



**AUSTRALIAN RAIL TRACK CORPORATION LTD**

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**Engineering Standard - NSW**

**Category**

**Electrical**

**Title**

**Authorisation and Training of Staff**

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The technical content of this document has been approved by the relevant ARTC engineering authority and has also been endorsed by the ARTC Safety Committee.

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## **About This Standard**

This document details the systems that a contractor is required to have to cover the authorisation and training of staff for works on the ARTC network.

## Document History

**Primary Source** – RIC Standard EP 95 00 00 04 SP Version 1.0

### List of Amendments –

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## Contents

About This Standard .....	3
Document History .....	4
<b>1. Work for Which Authorisation Is Required .....</b>	<b>6</b>
<b>2. Granting of Authorisation .....</b>	<b>6</b>
2.1. Authorisation Requirements .....	6
2.2. Currency of Authorisation .....	7
2.3. Authorisation Examinations .....	7
<b>3. Identification of Authorised Persons .....</b>	<b>7</b>
<b>4. Requirements for Certain Training .....</b>	<b>8</b>
<b>5. Persons Undergoing Training .....</b>	<b>8</b>

## 1. Work for Which Authorisation Is Required

Contractors shall have in place a system of authorisations for their personnel who are required to carry out work in any of the following categories.

- Issuing and cancelling Permits and Operating Agreements,
- Receiving Permits and Operating Agreements,
- Approving switching documents (Authorities and WHVI's)
- Holding switching documents (Authorities and WHVI's)
- Approving Operating Diagram Advices
- Issuing "Z609A" Form
- Approving "Special 1500V Work Instruction"
- Holding "Special 1500V Work Instruction"
- Operating work,
- Cable jointing work,
- Working on overhead lines (including traction overhead wiring),
- Working on live high voltage overhead lines,
- Working on live 1500 volt overhead wiring,
- Pole inspection and maintenance,
- Entry to a substation.
- Work on substation equipment
- Supervision of unauthorised persons in a substation

The contractor's safety system shall require that only persons who are appropriately authorised carry out duties in the above listed categories.

This and other documents in the Electric Power System Safe Operation Manual refer to "suitably authorised persons" in relation to specified actions and processes. The contractor's Electrical Safety System shall specify the particular authorisation to be held in each case.

## 2. Granting of Authorisation

### 2.1. Authorisation Requirements

Authorisations shall be granted for specified duties subject to the person:

- a) completing a course of training or practical experience,
- b) receiving appropriate instruction in the following procedures that are relevant to the nature of the work:
  - resuscitation,
  - releasing a person from live electrical apparatus,
  - rescuing a person from a pole, structure or elevating work platform, and
  - rescuing a person from a confined space.
- c) completing an examination in the Contractor's Electrical Safety System,
- d) being capable of safely performing the work required to be undertaken.

The training and examinations shall be appropriate to the duties for which the authorisation is granted. Authorisations for all Operating Work, and entry to substations must include a certificate of competency granted by the System Control Engineer

Contractors must have a system in place to assure that the training and examinations are appropriate in scope and detail, and are educationally adequate for the duties for which the authorisation is granted.

The contractor's system may allow a person to hold several authorisations at the same time provided that the person continues to be re-accredited in each.

## **2.2. Currency of Authorisation**

The Contractor's Electrical Safety System shall prescribe the period of time for which any authorisation is valid or current, after which the authorisation will be deemed to have expired unless certain requirements, such as reaccreditation, have been met.

Personnel must be re-accredited in items (b), (c), and (d) of 2.1 at an interval not exceeding 12 months.

## **2.3. Authorisation Examinations**

Examinations for initial authorisation and subsequent re-accreditation may be written, oral and/or practical as appropriate.

## **3. Identification of Authorised Persons**

Authorised Persons shall be issued with identification showing their Authorisation(s). The contractor shall have a system to ensure that only persons whose authorisation is valid retain the identification.

The Contractor's Electrical Safety System shall require that when persons are carrying out work for which authorisation is required, they must be able to produce this identification.

#### **4. Requirements for Certain Training**

Training for:

- Cable jointing work,
- Work on an overhead line,
- Work on a live high voltage overhead line,
- Work on a live 1500 volt (nominal) direct current traction system, and
- Pole inspection and maintenance

shall be in accordance with the requirements of EA18 – “Guide to the Training of Personnel Working on or near Electricity Works”.

#### **5. Persons Undergoing Training**

The Contractor’s Electrical Safety System may permit a person undergoing training to carry out work otherwise restricted to an authorised person provided that the work is carried out under the continuous and close supervision of a person who is authorised to carry out the work concerned. The authorised person supervising the work must be responsible for the safety of the person undergoing training. In some circumstances increased electrical safe working distances apply to a person in training.

A person undergoing training may fill out but must not approve, issue, or be in charge of, any Electrical Safety Document unless currently authorised to do so.