrate to RRA that all risks associated with working at heights have been adequately controlled and all legislative requirements are adhered to. The relevant RRA Work at Heights permit is to be completed and provided to RRA
- The contractor must also protect persons from the hazards associated with falling objects and ensure that objects are not thrown or dropped from heights.

# Scaffolding / Handrails / Openings

- Must comply with all statutory requirements, relevant Australian Standards and/or Codes of Practice. The contractor must ensure the following:
  - Scaffolding is erected, altered and/or dismantled by a licensed scaffolder
  - Constructed to the required rating for the type of work to be performed
  - All tags and/or fixtures are in place to show that it can be used and has been inspected by a licensed person
  - Scaffolding that is incomplete and left unattended must have warning signs or danger tags affixed to prevent it being used
  - Any opening where there is a risk of injury from falling shall be protected by solid barricading that complies with all statutory requirements, relevant Australian Standards and/or Codes of Practice
  - Handrails or platforms must not be removed unless approved by RRA
  - Ropes or chains must not be used as temporary handrails
  - Platforms and stairways must be kept clear at all times
  - Stairways and landings must not be used to store material or equipment

# Elevated Work Platforms and Ladders

- All EWPs bought to site must comply with statutory requirements
- All EWP operators are to be trained in the operation of the equipment and a high risk work license held by those persons operating equipment where the boom length extends 11 metres and over
- The contractor must ensure the following:
  - All persons working in an EWP wear an approved safety harness attached to an appropriate anchor point
  - All persons wear an appropriate hard hat with chin strap
  - No person is permitted to leave the platform while it is elevated, except in an emergency
  - Equipment must only be used on flat solid ground unless fitted with all terrain fixtures
  - A rescue plan is in place in the event of platform failure
  - Delineation is in place around the EWP
- Portable ladders should only to be used as a means to access or egress a work area
- Contractors must ensure that portable ladders:
  - Comply with all statutory requirements
  - Have a load rating of at least 120kg and be manufactured for industrial use
  - Are suitable for the task being performed
  - Are in good condition and inspected prior to use
  - Are secured against movement while a person is working on it
  - Are set up on firm, stable and level ground
  - Are not used for work such as oxy cutting or welding
  - Are not set up above where other people are working

# Vehicles

- Contractors must ensure that drivers of vehicles hold the appropriate license for the class of vehicle they are driving and provide evidence of licensing to RRA if requested
- Vehicles requiring frequent site access must be fitted with an orange strobe light which must be in operation whilst the vehicle is on site. Where vehicles are not fitted with an orange strobe light, the vehicle's hazard lights must be activated
- Vehicles must be registered and evidence of current motor vehicle insurance must be provided to RRA upon request
- All vehicle drivers must comply with the site traffic rules including speed limits and direction of traffic flow

# Mobile Plant and Equipment

- Contractors must ensure the following:
  - Powered mobile plant and equipment complies with statutory requirements, relevant Australian Standards and/or Codes of Practice
  - Only plant and equipment that is in a serviceable condition and meets RRA's/Client requirements is used
  - Plant Risk Assessments are completed and a copy supplied to RRA prior to use on site
  - All persons operating mobile plant and equipment hold the appropriate license, certificate of competency or have undertaken the required training. Copies of these documents must be provided to RRA upon request
  - If plant or equipment is required to be registered, a copy of the registration is kept with the item of plant or equipment
  - All plant and equipment is secure when the work area is unattended and unauthorised operation is prevented
  - Provide evidence of inspections
  - Any faulty plant and/or equipment shall be reported immediately and taken out of service until repaired or cleared for use by a repairer who is authorised by the manufacturer
  - A Plant Acceptance Inspection is performed on all plant prior to use on site and a copy of the inspection form provided to RRA

# Cranes

- Operators must be suitably licensed
- When operating or working near cranes:
  - Never walk, stand or work under suspended loads
  - Ensure operators can see load charts
  - Ensure lifting hooks have safety latches and are in a safe working condition
  - Do not weld, grind, heat or repair lifting hooks or chains
  - Use tag lines when manoeuvring large or awkward loads
  - Do not exceed the rate of capacity on any plant
  - Vehicle mounted crane operators, when folding away the crane, must position themselves to the opposite side of the vehicle
  - Ensure lift plans are available for all critical lifts

# Electrical Safety

- All electrical work must be performed by an appropriately licensed person
- Electrical circuits must be isolated and work on 'live' circuits is not permitted unless a risk assessment has been conducted, a SWMS developed and all work has been approved by RRA
- Any work conducted on high voltage equipment (>1000V AC or >1500V DC) requires a High Voltage Access Permit to be submitted and can only be performed by persons who have successfully completed training in high voltage electrical work
- Certificates of Electrical Compliance must be submitted by the contractor at the completion of all electrical work
- The contractor must ensure the following:
  - All electrical tools and equipment are protected by an ELCB and tested and tagged in accordance with statutory requirements
  - All tools and equipment are safe and suitable for the work being performed
  - Only intrinsically safe equipment is used in any circumstance where flammable gases, vapours or particulate matter may be found
  - Electrical leads are not located across walkways, roads or other access ways unless they are mechanically protected
  - Double adaptors and piggyback plugs are not used
  - A register is maintained detailing all electrical tools and equipment onsite and a copy provided to RRA

# Hazardous Chemicals / Dangerous Goods

- Contractors must
  - Obtain approval from RRA prior to bringing any hazardous substance / dangerous good onto site
  - Ensure compliance with statutory requirements regarding the use, transport, storage, handling and disposal of all hazardous chemicals brought onto site
  - Provide RRA with a copy of the current SDS (Safety Data Sheet) for each Hazardous Substance
  - Maintain a Register of Hazardous Substances, retain on site and provide a copy to RRA
  - Incorporate the use, handling, storage or disposal requirements into the relevant SWMS
  - Ensure any material which is in a liquid form is stored in a bunded pallet away from drains or water ways
  - Always follow the manufacturer's instructions, and correctly label all chemicals used, handled or stored at the workplace
  - Correctly label all decanted chemicals
  - Not use food containers to store chemicals
  - Ensure Personal Protective Equipment (PPE) such as long sleeves, long pants, welding gloves and eye protection is worn as a minimum
  - Ensure appropriate spill kits are available on site and that all personnel have received relevant training.
  - RRA may reject any SDS which does not provide adequate information to make an assessment of the health or safety risk of the substance
- The storage of bulk quantities of hazardous chemicals must be approved by RRA
- In the event of a hazardous chemical incident RRA is to be notified immediately



# Asbestos

- Asbestos or asbestos containing materials (ACM) may be present at sites managed and/or controlled by RRA. The RRA Contract Controller will advise of the presence of any such materials that may impact the contractor's work
- Any asbestos work must only be undertaken by licensed and authorised personnel and must be carried out in compliance with statutory requirements
- The contractor is responsible for notifying the relevant regulatory authority of any asbestos removal work and ensuring all regulatory/legislative requirements are met
- Workplace monitoring is required for all asbestos removal work
- If any unexpected asbestos or ACM is found or suspected, work must cease immediately and RRA must be notified

# Explosives

- Explosives, with the exception of explosive power tools, must not be brought onto any site without authorisation from RRA
- The contractor must hold all appropriate licenses for the use, transport and storage of explosives
- Explosives are not to be stored overnight on any RRA managed/controlled site that is not manned

# Fire Prevention

- Contractors are responsible for ensuring the following:
  - Fire protection equipment is located at nominated points on all RRA managed/controlled work sites
  - Notifying RRA immediately following the use of any fire fighting equipment
  - Ensuring fire fighting equipment is available within their work area
  - Ensuring fire prevention is considered when developing work methods and during the selection of tools and equipment
  - Ensuring all flammable substances are stored as per requirements
  - Maintaining good housekeeping and maintenance practices to prevent the accumulation of fuel or generation of ignition sources
  - Ensuring Hot Works are carried out as per RRA requirements
  - Ensuring all vehicles, plant and equipment brought to site is equipped with appropriate fire extinguisher/fire fighting equipment
  - All fire fighting equipment is inspected in accordance with statutory requirements

# Emergency Response

- In an emergency:
  - Dial 000 from any landline or 112 from a mobile phone to contact Emergency Services
  - Alert your immediate Supervisor, using a two-way radio or mobile phone
  - Once contact is made with Emergency Services provide:
    - Your name
    - Your location
    - The nature of the emergency and the emergency services that you require
  - **Remember:** stay in contact with Emergency Services until told to hang up by the Emergency Services Operator
  - Your Supervisor will implement an appropriate emergency response in accordance with the site Emergency Response Plan
  - You will learn more about the emergency event notification requirements at the site specific induction for each project

# Personal Electronic Devices

- The use of IPODs, MP3 players or mobile phones used as music or games consoles/players or any other such device are not permitted to be used within any nominated RRA work site.

# Environmental

- Noise
  - The contractor is responsible for ensuring all work activities under their control is carried out in compliance with the site noise requirements including hours of operation
  - All equipment bought to site must have its noise emission level identified and must not exceed any nominated noise level for the site
  - Any equipment with noise emissions that exceed 85 dBA (Leq) 8-hour must be identified as a noise hazard. All persons operating or working in proximity to the equipment must wear approved hearing protection if the noise level cannot be reduced by a more suitable control.
  - RRA must be advised of all equipment that is onsite that exceeds 85 dBA.
- Flora, Fauna and Heritage
  - Contractors must be sensitive to flora, fauna and heritage issues applicable to the respective work site. Permission must be given by RRA prior to any clearing, removal, and pruning of any vegetation or the modification to any build structure
  - Any damage to heritage structures, flora or injury to fauna must be reported immediately to RRA. Any work that could result in further damage must be suspended until the situation is rectified
  - Contractors must adhere to all requirements detailed in the project/site specific Environmental Management Plan
- Soil Conservation
  - Contractors must ensure that any work that involves earthworks is conducted with appropriate sediment and erosion controls in place

# Environmental (cont)

- Air Pollution
  - Contractors must ensure the following:
    - Nothing is released to the atmosphere that is potentially harmful, involves nuisance odours or presents any other risk or concern to the site and/or the surrounding community
    - Emissions are managed taking into account weather conditions and any potential impact to the surrounding community
    - Plant and equipment is maintained and operated in a manner that reduces the potential for unacceptable emissions
    - Notifying RRA of any release that has the potential to impact the welfare of workers or create a nuisance to the surrounding community
- Water Quality
  - Contractors must ensure the following:
    - Any activity that may adversely affect water quality in storm water drains, nearby waterways or any underground watercourse is not undertaken
    - Any activity that may result in the capacity of pollution control plants, septic tanks, oil water separators or chemical treatment plants being exceeded is not to be undertaken
    - Notifying RRA of any release that has the potential to impact water quality

## Environmental (cont)

- Contaminated Land
  - A contractor's activities must not result in the contamination of land
    - Contamination can occur through the discharge of chemicals to soil or water or through the importing of contaminated fill
  - Approval must be obtained from RRA prior to importing any material. All fill must be certified as clean and a copy of the certificate is to be provided to RRA
- Waste
  - Contractors are responsible for:
    - Identifying and classifying waste material for their work area
    - Ensuring all waste material is removed from site and disposed of legally
    - Reporting any release as an incident to RRA



# Contractor Induction Acknowledgement Form

- Complete and return to RRA

# RHOMBERG RAIL AUSTRALIA

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