

**Application to carry out Public Access / Footpath and / or Road Work.**

Please read the attached conditions before completing this application. The payment of a fee may be applicable prior to issuing of the permit.

CHARTERS TOWERS REGIONAL COUNCIL
 PO Box 189
 CHARTERS TOWERS QLD 4820
 Telephone: (07) 4761 5300
 Facsimile: (07) 4761 5344
 ABN 67 731 313 583

Office Use

Refer application to Workplace Health & Safety Officer.

Fee \$ _____ . _____

Receiving Officer _____

Type of Work (tick)

Public access / footpath.

Road Work.

Part A.
 Clearly identify who is making the application. The applicant need not be the owner of the land.

If the applicant is a Company, a contact person must be shown.

All correspondence will be mailed to this address.

Applicants Name.**Contact Person.****Phone Number.****Mobile No.****Fax No.****E-mail Address.****Postal Address.****Street address of property adjacent to footpath or roadwork.** (Include number, street, & locality)

Part B.
 The description must identify the land adjacent to the Public access / Footpath on which the proposed work will be undertaken.

Lot No.**Plan No.****Shop / Tenancy Details.****Story / Level.** (if applicable)**Total (Land) Area.**

Owned

Leased

Details of the use of the land.**Date(s)** (Work is to be undertaken)

Residential

Commercial

Other _____

From _____ am/pm ____/____/____

To _____ am/pm ____/____/____

Part C.
 Attach a copy of specified public liability insurance.

Insurance Details**Company.****Policy Number.****Due date.**

/ /

Part D.
 Provide details of the proposed work including:
 * Reason and type of work to be undertaken on or in close proximity to the footpath or road
 * A site plan of the area where the work is to be conducted to include the location of any signage and barriers
 * A Work Safety Plan / Work Method Statement to identify and control hazards that may be a potential risk of injury to pedestrians or the general public & other road users.

Details of the Proposal. (Attach report / submission, site plan, safety plan)**Residential Driveway**

Construction / repair relating to a single unit dwelling.

Commercial Driveway

Construction / repair relating to a multi unit dwelling, commercial or industrial.

Driveway Width

Meters

Material Type

(Concrete / Pavers etc.)

Construct /Repair Footpath**Permission to crossover Kerb & Channel****Temporary use of Footpath**

Deposit / Transport equipment and or materials.

Hoarding & Gantry

Hoarding

Safety Fence

Gantry

Permission to Excavate Roadway / Footpath**Connect to Council Stormwater Drainage****Working on the Road or Conducting Road Works**Other

Part E.
 Consent of all land Owners.

Company must supply ACN and Director to sign.

Land Owners Consent (In full and ACN if applicable)**Name.****Company.****ACN**

I have read the conditions/planning process attached and agree to adhere to all requirements set out there in.

Signature.**Date.**

Reference: Charters Towers Regional Council Local Law 1 (Administration) 2011 and Subordinate Local Law No. 1.15 (Carrying out works on a Road or Interfering with a Road or its Operation) 2011

A person must not undertake a 'prescribed activity' without a current approval granted by the local government. The prescribed activity outlined in the abovementioned Subordinate Local Law states 'Carrying out works on a road or interfering with the road or its operation (Local Government Act 2009, section 75(2)). This may include:

- (a) Erecting or installing a structure in, on, across, under or over the road; or
- (b) Changing or interfering with the structure or materials of the road; or
- (c) Changing, interfering with or removing a structure associated with the road; or
- (d) Planting a tree or other vegetation on the road which, interferes with vegetation on the road.

Note: A permit under this division does not authorise work which is development under the Sustainable Planning Act 2009

Standard Conditions

1. All work is to be completed to the satisfaction of the Development & Regulatory Services representatives & subject to the local laws of the Charters Towers Regional Council, Workplace Health & Safety Legislation (Qld), the Environmental Protection Act and other applicable laws.
2. Before proceeding with any work the applicant must give notices to, and obtain relevant approvals, permits & consents for utility providers (Telstra or Ergon), Police & Main Roads for roads under their control and comply with their requirements.
3. The applicant is to indemnify Council against any public injury & or property claims arising from the works.
4. The applicant agrees to pay all costs & charges incurred in the reinstatement to Council standards, any damage caused to the road, street furniture, constructed kerbing & water channelling, stormwater system and or constructed footpath or public services as a result of the activities associated with the work stated, whether by their own operation or those of their sub-contractor, agents, manufacturers, cartage contractors or other deliver or removing from the site.
5. The applicant is to publicise in the local paper prior to proposed footpath/road work.
 - Specific location of the proposed work;
 - Include any closure considerations; and
 - Date and times of such closure.
6. Notify and liaise with adjoining residents / business owners of the proposed work.
7. Establish a Work Safety Plan / Work Method Statement for the High Risk Activity (i.e. Work on or near a road) necessary under WHS legislation (Qld) and ensure activities at the workplace are safe and without risk to members of the public.
8. Work is not to commence until such time as the Charters Towers Regional Council gives approval.

When conducting Public Access/Footpath work this application is to be supported by PART D details, and the following issues must be considered:

Note: The footpath is the strip of land from the property alignment to the kerb and is commonly known as the nature strip or road reserve.

1. Erect adequate barriers restricting access to the proposed footpath work.
2. Dependant on pedestrian volume a clear width of two (1.8) meters should be provided for temporary pedestrian traffic.
3. Erect adequate signage at each end of the proposed section of footpath at a compliant distance to allow sufficient warning to pedestrians of the proposed footpath work.
4. Signage must comply with the relevant Australian Standard in respect to the sign dimensions font size and colour.
5. Provide sufficient warning lights to draw attention to proposed footpath work where lighting is poor or absent.
6. Complying with relevant WPH&S Legislation to ensure activities at the workplace are safe and without risk to members of the public in particular protecting pedestrians and road users from falling objects.
7. Should deviation of pedestrians from the existing footpath onto the roadway / parking area be necessary, suitable kerb access ramps making allowances for persons with disabilities and;
8. Suitable barriers and control devices set down in Dept. Main Roads "Manual of Uniform Traffic Control Devices 2003" are to be implemented to reduce the risk of pedestrian injury from vehicles.
9. Council will not consider allowing pedestrian traffic to be directed to cross the road in a place where a pedestrian crossing or pedestrian way is not established without the applicant first completing a separate and formal risk assessment.

Note: To close a section of road including the parking bay (Eg. To deviate pedestrian traffic, erect trestles/scaffolding or position a skip), Refer to Road Works:

When working on roads or conducting road works the following issues must be considered.

To work on or close a section of road including the parking bay the applicant must:

- Apply to the Queensland Police Service and or Main Roads for permits & consent.
- Erect official road works signage.
- Delineate the road/parking area closure and or works as recommended In Main Roads "Manual of Uniform Traffic Control Devices 2003".
- Only utilise accredited / licensed traffic controllers for traffic duties.

Note: When closing the road entirely you must notifying the Queensland Ambulance and Queensland Fire & Rescue Services.

Work Safety Plan or Work Method Statement.

WHS legislation (Qld) requires work method statements to be prepared for high-risk construction activities such as **working on, or adjacent to a road** prior to commencing such activities. In addition the following samples of high-risk construction activities may also be encountered and should be included in the work method statement.

- **Using a hazardous substance.**
- **Working at heights of 2m or more**
- **Structural alterations that require temporary support to prevent collapse.**
- **Moving powered mobile plant at the workplace.**

For further information or a full list of High-risk Construction Activities refer WHSQ at:

<http://www.dir.qld.gov.au/workplace/index.htm>

Tel. 1300 369 915

Planning Process

Prior commencing work on footpaths and or roads, the principal contractor, the person in control of the workplace or property owner should establish a Work Safety Plan / Work Method Statement. All persons, including contractors who in the process of planning or conducting work are required by the WH&S Act (Section22) to “Ensure Workplace Health & Safety” specifically by:

1. **Identifying hazards in the workplace;**
2. **Assessing the level of risk the hazard pose; and**
3. **Establishing control measures to minimise the potential risk of injury.**

Hazard - Something that has the potential to cause harm.

Risk - The likelihood that death, injury or workplace illness might result from a hazard.

Risk Assessment - The process used to consider the likelihood and consequences that loss / damage or injury would occur as a result of the hazard or work task identified and decide on the risk level it poses. This risk assessment is a proactive risk management tool to identify and prevent injuries, near misses and property damage.

The Work Safety Plan /Work Method Statement is to include the following:
(WH&S Regulation 157)

1. The relevant persons ABN.
2. List all the work activities to be undertaken on or in close proximity to the footpath or road work.
3. List all hazards, which may arise as a result of the proposed work.
4. Assess the risk using a risk assessment calculator and decide which level of risk that a hazard or work task may pose: **E** - Extreme risk, **H** - High risk, **M**- Moderate risk, **L** - Low risk
5. Establish control measures to minimise the potential risk of injury to members of the general public who utilise the public access / footpath and or road.
6. Name and signature of person involved in the footpath work to ensure they are aware of all potential hazards and required control measures to reduce the risk of injury to pedestrians or the general public.

Completing the Work Safety Plan.
Section A

1. Involve all staff on site and complete **Section A** to identify the work activities / tasks to be conducted on the particular job site.
2. Work activities for different or particular work not listed in section A should be listed in Section B.

Section B

1. List additional tasks and the hazards that may arise in **Section B**.
2. Assess the Risk prior to establishing control measures using the risk assessment calculator and decide which level of risk that a hazard or work task may pose: **E** - Extreme risk, **H** - High risk, **M**- Moderate risk, **L** - Low risk.
3. Establish control measures to minimise the potential risk of injury.
4. Assess the risk following the introduction of control measures.

Section C (Site plan)

Attach a suitable site plan of the area including the footpath and road where the work is to be conducted to include the location of any signage, barriers, trestles, skip bins and parked vehicles etc.

Risk Assessment Calculator

E – Extreme Risk, H – High Risk, M – Moderate risk, L – Low risk	Consequences				
	Insignificant <i>No Injury, 0 – low</i>	Minor <i>First Aid Injury Low- medium</i>	Moderate <i>Medical Treatment medium –high</i>	Major <i>Serious Injuries ,major</i>	Catastrophic <i>Death ,huge</i>
Likelihood <i>Is expected to occur at most times</i>	H	H	E	E	E
Likely <i>Will probably occur at most times</i>	M	H	H	E	E
Possible <i>Might occur at some time</i>	L	M	H	E	E
Unlikely <i>Could occur at some time</i>	L	L	M	H	E
Rare <i>May occur in rare circumstances</i>	L	L	M	H	E

Footpath Work Safety Plan - Section A.

Person in Control of Workplace:		Work Location:		Date / / 20	
Address:		ABN		Phone contact:	
Identify Work Activity / Task to be carried out on or in close proximity to a Public Access / Footpath & or Road – Identify Hazards & Implement Control Measures					
Tick Y	Task	Hazard/Potential Risk	Risk Level	Control Measures. Tick Y (Attach another sheet as required)	Risk Level After
	Work adjacent to or on part of the footpath.	<ul style="list-style-type: none"> ◀ Change of conditions to pedestrian footpath access. ◀ Pedestrian trip & fall. ◀ Pedestrians & others enter construction site. 		Erect suitable visible fence / reflective barrier to exclude pedestrian from the worksite . Leave adequate pedestrian access width of 1.8 Meters . Advertise footpath-changed conditions . Install signs at each end of the footpath to warn pedestrians of changes (eg. Part footpath closed) .	
	Change to pedestrian footpath access in low light (Barriers left over night).	<ul style="list-style-type: none"> ◀ Pedestrian trip & fall. 		Ensure <u>adequate</u> lighting and or yellow warning lights are in place during periods of low light.	
	Road closure full or part including the parking bays	<ul style="list-style-type: none"> ◀ Serious bodily injury or fatality. ◀ Vehicles enter work site. ◀ Workers or others struck by road users. 		Establish a road signage plan for the changed traffic conditions & or detour as set out in Dept. Main Roads "Manual Uniform Traffic Control Devices" . Evidence of permits & consent from Queensland Police Service & or Main Roads . Erect adequate official road works signage . Delineate the road & or parking area closure & or works using traffic cones & or reflective barriers . Use only accredited & licensed Traffic Controllers for traffic duties . Notify Qld. Ambulance and Qld. Fire & Rescue Services in the case of a road closure . Yellow warning lights operational in times of low light .	
	Detour pedestrian traffic using the adjacent parking bays to bypass the closed footpath.	<ul style="list-style-type: none"> ◀ Pedestrian trip & fall. ◀ Vehicles enter pedestrian detour. ◀ Pedestrians struck by vehicle. 		Establish a road signage as set out in Dept. Main Roads "Manual Uniform Traffic Control Devices" . Delineate the pedestrian detour with suitable reflective barrier . Install suitable / stable kerb access ramps allowing for persons with disabilities .	
	Position trestles, planks or ladders, locate / store material or skip bins etc, on the footpath or parking bay.	<ul style="list-style-type: none"> ◀ Pedestrian trip & fall. ◀ Structure, objects or workers fall onto pedestrians. ◀ Material or refuse spread to surrounding areas or roadway. ◀ Vehicles strike material or objects. 		Ensure trestles, planks & ladders are adequately secured / clamped so as not to fall . Adequate fall & edge protection (compliant WH&S legislation) to ensure workers, material or objects do not fall on pedestrians or road users . Adequate barriers surrounding material or skip bins . Ensure the tops of skip bins are covered at all times . Ensure skip bins are emptied daily or locked to ensure material is not removed after hours . Yellow warning lights operational in times of low light .	
	Work above footpath.	<ul style="list-style-type: none"> ◀ Objects may fall onto pedestrians. ◀ Objects fall onto the road. 		Install adequate hoarding & or gantry (compliant WH&S legislation) to eliminate objects falling onto the footpath or road . Ensure adequate lighting .	
	Operate plant: Forklift Backhoe / Loader Skid Steer Loader Elevated Work Platform	<ul style="list-style-type: none"> ◀ Plant may strike pedestrians. ◀ Vehicles may strike plant. 		Operators hold appropriate WH&S tickets / licences for plant . Rotating waring beacon operational . Operators wear appropriate PPE (eye, hearing & head protection) . Other people are well clear of operating plant .	
	Dig or excavate the footpath or roadway.	<ul style="list-style-type: none"> ◀ Damage underground services. ◀ Pedestrians & vehicle struck by flying objects. 		Locate underground services and water pipes prior to commencing work (Dial Before you Dig & or Council water/sewerage plans) . Conduct trenching in the early part of day (Reduced pedestrian volume) . Erect suitable barriers to ensure objects are not projected to the footpath / roadway by the trencher .	
	Operate electrical power tools.	<ul style="list-style-type: none"> ◀ Risk of electrocution. 		Ensure electrical equipment & leads are current test and tag . Utilise a safety switch . Keep electrical equipment clear of pedestrian exclusion fencing and or barrier .	
	Air nailing & ramset guns, Compressed air lines.	<ul style="list-style-type: none"> ◀ Serious injury to pedestrians or road users. 		Check condition of air hose and connections . Operate air nailing & ramset guns way from the direction of pedestrians and road users . Ensure adequate barriers are in place to protect others from the activity .	
	Cutting / grinding concrete & steel, rock breaking etc.	<ul style="list-style-type: none"> ◀ Exposure to excessive levels of noise. ◀ Exposure to excessive levels dust. 		Members of the general public well clear . Operate at times when people are less likely to be exposed to high levels of noise or dust i.e. early morning etc. . Erect suitable barriers or system to reduce noise or dust .	
	Paint in close proximity to the footpath & roadway.	<ul style="list-style-type: none"> ◀ Pedestrians & road users exposed to hazardous substances. 		Utilise plastic sheeting to eliminate paint misting & carrying to footpath / roadway . Material Safety Data Sheet (MSDS) available on site . Workers wear appropriate PPE . Do not spray paint in windy conditions . Ensure paint etc. does not enter drains etc . Remove & clean up all hazardous substances / material etc prior to completion of work .	

	Welding, cutting & grinding operations.	<ul style="list-style-type: none"> ◀ Pedestrian exposed to thermal light emissions. ◀ Road users distracted by thermal light emissions. ◀ Fire or explosion. 		Utilise a welding screen around the welding / grinding work . Ensure work area is clear of debris . Operational fire extinguisher in close proximity to work area .	
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Footpath Work Safety Plan - Section B.

Identify & list <u>additional</u> work activities to be carried out on or in close proximity to a Public Access / Footpath & or Road – List the Hazards & Implement Control Measures.				
Task	Hazard/Potential Risk	Risk Level	Control Measures.	Risk Level After
Person in control of Workplace	Name Sign		Date ____/____/20____	

All persons involved in the work activity to sign.

Footpath Work Safety Plan - Section C. (Site plan)