

# Memorandum



## Traction Industry Yarra Trams & Metro

## Victorian Electricity Supply Industry (VESI)

<b>To:</b>	All Victorian Distribution and Traction Businesses Representatives.
<b>CC:</b>	Energy Safe Victoria (ESV)
<b>From:</b>	VESI Work Practices Committee and Traction Industry Representatives
<b>Date:</b>	February 2014
<b>Subject:</b>	Communication and Work Co Ordination between Traction and VESI representatives during Emergency / Fault situations.



### INTRODUCTION:

An incident involving representatives from both Traction and the VESI has highlighted the need for clear communication and the co-ordination of works between all parties when emergency / fault works are being undertaken.

After several meetings between Traction and VESI representatives the following protocol is agreed between the parties working on a common site involving both Traction industry and VESI assets.

**NOTE:** This Memorandum does not remove the responsibilities and requirements of asset owners or representatives to issue Statements of Condition of Apparatus and Plant (SCAP's) for planned work or when requested between Control Centres on Emergency work activities.

For urgent assistance from any asset owner please contact your asset owners control room stating your location, street name and suburb. Your control room will contact the appropriate asset owner to arrange assistance.

# Memorandum



## Traction Industry Yarra Trams & Metro

## Victorian Electricity Supply Industry (VESI)

### PRINCIPAL:

The intent of this memorandum is for companies to:

- Make safe for both parties and the public,
- agree on work sequence and priority and;
- follow internal procedures.

### PROTOCOL:

When representatives attend a site in response to either a fault or emergency request the following **shall** occur if joint assets exist on or near the impacted area / structure:

### SITE SAFETY

Treat the safety of workers and the public as paramount.

### THIRD PARTY NOTIFICATION

The first attending crew will arrange notification to the other asset owner if their work activities will, or are likely to impact the other asset owner. This notification **shall** occur in a timely manner.

### COORDINATION OF WORKS

It is the responsibility of the second representative (other industry, VESI/Traction) attending on site to make initial contact with the first on the scene and both parties should consult and reach agreement on the following:

- Site information/controls contained in any existing site Job Safety Assessment(JSA) / Site Risk Assessment(RSA);
- Escalation via control room, for requests of assistance / attendance;
- The status of known electrical assets / apparatus in the work environment. Note organisational procedures will need to be followed to establish and confirm status, e.g. Alive, Isolated, or De-energised;
- The work required to allow safe and effective repair / reinstatement of each asset owner's assets / apparatus.

**NOTE;** this includes impact to either party regarding any changes or removal of safety controls, e.g. removal of traffic management.

- Work co-ordination should avoid simultaneous access to assets / apparatus in the immediate vicinity of each other at the same time, e.g. avoid working on conductors in the same span or on the same pole at the same time.

**NOTE:** when considering the sequence of rectification work, generally the safest and most efficient approach is to commence rectifying the upper most assets first, however there maybe circumstances where this situation does not apply.

- Where there are changes to the agreed work approach, a review and update of the JSA/SRA will be required.

# Memorandum



## Traction Industry Yarra Trams & Metro

## Victorian Electricity Supply Industry (VESI)

### COMPLETION OF WORKS

A visual inspection by each asset owner representative **shall** be completed to verify the site is left in a safe manner (e.g. Asset Clearances).

### WORK CO COORDINATION DISPUTE

If a conflict occurs over priority of repair or restoration works (e.g. trams not running versus local shopping centre / hospital off supply) then the following should be considered:

- Where emergency services/agencies are on site (Vic Police, MFB, CFA, Worksafe & ESV) and an event has been declared, both parties **shall** seek clarification or direction.
- In other situations both parties should consult with their Control Centres or Supervisors and seek guidance.

### ADDITIONAL INFORMATION

The Traction industry and VESI are continuing to work closely with ESV to identify areas for improvement that may result in amendments to future industry training and or inductions into the hazards, risks and controls that should be considered when working in proximity to different electrical assets – should amendments occur we will update you.

### Consultative group

Mark Griffith  
VESI Work Practices Chairman

Brad Wilson  
Metro Distribution Manager

Haydn Moore  
Yarra Trams Manager Power, Communications and Overhead

