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| author’s name: EME coordination and Compliance |
| business unit: Telstra operations |
| sub business unit:Network and access Technologies |
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Telstra Site EME Compliance and Safe Work Procedure**

**Chapter 3: Working safely on or around RF Transmitting Infrastructure**

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# Working Safely on or around RF Transmitting Infrastructure

## Introduction

This Chapter sets out the controls that Telstra has implemented to avoid the exposure of Telstra Employees, Contractors, and Third Party Access Seekers working on or around RF Transmitting Infrastructure to RF Electromagnetic Energy (EME) levels in excess of the applicable limits specified in ARPANSA Radio Frequency Protection Standard no3 (RPS3) “Maximum Exposure Levels to Radio Frequency Fields 3 KHZ to 300 GHz.

The antennas that make up the RF Transmitting Infrastructure are designed to transmit and receive EME. This potentially can create regions within the vicinity of the antennas that may exceed the limits specified in RPS3. It is important that Telstra Employees, Contractors, and Third Party Access Seekers have an awareness of these regions to ensure that they are working safely.

Typical tasks undertaken where there is potential for people to access locations that may exceed RPS 3 limits include:

* the installation, maintenance and inspection of RF Transmitting Infrastructure; and
* the installation, maintenance and inspection of equipment, buildings and general facilities around the RF Transmitting Infrastructure.

The RF EME Safe Work Procedures set out in section 4.3 must be followed at all times by Telstra Employees, Telstra Contractors and Third Party Access Seekers when working in Controlled Areas on or around RF Transmitting Infrastructure. There may be instances where additional equipment or technologies such as optical fibre or laser based technologies are present in the same location as the RF Transmitting Infrastructure. Procedures for working safely on or around these technologies are outside the scope of this document. Telstra Employees, Telstra Contractors and Third Party Access Seekers must follow any additional safe work practices specific to the additional technologies present.

## Overview

Specifically, this Chapter sets out the:

* EME training and certification requirements for Telstra Employees, Telstra Contractors and Third Party Access Seekers in relation to working on or around RF Transmitting Infrastructure (section 3);
* General principles for working on or around RF Transmitting Infrastructure (section 4);
* EME Safe Work Procedures (section 4.3);
* Requirements for working in areas within the General Public Exclusion Zone (section 5); and
* Process for reporting and dealing with a suspected RF EME overexposure (section 7).

# Application

Telstra Business Unit Managers responsible for Telstra Employees, Telstra Contractors and Third Party Access Seekers:

1. accessing Telstra Sites; and
2. working on or around RF Transmitting Infrastructure

must ensure the obligations and standards set out in section 3 are met. This may require the development of work instructions or specific processes that give effect to these obligations and standards.

# EME Training and RF Worker Certification

Working on or around RF Transmitting Infrastructure requires an awareness of EME and EME Safe Work Procedures. Telstra requires that:

* all Telstra Employees, Telstra Contractors and Third Party Access Seekers working on sites where RF Transmitting Infrastructure is located (with the exception of Class 1 IBC systems) must undertake the RF EME awareness training as set out in section 3.1; and
* all Telstra Employees, Telstra Contractors and Third Party Access Seekers who may be exposed to RF EME under controlled conditions and as an intrinsic part of their work must be certified as RF Workers by their respective line management and have undertaken specific, more advanced RF EME training as a prerequisite to obtaining certification; and
* only workers certified as RF Workers undertake work within a General Public Exclusion Zone
* read the Site Management Book (SMB) to determine red, yellow & white zones (See section 4.2.5)
* prior to a Telstra Employee, Telstra Contractor or Third Party Access Seeker entering an Occupational Exclusion Zone the relevant antenna(s) must be powered down, removing the Occupational Exclusion Zone in proposed work area. See section 5.2 and 5.3.
* apply Do Not Operate Tags / Warning Tags / Lockout Tags as appropriate;
* if safety cannot be maintained discontinue work and contact your responsible manager.

The mandatory RF EME training and RF Worker certification requirements are further detailed in section 3.1 below.

## Mandatory EME training for Telstra EMployees, TELSTRA contractors and Third partY ACCESS SEEKERS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Extent of Access** | **Persons** | **RFNSA access**  **Required?** | **Introduction to Electromagnetic Energy**  **Completed?** | **ACRBR or ACEBR approved**  **RF EME Awareness course**  **Completed?** |  | **Escorted by RF worker**  **(option)** |
| **Telstra Site Access** | Third Parties | YES |  |  | | |
| Telstra Employees | YES | YES |  | | |
| Telstra Contractors | YES | YES |  | | |
| **Telstra Antenna Support Structure** | Third Party | YES |  | YES | or | YES |
| Telstra Employees | YES | YES | YES | or | YES |
| Telstra Contractors | YES | YES | YES | or | YES |
| **Beyond any rooftop (or other) Point of EME Access Restriction** | Third Party | YES |  | YES | or | YES |
| Telstra Employees | YES | YES | YES | or | YES |
| Telstra Contractors | YES | YES | YES | or | YES |
| **Yellow GP Exclusion Zone** | RF workers Only | YES | ACRBR OR ACEBR approved EME Awareness course is minimum level EME training required for RF Worker Status | | | |
| **Red Occupational Exclusion Zone** | Prior to a Telstra Employee, Telstra Contractor or Third Party Access Seeker entering an Occupational Exclusion Zone the procedure set out in section 5.2 must be followed. | | | | | |

**Table 1 : EME Training and supervision requirements for access to Telstra Sites, antenna support structures , areas beyond Point of Access Restriction and EME Exclusion Zones.**

### Telstra Employees

All Telstra Employees working on sites where RF Transmitting Infrastructure is located (with the exception of class 1 IBC systems) must have completed the Basic EME Awareness Course (Introduction to Electromagnetic Energy - EDRG09C).

Introduction to Electromagnetic Energy takes approximately one hour online and can be accessed via the Telstra My Future web site at <https://telstra.sabanow.net/Saba/Web/Main>.

The requirements for repeat refresher training can be found in section 3.3 below.

Where Introduction to Electromagnetic Energy has not been completed, the Telstra Employee concerned must be escorted by:

1. by a Telstra Employee or Telstra Contractor or other individual who has completed Introduction to Electromagnetic Energy; or
2. by a Telstra Employee or Telstra Contractor or other individual who has completed and has currency in RF EME Hazard Awareness & Safe Operating procedures training that meets ACRBR or ACEBR minimum standards; or
3. by a currently certified RF Worker,

These requirements apply for the duration the Telstra Employee is beyond the Point of Access Restriction.

In addition to Introduction to Electromagnetic Energy, all Telstra Employees required to undertake works beyond the Point of Access Restriction (for example, works on Antenna Support Structures on rooftops or other locations) must undertake and hold currency in RF EME Hazard Awareness & Safe Operating Procedures training that meets ACRBR or ACEBR minimum standards. Details of RF EME Hazard Awareness & Safe Operating Procedures courses that meet ACRBR OR ACEBR requirements can be found at <http://www.in.telstra.com.au/ism/eme/emetraining.asp>

The requirements for repeat refresher training can be found in section 3.3 below.

Where RF EME Hazard Awareness & Safe Operating Procedures training has not been completed, or currency has lapsed, the Telstra Employee must be escorted by:

1. by a Telstra Employee or Telstra Contractor or other individual who has currency in RF EME Hazard Awareness & Safe Operating procedures training that meets ACRBR or ACEBR minimum standards; or
2. by a currently certified RF Worker,

These requirements apply for the duration the Telstra Employee is beyond the Point of Access Restriction.

All Telstra Employees who may be exposed to EME under controlled conditions and as an intrinsic part of their work must be certified as RF Workers by their line management and have undertaken RF EME Hazard Awareness & Safe Operating Procedures training that meets ACRBR OR ACEBR minimum standards. Details of EME Hazard Awareness & Safe Work Procedures courses that meet ACRBR or ACEBR requirements can be found at <http://www.in.telstra.com.au/ism/eme/emetraining.asp>.

The requirements for repeat refresher training can be found in section 3.3 below.

All Telstra Employees beyond the Point of Access Restriction (for example, works on antenna support structures on rooftops or other locations) must be able to produce proof of training currency and RF Worker status if requested.

### Telstra Contractors

Telstra Contract Managers must satisfy themselves that Telstra Contractors engaged to undertake work on sites where RF Transmitting Infrastructure is located (with the exception of class 1 IBC systems) must have completed the Basic EME Awareness Course (Introduction to Electromagnetic Energy – EDRG09C). This course takes approximately one hour online and can be accessed via <https://telstra.sabanow.net/Saba/Web/Main>. Telstra Contractors should confirm access requirements via their Telstra Contract Manager.

Where Introduction to Electromagnetic Energy has not been completed, the Telstra Contractors must be escorted by:

1. by a Telstra Employee or Telstra Contractor or other individual who has completed Introduction to Electromagnetic Energy or;
2. by a Telstra Employee or Telstra Contractor or other individual who has currency in RF EME Hazard Awareness & Safe Operating procedures training that meets ACRBR or ACEBR minimum standards; or
3. by a currently certified RF Worker,

These requirements apply for the duration the Telstra Contractor is beyond the Point of Access Restriction.

In addition to Introduction to Electromagnetic Energy, all Telstra Contractors required to undertake works beyond the Point of Access Restriction (for example, works on Antenna Support Structures on rooftops or other locations) must undertake and hold currency in RF EME Hazard Awareness & Safe Operating Procedures training that meets ACRBR or ACEBR minimum standards. Details of RF EME Hazard Awareness & Safe Operating Procedures courses that meet ACRBR OR ACEBR requirements can be found at <http://www.in.telstra.com.au/ism/eme/emetraining.asp>

The requirements for repeat refresher training can be found in section 3.3 below.

Where RF EME Hazard Awareness & Safe Operating Procedures training has not been completed, or currency has lapsed; the Telstra Contractor must be escorted by:

1. a Telstra Employee or Telstra Contractor or other individual who has currency in RF EME Hazard Awareness & Safe Operating procedures training that meets ACRBR or ACEBR minimum standards, or
2. by a currently certified RF Worker,

These requirements apply for the duration the Telstra Contractor is beyond any Point of Access Restriction.

All Telstra Contractors who may be exposed to EME under controlled conditions and as an intrinsic part of their work are contractually obliged to be certified as RF Workers and have undertaken RF EME Hazard Awareness & Safe Operating Procedures training that meets the ACRBR or ACEBR minimum standards.

Details of RF EME Hazard Awareness & Safe Operating Procedures courses that meet ACRBR or ACEBR requirements can be found at <http://www.in.telstra.com.au/ism/eme/emetraining.asp>.

Details of repeat refresher training can be found at section 3.3 below.

Telstra Contract Managers must make the list of ACRBR or ACEBR approved EME courses available to all Telstra Contractors who undertake work around RF Transmitting Infrastructure*.*

All Telstra Contractors beyond the Point of Access Restrictions, ie on Antenna Support Structures or rooftops or other locations, must be able to produce proof of training currency and RF Worker status if requested.

### Third parties

Telstra Facilities Access Managers must satisfy themselves that Third Party Access Seekers have completed and retain currency for RF EME Hazard Awareness & Safe Operating Procedures course that meets the ACRBR or ACEBR minimum standards. Where training has not been completed or currency not maintained, the Third Party Access Seeker must be escorted;

1. by a Telstra Employee or Telstra Contractor or other individual who has currency in RF EME Hazard Awareness & Safe Operating procedures training that meets ACRBR or ACEBR minimum standards; or
2. by a currently certified RF Worker,

These requirements apply for the duration the Third Party is beyond any Point of Access Restriction.ie on Telstra Antenna Support Structures, or rooftops or other locations controlled by Telstra.

In addition, all Third Party Access Seekers who may be exposed to EME under controlled conditions and as an intrinsic part of their work must be pre-certified as RF Workers as a condition of access to Telstra Antenna Support Structures or rooftops or other locations controlled by Telstra and have undertaken RF EME Hazard Awareness & Safe Operating Procedures training that meets the ACRBR or ACEBR minimum standards.

Completion of an RF EME Hazard Awareness & Safe Operating Procedures training that meets the ACRBR or ACEBR requirements is the minimum training standard Telstra accepts for RF Workers.

Details of RF EME Hazard Awareness & Safe Operating Procedures courses that meet ACRBR or ACEBR requirements can be found at <http://www.in.telstra.com.au/ism/eme/emetraining.asp>.

Details of repeat refresher training can be found at section 3.3 below.

The Telstra Facilities Access manager must make the list of ACRBR or ACEBR approved EME courses available to all Third Party Access Seekers.

All Third Party Access Seekers beyond any Point of Access Restriction on Telstra Antenna Support Structures, Telstra controlled rooftops or other locations controlled by Telstra must be able to produce proof of training currency and RF Worker status if requested.

## Certifying Telstra Employees as RF Workers

The Telstra Line Manager must ensure all Telstra Employees under their supervision who may be exposed to EME under controlled conditions and as an intrinsic part of their work are certified as RF Workers and have undertaken specific, RF EME Hazard Awareness & Safe Operating Procedures training as set out in sections 3.1 and 3.5 as pre requisites for such certification

Line managers can only certify an employee as an RF Worker if the worker has:

* completed the RF Health Information & Questionnaire accessible at <http://www.in.telstra.com.au/ism/hse/rfworkhealthassessment.asp>; and
* been made aware of the mandatory information set out in section 5 of RPS3 regarding, amongst other things, precautions to be followed if the worker becomes pregnant or has or receives metallic implants or other medical devices. RPS3 can be found at <http://www.arpansa.gov.au/publications/codes/rps3.cfm>; and
* completed the training requirements set out in sections 3.1 and 3.5.

The Line Manager must keep full records of the names of all employees they have certified as an RF Worker and update the employee's personnel records as required.

## RF Worker Certification of Telstra Contractors

Contractors engaged by Telstra to undertake work where they may be exposed to EME under controlled conditions and as an intrinsic part of their work must be pre-certified as RF Workers as a condition of contract and have undertaken RF EME Hazard Awareness & Safe Operating Procedures training that meets the ACRBR or ACEBR minimum standards. Work of this nature would usually occur beyond the Point of Access Restriction and in the Controlled area.

Telstra Contract Managers must satisfy themselves Telstra Contractors certified as RF Workers meet the same training prerequisites as for Telstra Employees certified as RF workers; see section 3.1.1 and 3.1.2 and 3.2.

The Contractor’s line manager can only certify a Contractor as an RF Worker if the worker has:

* completed the RF Health Information & Questionnaire accessible at <http://www.in.telstra.com.au/ism/hse/rfworkhealthassessment.asp>; and
* been made aware of the mandatory information set out in section 5 of RPS3 regarding, amongst other things, precautions to be followed if the worker becomes pregnant or has or receives metallic implants or other medical devices. RPS3 can be found at <http://www.arpansa.gov.au/publications/codes/rps3.cfm>; and
* completed the training requirements set out in sections 3.1 and 3.5.

## RF Worker Certification of Third PartY Access Seekers

Third Party Access Seekers requesting access to work within or pass through any EME Exclusion Zone must be certified as RF Workers as a precondition of Telstra granting access approval. Telstra Facilities Access managers will ensure this is a condition in all access request processes and forms. See also section 3.7.

Telstra requires Third Party RF Workers to meet the same training prerequisites as for Telstra certified RF workers; see section 3.1.2, 3.1.3 and 3.2.

## refresh Training requirements for RF workers.

In addition to the specific training requirements set out in section 3.1 above, **ALL RF Workers** must maintain training currency by completing repeat refresher training every 3 years. The repeat refresher training must be completed within 6 months of the initial training completion anniversary date.

Repeat Refresher training for RF EME Awareness and Safe Operating Practices courses can be found at <http://www.in.telstra.com.au/ism/eme/emetraining.asp>

## Telstra Employees, Telstra CONTRACTORS and Third partY aCCESS sEEKERS who are not RF Workers

When working around RF Transmitting Infrastructure; Telstra Employees, Telstra’s Contractors and Third Party Access Seekers who are Not RF Workers:

* must not enter EME Exclusion Zones and;
* are required to meet EME training and escorted access provisions as set out in section 3 Table 1 and sub-sections 3.1.1, 3.1.2 and 3.1.3.

### Working within Network Buildings and Equipment huts on sites where RF Transmitting Infrastructure may be located

### People whose work restricts them to within network buildings and equipment huts would not, in most cases, require RF Workers status as Telstra's equipment huts or rooms generally do not have any Restricted Access Areas or EME Exclusion Zones unless shared with high power broadcast or other such services. Consult EME Management Education and Compliance Group via ! Telstra EME Management mailbox for specific advice.

## Specific EME Accountabilities of Telstra Line MANAGERS, Contract MANAGERS and Facilities Access Managers

**Telstra Line Managers must**:

* ensure that Telstra Technical Employees working on or with RF Transmitting Infrastructure have undertaken ACRBR or ACEBR approved RF EME Hazard Awareness & Safe Operating Procedures training and follow the specific requirements set out in section 3.1 -Table 1 and section 3.1.1; and
* ensure that Telstra Employees working in the vicinity or RF Transmitting Infrastructure must access, have read and understood the site EME SSD before proceeding beyond the Point of Access Restriction. RFNSA access will be required to meet this requirement. In addition, a site owner’s specific induction training requirements must also be followed (if the site is a Shared Site) and ensure that Telstra Employees under their supervision who work on sites where RF Transmitting Infrastructure is located are familiar with the content of this Chapter and;
* must supply or make available to Telstra Employees certified as RF Workers a personal RF detector (i.e. Radman) and ensure that the Telstra Employee is trained in the correct use of the personal RF detector.
* supply or make available to Telstra Employee a personal RF detector ( i.e. Radman) and ensure that the Telstra Employee is trained in the correct use of the personal RF detector where such employees may work on or in sites where high power Radio Transmitting Infrastructure may be present, for example commercial broadcasting equipment or radar.
* ensure that any site owners specific induction training requirements are followed
* See also 005486 Chapter 3 Attachment A01 “*PERSONAL RF MONITOR COMPLIANCE POLICY*” for additional information regarding the provision of personal RF detectors to Telstra Employees.

**Telstra Contract Managers must satisfy themselves that:**

* Telstra Contractors working on or with RF Transmitting Infrastructure have undertaken ACRBR or ACEBR approved RF EME Hazard Awareness & Safe Work Procedures training and follow the specific requirements set out in section 3.1 -Table 1 and section 3.1.1; and
* Telstra Contractors working in the vicinity or RF Transmitting Infrastructure must access, have read and understood the site EME SSD before proceeding beyond the Point of Access Restriction. RFNSA access will be required to meet this requirement. In addition, a site owner’s specific induction training requirements must also be followed (if the site is a Shared Site); and
* Telstra Contractors under their supervision who work on sites where RF Transmitting Infrastructure is located are familiar with the content of this Chapter; and
* Telstra Contractors certified as RF Workers have been supplied with or have made available to them a personal RF detector and ensure that the Telstra Contractor is trained in the correct use of the personal RF detector.
* Telstra Contractors are provided with or have made available to them a personal RF detector and that the Telstra Contractor is trained in the correct use of the personal RF detector where such contractors may work on or in sites where high power Radio Transmitting Infrastructure may be present, for example commercial broadcasting equipment or radar.
* Telstra Contractors working in the vicinity or RF Transmitting Infrastructure must wear a personal RF detector and be trained in the correct use of the personal RF detector
* any site owners specific induction training requirements are followed

**Telstra Facilities Access managers must satisfy themselves that:**

* Third Party Access Seekers working on or with RF Transmitting Infrastructure have undertaken ACRBR or ACEBR approved RF EME Hazard Awareness & Safe Operating Procedures training and follow the specific requirements set out in section 3.1 -Table 1 and section 3.1.1; and
* Third Party Access Seekers working in the vicinity or RF Transmitting Infrastructure must access, have read and understood the site EME SSD before proceeding beyond the Point of Access Restriction. RFNSA access will be required to meet this requirement. In addition, a site owner’s specific induction training requirements must also be followed (if the site is a Shared Site); and
* Third Party Access Seeker under their supervision who work on sites where RF Transmitting Infrastructure is located are familiar with the content of this Chapter; and
* Third Party Access Seekers certified as RF Workers have been supplied with or made available to them a personal RF detector and that the Third Party Access Seeker is trained in the correct use of the personal RF detector.
* Third Party Access Seeker is provided with a personal RF detector and that the Third Party Access Seeker is trained in the correct use of the personal RF detector where such Third Party Access Seekers may work on or in sites where high power Radio Transmitting Infrastructure may be present, for example commercial broadcasting equipment or radar.

### Pregnant workers

RPS 3 General Public limits apply to pregnant women.

A pregnant woman cannot be exposed above the RPS 3 specified General Public Exposure Limit. Managers must ensure that the female RF Workers for whom they are responsible:

* are aware that they must not perform the duties of an RF Worker while pregnant; and
* have been directed to inform their line manager as soon as they are aware of their pregnancy.

The Line Manager must find alternate duties for the person concerned that do not involve the potential for EME exposure greater than the General Public Exposure Limit.

### Persons fitted with Implanted Cardiac defibulators and cardiac pacemakers

Where fitted with either an ICD or cardiac pacemaker the person must not enter the EME Exclusion Zone:

* Telstra RF Workers in this category must be given alternative duties.
* Telstra Employees in this category must not be allowed beyond the Point of Access Restriction.
* Telstra Contractors in this category must not be allowed beyond the point of Access Restriction.
* Third Parties Access Seekers in this category must not be allowed beyond the Point of Access Restriction.
* Telstra Contract Managers and Facilities Access Managers must ensure this provision is clearly noted in Telstra Contracts and Facilities Access request processes.

# General Principles for working on or around RF Transmitting Infrastructure

This section sets out the general principles for working on or around RF Transmitting Infrastructure. It sets out the:

* Requirements for preparing an action plan and conducting a risk assessment;
* Requirements for inducting employees and contractors onto the site, particularly:
  + Accessing the EME SSD; and
  + Identifying the EME Exclusion Zones; and
* EME Safe Work Procedures Checklist.

## Preparing an action plan and conducting a risk assessment

Prior to commencing work on or around RF Transmitting Infrastructure Telstra Employees, Telstra Contractors and Third Party Access Seekers must:

* Take 5; and undertake a Job Safety Analysis of the work task.
* Review the EME SSD (see section 4.2);
* Conduct an EME specific risk assessment;
* Determine what action is required to make the work area safe;
* Consider the EME Safe Work Procedures Checklist (see section 4.3);
* Consider adopting a pass through procedure or power down procedure if necessary (see section 5.3);
* Consider re-radiation issues (see section 6);
* Ensure all parties involved have been advised of the actions required in the work plan;
* Determine and confirm the identifying codes of the infrastructure involved;
* Verify the safety procedures with all personnel; and
* Adopt the appropriate work methods.

## Reviewing EME SSD

### Mandatory requirement to review the EME SSD

The EME Site Safety Documentation (**EME SSD**) set contains the key documents that enable safe work conditions on or around RF Transmitting Infrastructure.

Prior to commencing work on or around RF Transmitting Infrastructure all Telstra Employees, Telstra Contractors and Third Party Access Seekers must access and read the EME SSD. In particular Telstra Employees and Telstra Contractors and Third Party Access seekers must read the EME GUIDE / RCSMB which will contain relevant details regarding any EME Exclusion Zones that may be present at the site.

For a detailed explanation of the information contained within the EME SSD see Chapter 4 “The Management of EME Data and Documentation”.

### Checking for Caution Sheets

A Caution Sheet is set on the RFNSA for a given site to alert the reader to temporary potential EME issues.

When a Caution Sheet is set on an RFNSA site, a warning banner is displayed to the user and the caution sheet appears as a “pop up”.

Each Caution Sheet will provide an overview of the specific on site issue, and will indicate whether Safe Work Procedures should be adopted.

See Chapter 2 section 4.4.5 events which trigger the use of Caution Sheets.

### Accessing the EME SSD

The EME SSD set is accessible through the RFNSA online at <http://www.rfnsa.com.au/nsa/logon.cgi>. You must have an RFNSA login to access these documents.

You can obtain RFNSA login details:

* through completion of the Introduction to Electromagnetic Energy, detailed in section 3.1 at which time login details are provided; or
* if you have a team.telstra.com email account you can self register for RFNSA access at www.rfnsa.com.au; and if you are a contractor contact your supervisor. RFNSA login details can be obtained from the Telstra Contract Manager. The Telstra Contract Manager must provide the contractor with an RFNSA access request form and ensure that it is returned and access registered for the contractor.

The online EME GUIDE / RCSMB is the primary reference for EME site safety information and procedures. Any onsite version is a supplementary version and should be verified against the online version for accuracy prior to use. Please refer to the “valid at” date stamp which should appear on the lower edge of the EME GUIDE / RCSMB cover.

EME GUIDE / RCSMB for transportable sites such as COWS (Cell on Wheels) or Transportable Satellite Services (trailer or pallet mounted) and similar mobile RF Transmitting Infrastructure may either be:

* supplied as paper copies mounted or located within the transportable site; or
* available on the RFNSA as a transportable site type. Transportable site types are identified by TRAN prefix in place of the normal first 4 numeric digits of the RFNSA id number.

If you cannot locate the EME SSD on the RFNSA contact your supervisor, the relevant building owner/facility manager or GNO on 0418 707 000 for guidance.

### Situations where there is no EME SSD

#### Telstra employees and Telstra contractors

If the EME SSD, in particular the EME GUIDE / RCSMB, is incomplete, unavailable, or there is doubt about its accuracy, Telstra Employees and Telstra Contractors must follow the Safe Work Procedures detailed in section 4.3.

#### Third partY Access Seekers

Where the EME SSD for Telstra operated RF Transmitting Infrastructure is unavailable, Third Party Access Seekers should advise their supervisor and cease work pending confirmation of a safe work environment either via RF measurement or confirmed power down of the RF Transmitting Infrastructure.

The GNO may be contacted on 0418 707 000 for assistance with any subsequent planned outage coordination or other power down activities for the infrastructure.

### Identifying the EME Exclusion Zones on site

EME Exclusion Zones are volumes around antennas predicted as being in excess of the General Public Exposure Limit. The EME GUIDE / RCSMB for any given site will identify any EME Exclusion Zones present within the RADHAZ drawings section.

RADHAZ drawings provide a plan and elevation representation of the site and show areas or volumes predicted as being in excess of the General Public Exposure Limit as shaded in yellow. Areas or volumes predicted as being in excess of the Occupational Exposure Limit are shaded red. As the shaded areas are in fact 3 dimensional volumes, both the plan and elevation view must be reviewed together to determine the extent of the depicted volumes of EME Exclusion Zones.

The EME GUIDE / RCSMB will also detail what EME signage is installed on site to warn of any possible EME Exclusion Zone or Restricted Access Area.

The standard signs below are typically used to identify the Point of Access Restriction for any given site. The Point of Access Restriction is the location beyond which there is a likelihood of encountering an EME Exclusion Zone. The EME GUIDE / RCSMB must be reviewed before proceeding beyond the Point of Access Restriction. The EME GUIDE / RCSMB can be accessed on the RFNSA website using the RFNSA number for the site (or otherwise by searching for the address).





concealed antenna



### What to do if the EME GUIDE / RCSMB differs from the physical installation?

Should the EME GUIDE / RCSMB information differ from the physical installation, contact the Telstra National EME Manager via “! Telstra EME management” mailbox and provide the site details.

The Safe Work Procedures Checklist should be followed as appropriate until the EME SSD set is updated. A caution sheet must be set on the given site within the RFNSA to indicate the nature of the issue and its pending correction.

The caution sheet must be removed once the EME SSD is updated.

## EME Safe Work Procedures

EME Safe Work Procedures must be followed at all times by Telstra Employees, Telstra Contractors and Third Party Access Seekers working on sites where RF Transmitting Infrastructure is installed. It is a list of action points to guide both RF Workers and Non‑RF Workers as to the key principles and elements of working safely on or around RF Transmitting Infrastructure.

All Telstra Employees, Telstra Contractors and Third party Access Seekers working on sites where RF Transmitting Infrastructure is located must read the EME Safe Work Procedures prior to commencing work on site.

**EME Safe Work Procedures**

|  |  |  |
| --- | --- | --- |
| **No** | **Procedure** | **Summary** |
|  | **Safe Work Procedure**  Read the site RF safety documentation  *"Radio Communications Site Management Book"* (RCSMB) | Locate & read EME GUIDE / RCSMB and confirm latest version Check the RFNSA for latest updated or contact Site RF Assessor   * identify restricted access areas & EME Exclusions zones * identify equipment, plant & codes involved and reconfirm * verify safety procedures in EME GUIDE / RCSMB with all personnel * contact Site RF Assessor for any questions * do not enter areas beyond EME Exclusion Zone/RF hazard boundary signage without power down |
|  | **Interim Safe Work Instructions** | If EME GUIDE / RCSMB Incomplete / not updated or not available   * check RFNSA for latest update * contact Site RF Assessor * use personal RF monitor to verify safe working conditions at all times |
|  | **Locate Relevant Plant** | Locate the following plant:   * antennas * feeders or transmission line * switches or splitters * transmitters |
|  | **Match plant Codes** | Physically check feeder & antenna codes |
|  | **De-Energised Plant**  *Transmitter switch-off must be verified by use of RF radiation meter or Personal RF monitor* | De-energise transmitter when required using:   * key-interlock * power diversion * isolation * earthing   *Break or isolate feeder at designated feeder opening point* |
|  | **Use DO NOT ALTER Signs** | When equipment has a temporary status for safety purposes:   * attach sign to relevant equipment * mark & log entry on sign * check sign status after change of shift |
|  | **Pass-Through Procedure** (Broadcast Sites) | At broadcast sites, a transmitter power reduction may be used to allow safe pass through of a designated area. Detailed procedure in section 3, "Site Access Control", of EME GUIDE / RCSMB.   * Switch-off and/or power reduction * Use personal RF monitor or RF radiation meter to verify power reduction * Confirm switch-off and/or power reduction with personnel at transmitter * Confirm safe working conditions * Pass through designated area |
|  | **Re-activation of Transmitter/s** | Procedure is reversal of above   * *ensure all personnel* *have moved to safe area* |

# Working in areas WITHIN the General Public Exclusion Zone

Only RF Workers are permitted to work in areas within the General Public Exclusion Zone. The General Public Exclusion Zone is the area marked yellow in the RADHAZ drawings.

RF Workers must undertake the following when commencing work in areas within the General Public Exclusion Zone:

* prepare an action plan as described in 4.1; and
* review the EME SSD as described in 4.2.

Further, RF Workers:

* must wear and use Personal RF Monitors whenever they are working in (or adjacent to) areas within the General Public Exclusion Zone. See section 5.1; and
* must not work in areas within the Occupational Exclusion Zone. No-one may access or work within the Occupational Exclusion Zone unless the RF Hazard has been removed by the power down procedure in section 5.2.
* A power down must take place before RF Workers may access any area that is within the Occupational Exclusion Zone. See section 7.2 for a more detailed description of the power down procedure.
* RF Workers may not "pass through" an Occupational Exclusion Zone unless a power down has occurred. See section 7.3 for a more detailed description of "pass through" procedure.
* If emergency access to the Occupational Exclusion Zone is required, it is necessary to undertake an emergency shutdown. Refer to section for a more detailed description of the emergency shutdown procedure.

## Requirement to use Personal RF Monitors

Personal RF Monitors must be available for all RF Workers. Specifically Telstra Employees certified as RF Workers as well as Telstra Contractors and Third Party Access Seekers engaged in works requiring them to meet the RF Worker requirements set out in RPS3. These monitors are used to confirm the EME safe working conditions at the site and to confirm that any power down of RF Transmitting Infrastructure has occurred.

Personal RF Monitors may be supplied at line manager’s discretion to Telstra Employees ie those that may be required to work in close cooperation with RF Worker certified Telstra Employees and Telstra Contractors or in close proximity to high power commercial broadcast equipment. See also 005486 Chapter 3 attachment A01 “*PERSONAL RF MONITOR COMPLIANCE POLICY*”.

### Training in the use of Personal RF Monitors

RF Workers and all Telstra Employees supplied with Personal RF Monitors must be trained in their use. The training and training refresher requirements are as set out in section 3.3. Telstra Contractors and Third Party Access Seekers engaged in works requiring them to meet the RF Worker requirements set out in RPS3 and supplied with Personal RF monitors must also be trained in their use.

### calibration of RF Monitors

All Personal RF Monitors must have calibration verified every 12 months by a lab capable of such verification. Suspect units must be withdrawn from use until correct operation and calibration is confirmed or the unit must be replaced.

### Responding to Alarms from Personal RF Monitors

There are two general categories of alarms produced by Personal RF Monitors:

1. **Expected** or confirmation based alarms.

These are generally associated with EME Safe Work Procedures where a Personal RF Monitor may be used as a test instrument to probe given environments and confirm planned RF power downs or initiate Safe Work Pass through procedures. Personal RF Monitors may also alarm during device operational checks intended to confirm correct operation prior to use.

Personal RF Monitor alarms occurring under such circumstance do not indicate a suspected EME overexposure or warrant incident notification to Telstra. Such alarms are expected as part of EME Safe Work Practices.

1. **Unexpected** Alarms:

Personal RF Monitors also function as RF Personal Protective Equipment (PPE) intended to warn the user before they encounter an environment where an RF overexposure will occur or is likely to occur. As such Personal RF Monitors should alarm before RF exposure limits are exceeded. If your Personal RF Monitor sounds an unexpected alarm indicating potential or suspected RF overexposure:

* back away until the alarm ceases;
* confirm the alarm condition by observing any specific manufacturer directions for your Personal RF Monitor. For example, ensuring your Personal RF Monitor is used at arm’s length or is mounted on a non conductive extension handle. *Ensure correct use requirements for your Personal RF detector by reference to your Approved EME Hazard Awareness & Safe Operating Procedures training or Manufacturers specific product manual*;
* if Personal RF Monitor continues to alarm in intended work area, cease work; and
* always advise your relevant Manager of any unexpected alarms from your Personal RF Monitor.

**The Line / Contractor or Facilities Access Manager concerned must follow the standard Telstra incident reporting requirements (see section 7).**

Managers may contact National EME Manager for assistance with ascertaining the extent of any possible EME exposure.

## Requirement to power down before working in an Occupational Exclusion Zone

RF Workers are only permitted to work in an area within the Occupational Exclusion Zone where the RF hazard has been:

* eliminated through the powering down of the RF Transmitting Infrastructure generating the EME, and
* confirmed as such with an appropriate RF monitor.

## Requirement to power down before working on Active RF Transmission Infrastructure

In general, personnel must not work on powered up RF Transmitting Infrastructure. The only exception is for personnel undertaking maintenance and/or panning work at the rear of a dish, grid pack, horn or sector type antenna that does not involve the disconnection of any feeder or radiating element. In these circumstances, personnel are not exposed to any RF hazard.

The primary safe work practice in relation to EME is to follow *EME Safe Work Procedures.* When accessing areas within the Occupational Exclusion Zone switch off or reduce the power of any RF Transmitting Infrastructure causing elevated EME levels in the work area.

The base requirements to switch off or reduce power of any RF transmitting infrastructure causing elevated EME levels in the work area are:

* power down the RF Transmitting Infrastructure;
* tag out the switching to the RF Transmitting Infrastructure to ensure that personnel are aware not to inadvertently power the infrastructure up; and
* disconnect the antenna from its source (via defined Feeder Opening Point) to further ensure that inadvertent powering up cannot occur.

Where an immediate transmitter power reduction is not possible either:

* ensure the transmitter power is diverted to a standby or temporary antenna to allow pass-through; or
* arrange for a transmission outage period with the service owner. In these instances ensure that work is scheduled within an operationally acceptable time period.

### Emergency shut down / isolation

Telstra Employees, Telstra Contractors and Third Party Access Seekers must know how to deal with an emergency that requires radio transmitters to be shut down or isolated. This is particularly applicable at sites where pass through procedures are used.

For immediate power down of Telstra RF Transmitting Infrastructure contact the GNO on 0418 707 000.

### Planned shut down

For assistance with planned shuts downs, contact:

* Telstra MRO ( Mobile Radio Operations) group for assistance with planned outages to IEN and mobile services
* MRO Group E-mail:      [MS-RACS@team.telstra.com](mailto:MS-RACS@team.telstra.com);
* MRO Group Phone:      1300 731 741 - Select Option 4, then Option 4 again; or
* GNO on 0418 707 000.

## Pass through procedure

When Occupational Exclusion Zone needs to be "passed through" follow the *EME Safe Work Procedures*  adhering to the following procedure:

* An approved\* site specific pass through procedure is required where power reduction of RF Transmitting Infrastructure is used for “pass through”   
  \* “Approval” may be based upon NATA signatory procedure sign off or service owner procedures detailed at site induction.
* Where there is no site specific pass through procedure, switch-off the RF Transmitting Infrastructure generating the Exclusion Zone to be passed through;
* Use a suitable Personal RF Monitor to verify the power reduction;
* Confirm the switch-off and/or power reduction with personnel at the transmitter;
* Reconfirm the safe working conditions using a suitable Personal RF Monitor, and;
* Pass through the designated area;

For a more detailed description of the pass through procedure to be followed please contact your Line Manager.

# Re-radiation through rigging

This section outlines where re-radiation may occur and outlines appropriate precautions.

There is a risk of localised areas of heightened EME on onsite structures due to induction from other RF Transmitting Infrastructure, particularly high power commercial Broadcast facilities. These RF hazard areas may not be identified in the EME GUIDE / RCSMB because they may be temporary. On site RF measurements may be required to fully identify the extent of any re-radiation issues.

A Caution Sheet may be used on sites where the possibility of adverse re radiation issues is known to occur.

## Where re‑radiation may occur

Telstra Employees Telstra Contractors and Third Party Access Seekers should be aware of factors that may give rise to re-radiation.

Re-radiation is an issue that must be identified and addressed when temporary rigging is attached to an existing structure. It can also occur in other situations, as noted below.

Re-radiation or induced radiation is a risk in the following circumstances:

* in connection with MF and HF transmitting infrastructure;
* components of the rigging system have physical lengths similar to active antennas, that is, a resonance situation;
* rigging systems close to radiation sources;
* metallic components of the rigging system are aligned parallel to active antennas;
* there is a high power inducing source in the vicinity;
* the span of rigging system and inducing source is extensive; and
* the rigging system is within an antenna beam region.

Further, RF currents induced into rigging system conductors, such as scaffolding or hauling lines, may in turn give rise to radiation fields in other areas where the conductors extend.

## Re-radiation precautions

While the fields associated with secondary radiation sources are generally small, people working in close proximity to such sources may be at risk of exceeding the Occupational Exposure Limits or receiving RF shocks and burns.

To avoid the risk of exposure or RF shocks and burns, the following precautions should be observed in the circumstances which may give rise to re-radiation as listed above:

* If doubt exists, survey accessible regions of the rigging system with a Personal RF Monitor. *Observe correct measurement techniques as required for your particular Personal RF Monitor*.
* Maintain the maximum possible practical separation between conductive rigging materials and any active radiation sources.
* If practicable and other relevant codes of practice permit, use non-conductive materials for the rigging systems, eg. Nylon or Kevlar ropes.
* Power down or reduce the level of radiation from the relevant RF transmitting infrastructure.
* After installation of each metallic section of a structure, and before other work commences, re-measure the EME levels in the zones where access will be required and identify any areas where changes have occurred that increase the levels above the Occupational Exposure Limit.
* Define zones that require additional restrictions by erecting physical barriers, reducing power or any other appropriate means.
* At MF sites, personnel should be aware that due to induction from another source, RF shocks and burns may be expected from contact with metallic hauling lines. All metallic objects, including metallic hauling lines, should be suitably earthed before contact is made to reduce the risk of RF shocks and burns. Surface pitting of hauling lines and sheaves may also occur.
* Do not proceed if you are uncertain that you have adequately managed the re-radiation hazards.

# Dealing with a SUSPECTED EME over exposure

## Incident management

In the event of a suspected over exposure to EME, incident notification within Telstra's established incident management timelines by the Workplace Manager, Contract Manager, Facilities Access Manager, site owner or direct line Manager is essential. Incident Investigation reports must be completed in accordance with Telstra Incident management guidelines.

* Telstra Employees and Telstra Contractors must :

Immediately notify the Team Leader/TOW Leader. Telstra Contractors must notify their Contract manager.

* A Third Party Access Seeker must:

i) notify to Telstra Facility Access any incident where a person is potentially over exposed to EME and

ii) conduct an appropriate investigation when any person is potentially exposed and supply to Telstra Facilities Access within 7 days of the incident.

The Team Leader/TOW Leader, Facilities Access Manager or Contract Manager must lodge an incident report (see <http://www.in.telstra.com.au/ism/hse/notifyincidents.asp>) and then in consultation with the nominal line manager and work group OH&S specialist, confirm the status of the EME sources in the area and include all other relevant information within the investigation report, including below as minimum requirements:

* Power output of the transmitters;
* Frequencies of the transmitters;
* Location of the worker from emission sources(s);
* Duration of the exposure;
* Environmental conditions (temp rain humidity); and
* Status of the worker (RF Worker or Non-RF Worker) and last EME awareness training date.

If an over-exposure is suspected, then:

* an initial medical assessment of the worker must take place;
* the worker must be referred to a physician with knowledge of RF for health assessment, including psychological and physical symptoms, and accurate records must be kept;
* a full incident investigation must be conducted. A NATA certified RF measurement report is required as part of the investigation report unless specific exemption from Telstra EME or HS&W management is obtained; and
* A Post Incident Review meeting conducted between Telstra’s RF assessors and persons directly involved with the Incident must occur within 7 days of the incident.

(See [http://www.in.telstra.com.au/ism/hse/postrfexposureassessment.asp](http://www.in.telstra.com.au/ism/hse/postrfexposureassessment.asp%20) and [http://www.in.telstra.com.au/ism/hse/section101.asp](http://www.in.telstra.com.au/ism/hse/section101.asp%20) for Incident Notification and investigation processes).

## Mandatory notification

The Telstra work group OH&S specialist must work in conjunction with the National EME Manager to ensure that appropriate notifications are given.

# References

|  |  |
| --- | --- |
| Document Number | Title |
| Chapter 1 | Site Acquisition, Design and Post-Construction Measures for EME Compliance, Attachment A01 to Procedure 005486. |
| Chapter 2 | The Operation and Management of RF Transmitting Infrastructure, Attachment A02 to Procedure 005486. |
| Chapter 3 | Procedures for Working Safely on or around RF Transmitting Infrastructure, Attachment A03 to Procedure 005486. |
| Chapter 4 | The Management of EME Data and Documentation, Attachment A04 to Procedure 005486. |

# Definitions

The following words, acronyms and abbreviations are referred to in this document.

| **Term** | **Definition** |
| --- | --- |
| **Access Seeker**    **ACRBR**  **ACEBR**  **Antenna Support Structure** | A Customer (or a contractor of a Customer) under a Non-Carrier Facilities Access Agreement and an Applicant (or a contractor of an Applicant) under the Telstra Wholesale Co-location Agreement and means a person who physically accesses Telstra’s antenna support structures or proceeds beyond the Point of Access Restriction.  Australian Centre for Radiofrequency Bioeffects Research.  Australian Centre for Electromagnetic Bioeffects Research  Means towers, masts, poles, antenna mountings and other similar structures which bear or are capable of bearing radiocommunications equipment and which are owned, maintained or operated by a party. |
| **ARPANSA** | Australian Radiation Protection and Nuclear Safety Agency. The Federal Government agency charged with responsibility for protecting the health and safety of people, and the environment, from the harmful effects of ionising and non ionising radiation.  <http://www.arpansa.gov.au/> |
| **Caution Sheet** | A pop-up message on the RFNSA site record explaining that some element of the site has changed and is not detailed within existing EME SSD. It suggests that safe work practices be observed while on site. In the past hardcopies of the caution sheet were used on-site |
| **Controlled Area** | *A Controlled Area is an area or place in which exposure to RF fields may* reasonably *be expected to exceed General Public Limits, and with the following characteristics:*   1. *The area must be under the supervision of a competent person who must ensure that exposures cannot exceed occupational levels* 2. *The area may only be entered by persons who are made aware that they are doing so, and of the need for RF safety* 3. *There must be documentation or signage to clearly indicate: i) Areas above Occupational Exposure Limits ii) areas above General Public Exposure Limits*   \* *extract from RPS3*.  Telstra equates the controlled area to be that beyond the point of EME access restriction. |
| **Contractor**  **EME** | A Contractor is a person contractually engaged to perform services on behalf of Telstra or a Third Party.  Electromagnetic energy. |
| **EME Exclusion Zone** | An area or Volume within which the EME is predicted to be above the limits in RPS3. |
| **EME SSD** | EME Site Safe Documentation: refers to the   * EME GUIDE / RCSMB; * Site Assessment Report (SAR); * Site Compliance Certificate (SCC); * ARPANSA Environmental EME Report (for mobiles sites only); and * Preliminary RADHAZ Drawings. |
| **EME Guide**  **General Public Exclusion Zone** | Updated RCSMB format ( October 2014)  The area within which the EME is predicted to be above the General Public Exposure Limit specified in RPS3. General Public Exclusion Zone is depicted in yellow on the RADHAZ Drawings. |
| **General Public Exposure Limit** | The EME reference level for general public exposure specified in RPS 3. |
| **GNO** | Global Network Operations. The GNO is a 24 x7 network management centre responsible for managing scheduled and unscheduled network outages and equipment failures. It was previously known as the Global Operations Centre (GOC). |
| **HF** | High frequency radiofrequency. |
| **IBC** | In building coverage system. Typically, they are, found within multi- storey buildings and shopping centres and consist of discrete antennas interconnected with coaxial cables. |
| **ICD**  **Line Manager** | Implanted Cardiac Defibulator  Telstra employee operationally responsible for people working on or around RF transmitting infrastructure. |
| **MERCS** | Mobile Carriers Forum EME Regulatory Compliance Strategy. It is now known as the RF Safety Compliance Project (**RFSCP**). |
| **MF** | Medium frequency radiofrequency. Commercial radio broadcast antennas create MF fields. |
| **NATA** | National Association of Testing Authorities. The authority responsible for the accreditation of laboratories, inspection bodies, and more throughout Australia. They provide independent assurance of technical competence using industry experts for customers who require confidence in the delivery of their products and services.  <http://www.nata.asn.au/> |
| **Non RF Worker** | Any employee that is not an RF Worker. |
| **Occupational Exclusion Zone** | The area within which the EME is predicted to be above the Occupational Exposure Limit. The Occupational Exclusion Zone is depicted in red on the RADHAZ Drawings. |
| **Occupational Exposure Limit** | The EME reference level for occupational exposure specified in RPS 3. |
| **Pass Through Procedure** | Procedure to allow RF Workers safe passage through regions normally above the Occupational Exposure Limit by temporary reduction in RF power such that the RPS3 Occupational Exposure Limit is no longer exceeded for the duration of the time the Personnel are within the given region. |
| **Personal RF Monitors** | Radio Frequency field strength detection devices that provide an alert to the user PRIOR to the user entering any Radio Frequency field that may be equal to, or exceed the limits specified in ARPANSA RPS 3. |
| **Physical Access Restriction** | A device or mechanism installed at a site to restrict access to any EME Exclusion Zones. These are specified in Part 6 of the EME Design Guide. |
| **Point of Access Restriction** | The point at which the Physical Access Restriction is placed to prevent public access to the EME Exclusion Zone.  The Point of Access Restriction will be clearly identified by EME signage.  This is referred to as the "Controlled Area" in RPS3. |
| **Preliminary RADHAZ Drawings** | Site drawings clearly illustrating and detailing areas cumulatively assessed as being above the Occupational Exposure Limit or General Public Exposure Limit based on a planned design yet to be constructed. Intended to allow the design group to review the EME impact of a proposed site design and redesign as necessary to eliminate, minimise and manage any EME Exclusion Zone created. |
| **RADHAZ Drawings** | Site drawings clearly illustrating and detailing areas cumulatively assessed as being above the Occupational Exposure Limit or General Public Exposure Limit. |
| **RFNSA** | Radio Frequency National Site Archive – an online industry system which includes a repository of radio EME site compliance data. It contains site antenna and transmitter data, compliance reports, photos, site drawings, industry documents and more. It is part of RFSCP. |
| **RFSCP**  **RCSMB** | Radio frequency Safety Compliance Program ( formally MERCS)  Radio Communications Site Management Book (formally Site Radiation Folder) available via RFNSA. Also Released in updated format known as “EME guide” from October 2014 |
| **Restricted Access Area** | The area in which access is restricted by the Physical Access Restriction. It is the area between the RF Transmitting Infrastructure and the Point of Access Restriction. The EME Exclusion Zone is within the Restricted Access Area. |
| **RF** | Radio frequency. |
| **RF Assessor** | A NATA accredited organisation with current certification for EME assessment by both computation (modeling) and measurement. |
| **RF Transmitting Infrastructure** | The term RF transmitting infrastructure refers primarily to the **antennas** required for Radiofrequency communication networks and includes, but is not limited to; any interconnecting feeders, junction devices and transmitters. Radiocommunications infrastructure may be either affixed to structures or mounted on transportable platforms (inclusive of vehicles, trailers and transport pallets). This term includes mobile base station facilities , point to point and point to multi point RF communication networks. |
| **RF Worker** | A person who may be exposed to EME under controlled conditions in the course of, and as an intrinsic part of, their work. They must be trained as an RF Worker in accordance with the requirements in RPS3. |
| **RPS3** | ARPANSA Radio Protection Standard No 3 “*Maximum Exposure Levels to Radio Frequency Fields 3 KHZ to 300 GHz*”  <http://www.arpansa.gov.au/publications/codes/rps3.cfm> |
| **SAR** | Site Assessment Report – EME. |
| **SCC**  **Shared Site** | Site Compliance Certificate –EME.  A place on which Telstra RF Transmitting Infrastructure is installed where Telstra does not have sole control of access so it is not a Telstra site. See Chapter 2. |
| **Take 5** | Take 5 is a common industry safety procedure whereby Employees should take five minutes to assess risks and develop methods of controlling hazards. For example, before you start the job:   * stop and think; * observe the work area and surroundings; * think though the steps of what you will be doing; * identify what else is happening today in your area or nearby; * identify any hazards; * develop methods of controlling these hazards; and * satisfy yourself that the hazards are controlled before you start working. |
| **Third Party**  **Telstra Employee**  **Telstra Technical Employee**  **Telstra Sites**    **TOW** | Person(s) other than Telstra Employee or Telstra Contractor and may include an Access Seeker.  Person(s) employed by Telstra  An employee who as an intrinsic part of their duties is  required to work directly on or with Radio Frequency Infrastructure or in support of RF workers.  A place on which Telstra RF Transmitting Infrastructure is installed in respect of which Telstra has sole control of access, including the access of other emitters. See Chapter 2.  Ticket Of Work – used by operations Employees to schedule work to field Employees/contractor. |

# Attachments

|  |  |
| --- | --- |
| Document Number | Title |
| A01 | *PERSONAL RF MONITOR PURCHASE & COMPLIANCE MANUAL* |

# DOCUMENT CONTROL SHEET

**Contact for Enquiries and Proposed Changes**

If you have any questions regarding this document contact:

|  |  |
| --- | --- |
| Name: | Telstra National EME Manager |
| Designation: |  |
| Email : | ! Telstra EME Management |
| Fax: |  |

If you have a suggestion for improving this document, complete and forward a copy of [Suggestions for Improvements to Documentation](http://www.in.telstra.com.au/ism/companydocumentstandards/formsattachments.asp) (form 000 001-F01).

**Record of Issues**

|  |  |  |
| --- | --- | --- |
| Issue No | Issue Date | Nature of Amendment |
| 1 | 01 August 2012 | 2012 release of update to 005486 |
| 2 | 21 August 2013 | 005486 Ch3 revised to include contractor EME training requirements, and updated incident management and reporting process. |
| 3 | Feb 2014 | Draft update to reflect increased focus on contractor training requirements and access of third parties to telstra sites |
| 4 | October 2014 | Update to reflect increased focus on contractor training requirements and access of third parties to Telstra sites. Introduces defined term of “Third Parties Access Seekers” and restriction for person fitted with cardiac pacemakers or Implanted Cardiac Defibulators ( ICD) |
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