

# Electrical Permit to Work Booklet

## 6 Personnel Registers

Stock Code: 002064459

EPTW Job Request ID No.

On-site Instruction / Walkthrough Required?

Yes

No

<b>Notes:</b>	<i>This booklet contains:</i>
	1 X Permit Original Pink Not to be removed
	1 X Permit Issuer's White Permit issuer to Copy remove
	6 X Personnel Not to be removed Registers
	<b>Electrical Representative for Permit</b>
	<b>Name:</b>
	<b>Mobile:</b>
	<b>Written By:</b> <b>Signature:</b>

*Only the Original Booklet is valid for Electrical Safety Purposes.*

*This booklet shall be retained for a minimum of 3 months after the Permit has been cancelled and returned.*

*Permit Booklets may only be photocopied after cancellation of the Permit.*

## Guidance Notes for On-Site Walkthrough / Instructing Permit Holders

- a) **Planned Date and Time of Work**
  - b) **Person in Charge of Work, Depot or Company, and contact phone number**
  - c) **Show Safe Work Area**, in particular:
    - Tracks - Between which structures (in addition, landmarks)
    - Feeders - Between which poles
  - d) **Show live Electrical equipment**, in particular:
    - Mid tracks, section insulators, knuckles, aerial lines crossing and adjacent (managed by Sydney Trains and other electrical operators)
  - e) **Explain any special instructions or warnings** on item 5 of the Permit
  - f) **Ask**
    - Are you familiar with all the members of the work party covered by the Permit?
    - The type of work to be done?
    - Where will loaders, cranes, excavators access/set up/operate?
    - Where will the spoil site be?
    - How many people per shift?
    - How will they control the site? (people/plant)
    - Please explain
      - You Safe work Area
      - Where do you understand your earths/rail connections will be?
    - Where they'll keep the permit between shifts?
    - What they'll do if
      - The permit is lost?
      - The permit holder needs to leave the site?
  - g) **Show instructions on the reverse side of pink original, and point out General, Part A and B.**
- ELECTRICAL SYSTEM OPERATOR      PHONE 94911    OR    (02) 93794911**