

H&S REF: \_\_\_\_\_



**AT Reference:** \_\_\_\_\_

Suppliers Reference: \_\_\_\_\_

## Auckland Transport Authorisation to Work on Rail Facilities v10

This authorisation provides permission to undertake activities on Auckland Transport (AT) owned or leased assets in the rail corridor. It does not apply to activities outside of the AT leased area of the rail corridor or to activities taking place outside of the rail corridor, e.g. the road corridor.

The authorisation application must be accompanied by a **site-specific safety analysis** (e.g. Job Safety Analysis, Safe Work Method Statement, Training Matrix and all assorted H&S document).

**Note: Please allow 10 working days (*minimum*) between submitting the application to AT and expecting a reply.**

Supplier Name & Reference number:	
Supplier's Site Representative:	
Site Rep. Mobile Phone Number:	
Location of Works:	
Proposed Date of Works:	
Time of Works:	
Timing of Work includes: Peak / Off-peak / Night (after last service) / Block of Line – (please circle)	
Number in work party:	
Copy of Public Liability Insurance Company:	
Insurance Number:	
ISNET Number & Status:	

Description of Works, Scope and Detailed Methodology:

Please use additional pages or attach a separate document.

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1. Will you be working in a public area?	
2. Will you require KiwiRail Permit to Enter or EF201? (if yes please supply approved copy and or application when requesting this Authorisation)	
3. Will you be restricting/closing access to a public entry, exit or walkway?	
4. Will you be working at height (2m fall or greater)?	
5. Will you require access to the station Electrically Cabinet, Isolation Transformer or Primary Earth Terminal (PET) Cabinet? Circle as appropriate.	
6. Have you identified any earth bonds and isolation fence sections likely to be affected by your works?	
7. Will you be using or transporting plant or scaffolds in or near the rail corridor?	
8. Will you be carrying long conductive materials (e.g. ladders, survey staffs, scaffold materials)?	
9. Will you be using water or other liquids?	
10. Will you be creating potential hazards (Dust, Noise, flash, slip or trip)?	
11. Are you likely to create a spark, heat or naked flame hazard?	
12. Has a site-specific Health and Safety Management Plan been submitted to AT?	
13. Have all staff been briefed on the KiwiRail D&A Policy and agreed to work to it?	
14. Plan and or lay out drawing of the agreed works	
If you have answer yes to any of the above question's supporting information will be required.	

### General Working Requirements

1. Inform ATOC upon arrival and departure on each day of works via 09 336 8194
2. If working outside of the public area or beneath overhead traction electrical lines, you must hold the appropriate training, permissions and permits from KiwiRail and comply with all conditions of these permits/permissions and training. These include, but are not limited to:
  - KiwiRail Permit to Enter
  - KiwiRail EF201 Permit to Work Near Railway Power Lines
  - Completion of the Electrification Awareness training course.

Copies of any KiwiRail permits should be provided to AT along with the AT authorisation application. A legible copy of any KiwiRail permit along with a copy of the approved AT

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Authorisation to Work, the Site Specific Safety Plan, and proof of any required training must be available on-site throughout the duration of the work.

All Authorisation requirements must be met **before entering** the site, including use of PPE (white hardhat, safety glasses, safety boots (steel-capped, laced), work gloves and orange hi-vis). The presence of Rail Protectors and/or Electrical Safety Observers (ESO) may also be required.

3. In addition to KiwiRail's PPE requirements, all members of the work crew must wear appropriate additional PPE for the work being carried out (e.g. safety harness) and wear long sleeved top and long trousers.
4. All requirements of Health & Safety Act 2015 and the Railways Act 2005 shall be met including a Site Specific Management Plan for this site to be submitted to Auckland Transport.
5. If working on the station Montrose cabinet, a 'lock out/tag out' system must be included in the Site Specific Safety Plan.
6. If intending to work on a station Montrose cabinet or electrical system and the cabinet is locked or tagged, to avoid risk of injury, **do not proceed** with any work without first making contact and obtaining approval from the tag holder.
7. The Station Primary Earth Terminal (PET) or Isolation Transformer **must not be opened or tampered with** without the onsite presence of an approved AT or KiwiRail representative.
8. Station CCTV coverage needs to remain unimpeded during works. If works block CCTV visibility, temporary CCTV relocations or presence of an AT-nominated security provider may be required at the permit holder's cost.
9. The station must be left in a tidy state free of any trip hazards, unattended tools, etc. at all times.
10. No dangerous goods are to be stored on or near railway platforms
11. If removing, installing or relocating station furniture, including fencing, impacts on station earthing & bonding **must** be addressed beforehand and **any changes recorded on as built drawings and submitted to the AT permit issuer for approval**. Changing station furniture without consideration of earthing requirements could cause electrocution serious safety incident if furniture is not correctly earthed and bonded.
12. Any health and safety incidents must be reported to Auckland Transport as soon as possible. All serious or potentially serious incidents should be reported to AT immediately.

### **Working Requirements during Operational Hours**

1. Noisy, impeding or disruptive work should be avoided during station peak hours of 7:00 – 9:30 and 15:00 – 18:00
2. Station access and emergency egress must be maintained for all users, with minimum access width of 1.8m. The platform surface must remain free of trip hazards and snags.
3. All work sites must be physically separated from the public and any open electrical pits, plant, tools, etc. appropriately protected or stored. A safe and secure route must be provided for the public around any work area and to and from the platform edge and entry and exit points.

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4. Any fencing or hoardings (minimum ATF fencing or equivalent) should ensure 3m minimum clearance between the platform edge and the hoarding and the maximum length of any platform hoarded section is 12m, unless specific approval is given by Auckland Transport.
5. Emergency Help Points, lights, etc. must remain operational and information boards, litter bins, HOP card readers accessible to all station users, including those whose mobility is impaired.
6. Platform markings (platform edge paint, tactile dots) must remain in place or be updated to redirect station users around the station safely.
7. At all working times platforms are to be supervised to assure passenger safety, passengers are not to be exposed to flying particles, excessive noise, excessive dust, welding flash, etc.

Auckland Transport Additional Conditions of Authorisation?
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Supplier Health & Safety Representative:	Date	Signed
Auckland Transport H&S Representative:	Date	Signed
Auckland Transport Station Manager:	Date	Signed

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I confirm that at the completion of work on this day that the site has been left in a SAFE and TIDY condition, the counter signed document will be returned to the Authorising Station Manager for the Facilities at Auckland Transport to close out the work.

Supplier's Site Representative & Staff:	Date	Time	Signature

Supporting Information	Date	Name / Number & Revision	Checked by:
Scope & Methodology			
JSA			
Insurance Document			
ISNET reference information			
Kiwi Permit EF201			
H&S Management Plan			
Drawing & or Layout of works			
Training Matrix of operators			