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.

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.
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

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

**Operations Officer (OO)**
This level of TAP shows the Worker has the Competence of an IA but may also undertake:
- the manual Protection of Level Crossings; and
- the manual operation of Electric Points Motors.

**Rail Traffic Crew (RTC Urban)**
This level of TAP shows the Worker has the Competence to apply Safeworking while driving railcars on the PTA Network. This includes both Transperth Train Operations and Transwa Railcar Drivers.

**Rail Traffic Crew (RTC Country)**
This level of TAP shows the Worker has the Competence to apply Safeworking while driving railcars on the Arc Infrastructure (Arc) Network. Note: Issued by Arc. Additionally for this level of TAP to be Authorised on the PTA Network the Worker must be Competent in Electrification Awareness.

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<th><strong>TABLE 6.1: Accreditation (TAP) Levels</strong></th>
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<tr>
<td>* 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.</td>
</tr>
</tbody>
</table>

### 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