

# Electrical Permit to Work

No.

**THIS PERMIT SHALL ONLY BE HELD BY AN ACCREDITED ELECTRICAL PERMIT HOLDER WHO HAS BEEN INSTRUCTED BY AN AUTHORISED PERSON (MAINS) AS TO THE ELECTRICALLY SAFE WORK AREA AND CONDITIONS OF THIS PERMIT.**

1. FROM : : hours / / 20 TO: : hours / / 20

2. LOCATION, EXTENT AND TYPE OF WORK: (including Plant) : \_\_\_\_\_

3. FOR WORK TO BE CARRIED OUT BY:   
(Company/Work Team name)

4. DETAILS OF THE ELECTRICALLY SAFE WORK AREA:  
(Limit this to worksite and specify pole numbers, tracks, OHW structure numbers, and other details) \_\_\_\_\_

Do not remove  
from booklet

**NB: All other exposed electrical equipment shall be considered as alive and appropriate clearances maintained.**

5. SPECIAL INSTRUCTIONS AND WARNINGS : \_\_\_\_\_

| 6. SECTION / SUBSECTION / HIGH VOLTAGE AERIAL LINE / CABLE REQUIRING RAIL CONNECTIONS OR EARTHS | LOCATION OF RAIL CONNECTIONS / WORKING EARTHS (TICK BOXES ON RIGHT TO BE COMPLETED BY PERMIT ISSUER) | Applied |
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**7. ACCREDITED ELECTRICAL PERMIT HOLDERS SIGNING THIS SECTION ACKNOWLEDGE THEY HAVE BEEN SHOWN AND UNDERSTAND THE DETAILS OF THE ELECTRICALLY SAFE WORK AREA AND SPECIAL INSTRUCTIONS & WARNINGS (Items 4 and 5 above) FOR WHICH THE PERMIT WILL BE ISSUED.**

| APPROVED PROSPECTIVE PERMIT HOLDERS |           |        | INSTRUCTED BY AUTHORISED PERSON (MAINS) |           |
|-------------------------------------|-----------|--------|---|-----------|
| NAME                                | SIGNATURE | MOBILE | NAME                                    | SIGNATURE |
| a)                                  |           |        |   |           |
| b)                                  |           |        |   |           |
| c)                                  |           |        |   |           |
| d)                                  |           |        |   |           |
| e)                                  |           |        |   |           |
| f)                                  |           |        |   |           |
| g)                                  |           |        |   |           |
| h)                                  |           |        |   |           |

| 8. THIS PERMIT IS:                               | NAME | SIGNATURE | HOURS | DATE   |
|--|------|-----------|-------|--------|
| CHECKED (Items 1 to 6) BY                        |      |           | :     | / / 20 |
| ISSUED BY  |      |           | :     | / / 20 |
| RECEIVED BY PERMIT HOLDER                        |      |           | :     | / / 20 |
| RETURNED BY PERMIT HOLDER                        |      |           | :     | / / 20 |
| PERMIT CANCELLED BY<br>AUTHORISED PERSON (MAINS) |      |           | :     | / / 20 |

## **GENERAL:**

- 1) This Permit is issued in accordance with Sydney Trains Electrical Network Safety Rules by an Authorised Person (Mains) who has taken the necessary steps to protect the persons engaged on the work for which this Permit is issued.
- 2) Supply to the electrical equipment will not be restored until the Permit has been returned or the written notification referred to in Part A has been received by the Authorised Person (Mains) who issued or is retrieving the Permit.
- 3) Work shall not commence until the Permit has been received and all staff engaged on the work have signed "on" the Personnel Register in this Permit booklet.

## **PART A: RESPONSIBILITY OF THE PERMIT HOLDER:**

- 1) If the Permit Holder has to leave the electrically safe work area and is not relieved, all persons signed on the Personnel Register shall cease the work for which the Permit was issued until the Permit Holder returns, after which that work may recommence.
- 2) The Permit Holder shall ensure that:
  - (i) The Permit is held on site while work covered by the Permit is in progress.
  - (ii) The work described on the Permit fully describes the work to be carried out and that no work is carried out on or near the isolated equipment other than that specified on the Permit.
  - (iii) Persons carrying out the work understand which electrical equipment is covered by the Permit and is safe to work on or near and that all other exposed equipment shall be treated as live.
  - (iv) Persons carrying out the work are warned not to allow any part of their bodies, clothes, tools or materials they may be using or carrying, to come within the safe approach distances of any exposed equipment, other than the isolated equipment in the electrically safe work area.
  - (v) The work process is adequately controlled so that persons do not work beyond the limits of the electrically safe work area.
  - (vi) The Permit Holder and all other persons carrying out the work for which the Permit is required:
    - sign onto the Personnel Register prior to commencing work, and
    - sign off the Personnel Register when the work is finished or prior to leaving the worksite at the end of their shift, and
    - understand permission to carry out work for which the Permit was issued has been withdrawn once they have signed off.
  - (vii) The Permit is returned no later than the time shown on the Permit. If it is probable that the work might extend beyond the expiry time shown on the Permit, the Permit Holder shall inform the Authorised Person (Mains) who issued or is retrieving the Permit or the Electrical System Operator as soon as it is known that the Permit may be returned late.
  - (viii) Prior to returning the Permit all persons and material are clear of all electrical equipment for which the Permit was issued, all persons have signed off the Personnel Register and have been instructed to treat the equipment as live.
- 3) Relief of the Permit Holder:

If the Permit Holder is to be relieved, the relieving Permit Holder shall have been instructed by an Authorised Person (Mains) as to the electrically safe work area and conditions of the Permit. The relieving Permit Holder shall sign on the Personnel Register in the space provided and comply with the requirements above. The Permit Holder relief is used for unforeseen circumstances only, rather than for planned shift changes.

If the person who is to relieve the Permit Holder has not been instructed accordingly, all persons signed on the Permit shall cease the work for which the Permit was issued until the new Permit Holder is appropriately instructed, receives a Permit and takes charge of the work party. This can be arranged with the Authorised Person (Mains) who issued the Permit or with the Electrical System Operator.
- 4) Procedure in Case the Permit booklet is Lost:

If the Permit is lost, the Permit Holder shall immediately report the loss to the Authorised Person (Mains) who issued or is retrieving the Permit or to the Electrical System Operator. The Permit Holder shall also advise other shift Permit Holders that no work can be carried out unless a replacement Permit has been issued.

If work is still in progress, the Permit Holder shall obtain a duplicate Permit with the same number. This shall be endorsed "Replacement for Lost Permit" and all persons still engaged in the work shall sign on.

If work has been completed and a replacement Permit has not been received, the Permit Holder shall give written notification to the Authorised Person (Mains) who would have retrieved the Permit that all persons and material are clear of all electrical equipment for which the Permit was issued and all persons who signed on the original Personnel Register have been instructed to treat the equipment as live.

## **PART B: PERSONS SIGNING ON AND OFF THE PERSONNEL REGISTER ACKNOWLEDGE THAT:**

- 1) They have been instructed by the Permit Holder and understand the extent of the electrically safe work area and that all other electrical equipment shall be treated as live.
- 2) They have been instructed that, in order not to incur any danger, they shall confine themselves, their clothing, tools and materials within the electrically safe work area.
- 3) When the work is finished or prior to leaving the worksite at the end of their shift they shall sign "off" the relevant Personnel Register.
- 4) Permission has been withdrawn to carry out work for which the Permit was issued once they have signed off.

For any queries or assistance, please contact the Electrical Representative who issued this Permit booklet or the Electrical Operating Centre on **(02) 9379 4911**.