

Procedure No: CS-OHS-17  
TRIM Ref No: B/D/11/30943  
Reviewed: 06/03  
/Amended: 06/03  
Review Due: 06/05



## CS ENERGY PROCEDURE

# VISITOR ACCESS AND SITE TOURS CS-OHS-17

Responsible Officer: Health and Safety Business Partner  
Responsible Manager: Head of Health and Safety  
Responsible Executive: Executive General Manager Corporate Services

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## DOCUMENT HISTORY

Key Changes	Prepared By	Checked By	Approved By	Date
Original Issue				1/11/1997
Addition of Mica Creek Power Station in Appendix A				6/04/1998
Changes to Eagle Street and Callide B				04/08/1998
Changes to Mica Creek				10/11/1998
Changes to Callide				09/12/1998
Changes to contact Phone Numbers in Appendix A				30/11/1999
Changes to 3.0, 3.2, 4.0, Appendix				30/10/2002
Addition of Site Tour information				30/11/2002
Altered time limits for induction process (from 12 months to 2 years) in attachments				30/06/2003

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## 1 PURPOSE

This procedure provides a summary of the site entry requirements visitors are to be aware of prior to visiting CS Energy sites.

## 2 SCOPE

The procedure shall apply to all persons visiting CS Energy sites.

## 3 RESPONSIBILITIES AND ACCOUNTABILITIES

### 3.1 Visitor

- CS Energy employees - ensure familiarisation and compliance with this procedure.
- Other than CS Energy employees - comply with this procedure and CS Energy host's instructions.

### 3.2 Host

- ensure visitors are notified of the site entry requirements in this procedure.
- ensure the minimum PPE is worn by all visitors before leaving security gatehouse / administration building.
- ensure all visitors sign the visitor's register, obtain their identification tag, and sign off when leaving.
- ensure visitors are inducted as per site requirements.
- provide the visitor with additional information specific to the visit.

### 3.3 Security Personnel

- contact the host on the arrival of the visitor.
- ensure the visitor signs the visitor's register and completes detail for their identification tag.

## 4 ACTIONS

Prior to visiting CS Energy sites, all CS Energy employees shall ensure they are aware of and comply with the requirements covered by this procedure. CS Energy employees that arrange for visitors to attend site will be required to act as a "host" for the period visitors are on site.

The host shall ensure all visitors are notified of the requirements covered by this procedure **prior to their visit**.

Appendix A summarises the site entry requirements for all CS Energy sites.

### 4.1 Dress Requirements and PPE

The minimum recommended safety dress and Personal Protective Equipment (PPE) (Appendix A) for areas other than the Reception / Administration Building at all power stations is:

- Long sleeved cotton shirt;
- Long cotton trousers;

- Safety steel capped footwear;
- Safety helmet;
- Safety glasses; and
- Hearing protection.

Some PPE may be available at the site. (Appendix A)

#### 4.2 On Arrival at the Site

On arrival at the site the visitor shall:

- proceed to the nominated area (Appendix A);
- sign the visitor's register;
- wear their identification tag; and
- be met by the host.

#### 4.3 Site Induction

- All visitors shall undertake induction as indicated in Appendix A.
- The host and visitor must allow adequate time for the induction.
- The host must make arrangements for the induction prior to the visit by contacting the health and safety personnel (Appendix A) at the site.

#### 4.4 Medical Conditions

Visitors with heart pacemakers and medical conditions such as asthma, epilepsy and diabetes should notify the host and/or health and safety personnel at the power stations.

### 5 SITE TOURS

This procedure shall apply to all site tours conducted on CS Energy sites.

#### 5.1 Tour Operators

Tour guides, teachers or other tour operators must be inducted into the CS Energy general induction and site-specific induction every 12 months. A nominated tour guide will act as "contact person" for CS Energy for the preparation and duration of the site visit. Tour operators must notify Site Management 48 hours prior to attending site, of their intention to conduct a tour. CS Energy will respond within 24 hours but may decline a tour request at any time. The Tour Guide (contact person) will be issued with a "swipe" access card and advise Security of the number of persons on the tour. Security will contact the Control Room, Site RSA and ERT coordinator and Site Manager to advise that the tour guide and visitors are on site.

Tour guides are required to wear the visitor yellow helmet and identification tag for the duration of the tour and are to be in charge of not more than 15 visitors. All visitors on tours are required to wear footwear that completely covers their feet and students are to wear school uniform or equivalent clothing.

#### 5.2 CSE Personnel Responsibilities

CS Energy Site Management must ensure a **risk assessment** is conducted once they have been

notified of a tour request. The risk assessment should be address the following:

- Site activities or progress on the tour day
- The number of tourists attending and any medical or health conditions
- Security issues
- The route of the tour and the need to make any changes or restrictions (height of bus, size of bus)
- Traffic control
- Emergency procedures and evacuation assembly areas
- Communication methods available

### **5.3 Tour Route**

CSE Site Management must confirm the tour route with the tour guide and a map of the route and site is to be provided to the guide. The CS Energy site RSA or ERT coordinator will advise the tour guide of any amendments to the tour route prior to the tour commencing. Tour guides must sign in and sign out at the Security gate on behalf of all the visitors. Security must be advised of the number of persons on the site.

### **5.4 Communication**

A list of emergency contact names and numbers for the site are to be provided to the tour guide. A two-way radio is to be provided to the tour guide (and the guide instructed in its use) for the duration of the tour. Tour guides must also carry a mobile phone on site.

### **5.5 Incidents**

Tour guides are required to report all incidents or accidents to CS Energy site management. CS Energy will make available its emergency response (where applicable) and first aid personnel and facilities. Tour guides are to direct all persons in the tour group to the evacuation points.

### **5.6 Access on Site**

Where Tours are conducted around the site in a bus, the Tour guide must ensure that all persons remain on the bus during the tour (excepting in an emergency). Bus drivers must be advised of the tour route and adhere to the site speed limit and traffic rules. All tour groups are to receive a Visitor Induction prior to going on site. Where tours are conducted by walking the site the tour guide must be advised of the tour route. The tour guide is to ensure the group remains together under direct supervision.

### **5.7 School Tours**

School tours must also implement the following whilst on site:

- All tour attendees must wear a highly visible safety vest
- An adult supervisor must be allocated to not more than 15 students and are responsible for their control while on site.
- An attendance list is to be provided to Security with all the names of Teachers, Aides, Students and the bus driver.
- A roll call is to be conducted prior to, and on leaving the Site by the tour guide.



- Any discrepancies in the roll call are to be advised to CS Energy immediately. CS Energy ERT personnel (where applicable) or first aid/security staff will conduct a search of the area.
- Students must be escorted into training rooms, education areas or site amenities by the tour guide or supervising adults.
- Tour guides are to sign in and out at Security on behalf of the tour group.

## 5.8 Technical Tours

Site tours undertaken for technical groups (TAFE Students, consultants, contractors, publicity personnel) must be arranged and coordinated by a CS Energy host.

- Technical tours must be marshalled and accompanied by CSE personnel.
- The CSE personnel are to ensure that the guests, visitors are kept together as a group and do not get left behind, lost or stranded.
- CS Energy shall determine how many CS Energy personnel are required to monitor the group, depending on where they are going, size of group and PPE required.
- The CSE host is to notify the Health & Safety Advisor, and the ERT Team of the time, date and what part of the site they are touring.

## 6 DEFINITIONS

Term	Definition
Host	The person on site being visited
PPE	Personnel protective equipment
Visitor	Any person requiring access to a CS Energy site

## 7 REFERENCES

Reference No	Reference Title	Author

## 8 RECORDS MANAGEMENT

In order to maintain continual improvement, suitability, safety and effectiveness of the organisation, CS Energy's registered documents will be reviewed on a two-yearly basis or at intervals specified by legislative or regulatory requirements. Review of controlled documents should occur where it has been identified that there are changes in technology, legislation, standards, regulation or where experience identifies the need for alteration to the content. Registered documents should also be reviewed following an incident, change management process, modification or where directed as part of a risk assessment process. A 'review' can simply mean that it has been identified, confirmed and appropriately recorded that no changes are required and that the existing process remains the same.

CS Energy must ensure that records are retained according to accountability, legal, administrative, financial, commercial and operational requirements and expectations. In compliance with records retention and disposal, all documentation created in relation to CS Energy business must be retained in line with minimum retention periods as detailed in legal retention and disposal schedules.

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## 9 ATTACHMENTS

### 9.1 Attachment 1 – Summary or Site Entry Requirement for Visitors to CS Energy Sites

#### SUMMARY OF SITE ENTRY REQUIREMENTS FOR VISITORS TO CS ENERGY SITES

Location	Minimum Dress Requirements		Travel Time	On Arrival	Induction	H & S Personnel
	To be supplied by visitor	Available on site				
Callide B Power Station	<ul style="list-style-type: none"> <li>Long sleeved cotton shirt</li> <li>Long cotton trousers</li> <li>Safety footwear</li> </ul>	<ul style="list-style-type: none"> <li>Visitor's Yellow Safety helmet</li> <li>Safety glasses</li> <li>Hearing protection</li> </ul>	<ul style="list-style-type: none"> <li>2 hrs from Rockhampton</li> <li>1.5 hrs from Gladstone</li> <li>20 minutes from Thangool airport</li> </ul>	<ul style="list-style-type: none"> <li>Report to Security Gatehouse giving name and site contact</li> <li>Parking available outside gate or inside near Administration Building</li> <li>Sign Visitor Book and wear identification tag.</li> </ul>	<ul style="list-style-type: none"> <li>On site for 1 to 5 days - 10 minute video at reception area.</li> <li>Accompanied by fully inducted person.</li> <li>On site for more than 5 days - 2 hr CSE induction - valid for 24 months</li> </ul>	<ul style="list-style-type: none"> <li>Risk and Safety Adviser (07) 4992 9663</li> <li>Health &amp; Safety Adviser (07) 4992 9617</li> </ul>

Medical conditions to be notified: heart pacemakers, epilepsy, and diabetes.