

**PUBLIC TRANSPORT AUTHORITY**  
SAFEWORKING RULES AND PROCEDURES

**9018**  
ADDITIONAL WORK  
GROUP/S ACCESSING  
WORKSITE

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## 1. PURPOSE

The purpose of this procedure is to provide details on the protocols for issuing and using the Worksite Access Form. This procedure is applicable to additional *Work Group/s* that require access to a *Worksite* that is already protected by a *Work on Track Authority* and or *Worksite Permit* with a designated *PO*. In addition, this procedure details how an additional *Work Group/s* are managed and protected by the *PO* who has the relevant *Authority*.

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## 2. GENERAL

A *Work on Track Authority* is an authority that closes a defined portion of *Track* for a specific period of time. There are circumstances when an additional *Work Group/s* may require access to the *Work on Track Authorities* listed below.

- *TOA*.
- Fixed *Worksite* within an *LPA*.



### NOTE

Additional *Work Group/s* must have their own *PO* who is responsible for managing the Rail Safety component of their work. *Lookout Working* is not permitted as a method of *Protection*. The higher level rule that is applied to protect the *Worksite* must be complied with.

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## 3. AUTHORISATION

The *PO* in possession of the *Work on Track Authority* or *Worksite Permit* will complete and issue the *PO* supervising the additional *Work Group* a *Worksite Access Form*.

Before the *Worksite Access Form* is issued, the *PO* issuing the form must ensure that:

- there is no *Rail Traffic* operating in the *Worksite*;
- the task being conducted by the additional *Work Group* does not compromise the safety of the *Worksite*;
- the additional *Work Group* is not using any *Track Vehicles*; and the
- agreed limits on the *Worksite Access Form* are within the limits of the *Worksite*.



### NOTE

Additional *Work Group/s* are only permitted to access a *Worksite* if it has been pre-planned.

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## 4. PROTECTION OFFICER

### 4.1. PROTECTION OFFICER

The *PO* receiving the Worksite Access Form must make sure that:

- the *Workgroup* comply with the arrangements on the Worksite Access Form; and
- are briefed on any known hazards in the *Worksite*.



#### NOTE

The *PO* supervising an additional *Work Group/s* must not manage any *Rail Traffic* through the *Worksite*. Only the *PO* in possession of the *Work on Track Authority* and or *Worksite Permit* can perform this duty.

### 4.2. CHANGE OF PROTECTION OFFICER

If there is a change of *PO*, either having issued or received the Worksite Access Form, the contact details must be captured on the Worksite Access Form.

The incoming *PO* must:

- note their contact details on the Worksite Access Form, including;
- the contact details of the new *PO* in possession of the *Work on Track Authority* and or *Worksite Permit*; or
- the contact details of the new *PO* supervising the additional *Work Group*.

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## 5. OBTAINING A WORKSITE ACCESS FORM

The *PO* in possession of the *Work on Track Authority* and or *Worksite Permit* issuing the Worksite Access Form and the *PO* receiving the Worksite Access Form, must confirm and record the following:

- the agreed *Working Limits* of the additional *Work Group/s*;
  - name and contact details of the *PO* receiving the Worksite Access Form;
  - the *PO* issuing the Worksite Access Form;
  - the limits of the *Worksite* as per the *Work on Track Authority (TOA)* or *Worksite Permit (LPA)*; and
  - the type of *Work on Track Authority*.
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## 6. PROTECTION



### WARNING

Work must not start in the *Danger Zone* until Part A and B of the Worksite Access Form has been completed, repeated back and the agreed *Protection* is in place. The *PO* in charge of the *Worksite* cannot issue a Worksite Access Form until the *Work on Track Authority* or *Worksite Permit* has been authorised.

### 6.1. IN-FIELD PROTECTION

*In-Field Protection* will be applied as per Rules 3001 and 3005 by the *PO* in charge of the *Worksite*.

### 6.2. ADJACENT LINE

If the *Safety Assessment* indicates that *Workers* need to be protected from *Rail Traffic* on *Adjacent lines*, the *PO* must arrange for *Adjacent Lines* to be protected in accordance with **Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines**.

The *PO* may arrange for the speed of *Rail Traffic* on *Adjacent lines* to be restricted.

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## 7. FULFILLING THE WORKSITE ACCESS FORM

The Worksite Access Form must be *Fulfilled* before the *Work on Track Authority (TOA)* or *Worksite Permit (LPA)* can be *Fulfilled*.

Before *Fulfilling* the Worksite Access Form the *PO* supervising the additional *Work Group* must:

- Make sure that staff, tools and equipment are outside of the *Danger Zone*.
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## 8. KEEPING RECORDS

*Permanent Records* about the details and changes to the *Worksite Protection* arrangements must be retained by the *PO* receiving and issuing the Worksite Access Form.

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## **9. REFERENCE**

Rule 3005 Track Occupancy Authority

Rule 3001 Local Possession Authority

Rule 1004 Track Access Accreditation

Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines

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## **10. EFFECTIVE DATE**

22 July 2016