

## Authority to establish a worksite in a LPA

**This information has been prepared to inform Sydney Trains' employees and contractors about the mandatory requirement for all work groups to get approval from the Possession Protection Officer (PPO) before commencing work in a Local Possession Authority (LPA).**

### Background

During a recent configuration LPA, a number of work groups established worksites and commenced work without the authority of the Possession Protection Officer (PPO).

This is a breach of the Network Rules and Network Procedures (NWT 302 and NPR 700) in addition to the instructions shown in the Possessions Manual Volume 3.

### Authorising access into the LPA possession

The PPO is responsible for authorising access into the possession for all work groups listed on the scope of works.

The Possession Notes issued at each prepossession meeting also include instructions that the Protection Officer at each worksite must book on with the PPO and no work can commence until authorised by the PPO.

Worksites not listed on the scope of works are not permitted to undertake work in the possession area.

Persons who have not been inducted will not be allowed to work in the possession.

Protection Officers in the LPA possession must effectively communicate with the PPO.

### Managing the risks - reporting and responding

If the PPO becomes aware of an unauthorised worksite established within the limits of an LPA possession the PPO must:

- establish communication with the person in charge of the works
- if it is safe to do so direct the work group to stop work pending investigation
- contact Network Control, report the unauthorised worksite and request a Network Operations Superintendent (NOS) to attend and investigate
- enter details in the PPO log
- report the incident to the Possessions Manager
- report the incident to the persons line manager
- consult the NOS with regard to any on site investigation findings and interim actions
- not allow any work to continue until you are satisfied that it is safe to do so and the work will not compromise other approved work scope.

### Everybody is responsible for safety!

All workers are responsible for safety and following Sydney Trains' rules, procedures and other authorised instructions to maintain a safe place of work.

All unauthorised worksite incidents will be treated seriously, investigated and the Just Culture process will be applied.



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