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.

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.

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.
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.

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.
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.

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 Filling 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.

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.
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

10. Effective Date

22 July 2016