

Pacific National Demolition Works at Enfield DELEC

Construction Environmental Management Plan (for Stage 1C Enabling Works)

October 2008

Abbreviations

AST	Aboveground Storage Tank
CEMP	Construction Environment Management Plan
CEMPF	Construction Environment Management Plan Framework
DECC	Department of Environment and Climate Change
DELEC	Diesel Electric Locomotive Engine Centre
DoP	Department of Planning
EMP	Environmental Management Plan
EMR	Environmental Management Representative
HIRAC	Hazard Identification, Risk Assessment and Control
ILC	Intermodal Logistics Centre
NOHSC	National Occupational Health and Safety Commission
OWLB	Old Wheel Lathe Building
PN	Pacific National
PPE	Personal Protective Equipment
SPC	Sydney Ports Corporation

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Document History and Status

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Revision: D

Introduction

This Construction Environmental Management Plan is for the Demolition Works of specific structures in the Locomotive Maintenance Facility at Enfield known as Enfield DELEC by Pacific National. This CEMP has been prepared in accordance with the requirements set out in the Construction Environmental Management Plan Framework document (Revision 7) prepared by Sydney Ports Corporation for the Intermodal Logistics Centre at Enfield.

This CEMP satisfies Conditions 6.2 and 6.3 of the instrument of approval issued by the Minister for Planning for Project Approval No: 05_0147.

1 Scope of Proposed Works

The scope of the proposed works relates to the demolition of three buildings in the wheel lathe lease area and the removal of asbestos cladding from the Old Wheel Lathe Building. All works will be completed in accordance with the Pacific National Site Safety Health and Environmental Management System. The Site Safety Health and Environment Management System covers the following plans and protocols: -

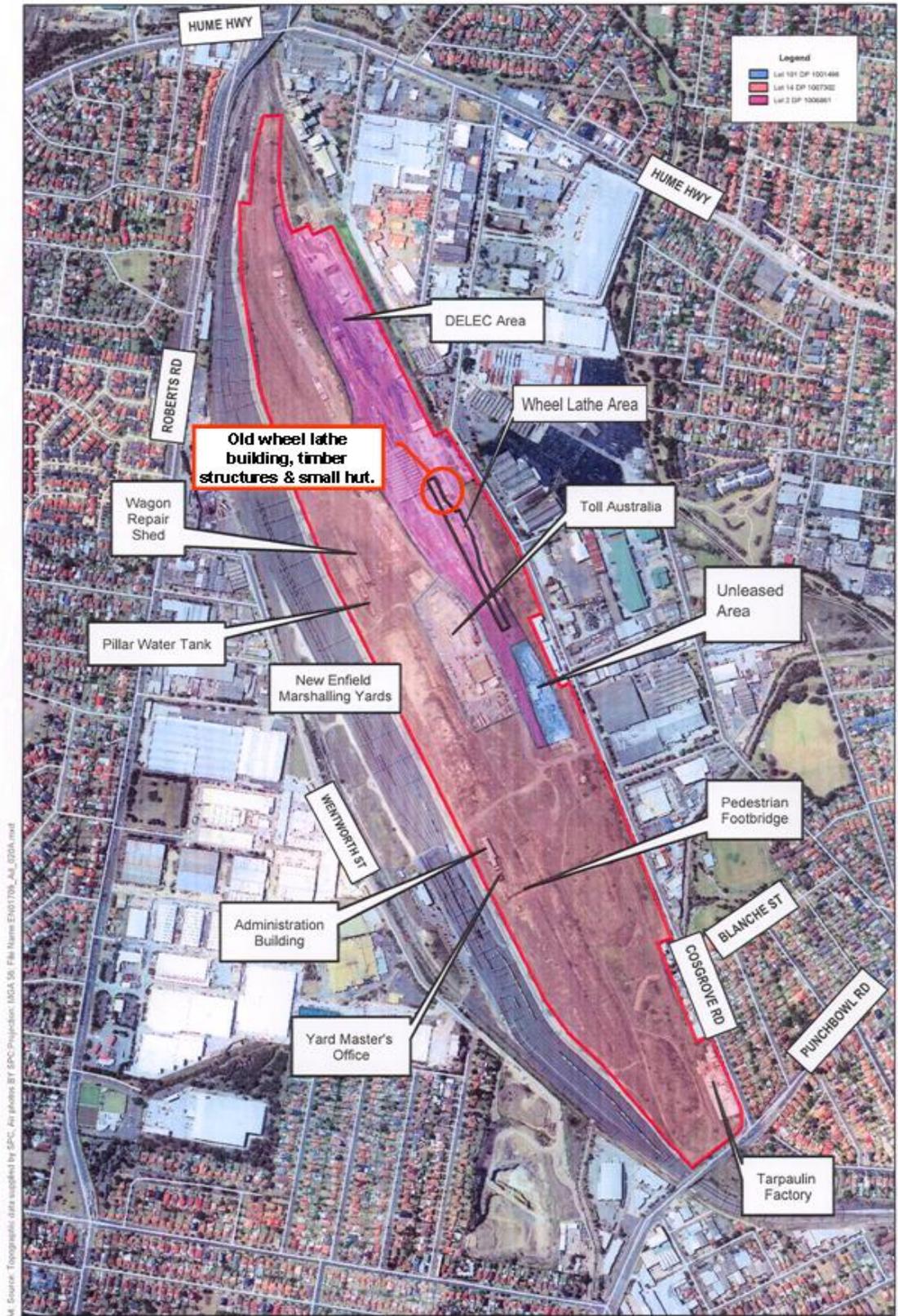
- ✓ Air Quality Management
- ✓ Certification of Workers
- ✓ Complaint Management
- ✓ Contaminated Land Management
- ✓ Contractor Safety Management
- ✓ Environmental Management
- ✓ First Aid Management
- ✓ Flora & Fauna Management
- ✓ Greenhouse Gas Management
- ✓ Hazardous Substances and Dangerous Goods
- ✓ Hazardous Work Management
- ✓ Health Management
- ✓ Heritage Management
- ✓ Interface Coordination Plans
- ✓ Manual Handling
- ✓ Noise Management
- ✓ Personal Protective & Safety Equipment Management
- ✓ Plant Safety Management
- ✓ SHE Committee Structure & Responsibilities
- ✓ Traffic Management
- ✓ Waste Management

Enfield DELEC is the site of the former Enfield locomotive maintenance facility located off Cosgrove Road, Strathfield South which is now part of the SPC ILC site, identified as Part Lot, 2 DP1006861. The site labelled as "DELEC Area" is shown in Figure 1 below.

This CEMP relates specifically to the following works undertaken by Pacific National: -

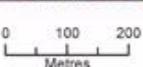
- i. The demolition of three buildings (Building 28) adjacent to the Old Wheel Lathe Building. The three buildings comprise 2 timber structures and a small hut known as the Old Foreman's Hut.
- ii. Removal of asbestos cladding from the Old Wheel Lathe Building.

Figure 1 - Location of Enfield DELEC Demolition works



All Source: Topographic data supplied by SPC. Air photos BY SPC Projection: MGA 56. File Name: ENF01709_A4_020A.mxd



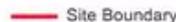
 Site Boundary

Figure 1
 Location of Decommissioning and Demolition Works at Enfield DELEC (for Stage 1C Enabling Works)

1.1 Demolition Methods

All asbestos removal works will be completed first and will comply with Division 4 and Part 8.7 of the Occupational Health and Safety Regulation 2001 and the National Occupational Health and Safety Commission Code of Practice for the Safe Removal of Asbestos (April 2005). These works will be completed by manual labour and hand dismantling comprising techniques that will not create airborne dust.

Demolition of Building 28 will be completed by dismantling the structures in sections. Firstly the roof, followed by walls and finally the flooring and above ground footings. The waste materials will be placed into waste bins and removed offsite. The demolition works will be carried out using a mini excavator and manual labour.

The number of road vehicles utilised for these works will be limited to small to medium sized truck movements for delivery and removal of waste bins and mobile equipment. Vehicle movements should not exceed 66 movements in total.



Photo 1 – Building 28 Showing (from left to right) part of the Old Wheel Lathe Building, First Timber Structure, Demountable Amenities Building, Second Timber Structure and Old Foreman’s Hut.



Photo 2 – Building 28 Showing the Old Foreman’s Hut.



Photo 3 – Building 28 Showing the two Timber Structures.

1.2 Statutory Requirements and Consultation

The Statutory requirements for this CEMP will be in accordance with the Construction Environmental Management Plan Framework for the Sydney Ports Intermodal Logistics Centre at Enfield (Rev. 7). All demolition works associated with asbestos removal and disposal will be in accordance with Division 4 and Part 8.7 of the Occupational Health and Safety Regulation (OHS) 2001 and the National Occupational Health and Safety Commission Code of Practice for the Safe Removal of Asbestos (April 2005).

SPC has undertaken consultation with DECC during 2008, particularly in relation to the Green and Golden Bell Frog. In this regards, a Frog Protection Plan has been prepared by SPC and is discussed in Section 6 Construction Environmental Management Safeguards.

1.3 Training Requirements

Pacific National will induct all new Contractors to the Site prior to commencement of work. The induction will cover safety and environmental awareness. The inducted Contractor will be responsible for implementing environmental training of its staff and sub-contractors. The induction includes the following topics:

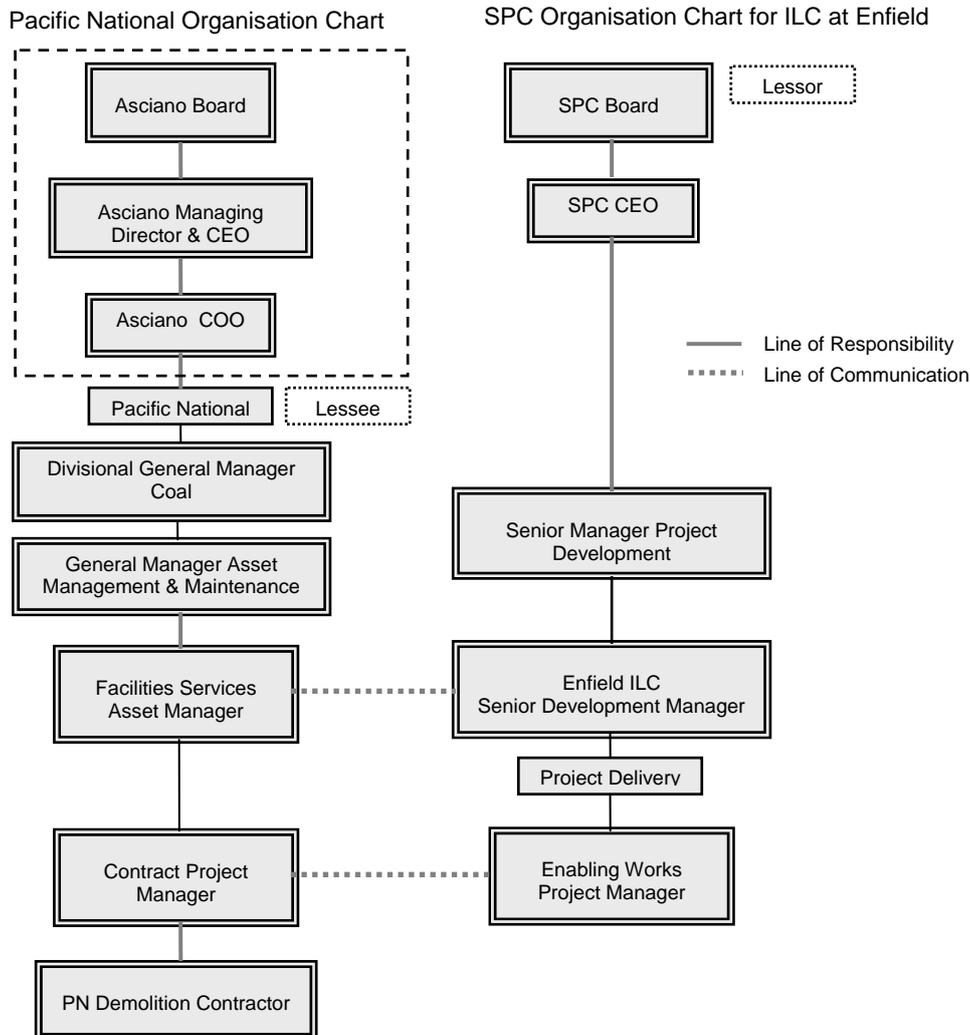
- An overview of Enfield DELEC and its relationship with the SPC ILC development.
- Site safety
- Site emergency evacuation process including exit and assembly points
- Responsibilities of staff and contractors to report environmental harm / incidents
- Responsibilities of staff and contractors to minimise the environmental impact e.g. noise (limit the use of sirens and horns), the control of site runoff and discharges from the site, dust control.

Induction and training will include “toolbox” training if required. The responsibility for Environmental Training will rest with whoever has control of the site. Records of induction and training including the topic of the training carried out, dates, names, trainer details and the attendees written acknowledgment of understanding and agreement to comply with its requirements will be kept on a database. All workers and personnel on site will be required to undertake induction training which will cover environmental management at the site, the relevant CEMPs and compliance with planning and environmental approvals. It will be the Contractor’s responsibility to identify and report on other specific training requirements.

1.4 Environmental Management Structure and Responsibility

PN leases the Enfield DELEC site from SPC. It is a requirement of the lease termination that PN carry out the works described in section 1 above. Figure 2 outlines the SPC ILC at Enfield Project and PN organisational structures and shows the individual organisational lines of responsibilities and lines of communication between the SPC ILC at Enfield Project and PN.

Figure 2: Pacific National Organisational Chart and Relationship with SPC Organisation Chart for ILC at Enfield



The responsibilities and authority of key PN personnel is as follows:

Role	Responsibilities
Facilities Services Asset Manager	<ul style="list-style-type: none"> Provides leadership and project direction. Liaison with SPC Reports to PN Executive.
Contract Project Manager	<ul style="list-style-type: none"> Responsible for delivery of the works. Ensures that the CEMP for the works is implemented and maintained. Coordinates environmental management activities and ensures environmental compliance for the works. Manages PN Demolition Contractor

Table 1: PN roles and responsibilities.

1.5 Emergency Contact and Response

All Pacific National Contractors will be required to provide an emergency contact person who will be available 24 hours a day, 7 days a week to prevent, prepare for, respond to and recover from incidents. This person has the authority to stop or direct works. Procedures to be followed in the event of an environmental emergency will be supplied in the Contractors Emergency Response Procedures. These will address:

- ✓ response personnel responsibilities;
- ✓ contact details for emergency services;
- ✓ the locations of on-site information on hazardous materials including Material Safety Data Sheets and spill containment materials;
- ✓ steps to follow to minimise damage and control and environmental emergency;
- ✓ instructions and contact details for notifying DECC and Strathfield Municipal Council.

Any environmental incidents that occur during construction activities will be recorded by the contractor in a logbook detailing the event, time and location and action to rectify. The contractor's incident logbook must be available to PN upon request. PN must be notified of any significant environmental incident. PN will notify SPC of any incidents as soon as possible after the occurrence of the incident in accordance with SPC's CEMP Framework.

The Site Contact for Pacific National is the Enfield Yard Superintendent Dani Gentle who is contactable anytime on mobile 0427 123 203. The alternative 24 hour PN telephone number for major incidents in the Enfield area is 8745 4317.

2 Environmental Objectives

The SPC CEMPF for the ILC at Enfield details the environmental objectives / performance criteria for SPC's ILC at Enfield project. The reader is therefore referred to the SPC CEMPF for the ILC at Enfield for further information. This CEMP provides a plan to manage, prevent or mitigate the environmental impacts associated with tenant lease works undertaken by Pacific National.

3 Final Physical Character and External Appearance

The scope of the proposed works is to decommission, dismantle and remove the existing structures listed in section 1 above to existing ground level. The surrounding area will be left free of debris.

4 Construction Issues

The demolition works will be completed by licensed contractors in accordance with Pacific National's Safety Health & Environment Management System Contractor Safety Management Standard A005-R02 and site operational procedures. This includes: -

- Pacific National's Contractor Safety Management Handbook Compliance
- Site Specific Requirements
- Emergency Procedures
- Safe Work Method Statement
- Risk Assessments
- Licenses and Insurances

4.1 Demolition Program

The works will be completed as individual work packages. The total program will take approximately 4 weeks with the duration of individual work packages as follows:

- about 2 weeks for demolition of the three buildings (Building 28), and
- about 4 weeks for removal of asbestos cladding from the Old Wheel Lathe Building upon approval of this CEMP. Work is expected to commence during October 2008.

4.2 Removal of Hazardous Substances

From preliminary investigations it has been determined that the Foreman's Hut and part of one of the timber structures contains hazardous substances such as asbestos. Refer to the Hazardous Materials Survey Report, September 2007. The hazardous substances will be removed first by a licensed contractor. The asbestos will be disposed of in accordance with DECC guidelines.

4.3 Security

During the proposed demolition works, the site will be enclosed with existing boundary fencing. Pacific National will provide appropriate signage around the perimeter of the site warning of the dangers that may be present and to deter unauthorised access.

4.4 Traffic management

DELEC was downsized to non-operational usage from the 3 August 2008, with only the Old Wheel Lathe Building and New Wheel Lathe Building utilised for wheel turning and minor maintenance activities. Site traffic will be managed in accordance with the Traffic Management Protocol appended to this CEMP.

4.5 Excavation and earthworks on the site

No earthworks or excavations will be required as part of the demolition works.

4.6 Heritage

The proposed works will not impact nominated heritage structures.

Table 3.1 in section 3.4 of the Construction Environmental Management Plan Framework for the Sydney Ports Intermodal Logistics Centre at Enfield (21 July 2008 Rev. 5) states that "there are no heritage items at the DELEC site". Heritage items located elsewhere in the Enfield site will not be affected by the PN's demolition works. The demolition contractor will only be given access to the DELEC service area subject to demolition and the heritage items on the Enfield site are located a minimum of 200m away from the DELEC site. It is also noted that DoP in letter to SPC dated 25 July 08 indicated that the Department agrees with SPC's request to commence demolition works at the DELEC site prior to the completion of the Heritage Interpretation Plan & Strategy (required under condition 6.3c) on the basis that there is no heritage significance at the DELEC site and the distance between the demolition works and the heritage items to be retained.

4.7 Waste disposal

Pacific National will comply with the NSW Government's *Waste Recycling and Processing Corporation Act 2001* and the *Waste Avoidance and Resource Recovery Act 2001*. Any wastes generated by the demolition work will be disposed of in accordance with all relevant statutory requirements as outlined in SPC's CEMPF.

4.8 Construction compound (including storage of materials, onsite amenities, storage of plant and equipment)

The contractors engaged by Pacific National for the demolition works will utilise existing onsite amenities. Any demolished materials will be temporarily stored in existing designated areas and compounds.

5 Hours of Work

Working hours will be in accordance with SPC's CEMPF:

- Construction hours will be limited to the following hours:
 - ✓ between 7:00 am to 6:00 pm Monday to Friday, inclusive;
 - ✓ between 8:00 am to 1:00 pm on Saturdays
- Work will not be permitted on Sundays and public holidays.

6 Construction Environmental Management Safeguards

The proposed demolition works will be completed in accordance with requirements of SPC's CEMPF and Pacific National's site environmental management plan.

6.1 Construction Areas

Pacific Nationals contractors will abide by existing site operational procedures.

6.2 Plant and Equipment

- Construction equipment will be maintained to meet DECC air and noise requirements.
- All internal combustion engines will be maintained and in proper working order to ensure air and noise emissions were minimised.
- No vehicle/plant maintenance will be permitted outside the work area except in emergencies.
- Mufflers will be fitted to all construction plant and equipment to meet DECC air and noise requirements.
- All plant/equipment will be inspected daily to avoid leakage of fuel, oil or hydraulic fluid to the worksite. All machinery will be secured against vandalism outside working hours.

6.3 Waste Management

- Waste management practices for the proposed works will follow the requirements outlined in SPC's CEMPF and PN's Waste Management Policy (attached in Appendix A)
- Excavation &/or disturbance below existing ground level will not be undertaken.
- No burning or burying of wastes will be permitted on site.
- All non-recyclable waste will be disposed of at DECC licensed facilities.
- Any contaminated material will be classified first and then disposed of in accordance with DECC requirements at a DECC licensed waste facility.

6.4 Erosion and Sediment Control

The demolition works will abide by requirements setout in SPC's CEMPF and PN's Water Quality Management Policy (attached in Appendix A) for the control of temporary erosion, sedimentation and drainage controls.

No excavation will be undertaken and therefore no soil erosion is expected. Temporary sediment controls will nevertheless be installed in any stormwater pits identified in the vicinity of the demolition works. Sediment controls will be inspected on a regular basis during demolition and maintained as required.

6.5 Vibration and Noise

It is recognised that the proposed works are well within the DELEC Yards. Vibrations and Noise caused by the proposed demolition works are considered negligible. A Noise Management Plan is appended to this CEMP.

6.6 Air Quality

During asbestos removal, air-monitoring will be undertaken in accordance with the Code of Practice for the Safe Removal of Asbestos (NOHSC, April 2005) and the OHS Regulation 2001. Other air quality controls will include:

- Best management practices will be implemented for minimising off-site dust impacts from the project.
- Loose materials transported in trucks travelling on public roads will be covered.
- Tailgates of all vehicles transporting materials on public roads will be securely fixed.
- Construction work will be regularly monitored and hand held water sprays will be used to suppress dust as required.

A Dust Management Protocol is appended to this CEMP.

7 Site clean up and Landscaping

The site will be cleaned and left free of debris and surface obstructions. The ground surface will be graded to provide adequate cross fall for surface drainage.

Reference is also made to DoP letter to SPC dated 25 July 08 which indicates that the Department agrees with SPC's request to commence demolition works at the DELEC site prior to the completion of the Landscape and Ecological Management Plan (required under condition 6.3d) on the basis that landscaping works are not required on site during site preparation works. The ecological area, proposed as a Frog Conservation area and located more than 1000m from the demolition works, will be subject to a separate management plan under condition 6.3d)iv. Frog protection measures during demolition are discussed in Section 8.

8 Frog Protection Measures

The requirements of the Frog Protection Plan (Biosphere, September 2008) (attached in Appendix B) will be implemented for the demolition works.

In accordance with the Frog Protection Plan a site inspection of the demolition working area will be undertaken by the SPC's consulting herpetologist prior to the demolition works. Demolition works will only be undertaken once the area has been cleared by SPC's herpetologist.

9 Community Consultation

Community consultation and management will be handled in accordance with the requirements in SPC's CEMPF.

Given the small scale of these works compared to surrounding commercial, industrial and unrelated nearby construction activities it is not proposed to notify residents. Between the nearest residents and the Enfield DELEC site there is busy Cosgrove Road that provides access to nearby commercial premises and a large industrial area. The large industrial area is directly opposite the Enfield DELEC site on Cosgrove Road. There is also construction work in progress (not connected with the Enfield DELEC site) within the industrial area. The closest residences are in Gregory Street, Therry St and McEnroe Street, Strathfield South (adjacent to Cooks River Reserve) which are approximately 0.5 km away from the work area within Enfield DELEC. It would be difficult to distinguish activities related to the works concerned with this CEMP from normal daytime activities in the general area.

- Procedures for monitoring complaints and taking appropriate actions will be implemented in accordance with Pacific National Complaint Management Standard A003.4-R01. A complaints register will be maintained and Pacific National will provide SPC written reports detailing all Project Inquiries and Complaints. All complaints

received will record date, time, complaint details and action initiated to alleviate the problem.

- For all Project Inquiries and Complaints, signage has been displayed on the Enfield site with SPC's 24 hour complaints contact number (1800 059 233), a postal address and an email address.

SPC contact details for the public to make enquiries or lodge complaints about the project are:

- Telephone: 02 9296 4999 (SPC switchboard) or 1800 059 233
- Fax: 02 9296 4742
- Postal: PO Box 25, Millers Point, NSW 2000
- Email: ilcenfield.project@sydneyports.com.au.

10 References

1. SPC Construction Environmental Management Plan Framework Intermodal Logistics Centre at Enfield, 21 July 2008, Revision 5
2. Pacific National's Safety Health & Environment Management System Contractor Safety Management Standard A005-R02
3. Pacific National Complaint Management Standard A003.4-R01.
4. NSW Government's Waste Recycling and Processing Corporation Act 2001
5. NSW Government's Waste Avoidance and Resource Recovery Act 2001.
6. Hazardous Materials Survey Report for Sydney Ports Corporation, Enfield Site – Cosgrove Road, Enfield N.S.W., September 2007 prepared by Noel Arnold & Associates.
7. Pacific National's completed Hazard Identification, Risk Assessment and Control (HIRAC) Form for Decommissioning and Demolition works at Enfield DELEC, August 2008.

Appendix A – Site Specific Protocols and Plans

- ✓ Environmental Management Policy
- ✓ Noise Management Protocol
- ✓ Dust Management Protocol
- ✓ Traffic Management Plan
- ✓ Flora and Fauna Management Policy
- ✓ Water Quality Management Policy
- ✓ Waste Management Policy

Environmental Management

Pacific National's Environmental Management Policy outlines the various objectives and methods to enable Pacific National to identify and address its legal environmental obligations, its corporate responsibilities, and to assist in creating and meeting targets as expected and befitting of a major organisation and industry leader.

Environmental legislation is varied across Pacific National's broad area of operations with state, territorial and federal requirements. Pacific National seeks to adopt uniform best practices, to assist in eliminating or reducing the risk of non-compliance. Adoption of best practices will also help in the protection of employee and public health and safety, the environment, and assist in maintaining customer and community confidence for Pacific National's continued operations.

Expectation is placed upon today's industry by government, environmental regulators, the wider community and industry itself, to improve environmental performance. This includes:

- the sustainable use of available natural resources;
- adopting corporate social responsibility standards; and
- adopting triple bottom line expectations.

Pacific National will manage its environmental impact by systematically identifying environmental hazards and processes, the risks they present and then establishing methods to control or eliminate them.

Pacific National is well placed to accept today's environmental challenges and expectations - by using the tools, methods and systems that have already been established - to achieve the environmentally related goals and objectives that it sets for itself.

Would you like to know more about Pacific National's Environmental Management Standard Procedure?

Standard | Environmental Management Standard

Refer to:

- the Employee User Guide for a simple and quick reference to Environmental Management; and
- the Supervisors' and Managers' Guide for a concise statement of Supervisors' and Managers' key responsibilities concerning Environmental Management.

**NOISE MANAGEMENT PLAN –
Demolition Works at Enfield DELEC
(for Stage 1C Enabling Works)**

Abbreviations

CEMP	Construction Environment Management Plan
CEMPF	Construction Environment Management Plan Framework
DELEC	Diesel Electric Locomotive Engine Centre
EIS	Environmental Impact Statement
ENCM	Environmental Noise Control Manual
ILC	Intermodal Logistics Centre
NMP	Noise Management Plan
NSW EPA	New South Wales Environment Protection Authority
SPC	Sydney Ports Corporation

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Document History and Status

Company: Pacific National
Document Name: Noise Management Plan – Demolition Works at Enfield DELEC
Document Number: ENVM-ENF-03
Revision: C

1 Introduction

Enfield DELEC is located off Cosgrove Road, Strathfield South and is the site of the former Enfield locomotive maintenance facility. The facility is closed except for wheel turning and minor locomotive maintenance activities (Wheel Lathe Facility) that will continue to operate within an existing area leased from SPC at the south end of the Enfield DELEC site.

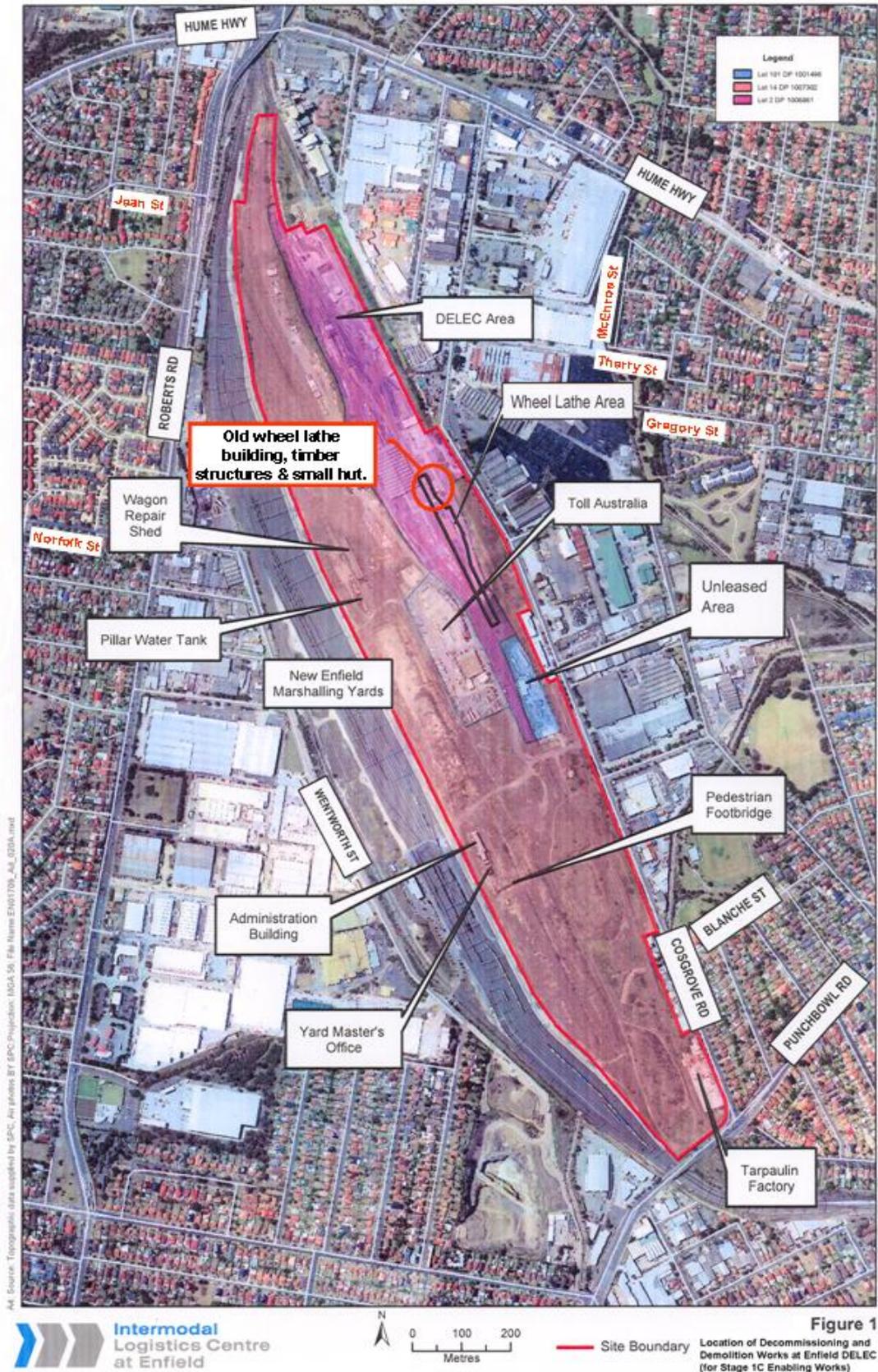
The Enfield DELEC site forms part of the Sydney Ports Corporation Intermodal Logistics Centre at Enfield and is to be demolished for the new development.

Demolition works within the closed Enfield DELEC site are to be carried out as part of the stage 1 construction works for the SPC ILC development. Identified as Stage 1C Enabling Works in the CEMPF these works includes:

- i. The demolition of three buildings (Building 28) adjacent to the Old Wheel Lathe Building. The three buildings comprise 2 timber structures and a small hut known as the Old Foreman's Hut.
- ii. Removal of asbestos cladding from the Old Wheel Lathe Building.

The aim of this Noise Management Plan (NMP) is to identify potential noisy activities during demolition works and to develop appropriate management and contingency strategies.

Figure 1 - Location of Enfield DELEC Demolition



2 Pacific National Noise Management Policy

Pacific National is committed to minimising all environmental and occupational health and safety risks arising from noise emissions through its operations.

Noise management requires addressing both workplace and environmental noise emissions.

Noise Management concerns Pacific National developing and maintaining systems to ensure that the levels of noise:

- in areas in which employees or contractors work or visitors may be present (**Workplace Noise**); and
- in any areas where the noise arises from Pacific National's operations (**Environmental Noise**)

comply with applicable legislation.

Pacific National's noise management policy seeks to protect employees, contractors and visitors to Pacific National workplaces and the general public from excessive noise emissions.

1.2 Key features of Pacific National's noise management policy

The key features of Pacific National's noise management policy include:

- the development of appropriate noise specifications;
- assessing noise emissions;
- controlling noise emissions;
- providing hearing protection where necessary;
- training employees in noise management; and
- monitoring and reviewing noise risk assessments regularly.

2.2 Specific Principles

Specific principles undertaken by Pacific National for the demolition works at Enfield with respect to noise management include:

- Development of a noise management strategy which minimise impacts, i.e. amenity of nearest sensitive receivers is maintained.
- Ensuring compliance with all relevant legislation and authority's requirements.

Workplace noise will be managed according to Pacific National's Workplace Noise Management Generic Procedure.

2.3 Environmental Noise Management

Pacific National proposes to implement environmental noise management parameters for demolition works at Enfield in the following ways:

- Ensuring that contractors operate in accordance with the aims of this NMP.
- Undertaking induction programmes for all personnel involved in the works.
- Displaying a contact phone number for the general public.
- Responsive management of the site activities in response to community complaint.
- Provide feedback to the source of the complaint as to what is being done in response.

3 Construction Noise Criteria

The NSW Environmental Noise Control Manual (ENCM, Environmental Protection Authority 1994) is used to assess noise generated during the construction phase. Chapter 171 of the ENCM states the following:

3.1 Level Restrictions

- i) *Construction period of 4 weeks and under.*
The L_{10} level measured over a period of not less than 15 minutes when the construction site is in operation must not exceed the background level by **more than 20 dB(A)**.
- ii) *Construction period greater than 4 weeks and not exceeding 26 weeks*
The L_{10} level measured over a period of not less than 15 minutes when the construction site is in operation must not exceed the background level by **more than 10 dB(A)**.
- iii) *Construction period greater than 26 weeks.*
The L_{10} level measured over a period of not less than 15 minutes when the construction site is in operation must not exceed the background level by **more than 5 dB(A)**.

The total program will comprise no more than 4 weeks duration and therefore level restriction i) applies to the demolition works. Expected duration of the individual work packages are as follows:

- about 2 weeks for demolition of the three buildings (Building 28), and
- about 4 weeks for removal of asbestos cladding from the Old Wheel Lathe Building.

3.2 Time Restrictions

Construction work hours for demolition works is restricted to 7am to 6pm Monday to Friday inclusive and 8am to 1pm Saturday. No works will take place on Sunday and Public Holidays.

These times comply with the ENCM guidelines.

4 Noise Level Goals

The noise impact assessment conducted for the EIS associated with the SPC ILC development identified assessed noise impacts on nearby residences. Figure 1 shows the location of the nearby residences and Table 1 below presents the measured existing L_{90} background daytime noise levels at monitoring locations in the vicinity of these residences. Only those residences closest to the demolition works at Enfield DELEC have been listed.

Table 1 - Measured Existing Background (L_{90}) Noise Level, dB(A)

Noise Monitoring Location		L_{90} background noise levels
		Day (7am – 6pm)
M2	42 Norfolk Street	48
M4	124B Dean Street	44

Note: 1. Day is defined as 7am to 6 pm, Monday to Saturday; 8.00am to 6.00pm, Sundays & Public Holidays

Residences in Gregory Street, Therry Street and McEnroe Street, Strathfield South (adjacent to Cooks River Reserve) are represented as the eastern end of Gregory Street, Strathfield South assessment location. These residences are east of and approximately 450 metres away from the work area. The next nearest residences to the work area are those in Ivy Street on the west side at a distance of approximately 700 metres. The nearest related noise monitoring location to the eastern end of Gregory and Ivy Streets were 124B Dean Street and 42 Norfolk Street respectively.

Between the nearest residents in Gregory Street, Therry St and McEnroe Street, Strathfield South (adjacent to Cooks River Reserve) and the Enfield DELEC site there is busy Cosgrove Road that provides access to nearby commercial premises and a large industrial area. The large industrial area is directly opposite the Enfield DELEC site on Cosgrove Road. There is also construction work in progress (not connected with the Enfield DELEC site) within the industrial area.

Construction noise criteria for these locations is summarised in Table 2 below, based on the proposed construction period.

Table 2 - Summary of Construction Noise Criteria, dB(A)

Location		Length of Construction Period - 4 weeks and under
A2	Eastern end of Ivy Street, Strathfield South	68
A4	Eastern end of Gregory Street, Strathfield South	64

5 Major Noise Sources

The primary noise sources associated with the demolition works are from plant and equipment involved in the task. These include:

- Truck movements transporting material off site
- Loading of trucks with front end loaders / excavators
- Excavators dismantling old structures.
- Mobile plant reversing alarms
- Truck and plant manoeuvring

The major items of plant and equipment that are likely to be used to demolish the structures nominated in section 1 above are trucks, front end loader, excavator and water cart. Table 3 below lists the associated sound power levels for these plant and equipment.

Table 3 – Typical Construction Equipment & Sound Power Levels

Plant Item	Plant Description	Sound Power Levels, dB(A) re: 10 ⁻¹² Watts	
		Range	Typical (Mid-Point), L _{A10}
1	Truck (20 t)	103-108	106
2	Loader (Wheeled)	115-120	118
3	Excavator	108-118	113
4	Water Cart	106-108	107

Note: 1. The sound power data within the column marked "Typical (Mid-Point)" has been used in this plan to determine typical construction noise levels at the nominated assessment locations.

The sound pressure levels for the activities presented in the above table are based on maximum levels given in Table D2 of Australian Standard 2436 -1981 "Guide to Noise Control on Construction, Maintenance and Demolition Sites".

6 Predicted impacts

Predicted construction noise levels are provided in Table 4 below. These figures are to the nearest affected residences. Shielding from intervening structures and acoustic treatments applied to noise sources are not considered.

Table 4 - Predicted Noise Levels from Untreated Construction Plant, dB(A)

Construction Activity	(Typical) Proposed Equipment	L ₁₀ Construction Noise at Nearest Affected Residences, dB(A)	
		A2	A4
Criteria	4 weeks and under	68	64
Demolition	Demolish structures, loading of trucks, removal of materials, removal of minor plant & equipment.	55	58

The results show that the predicted noise level from untreated construction plant to nearest affected residences is well below the construction noise criteria therefore the noise impact is negligible.

7 Construction Noise Management Measures

To minimise construction noise the following controls and measures will be implemented:

- Construction activities will be restricted to construction work hours stated in 3.2 above.
- Plant and equipment will be shut down when not in use
- Contractors will be inducted as to their responsibilities in reducing the level of noise generated from the site
- Drivers will be inducted to minimise noise from manoeuvring operations and exhaust breaking
- Excessively noisy plant / trucks will be banned.

In the event that the construction noise levels exceed the goals, the project manager will investigate implementing additional mitigation measures, such as:

- Modifying work practices
- Re inducting contractor of their responsibilities in controlling noise levels
- Reducing work hours to 6 hours per day.

8 Construction Noise Monitoring

Monitoring of construction noise emissions will be undertaken via:

- Daily inspection of the works i.e. audible inspection of the work site generally
- General noise checks of plant and equipment before starting works.

-
- Reviewing the complaints log
 - Field monitoring (plant and the work site generally)

9 Complaints management

Pacific National complaints management standard (A003.4-R01) will be used for recording all complaints received and actions taken in response to such complaints. The Project Manager oversees that appropriate action has been taken to resolve all issues arising from these complaints. A record of the complaints may be inspected by contacting Pacific National Facilities Services Asset Manager on 9893 2878.

The Complaints Register records the following details:

- Date and time of complaint
- Type of communication (telephone, letter, etc)
- Name, address telephone number of complainant
- Nature of complaint
- Response action taken and date

10 Conclusion

The level of noise generated by the construction activities will be negligible and will comply with the noise level objectives.

**TRAFFIC MANAGEMENT PROTOCOL –
Demolition Works at Enfield DELEC
(for Stage 1C Enabling Works)**

Abbreviations

CEMP	Construction Environment Management Plan
CEMPF	Construction Environment Management Plan Framework
DELEC	Diesel Electric Locomotive Engine Centre
EIS	Environmental Impact Statement
ILC	Intermodal Logistics Centre
NSW EPA	New South Wales Environment Protection Authority
SPC	Sydney Ports Corporation
TMP	Traffic Management Protocol

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Document History and Status

Company: Pacific National
Document Name: Traffic Management Protocol –Demolition Works at Enfield DELEC
Document Number: ENVM-ENF-04
Revision: D

1 Introduction

Enfield DELEC is located off Cosgrove Road, Strathfield South and is the site of the former Enfield locomotive maintenance facility. The facility is closed except for wheel turning and minor locomotive maintenance activities (Wheel Lathe Facility) that will continue to operate within an existing area leased from SPC at the south end of the Enfield DELEC site.

The Enfield DELEC site forms part of the Sydney Ports Corporation Intermodal Logistics Centre at Enfield and is to be demolished for the new development.

2 Site Location

Located in the inner west of Sydney in the suburb of Strathfield South, Enfield DELEC is a 12 hectare site that lies within the old Enfield Marshalling Yard. Originally Enfield Marshalling Yard was an elongated site that runs from Punchbowl Road from the south, approximately 2.5 kms to Liverpool Road in the north, Cosgrove Road forming the east boundary and Wentworth Street forming the west boundary approximately 500 across from Cosgrove Road. Enfield DELEC is located on the eastern side of Enfield Marshalling Yard, approximately one third from the north end of the site. The location is shown in Figure 1.

Regional road access for the site is from Centenary Drive from the north, Hume Highway from the north east and north west, Punchbowl and Canterbury Roads from the south and Roberts Road from the south. Local entry is from Cosgrove Road.

3 Description

Demolition works within the closed Enfield DELEC site are to be carried out as part of the stage 1 construction works for the SPC ILC development. Identified as Stage 1C Enabling Works in the CEMPF these works includes:

- i. The demolition of three buildings (Building 28) adjacent to the Old Wheel Lathe Building. The three buildings comprise 2 timber structures and a small hut known as the Old Foreman's Hut.
- ii. Removal of asbestos cladding from the Old Wheel Lathe Building.

4 Construction Traffic

Construction traffic associated with Pacific National's demolition works within the Enfield DELEC site will be limited to small to medium sized truck movements for delivery and removal of waste bins and mobile equipment and tipper trucks for waste removal. Projected in/out movements for this task over the 4 weeks should not exceed 66 movements in total consisting of 40 light vehicle movements and 26 truck movements. Table 1 summarises the projected traffic movements.

Table 1 - Projected Construction Traffic

Type	Task	Total No of Movements in/out
Light	PN Staff / Contractor Staff	40
Small to medium vehicles	Waste bins delivery & removal	8
	Delivery and removal of major plant & equipment	2
	Waste removal by tipper trucks	16
Total		66

The total traffic movements will occur randomly for the duration of the works. Anticipated peak vehicle movements are likely to be between 8 to 14 per day. Estimated average vehicle activity during these works is about 4 to 7 vehicle movements per day.

The total works program will take a maximum of 4 weeks with the duration of individual work packages as follows:

- about 2 weeks for demolition of the three buildings (Building 28), and
- about 4 weeks for removal of asbestos cladding from the Old Wheel Lathe Building

5 Construction Traffic Impact

Before it was downsized Enfield DELEC was a fully operational locomotive maintenance facility which required a large number of light and heavy vehicle traffic activity to support the facility operations. When it was at full operating capacity about 300 locomotives were serviced at Enfield DELEC.

The indicative works program of about 4 weeks (1 month) is relatively small compared to the 27 months expected duration of the SPC ILC construction activity. Pacific National's demolition works is a minor task with a short timeline and a relative small number of vehicle movements therefore the construction traffic impact is considered negligible.

6 Construction Traffic Management Measures

6.1 Working Hours

Construction work hours for demolition works is restricted to 7am to 6pm Monday to Friday inclusive and 8am to 1pm Saturday. No works will take place on Sunday and Public Holidays.

6.2 Traffic Control

Although there is no impact on local traffic Pacific National will ensure that no truck movements will occur outside of the construction work hours. Also, parking for all vehicles will be provided within the site to minimise impact on the Cosgrove road system.

6.3 Traffic Route

The site is accessed from Cosgrove Road. Traffic movements associated with this demolition works will use Cosgrove Road and the existing road network via Hume Highway or Punchbowl Road.

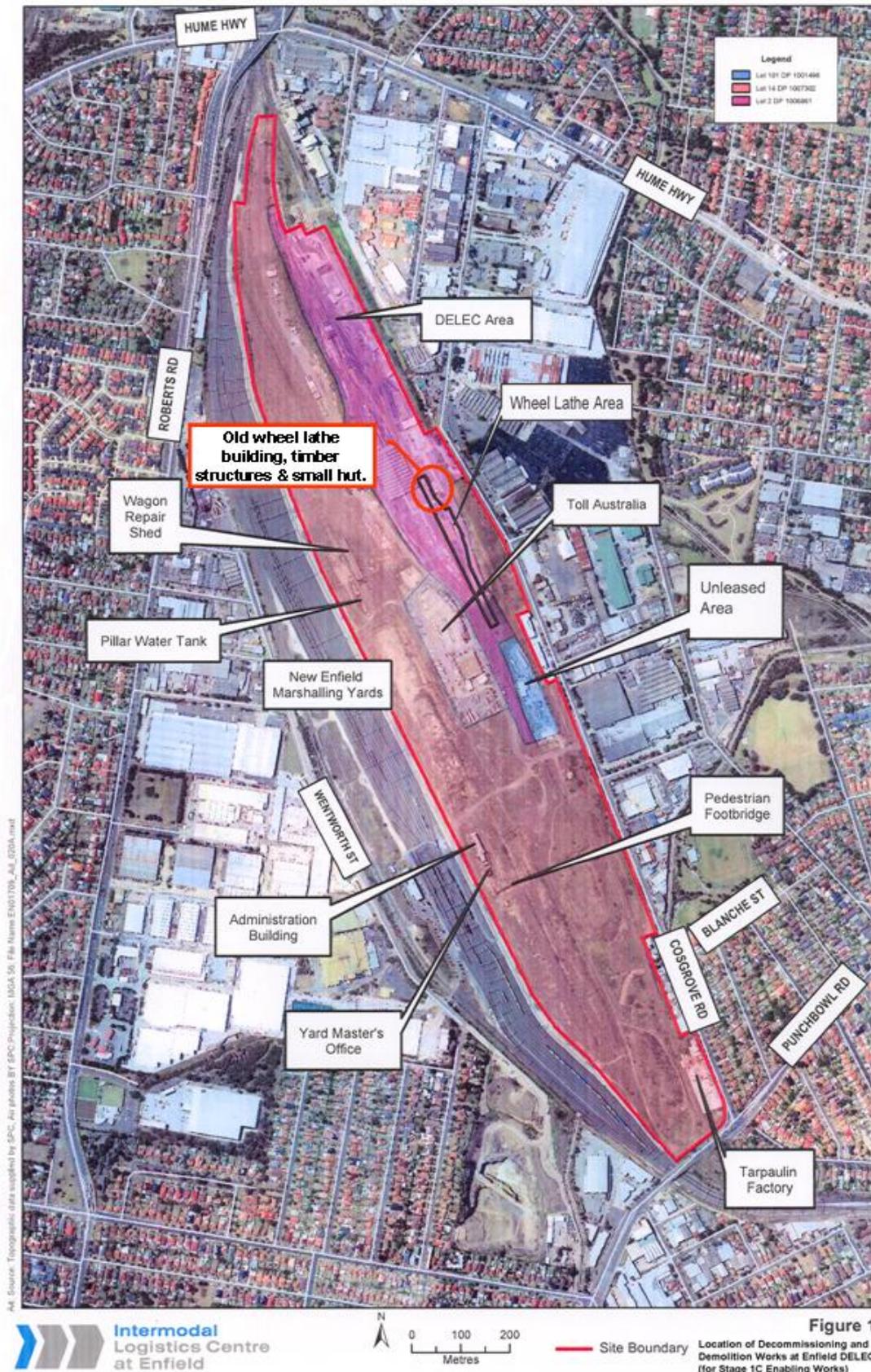
7 Complaints Management

Pacific National complaints management standard (A003.4-R01) will be used for recording all complaints received and actions taken in response to such complaints. The Project Manager will oversee that appropriate action (i.e. investigate the cause of the complaint, develop mitigation measures, implement measures and educate contractors of procedural changes) has been taken to resolve all issues arising from these complaints. The Register may be inspected by contacting Pacific National Facilities Services Asset Manager on 9893 2878.

The Complaints Register records the following details:

- Date and time of complaint
- Type of communication (telephone, letter, etc)
- Name, address telephone number of complainant
- Nature of complaint
- Response action taken and date.

Figure 1. Location of Enfield DELEC Demolition works



Flora and Fauna Management

Pacific National is committed to the protection of, and where possible, enhancement of flora and fauna on, and adjacent to, Pacific National owned property.

The native flora and fauna on the majority of our sites have been disturbed during site development and construction works. Whilst some sites have remained in this condition, others have undergone restoration.

The key features of the way Pacific National manages Flora and Fauna are:

- developing and implementing site-specific landscaping plans with indigenous native vegetation;
- identifying and recording threatened, endangered or protected species; and
- limiting harmful interference with the flora and fauna on Pacific National sites.

Would you like to know more about Pacific National's Flora & Fauna Management Standard?

Standard

Flora & Fauna Management Standard

Refer to:

- the Employee User Guide for a simple and quick reference to Flora & Fauna Management; and
- the Supervisors' and Managers' Guide for a concise statement of Supervisors' and Managers' key responsibilities concerning Flora & Fauna Management.

Water Quality Management

A number of the activities undertaken by Pacific National have potential to cause surface water pollution and generate wastewater.

If such wastewater is discharged into the stormwater or sewerage systems without appropriate pre-treatment, substantial damage can be caused to water quality, living organisms, plant and equipment. In addition to environmental impacts, if not correctly handled and treated, wastewater has the potential to be detrimental to human health.

Pacific National is therefore committed to continuous improvement in its management of water quality on and around its worksites.

Key features of Pacific National's Water Quality Management Standard are:

- ensuring that necessary licenses are held for the discharge of water from sites;
- monitoring and managing water quality at Pacific National sites;
- recording results of water quality sampling and reporting instances of where water quality exceeds accepted limits;
- implementing strategies to limit or minimise spillage and leaks;
- implementing soil erosion/sediment control plans; and
- providing workers with necessary training in Water Quality Management.

Would you like to know more about Pacific National's Water Quality Management Standard?

Standard | Water Quality Management Standard

Refer to:

- the Employee User Guide for a simple and quick reference to Water Quality Management; and
- the Supervisors' and Managers' Guide for a concise statement of Supervisors' and Managers' key responsibilities concerning Water Quality Management.

Waste Management

Pacific National is committed to minimising costs to the business and negative impacts on the environment through responsible waste management.

Various types of waste are generated from Pacific National operations, including:

- rolling stock;
- mechanical components;
- oils and diesel and oil/diesel/water mixtures;
- debris from yard and stormwater sumps;
- carbonaire and lead acid batteries;
- brake linings;
- oil and diesel filters;
- track ballast and track matting;
- sludge and filter cake from treatment plants;
- packing materials;
- paper, cardboard and other office wastes; and
- incidental debris and waste.

Pacific National aims:

- firstly, to avoid generation of waste;
- secondly to reuse or recycle waste products; and
- finally to dispose lawfully and responsibly of waste.

Pacific National's Waste Management strategy is concerned with:

- the consideration of waste management issues at the time of procurement, as well as during general operations;
- appropriate classification of waste products;
- obtaining necessary licences or permits for waste management and disposal;
- responsible disposal of waste; and
- maintaining a Waste Register in order to monitor the types of waste generated and the method of disposal.

Would you like to know more about Pacific National's Waste Management Standard or Generic Procedure?

Standard	Waste Management Standard
Generic Procedure	Waste Management Generic Procedure

Refer to:

- the Employee User Guide for a simple and quick reference to Waste Management; and
- the Supervisors' and Managers' Guide for a concise statement of Supervisors' and Managers' key responsibilities concerning Waste Management.

Appendix B – SPC's Frog Management Plan



Green and Golden Bell Frog

FROG PROTECTION PLAN

Intermodal Logistics Centre at Enfield



Prepared by Biosphere Environmental Consultants Pty Ltd

2 September 2008

Revision 2

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1. Background

1.1 Introduction

This Frog Protection Plan provides the measures required to protect Green and Golden Bell Frogs (GGBF) during construction works on the proposed Intermodal Logistics Centre at (ILC) at Enfield. The Plan has been prepared by SPC's Consulting Herpetologist, Dr Arthur White of Biosphere Environmental Consultants Pty Ltd, on behalf of Sydney Ports Corporation (SPC).

This Frog Protection Plan must be included in the Construction Environmental Management Plans (CEMP) to be prepared for all construction works to be undertaken on the ILC Site. This Plan has been prepared in accordance with the requirement of Conditions 2.48 and 6.3 d iv) of the Project Approval and undertakings provided in the Statement of Commitments in the Preferred Project Report (SKM, 2006).

1.2 Frog Management Plan Objectives

The objectives of this Frog Protection Plan are to:

1. Identify all potential threats to Green and Golden Bell Frogs on the ILC Site during the construction works. (See 2.0)
2. Detail the measures required to provide maximum protection for the Green and Golden Bell Frogs on the ILC Site during construction works.

Although Green and Golden Bell Frogs do not occur across the entire SPC Site, these frogs can venture into many parts of the site under suitable weather conditions. Many of the measures detailed in this Frog Protection Plan are intended for implementation in areas where habitat for these frogs is known to occur (primarily at the southern end of the site and along Cosgrove Road). Since the frogs are so mobile and have been found on disused industrial sites before, pre-commencement frog searches will have to be undertaken in each area **before** any works can commence in that site. If the contractor is unsure about the level of search required before works can commence, the site foreman should be contacted and advised.

In many cases, all that will be required is that grass, timber or other potential shelter sites where frogs may be hiding need to be checked before machinery or other activities can start at the site. If the area is not a deemed Green and Golden Bell Frog habitat area, the site foreman can issue the work start permit after the frog check has been carried out. In areas of known frog habitat, frog exclusion fences will be erected and frog clearances will be carried out by the Consulting Herpetologists. Only after these clearances have been carried out will work be able to commence in these areas, subject to the issuing of a clearance letter by the Consulting herpetologist.

1.3 Location

The ILC Site is located at Strathfield South, approximately 15 km by road from the Sydney CBD. It covers an area of about 60 ha extending from the intersection of the Hume Highway and Roberts Road in the north, through to the intersection of Punchbowl Road and Cosgrove Road in the south.

The southern part of this site has been earmarked for the creation of the Green and Golden Bell Frog Conservation Area as shown on Figure 1.

1.4 GGBF Conservation Area and Movement Corridor

The main components of the GGBF Conservation Area are:

1. Two permanent frog ponds will be constructed close to the Coxs Creek canal as shown on Figure 1. The ponds incorporate pump out wells, rock walls, deep and shallow points. The banks will be planted with appropriate basking and shelter plants.
2. Frog foraging habitat will be developed by replanting an expanse of grassland around the ponds. Large, weed-free grassed areas will be established and small rock piles and tussock bushes will be planted in clumps across the area.
3. Shelter will be provided in the form of tall, emergent plants around the perimeter of the frog ponds, and by rock or log piles placed close to the ponds and across the foraging area.

A major frog movement corridor will be created leading from the ponds westwards towards the New Enfield Marshalling Yards as shown on Figure 1. The corridor will contain a central swale that will catch rain water and provide a wet corridor leading away from the ponds. Small rock and log piles will be placed along the corridor. The corridor will assist GGBF to move between the Conservation Area and the Juno Parade Frog Habitat Area to the west, and also to enable frogs to reach the nearby FreightCorp pond.



Figure 1: Location of GGBF Conservation Area and Movement Corridor

1.5 Environmental Management Structure and Responsibility

The responsibility and authority of key project personnel pertaining to environmental performance and frog protection is described in Table 1.1 below.

Table 1.1: Project Environmental Roles and Responsibilities

Role	Name	Phone	Responsibilities
Project Manager	Bruce Royds	0417 278 386	<ul style="list-style-type: none"> ▪ Responsible for delivery of the ILC Site enabling works ▪ Emergency contact ▪ Authorised to stop or direct works
Planning and Environmental Manager	Ricardo Prieto-Curiel	0488 220 642	<ul style="list-style-type: none"> ▪ Has primary responsibility for environmental management and compliance for the works
Site Manager	Kim Bailey	0417 288 551	<ul style="list-style-type: none"> ▪ On-site requirements
SPC's Consulting Herpetologist	Dr Arthur White	9599 1161 or 0427 021 059	<ul style="list-style-type: none"> ▪ Preparation of Frog Protection Plan ▪ To be contacted immediately if frogs are found during site inspections or during works activities
Contractor/s	TBA		<ul style="list-style-type: none"> ▪ Carries out works in accordance with the requirements of the Frog Protection Plan

1.6 Emergency Contacts and Response

The nominated person who can deal with emergencies, who is available 24 hours a day, 7 days a week and has the authority to stop or direct works, is **Bruce Royds 0417 278 386**.

2. Potential Threats to GGBF during Construction

Injury or death may occur as a result of the proposed works as a result of direct and indirect impacts. These impacts are further discussed below.

2.1 Direct Impacts

1. Hibernating frogs being run over or injured by heavy vehicle movements.
2. Frogs sheltering in grass being impaled or injured during fence construction.
3. Frogs that have entered the work area overnight, may seek shelter under machinery, vehicles or stored construction materials; when these items are required for use, the frogs may be squashed or injured.
4. Frogs sheltering in grass or bushes may be killed or injured during the removal of earth and soil for pond construction.

2.2 Indirect Impacts

1. Chemical, fuel or solvent spills contaminate the soil or waterways that are used by the frogs causing death or injury to either the frogs or tadpoles.
2. Wind-blown cement dust or industrial fumes cause burns or injury to frogs, or contaminate water that is used as a breeding site.
3. Soil, mulch or other landscaping materials may contain spores of *Batrachochytrium* that cause illness or death to frogs and tadpoles.
4. Water containing spores of *Batrachochytrium* being imported onto the site.
5. Water containing the Plague Minnow *Gambusia holbrooki* being imported onto the site.

3. Frog Protection Measures

Frog protection measures are required to protect GGBF from injury or damage during the construction works on the ILC Site.

To identify whether an area may potentially contain Bell Frogs, SPC's Consulting Herpetologist, Dr Arthur White, must first carry out a site inspection and then advise on the frog protection measures to be implemented. These measures include erection of temporary frog-exclusion fences followed by frog clearances. **These measures must be implemented prior to the commencement of works in the designated area.**

3.1 Site Inspection

Prior to any work being carried out in a designated area SPC's Consulting Herpetologist, Dr Arthur White, must carry out a site inspection to identify whether the area may potentially contain GGBF. Dr White's contact details are contained in Table 1.1 above. Dr White will advise on whether any frog protection measures are required for the designated area.

3.2 Frog Exclusion Fences

Frog exclusion fences must be erected in areas of potential GGBF habitat, frog corridor and foraging areas **prior to any works** being carried out in the designated area. The aim of the fence is to provide a barrier that will prevent GGBF from being injured or killed as a result of the works. Works areas may be subdivided into smaller units as each part of the site is developed. Each work area must be enclosed by frog-exclusion fencing and frog clearances carried out (refer Section 3.3 below) before works in the designated area can commence.

Figure 2 provides an indicative arrangement for the frog exclusion fence.

All frog fences must be regularly inspected to make sure that they are functional and not torn or holed. During the construction phase of the project, the fences must be inspected at the start of work each day by a designated person, who reports any breaches of the fence to the Site Foreman. The Site Foreman must ensure that temporary repairs are made to the fence before nightfall so that the frog clearance is still valid for the site. If gaps in the fence are left open overnight, the frog clearance is invalid and work will cease until a new frog clearance is carried out and the site is declared safe for frogs.

Frog exclusion fences must be erected in the following locations:

- along both sides of the Coxs Creek canal: the fence on the northern side of the canal should remain in place for the entire duration of the constructed works on site; the fence along the southern side of the canal only needs to remain in place until the frog habitat area is completed.
- around the GGBF Conservation Area (for the duration of the construction of the Frog Conservation Area);
- along both sides of the Frog Movement Corridor (for the duration of the construction of the Frog Movement Corridor);
- any other areas identified by SPC's Consulting Herpetologist.

3.3 Frog Clearances

Frog clearances will be carried out in the Frog Habitat Area after the frog-exclusion fences have been erected. The Consulting Herpetologist will carry out the frog clearances on three occasions before construction commences on the site. Frog clearances comprise night-time searches for Bell Frogs under favourable weather conditions within the works areas enclosed by the frog exclusion fences. The frogs are located using headlamps and are processed before being released. All frog handling procedures will comply with the NSW National Parks and Wildlife Service's frog hygiene protocol.

If Bell Frogs are found during the frog clearances they will be measured, sexed and micro-chipped (if not already tagged), inspected for signs of injury or diseases and released in the Juno Parade Frog Habitat Area by the Consulting Herpetologist.

When the frog clearance has been completed and to all practical levels the area is free of GGBF, the SPC's Consulting Herpetologist (Dr Arthur White) will issue a clearance letter to SPC and the contractor. **No works can begin in the clearance area until Dr White has supplied this letter to SPC and the contractor.**

3.4 Found Frogs

All frogs that are collected by hand during frog clearances or during monitoring surveys will be inspected by the Consulting Herpetologist for signs of disease or injury. Frogs that are injured will be taken into captive care, treated and when fully recovered, returned to the Conservation Area (if ready) or the Juno Parade Frog Habitat Area. If the injury is a permanent one, the frog may be kept in captivity as a potential breeding animal.

Should dead GGBF be found, the contractor should retain the carcass and immediately advise SPC on 9296 4752 and Dr Arthur White on 9599 1161 or 0427 021 059. If the cause of death is not obvious, Dr White will preserve the frog in buffered alcohol and forward it to Taronga Zoo for pathological testing. Similarly, if diseased frogs are found, they will be placed in small, plastic aquaria and taken to an approved quarantine area where they will be treated. In cases where chytrid disease is suspected, the frog may be forwarded to Taronga Zoo for diagnosis and treatment. Frogs suspected of having chytrid disease will not be returned to the Conservation Area.

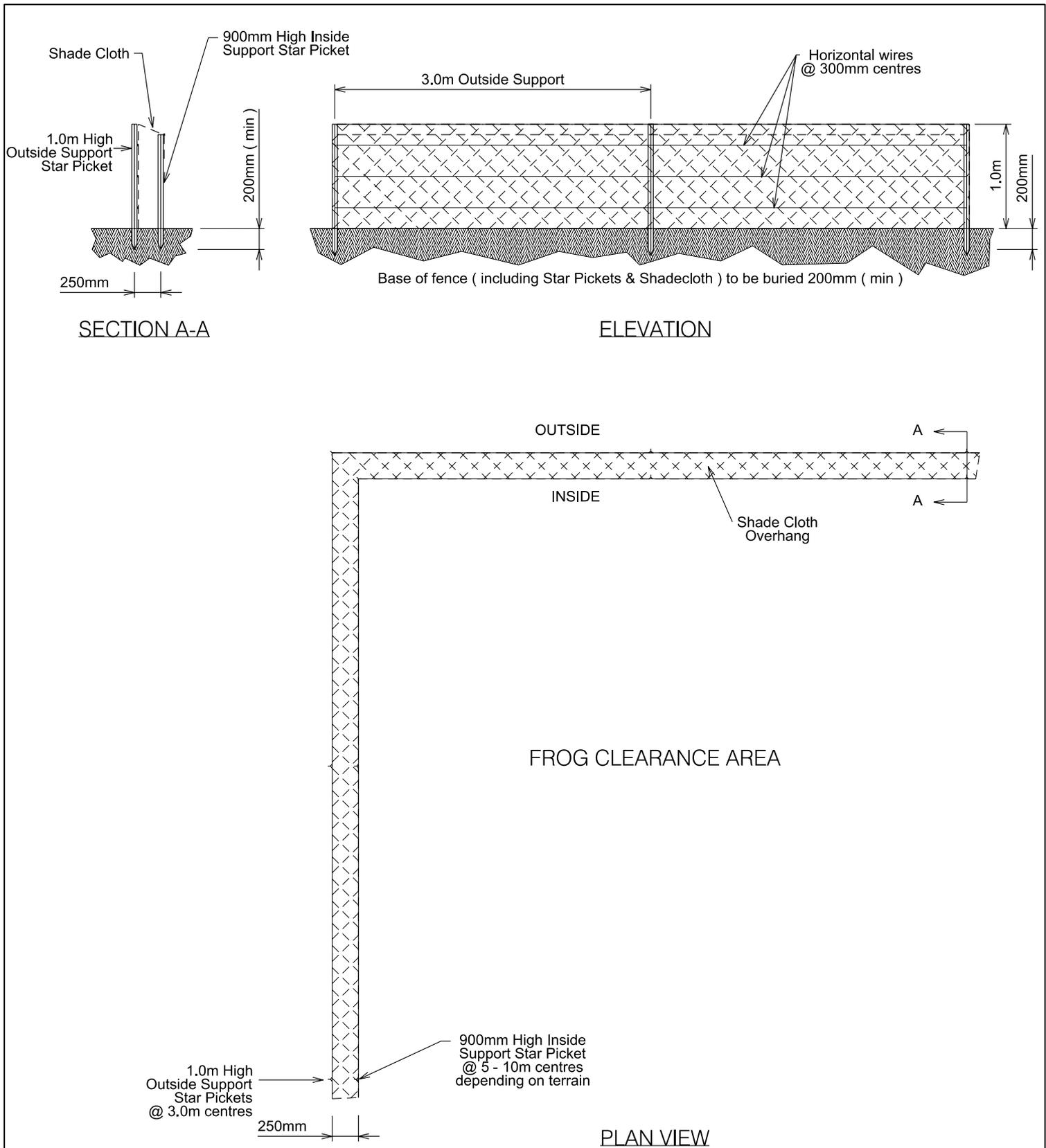
Should any frogs be discovered while construction works are being undertaken, the contractor should place the frogs into a holding container with some water and immediately advise SPC on 9296 4752 and Dr Arthur White on 9599 1161 or 0427 021 059. Pet pack containers will be supplied by Dr White for this purpose.

3.5 Use of Herbicides

Herbicides, particularly glyphosate products, are not to be used around the GGBF ponds and the movement corridor. If herbicides are required to be used in the Frog Conservation Area, approval will need to be given by the Consulting Herpetologist. In general, spraying of herbicides would not be permitted but cutting and painting weeds may be acceptable under some circumstances.

Herbicides may be used on other parts of the site provided that spray drift cannot reach the Frog Conservation Area and that surface sprays cannot enter surface water run-off and enter the frog Conservation Area in solution.

Signs will be erected around the GGBF CA indicating that herbicides, particularly glyphosate products, are not to be used around the ponds. Responsible land managers will also be briefed regarding this matter.



NOTES

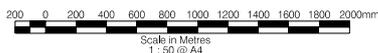
- ATTACH SHADE CLOTH TO THE HORIZONTAL WIRES BY TWIST TIES OR TIE WIRE.
- THE TIE WIRE MUST NOT BE TOO THIN OR SHARP TO PREVENT DAMAGE TO THE FENCE FABRIC DUE TO WIND MOVEMENT OVER TIME.
- HORIZONTAL WIRE TO BE 2.5mm GALVANISED FENCE WIRE (2kN STRAIN)
- THE SHADE CLOTH MUST BE DURABLE (IE WILL NOT TEAR UNDER WIND OR BREAK DOWN QUICKLY DUE TO EXPOSURE TO SUN)

Figure 2

PLAN LIMITATION STATEMENT

This plan has been prepared in accordance with accepted practice for the use only of Sydney Ports Corporation for a specific purpose. No Warranty or representation, expressed or implied is made to any other party regarding this survey and plan. This plan should not be relied upon for any other purpose or use by any party including Sydney Ports Corporation as the plan may not contain sufficient information for that purpose or use.

THIS NOTE IS AN INTEGRAL PART OF THIS PLAN
 NOTE : STATED MEASUREMENTS ARE INDICATIVE ONLY AND SUBJECT TO SURVEY
 Copyright © Sydney Ports Corporation



FROG EXCLUSION FENCE
 GENERAL ARRANGEMENT

DRAFTED BY: J.T.

DATE: 08/09/2008

PLAN PRODUCED ON MGA GRID

PLAN SCALE: AS PER SCALE BAR

DWG NO: **SEDP090A**



Contractor Safety Management Handbook

Contractor Name:

Pacific National Site Contact:

Name:

Title:

Contact Number:

Pacific National Emergency Contacts:

.....

.....

**Note: Pacific National to retain original completed
schedules and provide copies to the contractor.**

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1 Introduction

The purpose of this Handbook is to set out Pacific National's policy and procedures in relation to contractors it has engaged to perform work at its sites or to perform work on its behalf.

It is a condition of every contract that Contractors comply with every requirement set out in this Handbook which is in anyway applicable to any activity they undertake under their contract or on Pacific National premises.

2 Pacific National's Safety, Health and Environment (SHE) Policy

Pacific National is committed to ensuring the health, safety and welfare of all of our employees, contractors, visitors and members of the public who interact with our operations. We are committed to being the leader in safety, health and environmental performance for the rail industry and achieving a culture which empowers employees to assume accountability for SHE performance.

The Board and senior management of Pacific National are committed to the SHE Policy, Objectives and Standards by personal involvement in its creation and commitment of appropriate resources for its implementation. Staff will be appropriately trained and informed of the personal and business benefits of effective SHE management.

We will provide the resources, commensurate with operating a safe, efficient and commercially sustainable business, to enable all employees to be committed to:

- promoting a 'just culture' that does not compromise on safety and where the only way to do the job is "the safe way";
- providing a safe working environment for all employees, customers, contractors, suppliers and the community;
- complying with applicable operational procedures, regulatory and statutory obligations, and encouraging a culture of exceeding the level of minimum compliance, where appropriate. This includes ensuring awareness and recognition of opportunities to improve safety in the workplace and incorporating this into the SHE Management System;
- establishing measurable objectives and targets to continuously improve performance at all levels. This includes ongoing consultation and communications (with key stakeholders including all employees and contractors, including rail safety workers), and the periodic review and audit of the SHE Management System, aimed at eliminating work-related injury and illness (including recognising and controlling potential human error);
- managing all hazards as part of an integrated SHE Management System based on the principles of risk management;
- providing adequate information, instruction, training and supervision to ensure health and safety at work which includes ensuring that all employees and contractors (including rail safety workers) are competent to perform their work;
- reporting all incidents, conducting thorough incident investigations and implementing corrective actions;
- the rehabilitation of injured workers;

- protection and conservation of assets, including property and the environment in a commercially sustainable manner;
- managing rail safety risks by communicating areas of actual or potential exposure and complying with the principles set out in Australian Standard AS4292 "Railway Safety Management" and the National Accreditation Package; and
- promoting safety, health and environmental practices with our customers, contractors, stakeholders and within the community generally.

This Policy will be reviewed on a regular basis to ensure that it is appropriately implemented and continues to improve our OHS performance.

3 Overall Responsibilities

Pacific National will take all reasonably practicable measures to ensure the safety of any persons working on sites it owns or occupies.

Contractors have a responsibility for ensuring their own safety and the safety of their employees and subcontractors. This includes:

- providing and maintaining a safe working environment and safe systems of work;
- ensuring that all plant and equipment is safe and in good condition and is used in a manner which is safe and without risks to health; and
- ensuring that all contractors, subcontractors and employees are appropriately qualified, trained and supervised in relation to any work they perform.

Pacific National reserves the right to remove from its site any person who is found to be acting in a manner which is dangerous or offensive to Pacific National employees, contractors or members of the public, or in a manner which is likely to cause harm to the environment.

3.1 Contractors

Core Requirements

Contractors undertaking work for Pacific National or entering Pacific National premises or workplaces must:

- provide Pacific National with a copy of a Currency Certificate for public liability and workers compensation insurance;
- undertake a risk assessment of the work and provide Pacific National with a copy of the risk assessment of the work and provide Pacific National with a copy of the risk assessment and a safe work method statement for the work;
- comply with this Handbook, Pacific National's SHE Policy and any SHE management plans and procedures that have been brought to their attention;
- attend and ensure all of their sub-contractors and employees attend the Pacific National induction program;
- nominate a representative to hold discussions with Pacific National regarding environmental, health and safety matters prior to commencement of work, during its progress and at its completion;
- comply with the provisions of the *Occupational Health and Safety Act 2000*, the *Protection of the Environment Operations Act 1997* and all other statutory and common law requirements, standards, guidelines, codes of practice and criteria relevant to their work including obtaining and complying with all necessary licences, permits or rail safety accreditations;

- develop and ensure their own, their employees and their subcontractors understanding of and compliance with safe work methods and if required prepare and implement a SHE Management Plan;
- comply with safety guidelines, notices and safety signs located on the site and any reasonable instructions regarding environmental, health and safety matter provided by Pacific National personnel;
- take responsibility for their employees, subcontractors on site at all times;
- ensure that all of their employees or contractors are supervised and are adequately trained, capable of performing their work, 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 contractors, Pacific National 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 Pacific National property;
- immediately advise the local Pacific National manager (or for unattended sites the Pacific National project manager) of, and address to his/her satisfaction, any accidents, incidents, hazards or dangerous occurrences;
- permit Pacific National representatives adequate access to the work site to monitor and audit 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; and
- provide the local Pacific National manager with the results of any audits or investigations on request.

Regular Service Contracts

The local Pacific National manager 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.

In the event of emergency when no approved or previously accepted contractor is available, and the urgency precludes detailed planning and checking, the contractor must work closely with Pacific National personnel in planning the work activity and assessing likely risks.

What happens when a contractor is required in an emergency situation?

The urgency of any task must not be allowed to over-ride SHE considerations. The contractor must act responsibly and keep Pacific National informed of work planning, safety

requirements and environmental implications of their work. Contractors must work with Pacific National employees, and take notice of directions given by them.

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

4 Procedure prior to commencement of work

What forms does a contractor need to fill out before starting work?

Before commencing work, the contractor or the contractor's representative must attend a Pacific National Induction program and report to the project manager or their nominated representative and complete the following documents:

- Induction Checklist (Schedule 1);
- Insurance Information – Contractor Declaration (Schedule 2); and
- Application for a "Permit to Work" if required.
- Safe Work Method statement of the work (after undertaking a risk assessment as discussed below).

Contractors must also provide all information reasonably required by the project manager or his nominated representative in order to complete the Pacific National Contractor Planning & Admission Form (Schedule 3).

Contractors will also be required to provide documents evidencing insurance held and may be required to supply evidence of trade qualifications or necessary licences.

If required to undertake rail safety works, the contractor's representative must provide Pacific National with current and valid evidence of their rail safety accreditation, or necessary details demonstrating their ability to undertake such works under the terms of Pacific National's accreditation.

In the event of a change of contractor's representative or a significant change in the relevant site conditions, the above procedure must be repeated immediately.

4.1 Risk Assessment and Work Planning

Before commencing work, 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 a control 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 their nominated representative;
- prepare a written safe work method statement for the work;
- provide the safe work method statement to the project manager or their representative;
- provide the project manager or their nominated 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; and
- ensure that a SHE management plan, if required, is submitted by the contractor and reviewed by Pacific National prior to the commencement of work.

The above processes must be undertaken in accordance with Pacific National's Risk Management Standard, which must be applied to all work processes undertaken by the Contractor.

SHE Management Plans for Medium and High Risk work

If the project manager determines that the works are of medium or high risk, contractors must provide information describing their own SHE Management Systems. They may also be required to undertake a risk assessment and develop and implement a project SHE Management Plan.

What needs to be included in a work plan?

For all high and medium risk works, the contractor will provide a SHE Management Plan to the satisfaction of the project manager or his /her nominated representative. Topics which must be addressed in the SHE Management Plan are set out in Schedule 4.

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 receive such inductions; information; instruction; training and supervision necessary to ensure their safety while on site;
- plans and procedures to prevent environmental harm;
- arrangements for collection, handling and disposal of any wastes generated;

- procedure for recognition of any hazard, whether connected with the contracted work activities or with Pacific National business activities, including track access; and
- an acknowledgment of responsibility for ensuring that all persons under their control at any time are adequately instructed and informed about SHE arrangements affecting them.

Prior to commencement of the contract work, the Pacific National 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 SHE audits, and in the instance of large or high risk work, Pacific National may undertake additional independent audits of the works at its discretion.

4.2 Induction

Who needs to attend induction?

All contractors and their employees and subcontractors will be formally inducted prior to commencing any work.

In emergency situations, or where it is impracticable to conduct the complete Induction Program, Pacific National will provide a modified induction program.

What topics will induction cover?

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

During the Induction Program contractors will be required to complete an Induction Checklist (Schedule 1) which will evidence their attendance at the Induction Program and their receipt of the Contractor Handbook.

The Pacific National Induction Program will address areas under Pacific National's control. This in no way removes a contractor's responsibility to brief, train and supervise their employees and subcontractors. Contractors must ensure that their employees and contractors are properly trained and competent to perform the work before any work begins. Contractors, and anyone employed by them, must be capable of fulfilling any necessary SHE requirements.

4.3 Permits to Work

Permit to Work is a formal process used by Pacific National to ensure the safety and health of personnel undertaking "high risk" tasks. This includes contractors and subcontractors.

Permit to Work requirements must be understood and agreed to prior to the commencement of any work. The contractor's SHE Management Plan (where applicable) must identify any Permit to Work requirements including:

- how and when to initiate permits;
- who issues and controls permits; and
- the form of permit records that are required.

Permit to Work forms may be obtained from Pacific National representatives.

What types of tasks need a "Permit to Work"?

The situations where Permits to Work are likely to be required include:

- confined space entry;
- hot work;
- work at heights;
- entry to restricted areas;
- excavation work;
- work on or near overhead power-lines or other energy sources; and
- work on "high voltage" electrical equipment including on or near overhead traction wiring and associated equipment.

Note: Permit to work on traction supply current line is issued by the relevant rail authority / track owner.

5 Communications

What communication responsibilities does the contractor have?

The contractor or his nominated representative will:

- establish contact with the local Pacific National manager (and Pacific National project manager, if engaged by an off-site Pacific National officer) immediately upon arriving on site and maintain such contact as and when required, but at least daily;
- fully inform his/her own employees and any subcontractors of the relevant arrangements entered into with Pacific National;
- inform the local Pacific National manager (and Pacific National project manager, if engaged by an off-site Pacific National officer) of any risk associated with the work and the manner in which it is proposed to control those risks. This includes the coordination of Permits to Work (if appropriate); and
- inform Pacific National as soon as practicable of any spill, release, injury, near miss or other incidents that may impact the environment or safety of personnel or Pacific National's operations.

What communication responsibilities does the Pacific National representative have?

The project manager or where applicable the local Pacific National manager will:

- inform the contractor of any site-specific hazards likely to be encountered when carrying out the contracted work;
- liaise as necessary between Pacific National personnel, other railway entities and contractor and his/her employees; and
- nominate a deputy to act in his/her absence and advise the contractor of any such arrangement.

Community Liaison

Whenever requested, relevant contractors must assist Pacific National in its community liaison activities prior to, during and after the contract is completed.

6 Rules and Conditions

Requirements that apply to the Contractor in this section apply in respect of both the Contractor and any employees or sub-contractors engaged by the Contractor.

6.1 Site Access and Security

The contractor must ensure that his/her employees and sub-contractors entering Pacific National premises acknowledge, accept and fulfil the following requirements as a condition of entry:

- informing the Pacific National project manager or their nominated representative of intended site entry/egress times;
- entering through the main entrance of Pacific National property and signing in and out;
- wearing entry passes at all times while on site and return these to the issuing office on exiting the premises each day;
- not going outside the designated area in which they are authorised to carry out work. Persons required to work outside the designated area should contact the project manager or where appropriate the local Pacific National manager to obtain clearance to extend the designated area;
- following all signs and any SHE directions given by Pacific National personnel;
- keeping off the on-track area unless they have been tested and approved by a suitably qualified examiner (vision, colour vision and hearing);
- leaving all vehicles in the general car park unless they are transporting goods or equipment;
- ensuring that all vehicles on site are safe and roadworthy and all loads are secured and safely loaded;
- ensuring that vehicles do not impede access to recognised (emergency) exits;
- alerting the Pacific National project manager immediately upon becoming aware of a risk to health and safety; and
- addressing any security issues raised by Pacific National immediately and fully.

Contractors and their employees may be subject to bag/vehicle/tool box searches.

Work conducted after hours or at weekends must be approved by the local Pacific National manager (or the Pacific National project manager) prior to 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 the project manager and where appropriate the local Pacific National manager.

Restricted Access Areas

Contractors must comply with any instruction or sign indicating that access to a particular area is restricted to authorised personnel.

6.2 Consultation

Contractors must co-operate with Pacific National's consultation arrangements on site and must comply with legislative requirements in relation to consulting with their own employees and sub-contractors.

6.3 Housekeeping and Amenities

Contractors must ensure amenities are maintained in a hygienic, safe and serviceable condition including an inspection regime and having regard to the gender of persons on site.

Contractors must also ensure good housekeeping rules are maintained. On a construction site, this includes that rubbish, building material and plant is stored away from footpaths and roadways and that debris from upper storeys is removed in the appropriate way by a hoisting device.

6.4 First Aid

Contractors must ensure that first aid facilities and personnel that 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.

6.5 Conduct

Contractors must ensure that conduct of their employees and sub-contractors is not contrary to good safety practice. Skylarking and throwing of objects will not be tolerated. Alcoholic beverages, unprescribed drugs and gambling are strictly prohibited on Pacific National premises. Any person on Pacific National workplaces may be required to undergo random testing for drug and/or alcohol.

6.6 Non-Smoking Areas

Smoking is prohibited at all Pacific National properties.

6.7 Fatigue

Contractors must not be fatigued when they attend work for Pacific National. The Contractor must have in place an appropriate fatigue management plan.

6.8 Signs

The contractor must:

- comply with all existing signs, notices and instructions; and
- provide signs where necessary to ensure the health and safety of others.

6.9 Vehicles/Motorised Equipment

Contractors must ensure that drivers of vehicles, motorised equipment and material handling equipment (eg. forklifts) hold all appropriate licenses, permits or certificates of competency. Site traffic rules, including speed limits and direction of traffic flow must be observed at all times.

Vehicles must not cross any railway tracks without the specific approval of the project manager or his nominated representative and in accordance with accredited safeworking procedures.

6.10 Mechanical Plant and Equipment

Contractors must ensure that all mechanical plant and equipment they supply or use is safe for use, where required licensed, and guarded in accordance with statutory requirements and relevant Australian standards. Security of equipment will be the contractor's responsibility. Borrowing of Pacific National equipment will only be permitted if allowed for in the contract and if the contract provisions are complied with.

6.11 Scaffolding, Ladders and Safety Harnesses

All statutory regulations, Australian standards and codes of practice relating to scaffolding, walkways, ladders and work at heights must be observed. Ladders must be securely fastened at the top, where practicable, or secured by other safe means. Ladders, which may cause obstruction, should be taken down and stored when not in use. When used in "traffic" areas, signage should be considered to warn of the ladder in use. Non-aluminium ladders are to be used when electrical work is involved and on all sites with overhead traction wiring. Defective ladders or scaffolding gear must not be used on site. Suitable protective equipment such as safety harnesses must be used when working on roofs, on top of tanks, or in other high locations.

6.12 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.

6.13 Dust

Contractors must ensure that any operation, which generates dust or fragments of stone or metal, is controlled by wetting down the source or erecting an effective dust screen.

Contractors must comply with relevant legislation relating to generating dust and exposing humans to dust.

6.14 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 Pacific National requirements where applicable.

The following PPE requirements are provided as a guide:

Foot Protection

Enclosed footwear must be worn at all times. Industrial safety footwear must be worn on all Pacific National yards, terminals, maintenance facilities and trains.

Eye Protection

Pacific National requires that all persons wear safety eyewear whilst on or about the track, within yards, inside maintenance facilities or where a risk assessment determines that protective eyewear is required. Safety glasses are not required within enclosed cabins on locomotives or load lifting equipment.

Hearing Protection

Suitable hearing protection must be worn where high noise levels are being generated and where sign posts warn of high noise levels.

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

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 (ie. gloves) must be worn.

Respirator

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

High Visibility Clothing

Pacific National approved high visibility clothing must be worn at all Pacific National sites and near trains. This requirement does not apply in Pacific National offices and amenity areas.

Pacific National's Personal Protective Equipment (PPE) program specifies the type and style of PPE required.

6.15 Fire Prevention

Contractors must be aware of and comply with the Site's fire prevention procedures. These procedures must comply with the Fire Prevention Standard.

6.16 General Construction

Contractors undertaking construction work (including demolition, installation and excavation work) must comply with an extensive range of legislative requirements including the National Standard for Construction Work NOHSC: 1016 (2005).

6.17 Demolition & Installation Works

Before carrying out any demolition or installation work of any kind, permission must be obtained from the project manager, and where applicable the local Pacific National manager, who will advise the location of electrical cables, gas mains and underground services.

6.18 Excavation Works

Prior to commencement of any excavation work, the contractor shall advise the Pacific National project manager or his nominated representative. Pacific National will arrange to have all underground services flagged. A Permit to Work is required for this activity.

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 and place sufficient illumination at such places at times of darkness or poor visibility.

Trenching must only be carried out with proper shoring and by competent persons and in compliance with relevant standards and codes of practice.

6.19 High Level Access & Roof Work

The contractor must advise the project manager or his nominated representative prior to commencing work on roofs. All work at heights must be performed in accordance with Pacific National procedures (including 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 of practice.

All precautions should be taken to protect pedestrians and workers from falling objects. The contractor must identify, assess and control risks arising from falling objects. Harnesses must be used where necessary (working at heights) and suitable signs and safeguards erected

where there is danger to persons in the work area. No material shall be thrown or dropped from heights.

6.20 Hot Work

A Permit to Work must be issued before the commencement of any hot work.

Hot work includes, but is not limited to, welding, oxy-cutting, heating with a welding torch, grinding and drilling operations in any area of the plant 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.

6.21 Confined Spaces

The contractor must not enter any confined space, including open topped tanks, transport containers, pits, sewers and ducts without the authorisation of the project manager. All work in confined spaces must be conducted in compliance with all appropriate statutory requirements, Australian standards and codes of practice. A Permit to Work is required for this activity.

6.22 Rail Safety

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

Specific rail safety requirements apply to works "on or about the line". Work must be protected if it involves, or is likely to involve, the use of personnel, materials or equipment within:

- 3 metres from the nearest rail of any track;
- 6 metres vertically above and 2 metres below the rail level; and
- the specified safe working distance of live electrical equipment (such as overhead writing, high voltage switchgear and transformers, underground cables, spark gap rail connections or high and low voltage conductors and electrical equipment on poles).

Accreditation Requirements

Contractors providing rail safety work must be accredited by the safety regulator of the State or Territory in which the work is to be carried out, or fulfil Pacific National requirements for rail safety.

All persons performing rail safety work must be competent and qualified to perform that work and must meet Pacific National's medical standards.

Protective Clothing

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.

The contractor is responsible for wearing appropriate clothing, for supplying it to his/her sub-contractors and their employees, and for ensuring they wear it.

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 or 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 project manager or his nominated representative.

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 project manager and where appropriate the local Pacific National manager. Contractors must not attempt to repair or replace any damaged equipment, cabling or wiring unless specifically directed to do so by the project manager or his nominated representative.

Health

Contractors must be fit for duty, in accordance with the National Standard for the Health Assessment of Railway Safety Workers, when they perform work for Pacific National.

6.23 Track Access

Only appropriately trained employees following accredited procedures or who are under the direct supervision of an appropriately trained Pacific National officer may go on or about the line.

Vehicles

Road vehicles, machines, motorised equipment may only access tracks using public level crossings or in accordance with appropriate procedures and under the protection of hand signallers. In all other cases, vehicles must be controlled by the contractor so that they maintain a horizontal clearance of no less than 3 metres from the running face of the nearest rail of any railway track.

6.24 Work near Overhead Power Lines

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. A Permit to Work is required for this activity.

Primary responsibility will be with the contractor to assure a safe system of work is established. Further advice may be obtained from the Pacific National project manager.

Refer to Permit to Work principles – Section 4.3.

6.25 Electricity Safety

Contractors must ensure that they isolate, tag and task power de-energised before undertaking any electrical work. Electrical work must only be performed by a qualified electrician. 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.

All portable electrical equipment must be protected with suitable earth leakage core balance devices (ELCB's).

No electrical work may be conducted on live equipment.

Work on "High Voltage" equipment requires the use of Permit to Work system.

6.26 Isolation Procedures

No work will be carried out on Pacific National plant, machinery or switchboards by contractors without first ensuring that all energies have been disconnected, secured, locked out and declared safe. An isolation procedure must be followed when:

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

The contractor must apply the isolation under supervision of a Pacific National representative, or other appropriately qualified person nominated by Pacific National. The nominated representative authorises commencement of work when isolation has been achieved and equipment has been appropriately locked and tagged.

6.27 Tools & Equipment

The contractor must:

- only use tools and equipment which are safe and suitable (including properly maintained) for the work involved, and which comply with all regulatory requirements

and relevant Australian standards and codes of practice. Such matters must be verified by the contractor prior to using tool and equipment;

- 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 of practice;
- provide low voltage electrical equipment for use in confined spaces; and
- subject all equipment to a formal maintenance and inspection system.

Pacific National reserves the right to inspect equipment and, where necessary, to prohibit the use of equipment deemed to be unsafe.

6.28 Isolated and outdoor work

Contractors must take precautions and implement controls to limit as far as possible the health and safety risks of outdoor work.

For those working in isolation, safe working also requires the establishment of regular, reliable and adequate communication systems to ensure that workers have access to assistance if required

6.29 Asbestos

Asbestos work must be undertaken only by licensed and authorised personnel, and in compliance with statutory requirements, relevant Australian standards and codes of practice. If any unexpected asbestos or asbestos-like material is found or suspected by the contractor, work must be immediately suspended and the Pacific National project manager advised.

6.30 Hazardous Substances

The contractor must inform the Pacific National project manager of any hazardous substances and dangerous goods used. In relation to each hazardous substance, the contractor must supply a Material Safety Data Sheet for the substance and undertake and record 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 of practice.

6.31 Chemical Storage/Bunding

All storage of chemical liquids 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 10 kL, 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.

6.32 Noise & Vibration

Contractors' plant and equipment must comply with the requirements of the relevant legislation, Australian standards and codes of practice. The contractor must inform the Pacific National project manager of anticipated noisy activities and noise or vibration levels which may present an industrial or community environmental concern.

6.33 Licences, Permits, Approvals & Notification

The contractor is responsible for obtaining, maintaining and complying with permits or approvals when required (eg. From EPA, WorkCover, 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 contract. Copies of all licences must be provided to the Pacific National project manager or his nominated representative.

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

6.34 Flora & Fauna

Contractors must be sensitive to flora and fauna issues. Permission must be sought from the Pacific National project manager and/or proper authorities prior to clearing, removing or pruning vegetation. Any damage or injury to fauna must be reported to the project manager or his nominated representative. Any work that involves further risk must be suspended until the situation is rectified.

6.35 Soil Conservation

Contractors must put in place procedures to prevent soil erosion and spills or disposal of liquids or settling of solids including dusts (other than non-toxic, readily biodegradable ones). Any contamination must be reported immediately to the Pacific National project manager or his nominated representative, and remedied by the contractor as soon as practicable.

6.36 Air Pollution

Contractors must not release anything into the atmosphere that is potentially harmful, involves nuisance odours or may present any other risk or concern to the site and surrounding community. Accidental releases must be reported as soon as practicable to the Pacific National project manager or his nominated representative. Contractors are required to address any consequences of air pollution they have caused.

6.37 Water Quality

Activities that may adversely affect water quality in storm water drains, nearby waterways, or underground watercourses will not be tolerated. Activities that may damage the balance of septic systems or operation of pollution control plants will not be permitted.

6.38 Contaminated Land

Contractors activities must not contaminate land. Contractors must be aware of and comply with any procedures on Site concerning preventing or managing risks from contaminated land.

6.39 Greenhouse Gas

Contractors must be aware of and comply with Site procedures concerning reduction of greenhouse gas.

6.40 Incidents, Emergency Procedures and Security

The contractor or his representative must immediately report any incident involving personal injury, property damage, hazardous condition, 'near miss' occurrence or environmental exposures connected with any contractor's activities to the Pacific National project manager and where appropriate the local Pacific National manager. All such incidents will be investigated jointly by a Pacific National representative and a contractor representative.

Legislative requirements for reporting of incidents to statutory authorities shall be observed at all times by the contractor in conjunction with Pacific National.

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

Contractors must be aware of and comply with the security plan for the Site.

Induction Checklist

This certifies that you have been instructed in and agree to comply with the following safety issues:

	Discussed		Discussed
Pacific National Policy Pacific National SHE Policy & Procedures Contractor Rules		Driving on Site Only persons authorised Travel using only designated routes Follow signs Non-entry areas	
Risk Assessment Work Planning Permits to Work Environmental Licences/Approvals		Rail Safety Accreditation requirements Track access Interference with signalling systems Track and locomotive safety awareness Obey instructions	
Communications Obligations of Contractors		Incident/Hazard Reporting Report all spills Report all hazards and risks identified	
Access to Site Sign in and out Restricted areas Site-specific hazards		Emergency Procedures First aid at Operations Centre Accident or injury reports Use of fire equipment Evacuation procedure	
Personal Protection Suitable clothing/safety vest Suitable footwear PPE: eye/ear/breathing protection		Other	
Site Safety Rules Work at heights Electrical hazards Alcohol/smoking Notices and signs Red Flags Environmental aspects/pollution Hazardous chemicals Use of plant and equipment			

Undertaking

I (name) _____

of _____

- agree to abide by the conditions and instructions given to me at all times;
- have discussed the work I am required to perform with my Site Contact and I understand that work and I agree that I am capable of performing that work;
- have undertaken a risk assessment with respect of the work and have provided a copy of the risk assessment to Pacific National;
- have prepared a work method statement and have provided a copy of the work method statement to Pacific National;
- agree to ensure my own health and safety and the health and safety of all persons performing the work;
- agree to provide such information, instruction, training and supervision to my employees and contractors as necessary to ensure their health and safety at work;
- agree to ensure that all plant and substances used in relation to the work is safe and free from risks to health and agree to ensure that such plant and substances are used safely; and
- have received a copy of and I have read and understood the information contained in the Pacific National Contractor Safety Management Handbook.

Visitor/
Contractor Name: _____

Signature: _____

Induction Officer/
Site Contact Name: _____

Signature: _____

Date: _____

Insurance Information – Contractor Declaration

The Pacific National project manager must ensure the form is completed satisfactorily.

Contractor Name:	
Address:	
Contact Numbers:	
Workers Compensation Information (NSW Contractors must complete WorkCover form on PN Intranet)	
Name of Insured:	
Insurer:	
Period of Insurance:	
Policy Number:	Sum Insured:
Public Liability Information	
Name of Insured:	
Insurer:	
Period of Insurance:	
Policy Number:	Sum Insured:
Motor Vehicle Insurance Information (where applicable)	
Vehicle Identification:	
Name of Insured:	
Insurer:	
Period of Insurance:	
Policy Number:	Sum Insured:
Professional Indemnity Information (where applicable)	
Name of Insured:	
Insurer:	
Period of Insurance:	
Policy Number:	Sum Insured:
Signature of Contractor/Sub-Contractor	
Title:	Date:

Copies of all relevant Certificates of Currency are to be attached to this document after Pacific National project manager or his nominated representative has viewed originals.

Contractor Planning and Admission

This document is to be completed by the Pacific National project manager or his nominated representative for each contract. This form allows admittance of the contractor and their sub-contractors and/or their employees into the particular Pacific National premises to carry out work arising out of the contract. Both parties shall retain a copy. The Pacific National project manager is responsible for ensuring that all action which Pacific National must undertake in order to permit the contractor to work safely at the site are stipulated in this form and maintained throughout the course of the contract.

Contract title/number:	
Company name:	
Name of Contractor representative:	
Contact Details:	
Designated Pacific National Site Contact:	
Name of any subcontractor:	
Description of work to be done:	
Date work is to be commenced:	
Date completed: (if known)	
Site premises involved:	
Expected dates/periods when activities will occur:	
Times/shifts when contractor's personnel expect to be on site:	

Identification of SHE Issues	Yes/No	Location	Comments / Actions
Is a SHE Plan required? (medium or high risk work)			
Will track access be required?			
Is safeworking protection required?			
Do services (electricity/gas/water) need to be isolated? (generally or locally)			
Is a permit to work required? Will it be provided by the contractor or Pacific National?			
Is PPE needed?			
Will the contractor conduct welding, flame cutting or any activity which creates a fire hazard? Who will provide fire suppression equipment (eg. extinguishers)			
Detail any digging to be done. Are there underground services to avoid? What is the anticipated depth of excavation?			
List any work at heights (>1.8M) to be undertaken. Are certified riggers required? Will fall arresting equipment be required?			
Are hazardous substances or dangerous goods involved? What are they? Will bunding and legal storage be provided? Are MSDS available on site at point of use?			
Detail any environmental implications in the work activity (noise and vibration, dust, fumes, run-off, etc.)			
What wastes will be generated/handled? Does the contractor have adequate procedures and/or licences?			
Has the contractor been given the necessary fire/emergency evacuation information?			
Have all affected site managers been fully informed of relevant contractor's activities?			
Detail any restrictions for the site (e.g. No aluminium ladder on sites with overhead traction wiring).			

Topics to address in the SHE Management Plan

If required, Pacific National contractors should include the following in any SHE Management Plan for a task or project:

1. Brief description of the Project.

2. Management structure and responsibility.

3. SHE issues/risk associated with the project/task/site and proposed management actions.

SHE issues/risk	Proposed Management Action(s)	Targets	Performance Indicators

4. Monitoring and measurement.

Aspects to be monitored	Monitoring method	Frequency of monitoring	Acceptable criteria

5. SHE incident management.

6. Audit and inspection.

7. Corrective action.

8. Employee induction and training.

9. Communication and reporting.

10. Document and data control.

11. Review of SHE Plan.



Complaint Management Standard

What is the aim of this Standard?

- To ensure that any complaints received from either our own staff or the general community regarding the impact or potential impact of Pacific National’s activities on health, safety or the environment, are received, investigated and resolved in a professional, effective and timely manner.
- To comply with relevant legislation, Australian Standards, Codes of Practice, industry best practice and conditions of accreditation.

How does someone register a complaint?

A complaint can be received in writing or by phone. If a complaint is received by phone, use the Complaint Form (Schedule 1).

How will Pacific National manage the complaint?

The table below outlines the process to be taken following the receipt of a complaint. Flowcharts of the process detailed below can be found at Schedule 2 and Schedule 3. While a suggested timeframe for each stage for the complaint investigation process has been provided, a shorter or longer time may be appropriate in particular circumstances. A longer timeframe can only be approved by the relevant Business Division general Manager.

Position	Responsibilities	Target Timeframe for completion
Step 1 - Receiving a Complaint		
Complainant	<ul style="list-style-type: none"> • Report complaint to Divisional Control Centre for entry into Complaint Module of IRS using the information taken from the Complainant and recorded on the complaint form. • Forward the Complaint Form to the Site/Operations Manager. 	
Corporate Head Office	Refer complaint to relevant Business Division for action.	Same day as complaint
Divisional Control Centre	<ul style="list-style-type: none"> • Enter complaint into Complaint Module of IRS. Refer complaint to relevant Business Division.	Same day as complaint Same day as complaint

Position	Responsibilities	Target Timeframe for completion
Step 2 - Investigation of Complaint		
Business Division Site/ Operations Managers	<ul style="list-style-type: none"> • Ensure that all complaints concerning areas/issues under their control are investigated to comply with legislative and regulatory requirements. • Conduct an initial assessment of the complaint and the likely sources or causes of the problem. • Confirm the complaint is within Pacific National's area of responsibility. • Determine if an investigation is required. • Appoint Responsible Officer to conduct investigation. • Ensure that any corrective actions are developed and implemented. • Ensure that the complainant is advised of progress or resolution in the matter. 	<p>Within 1 week of notification to the Site/Operations Manager of the complaint.</p> <p>Within 2 weeks of notification to the Site/Operations Manager of the complaint and then ongoing.</p> <p>Initially, within 1 week of notification to the Site/Operations Manager of the complaint. Further progress reports to be provided on a monthly basis if the investigation report on the complaint is not completed within approximately 1 month of the complaint.</p>
Investigating Officer	<ul style="list-style-type: none"> • The investigating officer shall contact the complainant by phone or in writing at the earliest possible opportunity to obtain an understanding of the complainant's perspective and the exact details of their concerns. • A site visit may be required to collect exact details and to understand local issues. 	<p>Within 1 week of notification of the complaint to the Investigating Officer.</p> <p>Within 1 month of notification to the Divisional Safety Risk Manager.</p>

Position	Responsibilities	Target Timeframe for completion
	<ul style="list-style-type: none"> • For all noise complaints, obtain details of the following from the complainant: <ul style="list-style-type: none"> - time of the occurrence (as detailed as possible); - property location (distance from the track, elevation etc); - type of noise (banging, squealing, high pitched screeching, horn etc); - apparent location of the source of the noise (locomotive, truck, container, loading, shunting, etc); - direction of travel (if incident relates to a train); - rollingstock details if relevant (type of train – empty, loaded, coal wagons, containers, types of locomotives, locomotive numbers); - identify the equipment and/or procedure apparently in use at the time and location of the reported incident; - obtain operational records of the equipment in use (download locomotive and/or lifting equipment data loggers or “black boxes”); and - engage external noise consultants for noise level testing where required. • Review previous complaints from this complainant or at this location. • In consultation with relevant site/operations managers, complete the investigation report, including corrective actions and notify complainant of the outcome. 	<p>Within 1 month of notification to the Divisional Safety Risk Manager</p> <p>Within 1 month of notification to the Divisional Safety Risk Manager</p>

Position	Responsibilities	Target Timeframe for completion
Step 3 - Reporting of Complaint Outcomes		
Divisional Safety Risk Manager	<ul style="list-style-type: none"> Provide a quarterly report of all complaints and corrective actions to the relevant General Manager identifying complaints that have not been addressed or with overdue corrective actions and the reasons for their non-completion. Provide a quarterly complaints summary report to the SHE Data Administrator as part of Divisional SHE performance Reporting. 	Quarterly as per reporting structure

Pacific National will not (and will not threaten to):

- dismiss an employee; or
- injure an employee in his or her employment; or
- prejudicially alter the employee's position (whether by the deduction or withholding of remuneration or by any other means),

because the employee has complained or proposes to complain about a matter concerning the health, safety or welfare of employees at work.

What are your and your Manager's responsibilities?

Position	Responsibilities
Manager Safety Policy, Risk & Accreditation	<ul style="list-style-type: none"> Review complaints for adverse or systemic trends. Ensure that complaints are being managed and reported by the business division Site/operations Managers. Facilitate the development and implementation of corrective actions that result from any identified systemic problems.
Divisional Control Centre	<ul style="list-style-type: none"> Enter the complaint into IRS and contract the relevant Business Division.
General Manager	<ul style="list-style-type: none"> Ensure the consistent application of the Complaint Management Standard and Policy across the General Manager's Business Division. Responsible and accountable for the management of the General Manager's Business Division, inclusive of all rail safety, occupational health and safety and environmental compliance.

Position	Responsibilities
Senior Line Manager	<ul style="list-style-type: none"> • When there is an escalation of complaints, ensure that in consultation with the Site Manager, you attend to and deal with the complaints in accordance with the Complaint Management Standard. • On receipt of a complaint, refer it on in accordance with the Complaint Management Standard and ensure that it is inserted in the HRMS.
Site Managers	<ul style="list-style-type: none"> • Ensure that all complaints concerning areas/issues under its control are investigated. • Conduct an initial assessment of the complaint and the likely causes of the problem. • Confirm the complaint is within Pacific National's area of responsibilities. • Determine if an investigation is required. • Appoint an Investigating Officer to conduct investigation. • Implement corrective actions. • Notify the complainant of the outcome of the investigation. • Record complaints into the Human Resources Management System (HRMS) by contacting the DCC.
Supervisor	<ul style="list-style-type: none"> • On receipt of a complaint, refer it on in accordance with the Complaint Management Standard and ensure that it is inserted in the HRMS.
Divisional Safety Risk Manager	<ul style="list-style-type: none"> • Provide a quarterly report of all complaints and corrective actions to the relevant General Manager identifying complaints that have not been addressed or with overdue corrective actions and the reasons for their non-completion. • Provide a quarterly complaints summary report to the Manager SHE as part of Divisional SHE performance Reporting.
Business Manager	<ul style="list-style-type: none"> • Be aware of the Compliant Management Standard. • Be aware of the procedure for reporting complaints.
Investigating Officer	<ul style="list-style-type: none"> • Investigate the complaint in accordance with this Standard and as requested by the Site/Operations Manager.

Position	Responsibilities
All Employees	<ul style="list-style-type: none">• Ensure that all activities are carried out with minimal impact on the environment, health or safety.• Ensure that any complaints or non-conformance is reported to the relevant Divisional Control Centre.• Record the complaint on the Complaint Form if complaint is received by Telephone.• Forward the Complaint Form to the Site/Operations Manager.

Schedules

- Schedule 1: SHE Complaint Form.
- Schedule 2: Management of SHE Complaints – Receipt of Complaints Process.
- Schedule 3: Management of SHE Complaints – Investigation of Complaints Process.

Would you like to know more about the Complaint Management Policy or Generic Procedure?

Policy | Complaint Management Policy

Refer to:

- the Employee User Guide for a simple and quick reference to Complaint Management; and
- the Supervisors' and Managers' Guide for a concise statement of Supervisors' and Managers' key responsibilities concerning Complaint Management.

Safety, Health and Environment Complaint Form

Questions to ask the caller

Complainant Details

What is your name?	Name	_____	
What is your address?	Address	_____	
Do you have a contact telephone number?	Home Phone	_____	Work Phone
		_____	_____

Details of Complaint

Does the complaint relate to:

A specific incident(s)? Yes No *If 'yes', when did the problem occur?*

 Date: Time: Date: Time:

An ongoing problem? Yes No *If 'yes', when did the problem first start?*

 Starting Date: _____

Noise? Yes No Air Quality? Yes No

Vibration? Yes No Visual pollution? Yes No

Odours? Yes No Other (specify) Yes No

At what location did the incident you are concerned about occur? _____

Did the incident involve rollingstock? Yes No

Can you identify the type of train, locomotive numbers or the direction of travel? Yes No

Details/Comments

Note: If the above information cannot be provided, the complainant shall be requested to provide more information

Recorded By: Details

Your Name _____ Phone No. _____ Date _____

Noise and/or Vibration Complaints

If the complaint is a noise and/or vibration complaint, does the complaint involve:

General noise on rail system? Yes No Wheel squeal or track conditions? Yes No

Track owner/manager issues? Yes No Vibration not investigated? Yes No

If any answer is "Yes" complaint should be referred to the relevant Track Manager.

Property Details

Property type and age? _____
 Location (distance from track, elevation etc) _____

Site Details

Kilometrage _____	Section of railway line _____	Up/Down _____
Track Speed _____	Track Grade _____	Rail Weight _____
Sleepers – Concrete/Wood/Metal	Track features (joints etc)	Other Details (e.g. curve radius)

Train Details

Train Type Coal Freight Wheat Mixed Empty/Loaded _____
 No. & Type of Locomotives _____ No. & Type of wagons _____

Source of Noise

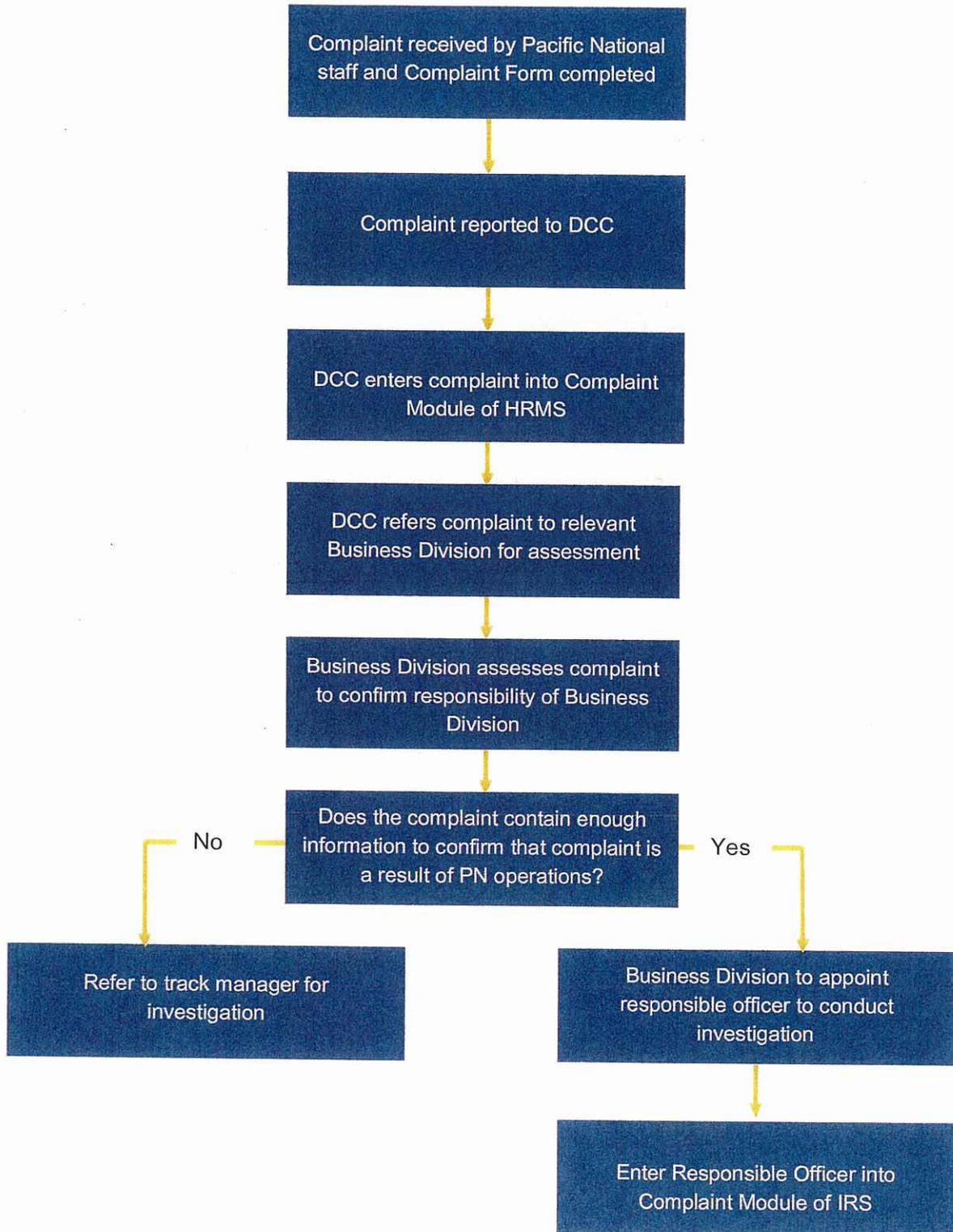
WHEEL/RAIL	ROLLINGSTOCK	WARNING EQUIPMENT
Points and Crossings <input type="checkbox"/>	Bunching <input type="checkbox"/>	Open Level Crossing <input type="checkbox"/>
Joints <input type="checkbox"/>	Stretching <input type="checkbox"/>	Pedestrian Crossing Warnings <input type="checkbox"/>
Wheel Squeal <input type="checkbox"/>	Coupling Slack <input type="checkbox"/>	Detonators <input type="checkbox"/>
Wheel flats <input type="checkbox"/>	Stabling <input type="checkbox"/>	Vehicle Reversing Warning <input type="checkbox"/>
Curve Squeal <input type="checkbox"/>	Brake Squeal <input type="checkbox"/>	Level Crossing Operating Continuously <input type="checkbox"/>
Other <input type="checkbox"/>	Other <input type="checkbox"/>	Other <input type="checkbox"/>
LOCOMOTIVES	DEPOT	MISCELLANEOUS
Diesel <input type="checkbox"/>	Shunting <input type="checkbox"/>	Workshop Activities <input type="checkbox"/>
Electric <input type="checkbox"/>	Locomotive Idling <input type="checkbox"/>	Passenger Station <input type="checkbox"/>
A/C Noise <input type="checkbox"/>	Freight Handling Equipment <input type="checkbox"/>	Train Idling at Station <input type="checkbox"/>
Cooling Fans <input type="checkbox"/>	Road Transport Vehicles <input type="checkbox"/>	Bridge Noise <input type="checkbox"/>
Dynamic Brakes <input type="checkbox"/>	Track and Rollingstock <input type="checkbox"/>	Construction <input type="checkbox"/>
Horn/Whistle <input type="checkbox"/>	Maintenance <input type="checkbox"/>	Plant/Equipment <input type="checkbox"/>
Exhaust <input type="checkbox"/>	Stabling <input type="checkbox"/>	Generators <input type="checkbox"/>
Engine <input type="checkbox"/>	<input type="checkbox"/>	Other <input type="checkbox"/>

Corrective Actions

Can any action be taken to minimise or avoid the risk of recurrence? Yes <input type="checkbox"/> No <input type="checkbox"/>			
<i>If Yes, detail corrective actions</i>			
Corrective Action	Responsible Officer	Due Date	Comments
Are there any other issues? <i>If Yes, detail issues</i> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<i>Signature</i> Name		Date	
Has complainant been Notified of investigation results? <i>If No, why not?</i> Yes <input type="checkbox"/> No <input type="checkbox"/>			
<i>Signature</i> Name		Date	

Management of Environment, Health & Safety Complaints

Flow Chart: Receipt of Complaints Process



Management of Environment, Health & Safety Complaints

Flow Chart: Investigation of Complaints Process

