

Phillip Island Grand Prix Circuit



Occupational Health and Safety Policy Procedures Manual - 2020

PIO 2020 OH&S Manual

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- ATTACHMENT A** P.I.G.P.C. Site Induction Program
Acceptance of Site Safety Requirements, Regulations and
Procedures (*for Contractors, Supervisors and Employees
inducted on site*)
- ATTACHMENT B** Single Day Visitor and Delivery Form
Acceptance of Site Safety Requirements, Regulations and
Procedures
- ATTACHMENT C** Contractor Non-compliance Notification
- ATTACHMENT D** Job Safety Analysis
- ATTACHMENT E** Incident Investigation Report
- ATTACHMENT F** Weekly Man Hour Summary
- ATTACHMENT G** Review Meeting Minutes
- ATTACHMENT H** Corrective Action Report
- ATTACHMENT I** Corrective Action Register
- ATTACHMENT J** Safe Use of Ladders

1. Section One

1.1. Introduction

Phillip Island Grand Prix Circuit (PIGPC) is a motor racing venue, licensed for motor racing activities by the Motorsport Australia (CAMS), Motorcycling Australia (MA) and the Federation Internationale Motocycliste (FIM). The operation of the venue for motor sport is subject to meeting the safety regulations of these sporting authorities. The circuit is operated by PI Operations Pty Ltd (PIO) who conduct events and promotions at the venue. The circuit is available for hire to other parties to conduct events, promotions or private testing. In addition to the safety requirements of the sporting authorities, PIO has established its own regulations to promote the safe use of the venue.

At all times, PIO is committed to providing a safe healthy work environment so far as is practicable and wishes to ensure that all employees, contractors, sub-contractors and personnel working at the venue, are safe from injury and risks to health arising out of their work.

PIO recognises the importance of having safe work practices and procedures that comply with the relevant Government Acts, Regulations and Standards governing occupational health, safety and welfare and undertakes to use its best endeavours to ensure these are adhered to.

PIO will achieve these goals by:

Identifying the responsibilities of managers, employees and contractors;
Identifying potential hazards and controlling the risk of injury, illness or disease;
Providing employees with information, instruction, training and supervision;
Protecting clients and members of the public from potentially adverse health effects arising from PIO, and PIO contractors, activities and services.

PIO require that all employees contribute towards the achievement of these objectives.

Accordingly, this induction has been compiled as part of a health and safety program for the conduct of all activities at the circuit.

At all other times PIO requires that managers and contractors must ensure that safe systems of work, (in compliance with relevant Acts, Regulations or By-Laws) and accepted safe working practices and Safety Procedures are adhered to at all times by themselves and their employees.

Additions and/or deletions may occur to safety requirements for all persons when necessitated by changes in legislation or WorkSafe requirements.

1.2. Safety and Incident Prevention Statement

The SAFETY POLICY for the PIGPC provides that:

- The health and safety of all personnel engaged at the venue will be integral to all the plans, contracts and procedures involved in the works associated with the staging of activities at the venue.

- Every effort will be made to ensure that everyone is provided with a safe and healthy place in which to work and that compliance is made with all relevant legislation, codes and standards.
- Safety is a team commitment involving managers, supervisors, contractors, suppliers and employees working together through consultation and co-operation.
- Any individual observing unsafe or unhealthy acts or situations is expected to address the situation immediately and directly with the person or persons involved.
- The rights of all personnel to express their concern over safety in the workplace and to expect those concerns to be addressed is recognised and supported.
- Information, instruction training and supervision in safe methods of work, relevant legislation and safety procedures will be provided to all personnel as requested.
- Safety performance of Contractors will be assessed regularly together with other performance indicators.
- The reporting systems detailed in this PI Operations Pty Ltd Occupational, Health, Safety and Welfare manual must be adhered to at all times.
- You are reminded that motor sports is dangerous and incidents can and do happen.
- All care is taken to protect you but you are warned that there is a possibility of an incident causing injury, death or property damage.
- By entering these premises you hereby acknowledge that the entry to the event venue has a high degree of risk and the promoter, clubs, corporations, organisations and persons having any connection with the promoting, organising or conduct of the event shall have no liability to you except in regard to any rights you may have arising under the Competition and Consumer Act 2010.

1.3. Definitions

PIO	Means PI Operations Pty Ltd ABN 62 108 623 462
CIRCUIT/PIGPC	Means the Phillip Island Grand Prix Circuit located at Phillip Island, Victoria, Australia.
WORKS	Means those activities authorised to be carried out within the circuit.
CIRCUIT MANAGEMENT	Means a PI Operations Pty Ltd Representative.
SITE SUPERVISOR	Means the person, or any authorised representative, appointed to supervise Works being undertaken at the Circuit by PI Operations Pty Ltd.

CONTRACTOR

Means the person or organisation contracted to carry out the Works and shall include the agents, consultants, sub-contractors and employees of the Contractors.

2. Section Two – Phillip Island Grand Prix Circuit Code of Conduct

2.1. General Site Safety Rules

It is the responsibility of all PI Operations (**PIO**) employees, contractors and contractors' employees to work with due care and consideration to safeguard their own health and safety and the health and safety of others whilst engaged in works at the Phillip Island Grand Prix Circuit (**Circuit**).

All personnel must comply with all rules and PIO directions and/or directives as provided at all times. Any rule, direction or directive not fully understood must be immediately brought to the attention of PIO Management.

2.2. General Site Safety Rules

The PIO Site Induction is completed online – go to:

<https://phillipisland.hammertechonline.com/>

Company details must be provided to PI Operations prior to workers completing their induction.

Send company details (name and contact email address) to info@phillipislandcircuit.com.au. The company representative must complete the required company information, including insurance details.

All managers, supervisors, employees, contractors and volunteers undertaking works at the Circuit are required to complete a Site Induction. This induction covers all matters included in the PIO Occupational Health and Safety (OH&S) policy.

The induction validates access to the Circuit for specifically authorised works for a maximum period of 12 months.

Single Day Visitors and Delivery Personnel will be required to read and sign an acceptance of the Circuit Code of Conduct (Attachment B) at Gate 7 prior to entry. Please note that the Attachment B is for single time or irregular deliveries only. Any driver who makes regular deliveries to the Circuit must complete the annual induction.

Persons intending to work at the Circuit who have not completed the Site Induction will not be permitted access.

All managers, supervisors, employees, contractors and volunteers undertaking **Construction Works** at the Circuit are required to have attended, or be enrolled to attend, the Construction Induction training in line with Victorian OH&S Regulations 2007, part 5.1

Evidence of registration must be provided during completion of the Site Induction prior to commencing any construction works on site.

In the absence of written advice from the Victorian Workcover Authority, the designation of construction works shall be at the sole discretion of PIO.

2.3. Contractors Obligations On-Site Safety

All Contractors must conduct all works in a manner that eliminates or minimises the risk of bodily harm to any person or risk of damage to any property, so far as is reasonably practicable, at all times. All Contractors shall continuously monitor their operations at the work site and shall be responsible for ensuring the safety of all persons and property.

2.4. General Safety Requirements

- a) All operators of plant requiring a Certificate of Competency, license or equivalent qualification to operate such plant, e.g. Elevating Work Platforms and Fork Lift Trucks, must be appropriately qualified. Persons operating plant in a training capacity must be adequately supervised;
- b) All safety devices, equipment (including personal protective equipment (PPE)) and apparel necessary to prevent injuries, incidents, fires and other hazards must be used. Such devices and equipment shall include (without restricting the generality of the foregoing) illumination, railings on stairs and landings, traffic management systems and controls, machinery guards, walkways, ladders, scaffolds etc;
- c) The Contractor shall undertake a Hazard Identification and Risk Assessment and develop a Job Safety Analysis (JSA) for all works undertaken at the Circuit. In accordance with the JSA, the Contractor shall implement safe work procedures and supervision for the works. These documents must be submitted to PIO Management for review prior to the commencement of the works;
- d) The contractor shall provide adequate information, instruction and training in incident prevention to all employees, sub-contractors and employees of sub-contractors and must provide adequate supervision of the works;
- e) The contractor shall consult with the PIO on safety matters;
- f) As far as is reasonably practicable, the Contractor shall provide adequate facilities for a safe means of entering or leaving the workplace. Facilities for the appropriate proper inspection and maintenance of all safety devices, equipment, and apparel must also be provided;
- g) All contractors and sub-contractors must have suitably equipped first aid kits with them on site at all times;
- h) Apprentices and trainees must be supervised at all times.
- i) Working at height must be in accordance with Victorian OH&S Regulations 2017.
- j) In respect of all matters concerning the safety of the works and personnel at the Circuit, the Nominated Representative will be deemed to have the responsibility and authority of the Contractor.

2.5. Incident Notification

The contractor must immediately investigate and provide a written report to PIO Management about:

- i) any incident resulting in injury to any employees or workers; or
- ii) any damage to plant or equipment; or
- iii) any near miss incident with the potential for causing serious injury or material damage.

The contractor must also report all incidents to PIO using the Incident Investigation Report (Attachment E) and, in addition, all notifiable incidents to the Victorian WorkCover Authority. Refer to the Duties Relating to Incidents, sections 37 - 39 OH&S Act 2004 for details of notifiable incidents.

2.6. Occupational Health

An employer must, so far as is reasonably practicable, provide and maintain for employees a working environment that is safe and without risks to health;

The employer shall ensure all employees are made aware of safeguards against the extremes of both heat stress and exposure to cold. Over exposure to the sun by employees must be discouraged by the Contractor and steps must be taken to ensure that proper clothing is worn and that protective sunscreen lotions are provided. In addition, employees should be advised to protect themselves from extremely cold conditions.

2.7. Contractors Nominated Representative

The Contractor must:

- a) nominate a member of its workforce as its Nominated Representative during the completion of the Company Details stage of the project;
- b) nominate a company representative for all OH&S matters;
- c) consult with employees on all health and safety related matters and any changes to the works being undertaken;
- d) Submit a new JSA if changes are made to the work being undertaken and inform and provide employees with a copy of the new JSA.

2.8. Safety Regulations for Motor Sport Activity

It is likely that motor racing associated activity will be occurring on the circuit during working hours and all personnel must be aware that motor racing is a high risk sport and incidents can and do happen. It is a fundamental requirement of the Site Safety Induction that all employees and sub-contractors are aware of the dangers of motor sport.

Organisers, Competitors, Participants, Officials and Volunteers involved in the conduct of any motor sport or ancillary activities at the circuit will be required to adhere to the provisions contained in the relevant Motorsport Australia (CAMS), Motorcycling Australia (MA) or PIO conditions of use documentation.

PHILLIP ISLAND GRAND PRIX CIRCUIT
OCCUPATIONAL HEALTH AND SAFETY POLICY

Organisers, competitors, participants, officials and volunteers will be required to respond to occupational health, safety and welfare instructions issued from time to time by CAMS, MA or PIO representatives.

3. Section Three – Circuit Access and Regulations

3.1. Circuit Access

- a) All Contractors, delivery drivers and guests arriving at the Circuit must notify PIO Management prior to arrival and check in with Security prior to entering the Circuit;
- b) A Site Pass is required to gain access to the Circuit for all personnel working on site, including drivers making regular deliveries. A Site Pass may be obtained by undertaking an annual Site Induction held by PIO. Access to the Circuit for personnel without a Site Pass must be in accordance with the procedures established by PIO;
- c) Only authorised contractor personnel are permitted to enter the Circuit. Family members, friends and other persons not directly related with the conduct of works are not permitted within the Circuit;
- d) The normal hours of operation for the Circuit are between 8:00am and 6:00pm during summer and 8:30am to 5:30pm during winter, excluding weekends and public holidays. Access to the Circuit at other times may be arranged in advance with PIO Management, but is not guaranteed;
- e) The Circuit can be accessed from Back Beach Road via the following gates:
- f) All cars and light trucks weighing less than 3 tonne gross weight, must enter the Circuit through either the Gate 1 Security office or the Gate 7 Security office (via Visitor Centre Drive). The type of activity being held at the Circuit will determine which of the two gates is used, however the normal weekday entry will be via Gate 7;
- g) all trucks and semi-trailers exceeding 3 tonne gross weight, must enter the Circuit via Gate 2 located 100 metres west of Gate 1, and travel on the gravel access road to the Gate 7 Security Office;
- h) All vehicles exceeding 4.0 metres in height which require access to the Paddock and infield areas must enter the Circuit via Gate 4 located on Gap Road South. Entry through Gate 4 is subject to the arrangements detailed in sub-clause (h) below;
- i) Egress for all vehicles must be via the same route, with the exception of trucks that have entered the Paddock through Gate 4 and because of unloading may fit through the Tunnel and exit via Gate 7 and on to Back Beach Road via Gate 2;
- j) Vehicular access to the Paddock and infield areas is only permitted through the Tunnel, unless by prior arrangement with PIO and in accordance with the requirements detailed in sub-clause (h) below. Pedestrians may access the Paddock areas via the pedestrian overpass located in the centre of Gardner Straight. Walking through the vehicle tunnel is strictly prohibited;
- k) The Paddock access tunnel has a clearance of 4.0m. The tunnel is single lane only and is controlled by automatic traffic lights at either end using specific timed periods. For safety reasons the traffic signals must be strictly obeyed. Failure to obey the signals will result in revocation of your site pass and removal from the Circuit;

- l) Access to the Paddock and infield areas for vehicles over 4.0m in height is available through Gate 4 located on Gap Road South. Entrance through Gate 4 must be arranged with PIO prior to arriving at the Circuit. Vehicles must pass directly across the racetrack surface towards the infield, then follow the gravel road around the dam bank into the Paddock area. No trucks are permitted on the track at any time other than to cross the track at this point;
- m) During days of Circuit Hire, entry to and exit from the Paddock and infield areas via Gate 4 for vehicles will only be possible, between 7:00am and 8:30am each morning or between 5:00pm and 6:00pm in the evenings. No access across the track will be permitted during Circuit Hire days, other than for extreme emergency, and only with PIO Management approval;

3.2. Circuit Regulations

- a) The speed limit is 20kph on all roads within the Circuit. Drivers must observe this speed limit at all times. All vehicles should remain on the gravel or bitumen roads to minimise ground damage. Wherever possible contractors must stay off grassed areas. Any drivers not observing the speed regulation may be evicted from the Circuit;
- b) All personnel must be contained within the vehicle at all times. The contractor must not allow riding on the back of utes or trucks at any stage. All OH&S regulations, industry standards of best practice and applicable licensing requirements must be adhered to at all times. Failure to adhere to these requirements will result in the revocation of site passes and eviction from the Circuit;
- c) All personnel riding motorcycles for work purposes must be wearing a suitable crash helmet at all times. All OH&S regulations, industry standards of best practice and applicable licensing requirements must be adhered to at all times. Failure to adhere to these requirements will result in the revocation of site passes and eviction from the Circuit;
- d) Glass bottles and receptacles are not permitted within the Circuit;
- e) Contractors are not permitted to approach any team members or any other personnel or group using the Circuit for autographs, or to engage them in any discussion;
- f) No photographs of any kind may be taken within the Circuit except by prior arrangement with PIO;
- g) Any post on a social networking website or any other public domain that portrays a breach of the Circuit's site induction information or OH&S Policy, or is in any way deemed to be offensive to the Circuit, will result in immediate revocation of your site pass;
- h) Strictly no dogs or other animals are permitted on to the Site;
- i) Contractors are not permitted to drive on the racetrack surface or to enter any areas from the edge of the racetrack to the first line of spectator fencing without the prior approval of PIO Management. Contractors must not enter any restricted areas defined by "Restricted Area" or "No Access" signs located in the Paddock and the spectator areas;
- j) Helicopters are not permitted to land at the Circuit without the prior consent of PIO Management. Helicopter landing is controlled by the Helicopter Access Procedures document which is available on request;

- k) All contractors shall ensure that all refuse and rubbish resulting from their works is placed and confined in suitable containers and removed from the Circuit at regular intervals or as otherwise directed by PIO;

3.3. Site Protection and Safety

- a) All Contractors shall at all times consult with PIO to agree on the locations of areas in which to locate, store or erect equipment or plant, regardless of the period of time the equipment or plant is to be on site;
- b) From time to time areas of the Circuit may be wet and inaccessible. All contractors and vehicles entering the Circuit must liaise with the Site Supervisor to determine the most appropriate routes to take in order to carry out the Works. Vehicles shall not deviate from the designated routes defined by the Site Supervisor;
- c) All contractors shall ensure that any dust, mud or ground disruption caused by its Works, or by the movement of plant, equipment and vehicles is kept to a practicable minimum. PIO Management reserves the right to halt work if conditions are unsuitable;
- d) Prior to undertaking any works, all contractors must check the location of any underground services which may have an impact on its works or any other contractors' works with PIO. In the event that unreported underground services are encountered in any way, the Contractor shall immediately notify PIO;
- e) All electrical equipment must be safety certified and appropriately tagged;
- f) Any flammable and combustible goods brought into the Circuit are to be managed in accordance with Australian Standard 1940-2004 Storage and Handling of Flammable and Combustible Liquids and the Dangerous Goods Act (1985) and regulations made pursuant thereto. PIO Management must be notified of the type and quantity prior to arrival at the Circuit;
- g) Contractors shall ensure that fires are not lit or allowed to remain alight at any time. Explosives are not permitted on site and are strictly not to be used at any time. Clear access ways are to be maintained in works areas at all times in accordance with the requirements of PIO and any emergency service agency such as the Country Fire Authority;
- h) Contractors shall ensure that proper precautions are taken, and procedures followed to keep poisons and other potentially hazardous substances in places secured against access by unauthorised persons;
- i) Stakes and the like should not be driven into the ground without prior approval from PIO.

3.4. Summary of Code of Conduct and Circuit Regulations

3.4.1. General Site Safety Rules

It is the responsibility of PIO and all employees, contractors, and sub-contractors to take reasonable care for the health and safety of persons who may be affected by an employee's acts or omissions at the workplace.

- a) It is the employee's responsibility to co-operate with his or her employer with respect to any action taken by the employer to ensure the health and safety of persons.
- b) It is also the employee's responsibility to work with due care and consideration to safeguard their own health and safety, as well as the health and safety of others.

3.4.2. Induction

- a) The Site Induction is completed online. Go to:
<https://phillipisland.hammertechonline.com/>
- b) A site pass will be issued at the completion of the induction and is valid for a maximum of 12 months.
- c) All Single Day Visitors and Delivery Personnel must complete Form B documentation prior to entry.
- d) All personnel involved in construction works must provide evidence of Construction Induction training.

3.4.3. Contractors Obligations On-Site Safety

All Contractors must supervise, conduct and monitor all operations and work in progress in a manner to avoid the risk of bodily harm to persons or risk of damage to any property at all times.

3.4.4. General Safety Requirements

- a) All users of plant and machinery must have an appropriate Certificate of Competency (or be under direct supervision in a training capacity);
- b) All safety devices, equipment and apparel necessary to prevent incidents, injuries, fires and other hazards must be used where required;
- c) The Contractor shall develop and implement safe working procedures for work undertaken at the Circuit and they must comply with the relevant legislation and codes of practice;
- d) A Job Safety Analysis must be undertaken for all tasks highlighting potential hazards and a copy is to be provided to PIO Management;
- e) Contractors are to provide adequate information, instruction and training in incident prevention to all employees, sub-contractors and employees of sub-contractors;
- f) Contractors must consult with PIO on safety matters or issues when required;
- g) The contractor must provide adequate facilities for a safe workplace and the welfare of employees;

- h) All incidents and near misses must be reported to PIO. PIO may inform the Victorian WorkCover Authority where injury is involved as per the Duties relating to Incidents, sections 37 - 39 OH&S Act 2004;
- i) All contractors must have first aid equipment on site;
- j) Working at height must be in accordance with Victorian OH&S Regulations 2017.

3.4.5. Occupational Health

- a) An employer must, so far as is reasonably practicable, provide and maintain for employees a working environment that is safe and without risks to health;
- b) The employer shall ensure that all employees are aware of and have safeguards for extreme weather conditions (both hot and cold conditions). All staff must be dressed appropriately to ensure OH&S Compliance.

3.4.6. Contractors Nominated Representative

- a) The Contractor must nominate a member of its workforce as its Nominated Representative and must notify Circuit Management prior to any work commencing on site.
- b) The Nominated Representative must obtain and be conversant with a full copy of the Occupational Health and Safety Policy Procedures Manual for the Phillip Island Grand Prix Circuit.

3.4.7. Safety Regulations for Motor Sport Activity

Motorsport is dangerous and incidents can and do happen – stay out of restricted areas.

3.4.8. Circuit Access

- a) PIO Management must be notified prior to your arrival and you must report to Security before entering the Circuit.
- b) All Contractors and personnel must undergo an annual PI Operations site induction to obtain a Site Pass.
- c) No unauthorised personnel are allowed on site, including family members, friends or children.
- d) Normal Circuit hours are from 8.00am to 6.00pm in summer and 8:30am to 5:30pm in winter.
- e) Access to the Circuit will be via Gate 7 for normal operations or Gate 1 during events.
- f) All cars and small vehicles access Gate 7 via Visitor Centre Drive,
- g) All trucks and wide vehicles access Gate 7 via Gate 2 off Back Beach Road,

- h) Access for oversize vehicles (exceeding 4.0m in height) to the paddock or other infield areas is via Gate 4 by prior arrangement only,
- i) Access through the tunnel is controlled by traffic lights which must be obeyed at all times. Strictly no pedestrians through the tunnel.

3.4.9. Circuit Regulations

- a) Speed limit is 20km on all roads within the Circuit.
- b) All vehicles must remain on the gravel or bitumen roads to minimise ground damage.
- c) All personnel must be contained within the vehicle (no riding on the back of utes or trucks).
- d) Stakes and the like should not be driven into the ground without prior authority from the Site Supervisor or Circuit Management.
- e) All personnel riding motorbikes must be wearing a helmet at all times.
- f) No glass bottles are permitted within the Circuit.
- g) Contractors are not to approach any team members or track hirers at any time.
- h) No photography on site without prior approval.
- i) Any post on a social networking website or any other public domain that portrays a breach of the Circuit's site induction information or OH&S Policy, or is in any way deemed to be offensive to the Circuit, will result in revocation of your site pass;
- j) No dogs or other animals are permitted on site.
- k) Contractors are not permitted to drive on the racetrack surface or enter the Restricted Areas of the track unless authorised.
- l) Helicopters are not permitted to land at the Circuit without prior consent.
- m) All rubbish must be placed in bins, which are available on request.

3.4.10. Site Protection and Safety

- a) Keep off grassed areas where possible.
- b) Prior to commencing work or erecting equipment approval must be obtained from Circuit Management or the Site Supervisor.
- c) If a works area is damaged, work in that area may be closed off.
- d) The location of underground services must be ascertained prior to any ground works.
- e) All electrical equipment must be safety certified and appropriately tagged.

- f) All flammable and poisonous goods must be stored safely, and appropriately labeled.
- g) All contractors shall ensure that fires are not lit or allowed to remain alight at any time.
- h) Any hot works (welding, gas cutting, grinding etc.) shall only be undertaken after consultation with PIO and in accordance with recognised health and safety procedures e.g. area screened off appropriate fire protection, personal protective equipment. Hot works shall not be undertaken during fire ban periods.

3.5. Phillip Island Grand Prix Circuit Information Sheet

PHILLIP ISLAND GRAND PRIX CIRCUIT	Phone: (03) 5952 2710 Fax: (03) 5952 3160 Email: info@phillipislandcircuit.com.au
OPERATIONS MANAGER (Tim Greeks)	Mobile: 0400 021 804
OPERATIONS AND EVENTS COORDINATOR (Jason Brooks)	Mobile: 0436 933 999
FACILITY SERVICES MANAGER (Roger Pendlebury)	Mobile: 0400 187 832
MOTORSPORT ACTIVITY SERVICES	Mobile: 0418 554 734

EMERGENCY NUMBERS – DIAL DIRECT

COWES POLICE	000 or Cowes (03) 5952 2037
AMBULANCE	000 or Cowes (03) 9840 3500
FIRE	000 or Cowes (03) 5952 2300
DANDENONG HOSPITAL	(03) 9554 1000
PHILLIP ISLAND MEDICAL CENTRE	(03) 5951 1800
TAXI	(03) 5952 2200
TOWING – COWES TOTAL CAR CARE CENTRE	(03) 5952 2059
WORKSAFE VICTORIA	13 23 60 (24 hours)

PI OPERATIONS BASES

CIRCUIT ADMINISTRATION & MOTORSPORT ACTIVITY SERVICES	PADDOCK OFFICE
FACILITY SERVICES DEPOT	BLUE PADDOCK
SECURITY OFFICE	GATE 7 OR GATE 1
FOR OUTSIDE LINE FROM THESE LOCATIONS DIAL 9	

FIRST AID KITS

SECURITY OFFICE	GATE 7 OR GATE 1
ADMINISTRATION OFFICE	GRAND PRIX PADDOCK
FACILITY SERVICES DEPOT	BLUE PADDOCK
ALL PIO VEHICLES	OUTFIELD

TOILETS

CONTROL TOWER CARPARK	INFIELD
GRAND PRIX PADDOCK	INFIELD
OPEN ON REQUEST	OUTFIELD

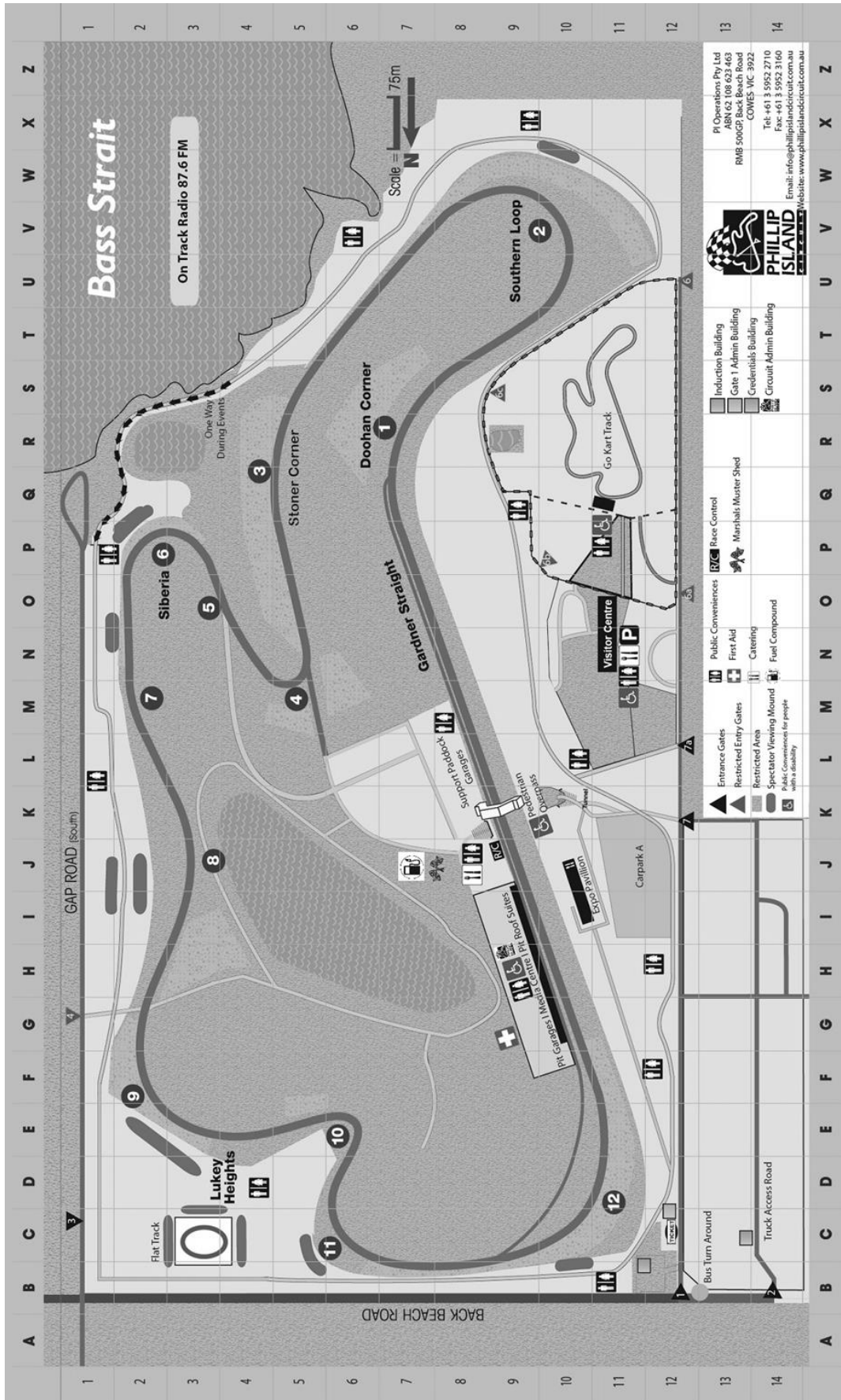
MEDICAL CENTRE

@ SKID PAN	EXT 430 (attended only when motor sport activity is being conducted on the circuit)
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TAKEAWAY FOOD

PADDOCK CAFÉ (NEXT TO RACE CONTROL)	EXT 428	(03) 5952 9428
VISITOR CENTRE (ADJACENT TO GATE 7)	EXT 400	(03) 5952 9400

3.6. Phillip Island Grand Prix Circuit Map



4. Section Four – General Site Safety Rules

4.1. Non-Compliance

Non-compliance with the Phillip Island Grand Prix Circuit Site Safety Requirements, Regulations and Procedures by any person for whom the Contractor is responsible will be considered misconduct. The Circuit Management has the right to direct the Contractor to remove such persons guilty of the misconduct from the Circuit.

The Circuit Management may suspend the work under the Contract or any part thereof, for non-compliance by the Contractor with the Site Safety Requirements, Regulations and Procedures.

If the Circuit Management requests that the Contractor provide safeguards not in use and the Contractor fails to comply with the request within a reasonable time, the Circuit Management may arrange independently for such safeguards to be provided with the expense to be covered by the Contractor.

4.2. Notice of an Incident

- a) Contractors are required to notify PIO and the Victorian Workcover Authority immediately after an incident at the workplace which results in:
- The death of any person;
 - A person requiring medical treatment by a registered medical practitioner within 48 hours of exposure to a substance;
 - A person requiring immediate treatment as an in-patient in a hospital.

A person requiring immediate treatment for:

- Amputation of any body part;
- Serious head injury;
- Serious eye injury;
- separation of skin from underlying tissue (such as degloving or scalping);
- Electric shock;
- Spinal injury;
- Loss of bodily function;
- Serious lacerations.

Reporting must be done immediately by telephone, with a written report to be completed within 24 hours.

- b) Refer to Equipment Public Safety Act (EPSA).

4.3. Notice of an Incident

The Contractor must notify PIO and WorkSafe Victoria immediately after he or she becomes aware of an incident at the workplace which exposed a person in the immediate vicinity to any immediate risk to their health and safety through:

- The collapse, overturning, failure or malfunction, or damage of any items of plant listed in item 5 of Schedule 3 of the Victorian OH&S Regulations 2017;
- The collapse or failure of an excavation, or of any shoring support;
- The collapse or partial collapse of any part of a building or structure;
- An implosion, explosion or fire;
- The escape, spillage or leakage of any substance, including dangerous goods, as defined in the Dangerous Goods Act 1985;
- The fall or release from a height, of any plant, substance or object.
- Any other/near miss.

4.4. Incident Records

In addition to verbally notifying WorkSafe Victoria, a contractor must provide a written record of the incident to the Authority. These records must be kept for five years.

4.5. Certificates of Competency Register

The Contractor must maintain a register of current Certificates of Competency holders containing the names of all employees performing work which requires a Certificate of Competency. The Contractor shall provide details of each certificate and Certificate Holder to Circuit Management on request.

4.6. Observance of Notices and Written Instructions

All personnel are expected to read all PIO notices, particularly Site Safety Bulletins distributed or displayed at work sites on matters related to their health, safety and welfare.

All personnel must observe and comply with any safety instructions displayed at work sites or issued when undertaking any other work under the control of PIO.

All personnel must only operate machinery, plant or equipment in accordance with relevant operating instructions or appropriate manufacturers' information, and must be certificated to operate the machinery, where required.

Hazardous substances (e.g. chemical solvents) must only be used in accordance with the appropriate manufacturers' operating instructions.

5. Section Five – Incident and Injury Reports

5.1. Incidents and Injury Reports

1. All incidents or near misses must be reported to the Contractors Responsible Officer and Circuit Management. Any injury (no matter how minor), must be treated. Any incident resulting in injury must also be reported to the Victorian Workcover Authority immediately (Refer Duties Relating to Incidents, sections 37 - 39 OH&S Act 2004 for details on reportable incidents).
2. Any incident that has resulted in damage to any property must be reported immediately to the Circuit Management by telephone and a written report must be provided no more than 24 hours after the occurrence.
3. Injury or incidents are to be reported using Attachment C Incident Investigation Report (2 pages). Following the investigation of the occurrence, a Corrective Action Report (Attachment F) is to be completed and forwarded to the Circuit Management.

6. Section Six – Site Safety and Administration

6.1. Written Corrective Action System

6.1.1. Introduction

1. A written corrective action system has been adopted for the site to ensure that matters related to the proper conduct of safety management are undertaken in a consistent manner.
2. The Corrective Action Report form (Attachment F), can be completed by **any** person working on the site. All employees must be made aware of this form during their induction.
3. The express purpose of the Corrective Action Report form is to ensure that Occupational Health and Safety issues are resolved in a timely manner through the proper channels, including the implementation of corrective and/or preventative action to minimise the possibility of future occurrences.
4. The person initiating this form must pass it to their immediate supervisor/manager who must pass it through the correct channels immediately to ensure a minimum of delay to initiating action. Each form will be given a unique registration number.
5. The register will be maintained by PIO (Attachment G).

6.2. Responsible Officers Group

6.2.1. Introduction

The Responsible Officer is as defined under the Occupational Health and Safety Act 2004 as amended including Regulations and Codes of Practice. Each contractor shall identify the person and advise PIO prior to the commencement of work at the Phillip Island Grand Prix Circuit.

From time to time throughout events and projects, the Circuit Management may call meetings of the Responsible Officers of contractors and suppliers, to discuss safety related matters as they affect the Site.

The above-mentioned meetings of Responsible Officers must consider matters raised through Corrective Action Reports and any other general site safety issues. Minutes of this meeting must be retained by PIO.

It is the responsibility of the contractor to be represented at the time and location determined and advised by the Circuit Management.

Responsible Officers must ensure that they are familiar with adopted site safety practices, bulletins and the general site requirements contained in this Occupational Health, Safety and Welfare Policy and Procedures Manual for the Phillip Island Grand Prix Circuit.

Election of a Health and Safety Representative elected by contractor's company/employee.

6.2.2. Site Safety Bulletin

The Circuit Management shall from time to time issue Site Safety Bulletins to advise matters that effect the conduct of safe working practice for the Site.

Bulletins shall be discussed with Responsible Officers as required and must be complied with under all circumstances during their currency.

Contractors through their Responsible Officers may request additional Site Safety Bulletins to be issued by PIO subject to approval of the content and wording of any document by the Circuit Management.

Site Safety Bulletins may be used to advise of change of circumstances associated with the operation of the venue, including restricted areas and track management change.

Site Safety Bulletins will be posted on a Safety Notice Board located at the Security Office at Gates 1 & 7 and the Infield Catering Outlet. However, it is the responsibility of contractors/suppliers Responsible Officers to disseminate the information contained in Site Safety Bulletins to personnel under their control. Site Safety Bulletins shall be consecutively numbered.

7. Section Seven – Duties of Employees

7.1. General

The duties of employees are set out in Section 25 of the Occupational Health and Safety Act 2004, which states:

While at work, an employee must;

Take reasonable care for his or her own health and safety and for the health and safety of anyone else who may be affected by his or her acts or omissions in the workplace: and Co-operate with his or her employer with respect to any action taken by the employer to comply with any requirements imposed by or under this act.

In addition, employees must not willfully or recklessly interfere with or misuse safety equipment that is provided. They must not willfully put at risk the health and safety of others.

Employees must use protective clothing and/or equipment as required or when instructed by the Circuit Management or Site Supervisor. Protective clothing and/or equipment must be in good condition.

7.2. Safety Helmets

Safety helmets must be worn where there is a foreseeable risk of head injury and during the following activities:

- erection/demolition;
- work below overhead activities (e.g. steel erection, roofing and scaffolding);
- work close to cranes and other operational lifting equipment; and
- work close to vehicles loading and unloading;

or as otherwise instructed by the Circuit Management.

7.3. Eye Protection

Approved eye protection must be worn by all personnel engaged in or working close to any activity or operational equipment that may cause eye injury or produce flying particles. Activities and equipment that warrants eye protection include, but are not limited to:

- explosive power tools;
- abrasive blasting;
- power operated high-speed cutting machines;
- drilling machines;

- welding operations;
- lasers;
- compressed air tools;
- high-pressure water jets;
- whipper-snipper use;
- chainsaws;
- mowers;
- chemicals;
- acids or other corrosive substances; and breaking, cutting, drilling and carving of any substances with power and hand tools.

7.4. Noise

Hearing protection shall be worn when using equipment or working in areas that have a high noise level.

Plant and equipment that is to be used on site must not exceed 85dB(A) at a distance of 1 metre from the source, where practicable.

Where noise reduction measures to 85dB(A) are impracticable then the Circuit Management must be consulted prior to the introduction to site of such equipment.

Consultation with Circuit Management will not necessarily imply that approval will be given for the particular piece(s) of equipment.

Where approval is granted, then the Contractor shall be responsible for developing and implementing appropriate safety procedures to avoid placing any personnel at risk.

7.5. Protective Clothing

Site personnel must wear clothing suitable for the work that they are completing. In circumstances where long hair is a potential safety hazard, must be contained by a suitable hat or hair net.

Employees are encouraged to wear wide brim hats and appropriate eye protection and to use appropriate sunscreen to protect them from the adverse effects of the sun. Long sleeved shirts and long trousers are encouraged to be worn whilst working on site as an effective means of sun protection.

Waterproof clothing must be available to employees and must be worn in inclement conditions.

Footwear must be suitable for the work being undertaken.

7.6. Road Safety

While carrying out activities outside the circuit or near access roads and moving traffic, employees must wear appropriate high visibility road safety apparel at all times. All work outside the circuit must be conducted in accordance with VicRoads Standards.

7.7. Fuel and Flammable Liquid Storage

All Fuel and Flammable Liquids are required to be contained in appropriate receptacles and stored in the appropriate areas as nominated by PIO in accordance with the regulations for the storage and handling of dangerous goods.

8. Section Eight – Emergency Procedures and Fire Prevention

8.1. Fire Prevention

The Contractor must ensure that the following requirements are adhered to:

- a) Temporary buildings erected or placed on the Phillip Island Grand Prix Circuit by the Contractor must be of suitable materials. Buildings may only be located and erected after approval by Circuit Management.
- b) The lighting of fires in drums is not permitted.
- c) Closed metal containers must be used for storing and handling flammable liquids. All containers must be identified with markings that clearly indicate their contents. Containers must not be stored inside offices, stockrooms or similar enclosures. Dispensing equipment must be locked when not in use. Dispensing equipment shall be removed when liquids, with a flash point below 38 Degrees Celsius are present. Containers must be an approved type, equipped with relief venting, adequate grounding and approved flame arresters at the vent and pouring spout. (Steel vessels are not to be used for storing highly flammable liquid or to be decanted from a storage container) Any exception to the above must have written approval of the Circuit Management.
- d) Use of firefighting equipment must be reported to the Circuit Management who will ensure that no further danger exists. Discharged extinguishers are to be refilled or replaced as necessary.
- e) Hot work must not be conducted in the open on declared days of total fire ban without written approval from the Circuit Management.
- f) Oxygen, acetylene or any other compressed gas must be stored in accordance with the Regulations for the Storage and Handling of Dangerous Goods. All gas cylinders must be stored and secured in an upright position.
- g) All oxygen and acetylene hoses must be fitted with flashback arresters. All gas cylinders must be transported in trolleys or cradles specifically designed for the purpose.
- h) Each Oxy-Acetylene welding and cutting set and each electric welding set must be accompanied by an appropriate fire extinguisher.
- i) Contractors must provide suitable fire extinguishers wherever hot work is conducted.
- j) (All food vending LPG connections must comply with Officer of Gas Safety (OGS) requirements.

8.2. Obstructions

Firefighting equipment, fire escape routes and fire service points must always be free from obstruction.

8.3. Evacuation Procedures

In the event of a serious threat to the site, the evacuation procedures below will apply:

- a) Supervisors will indicate the need to evacuate.
- b) All work will be terminated and made safe.
- c) Supervisors will direct employees to the nearest safe assembly area.
- d) Employees will leave by the nearest safe exit.
- e) Supervisors will carry out a roll call at the assembly point.
- f) Employees are required to remain in the assembly area unless otherwise directed by their supervisor.

8.4. Total Fire

During the total fire ban periods all personnel must comply with CFA regulations which include:

- No naked flame
- No hot work to be undertaken unless with a CFA permit
- No Bitumen work to be undertaken unless with a CFA permit
- Any traction or machinery must comply with CFA regulations

9. Section Nine - Housekeeping

9.1. Waste

During works associated with the staging of activities at the venue all debris and scrap material must be kept away from the work area.

Contractors must provide appropriately labeled containers for the collection and separation of waste, trash, oily and used rags and other refuse. Containers must be used and emptied regularly.

Garbage and other waste must be at the Contractors cost and placed in appropriate containers to be disposed of at frequent and regular intervals.

The Contractor must notify the Circuit Management of any hazardous waste, which is expected to be generated during performance of the Work. The Contractor has the direct responsibility of maintaining proper storage of such waste while on site, and if required by the Circuit Management, must verify in writing that the wastes have been disposed of in a legal manner.

The Contractor is prohibited from pouring, burying, burning or in any way dispose of chemicals on the work Site.

The Contractor must remove all combustible debris to a solid waste disposal site properly licensed under the laws of Victoria and Australia. No open burning of debris or rubbish is permitted at the Site.

Materials and supplies must be stored in locations, which do not block access ways, and must be arranged to permit easy cleaning of the area. In areas where equipment might drip oil or cause other damage to the floor surface, grassed areas or hard standing protective cover of heavy gauge, flame resistant, oil proof surface sheeting will be installed so that no oil or grease contacts the surface. This requirement is applicable to both finished and unfinished surfaces.

All hoses, cables, extension cords and similar materials must be located, arranged and grouped so that they do not block any access way and permit easy cleaning and maintenance.

Each worker or group of workers engaged in specific tasks must ensure the area they are working in remains clean and free of hazards such as off-cuts of rebar, pipe, structural steel sections, conduit, cable trays, cable ties, electrical cable etc.

The Contractor must inspect the workplace regularly, to ensure a safe working environment is maintained and provide an inspection report to the Circuit Management. In addition, all areas of the Circuit will be inspected by PIO personnel from time to time.

9.2. Spillage

Spillage of any substances or acid solvents must be cleaned up as soon as practicable. These substances must always be returned to their proper storage facilities after use. Under no circumstances may chemicals, substances or oils be tipped into drains or sewers.

9.3. Failure to Comply

Failure of the Contractor to clean up the work area may result in the Circuit Management having the cleanup work undertaken by another organisation and the costs associated with this action will be borne by the Contractor.

10. Section Ten – Working Conditions

10.1. Responsibilities

All site personnel must be aware of their role and responsibilities in relation to occupational health, safety and welfare, as defined in this manual. This will be achieved through the proper induction of employees and participation in safety meeting and utilisation of the written Corrective Action Reports system.

10.2. Alcohol and Drugs

Any person found to be affected by the consumption of alcohol or by any other drug may be refused permission to continue work.

10.3. PIO Rights to Evict

PIO reserves the right to remove any employee from any workplace where it is believed that the employee is unwilling to perform, or incapable of performing work activities in a safe manner.

10.4. No Smoking

For safety and health reasons all buildings, garages and temporary structures located within the circuit have been designated as 'No Smoking' areas, this policy will be strictly enforced. In addition, smoking is not permitted in or on the balconies above the Pit Lane area.

11. Section Eleven – Vehicles, Plant and Equipment

11.1. Certificate of Competency

Only authorised and appropriately trained personnel are permitted to operate any vehicle or other plant and, when appropriate (eg. when using cranes, elevated work platforms or fork lifts, such personnel must hold a relevant licence or certificate of competency, which must be produced upon request.

11.2. Hazard Identification

Hazard identification and risk assessment procedures in accordance with the Occupational Health and Safety regulations for Plant, must be undertaken prior to the commencement of work is required.

11.3. Prior to Operation

Before attempting to drive or operate any vehicle, the employee must ensure that there are no hidden obstructions before moving off and that the vehicle is in a safe and roadworthy condition. Any faults or potential hazards must be reported immediately to their respective supervisor.

11.4. Unauthorised Loads

Vehicles, plant and equipment must not be used or operated recklessly or in a manner likely to cause danger to other people or themselves. Speed restrictions, traffic controls, road signs, parking restrictions and any other relevant regulations must be observed.

11.5. Reckless Activity

Vehicles, plant and equipment must not be used or operated recklessly or in a manner likely to cause danger to other people or themselves. Speed restrictions, traffic controls, road signs, parking restrictions and any other relevant regulations must be observed.

11.6. Maintenance

Vehicles must be kept in a clean and tidy condition to ensure that controls and safety devices are not obstructed or in any way rendered “ineffective”.

11.7. Keys

Ignition keys must be removed from all stationary plant.

11.8. Security

All plant must be stored and secured in a safe manner when parked and not in use.

12. Section Twelve – Gross Misconduct

12.1. Certificate of Competency

Any Contractor, employer or employee proved to have been involved and/or engaged in any of the following activities may be liable to instant removal from the Site or other disciplinary action as deemed appropriate.

- Unauthorised removal of, or interference with, any guard or protective device, and/or unauthorised operation of any item of machinery, plant or equipment;
- Unauthorised or improper removal of any item of first aid equipment, damage to the first aid kit, and/or misuse of or interference with any site amenities, or any item provided in the interests of safety and health;
- Damage to, misuse of or interference with any item of fire-fighting equipment;
- Unauthorised removal or defacing of any label, sign or warning device provided in the interests of safety, health and welfare;
- Misuse of any chemicals, inflammable or hazardous substances, or toxic materials;
- Smoking while handling flammable substances and in 'no smoking' areas;
- Dangerous horseplay or practical jokes that may cause incidents;
- Making false statements or in any way deliberately interfering with evidence following an incident or dangerous occurrence;
- Misuse of compressed air or pneumatic equipment;
- Overloading of any lifting equipment or any vehicle used on site;
- Contravention of PIO Code of Conduct;
- Unauthorised access to the restricted area of the racing circuit.

13. Section Thirteen – Work Practices

13.1. Job Safety Analysis

The Occupational Health and Safety legislation imposes duties on employers, self-employed, employees, contractors and others who exercise control over a working environment.

The Job Safety Analysis provides an easily understood method for contractors to become pro-active in managing health and safety as part of their everyday management strategy.

13.2. Recommended JSA Subjects

The following is a list of high risk tasks for which a JSA approach could initially be undertaken. Over time it is recommended that Contractors compile JSA's for all tasks on building sites:

- Trenching and excavation
- Working at heights, particularly on roofs and temporary structures
- Working with construction machinery
- Working near power lines
- Lifting heavy weights
- Entering a confined space
- Working with chemicals and/or hazardous substances
- Working in public places
- Working near gas or electricity
- Steel erection
- Erection and dismantling of formwork
- Demolition

13.3. Steps required to complete a Job Safety Analysis

1. Document the activity:
Assemble those involved in the activity and then, using the pro forma attached, write down in step by step form the tasks that make up the activity.
2. Identify the hazards:
Next to each task, identify what part of the task may cause injury to those engaged in the task or others in the vicinity.

3. Document the control measures:
For each identified hazard, access the associated level of risk to those involved, and then list the control measures required to eliminate or minimise those risks.
 4. Identify who is responsible:
Document the name of the person responsible for implementing the control measure.
 5. Monitor and Review:
Ensure supervision of the activity to ensure the documented process is followed. Review the manner in which it is carried out if it warranted due to any change, change of personnel or after an appropriate length of time.
- Attachment D is a standard JSA pro forma.

13.4. Machinery Operations

1. Machinery, plant or equipment for which guards have been provided must not be used without those guards being in position and in full working order. Any faults or damage to guards must be reported immediately to the Circuit Management.
2. Only trained personnel must operate machinery, plant or equipment.
3. Vehicles, plant or equipment should not be left running while unattended, unless this is necessary for technical purposes, i.e. generators/compressors.
4. Damaged or faulty tools, machinery, plant or equipment must not be used under any circumstances.
5. Machinery, plant or equipment must not be cleaned while in operation.
6. Electrical repairs or maintenance to machinery, plant or equipment must be carried out only by suitable licensed person after authorisation has been given by the Circuit Management. Any electrical faults must be reported immediately to the Circuit Management.

13.5. Ground Works

The following must be complied with when undertaking ground penetration or excavation earthworks:

- The Contractor shall consult with PIO to advise the nature and extend of the proposed works.
- Before commencing any excavation or earthworks of any description, the position and identification of all underground and overhead services must be established and clearly and boldly marked.
- As far as is practicable, the sides of any excavation should be sloped back or shored as soon as a depth at which a person could be buried is reached.
- A barrier set at a minimum height of 1 metre must be erected around any accessible part of all open or exposed excavations on or immediately adjacent to a public thoroughfare.

- Excavated soil or other materials must not be placed within 600 millimetres of the side or any part of the excavation.
- When operating vehicles close to an open excavation, stop blocks or barriers must be erected to prevent vehicles over running or endangering the stability of the excavation.
- Excavations on or immediately adjacent to, a public thoroughfare must be illuminated during the hours of darkness with flashing orange warning lights.
- Any excavation or trenching work shall also comply with the Code of Practice for Safety Precautions in Trenching Operations.
- Stakes and the like should not be driven into the ground without prior authority from the Site Supervisor or Circuit Management.

13.6. Portable Ladders

Damaged or defective ladders must not be used on the Site.

Timber ladders must not be painted. However, a timber preservative of a transparent nature may be used to protect the timber. Ladders with reinforcement in the length of the stiles shall not be used where contact with electrical wires or cables is possible.

Ladders are not to be used:

- (a) As a horizontal member of working platform
- (b) As a vertical support for a scaffold plank or beam.

Aluminum ladders shall not be used where contact with live electrical wires or cables are possible.

The head of a ladder must be securely lashed, and the base wedged before commencing any work using the ladder. The head of a ladder shall extend no less than one metre above a landing.

Only work of a minor nature is to be undertaken whilst working from a ladder.

The Contractor and its employees shall adopt the guidelines for the safe use of ladders contained in Attachment J.

13.7. Portable Ladders

The following rules must be observed when working with portable electrical apparatus:

- All electrical equipment must be inspected and tagged for safety compliance:
- All work shall be in accordance with the Code of Practice for Temporary Electrical Installations on Building and Construction Sites;

- Flexible extension leads or multiples of leads in excess of 30 metres in length are not permitted. All extension leads should be maintained in good condition, and as far as practicable, be supported above the ground;
- Double adaptors are not permitted. Circuit breaker protected multi-way boards may be used to provide multiple circuit outlets as required;
- All portable electrical equipment must be effectively earthed unless it is 'double insulated' or 'all-insulated'. Portable tools and equipment must only be used in conjunction with an approved 30m Amp earth leakage circuit breaker:
- Portable Electrical equipment should be used in conjunction with a Residual Circuit Device (RCD).

13.8. Rigging Equipment

Any personnel involved with rigging (including Riggers and Dogman) must have a certificate of competency. All rigging equipment, slings, shackles, hooks and ropes shall be free from defects and in good operating condition and be stamped or tagged.

A designated, competent employee of the Contractor shall inspect rigging equipment prior, to initial use on the Site and at a maximum of monthly intervals thereafter to ensure that it is safe. Records shall be kept on the Site of each of these inspections by the Contractor with a copy of the records being made available to the Circuit Management upon request.

The Contractor shall immediately remove contractor's damaged rigging equipment from service. Storage of rigging equipment whilst not in use shall protect the equipment from damage.

13.9. Elevated Work Platforms

The following rules must be observed when working with platforms or in elevated workplaces where a person may fall 2 metres or more:

- Secure guardrails and toe-boards must be fitted and in position prior to commencing work.
- Safe access/egress shall be provided to platforms or elevated workplaces.
- Appropriate fall arrests systems must be in place (i.e. safety harness)

13.10. Scaffolding

All scaffolding shall comply with the relevant Australian Standards and requirements of the relevant Statutory Authorities. As a minimum, scaffolding shall comply with the requirements of AS/NZS 4576:1995, *Guidelines for Scaffolding*; AS/NZS 1576.1:1996, *Scaffolding, General Requirements*; AS/NZS 1576.5:1995, *Prefabricated splitheads and trestles*.

Scaffolding shall only be erected and dismantled by suitably competent or certified personnel.

13.11. Use of Lasers

A laser or laser product shall not be used unless:

- (a) The laser or laser product is classified and marked in accordance with the requirements of AS 2211 - *Laser Safety*.
- (b) The Contractor, the Contractor's Responsible Officer and the employees engaged in the use of the laser or laser product have each performed the functions specified in AS 2397:2015 - *Guide to the Safe Use of Lasers in the Construction Industry*.
- (c) The laser or laser product is maintained, precautions are taken and protective equipment is provided in accordance with the requirements of AS 2397.
- (d) A Safe Work Procedure is developed by the Contractor and approved for use on Site.

13.12. Catering Equipment

All equipment must be properly maintained, and defects repaired immediately. Any LPG cylinders must be marked with test dates and secured in position as all times. LPG connections (ie cylinder to appliance must comply with OGS Regulations. All on site units must be fitted with Residual Circuit Device. All on site units using natural or LPGA must have approval from OGS to obtain green sticker certification. All electrical equipment must be compliant with OCEI requirements.

Managers and Contractors operating catering facilities will instruct their employees on the correct operation of equipment including but not limited to:

- Hotplates
- Urns
- Deep fryers
- Coffee machines
- Food slicers
- Boilers
- Cool rooms
- Electric knives
- Bain maries

Catering facilities must be equipped with First Aid Kits and Managers and Contractors and their employees must be conversant with basic treatment procedures.

13.13. Food Handling

All Managers and Contractors and their employees must be aware of and comply with the Food Handling and Premises regulations issued by the Department of Human Services and the Bass Coast Shire Council and must ensure:

- Any food sold from the premises is fit for human consumption;
- Any food sold from the premises is not adulterated, damaged, deteriorated or perished;
- The premises together with the appliances and utensils used in the premises must be kept clean and sanitary;
- Prepared food is kept or stored in safe conditions;
- Garbage and refuse is kept in durable fly-proof and rodent-proof containers that do not leak and do not absorb liquids;
- Containers are easily cleaned and have tight-fitting lids;
- All garbage to be removed from food handling and other work areas as often as necessary and at least daily;
- Garbage storage areas are to be kept clean at all times.

The following activities must not occur in food handling or preparation areas:

- Eating
- Smoking
- Chewing tobacco
- Spitting
- Changing babies' nappies or soiled clothes
- Any other unhygienic practice

ATTACHMENT A

***Phillip Island Grand Prix Circuit
Site Induction Program***

Acceptance of Site Safety Requirements,
Regulations and Procedures

(for Contractors, Supervisors and Employees working on site)



2020

1. Phillip Island Grand Prix Circuit ~ Site Induction Program

1.1 Introduction

The Phillip Island Grand Prix Circuit (**Circuit**) is a motor racing venue licensed for motor racing activities by Motorsport Australia (**CAMS**), Motorcycling Australia (**MA**), the Federation Internationale Motocycliste (**FIM**) and the Federation Internationale De L'Automobile (**FIA**) and the operation of the venue for motor sport is subject to meeting the safety regulations of these authorities. The circuit is operated by PI Operations Pty Ltd (**PIO**) who conduct events and promotions at the venue and is also available for hire to other parties to conduct events, promotions or private testing. In addition to the safety requirements of the sporting authorities, PIO has established its own regulations to promote the safe use of the venue.

PIO is committed to providing a safe and healthy work environment so far as is practicable and wishes to ensure that all personnel working at the venue are safe from injury and risks to health arising out of their work.

PIO recognises the importance of having safe work practices and procedures that comply with the relevant Government Acts, Regulations and Standards governing occupational health and safety and undertakes to use its best endeavors to ensure these are adhered to.

PIO will achieve these goals by:

- identifying the responsibilities of managers, employees and contractors;
- identifying potential hazards and controlling the risk of injury, illness or disease;
- providing employees with information, instruction, training and supervision;
- protecting clients and members of the public from potentially adverse health effects arising from PIO, and PIO contractors, activities and services.

PIO require that all Contractors and employees contribute towards the achievement of these objectives.

Accordingly, this site induction material has been compiled as part of a health and safety program for the conduct of all activities at the circuit.

PIO requires that all managers and contractors ensure that safe systems of work, (in compliance with relevant Acts, regulations or by-laws) and accepted safe working practices and procedures are adhered to at all times by themselves and their employees.

Additions and/or deletions may occur to safety requirements for all persons when necessitated by changes in legislation or WorkSafe requirements.

NOTE that under Occupational Health and Safety legislation all public venues, including Motorsport Venues are places of work for all persons on site, including spectators and competitors. PIO must be notified of all incidents that occur; at which time it may notify WorkSafe.

1.2 Safety and Accident Prevention Statement for the Phillip Island Grand Prix Circuit

The SAFETY POLICY for the PIGPC provides that:

- The health and safety of all personnel engaged at the venue will be integral to all the plans, contracts and procedures involved in the works associated with the staging of activities at the venue.
- Every effort will be made to ensure that everyone is provided with a safe and healthy place in which to work and that compliance is made with all relevant legislation, codes and standards.
- Safety is a team commitment involving managers, supervisors, contractors, suppliers and employees working together through consultation and co-operation.
- Any individual observing unsafe or unhealthy acts or situations are expected to address the situation immediately and directly with the person or persons involved.
- The rights of all personnel to express their concern over safety in the workplace and to expect those concerns to be addressed is recognised and supported.

PHILLIP ISLAND GRAND PRIX CIRCUIT
OCCUPATIONAL HEALTH & SAFETY POLICY

- Information, instruction training and supervision in safe methods of work, relevant legislation and safety procedures will be provided to all personnel as requested.
- Safety performance of Contractors will be assessed regularly together with other performance indicators.
- The reporting systems detailed in the PI Operations Occupational, Health, Safety and Welfare manual must be adhered to at all times.
- You are reminded that motor sports is dangerous and incidents can and do happen.

All care is taken to protect you but you are warned that there is a possibility of an incident causing injury, death or property damage.

By entering these premises you hereby acknowledge that the entry to the event venue has a high degree of risk and the promoter, clubs, corporations, organisations and persons having any connection with the promoting, organising or conduct of the event shall have no liability to you except in regard to any rights you may have arising under the Competition and Consumer Act 2010.

1.3 Definitions

PIO	Means PI Operations Pty Ltd ABN 62 108 623 463
CIRCUIT/PIGPC	Means the Phillip Island Grand Prix Circuit located at Phillip Island, Victoria, Australia.
WORKS	Means those activities authorised to be carried out within the circuit.
CIRCUIT MANAGEMENT	Means PI Operations Pty Ltd representative.
SITE SUPERVISOR	Means the person, or any authorised representative, appointed to supervise Works being undertaken at the Circuit by PI Operations Pty Ltd.
CONTRACTOR	Means the person or organisation contracted to carry out the Works and shall include the agents,

consultants, sub-contractors and employees of the Contractors.

**PERSON(S),
or PERSONNEL**

Means any person on site for any reason, whether an employee, contractor, volunteer, spectator or competitor.

2. Section Two - Phillip Island Grand Prix Circuit Code of Conduct

2.1. General Site Safety Rules

It is the responsibility of all PI Operations (**PIO**) employees, contractors and contractors' employees to work with due care and consideration to safeguard their own health and safety and the health and safety of others whilst engaged in works at the Phillip Island Grand Prix Circuit (**Circuit**).

All personnel must comply with all rules and PIO directions and/or directives as provided at all times. Any rule, direction or directive not fully understood must be immediately brought to the attention of PIO Management.

2.2. Induction

The PIO Site Induction is completed online – go to:

<https://phillipisland.hammertechonline.com/>

Company details must be provided to PI Operations prior to workers completing their induction.

Send company details (name and contact email address) to info@phillipislandcircuit.com.au The company representative must complete the required company information, including insurance details.

- a) All managers, supervisors, employees, contractors and volunteers undertaking works at the Circuit are required to complete a **Site Induction**. This induction covers all matters included in the PIO Occupational Health and Safety (**OH&S**) policy.

The induction validates access to the Circuit for specifically authorised works for a maximum period of 12 months.

Single Day Visitors and Delivery Personnel will be required to **read** and sign an acceptance of the Circuit Code of Conduct (Attachment

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B) at Gate 7 prior to entry. Please note that the Attachment B is for single time or irregular deliveries only. Any driver who makes regular deliveries to the Circuit must complete the annual induction.

Persons intending to work at the Circuit who have not completed the Site Induction will not be permitted access.

- b) All managers, supervisors, employees, contractors and volunteers undertaking **Construction Works** at the Circuit are required to have attended, or be enrolled to attend, the Construction Induction training in line with Victorian OH&S Regulations 2017, part 5.1

Evidence of registration must be provided during completion of the Site Induction prior to commencing any construction works on site.

In the absence of written advice from the Victorian Workcover Authority, the designation of construction works shall be at the sole discretion of PIO.

2.3. **Contractors Obligations On-site Safety**

All Contractors must conduct all works in a manner that eliminates or minimises the risk of bodily harm to any person or risk of damage to any property, so far as is reasonably practicable, at all times. All Contractors shall continuously monitor their operations at the work site and shall be responsible for ensuring the safety of all persons and property.

2.4. **General Safety Requirements**

- c) All operators of plant requiring a Certificate of Competency, license or equivalent qualification to operate such plant, e.g. Elevating Work Platforms and Fork Lift Trucks, must be appropriately qualified. Persons operating plant in a training capacity must be adequately supervised;
- d) All safety devices, equipment (including personal protective equipment (**PPE**)) and apparel necessary to prevent injuries, incidents, fires and other hazards must be used. Such devices and equipment shall include (without restricting the generality of the foregoing) illumination, railings on stairs and landings, traffic management systems and controls, machinery guards, walkways, ladders, scaffolds etc;
- e) The Contractor shall undertake a Hazard Identification and Risk Assessment and develop a Job Safety Analysis (**JSA**) for all works undertaken at the Circuit. In accordance with the JSA, the Contractor shall implement safe work procedures and supervision for the works.

These documents must be submitted to PIO Management for review prior to the commencement of the works;

- f) The contractor shall provide adequate information, instruction and training in incident prevention to all employees, sub-contractors and employees of sub-contractors and must provide adequate supervision of the works;
- g) The contractor shall consult with the PIO on safety matters;
- h) As far as is reasonably practicable, the Contractor shall provide adequate facilities for a safe means of entering or leaving the workplace. Facilities for the appropriate proper inspection and maintenance of all safety devices, equipment, and apparel must also be provided;
- i) All contractors and sub-contractors must have suitably equipped first aid kits with them on site at all times;
- j) Apprentices and trainees must be supervised at all times.
- k) Working at height must be in accordance with Victorian OH&S Regulations 2017.

In respect of all matters concerning the safety of the works and personnel at the Circuit, the Nominated Representative will be deemed to have the responsibility and authority of the Contractor.

2.5. **Incident Notification**

The contractor must immediately investigate and provide a written report to PIO Management about:

- i) any incident resulting in injury to any employees or workers; or
- ii) any damage to plant or equipment; or
- iii) any near miss incident with the potential for causing serious injury or material damage.

The contractor must also report all incidents to PIO using the Incident Investigation Report (Attachment E) and, in addition, all notifiable incidents to the Victorian WorkCover Authority. Refer to the Duties Relating to Incidents, sections 37 - 39 OH&S Act 2004 for details of notifiable incidents.

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2.6. Occupational Health

An employer must, so far as is reasonably practicable, provide and maintain for employees a working environment that is safe and without risks to health;

The employer shall ensure all employees are made aware of safeguards against the extremes of both heat stress and exposure to cold. Over exposure to the sun by employees must be discouraged by the Contractor and steps must be taken to ensure that proper clothing is worn and that protective sunscreen lotions are provided. In addition, employees should be advised to protect themselves from extremely cold conditions;

2.7. Contractors Nominated Representative

The Contractor must:

- a) nominate a member of its workforce as its Nominated Representative during the completion of the Company Details stage of the project.;
- b) nominate a company representative for all OH&S matters;
- c) consult with employees on all health and safety related matters and any changes to the works being undertaken;
- d) Submit a new JSA if changes are made to the work being undertaken and inform and provide employees with a copy of the new JSA.

2.8. Safety Regulations for Motor Sport Activity

It is likely that motor racing associated activity will be occurring on the circuit during working hours and all personnel must be aware that motor racing is a high risk sport and incidents can and do happen. It is a fundamental requirement of the Site Safety Induction that all employees and sub-contractors are aware of the dangers of motor sport.

Organisers, Competitors, Participants, Officials and Volunteers involved in the conduct of any motor sport or ancillary activities at the circuit will be required to adhere to the provisions contained in the relevant Motorsport Australia (CAMS) Motorcycling Australia (MA) or PIO conditions of use documentation.

Organisers, competitors, participants, officials and volunteers will be required to respond to occupational health, safety and welfare instructions issued from time to time by CAMS, MA or PIO representatives.

2.9. Circuit Access and Regulations

2.9.1. Circuit Access

- a) All Contractors, delivery drivers and guests arriving at the Circuit must notify PIO Management prior to arrival and check in with Security prior to entering the Circuit;
- b) A Site Pass is required to gain access to the Circuit for all personnel working on site, including drivers making regular deliveries. A Site Pass may be obtained by undertaking an annual Site Induction held by PIO. Access to the Circuit for personnel without a Site Pass must be in accordance with the procedures established by PIO;
- c) Only authorised contractor personnel are permitted to enter the Circuit. Family members, friends and other persons not directly related with the conduct of works are not permitted within the Circuit;
- d) The normal hours of operation for the Circuit are between 8:00am and 6:00pm during summer and 8:30am to 5:30pm during winter, excluding weekends and public holidays. Access to the Circuit at other times may be arranged in advance with PIO Management, but is not guaranteed;
- e) The Circuit can be accessed from Back Beach Road via the following gates:
 - All cars and light trucks weighing less than 3 tonne gross weight, must enter the Circuit through either the Gate 1 Security office or the Gate 7 Security office (via Visitor Centre Drive). The type of activity being held at the Circuit will determine which of the two gates is used, however the normal weekday entry will be via Gate 7;
 - All trucks and semi trailers exceeding 3 tonne gross weight, must enter the Circuit via Gate 2 located 100 metres west of Gate 1, and travel on the gravel access road to the Gate 7 Security Office;
 - All vehicles exceeding 4.0 metres in height which require access to the Paddock and infield areas must enter the Circuit via Gate 4 located on Gap Road South. Entry through Gate 4 is subject to the arrangements detailed in sub-clause (h) below;
 - Egress for all vehicles must be via the same route, with the exception of trucks that have entered the Paddock through Gate 4 and because of unloading may fit through the Tunnel and exit via Gate 7 and on to Back Beach Road via Gate 2;

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- Vehicular access to the Paddock and infield areas is only permitted through the Tunnel, unless by prior arrangement with PIO and in accordance with the requirements detailed in sub-clause (h) below. Pedestrians may access the Paddock areas via the pedestrian overpass located in the centre of Gardner Straight. Walking through the vehicle tunnel is strictly prohibited;
- f) The Paddock access tunnel has a clearance of 4.0m. The tunnel is single lane only and is controlled by automatic traffic lights at either end using specific timed periods. For safety reasons the traffic signals must be strictly obeyed. Failure to obey the signals will result in revocation of your site pass and removal from the Circuit;
- g) Access to the Paddock and infield areas for vehicles over 4.0m in height is available through Gate 4 located on Gap Road South. Entrance through Gate 4 must be arranged with PIO prior to arriving at the Circuit. Vehicles must pass directly across the racetrack surface towards the blue hayshed and then follow the gravel road around the dam bank into the Paddock area. No trucks are permitted on the track at any time other than to cross the track at this point;
- h) During days of Circuit Hire, entry to and exit from the Paddock and infield areas via Gate 4 for vehicles will only be possible, between 7:00am and 8:30am each morning or between 5:00pm and 6:00pm in the evenings. No access across the track will be permitted during Circuit Hire days, other than for extreme emergency, and only with PIO Management approval;

2.9.2. Circuit Regulations

- a) The speed limit is 20kph on all roads within the Circuit. Drivers must observe this speed limit at all times. All vehicles should remain on the gravel or bitumen roads to minimise ground damage. Wherever possible contractors must stay off grassed areas. Any drivers not observing the speed regulation may be evicted from the Circuit;
- b) All personnel must be contained within the vehicle at all times. The contractor must not allow riding on the back of utes or trucks at any stage. All OH&S regulations, industry standards of best practice and applicable licensing requirements must be adhered to at all times. Failure to adhere to these requirements will result in the revocation of site passes and eviction from the Circuit;
- c) All personnel riding motorcycles for work purposes must be wearing a suitable crash helmet at all times. All OH&S regulations, industry

standards of best practice and applicable licensing requirements must be adhered to at all times. Failure to adhere to these requirements will result in the revocation of site passes and eviction from the Circuit;

- d) Glass bottles and receptacles are not permitted within the Circuit;
- e) Contractors are not permitted to approach any team members or any other personnel or group using the Circuit for autographs, or to engage them in any discussion;
- f) No photographs of any kind may be taken within the Circuit except by prior arrangement with PIO.
- g) Any post on a social networking website or any other public domain that portrays a breach of the Circuit's site induction information or OH&S Policy, or is in any way deemed to be offensive to the Circuit, will result in immediate revocation of your site pass;
- h) Strictly no dogs or other animals are permitted on to the Site;
- i) Contractors are not permitted to drive on the racetrack surface or to enter any areas from the edge of the racetrack to the first line of spectator fencing without the prior approval of PIO Management. Contractors must not enter any restricted areas defined by "Restricted Area" or "No Access" signs located in the Paddock and the spectator areas;
- j) Helicopters are not permitted to land at the Circuit without the prior consent of PIO Management. Helicopter landing is controlled by the Helicopter Access Procedures document which is available on request;
- k) All contractors shall ensure that all refuse and rubbish resulting from their works is placed and confined in suitable containers and removed from the Circuit at regular intervals or as otherwise directed by PIO;

2.9.3. Site Protection and Safety

- a) All Contractors shall at all times consult with PIO to agree on the locations of areas in which to locate, store or erect equipment or plant, regardless of the period of time the equipment or plant is to be on site;
- b) From time to time areas of the Circuit may be wet and inaccessible. All contractors and vehicles entering the Circuit must liaise with the Site Supervisor to determine the most appropriate routes to take in

PHILLIP ISLAND GRAND PRIX CIRCUIT
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order to carry out the Works. Vehicles shall not deviate from the designated routes defined by the Site Supervisor;

- c) All contractors shall ensure that any dust, mud or ground disruption caused by its Works, or by the movement of plant, equipment and vehicles is kept to a practicable minimum. PIO Management reserves the right to halt work if conditions are unsuitable;
- d) Prior to undertaking any works, all contractors must check the location of any underground services which may have an impact on its works or any other contractors' works with PIO. In the event that unreported underground services are encountered in any way, the Contractor shall immediately notify PIO;
- e) All electrical equipment must be safety certified and appropriately tagged;
- f) Any flammable and combustible goods brought into the Circuit are to be managed in accordance with Australian Standard 1940-2004 Storage and Handling of Flammable and Combustible Liquids and the Dangerous Goods Act (1985) and regulations made pursuant thereto. PIO Management must be notified of the type and quantity prior to arrival at the Circuit;
- g) Contractors shall ensure that fires are not lit or allowed to remain alight at any time. Explosives are not permitted on site and are strictly not to be used at any time. Clear access ways are to be maintained in works areas at all times in accordance with the requirements of PIO and any emergency service agency such as the Country Fire Authority;
- h) Contractors shall ensure that proper precautions are taken, and procedures followed to keep poisons and other potentially hazardous substances in places secured against access by unauthorised persons;
- i) Stakes and the like should not be driven into the ground without prior approval from PIO.

2.10. Summary of Code of Conduct and Circuit Regulations

GENERAL SITE SAFETY RULES

It is the responsibility of PIO and all employees, contractors, and sub contractors to take reasonable care for the health and safety of persons who may be affected by an employee's acts or omissions at the workplace.

- a) It is the employee's responsibility to co-operate with his or her employer with respect to any action taken by the employer to ensure the health and safety of persons.
- b) It is also the employee's responsibility to work with due care and consideration to safeguard their own health and safety, as well as the health and safety of others.

INDUCTION

- a) The Site Induction is completed online. Go to:
<https://phillipisland.hammertechonline.com/>
- b) A site pass will be issued at the completion of the induction and is valid for a maximum of 12 months.
- c) All Single Day Visitors and Delivery Personnel must complete Form B documentation prior to entry.
- d) All personnel involved in construction works must provide evidence of Construction Induction training.

CONTRACTORS OBLIGATIONS ON-SITE SAFETY

- a) All Contractors must supervise, conduct and monitor all operations and work in progress in a manner to avoid the risk of bodily harm to persons or risk of damage to any property at all times.

GENERAL SAFETY REQUIREMENTS

- a) All users of plant and machinery must have an appropriate Certificate of Competency (or be under direct supervision in a training capacity).
- b) All safety devices, equipment and apparel necessary to prevent incidents, injuries, fires and other hazards must be used where required.
- c) The Contractor shall develop and implement safe working procedures for work undertaken at the Circuit and they must comply with the relevant legislation and codes of practice.
- d) A Job Safety Analysis must be undertaken for all tasks highlighting potential hazards and a copy is to be provided to PIO Management.
- e) Contractors are to provide adequate information, instruction and training in incident prevention to all employees, sub-contractors and employees of sub-contractors.

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- f) Contractors must consult with PIO on safety matters or issues when required.
- g) The contractor must provide adequate facilities for a safe workplace and the welfare of employees.
- h) All incidents and near misses must be reported to PIO. PIO may inform the Victorian WorkCover Authority where injury is involved as per the Duties relating to Incidents, sections 37 - 39 OH&S Act 2004.
- i) All contractors must have first aid equipment on site.
- j) Working at height must be in accordance with Victorian OH&S Regulations 2007.

OCCUPATIONAL HEALTH

- a) An employer must, so far as is reasonably practicable, provide and maintain for employees a working environment that is safe and without risks to health.
- b) The employer shall ensure that all employees are aware of and have safeguards for extreme weather conditions (both hot and cold conditions). All staff must be dressed appropriately to ensure OH&S Compliance.

CONTRACTORS NOMINATED REPRESENTATIVE

- a) The Contractor must nominate a member of its workforce as its Nominated Representative and must notify Circuit Management prior to any work commencing on site.
- b) The Nominated Representative must obtain and be conversant with a full copy of the Occupational Health and Safety Policy Procedures Manual for the Phillip Island Grand Prix Circuit.

SAFETY REGULATIONS FOR MOTOR SPORT ACTIVITY

- a) Motorsport is dangerous and incidents can and do happen – stay out of restricted areas.

CIRCUIT ACCESS

- a) PIO Management must be notified prior to your arrival and you must report to Security before entering the Circuit.

- b) All Contractors and personnel must undergo an annual PI Operations site induction to obtain a Site Pass.
- c) No unauthorised personnel are allowed on site, including family members, friends or children.
- d) Normal Circuit hours are from 8.00am to 6.00pm in summer and 8:30am to 5:30pm in winter.
- e) Access to the Circuit will be via Gate 7 for normal operations or Gate 1 during events.
 - All cars and small vehicles access Gate 7 via Visitor Centre Drive,
 - All trucks and wide vehicles access Gate 7 via Gate 2 off Back Beach Road,
 - Access for oversize vehicles (exceeding 4.0m in height) to the paddock or other infield areas is via Gate 4 by prior arrangement only,
- f) Access through the tunnel is controlled by traffic lights which must be obeyed at all times. Strictly no pedestrians through the tunnel.

CIRCUIT REGULATIONS

- a) Speed limit is 20km on all roads within the Circuit.
- b) All vehicles must remain on the gravel or bitumen roads to minimise ground damage.
- c) All personnel must be contained within the vehicle (no riding on the back of utes or trucks).
- d) Stakes and the like should not be driven into the ground without prior authority from the Site Supervisor or Circuit Management.
- e) All personnel riding motorbikes must be wearing a helmet at all times.
- f) No glass bottles are permitted within the Circuit.
- g) Contractors are not to approach any team members or track hirers at any time.
- h) No photography on site without prior approval.
- i) Any post on a social networking website or any other public domain that portrays a breach of the Circuit's site induction information or OH&S Policy, or is in any way deemed to be offensive to the Circuit, will result in revocation of your site pass;

PHILLIP ISLAND GRAND PRIX CIRCUIT
OCCUPATIONAL HEALTH & SAFETY POLICY

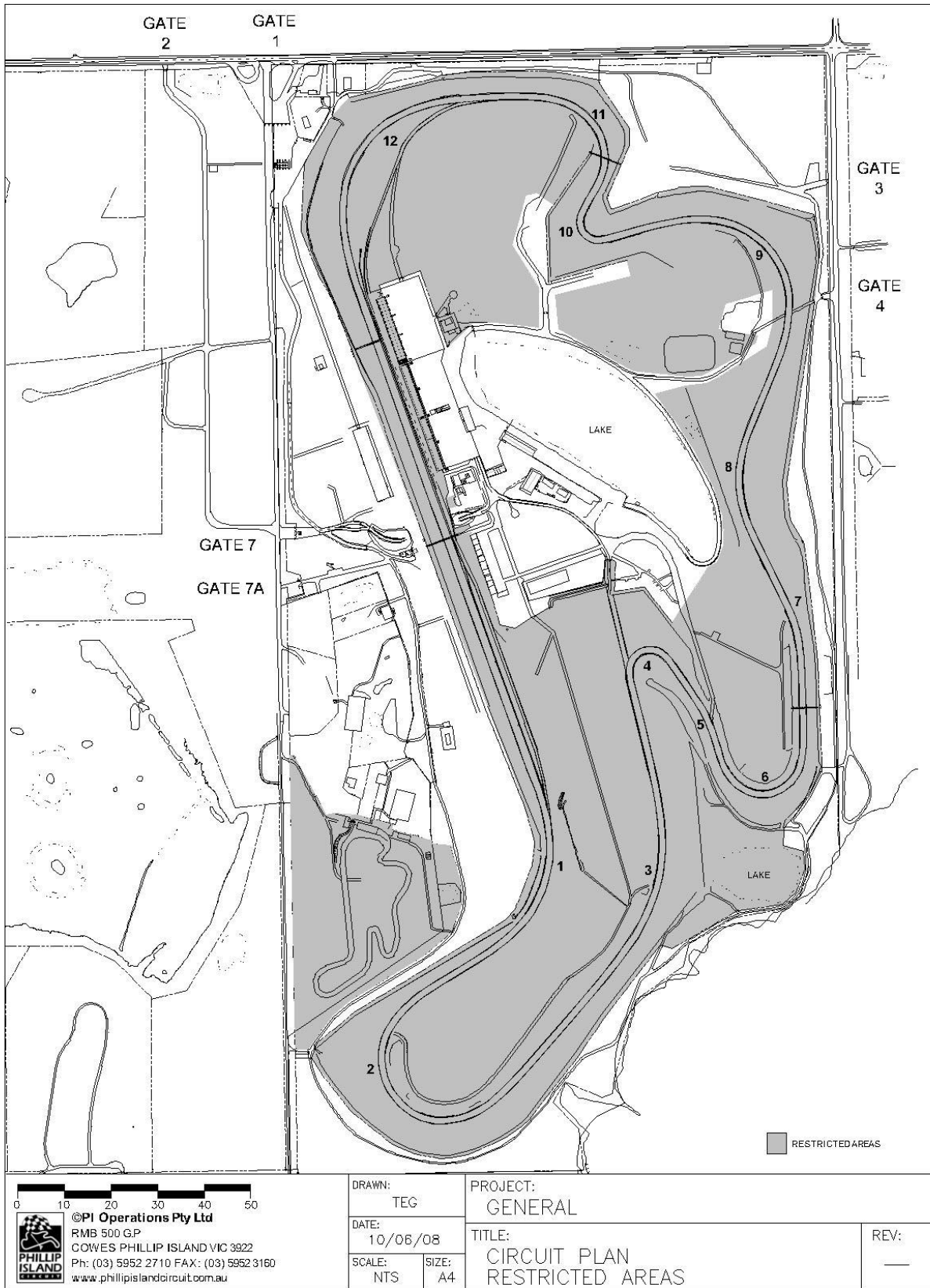
- j) No dogs or other animals are permitted on site.
- k) Contractors are not permitted to drive on the racetrack surface or enter the Restricted Areas of the track unless authorised.
- l) Helicopters are not permitted to land at the Circuit without prior consent.
- m) All rubbish must be placed in bins, which are available on request.

SITE PROTECTION AND SAFETY

- a) Keep off grassed areas where possible.
- b) Prior to commencing work or erecting equipment approval must be obtained from Circuit Management or the Site Supervisor.
- c) If a works area is damaged, work in that area may be closed off.
- d) The location of underground services must be ascertained prior to any ground works.
- e) All electrical equipment must be safety certified and appropriately tagged.
- f) All flammable and poisonous goods must be stored safely, and appropriately labeled.
- g) All contractors shall ensure that fires are not lit or allowed to remain alight at any time.
- h) Any hot works (welding, gas cutting, grinding etc) shall only be undertaken after consultation with PIO and in accordance with recognised health and safety procedures e.g. area screened off appropriate fire protection, personal protective equipment. Hot works **shall not** be undertaken during fire ban periods.

PHILLIP ISLAND GRAND PRIX CIRCUIT
 OCCUPATIONAL HEALTH & SAFETY POLICY

3. Restricted Areas



4. Phillip Island Grand Prix Circuit Information Sheet

PHILLIP ISLAND GRAND PRIX CIRCUIT	Phone: (03) 5952 2710 Fax: (03) 5952 3160 Email: info@phillipislandcircuit.com.au
OPERATIONS MANAGER (Tim Greeks)	Mobile: 0400 021 804
OPERATIONS & EVENTS COORDINATOR (Jason Brooks)	Mobile: 0436 933 999
FACILITY SERVICES MANAGER (Roger Pendlebury)	Mobile: 0400 187 832
MOTORSPORT ACTIVITY SERVICES	Mobile: 0418 554 734

EMERGENCY NUMBERS - Dial Direct

COWES POLICE	000 or Cowes 5952 2037
AMBULANCE	000
FIRE	000 or Cowes 5952 2300
DANDENONG HOSPITAL	9554 1000
PHILLIP ISLAND MEDICAL CENTRE	5951 1800
TAXI	5952 2200
TOWING – COWES TOTAL CAR CARE CENTRE	5952 2059
WORKSAFE	132 360 (24 hours)

PI OPERATIONS BASES

CIRCUIT ADMINISTRATION & MOTORSPORT ACTIVITY SERVICES	PADDOCK OFFICE
FACILITY SERVICES DEPOT	BLUE PADDOCK
SECURITY OFFICE	GATE 7 OR GATE 1

FOR OUTSIDE LINE FROM THESE LOCATIONS DIAL 9

FIRST AID KITS

SECURITY OFFICE	GATE 7 & GATE 1
FACILITY SERVICES DEPOT	PADDOCK OFFICE
ALL PIO VEHICLES	

TOILETS

CONTROL TOWER CARPARK	INFIELD
GRAND PRIX PADDOCK	INFIELD
OPEN ON REQUEST	OUTFIELD

MEDICAL CENTRE

@SKID PAN	EXT 430 (attended only when motor sport activity is being conducted on the circuit)
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ATM FACILITY

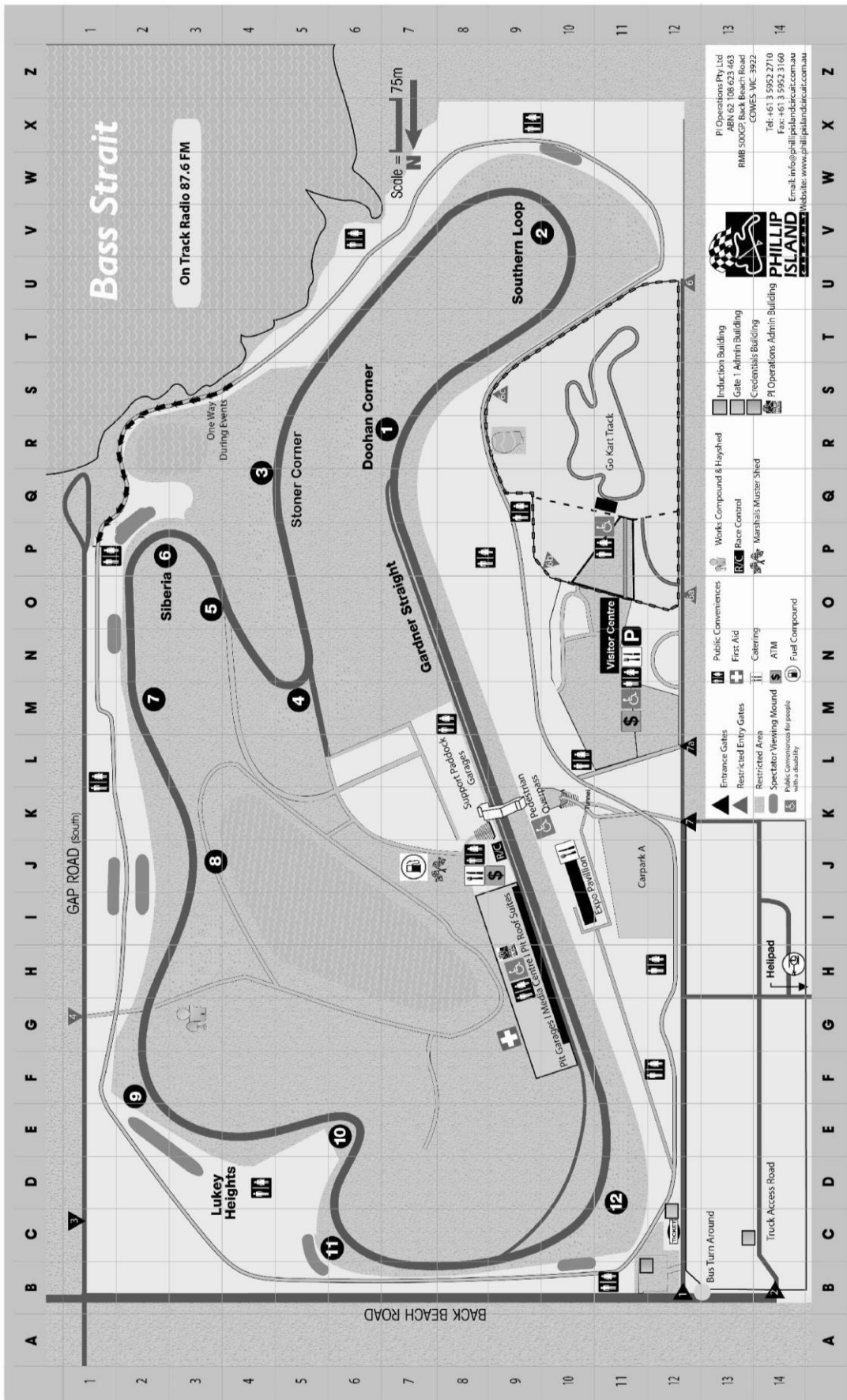
VISITOR CENTRE (open 7 days)	EXT 400	(03) 5952 9400
PADDOCK CAFÉ (only available when infield catering is open)		

TAKEAWAY FOOD

PADDOCK CAFÉ (next to race control)	EXT 428	(03) 5952 9428
VISITOR CENTRE (adjacent to Gate 7)	EXT 400	(03) 5952 9400

PHILLIP ISLAND GRAND PRIX CIRCUIT
 OCCUPATIONAL HEALTH & SAFETY POLICY

5. Phillip Island Grand Prix Circuit Map



ATTACHMENT A

P.I.G.P.C. ACCEPTANCE OF SITE SAFETY REQUIREMENTS REGULATIONS AND PROCEDURES

(for Contractors, Supervisors and Employees inducted on site)

YOU DO NOT NEED TO COMPLETE THIS FORM IF YOU HAVE COMPLETED AN ONLINE INDUCTION

I _____ being an employee or principal of

_____ **(insert Company name)** acknowledge acceptance of the Occupational Health and Safety Policy and Procedures for the Phillip Island Grand Prix Circuit in accordance with this document and all other relevant statutory and/or regulatory requirements.

I have attended a site induction at the Phillip Island Grand Prix Circuit related to the above and will ensure that I and any person(s) under my control on the site will properly take into account all matters related to the above mentioned documentation, general safety regulations and any other Occupational Health and Safety matters pertinent to works at the Phillip Island Grand Prix Circuit.

Please complete the following information for the processing of a Site Pass.

TELEPHONE: _____

MOTOR VEHICLE TYPE: _____

REGISTRATION: _____

SIGNATURE: _____

DATED: _____

CONSTRUCTION INDUCTION / RED CARD NUMBER: _____

SITE PASS NUMBER: _____

The Nominated Representative for the Company or contract work is:

COMPANY FAX NUMBER: _____

OR

COMPANY E-MAIL ADDRESS: _____

PI Operations Pty Ltd (ACN 108 623 463) acknowledges and respects your privacy. PI Operations Pty Ltd collects personal information in connection with site inductions. The information collected includes the details provided on the front of this form. The information you provide is being collected by PI Operations Pty Ltd for the purpose of processing your site induction and managing work practices and occupational health and safety issues. If you do not provide the information requested, we will be unable to process your site induction and access to the Circuit for work purposes will not be provided to you. PI Operations Pty Ltd may use this information to contact you about work practices and work related issues, events or incidents. PI Operations Pty Ltd may also use this information in connection with the investigation of or legal proceedings about any work related issues, events or incidents. PI Operations Pty Ltd may share information about you with third parties including, but not limited to, its related corporations, law enforcement agencies (including Work Safe Victoria), motorsport administrators and service providers for these purposes. PI Operations Pty Ltd is not likely to disclose the information to overseas recipients. You can refer to the PI Operations Pty Ltd Privacy Policy on our website www.phillipislandcircuit.com.au. [The Privacy Policy contains more information about your](#) right to access and seek the correction of the information we hold about you or to complain about a breach of the Australian Privacy Principles and how we will deal with such a complaint. Alternatively, you may direct any queries you may have in relation to the Privacy Policy or the use of information about you to:

PI Operations Pty Ltd
RMB 500GP, Cowes, Victoria, 3922 | E: info@phillipislandcircuit.com.au
P: +61 3 5952 2710 | F: +61 3 5952 3160

ATTACHMENT B

Occupational Health, Safety and Welfare Policy
(3 Pages)

PHILLIP ISLAND GRAND PRIX CIRCUIT

Single Day Visitor and Delivery Form

OCCUPATIONAL HEALTH, SAFETY & WELFARE POLICY ATTACHMENT B



OCCUPATIONAL HEALTH, SAFETY & WELFARE POLICY

PIO will:

- Identify the responsibilities of managers, employees and contractors;
- Identify potential hazards and controlling the risk of injury, illness or disease;
- Protect clients and members of the public from potentially adverse health effects arising from PIO, and PIO contractors, activities and services.

SAFETY POLICY

The SAFETY POLICY for the PIGPC provides that:

- The health and safety of all personnel engaged at the venue will be integral to all the plans, contracts and procedures involved in the works associated with the staging of activities at the venue.
- Every effort will be made to ensure that everyone is provided with a safe and healthy place in which to work and that compliance is made with all relevant legislation, codes and standards.
- Safety is a team commitment involving managers, supervisors, contractors, suppliers and employees working together through consultation and co-operation.
- Any individual observing unsafe or unhealthy acts or situations are expected to address the situation immediately and directly with the person or persons involved.
- The rights of all personnel to express their concern over safety in the workplace and to expect those concerns to be addressed is recognised and supported.
- Information, instruction training and supervision in safe methods of work, relevant legislation and safety procedures will be provided to all personnel as requested.
- Safety performance of Contractors will be assessed regularly together with other performance indicators.

- The reporting systems detailed in this PI Operations Pty Ltd Occupational, Health, Safety and Welfare manual must be adhered to at all times. You are reminded that motor sports is dangerous and incidents can and do happen.
- All care is taken to protect you, but you are warned that there is a possibility of an incident causing injury, death or property damage.

By entering these premises you hereby acknowledge that the entry to the event venue has a high degree of risk and the promoter, clubs, corporations, organisations and persons having any connection with the promoting, organising or conduct of the event shall have no liability to you except in regard to any rights you may have arising under the Competition and Consumer Act 2010.

SUMMARY OF CODE OF CONDUCT AND CIRCUIT REGULATIONS

GENERAL SITE SAFETY RULES

- a) It is the responsibility of PIO and all employees, contractors, and sub-contractors to take reasonable care for the health and safety of persons who may be affected by an employee's acts or omissions at the workplace.
- b) It is the employee's responsibility to co-operate with his or her employer with respect to any action taken by the employer to ensure the health and safety of persons.
- c) It is also the employee's responsibility to work with due care and consideration to safeguard their own health and safety, as well as the health and safety of others.

CONTRACTORS OBLIGATIONS ON-SITE SAFETY

- a) All Contractors and Visitors must supervise, conduct and monitor all operations and work in progress in a manner to avoid the risk of bodily harm to persons or risk of damage to any property at all times.

GENERAL SAFETY REQUIREMENTS

- a) All users of plant and machinery must have an appropriate Certificate of Competency (or be under direct supervision in a training capacity).
- b) All safety devices, equipment and apparel necessary to prevent incidents, injuries, fires and other hazards must be used where required.
- c) Contractors must consult with PIO on safety matters or issues when required.
- d) All incidents and near misses must be reported to PIO. PIO may inform the Victorian WorkCover Authority where injury is involved as per the duties relating to Incidents, sections 37 - 39 OH&S Act 2004.
- e) All contractors must have first aid equipment on site.

SAFETY REGULATIONS FOR MOTOR SPORT ACTIVITY

a) Motorsport is dangerous, and incidents can and do happen – stay out of restricted areas.

CIRCUIT ACCESS

- a) PIO Management must be notified prior to your arrival and you must report to Security before entering the Circuit.
 - b) All Contractors and personnel must complete an annual PI Operations site induction to obtain a Site Pass. The Site Induction is completed online – go to: <https://phillipisland.hammertechonline.com/>
 - c) No unauthorised personnel are allowed on site, including family members, friends or children.
 - d) Normal Circuit hours are from 8.00am to 6.00pm in summer and 8:30am to 5:30pm in winter.
 - e) Access to the Circuit will be via Gate 7 for normal operations or Gate 1 during events.
 - All cars and small vehicles access Gate 7 via Visitor Centre Drive,
 - All trucks and wide vehicles access Gate 7 via Gate 2 off Back Beach Road,
- Access for oversize vehicles (exceeding 4.0m

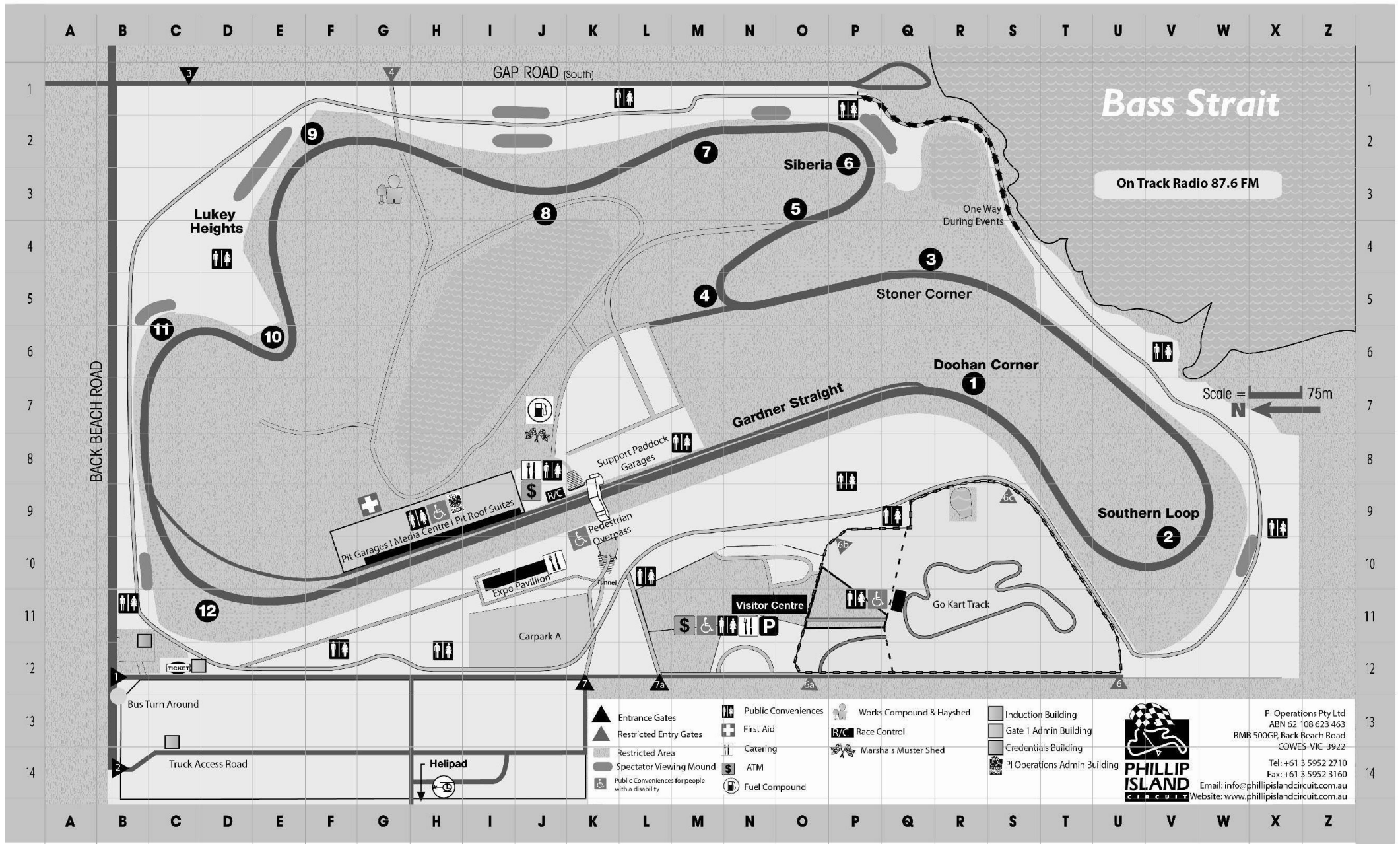
- in height) to the paddock or other infield areas is via Gate 4 by prior arrangement only,
- f) Access through the tunnel is controlled by traffic lights which must be obeyed at all times. Strictly no pedestrians through the tunnel.

CIRCUIT REGULATIONS

- a) Speed limit is 20km on all roads within the Circuit.
- b) All vehicles must remain on the gravel or bitumen roads to minimise ground damage.
- c) All personnel must be contained within the vehicle (no riding on the back of utes or trucks).
- d) Stakes and the like should not be driven into the ground without prior authority from the Site Supervisor or Circuit Management.
- e) All personnel riding motorbikes must be wearing a helmet at all times.
- f) No glass bottles are permitted within the Circuit.
- g) Contractors are not to approach any team members or track hirers at any time. No photography on site without prior approval.
- h) No dogs or other animals are permitted on site.
- i) Contractors are not permitted to drive on the racetrack surface or enter the Restricted Areas of the track unless authorized.
- j) All rubbish must be placed in bins, which are available on request.

PHILLIP ISLAND GRAND PRIX CIRCUIT KEY CONTACT NUMBERS:

PHILLIP ISLAND GRAND PRIX CIRCUIT
Phone: 03 5952 2710 Fax: 03 5952 3610
Email: info@phillipislandcircuit.com.au
OPERATIONS MANAGER
Mobile: 0400 021 804
OPERATIONS & EVENTS COORDINATOR
Mobile: 0436 933 999
FACILITY SERVICES MANAGER
Mobile: 0400 021 804
CLIENT SERVICES COORDINATOR
Mobile: 0418 554 734



ATTACHMENT B

ACCEPTANCE OF SITE SAFETY REQUIREMENTS REGULATIONS AND PROCEDURES

(for Single Day Visitors & Delivery Personnel only)

I _____ being an employee of _____

acknowledge acceptance of the Occupational Health, Safety and Welfare Policy and Procedures for the Phillip Island Grand Prix Circuit in accordance with this document and all other relevant statutory and/or regulatory requirements.

I have read the Occupational Health, Safety & Welfare documentation and understand my responsibilities relating to the above and will take into account all matters related to the abovementioned documentation and any other matters pertinent to our works.

NAME: _____

ADDRESS: _____

TELEPHONE: _____

MOTOR VEHICLE TYPE: _____

REGISTRATION NO: _____

SIGNATURE: _____

DATE OF ENTRY TO THE CIRCUIT: _____

The Nominated Representative for the Company or contract work is:

ATTACHMENT C

Contractor Non-compliance Notification
(2 Pages)

PI Operations Pty Ltd

A.B.N 62 108 623 463
RMB 500GP
Back Beach Road
Cowes Victoria 3922

Tel: +61 3 5952 2710
Fax: +61 3 5952 3160
Email: info@phillipislandcircuit.com.au
Website: www.phillipislandcircuit.com.au



ATTACHMENT C

CONTRACTOR NON-COMPLIANCE NOTIFICATION

Date:	Time of Incident:
Contractor:	
Contractors Responsible Officer:	
Location of Incident:	
Incident/Activity:	
PIO Representative:	
Signature:	Time/Date:

Confirmation of Corrective Action	
PRINCIPLE / CONTRACTOR – Confirmation of Corrective Action:	
Corrective Action Completed by:	
Time:	Date:
Remarks:	
COMPANY REPRESENTATIVE:	
Name:	Signature:

ATTACHMENT D

Job Safety Analysis
(1 Page)

**ATTACHMENT D
PHILLIP ISLAND GRAND PRIX CIRCUIT
JOB SAFETY ANALYSIS**

Contractor:	
Date:	JSA No.
Name:	Approved by:
Location:	
Activity/Task:	

ACTIVITY List the tasks required to perform the activity in the sequence they are carried out.	HAZARDS Against each task list the hazards that could cause injury when the task is performed.	RISK CONTROL List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard.	RESPONSIBILITY Write the name of the person responsible (supervisor or above) to implement the control measure identified

ATTACHMENT E

Incident Investigation
(3 Pages)

**ATTACHMENT E
INCIDENT INVESTIGATION REPORT**

INCIDENT NUMBER

--

Name of Company/Contractor:			
Date of Incident:			
Name of person completing Report:			
Names of person(s) Involved:			
Report No:		Project No:	
Location:			
Weather Conditions:			
Task being undertaken:			
Equipment involved:			
INCIDENT (Briefly describe what happened) FACTS ONLY			
WITNESS			
Name	Occupation	Employer	
1.			
2.			
3.			

ATTACHMENT E INCIDENT INVESTIGATION REPORT

Particulars of Injured Worker

Date:

Surname:		Given Names:	
Address:			
Town:		State:	Postcode:
Age:	Occupation:		
Marital Status:	Telephone: (w)	(h)	

Details of Incident

EMPLOYEE:

Operation in which worker was engaged:			
Date of Injury: / /	Time of Injury:	am/pm	
Nature of Injury:			
Part of body Injured:			
How incident occurred:			
Treatment Details:			
Details of any Referrals:			Doctor:
Hospital:	First Aid:		
Time Off: Days:	Hours:		
Return to work date (if applicable):			
Workers' Compensation form lodged:	Yes	No	When lodged:
Claim form completed by:			Date:
Register entry completed by:			Signature:

Employer section

I, _____ of _____	hereby acknowledge receipt of this notification.
Date:	Signature:

**ATTACHMENT E
INCIDENT INVESTIGATION REPORT**

CONTRIBUTING FACTORS: Tick all relevant factors in each group

Person	Tick	Task/Machine	Tick
Physical or mental stress/fatigue		Heavy or repetitive Manual Handling	
Physical disability		Slippery surfaces	
Personal characteristics (short/tall etc)		Machine/process/equipment/design	
Language difficulty		Adverse posture	
Insufficient Personnel to perform task		Lack of maintenance/inspection	
Inexperience		Inappropriate guarding	
Incorrect dress/no protective equipment		Electrical/mechanical failure	
Misconduct		Safety devices ineffective	
Other (please specify)		Exposed hazard	
		Other (please specify)	

Environmental	Tick	Organisational	Tick
Confined area/poor layout		Lack of (or too much) supervision	
Congested/untidy		Job pressure/urgency	
Slippery surfaces/footing		Established procedure not followed	
Weather conditions		Lack of effective training/induction	
Temperature extremes - hot/cold		Inadequate job/task analysis	
Fumes/mists/dusts		Other (please specify)	
Noise			
Lighting - inadequate or inappropriate			

Corrective action Report Number:

Circuit Management comments:

Action Completed: (signature)

Date:

ATTACHMENT F

Weekly Manhour Summary
(1 Page)

ATTACHMENT F

WEEKLY MANHOUR SUMMARY PHILLIP ISLAND GRAND PRIX CIRCUIT

WEEK ENDING: _____

CONTRACTOR: _____

EVENT/CONTRACT: _____

1. Number of Personnel:

MONDAY	_____	FRIDAY	_____
TUESDAY	_____	SATURDAY	_____
WEDNESDAY	_____	SUNDAY	_____
THURSDAY	_____		

2. Hours worked during week: (Exclude Items 3 & 4)

TOTAL MANHOURS: _____

MAXIMUM DAILY PEAK FOR WEEK _____

3. Number of Injuries:

NO. OF INCIDENTS: _____

PERSONNEL REQUIRING MEDICAL TREATMENT: _____

PERSONNEL REQUIRING FIRST AID TREATMENT _____

MANHOURS LOST DUE TO INJURIES: _____

4. Manhours lost due to other

SIGNED: _____

NAME (Please Print) _____

POSITION: _____

PLEASE ATTACH INCIDENT INVESTIGATION REPORTS FOR ALL LOST TIME INJURIES

ATTACHMENT G

Review Meeting Minutes
(2 Pages)

ATTACHMENT G

CONTRACTOR OCCUPATIONAL HEALTH, SAFETY & WELFARE REVIEW MEETING MINUTES PHILLIP ISLAND GRAND PRIX CIRCUIT

CONTRACTOR:	SUPERVISOR:
REVIEW ITEMS FROM LAST MEETING	
Topics Discussed this Meeting:	LIST NAME OF EACH ATTENDEE
	1.
	2.
	3.
	4.
	5.
Suggestions Offered:	6.
	7.
	8.
	9.
	10.
Action(s) to be Taken:	
Injuries/Incidents Reviewed:	

Supervisor's Remarks:	
SIGNATURE:	DATE:

ATTACHMENT G (Continued)

SUGGESTED DISCUSSION TOPICS

Air Lines	Alcohol and Drugs
Amenities	Barricading
Burns	Certificate of Competency
Chemicals	Codes of Practice
Corrective Action Report	Driving on Site
Ear Plugs	Earth Leakage (RCDs)
Electric Hand Tools	Electrical Safety
Elevating Work Platforms	Emergency Procedures
Equipment Check	Equipment Isolations
Extension Leads	Eye Injuries
Eye Protection	Fire Hazards
Fire Protection Equip. (Extinguishers, hoses, blankets)	First Aid Equipment
Flashing Warning Lights	Footwear
Forklifts and Cranes	Fuel Storage (Bunding)
Gas Cylinders	Grassed Areas - Protection
Ground Penetration	Hand Rails
Hand Tools	Hearing Protection
Hot Water/Scalds	Housekeeping and Cleanup
Hygiene	Ladders (tie off)
Lifting Equipment	Manual Handling
Tree Protection	Motorsport Activity on Circuit
Materials Safety Data Sheets	Near Misses
Noise Pollution	Overhead Working
Prohibited Areas	Property Damage
Rubbish Removal	Safety Bulletins
Scaffold	Signage
Site Speed Limit	Slip Trip and Fall Hazards
Spills	Storage Areas
Sun Protection	Transport of Materials
Underground Services	Vehicle Parking
Welding, Grinding and Cutting	Working at Height

ATTACHMENT H

Corrective Action Report
(2 Pages)

ATTACHMENT H CORRECTIVE ACTION REPORT

This form can be initiated by any person associated with works on site.

PART 1

Incident Report Number:	Date of Incident
Incident Report Subject:	
Name of Person Completing Report:	Contact Details:
Location Of Incident:	
Issue/Item Requiring	
Finding of Investigation:	
Recommended Action:	
Action (if any) undertaken:	
Is this item related to your contract works:	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
If YES please complete Part 2	
If NO please forward to PI OPERATIONS PTY LTD, RMB 500GP, COWES 3922	

PART 2 (To be completed by Contractor responsible for undertaking the corrective action.)

Contractor Name:	
Proposed Action:	
Immediate:	
Preventative:	
Other:	
ACTION COMPLETE:	YES: <input type="checkbox"/> NO: <input type="checkbox"/>
Comment (if required):	
SIGNATURE:	DATE:

RETURN TO CIRCUIT MANAGEMENT

ATTACHMENT H (Continued)

PART 3 FOR INTERNAL USE ONLY

REGISTRATION NO:		INCIDENT REPORT NUMBER:	
REPORT RECEIVED	DATE:	TIME:	
FOLLOW UP ACTION REQUIRED	YES:	NO:	
COMMENTS:			
FORWARDED TO:			

PART 4

ACTION COMPLETED:
COPY SENT TO:
COMMENTS:
SAFETY OFFICER:

ATTACHMENT I

Corrective Action Report Register
(1 Page)

ATTACHMENT I

CORRECTIVE ACTION REPORT REGISTER

CAR No.	Date Raised	Description	Response Date	Date Responded	Date C/A Verified	Date Action Completed

ATTACHMENT J
Safe Use of Ladders

ATTACHMENT J

SAFE USE OF LADDERS

PLATFORM LADDERS

General Requirements

It is PIO policy that platform ladders are the preferred method when working at heights and must be used where it is appropriate to do so.

- All platform ladders must comply with the requirements of the Australian Standard;
 - Australian standard AS/NZ1657 - *Fixed Platforms, walkways, stairways and ladders – Design, construction and installation*;
- Platforms shall be nominally horizontal, with the slope not exceeding 3° (1 in 35)
- The minimum vertical clearance above platforms shall not be less than 2000mm.
- In applications where vertical clearance cannot be achieved, other measures should be taken, such as signage, padding, highlighting and appropriate PPE.
- Hand and guardrails are required where it is not safe to and or step outside the platform without falling.
- The working platform landing shall not be less than 600mm in width
- The stairway shall not be less in width than the working platform landing.
- Ladders should not be used in access areas or within the arc of swinging doors, and cross traffic.

LADDERS

General Requirements

General and specific requirements for the different types of ladders are clearly covered in the Australian Standards for Portable Ladders, AS 1892:

AS 1892.1-1996 – Metal,

AS 1892.2-1992 – Timber

AS 1892.3-1996: – Reinforced Plastic

AS 1892.5-2000: – Selection, Safe Use and Care

This bulletin deals with the operational requirements and limitation associated with the safe use of portable ladders. Information required for the selection and use of appropriate ladders in different circumstances based on loading and lengths are also included.

Operational Requirements

All portable ladders should have a load rating of:

Industrial Ladders: not less than 120 kg

Domestic Ladders: not less than 100 kg

This rating clearly and permanently marked on the ladder. Domestic ladders should not be used in industrial environments.

Markings shall include:

- Maximum working length of ladder
- Warnings, where appropriate, such as:
 - 1) DO NOT USE WHERE ELECTRICAL HAZARDS EXIST, for metal ladders.
 - 2) Unsafe working positions, such as second top tread for step ladders or third top tread for single and extension ladders.
 - 3) To be used only in the fully opened position for 2-sided step ladder.

Height Limitations (As recommended by the Australian Standards)

Ladder Type	Category	Metal/reinforced plastics	Timber
		Length (max)	Length (max)
Single	Domestic	5.0m	4.9m
	Industrial	9.0m	9.2m
Extension	Both	15.0m (1)	15.3m (1)
Step	Domestic	2.4m	2.4m
	Industrial	6.1m	5.5m
Trestle	Both	5.0m	5.1m

Notes:

- 1) The Australian Standard AS 1892 provides for extensions ladders to be manufactured up to 15 metres. However, employers must ensure that a risk assessment is undertaken in each circumstance, and that all persons undertaking work at height are competent to do so. The excessive height of these ladders combined with their inherent extra deflection characteristics generally make them an unsuitable alternative to other forms of working platforms.
- 2) When extension ladders are extended by greater than 5.0 m for metal ladders or 4.3 m for timber ladders, they should be equipped with a hauling rope and pulley or a suitable device complying with AS 1892.1, AS 1504 and AS 2089 to enable an operator at ground level to raise the top section or intermediate section.
- 3) Trestle ladders, when used to support working platforms where a person can fall more than 2m, must comply to Australian Standard AS 1576 and AS 4576.
- 4) The maximum length of timber ladders as recommended in the Australian Standards is based on metric conversions of the previous standard. The current timber ladder standard is currently under review. It is expected that allowable timber ladder lengths will be consistent with the other ladder standards.

General Guidelines for the Safe Use of Portable Ladders

- A person should always have two hands free to ascend and descend a ladder (ie, all material and tools which cannot be safely secured from the worker's belt should be independently transferred or hoisted to the work location).
- Ladders generally should be encouraged only for access and egress. However, when ladders are used to perform work from, only light duty work, not exceeding load rating, should be undertaken.
- Ladders should be secured against movement and be supported from a firm, level, non slip surface.
- All work from a ladder should be performed while facing the ladder.
- No task should require over-reaching (ie, the belt buckle should always be within the stiles of the ladder and the work within arms reach).

Some work performed from ladders, such as those by linesmen may not fully comply with the above and may require the use of fall protection equipment to be used in conjunction with ladders. Such persons should only work in accordance with specific training and work systems developed by the employer.

- There should be no danger of crane lifted loads trapping or striking a person on a ladder.
- No person on a ladder should work over another person.
- Only one person should be on a ladder at any time.
- Ladders should not be used in access areas or within the arc of swinging doors.
- Work involving restricted vision or hot work (such as welding or oxy-cutting) should not be performed from a ladder.
- Small, light loads of tools or material easily handled by one person, may be raised or lowered with a handline.
- Ladders should not be handled or used where it is possible for the ladder or the user come into contact with electrical power lines. In particular, metal or metal-reinforced ladder should not be used in the vicinity of live electrical equipment. Such ladders should be permanently marked in a prominent position with "*DO NOT USE WHERE ELECTRICAL HAZARDS EXIST*", in accordance with AS 1892.1
- The use of power tools on a ladder should be restricted to those which are easily operated one-handed.
- No ladder should be used near the edge of an open floor or penetration where, where if the person fell or the ladder toppled, the person could fall over that edge or through the penetration.
- A ladder should never be walked by the person standing on the ladder.

Single and Extension Ladders

- Single and extension ladders should:
 - (i) be placed at a slope of 4 vertical to 1 horizontal.
 - (ii) be footed or secured top and bottom
- The person working from a single or extension ladder should be able to brace himself or herself to the ladder at all times.

Step Ladders

- Step ladders should only be used in the fully opened position.
- A person's feet should be no higher than the third tread from the top plate.

Use with Scaffolding

- Australian Standard AS/NZ 4576 – Guidelines for scaffolding requires that single ladders only be used for ladder access to scaffolding.
- Ladders should not be set up on scaffolding or elevating platforms to gain extra height.