

# Permit to Work

Procedure

ENG-PRO-NIL-0001

## Document Control

Table 1: Torrens Connect Document Control

V	Date	Description of Change	Review	Accountable	Endorse
3	21/01/2021 1:14:00 AM	Review of the procedure to ensure alignment with PTW application process and competency requirements.	Digitally Signed By: Renee Manners at: 15/11/2022 09:20	Digitally Signed By: Head of Assets - Tristan Smith at: 11/11/2022 12:15	Digitally Signed By: General Manager - Sarah Kelley at: 13/12/2022 10:19

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# Definitions

Table 2: Definitions

Term	Definitions
ALBF	After last, before first
ARTC	Australian Rail Track Corporation
CW	Competent Worker
Danger Zone	Everywhere within 3m horizontally from the nearest rail and any distance above or below this unless a safe place exists or has been created.
DIT	Department for Infrastructure and Transport
Emergency	An incident requiring urgent action. The incident might involve death or serious injury, health or safety effects, significant damage to property or infrastructure, or have an environmental impact.
GM	General Manager
IM	Incident Manager
LO	Lookout Worker
LO Working	Only light hand tools which can easily be removed from the track by one person without mechanical assistance.
MBOS	Metro Business Operating System (SharePoint)
ORI	Operational Rail Induction
Overhead Wiring (OHW)	An arrangement of wires suspended over the tram lines, for supplying electricity to Tram Traffic. OHW also includes associated fittings, insulators and other attachments including feeders, switches, and jumpers.
PIC	Person in Charge
Protection Officer (PO)	A competent worker responsible for managing the rail safety component of worksite protection.
PPE	Personal Protective Equipment
PRES	A person responsible for electrical safety (PRES) is required for any work in the electrified environment that requires the overhead wire to be de-energised or isolated.
Permit to Work (PTW)	A management system used to ensure work conducted on Torrens Connect assets is undertaken safely and efficiently
PTWC	Permit to Work Coordinator
RIW	Rail Industry Worker



Term	Definitions
Rolling Stock	<p>Any vehicle that operates on, intends to operate on, or uses a track, including any loading on such a vehicle, but excluding a vehicle designed for both on-track and off-track use when not operating on the track.</p> <p>On the Tram Network this may include trams, track machines, road-rail vehicles, and other vehicles including heavy-rail rolling stock brought onto the Tram Network to undertake infrastructure maintenance.</p>
RSNL	Rail Safety National Law
RSW	Rail Safety Workers
RTO	Rail Transport Operator
SWMS	Safe Work Method Statement - A document that sets out the high-risk construction work activities to be carried out a workplace, the hazards arising from these activities and the measures to be put in place to control the risks.
TC	Torrens Connect
TPS	Transit Performance System
Worker	An employee, contractor, subcontractor, consultant, apprentice, trainee, visitor, or person otherwise performing work for TC.
WP	Work Planner



# 1 Scope and Purpose

The Permit to Work (PTW) procedure defines the minimum requirements for the management of a safe system of work when works are required to be performed on the Adelaide Tram Network, associated assets or may potentially impact Torrens Connect Tram Operations. The procedure also identifies and provides a trigger for the use of other permits for high-risk work such as hot work, working at heights, confined spaces work and excavation.

Works conducted under this PTW procedure are conducted in a manner which is safe and complies with all relevant legislation, standards, codes of practice or relevant industry best practice as a minimum. The relevant legislation to which this PTW procedure applies, includes the Work Health and Safety Act and Rail Safety National Law (RSNL) and Regulations.

This PTW procedure is applicable to the Tram Network and covers Torrens Connect (TC), contractors and sub-contractors who will be engaged in maintenance, inspection, construction, commissioning, or decommissioning. PTW is a documented system that provides a notification of intent and an approval process, to undertake a specific scope of work.

External parties applying to work on or near the Tram Network can do so by applying through the TC PTW Portal. You can access the PTW Portal [here](https://torrensconnect.com.au/permit-to-work/). (<https://torrensconnect.com.au/permit-to-work/>)

## 2 Roles & Responsibilities

### 2.1 All external parties

No one is authorised in the Danger Zone at any time unless:

- Appropriate safe working has been identified and appropriate protection arrangements have been made as per the relevant scope and work instruction or safe work method statement (SWMS)
- They are appropriately qualified and/or certified
- They are authorised to do so, and
- They are required to do so in an emergency.

Everyone, when on or near the track, must:

- Wear the approved high visibility clothing and Personal Protective Equipment (PPE) as per the minimum requirements and/or as per the work instructions or SWMS
- Behave responsibly
- Follow the instructions of the Person In Charge (PIC), Protection Officer (PO) or Lookout Worker (LO) who is a competent person appointed to provide a level of supervision/protection, and
- Take care of their own safety and the safety of others.

### 2.2 Work Planner

The Work Planner (WP) can be any party requiring access to the network to undertake planned or unplanned works and is responsible for submitting a PTW application.

The WP must:

- Plan the works that require a PTW, prior to work being undertaken
- Develop and submit all documentation (also known as the Works Package) required by TC to enable TC to comprehensively assess, authorise and issue a PTW (all documentation provided in support of the PTW application must be pre-approved by the organisations own internal planning and approvals team. It must also meet any applicable regulatory and internal safety requirements)
- Plan for the provision of Lookouts or Protection Officers as advised by the PTWC
- Submit the PTW application to TC within the agreed timelines
- Obtain agreement with or endorsement from relevant third-party authorities e.g., applicable Councils and Utilities, e.g., SA Water etc., if necessary, dependent upon the specific work location
- Provide any additional documentation required/requested by the PTW Coordinator (PTWC), and
- Ensure competency, training and inductions of persons carrying out the proposed works are completed and valid.

## 2.3 Permit to Work Coordinator

The Permit to Work Coordinator (PTWC) is responsible for:

- Reviewing and processing Permit to Work applications
- Approving or declining Permit to Work applications
- Ensuring persons accessing the Tram Network have the appropriate competencies and training
- Ensuring the relevant TC required inductions have been allocated and undertaken by all persons accessing the Tram Network
- Manage plan activities on the Tram Network
- Add Authority related working to Tram Notices
- Review and advise of the level of protection required for the proposed activities

## 2.4 Tram Controllers

Tram Controllers are responsible for:

- Managing approved Tram Network access
- Controlling, monitoring and isolation of the Tram Network Traction power system and Supervisory Control and Data Acquisition.
- Recording incidents into Transit Performance System (TPS) and Metro Business Operating System (MBOS).

## 2.5 Person in Charge (PIC)

The Person in Charge (PIC) is responsible for overseeing and coordinating the operations of the worksite to ensure a level of performance and compliance with health and safety requirements.

The PIC must:

- Be competent in the task for which the PTW is to be issued. Hold a relevant qualification for the work being done i.e., civil works being supervised by a PIC with a civil background



- Confirm that they understand, can and are willing to undertake their responsibilities as described in the PTW procedure
- Identify the scope of work/reviewing the work package and ensuring that they are familiar with the work to be undertaken. Seeking clarification from the WP if required
- Ensure they have a full understanding of any conditions, restrictions, protection methods, boundary of work area, High-Risk Permits or third-party authority required by the approved PTW, and ensuring that they have been implemented prior to commencing works
- Make all necessary arrangements for safe access/egress and the management of the safe system of work for the worksite
- Supervise and control work activity applicable to their worksite
- Ensure tools, equipment, PPE, competent workgroup members and any other resources required to complete the works are available
- Ensure all members of the workgroup are fit for duty, properly equipped and capable of conducting all aspects of their activities on the Tram Network.
- Supervise the workgroup's compliance with the agreed safe system of work
- Hand the worksite back on time to the Protection Officer and in a safe and fit-for-purpose state that ensures the safety and performance of the Tram Traffic
- Stop all works under their supervision when conditions change that may change the risks mitigated in the SWMS and reassess the risks and controls to ensure that they mitigate all additional risks.

## 2.6 Protection Officer (PO)

Dependant of the work proposed to be undertaken there may be a requirement for a Protection Officer (PO). A PO is a person who is competent and qualified to implement varying levels of safe working worksite protection for activities being undertaken on the Tram Network. This can include the duties of a Person Responsible for Electrical Safety (PRES) if qualified to do so.

POs are competent to undertake the safe management of Tram Traffic on worksites, ensuring the safe separation is maintained between workers and machinery, preventing workers from being struck by Tram Traffic whilst undertaking their duties. POs can also act as a PIC. If there is a requirement for a PO, for the proposed activities, the PTWC will advise. For more information about POs please access <https://torrensconnect.com.au/permit-to-work/tram-network-information/>

## 2.7 Lookout

Lookouts are Competent Workers (CW) who are trained to perform Lookout working duties. If there is a requirement for low-risk work to be undertaken in the Rail Corridor Lookout working will be required. For someone to provide Lookout working they must be trained and competent.

## 2.8 PTW Workgroup

The PTW Workgroup are responsible for complying with the conditions outlined in the PTW.

The workgroup must:

- Acknowledge their understanding of the Competent Worker's briefing
- Adhere to the safe system of work
- Ensure only inducted and competent persons are undertaking the works
- Alert the PIC of any unsafe conditions

- Follow the appropriate procedures and work instructions and wear PPE as defined in the SWMS
- Maintain their own safety and the safety of others
- Hold appropriate licences, tickets, and industry regulated competences to perform the task (i.e., crane operator, electrical licences)
- Report any incidents/breaches to the PIC/PO/LO, Competent Workers.

## 3 Access Terms and Requirements

The minimum competency and induction requirements for persons accessing the Tram Network is determined based on the level of access required, location of work; and if the proposed activities meet the definition of rail safety work under RSNL.

The Health, Safety, Quality, Environment and Rail Infrastructure Teams will determine if the work proposed to be undertaken falls into one of three categories:

- Tier 1 – High Risk Rail Safety Work
- Tier 2 – High/Medium Risk Rail Safety Work
- Tier 3 – Low Risk Rail Safety Work

The PTWC will advise on the competencies and inductions required. Each PTW application will be assessed individually.

### 3.1 Rail Safety Work – Tier 1

Persons undertaking rail safety work on the Tram Network must carry identification with them that can link with the relevant training and competencies for the role that the worker will be undertaking, as per section 118 of the RSNL. To access the Tram Network, TC requires Rail Safety Workers (RSWs) to carry a Rail Industry Worker (RIW) Card. Instructions on how to obtain a RIW Card can be found [here](#). All RSWs entering the Tram Network will be required to associate themselves with TC through the RIW portal. This will allow the PTWC to have full visibility of training and competencies and the ability to allocate RSWs applicable TC inductions.

### 3.2 Non-Rail Safety Work – Tier 2

Persons undertaking work on the Tram Network must carry identification with them that can link with the relevant training and competencies for the role that the worker will be undertaking. To access the Tram Network TC requires workers to carry a Rail Industry Worker (RIW) Card. Instructions on how to obtain a RIW Card can be found [here](#). All workers entering the Tram Network will be required to associate themselves with TC through the RIW portal. This will allow the PTWC to have full visibility of training and competencies.

### 3.3 Non-Rail Safety Work – Tier 3

Persons requiring access to the Tram Network, who will not be conducting rail safety or high/medium risk safety work are required, as a minimum, to complete the Operational Rail Induction (ORI) which will be delivered online through the RIW portal. The induction is available externally through the RIW website [here](#). Once completed the ORI is required to be submitted to the PTWC. A TC Operational Rail Induction Card will then be issued to the applicable worker.

Table 3: Work Tier Examples

Level of work	Example	Minimum Competency
Tier 1 Rail Safety Work	Protection Officer	Rail Cat 1 Medical Operational Rail Induction TC Tram Rules Addendum Training
Tier 2 Non- Rail Safety Work	Electrician	Electrical Licence Low Voltage Rescue Training Operational Rail Induction
Tier 3 Non- Rail Safety Work	Painter Weed controller Cleaner	Operational Rail Induction

For further information regarding competency requirements for a particular role and High-Risk activities, for example confined space, please reference the TC Rail Safety Worker and Non-Rail Safety Worker Training and Competency Matrices, on the Torrens Connect PTW homepage.

### 3.4 Fitness for Work

All persons undertaking work on the Tram Network must present themselves as fit for duty. Fitness for duty includes the following requirements:

- Health Assessments - RSWs must be assessed as “Fit for Duty” by an authorised health professional as per the National Standard for Health Assessment of Rail Safety Workers. This document can be located [here](#).
- Drug and Alcohol – All persons undertaking work on the Tram Network must not be under the influence of drugs and/or alcohol as per the TC Drug and Alcohol Policy, *SQE-POL-NIL-0006*. This policy is available on the TC Website.
- Fatigue Risk Management – Managers must make reasonable efforts to ensure workers do not present for duty or continue to perform rail safety work whilst fatigued. This includes preparation for duty to minimise the possibility of becoming fatigued whilst on duty. Workers must manage their off-duty time to minimise the possibility of becoming fatigue whilst on duty. For further information reference the TC Fit for Work Policy, *SQE-POL-NIL-0002*. This policy is available on the TC Website

### 3.5 Personal Protective Equipment (PPE)

For further information regarding PPE requirements refer to TC PPE Matrix which is available on the TC website. Please note High Risk activities, for example confined space, may require activity specific PPE.

Red and/or Green coloured clothing is not permitted within the rail corridor due to the potential risks associated with Tram Operators being able to comply with Signals.

## 4 Permit to Work Submission Times

The submission times listed below must be adhered to:

Table 4: Submission Times

Type of work	Submission time	Approval required
Closure of a line(s) requiring the cancellation of revenue services on a business day	6 months (26 weeks)	DIT (Department for Infrastructure and Transport)
Closure of a line requiring bus substitution	3 months (13 weeks)	DIT
An extended ALBF (After Last, Before First) requiring the cancellation of the first and/or last service(s).	21 days	TC GM (General Manager)
An extended ALBF requiring the cancellation of Fall Ins/Fall Outs.	21 days	TC GM
Work requiring revenue services to operate around the worksite either by bidirectional working or using alternative track.	8 weeks	TC GM
All other works.	21 days	PTWC
*Major events will be taken into consideration when reviewing all network access applications		

*Note: Any application time scale is for the complete application. When a document is returned to the applicant for further information, the process period is paused and resets upon receipt of amended application. Short notice applications can be considered however the decision is at the discretion of the PTWC.*

## 5 Night Windows for Track Occupancies

The below times should be available for track occupancies:

- Once the last tram has passed the worksite as provided in accordance with Tram Rules & Procedures.
- Isolation to occur once the last tram has left the section or been stabled in the section. e.g., A de-energisation could occur 0130 when the last tram arrives at Glengowrie Depot
- Power must be restored 40 minutes before first movement to allow Trams to be prepared. e.g., The first Tram that departs Glengowrie is at 0441. Time to restore power must be considered based on advice by electrical switching crew.
- Track occupancy be available until 15 minutes before a scheduled movement is due to arrive at the worksite. This is subject to the power being restored 40 minutes before.
- Planning for optimised occupation needs to occur in consultation with rail operations.

Competent Workers will take reasonable steps to ensure that the track will be cleared on time and advise if there is likely to be any over run. Late hand backs will be recorded by Tram Control.

## 6 Working in Shared Tram Corridor

In the Shared Tram Corridor there are locations where the Danger Zone interfaces with publicly accessible spaces e.g., dedicated driving lane and car parking on Jetty Road. Any work or activity which meets the following conditions will require authorisation from the PTWC.

- Any work where any part of the site, any tools or material, any machine or suspended load could come within the Danger Zone
- Any work which will force pedestrians to divert into the Danger Zone
- Piling, use of a crane, excavation, or erecting or dismantling scaffolding, within 6 Meters of the edge of the Danger Zone
- Any excavation within 3 Meters of any pole supporting overhead wires even if the site itself is outside the Danger Zone (you need authorisation if vehicles fitted with cranes, tipping bodies or skip loaders will come within the Danger Zone)
- Any work above overhead tram wires
- Works breaking ground around within 1 Meter of a support pole base (3 Meter when digging to depth greater than 0.600mts)
- Works within 3 Meters of a support pole with a stainless-steel wire
- Works within 3 Meters of a support pole with switches
- Works within 1 Meter of a support pole with a Parafil nonconductive stay wire.

## 7 Use of Rolling Stock

Network access that includes movement of any rolling stock must be in accordance with the Tram Rules.

All rolling stock must be certified by TC accredited certifier in accordance with the applicable standard, including:

- ENG-ENS-NIL-0023 Requirements for Road-Rail Vehicles Accessing and Operating on the Tram Network
- ENG-ENS-NIL-0047 Requirements for Trolleys and Trailers Accessing and Operating on the Tram Network
- ENG-ENS-NIL-0041 Requirements for Track Machines Accessing and Operating on the Tram Network.

The above documents are available on the TC website.

A copy of the compliance certificate/s is to be provided as part of the PTW application. PTW applications involving rolling stock are also required to include a plan of travel as follows:

- List of all movements
- Start and end locations
- On and off locations for Hi-Rails
- Stabling locations if required
- All operating conditions and restrictions applicable to the rolling stock.

## 8 Electrical Network Safety

For access to, and work within, the electrified parts of the Tram Network the following requirements are required to be adhered with:

- No plant, equipment or personnel are permitted to work within three (3) metres of the live infrastructure or overhead wiring (OHW).
- Work that has the potential for plant, equipment, or personnel to come within three (3) metres of the live infrastructure or overhead contact wire will require the overhead to be isolated. The applicant will incur a cost for isolations.
- A person responsible for electrical safety (PRES) is required for any work in the electrified environment that requires the overhead wire to be de-energised or isolated.
- Where there is potential for the work to encroach the three (3) metre zone, the applicant must supply a SWMS.
- If the height of the overhead wire is required to be known to manage the safety of the work or infrastructure, then advice should be sought from the PTWC.

Please refer to *ENG-PRO-ELM-0001 600V DC Tram Electrical Safety Instructions*, this document is available on the TC Website.

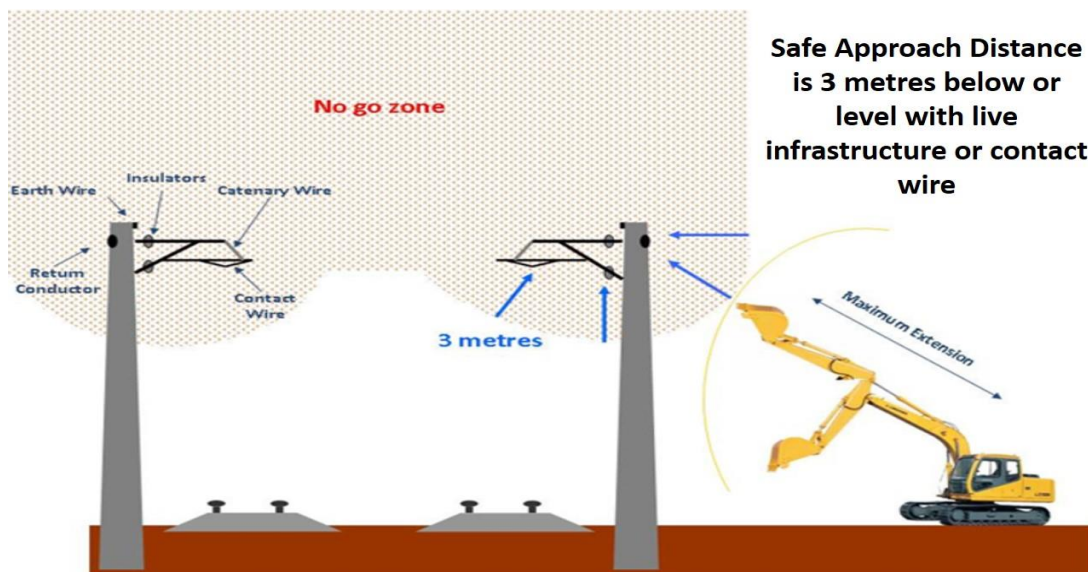


Figure 1: Safe Approach Distance.

## 9 Adjacent Rail Network

At various locations there is a shared interface with other Rail Transport Operators (RTO)s. Specifically:

- Goodwood Intersection – Keolis Downer & Australian Rail Track Corporation (ARTC)
- Port Road Bridge – Keolis Downer & ARTC

Where the work has the potential to impact another RTO's infrastructure the applicant must ensure they comply with the other operator's network access requirements.

*Note: This is the not the responsibility of Torrens Connect.*



## 10 PTW Process

### 10.1 PTW Registration and Application

In support of any PTW application, the WP must provide the following information (work package):

- Details of the work required
- Location of work, referencing the nearest pole or km point
- Description of the equipment involved
- Scope of work
- Expected timeframes (i.e., days/hours)
- Pre-job inspection information
- Special precautions
- Stipulate if the work will be conducted within 3 metres of the OHW
- If any of the plant/equipment will come in 3 metres of the track
- High Risk Permit (if) required

The following documentation is required to be attached, dependant on the scope of the works:

- Company's Public Liability insurances
- Company's Return to work SA registration certificate (Workers Compensation)
- Company's contractors' licence to carry on the business (e.g., Building work, Plumbing, or Electrical)
- SWMS/Risk Assessments/Job Safety Environment Analysis
- Inspection and Test Plans
- Details of Plant
- Registration of Rail vehicles if required
- Traffic Management Plan if required
- High Risk Permits including relevant plans (e.g., Lifting Plan)
- Methodology of Works
- Drawings
- List of personnel, including defined Persons in Charge
- Any other pre-requisites or safety-related documentation as requested

This will allow TC:

- To evaluate risks to operations and related assets
- Ensure that appropriate risk management of work activities will be in place
- Ensure the appropriate controls and actions are undertaken by TC prior to allowing the PTW to become active. These controls can include but not be limited to onsite representation by TC at the site of the works dependant on the safety and asset criticality of the works.

## 10.2 High-Risk Permits

High Risk Permits cover the following High-Risk work activities:

- Confined space – TC has a confined space register detailing the locations of confined spaces on the Tram Network. Please refer to *SQE-REG-NOR-0002 Confined Space Register*.
- Hot work
- Working at height
- Trenching/Excavation/Boring
- Lifting operations (e.g., crane)
- Live Electrical work
- If you require further information regarding what activities are defined as high-risk, please contact [permits@torrensconnect.com.au](mailto:permits@torrensconnect.com.au)
- It is an expectation that high-risk permits would be issued by the external and/or Third Party internally with evidence provided of their issue, along with the authorisation of any additional Third Party and all associated risks as a component of the Work Package submitted in support of the proposed works.

## 10.3 PTW Deliverables

On the completion of the PTW scope of work, deliverables may be required.

These may include, but not be limited to:

- Test Results
- Survey Data
- Updated Drawings
- Re-registration with Dial Before You Dig
- Track Certification
- Change Notices and Change Forms where the network has changed.



## 10.4 PTW Requests and Submission

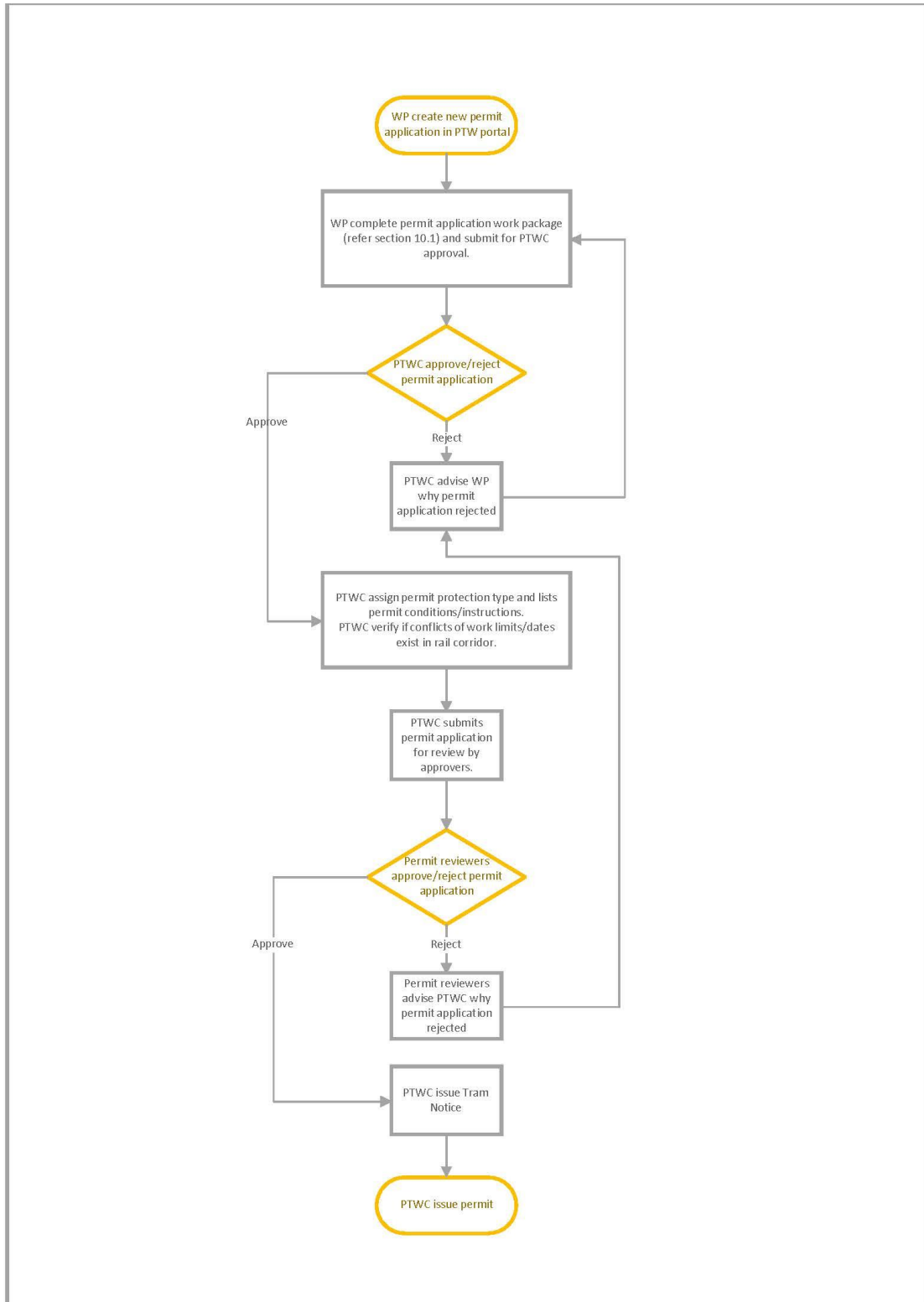


Figure 2: Permit Workflow

## 10.5 PTW Function

Table 5: Permit to Work Function

NO.	Action
<b>A Permit to Work is issued once:</b>	
1	All hazards are identified, and the associated risks are sufficiently controlled to reduce the risk to an acceptable level
2	The tasks to be undertaken are clearly identified
3	Those carrying out the tasks are identified and are competent
4	If required, details of track protection/authority are determined.
<b>For the following activities, Parties <u>must</u> apply to TC for authorisation and a PTW may be required:</b>	
1	Any work where any part of the worksite, any tools or material, plant or machinery, a suspended load, or any person (who is performing work), could come within the Danger Zone (Safe Approach Distances)
2	Any work which will force pedestrians to be diverted into the Tram Corridor and/or Danger Zone
3	Piling, using a crane, excavation over 1.5m deep, or erecting and dismantling scaffolding, within 6m of the edge of the Danger Zone
4	Any excavation within 3m of any pole supporting overhead wires (including those assets outside of the Danger Zone)
5	Any work of any kind within 3m of a pole supporting overhead wires
6	Any work where vehicles fitted with cranes, tipping bodies or skip loaders will come within the Danger Zone when this equipment is in use
7	Any work of any kind that may produce smoke, dust or gas in a confined area requiring inhibition of the fire alarm system
8	Any work of any kind that may produce noise, dust, and light emissions or have the potential to contaminate waterways must have controls in place to limit environmental impact
9	Any other work that may affect tram operation or influence a tram asset
<b>An isolation of the OHW will be required if:</b>	
1	Works fall within 3 metres of the OHW



NO.	Action
2	Ground penetration works are undertaken within 3 metres of the 600V traction supply cable
3	There is a risk of breaking rail continuity or a bonding cable
Upon application for a PTW it may be determined that an alternative form of approval is appropriate. This may take the form of an approved Network Access or a verbal clearance by Tram Control. An approved PTW may not be required when:	
1	The PTWC has issued an approved Network Access following a PTW application
2	Activities do not impact on the ability of others, or TC, to operate and provide service to customers safely.
3	Work is not being performed within the Danger Zone nor can encroach on the Danger Zone
4	Routine maintenance work and inspections including repairs can take place without impacting the provision of services and for which a SWMS or Safe Work Instruction exist
5	Work is performed in maintenance workshops
6	Emergency situations where a Tram Controller has provided protection and verbal clearance to the worker or other persons (i.e., Emergency Services) requesting access to the area.
	<i>NB: Once the emergency phase is over, and as soon as possible, normal work planning processes must be implemented including the issue of permits or written access authority.</i>

## 10.6 Opening a PTW

Table 6: Opening a PTW

NO.	Action	Owner
	Prior to accessing the Tram Network contact Tram Control to change the status of the PTW from Approved to Activated and communicate	CW/PO
1	Your name, position, company, and mobile number	CW/PO
2	The PTW number	CW/PO
3	Pre-Work Safety Assessment Number	CW/PO
4	The location of the works	CW/PO

NO.	Action	Owner
5	The infrastructure you will be working on	CW/PO
6	A brief description of the works	CW/PO
7	The start and end times for the works	CW/PO
8	Appropriate Safe working Authority Issued	CW/PO
9	The Tram controller authorises and activates the PTW	Tram Control
10	If an isolation is required, the PRES will discuss and confirm details with Tram Control	Tram Control

## 10.7 Closing a PTW

Table 7: Closing a PTW

NO.	Action	Owner
	Should an isolation required to be restored, the PRES is to contact Tram Control and follow the process as per Tram Rules. Once the work is complete, ensure:	CW/PO
1	Make sure that track vehicles and equipment are clear of the line	CW/PO
2	Make sure that all work groups have cleared the track.	CW/PO
3	Make sure that any protecting point clamps and STOP signs have been removed.	CW/PO
4	When advised that the line has been certified and available to use, tell the Tram Controller.	CW/PO
5	Advise the Tram Controller about any restrictions on track use.	CW/PO
6	Advise the Tram Controller that the authority is fulfilled.	CW/PO

## 10.8 Change of Permit to work conditions

This section describes how a PTW will be managed should an incident occur, or there is a change in conditions that may affect the safety of the system, or there is a change to the PIC/CW

## 10.8.1 Change of Person in Charge (PIC)/Competent Worker (CW)

Table 8: Change of PIC

NO.	Action	Owner
1	When there is change of PIC/PO that occurs whilst the PTW is open, the new PIC/PO needs to inform Tram Control about the change immediately and provide new name and contact details of incoming worker.	CW/PO
2	The new PIC/PO must inform verbally all workgroup members that they have taken responsibility of the worksite.	CW/PO

## 10.8.2 Change in Work Crew

Table 9: Change in Work Crew

NO.	Action	Owner
1	If there is a change in members in the workgroup any departing member is to inform the CW. The CW must provide the safety brief to any new member of the Work Group prior to undertaking work and the worker must sign onto the Site risk assessment.	CW/PO

## 10.8.3 Emergency Occurrence

Table 10: Emergency Occurrence

NO.	Action	Owner
	An emergency is the sudden, unexpected, or impending situation that may cause injury, loss of life, damage to property, and/or interference with the normal activities of a worker or operations and which, therefore, requires immediate attention and remedial action.	
1	Every PTW in the affected area shall be surrendered to Tram Control	CW
2	The SWMS and PTW shall be revised, in conjunction with the Incident Manager (IM), to ensure that all current hazards and appropriate controls are identified.	PTWC/IM/CW
3	The process of re-issuing a PTW will commence considering the potential impact to the operation of the network, following risk assessment to ensure no further hazards have arisen from the emergency occurrence.	PTWC

## 11 PTW Status

The following status and definitions exist about a PTW.

- Unfinished – Sitting with WP
- Submitted – WP has sent for approval. Permit with PTWC
- In Review – Sitting with TC Subject Matter Experts
- Approved - The PTW has been approved
- Issued – The PTW has been issued to the WP
- Activated - Tram Control has authorised the PTW
- Expired - The PTW end date/time has passed
- Suspended - The PTW work has been suspended by the Operational Control Centre or PTWC. This may be because the conditions and/or risks have changed or due to an emergency or operational requirement.
- Cancelled - The PTW approval has been withdrawn
- Closed – Work completed

## 12 Network Access

Network Access may be provided to workers where there is an ongoing need for access to perform low risk regular tasks on the network.

Following a PTW Application, it may be determined by the PTWC, that works can be safely undertaken under Network Access, during or outside of normal hours of operation. Examples of works that may receive an Access Authority include:

- Inspection/audit activities
- Survey works
- Business as usual, activities on platforms
- All access to the Tram Corridor is managed and authorised by Tram Control.

## 13 Exceptions of accessing the Tram Network.

There are occasions where persons/sub-contractors may need to access the Tram Network for purposes of performing certain infrequent, emergency or specialist activities in the Tram Corridor. The below table provides examples of situations and the controls required to be in place.

Table 11: Exceptions

Example Situations	Controls
Visit by dignitaries, guests, suppliers to a worksite or infrastructure	Accompanied and supervised by a CW/PO. Site induction highlighting site specific hazards and evacuation points is required to be conducted. The dignitaries, guests, suppliers must have, or be provided with appropriate PPE. i.e., An orange high visibility vest.
Emergency services attending incidents	Tram Control to ensure that Tram traffic has been STOPPED and prevented from entering the incident site.

Example Situations	Controls
Delivery of material in Tram Network	The delivery of materials must be directly supervised by the or CW/PO on site. At no time can a person delivering materials walk around a work site. They are to remain near their vehicle.

## 14 Associated Documents

Table 12: Associated Documents

Document ID	Title
MBOS	Permit to Work Application and Process
ENG-WIN-ELM-0081	Isolation and Re-Energisation of 600v DC Tram OHW
SQE-PRO-NIL-0012	Drug and Alcohol Management Procedure
	Rail Safety National Law 2012
ENG-ENS-NIL-0023	Requirements for Road-Rail Vehicles Accessing and Operating on the Tram Network
ENG-ENS-NIL-0047	Requirements for Trolleys and Trailers Accessing and Operating on the Tram Network
ENG-ENS-NIL-0041	Requirements for Track Machines Accessing and Operating on the Tram Network
ENG-PRO-ELM-0001	600V DC Tram Electrical Safety Instructions
SQE-MAN-NIL-0002	Tram Rule Book



# I. Appendix A: Danger Zone

