

This Work Permit must be used in conjunction with the Work Permit Instruction ADM4-WI01. For copies, contact Traffic Control Room (TCR) on 02 9868 5136. Applicant to complete Part A and fax back to Egis Road Operation Australia (fax: 02 9868 6244). PLEASE WRITE NEATLY & COMPLETE ALL FIELDS.

Permit Number: *(Issued By Egis Road Operation Australia)*

PART A - WORK PERMIT DETAILS (All questions to be completed by the Applicant)

Application Submission Date:

Permit Start:	Date:	Time:	Permit Finish:	Date:	Time:
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Applicant's Company carrying out work for (Enter company name): _____ Person Name: _____

Applicant's Company Name: _____ Applicant's Name: _____

Applicant's Mobile: _____ Applicant's Work Phone: _____ Applicant's Fax: _____

Onsite Applicant's Company Name undertaking works:

Onsite Applicant's Supervisor Name undertaking works: _____ Onsite Applicant's Supervisor Mobile: _____

List all contractors performing the works with the Applicant:

Location of Work:

Zone (Refer to Page 4.): _____ Equipment to be worked on: _____

Description of Work:

Note: A JSEA must be undertaken and submitted with this application for all works that generate noise, dust and excessive light. Failure to disclose will see permit rejected/cancelled. Offences will be reported to the Office of Environment and Heritage. See and complete sections 8 and 15 below.

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|--|--|
| 1. Have all personnel acting under this Permit received M2 Site Induction within the last 2 years? <i>(If NO, provide details, names & reason why not.)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Does work require Traffic Management? Please provide TCP's and TMP's <i>(If YES, provide details. Refer Section 1.3 overleaf.)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Is electrical and/or critical safety systems equipment isolation required? <i>(If YES, provide details.)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. Does the work impact on HV equipment or are overhead lines adjacent to the work site? <i>(If YES, provide details.)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. Does the works require a Certificate of Electrical Safety? <i>(If YES, submit upon completion of works.)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. Are Hot Works including grinding, welding, oxy-welding etc. involved? <i>(If YES, provide details.)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7. Will plant equipment, tools and materials be stored onsite outside working hours? <i>(If YES, please specify.)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8. Will plant equipment and tools used generate noise that may impact the surrounding community or other personnel? <i>(If YES, please specify.) Note: Noisy works cannot proceed beyond 23:00 hours and must be authorised. (See question 15)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 9. Does the works being undertaken require the delivery of plant and or equipment, i.e., Elevated Work Platforms etc? <i>(If YES see terms and conditions.)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 10. Are the use of Hazardous Substances i.e. chemicals, involved in these works? <i>(If YES, Material Safety Data Sheet to be supplied.)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 11. Will containers of petrol / diesel be brought on worksite? <i>(If YES, specify quantity and MSDS to be carried.)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 12. Are Tolling or Traffic Management systems affected? <i>(Refer to Tolling and/or Traffic Operations Manager.)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 13. Are you drilling / cutting / digging? <i>(If YES, location of services e.g., Fibre Backbone, HV, electrical and other needs to be identified.)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 14. Do you require an Access Key? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 15. Does the Local Community need notification? <i>(Refer section 6.1 of the Work Permit Instruction)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 16. Have other relevant authorities been contacted and permission granted for works? I.e. local councils, OEAH, NPWS, Waterway Authority etc. If yes please attach copies of permits/licences <i>(Refer section 1.22 overleaf)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 17. Has a Schedule of Works been submitted listing summary of dates, times, locations and names of all personnel working on site? <i>(Refer to page 3.)</i> | Yes <input type="checkbox"/> No <input type="checkbox"/> |

I certify that all information contained herein is true and accurate. I acknowledge that I have read, understood and accepted EROA General Conditions of Work Permit. *(Refer to page 2 of 4.)*

Applicant's Name: _____ Signature: _____ Date: _____

Onsite Applicant's Supervisor Name: _____ Signature: _____ Date: _____

Traffic Control Room to be notified prior to commencement and upon completion of works (Ph 02 9868 5136).

PART B - WORKS AUTHORISATION (To be completed by the Principal Contractor and or their Authorised Representative) *(Refer section 1.20 overleaf)*

The works authoriser certifies that any/all JSEA, Job Start and Safe Work Method Statements have been considered and reviewed by all persons undertaking the works, as described in this application form and that said works will be conducted in accordance with these documents.

I certify that all information contained herein is true and accurate. I acknowledge that I have read, understood and accepted EROA General Conditions of Work Permit. *(Refer to page 2 of 4.)*

Person Authorising the Works: _____ Signature: _____ Date: _____

PART C - SITE ACCESS/TRAFFIC MANAGEMENT AUTHORISATION/COMPANY NOTIFICATIONS *If req. (To be completed by EROA authorised Representative.)*

Has the Applicant provided, current Workers Compensation (WC), Public Liability (PL), Professional Indemnity (PI) and Motor Vehicle/s (MV) certificates? Note permit applicant's company expiry date/s is/are:

<input type="checkbox"/> WC Date: / /	<input type="checkbox"/> PL Date: / /
<input type="checkbox"/> PI Date: / /	<input type="checkbox"/> MV Date: / /

The effect of isolating the equipment has been taken into consideration (operation of safety systems, HVAC, programmable controllers, CCTV, AID, tolling equipment and/or computers) List Equipment: _____

The effect of the work on the fire protection equipment in the area has been taken into consideration such as smoke, thermal, linear detectors.

Related Work Permit/s No: _____ Road Occupancy Licence (ROL) No.: _____

Company	Print Name	Signature	Date
Egis Road Operation Australia			
The Hills Motorway Limited			
Maintenance Contractor			

PART D – PERMIT CLOSE (Return to TCR within 72 hours of completion of works or call TCR)

Permit Opened By: _____ Signature: _____ Date: _____

Permit Closed By: _____ Signature: _____ Date: _____

Part A to be completed and returned to Egis Road Operation Australia, at least 2 weeks prior to commencement of works and within 24 hours of the completion of works by Fax 02 9868 6244.

The following general conditions apply to all Work Permits that are issued by Egis Road Operation Australia Pty Ltd. (EROA)

Normal working hours on the motorway & Computer Room are as follows:

Monday to Friday - 10:00hrs to 15:00hrs & 21:00hrs to 05:00hrs.
Saturday - 07:00hrs to 24:00hrs.
Sunday - 10:00hrs to 05:00hrs.

A SCHEDULE OF WORKS MUST ACCOMPANY THIS WORK PERMIT. FAILURE TO SUBMIT A SCHEDULE OF WORKS WILL SEE REJECTION OF THIS PERMIT. (See 1.18 below.)

1. GENERAL CONDITIONS

- 1.1 Work permits can only be issued to an approved applicant. Approved applicant must be registered on Egis Road Operation Australia Pty Ltd's (EROA's) database.
- 1.2 All work permit applications must be submitted a minimum of 2 weeks prior to the commencement of any works with all relevant supporting documentation. The permit applicant is required to have clear understanding of overall works being performed and responsible for the planning and maintaining the worksite. If hazardous substances are used on site, these must be noted on the work permit and a Material Safety Data Sheet (MSDS) provided.
- 1.3 With the exception of the designated M2 Maintenance Contractor, WestLink M7 and Lane Cove Tunnel, all traffic management bookings are to be coordinated through EROA. A Traffic Control Plan (TCP) must be submitted with this permit for all motorway lane closures including partial and or rolling closures. The TCP must be prepared by a certified NSW RTA Select/Modify Traffic Control Plans or Design Audit Traffic Plans person. All TCP's will be authorized/approved by Egis Road Operation Australia Pty Ltd prior to implementation. All TCP's and the implementation of Traffic Control shall be in accordance with NSW RTA Traffic Control at Work Sites Manual and EROA's Standard Operating Procedures. All works that require lane closures or works that pose disruptions to the motorway and or outer road network, must supply a detailed Traffic Management Plan (TMP). All TMP's are to be authorised and signed by the principal contractor and or his nominated representative. Failure to supply an authorised TMP will see the permit application rejected.
- 1.4 All information and details on the work permit must be complete, accurate and signed. Any costs associated with works to be borne by permit applicant.
- 1.5 The work permit is only valid for the period specified and deemed void at end of permit finish time. A copy of the work permit must be retained at the worksite while performing the works.
- 1.6 The Applicant must perform only those works, which are specified on the Work Permit. If conditions related to the work permit change, then all works are to cease, until new conditions are considered and approval given by EROA.
- 1.7 All work permits are to be closed off. This can be done by a phone call to the Traffic Control Room at the completion of the works. Contact No. 02 9868 5136.
- 1.8 All tolls associated with the provision of services as defined by the work permit are the responsibility of the Applicant.
- 1.9 Personnel of the Applicant who are inducted by EROA are allowed to work on the Hills M2 Motorway. Personnel acting under the work permit are required to carry the EROA's induction and NSW WorkCover OHS General Induction cards with them at all times while working on Hills M2 Motorway. Failure to produce will result in Non Conformance.
- 1.10 All personnel participating in a Tunnel Closure must attend a specific Tunnel Closure Safety Briefing conducted by EROA.
- 1.11 EROA reserves the right to reject any Work permit application or revoke, at anytime, an in-progress work permit. EROA may evict any persons from Hills M2 Motorway due to observing poor environmental or OH&S practices.
- 1.12 All personnel working on Hills M2 Motorway must obey a lawful direction given by EROA's management and staff and or Hills M2 Surveillance & Incident Response Officers upon receiving instructions from EROA (the Operator).
- 1.13 The Applicant submitting this work permit agrees that any services e.g. power or telecoms etc that are damaged knowingly or unknowingly will be repaired at the applicant's costs.
- 1.14 The Applicant will also be responsible for all consequential damage and financial losses associated with third party asset damage and mobile and fibre optic telecommunication carriers operation on the Hills M2 Motorway.
- 1.15 EROA has the authorisation to terminate works being carried out by the applicant due to unsafe work practices, traffic congestion and or incidents/accidents. In this event, if works are to be suspended, all associated costs to be borne by the Applicant.
- 1.16 The Applicant must supply to EROA the Applicant's company insurance certificates of currency prior to undertaking works. The Applicant's company indemnifies and agrees to keep forever indemnified Egis Road Operation Australia Pty Ltd and The Hills Motorway Ltd (THML) against any liability, loss, claim, expense or action suffered by or brought against EROA and THML in connection with, resulting from or arising as a consequence (whether direct or indirect) of the access or the carrying out of the works or the activity on the land or tunnel, except to the extent that such loss is caused by a negligent act or omission by Hills or an act or omission by a third party.
- 1.17 Contracted company/s performing the works with the Applicant must supply their company insurance certificates of currency prior to undertaking works.
- 1.18 A schedule of works must accompany all submitted work permits. The schedule must detail all activities, day/dates, start/finish times, location of works, names of all personnel working under the permit and any plant/equipment that is required for the works. See section 4 for site specific delivery instructions. Failure to attach a schedule of works will see the work permit rejected. (Refer to Schedule of Works Template on page 4.)
- 1.19 Additional costs associated with noisy works will be at the Applicant's cost. The cost will include but is not limited to notifying local resident by distributing letter advising them of works and any noise associated complaints and associated investigations. **Note:** Noisy works cannot proceed beyond 23:00 hours unless authorised by THML.
- 1.20 Part B – Works Authorisation. This section is mandatory and must be signed by the Principal Contractor and or their authorised representative.
- 1.21 THML/Tollaust (the company) has the overriding authority to allow works to proceed without following the due processes outlined in the Terms and Conditions of the Work Permit Application. In such cases, the company will relieve the contracted operator (EROA) of all responsibility and liability associated with such works and assumes full responsibility for any loss, damage and or injuries that may result. See Work Instruct ADM4-W101 Section 5.2.
- 1.22 It is the responsibility of the permit applicant to ensure that all relevant authorities are notified and permission granted for all works that impact or have the potential to impact local council land/assets, local waterways, national parks and RTA land/assets etc. The relevant authorities include but are not limited to: NSW RTA, NPWS, Local Councils, Sydney Water Ways Authority, NSW Department of Environment and Heritage etc. Copies of relevant permits and licences must be attached to this application.

2. SAFETY AND ENVIRONMENT

- 2.1 All personnel working on the Hills M2 Motorway are required to wear high visibility vest, and safety footwear as a minimum Personal Protective Equipment (PPE). Note: high visibility vest must conform to the current standards. Tunnel works specific PPE requires the above with the addition of hard hat and safety glasses, all are mandatory.
- 2.2 The applicant is responsible for identifying any job specific PPE required by the relevant OHS legislation.
- 2.3 All personnel working on the Hills M2 Motorway must have a full understanding of the requirement associated with this work permit.
- 2.4 All vehicles and mobile plant are to be fitted with an orange flashing light. All mobile plant is required to be fitted with reversing beeper.
- 2.5 Activities conducted under this work permit shall comply with all applicable NSW OHS Act 2000, NSW OHS Regulation 2001, Codes of Practice and relevant Australian Standards including any regulations governing the operation and maintenance of the Plant.
- 2.6 All electrical equipment associated with the works must conform to the NSW Occupational Health and Safety Amendment (Electrical Equipment) Regulation 2006.
- 2.7 All personnel working on the Hills M2 Motorway must obey all signage installed throughout the Hills M2 Motorway.
- 2.8 Worksite is to be maintained in a tidy and neat condition as practical during works and returned to its original state once works are complete. For ongoing works ensure the work site is left in a clean and safe condition at the end of each workday. For works on road surfaces, kerbs and channels, ensure that areas are kept clean and free from debris. Avoid construction material from entering drainage system via open pits.
- 2.9 All emergencies, hazards, unsafe work practices, incidents and injuries must be reported immediately to the Traffic Control Room.
- 2.10 In the event of an emergency, all personnel must follow the direction given by the Traffic Control Room Operator, Surveillance Incident Response Officers and NSW Emergency Services (i.e., Police, Fire Brigade and Ambulance).

3. SITE ACCESS

- 3.1 The Onsite Supervisor must contact the TCR prior to commencement and on completion of the works.
- 3.2 Only personnel working under an approved work permit are permitted to access the Hills M2 Motorway.
- 3.3 No persons are permitted to cross a "live" traffic carriageway to gain access to or egress from the work site.
- 3.4 All doors and gates are to be kept closed and locked at all times during works and before leaving ensure that site is secure (Doors closed, Gates locked). All lights are to be turned off in building areas and all tools and materials to be removed at completion of works. All emergency Access Areas, pathways to the Hills M2 Motorway's facilities, including emergency Gate Ways, Emergency Cross Passages and Emergency Stairs are kept clear at all times.
- 3.5 The applicant is responsible for returning of Access Keys and shall be liable for replacement costs if lost or damaged.
- 3.6 Special requirements apply when entering restricted access areas such as tunnels, tunnel cross passages and electrical niches, tunnel portal buildings, tunnel crossovers, etc. Permission must be granted by the TCR for accessing these areas.

4. SITE DELIVERIES/PICK-UPS AND STORAGE OF PLANT AND EQUIPMENT

- 4.1 All deliveries of equipment and plant must be coordinated through Traffic Control Room who will advise a suitable time and location for the delivery to take place.
- 4.2 All equipment that is to be left on site must be suitably signposted and coned-off and is to be situated so as it does not impede on traffic flow in any way. A separate TCP is to be submitted for all plant and equipment that is to be stored in the breakdown lane.
- 4.3 Delivery and/or pick up of plant and equipment for the Norfolk Road Tunnel must be planned two (2) days in advance and is to be coordinated through the TCR who will organise an escort to site utilising SIRO crews. Deliveries will be from a westbound approach for drop-off at the eastern portal crossover. Delivery vehicles will use Lane 13 of the Main Toll Plaza as a waiting area and must not proceed until met by SIRO and the instruction from the TCR has been given to proceed. The TCR can be contacted on 9868 5136.

5. RETURN TO OPERATIONAL SERVICE COMPLIANCE CERTIFICATE

- 5.1 The Applicant, prior to formally returning the road to EROA for normal operations after completing the works, or after each shift of work if the asset is being returned to service between work shifts, must provide a fully and accurately completed and signed Return to Operational Service Compliance Certificate to EROA in the form annexed as Annexure A.
- 5.2 All work permits issued to the Applicant may be cancelled with immediate effect where the Applicant fails to comply with paragraph 5.1 or provides a signed Return to Operational Service Compliance Certificate that is false or misleading.
- 5.3 The Contractor expressly acknowledges that the owner, operator and maintainer of the Hills M2 Motorway and EROA may not have the ability to determine if or when the Hills M2 Motorway or its assets are defective in respect of the Contractor's works and it is the sole legal obligation of the Contractor to fully and promptly inform EROA of any such defects.

Greg Pipikios
Operations Manager,
Egis Road Operation Australia Pty Ltd

GENERAL CONDITIONS FOR WORKING ON HILLS M2 MOTORWAY

EASTBOUND ZONES

Zone	Area Covered
E01	Abbott Rd entry - Gooden Res Pedestrian Bridge
E01 ON	Abbott Rd On Ramp
E02	Gooden Res Pedestrian Bridge - Watkins Rd O/Pass
E03	Watkins Rd O/Pass - Barclay Rd O/Pass
E03 ON	Windsor Rd On Ramp
E04	Barclay Rd O/Pass - VMS 03
E05	VMS 03 - Pennant Hills Rd O/Pass
E05 OFF	Pennant Hills Rd Off Ramp
E06	Pennant Hills Rd O/Pass - Kent St Pedestrian Bridge
E06 ON	Pennant Hills Rd On Ramp
E07	Kent St Pedestrian Bridge - Western Portal
E07 OFF	Beecroft Rd Bus Off Ramp
E07 ON	Beecroft Rd On Ramp
E08	Eastbound Tunnel
E09	Eastern Portal - Culloden Rd O/Pass
E10	Culloden Rd O/Pass - Christie Rd O/Pass
E10 OFF	Christie Rd Off Ramp
E11	Christie Rd O/Pass - Lane Cove Rd O/Pass
E11 OFF	Lane Cove Rd Off Ramp
E12	Lane Cove Rd O/Pass - Delhi Rd O/Pass
E12 OFF	Delhi Rd Off Ramp
E13	Delhi Rd O/Pass - Epping Rd

WESTBOUND ZONES

Zone Code	Area Covered
W01 OFF	Abbott Rd Off Ramp
W02	Watkins Rd O/Pass - Gooden Res Pedestrian Bridge
W03	Barclay Rd O/Pass - Watkins Rd O/Pass
W03 OFF	Windsor Rd Off Ramp
W04	VMS 03 - Barclay Rd Overpass
W05	Pennant Hill Rd O/Pass - VMS 03
W05 ON	Pennant Hills Rd On Ramp
W06	Kent St Pedestrian Bridge - Pennant Hills Rd
W06 OFF	Pennant Hills Rd Off Ramp
W07	Western Portal - Kent St Pedestrian Bridge
W07 OFF	Beecroft Rd Off Ramp
W07 ON	Beecroft Rd Bus On Ramp
W08	Westbound Tunnel
W09	Culloden Rd O/Pass - Eastern Portal
W10	Christie Rd O/Pass - Culloden Rd O/Pass
W11	Lane Cove Rd O/Pass - Culloden Rd O/Pass
W11a ON	Herring Rd On Ramp
W11b ON	Lane Cove Rd On Ramp
W12	Delhi Rd O/Pass - Lane Cove Rd O/Pass
W12a ON	Lane Cove Rd (Ring Rd) On Ramp
W12b ON	Delhi Rd On Ramp
W13	Epping Rd - Delhi Rd O/Pass

MULTIPLE ZONES

Zone Code	Area Covered
ME	Multiple Zones East
MW	Multiple Zones West
MB	Multiple Zones Both Directions

GENERAL CONDITIONS FOR WORKING ON HILLS M2 MOTORWAY

Annexure A

Return to Operational Service Compliance Certificate

To: Egis Road Operation Australia Pty Ltd (EROA)

Date: _____ [insert date]

From: _____ [insert contract name] (Contractor)

Address: _____ [insert address of Contractor]

Work Permit: _____ [insert approved Work Permit number]

The Contractor confirms to EROA the following in respect of the works under the approved Works Permit.

(a) That part of the Hills M2 Motorway and its related assets which the works under the approved Work Permit relate to are in this condition (tick as appropriate):

- safe and available for return to service; or
- have some defect or operational limitation, but ARE SAFE and available for return to service; or
- have some defect or operational limitation and ARE NOT SAFE or available for return to service.

(b) If the asset is not safe, not available for return to service, with defects or operational limitations, please provide all these details:

Which assets are unsafe, have some defect or operational limitations or unavailable for service?	
What are the defect(s), have some defect or operational limitations? What asset functions are affected?	
What actions, activities and resources will be deployed to remedy the defects or operational limitations?	
What is the estimated timeframe to rectify?	

(c) The Contractor expressly acknowledges that the owner, operator and maintainer of the Hills M2 Motorway operator and EROA may not have the ability to determine if or when the Hills M2 Motorway or its assets are defective in respect of the Contractor's works and it is the sole legal obligation of the Contractor to fully and promptly inform EROA of any such defects.

(d) The Contractor is reminded of its liabilities under clause 1.16 of the Work Permit Application Form.

By signing this Return to Operational Service Compliance Certificate, you are confirming all of these matters:

- (i). you were a person with a supervisory role for the works;
- (ii). you are authorised by the Contractor to sign this Return to Operational Service Compliance Certificate;
- (iii). this declaration is accurate and truthful;
- (iv). this Return to Operational Service Compliance Certificate may be tendered as evidence in a legal proceeding, including without limitation, in relation to an inquiry, damages claim or fatality of Hills M2 Motorway staff, other contractors or members of the public.

Signature _____

Full Name _____ [block letters]

Position _____ [block letters]

Contractor Name _____ [block letters]