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Core Document  
CD6.1

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# GUIDELINES FOR WORKING ON OR NEAR THE SUPERTRAM SYSTEM

It is easy to stay safe when working on or near the Supertram system as long as a few sensible precautions are followed. If you are required to work on or around the Supertram system, please follow the information below prior to works commencing.

## **ALWAYS REMEMBER**

- **Trams cannot be diverted around a work site.**
- **They are powered by 750 volts DC overhead power lines that are live at all times day and night.**
- **Cables, services and ancillary equipment may be buried and cannot be seen.**
- **Before any work commences you must agree a safe method of work with us and obtain authorisation to carry out the works.**
- **If you are a property owner or business owner adjacent to the Supertram system and are having works carried out to your building, it is your responsibility to make them aware of the hazards and the need to obtain authorisation.**

## **WHEN YOU REQUIRE AUTHORISATION**

Authorisation is required for any of the following activities:-

- Any work where part of the site encroaches within **1.5m** of the nearest running rail.
- Any work where machinery is to be used that come/could come within **1.5m** of the nearest running rail or **2.75m** of the overhead line equipment (e.g forklift, cherry picker, geni boom, cranes).
- Any work where the tooling, materials, suspended loads, ladders or persons associated with the works that come within **1.5m** of the nearest running rail or **2.75m** of the OHLE (overhead line equipment).
- Any excavation that comes within **4m** of any overhead support pole.
- Any piling, boring, slinging or excavation that comes within **4m** of any part of Supertram equipment or boring under the Supertram track/equipment.
- Any work that could force pedestrians and or motorists to be diverted into direct conflict with the Supertram.
- Any scaffolding works within **6m** of the nearest running rail or **2.75m** from the OHLE equipment.
- Abnormal load vehicles that cross or travel along the Supertram system.

## **HOW TO OBTAIN AUTHORISATION**

To obtain authorisation you must first submit a **Supertram Third Party Work Request Form** stating the nature of the works, where and when you want to carry out the works. Method Statements and Risk Assessments may also be required.

Work request forms can be obtained from our web site at [supertram.com](http://supertram.com) or from Customer Services on 0114 2792548.

Work Request forms must be submitted at least three week prior to the start date so that site meetings and a safe system of work can be arranged/agreed at the earliest opportunity.

If your works encroach onto any part of the highway/footpaths then the necessary approval/permits will be required from the Highways Authority separately.

### **WHAT HAPPENS NEXT**

It may be necessary to contact you or meet with you to find out more about the works. If there are precautions that you must take we will tell you in writing and agree them with you.

Wherever possible we will always try to find a way of carrying out works during the normal operational hours. However, some work may have to be undertaken at night with the overhead power isolated (switched off) and this may take longer to arrange than the three weeks minimum notice. There is also a charge for this service that will be discussed during the application process.

**Isolation of the overhead lines will only be confirmed by issuing a Supertram Permit to Work to the agreed work party involved** (by previous arrangement).

### **URGENT WORKS**

If urgent works must be carried out to protect people, property or the environment you must still contact us to agree the scope of works and set out a safe system of work before you start. We will come to site if necessary, but there may be a charge to cover our costs.

Our Control Room Officers can be contacted 24hrs a day 365 days a year on the following telephone No:- **0114 2798126**

## **EMERGENCY WORKS and EMERGENCIES WHILST WORKING**

If whilst carrying out your works you encounter a problem that obstructs the track, overhead or Supertram equipment is damaged please contact the Supertram Control Room immediately on the number above.

Our Control Room Officers will require the following information:-

- **Who they are talking to and the location you are at**
- **What is the nature of the emergency**
- **Is the track obstructed**
- **Is there anything touching the overhead lines**
- **Are emergency services required**
- **Do we need to suspend the Supertram service immediately**

By answering these questions quickly and clearly they will be able to advise you and take the necessary steps to make the situation as safe as possible for all concerned.

Should a tram need to be stopped before a call can be made, this can be done by standing clear of the tram tracks/road and holding both arms above your head waving directly at the tram driver. Once stopped they can also make an emergency call direct to the Control Room.