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# Access and Security Procedures & Health and Safety Requirements

for

## Physical Co-location and Sub Loop Unbundling

## Version Control

Version	Status	Update	Effective Date
1.0		Rebranding	30 <sup>th</sup> September 2015
V2.0	Final	This document is based on V1.0 Implementation of Standardised Change Control.	16/06/2017

This document follows change control procedure:

**Proposed** is defined as a document status when the approved document is uploaded to Proposals Section of open eir Website.

**Final** is defined as a document status when the approved document is uploaded to the relevant section of the open eir Website following the publication period.

**For information:**

- Historical Document History Table located at end of Document.
- Publish means the action of uploading a document to the website regardless of status or location.
- If there are changes to the document between 'Proposed' and 'Final', change control operates.

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## 1. Prefaces

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This document will be managed in accordance with Access Reference Offer change control procedures.

### 1.1 Definitions

Words and expressions have the meaning given in Annex A, except as shown below:

**“Unescorted Access”** means the authorisation of a registered, accredited individual and/or a registered contractor of the Operator to carry out Non-Material Change (as defined in the Licence) and/or repair on behalf of the Operator at exchanges where the Operator has a valid Licence.

**“Probation Period”** means in Open eir’s sole discretion, a period of a minimum of 6 months that must apply from the date of the signing of the first Licence Agreement for a Site by the Operator.

### 1.2 Introduction

This document outlines the access and security procedures for Operators who work in Open eir Exchanges as part of the Physical Co-location Access Service. Within the Open eir Network, there are a large number of exchanges ranging from tertiary centres to small RSUs. These are housed in a variety of buildings from large multi-storey, city centre buildings to small rural single room buildings of less than 20m<sup>2</sup>.

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## 2. Procedures

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Where Open eir provides physical co-location for an Operator, the following Operator accreditation procedures will apply:

### 2.1 The Operator, as a pre-condition to being offered physical co-location in Open eir’s exchanges, shall undergo and secure accreditation, which consists of two main stages:

#### (i) Notification Stage

a) Open eir will publish its requirements in respect of Operator Insurance. The Operator will be required to submit documentary evidence to this effect.

b) The Operator will be required to submit their Safety Policy Statement.

#### (ii) Training

Attendance by a representative of the Operator at an Open eir training course, which will introduce the key principles of Access and Security and Open eir’s “General Health and Safety Requirements for Operator Co-locating Equipment in Open eir Exchanges”.

### 2.2 The Operator shall observe and shall further ensure that Operator staff and contractors similarly comply with these requirements.



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2.3 The Operator staff shall comply with Open eir's **accreditation requirements** as per Open eir's general health and safety requirements, which may include random checks from time to time in line with standard Open eir practice.

2.4 Open eir will issue any amendments to these requirements through a formal change control mechanism.

### 3. Exchange Access

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3.1 Open eir requires that all Operator access to its exchanges should be escorted by an Open eir Clerk of Works (COW) other than as set out in Clause 3.2. This is in the interests of the Operator and Open eir, in order to secure their respective assets from damage. Open eir for its part will employ only suitably qualified personnel to provide this service.

3.2 In cases where Escorted Access is required, the following shall apply:

**(i) Planned Access**

- a) Open eir's NMC will handle all requests for Operator access.
- b) Access requests can be made to the NMC during normal working hours, Monday to Friday, who will then communicate the request to a suitably qualified technical person.
- c) Notification periods for planned access are specified within the Service Level Agreement (SLA) for Physical Co-location at Annex E Section A to this Agreement.

**(ii) Unplanned Access**

- a) Open eir's NMC will handle all requests for Operator access.
- b) Access requests can be made on a 24/7 basis to the NMC who will then communicate the request to a suitably qualified technical person.
- c) Response times for unplanned access are specified within the Service Level Agreement (SLA) for Physical Co-location at Annex E Section A to this Agreement

3.3 In cases where the Operator has completed the Probation Period, Open eir will allow Unescorted Access.

- i. All requests for Unescorted Access be submitted as per the Industry Process Manual for Open eir Physical Collocation Service.
- ii. Requests for unescorted access can be made during normal working hours.
- iii. Response times for unescorted access are specified with in the. Industry Process Manual for Open eir Physical Collocation Service.

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## 1. Introduction

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Open air has both a legal and moral responsibility to ensure that all work operations undertaken by the Operator and their contractors are conducted in a safe manner with significantly reduced risk of avoidable injury and ill health.

## 2. Scope

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This document is intended to:

Acquaint the Operator with current health and safety legislation affecting their activities on Open air premises.

Acquaint the Operator with Open air health and safety policy and provide guidance as to its practical application while they are on Open air premises or plant location for any of the following reasons:

- installing, removing, working on or testing any equipment or plant
- visiting Open air premises or plant location for any other reason.

## 3. General Rules for Access to Open air Premises

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### 3.1 The following general rules apply to all Operator staff entering on to any Open air property (building premises / civil works site) for the purpose of conducting any work activity.

These rules are designed to ensure that a high standard of safety is maintained at all times. The rules do not cover every eventuality and do not relieve Operator of their legal and moral obligations in respect of any omissions from this document. The implementation of these requirements will be audited and monitored at the discretion of the Open air Group Health and Safety unit.

### 3.2 Basic Legal & Company Requirements

#### Legislation

All Operator personnel must comply with all relevant health and safety provisions which relate to the task and / or the workplace including the following:

- The Safety, Health and Welfare at Work Act, 1989
- The Safety, Health and Welfare at Work (General Application) Regulations, 1993
- The Safety, Health and Welfare at Work (Miscellaneous Welfare Provisions ) Regulations, 1995.
- The Safety, Health and Welfare at Work (Construction) Regulations, 1995
- All other statutory provisions relevant to the place of work
- Reference to the above shall be deemed to include any amendment thereto or replacement that may be in force from time to time.

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### 3.3 Open air Requirements

Open air health & safety requirements are defined in the Open air Safety Statement. All Operator personnel must comply with these requirements when working in Open air buildings. The Open air representative will advise the Operator of any unique site requirements not addressed by the general requirements addressed in this document.

### 3.4 Health & Safety Inspection

Prior to any co-location of Operator equipment in Open air buildings, Open air will conduct a health & safety inspection of the proposed area and any associated dependencies (e.g. emergency evacuation routes). A further inspection will be carried out on completion of the co-location.

## 4. Health and Safety Documentation Requirements

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The Operator's current Health and Safety Statement / Safety policy documentation as requested prior to any works commencing. This may be returned immediately or at the end of the project as desired.

Details of Method Statement /Site Specific Safety Statement as required.

Any other Health and Safety related documentation if requested e.g. evidence of training/certificates of competency, vehicle or lifting appliances certification, insurance details etc.

Project Supervisor(s) appointment details (as required).

Notifiable Site details.

Evidence of Permits to Work /Hot Work Permits arrangements etc as required.

Any changes in Operator's Health and Safety Statement/Safety policy documentation must be notified to Open air in writing.

## 5. Specific Obligations on Operators

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5.1 The Operator is required to take account of and make provisions for ensuring the health and safety of their employees and relevant others in the vicinity of the work area as follows:

5.2 Where the Operator contracts any work, the Operator must ensure that the contractor and any subcontractors appointed are aware of and abide by any obligations of this document or any other related requirement as stipulated by Open air.

### 5.3 Construction Project Work

Take account of particular risks as contained in parts IV to XVII of the S.H.W.W. (Construction) Regulations 1995.

Take account of General Site Safety requirements as contained in the 3rd Schedule.

Take account of specific requirements as laid down by the Project Supervisor / Health and Safety Plan (if undertaking construction project work).

Report any fatal or notifiable accidents/ dangerous occurrences to / Health and Safety Authority/ designated Open air representative as required.

Ensure that their employees/Safety Representative(s) are provided with health and safety information / training and consultation as required.

Comply with health and safety directions as issued by the Open air representative.

Put in place reasonable measures to prevent access of unauthorised persons on the work area.

The Operator must ensure that all of their employees, supervisors, visitors etc are adequately attired with suitable and approved Personal Protective Equipment at all times while on Open air premises and /or plant location.

Health and Safety Plan (if undertaking construction project work).

## 6. Private /Work Vehicles

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Vehicles used by employees of the Operator are allowed on to Open air premises for delivery, collection and parking subject to local arrangements. All drivers are requested to exercise maximum care when on company premises and particularly when Open air employees or members of the public are in the vicinity. Drivers of large vehicles operating in restricted circumstances must ensure there is a person in attendance to assist with reversing etc.

## 7. Delivery and Deposit of Materials

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7.1 No materials, goods or equipment shall be stored in plant rooms or placed so as to obstruct the general work area / fire exit routes etc. All rubbish / discarded waste materials must be collected and removed from the premises daily. Hazardous waste must not be stored on the premises/site and should be removed by a competent person.

7.2 An inventory of all stored equipment, tools, materials must be made available to the Open air representative on request.

### 7.3 Hazardous and Toxic Materials

Toxic and hazardous materials and substances must not be taken onto Open air premises without prior approval of the Open air representative in consultation with the Group Health and Safety Unit.

A Material Safety Data Sheet must be obtained and presented to the Open air representative.

All toxic and hazardous materials, substances and or their containers must contain appropriate warning labels.

Access restricted to authorised competent persons.

A method statement or an approved Permit to Work system may be requested by the Open air representative.

An inventory of all materials and substances in use or in approved storage must be prepared and forwarded to the Open air representative as requested.

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## 8. Operator Work Area

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### 8.1 General Requirements

While on Open eir property the Operator must keep the work area safe and secure at all times. Doors to flat roofs, plant rooms and electrical apparatus areas should be kept locked at all times. Warning signs / notices should also be posted in prominent locations. Naked flame Super Ser / Blow Heaters or other naked flame appliances are not permitted to be used as temporary heating appliances in Open eir buildings. Temporary heating appliances should not be introduced into the Operator work area under any circumstances without prior authorisation from an authorised Open eir representative.

Bottles and cylinders of explosive/flammable gases/oxygen etc should not be used without an appropriate permit to work system. These items must never be stored within Open eir premises.

Some locations may require special precautions due to their proximity to personnel or equipment e.g. dust, noise etc. appropriate effective method of control must be used in such situations.

### 8.2 Electrical Safety Requirements

Strict adherence to PART VIII of the Safety, Health and Welfare at Work (General Application) Regulations 1993 which requires precautions to be taken against the risk of death or personal injury from electricity used in the place of work.

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## 9. Holes, Raised Surfaces and Projections

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Holes, raised or dangerous surfaces, trailing leads and projecting equipment must not be left unattended at any time without taking the necessary safety precautions. All openings must be securely fenced by an approved and suitable barrier and highlighted by approved and suitable signs/notices.

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## 10. Access / Egress

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Appropriate access and egress arrangements to Open eir premises /plant sites must be agreed between the Operator and the Open eir representative prior to work commencing. The Operator will be required to adhere to Open eir Access and Security Procedures.

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## 11. Plant, Tools and Equipment

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### 11.1 All plant tools and equipment to be utilised on Open eir premises must be of safe design and free of patent defect.

Plant, tools and equipment should only be used for the purpose for which they were designed and by competent personnel. Lifting tackle must conform to current legislative requirements. Portable electrical tools must meet the requirements of the Safety, Health and Welfare at Work (Electricity) Regulations 1993. It is the responsibility of the Operator to ensure that the goods, tools plant and equipment are properly stored and secured or removed from the site when not in use. Such items should not be accessible to unauthorised Open eir personnel or members of the public.



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## 11.2 Portable Electrical Equipment

Use of battery operated or low voltage (110volt) tools permissible only.

## 11.3 Working with Live Equipment

The Open eir representative must be informed prior to work commencing.

Minimum of two competent persons required on site throughout the operation.

An Open eir approved Permit to Work system is required.

## 11.4 Electric Arc Welding

The Open eir representative must be informed prior to work commencing.

Two competent persons must be present while work is in progress.

Welding operations should be conducted in a safe and suitable external location where practicable. An Open eir approved "Hot Work Permit" system must be incorporated with all such operations.

All connections and leads must be of an approved type, safely insulated and of robust construction and suitable for the task to be undertaken. The work piece must be adequately earthed.

Appropriate PPE must be worn.

Appropriate fire fighting equipment and fire blanket must be available at the work site for the duration of the task.

Arrangements must be in place for a fire watch duty for up to **1 hour** after the task has been completed.

## 11.5 Gas Welding

The Open eir representative must be informed prior to work commencing.

Acetylene and oxygen cylinders should **never** be stored on the premises and must be removed to a safe and suitable designated location after the task has been completed.

Cylinders must be transported and retained on an approved and suitable cylinder dolly while on Open eir premises.

Approved, maintained and suitable connections, hoses, flashback arresters must be utilised.

Appropriate fire fighting equipment/ fire blanket must be present at the work site for the duration of the task.

Arrangements must be in place for a fire watch duty for up to **1 hour** after the task has been completed

Appropriate Personal Protective Clothing must be worn.

## 12. Safe Guarding of Machinery

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All machinery must be guarded in accordance with statutory and specified Open eir requirements. Machine guards, fencing etc., removed for maintenance or cleaning purposes must be replaced before machines or equipment are put back into service.

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## 13. Existing Services

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It is the responsibility of the Operator to ascertain the existence and location of all electrical cables, telecommunication cables, drains, air, gas and water mains before commencing any openings or excavation work.

## 14. Notices / Sign-posting

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All operations undertaken by the Operator on Open eir premises or sites must be adequately sign-posted. Notices posted should be clearly visible, readable and conform to the Statutory Instrument 132 of 1995 (Safety, Health and Welfare at Work (Signs) Regulations, 1995).

## 15. Working Aloft

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### 15.1 Portable Access Equipment

Ladders, Step Ladders or Trestles must be of sound construction, suitable for the purpose and free from patent defect

Telephone exchange and other live plant location ladders should be manufactured from an approved non-conducting material e.g. fibreglass/timber.

All ladders (other than stepladders or trestles) should be safely secured at the top and bottom or footed at the base to prevent movement.

Equipment and materials must be carefully manoeuvred and never thrown or dropped deliberately from a height.

Competent persons only should be employed on pole climbing.

### 15.2 Access to Work Site

Safe access to all work areas must be provided in the form of proper scaffolding, ladders, steps, walkways, etc.

All scaffolding must comply with the Health and Safety Authority Code of Practice for Access and Working scaffolds (First issued June 1999).

Scaffolding must be properly erected and inspected, at prescribed intervals, by competent persons.

### 15.3 Roof Work

The Operator must prepare a documented risk assessment of the work to be undertaken and forward a copy to the Open eir representative as required.

A safe means of access/aggress must be provided and maintained.

Roof ladders / crawling boards/other suitable coverings must be utilised to prevent a fall through fragile materials.

Suitable guard-rails/barriers /notices/signs etc must be provided to prevent falls of persons/materials from edges or through roof-lights and other openings.

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Approved and suitable safety harness/belts/anchorage points must be utilised on all unguarded roofs. All users must be competent and evidence of training may be a requirement.

All areas below where work is in progress and or where debris is likely to fall must be cordoned off by approved and suitable means. Access must only be permitted if necessary to authorised persons.

An Open air approved "Permit to Work" system must be adopted when undertaking authorised roof work and related Hot Work tasks. Permission for roof access must be authorised by the Open air representative, who will arrange an escort.

## 16. Radiation Hazard Sites

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### 16.1 Electromagnetic Radiation

The Open air representative must advise the Operator regarding the presence of a radiation hazard.

Work must not commence on site until adequate and approved risk control measures have been implemented to the satisfaction of the Open air representative and the Operator has been advised accordingly.

A "Permit to Work" system of operation is required for all such sites.

## 17. Warning of Danger

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Care must be taken at all times to protect Open air personnel and members of the public from danger and to protect property and work in progress from damage. Any circumstances, which give rise to such danger or damage, must be reported immediately to the Open air representative.

## 18. Personal Protection

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The Operator is required to ensure that their employees, supervisors and site visitors are adequately attired with suitable and approved Personal Protective Equipment at all times while on site.

## 19. Accidents & Dangerous Occurrences

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The Operator has a statutory duty to report fatal and notifiable accidents/ dangerous occurrences to the Health and Safety Authority and Site Project Supervisor if appointed. Details of all such incidents should be forwarded without delay by documented report to the relevant Open air representative. The Open air representative will arrange for a copy of the report to be forwarded to the Open air Group Health and Safety Unit.

## 20. Specialist Activities

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It is necessary for the Operator to have a Safety and Health Plan or documented safe system of work as appropriate for activities involving particular risk to health and safety as contained in the 2nd Schedule to the SHWWA (Construction) Regulations 1995.

All activities involving particular risk to health and safety as contained in the 2nd Schedule to the SHWWA(Construction) Regulations 1995.

- Hot work of any type e.g. welding, flame, cutting, grinding etc. (within buildings or explosive environment) appropriate. The use of any tools or equipment, which may generate sparks or sources of ignition (within building or explosive environments).
- Dangerous Excavations
- Entry into certain confined spaces.
- Specified work on electrical equipment (e.g. work on live equipment).
- Work on energised antennas.
- Working aloft.
- Working adjacent to fire protection equipment.
- Explosive Environments
- Working in Open air network battery rooms.
- Working adjacent to other services e.g. gas, electricity, water etc
- Work adjacent to or involving hazardous substances i.e. Asbestos.
- Storage and/or use of flammable liquids and materials.
- Work or testing of high-pressure equipment.

## 21. Fire

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21.1 The Operator's **will not be familiar with** Open air premises and may lack knowledge of the necessary fire precautions and correct action to be followed in the event of a fire. To maximise fire prevention and the safety of personnel in the event of fire all activities of Operator's **should ensure that all** necessary precautions are taken.

21.2 In the event of fire, Operators must instruct all employees or their agents entering Open air premises in the procedures to be followed in the event of an emergency, including

- Means of raising the alarm
- Calling the fire brigade
- Using the fire extinguishing equipment

- Evacuation of the premises

### 21.3 All Operators must familiarise themselves with the location of

- Escape routes
- Fire points
- Fire extinguishing equipment
- Alarm Call points.
- Telephones from which the fire brigade can be called

21.4 If fire protection equipment or fire safety signs must be temporarily covered or removed the Open eir representative must be warned and alternative arrangements should be made.

## 22. Smoking

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All Open eir telephone exchange buildings and underground plant locations are designated **NO SMOKING** areas.

## 23. Storage

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Storage of normal combustible goods should be strictly controlled and must be placed;

- Away from sources of ignition or heat
- Where it does not cause obstruction of means of escape or fire protection equipment.
- Where it is unlikely to spread fire to other areas of the building should it catch fire.

Storage in exchange areas should be limited to the necessary for one day's work.

## 24. Waste and Rubbish

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All Operators must dispose of waste and rubbish regularly and frequently. Operators must remove all combustible material such as packaging and trimmings daily.

There must be no burning of rubbish on Open eir premises

## Version Control History

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Version	Status	Update	Effective Date
1.0		Final	26 <sup>th</sup> May 2011
1.0		Rebranding	30 <sup>th</sup> September 2015
V2.0	Final	This document is based on V1.0 Implementation of Standardised Change Control.	16/06/2017