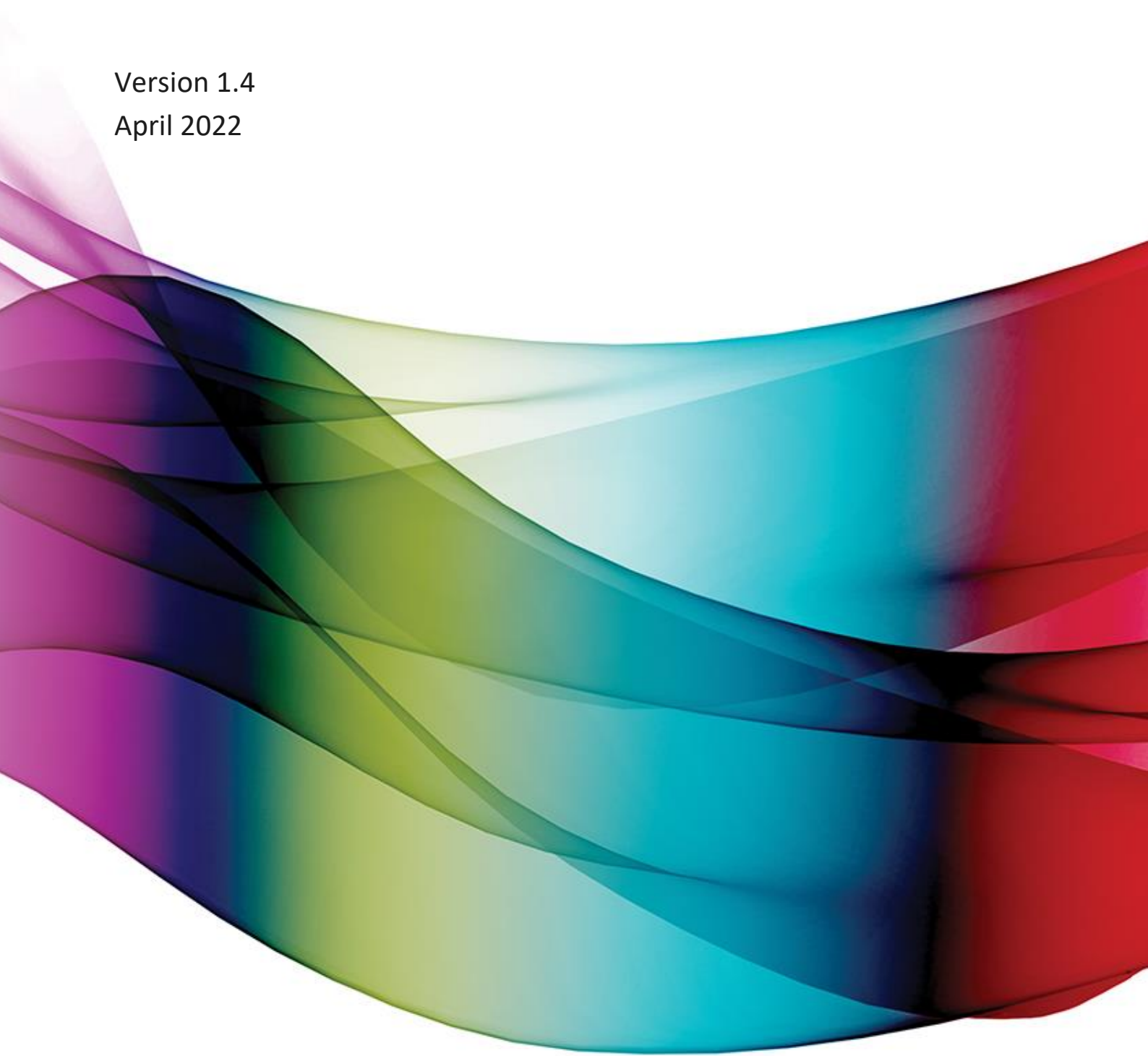


Restricted Areas Access Control Standard

Version 1.4
April 2022



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1. General

1.1. Purpose

The purpose of this standard is to define the process and conditions for controlling access to restricted areas and transmission line easement workplace for employees, contract employees and visitors. The intention of this standard is to:

- Ensure that, so far as is reasonably practicable, any person who requires access to a restricted area or transmission line easement workplace is aware of the safety, health and environmental requirements relevant to the area in which they intend to access.
- Comply with workplace health and safety legislation.

1.2. Scope

This standard applies to TasNetworks workplaces in restricted areas (transmission and distribution), communication sites and transmission line easements.

This standard does not apply to TasNetworks buildings under the management of the Facilities Department.



1.3. Definitions

Access Authority

The form of authorisation which allows access to work on or near, or for the testing of, Power System Apparatus.

Apparatus

Electrical, mechanical or civil assets that form part of the Power System which is under operational control.

Authorisation Card

A card identifying TasNetworks authorisations and expiry dates.

Authorised Person

A person with technical knowledge or sufficient experience who has been approved, or has the delegated authority to act on behalf of TasNetworks to perform the duty concerned.

Competent

Has the skills, knowledge and attributes a person needs to complete a task.

Defined tasks

Specific activities that may be conducted within restricted areas without being on an access authority. Training and authorisation is required.

Employee

A worker employed by TasNetworks or a contractor, who carries out work for TasNetworks (includes trainees, apprentices and students).

Hazard

A source of potential harm or a situation with potential for harm.

Instructed Person

A person adequately advised or supervised by an Authorised Person to enable them to avoid the hazards and who agrees to work under the terms of an Access Authority; and

Has documented evidence of the completion and currency of Power System Safety Rules 'Instructed Person' training.

Operator

An Employee who is Qualified and authorised by the relevant signatory to operate Power System Apparatus.

Ordinary Person (Visitor)

A person without sufficient training or experience to enable them to avoid the dangers associated with the Power System.

Person in Charge

An Authorised Person to whom an Access Authority can be issued.

Power System Apparatus

All Apparatus associated with the generation, transmission or distribution of electricity. This includes civil, mechanical and electrical assets.



Qualified

Deemed Competent, on the basis of appropriate training and assessment, to carry out the work to which the qualification pertains.

Restricted Area

A defined area where access is controlled, including where high voltage electrical hazards are present. TasNetworks restricted areas include:

- Communication sites;
- Substations;
- High voltage regulator sites;
- Within the Safe Approach Distance (SADs) to the overhead network;
- Controllers on overhead HV switchgear;
- Switching stations;
- Substation control building (excluding areas of the building managed by the TasNetworks facilities department);
- Tee structures;
- LV distribution pillars, service fuse cabinets and boxes; or
- Any other location or facility nominated by TasNetworks.

Risk Assessment

The process of recognising and describing risks, estimating their significance and recognising and evaluating possible methods of reducing them.

Site Introduction

Site specific training required for entry into Restricted Areas.

Standard Access

Authorisation to enter specific restricted areas for a limited period.

Unaccompanied Access

Authorisation to enter specified types of restricted areas without be accompanied.

Workplace

Any place within a restricted area where an employee, contractor or self-employed person is employed or engaged by TasNetworks to undertake work.

Work Site

The defined working area as described under the conditions of an Access Authority.

Work Site Introduction

Work Site specific awareness required for entry and work in the Work Site under the conditions of an Access Authority.



2. Introduction

TasNetworks has an obligation to ensure that employees, visitors and people engaged to perform work on its behalf are safe from injury and risk to health so far as is reasonably practicable.

People require access to TasNetworks' workplaces to perform a variety of functions. Most of TasNetworks' workplaces are secured in a manner that restricts general access to the area. Some areas however are not secure and may be accessible to the public, such as transmission line easements.

Activities within restricted areas and transmission line easements can present specific hazards and risks. This standard provides a framework to control access to TasNetworks' workplaces, and complement the Power System Safety Rules¹. It aims to ensure that people who are required to work within or visit these areas, are informed of the specific safety and environmental risks present, and the necessary precautions to be followed within the workplace.

TasNetworks reserves the right to revoke any person's authority to access a restricted area at any time, without any prior notice or warning.

¹ Note: Nothing in this procedure is intended to replace or overrule the requirements of the Power System Safety Rules.



2.1. General access to restricted areas requirements

Anyone requiring access to restricted areas and transmission line easement worksites must meet the following conditions where relevant (for visitors, refer to Section 2.5.1):

- a) have a legitimate reason to enter the workplace, (e.g. work order, contract, inspection, planned visit, have a *defined task*),
- b) have completed TasNetworks' online general health, safety and environment induction,
- c) have completed TasNetworks 'Instructed Persons' training in accordance with the Power System Safety Competency Standard²,
- d) prior to entry, be able to present their Authorisation card or sufficient evidence to validate their authorisation,
- e) wear the appropriate personal protective equipment (refer TasNetworks Standard – Personal Protective Equipment Procedure),
- f) if entering a worksite controlled by an Access Authority, contact the Person-in-Charge prior to entry and receive an On-site Environment and Safety Induction and sign on to the Access Authority. (Refer to Section 2.8 for more information on Environmental and Safety Inductions),
- g) have an Access Authority or Defined Task Authorisation if performing work,
- h) if accessing a tower, have current competencies for tower climbing and rescue,
- i) inform the Person-in-Charge prior to leaving the work site; sign-off the Access Authority where relevant.

2.2. Service Work

Where distribution service disconnections and reconnections are to be performed within a Switching Station, Building type Substation, Ground Mounted Distribution Substation or LV distribution pillar, then they shall be performed by an Authorised Operator with an approved switching sheet.

² Instructed Person training may not be applicable for some transmission line easement work or communication site work. For further advice contact a member of TasNetworks' Asset Engineering team.



2.3. Exemption for ordinary persons to undertake work

The general principle is to only have PSSR trained people undertake work in restricted areas. However, it is acknowledged that on rare occasions visitors may be required to enter a restricted area to perform work. Rare occasions may include:

- delivery of materials and equipment,
- urgent breakdown/repairs,
- emergency activities (for example involving Police, Fire or Ambulance Services),
- one-off tasks of short duration requiring the services of a tradesperson or specialist, who under normal circumstances would not come to a restricted area.

Each case must be taken on its own merits and the following should be considered when reviewing each case:

- A visitor may not be granted access to undertake work simply because time has not been allocated during the planning phase of the work for the provision of training. For example, a visitor should not be granted access because they have been awarded a three day contract to replace a voltage transformer at a substation. In this situation the persons involved must be formally trained under PSSR.
- Similarly, a person contracted to work in a restricted area for one day or one hour every fortnight or month, regardless of their activities, will require formal training under PSSR.
- Where there are any concerns, TasNetworks Asset Engineering may be contacted to grant an exemption in consultation with the Operator in rare circumstances where this is required.
- If the work site is controlled by an Access Authority, the Person-in-Charge will have authority to refuse a visitor entry to the work site, irrespective of any initial approval being made.

The visitor must be competent in the work to be performed and hold any licence and qualification necessary for the work.

The visitor must undertake an On-site Environmental and Safety Introduction (refer Section 2.8).

The conditions noted under Section 2.5.1(a)-(f) must still apply.



2.4. Entry to restricted areas using keys/fobs

Keys/fobs to restricted areas are provided to individuals after successful application. Keys/fobs are required for many restricted areas designated by TasNetworks.

There are two types of access into restricted areas which permit keys to be provided; standard access (SA) and unaccompanied access (UA), which are granted depending upon the applicants access requirements (section 2.5). Individuals who require a key/fob for SA or UA into a particular restricted area are required to apply using the [online application form](#).

Note, only persons requiring a key/fob need to apply for access. There is no requirement for every individual who intends to work in a restricted area to apply for a key/fob.

2.5. Restricted area access

There are three types of access to restricted areas:

1. Visitor access,
2. standard access,
3. unaccompanied access.

Being granted access does not authorise any person to conduct work with a restricted area. An access authority or defined task authorisation for the task is required.

2.5.1. Visitor (ordinary person) access

A visitor is defined as a person who has not received formal training under the Tasmanian Power System Safety Rules (PSSR) and not completed a TasNetworks online general health, safety and environment induction.

Visitors to restricted areas and transmission line easement workplaces must comply with the following:

- a) they must have a legitimate reason to enter the area and be authorised to enter,
- b) they must be under the constant supervision of an authorised person,
- c) they must wear the appropriate personal protective equipment,
- d) if entering a worksite controlled by an Access Authority, the authorised person must contact the Person-in-Charge prior to entry and receive an On-site Environmental and Safety Induction,
- e) if entering a workplace, not controlled by an Access Authority, the authorised person must contact the supervisor of the work prior to entry and receive an On-site Environmental and Safety Induction where applicable,
- f) they must not access a restricted area on a tower,
- g) they must not undertake any work, unless granted an exemption under Section 0.



2.5.2. Standard Access

Standard access is granted to the majority of persons (primarily contractors) who require a key/fob to access a restricted area, in order to perform work usually controlled by an Access Authority. Standard access differs from unaccompanied access in that a key/fob is only issued for the duration of the work.

At the discretion of TasNetworks Asset Engineering, keys/fobs may be issued to one or more people responsible for the work party. Keys/fobs may not be issued to every individual within a work party.

Persons requiring standard access must receive an On-site Environmental and Safety Induction for that site. A Restricted Area Key/Fob Application form should be completed and submit it to the Asset Engineer for assessment.

2.5.3. Unaccompanied access

Unaccompanied access may be granted (at the discretion of TasNetworks) to individuals who require a key/fob to access a restricted area to perform a defined task that usually does not require an Access Authority. Typically, individuals seeking unaccompanied access are required to attend restricted areas alone. Unaccompanied access is primarily given to TasNetworks employees, although some contract employees may be granted unaccompanied access.

Anyone requiring unaccompanied access must complete a series of On-site Environmental and Safety Inductions (refer Section 2.8) from selected sites with an Operator.

Completion of On-site Environmental and Safety Inductions is only required on initial application for unaccompanied access. Access records may be used to verify familiarity with sites and refresh an individual's unaccompanied access authorisation

For transmission substations, an individual requiring state wide unaccompanied access must have inductions to at least three transmission substations. Two of those substations must be from this list:

**Unaccompanied Access required for transmission substations
(substations listed below as a guide only)**

Southern areas

- Chapel Street
- Risdon
- Lindisfarne

Northern areas

- Palmerston
- George Town
- Hadsphen
- Sheffield



For unaccompanied access to zone substations, the following inductions are required:

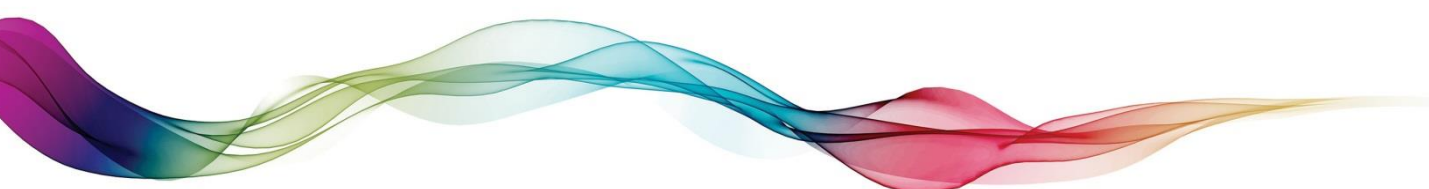
Site type	Introduction Type	Number of Inductions Required
Rural Zone Substation	Generic site introduction	1
Urban Zone Substation	Generic site introduction	1

For unaccompanied access to distribution restricted areas, the following inductions are required. If inductions are not performed for all site types then access will only be granted to specific site types.

Site type	Introduction Type	Number of Inductions Required
Regulator Site	Generic site introduction	1
Building Type Substation	<ul style="list-style-type: none"> Generic site introduction for sites with exposed electrical apparatus Generic site introduction without exposed electrical apparatus 	1 of each type
Vault type Substation	Generic site introduction	1
Fence Type Substation	Generic site introduction	1
Pad mount / Kiosk Substation	<ul style="list-style-type: none"> Generic site introduction for sites with exposed electrical apparatus Generic site introduction for sites without exposed electrical apparatus 	1 of each type
LV pillar	Generic site introduction	1

For anyone requiring unaccompanied access, they must complete the [online application form](#) before getting inductions. Completed On-site Environmental and Safety Induction forms must be sent to SubstationSecurity@tasnetworks.com.au as evidence. This will be required for initial applications only.

Everyone who is granted unaccompanied access will have their authorisation reviewed every three years. TasNetworks may use the access activity report to demonstrate proof of familiarity with site conditions and the need to maintain unaccompanied access.



2.6. Assessing key/fob applications

The Asset Engineer or delegate must:

- a) Review each application and determine whether standard or unaccompanied access is required.
- b) Complete the relevant sections of the application form.
- c) Ensure that the applicant understands the responsibilities outlined on the application and in Section 2.7 of this standard.
- d) If the application is for unaccompanied access, the Asset Engineer must verify that appropriate Environmental and Safety Inductions have been completed.
- e) Keep and maintain appropriate records of all key/fob applications.

2.7. Key/fob holder responsibilities

Individuals granted standard or unaccompanied access must ensure that the responsibilities defined below are complied with at all times:

- a) Security of the restricted area must be maintained at all times,
- b) The key/fob must be returned by the required return date,
- c) Approval from Asset Engineering is required if an extension of time is needed,
- d) The key/fob must be returned upon completion of contract,
- e) Lost or damaged keys/fobs must be reported to SubstationSecurity@tasnetworks.com.au immediately,
- f) The key/fob must not be transferred to any other party,
- g) The key/fob must not be copied or duplicated in any form,
- h) The key/fob must not be tagged in any way that could indicate its purpose,
- i) The key/fob must be returned if employment ceases or responsibilities change,
- j) The key/fob must only be utilised to obtain access to the restricted area/s as specified in the application form,
- k) Your company is liable for any costs incurred as a result of a lost key/fob,
- l) Landowners must be advised/ contacted prior to entering private property.

Note: All keys/fobs remain the property of TasNetworks.

Authority to enter a restricted area does not automatically entitle persons to carry out work. The majority of work within a restricted area is controlled by an Access Authority issued in accordance with the Power System Safety Rules. Before carrying out work, individuals must ensure that they are issued with the correct Access Authority and have completed any relevant On-site Environmental and Induction processes.



2.8. Environmental and safety induction

Two types of environmental and safety inductions are provided at TasNetworks:

1. TasNetworks online environmental and safety induction for field staff and contractors; and
2. On-site environmental and safety induction.

Note: This section specifies the minimum environmental and safety induction requirements of TasNetworks only. All persons entering workplaces controlled by a contracting company who have possession of site must also complete any induction process requirements specified under the contractor's management systems.

2.8.1. Online general health, safety and environment induction

This induction provides information to field staff, contractors and subcontractors who are involved with operational, maintenance or construction activities at substations, transmission lines, telecommunication sites or facility buildings. It details the minimum requirements to be able to work on our sites and also aims to establish consistent safe work and environmental practices at TasNetworks.

Field staff and contractors must undertake this induction training before starting work on a TasNetworks site. This induction is valid for three years after which a refresher induction must be completed.

2.8.2. On-site environmental and safety induction

The on-site environmental and safety induction is intended to provide the inductee with an orientation of the workplace and an overview of precautions to be followed. The induction is generic in nature and is designed to ensure the broader site safety and environmental hazards and risks are communicated to the inductee.

Where an Access Authority is issued on a worksite an awareness of the site specific safety and environmental hazards, danger points, status of apparatus, risks and precautions to be taken is provided through the induction, together with the orientation of the restricted area or transmission line easement work site.

The following conditions apply to on-site inductions:

- a) It is the responsibility of the TasNetworks Operator to deliver on-site inductions.
- b) On-site inductions must be recorded on the On-site Environmental and Safety Induction form.
- c) Individuals are required to undertake an induction prior to the commencement of work.
- d) Where a work party is involved, the induction must be delivered to the PIC of the work party. This form does not have to be completed for every individual within the work party. It is this PIC's responsibility to ensure that the requirements indicated on the On-site Environmental and



Safety Induction form are incorporated into their own risk management processes and communicated to all persons within the work party.

- e) Where membership of the work party changes, the PIC must ensure that new members are provided with an induction.
- f) All inductions must be recorded.
- g) Inductions will remain valid for the duration of the Access Authority.

Note: Having attended an On-site Environmental and Safety Induction does not relieve the contractor from their responsibility to conduct job risk assessments/safe work method statements for the work activities being performed.

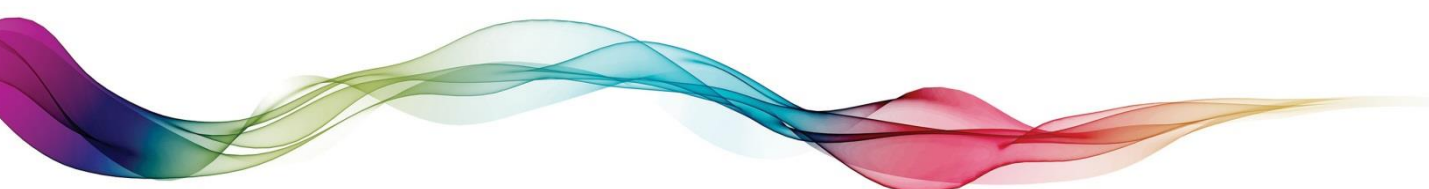
2.9. Notification to TasNetworks of Restricted Area access

In order to track and manage personnel movements within substations and restricted areas, appropriate notification must be given to TasNetworks. This shall be done by either contacting the appropriate system control staff, or by automatic logging through the transmission security fob access system. Transmission line easement workplaces are exempt from this section.

Persons working in restricted areas must comply with the following conditions:

- a) TasNetworks must be notified daily when entering and exiting substations and restricted areas. Where a work party is involved, only the supervisor of the work party or the Person-in-charge needs to notify TasNetworks.
- b) Those persons responsible for the activation or cancellation of a Network Access Order (NAO) or an Access Authority, when conducting routine tasks or when responding to alarms in transmission substations, must notify TasNetworks transmission operations (telephone 6274 3705 Transmission Network Operations).
- c) Those persons responsible for the activation or cancellation of a Network Access Order (NAO) or an Access Authority, when conducting routine tasks or when responding to alarms in restricted distribution areas, must notify TasNetworks distribution operations (telephone 6274 3711 Distribution Network Operations).

Note: Repetitive non-conformance to the above may result in access authorisation being revoked.



2.10. Site security and electric fences

TasNetworks' electricity network has risks associated with high voltage electricity and many elements, in particular for transmission, are classified as critical state infrastructure. For these reasons site security is paramount for the protection of unauthorised people, including members of the public, protection of assets and continuity of electricity supply.

Individuals issued a key/fob are responsible to ensure that security of the restricted area is maintained at all times (i.e. external gates or doors are not left open or unlocked at any time without being manned).

2.10.1. Electric fences

Where installed, electric fences are energised 24 hours a day, 7 days a week. Where work is planned to occur in close proximity to electric fences, they must be de-energised.

Electric fences can be de-energised by contacting TasNetworks Security Office on 6271 6100 during the hours of 08:00 – 17:00, Monday – Friday, or TasNetworks Network Operations Control Room after hours (6274 3705).



3. Responsibilities

3.1. Safety and Well Being Team

TasNetworks Safety and Well Being Team are responsible for monitoring conformance with this standard and bringing issues of non-conformance to the attention of management.

3.2. Asset Engineering – Substations Team Leader

Asset Engineering Team Leader is responsible for:

- Reviewing *Restricted Area Key/Fob Application* forms where individuals apply for Unaccompanied Access within their respective areas and approving where appropriate, or rejecting applications where Standard Access will suffice over Unaccompanied Access,
- Ensuring Asset Engineers understand their responsibilities to administer this standard,
- Providing guidance and direction to assist in resolving issues of non-conformance with this standard.

3.3. Asset Engineers

The Asset Engineer must administer the processes defined in this standard by:

- reviewing/approving applications (refer Section 0),
- issuing keys/fobs and maintaining appropriate records,
- utilise access reports where applicable to verify familiarity with sites and refresh an individual's standard or unaccompanied access authorisation,
- collecting and archiving completed On-site Environmental and Safety Inductions forms,
- resolving any non-conformance to this standard in consultation with the Environment and Safety Department.

3.4. EHV Operators

EHV Operators are responsible for:

- delivering On-site Environmental and Safety Inductions for transmission sites,
- issuing keys/fobs and forwarding completed on-site induction form to SubstationSecurity@tasnetworks.com.au reference any key and/or fob number if issued.



3.5. Distribution Operators

Distribution Operators are responsible for:

- delivering On-site Environmental and Safety Inductions for distribution sites,
- issuing keys/fobs and forwarding completed on-site induction form to SubstationSecurity@tasnetworks.com.au reference any key and/or fob number if issued.

3.6. Team Leaders

Team Leaders are responsible for:

- reviewing applications and ensuring those individuals (for who they have responsibility) applying for Unaccompanied Access have a justifiable need for such access,
- monitoring conformance with this standard and correcting any non-conformance in their respective area of responsibility.

3.7. TasNetworks Contract Representatives

TasNetworks contract representatives must:

- review key/fob requests from their respective contractors and determine if the nominated list of personnel requiring keys/fobs is necessary,
- ensure that their contractors comply with the requirements of this standard.

3.8. Network Operations Team

The Network Operations Team must administer the notification process by:

- recording entry/exit movements (refer Section 2.9),
- recording NAOs,
- if the NAO has expired, advise work party not to commence work and notify Asset Engineering/TasNetworks Contract Representative to resolve,
- providing details of any non-conformances to Asset Engineering.

3.9. Facilities Manager

The Facilities Manager must coordinate the administration of the notification process through the contracted security services provider by:

- recording entry/exit movements between 08:00 –17:00 hours, Monday – Friday (excluding public holidays) and transferring phone (6271 6100) to Network Operations (6274 3705) outside of these times to (refer Section 2.9),
- providing details of any non-conformances to Asset Engineering.





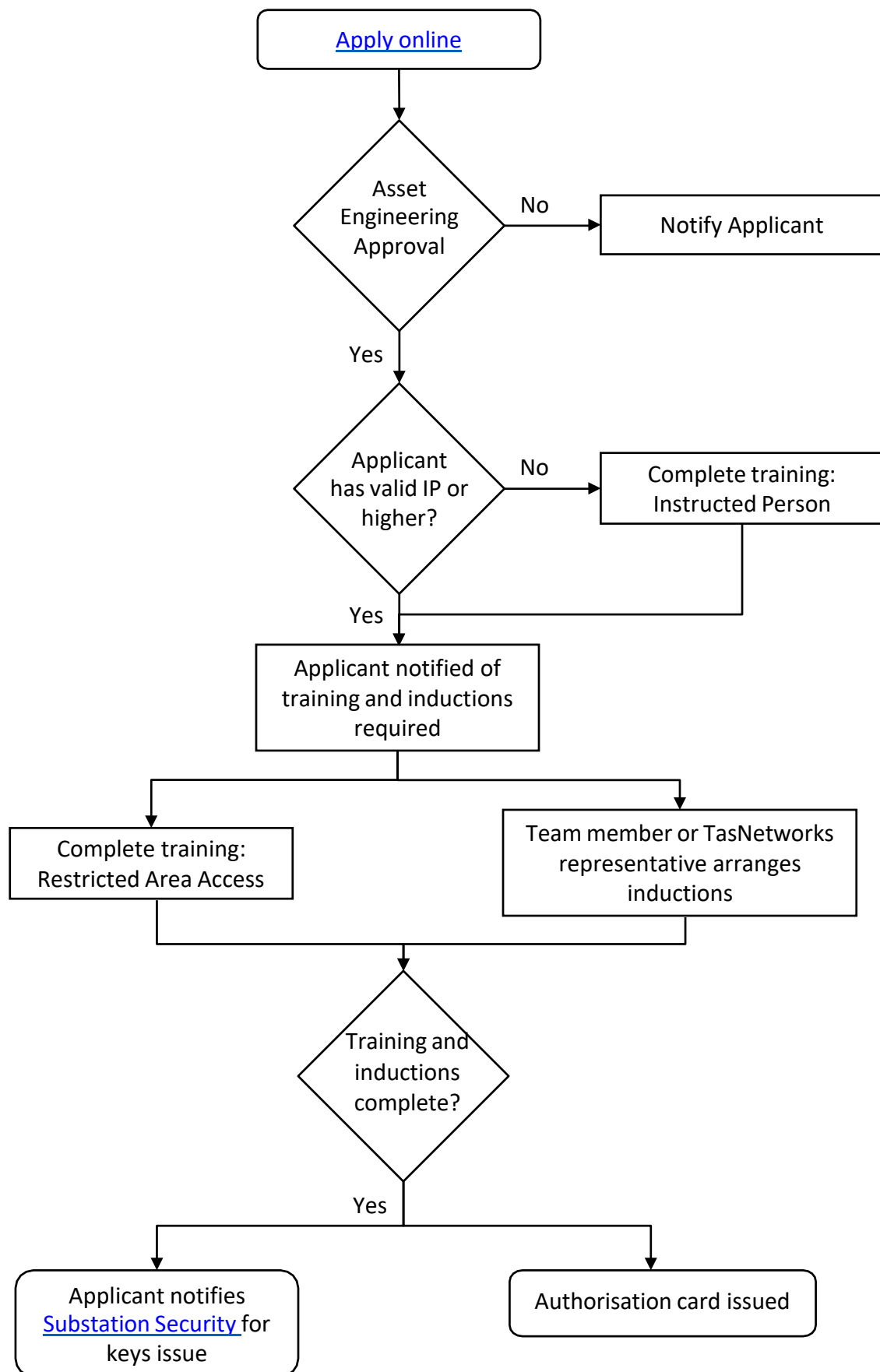
3.10. Individuals

All individuals (employees and contractors) must:

- comply with the requirements of this standard,
- carry their TasNetworks Authorisation card or sufficient evidence and be able to produce it upon request,
- maintain security of the restricted area at all times,
- return all keys/fobs to TasNetworks Asset Engineering or their delegate at the completion of the contract or if employment ceases, or responsibilities change,
- report missing or damaged keys/fobs to the TasNetworks Asset Engineer or their delegate immediately,
- not transfer the key/fob to any other party,
- not copy or duplicate keys in any form,
- not tag the key/fob in any way that could indicate its purpose,
- only use the key/fob to obtain access to restricted areas that they are authorised for,
- raise any non-conformance with the TasNetworks Asset Engineer or their TasNetworks Contract Representative,
- notify TasNetworks upon entry into, and exit from, restricted areas in accordance with Section 2.9.



4. Access application process



5. References

- Personal Protective Equipment Procedure
- Power System Safety Rules
- Zero Harm Policy
- Health Safety Environment Policy
- Work Health & Safety Act, Tasmania 1995

5.1. Compliance

Breaches of this policy will be treated seriously and may if necessary result in disciplinary action being undertaken. Depending on the circumstances of the case, this may include an apology, counselling, training, demotion or termination of employment. Behaviour that is not a breach of this Policy may still be found to be inappropriate or unreasonable. For example, it may be a breach of the TasNetworks Code of Conduct. In this instance, disciplinary action may still result.

Public Interest Disclosure Statement (“Whistleblowers”)

If an individual is concerned about consequences associated with reporting a serious breach of this Policy, that individual should refer to the Public Interest Disclosure (Whistleblowers) Policy available on The Zone or talk to their Leader.



6. Administration of this Policy

This policy is administered by Asset Engineering and will be reviewed on a two yearly basis and updated where applicable.

Authorisations		
Action	Name	Date
Prepared by	Robert Scott	20/10/2017
Reviewed by	Hugh Morris	17/06/2019
Authorised by	James Goodger (Engineering Leader)	18/06/2019

Document control				
Date	Version	Description	Author	Approved by
18/06/2019	1.0	Original TasNetworks Issue	Robert Scott	James Goodger
03/09/2019	1.1	Terminology and definitions update	Hugh Morris	James Goodger
08/07/2020	1.2	Terminology and definitions update	Hugh Morris	James Goodger
21/01/2022	1.3	Changes to induction requirements and accountabilities	Hugh Morris	James Goodger
12/04/2022	1.4	Terminology and definitions update	John Bowerman T/L Asset Engineering Substations	James Goodger Leader Engineering

