

Safety Alert: Number SA-26-001

Title	Responsibilities of Electrical Permit Holders				
Applicable Date	From	03 February 2026	To	Until withdrawn	SAFETY CRITICAL CATEGORY Level 1 – Routine
Approved by	Vishal Singh, Manager Rail Safety & Systems				
Issued by	Melanie Norman, Safety Business Partner				
Location	M1 Network				
Distribution	All personnel with MTS Operator Job Role for Switching Operator, Permit Holder, Substation Access, Substation Supervisor and Engineering Controller				

Background

This Safety Alert is issued as a reminder to Electrical Workers on the importance of Electrical Permits being correctly completed and followed. Metro Trains Sydney (MTS) has noted an increase in incidents recently that involve missing safety information or permit information not being understood correctly leading to works being undertaken on wrong electrical equipment.

To date no injuries have been reported, however potential for significant harm to workers and damage to infrastructure remains high.

MTS Electrical Safety Rules Revision 3 (NWRLOTS-NRT-SWD-SF-FRW-726001) sets out the requirements for the briefing and instruction of Electrical Permit Holders including the identification of safe work areas and adjacent live equipment under Section 8 Permits.

A common significant contributing factor in reported incidents was identified as complacency by the work parties involved. It is imperative that anyone working on the MTS Electrical network must follow the MTS Electrical Safety Rules at all times.

An MTR, John Holland and UGL Rail Company

Electrical Permits are issued by a Switching Operator to a Permit Holder as a confirmation that it is safe to work on or near specified electrical equipment within a defined electrically safe work area.

Responsibilities of Permit Holders

- Hold authorisation from MTS as a permit holder for the permit held.
- Have been instructed on the details of the permit by an authorised Switching Operators.

If the permit is not completed correctly, the Switching Operator must resolve this issue prior to the commencement of work.

- Follow tasks when receiving, holding and working under a permit.
- Understanding all the requirements of the permit before signing on.
- Ensure that all members of their work party are briefed and understand the requirement so of the permit and sign on.
- Comply with the requirements of the permit.
- Never leave workgroups unsupervised.

Briefing Work Parties

Permit Holders **MUST** brief and supervise their work parties as outlined in the work permit. Briefing is to include

- Time for which the permit is issued.
- Location, extent and type of work.
- Safe Work Area.
- Any special instructions and warnings.

In a safety critical environment, it is essential that you speak up if you encounter any uncertainty or ambiguity in directions or instructions. Never proceed with work based on assumptions. Taking the time to verify and understand content of permits ensures the safety of yourself, your colleagues and the network.