

PUBLIC TRANSPORT AUTHORITY
SAFEWORKING RULES AND PROCEDURES

1004
TRACK ACCESS
ACCREDITATION

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1. PURPOSE

The purpose of this rule is to outline the types of *Track Access Permits (TAP)* applicable to the Public Transport Authority (PTA) *Network* and provide information on obtaining a *TAP*, and to outline when *Exemption Certificates* and *General Exemptions* will be issued.

2. GENERAL

The *TAP* process applies to any *Worker* required to access the *Rail Corridor* for any reason.

For work in depots, *Workers* must:

- hold a minimum *TAP* of Supervised Worker (SW);
- report to the Depot Master prior to commencing any work; and
- receive site-specific induction as required.

Exceptions to the requirement to hold a *TAP* or *Exemption Certificate* are:

- work at stations and public access areas of stations, when it does not involve working in the *Danger Zone* and will not encroach into the trackside of the safety line on a station or *Platform*. The Facilities and Infrastructure Branch is responsible for providing an induction to these *Workers*. These *Workers* may access the toilets that are trackside providing they are accompanied by suitable qualified staff (See **Section 7 Supervised Worker**);
- emergency services personnel. These personnel will be under the direct control of the *Incident Controller*;
- delivery drivers delivering material or picking up material from sites. These personnel will be under the direct control of the *Protection Officer* (PO); and
- works where the area of *Track* defined by the *Work on Track Authority* has been closed to *Rail Traffic* and the *Overhead Line Equipment* (OLE) has been *Isolated* and a *Permit to Work* has been *Issued*.

All *Workers* are required to make available their *TAP* or *Exemption Certificate* for inspection when requested. Failure to do so will result in the *Worker* being unable to work on the PTA *Network*.

2.1. PURPOSE OF A TAP

The purpose of a *TAP* is to ensure *Workers* are made aware of hazards that exist when working on or around the PTA *Network* and have the competence to apply PTA *Safeworking Rules and Procedures* relevant to their track access accreditation level.

2.2. CANCELLATION AND SUSPENSION OF A TRACK ACCESS PERMIT

The Manager Safeworking or delegate may at any time cancel or suspend the *TAP* of a worker e.g. for breaches of safety or failure to comply with the PTA **9002-000-001 Alcohol and Other Drugs Policy**.

2.3. AGE RESTRICTIONS

A *Worker* must be 16 years of age or older to hold a Supervised Worker *TAP* and be 18 years of age or older to hold all other levels of *TAPs*.

3. ACCESSING THE RAIL CORRIDOR



WARNING

A PTA *TAP* does not automatically give the *Worker* the right to enter the *Rail Corridor*.

No-one is permitted to access the *Rail Corridor* for any reason without:

- a current *TAP* or *Exemption Certificate*;
 - a valid reason to access the *Rail Corridor*, and
 - the appropriate *Authority* to carry out work.
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4. EXEMPTION CERTIFICATES

Exemption Certificates may be issued to *Workers* who, by the nature of their work, do not work regularly on the PTA *Network* and do not have a *TAP*.

An *Exemption Certificate* can only be issued under the *Authority* of the General Manager Network & Infrastructure.

When an *Exemption Certificate* is issued:

- it is valid for one period up to five days or as approved by the General Manager Network & Infrastructure (N&I);
- the *Non-Accredited Worker* must be directly supervised by an *Accredited Worker*;
- the *Non-Accredited Worker* must be under the direct *Protection* of the *PO*; and
- the *PO* must, prior to entering the *Rail Corridor*, provide the *Non-Accredited Worker* with a safety briefing outlining:
 - the hazards in the *Rail Corridor*, and
 - the actions expected of the *Non-Accredited Worker* to *Warning* signs and sounds.



NOTE

A *Permanent Record* of the safety briefing must be retained for example, on the N&I **8230-100-006 Pre-Start/Hazard Report/JSA Form**.

An *Exemption Certificate* can be issued singularly or for a group of *Workers*. When issued for a group of *Workers*, all *Worker's* names must be on the certificate.

5. GENERAL EXEMPTIONS

A *General Exemption* may be issued for a *Worksite*, exempting all *Workers* working within that *Worksite*, from holding a *TAP*.

A *General Exemption* can only be issued under the *Authority* of the General Manager Network & Infrastructure or delegate.

A *General Exemption* can be issued when the *Worksite*:

- can be completely separated by a fence that will prevent *Workers* accessing the *Danger Zone*; or
- is safely separated from the *Rail Corridor*.



NOTE

The type of fencing will be dependent on a risk assessment for the work.

When a *General Exemption* is issued:

- in addition to any other induction or briefing, all *Workers* must be given a safety brief outlining:
 - the limits of the *General Exemption*; and
 - the access and egress points of the exempted *Worksite*;
 - a *Permanent Record* of the safety briefing must be maintained; and
 - a copy must be readily available for inspection.
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6. NATIONAL STANDARD FOR HEALTH ASSESSMENT OF RAIL SAFETY WORKERS

The health assessment (medical) standards for track access accreditation levels are set out in the National Transport Commission's (NTC's) **National Standard for Health Assessment of Rail Safety Workers**.

The aim of a health assessment is to detect conditions that may impact on a *Worker's*:

- vigilance and attentiveness to their work; and
- ability to detect and react quickly to oncoming *Rail Traffic* or *Warnings*.



NOTE

For further information on the National Standard for Health Assessment of Rail Safety Workers, refer to the NTC website (www.ntc.gov.au).

7. TRACK ACCESS ACCREDITATION LEVELS

TRACK ACCESS ACCREDITATION LEVEL	DESCRIPTION
Supervised Worker (SW)	This level of <i>TAP</i> shows the <i>Worker</i> has the understanding of the hazards in the <i>Rail Corridor</i> and provides Supervised Workers with knowledge of the mitigation of those hazards.
PTA Individual Access (IA)	This level of <i>TAP</i> permits <i>Workers</i> to work in the <i>Rail Corridor</i> . It does not permit them to remain within the <i>Danger Zone</i> without being protected by a <i>PO</i> .
Protection Officer L1 (PO1) (Lookout Working) *	This level of <i>TAP</i> shows the <i>Worker</i> has the understanding of hazards in the <i>Rail Corridor</i> and is <i>Competent</i> to provide <i>Lookout Working</i> for a <i>Worksite</i> .
Protection Officer L2 (PO2) (ASB) *	This level of <i>TAP</i> shows the <i>Worker</i> has the <i>Competence</i> to provide <i>Protection</i> to a <i>Worksite</i> by using an <i>ASB</i> .
Protection Officer L3 (PO3) (TOA) *	This level of <i>TAP</i> shows the <i>Worker</i> has the <i>Competence</i> of a <i>PO2</i> and the <i>Competence</i> to provide <i>Protection</i> to a <i>Work Group</i> by using a <i>TOA</i> .

Possession Protection Officer (PPO) (LPA)	This level of <i>TAP</i> shows the <i>Worker</i> has the <i>Competence</i> of a <i>PO3</i> and the <i>Competence</i> to manage multiple <i>Worksites</i> .
Operations Officer (OO)	This level of <i>TAP</i> shows the <i>Worker</i> has the <i>Competence</i> of a <i>IA</i> but may also undertake: <ul style="list-style-type: none"> • the manual <i>Protection</i> of <i>Level Crossings</i>; and • the manual operation of Electric <i>Points Motors</i>.
Rail Traffic Crew (RTC Urban)	This level of <i>TAP</i> shows the <i>Worker</i> has the <i>Competence</i> to apply <i>Safeworking</i> while driving railcars on the <i>PTA Network</i> . This includes both Transperth Train Operations and Transwa Railcar <i>Drivers</i> .
Rail Traffic Crew (RTC Country)	This level of <i>TAP</i> shows the <i>Worker</i> has the <i>Competence</i> to apply <i>Safeworking</i> while driving railcars on the Arc Infrastructure (Arc) <i>Network</i> . Note: Issued by Arc. Additionally for this level of <i>TAP</i> to be <i>Authorised</i> on the <i>PTA Network</i> the <i>Worker</i> must be <i>Competent</i> in <i>Electrification Awareness</i> .

TABLE 6.1: Accreditation (TAP) Levels

* Some *POs* may require training in the operation of *Road Rail Vehicles* and other *Track Vehicles*.

These *POs* will be trained and assessed in the appropriate competencies and their *TAPs* will be endorsed accordingly.

8. OBTAINING A TRACK ACCESS PERMIT

Processing and maintaining the record of *TAPs* is the responsibility of the PTA Learning and Organisational Development (L&OD) Branch.

8.1. EXPIRY OF TRACK ACCESS PERMIT

A *TAP* will expire on the anniversary of the *Safeworking* training or health assessment date, whichever is the earliest.

9. REFERENCE

N&I 8230-100-006 Pre-Start/Hazard Report/JSA Form

NTC National Standard for Health Assessment of Rail Safety Workers

PTA 9002-000-001 Alcohol and Other Drugs Policy

PTA 9402-000-092 Obtaining and Managing Safeworking Competencies Policy and Procedure

10. EFFECTIVE DATE

1 November 2018