

# Network Safeworking Rules and Procedures

## Track Access Accreditation

Rule Number: 1004



**Brookfield**  
Rail

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# Table of Contents

Glossary for this Rule.....	4
1 Purpose .....	6
2 General .....	6
2.1 Purpose of a TAP.....	6
2.2 Cancellation and Suspension of a TAP.....	7
2.3 Age Restrictions.....	7
3 Accessing the Danger Zone .....	7
4 Exemptions.....	8
4.1 Exemption Certificates.....	8
4.2 General Exemptions.....	9
5 National Standard for Health Assessment of Rail Safety Workers .....	10
6 Accreditation Levels .....	11
6.1 Types of TAPs .....	11
6.2 Variations of TAP levels .....	12
7 Obtaining a TAP .....	13
7.1 Applications for a Track Access Permit.....	13
7.2 Training Courses.....	13
7.3 Issue of TAPs .....	13
8 References .....	13
9 Effective Date.....	13

## Glossary for this Rule

<i>Absolute Signal Blocking (ASB)</i>	A method used by Competent Workers to carry out work on track using controlled absolute signals set and kept at STOP, without a formally issued work on track authority.
<i>Access</i>	A designated safe way into, along, across or out of the Rail Corridor.
<i>Accredited Person</i>	Any person who holds a valid Brookfield Rail Track Access Permit in accordance with the established procedures and whose accreditation has not been cancelled or suspended.
<i>Authority</i>	Formal name for a written Authority (e.g. Local Possession Authority, Alternative Proceed Authority).
<i>Brookfield Rail</i>	Brookfield Rail Pty. Ltd.
<i>Cancel</i>	To withdraw permission for or to end previously authorised activities, such as Occupancy Authorities, without completing them.
<i>Competent</i>	Having the ability, skill and certification to carry out a relevant task.
<i>Competent Worker</i>	A worker certified as competent to carry out a relevant task.
<i>Danger Zone</i>	Everywhere within 3m horizontally from the nearest rail and any distance above or below this 3m, unless a safe place (see Safe Place) exists or has been created.
<i>Delegate</i>	A Competent Worker authorised and designated to act in place of another.
<i>Fit for Purpose</i>	Able to be used for the function required.
<i>Issue</i>	To provide or send copies of authorities, warnings, notices and Network publications to affected Competent Workers by voice, hand delivery or electronic means.
<i>Lookout</i>	A Competent Worker responsible for <ul style="list-style-type: none"> <li>• keeping watch for approaching rail traffic; and</li> <li>• warning other workers to stand clear of the line before the rail traffic arrives.</li> </ul>
<i>Network</i>	A combination of track and other associated infrastructure controlled by Brookfield Rail.
<i>Network Controller</i>	A Competent Worker who authorises and issues Occupancy Authorities, and works points, signals and other signalling equipment to manage routes for safe and efficient transit of Rail Traffic in the Network.
<i>Network Safeworking Rules and Procedures</i>	The master set of Brookfield Rail rules and procedures that define how Access Users operate safely on the Brookfield Rail Network.

<i>Protection</i>	The means used to prevent Rail Traffic from entering a worksite or other portion of Track, or to prevent road or pedestrian traffic entering a level crossing.
<i>Protection Officer</i>	The Competent Worker responsible for managing the rail safety component of worksite protection (i.e. compliance with Network Safeworking Rules and procedures).
<i>Rail Corridor</i>	The land on which a railway is built; comprising all property between property fences, or from the nearest rail in each direction for the distance defined under the Brookfield Rail lease.
<i>Rail Traffic</i>	Trains and Track Vehicle or vehicles travelling on the Network.
<i>Road Rail Vehicle</i>	A road vehicle fitted with additional rail gear that enables the vehicle to be driven on rail.
<i>Running Line</i>	A line (other than a siding) that is used for through movement of rail traffic, not normally used for stabling rail vehicles.
<i>Safe Place</i>	<p>A Safe Place is:</p> <ul style="list-style-type: none"> <li>• where there is at least three metres clearance from the nearest Running Line;</li> <li>• on a Platform behind the safety lines;</li> <li>• within a purpose-built refuge or shelter;</li> <li>• where a structure or physical barrier has been erected to provide a position of safety; or</li> <li>• immediately in front of stationary and Secured Rail Traffic.</li> </ul>
<i>Track</i>	The combination of rails, rail connectors, sleepers, ballast, points and crossings.
<i>Track Vehicle</i>	A vehicle, usually self-propelled, used for inspecting and/or maintaining infrastructure.
<i>Train</i>	A locomotive or self-propelled vehicle, alone or coupled to one or more vehicles. Rail Traffic.

# 1 Purpose

The purpose of this Rule is to detail information in regards to the types of Track Access Permits (TAP) to be used on the *Rail Corridor* and provide information on obtaining a Track Access Permit and when Exemption Certificates and General Exemptions will be issued.

## 2 General

The TAP process applies to any worker required to *Access* the *Danger Zone* for any reason.



**NOTE:** When a *Local Possession Authority (LPA)* or *Track Occupancy Authority (TOA)* has been *Issued*, workers do not require a *Track Access Permit (TAP)* or *Track Exemption*, provided *Rail Traffic* is excluded from their worksite.

All workers are required to make available their TAP or Exemption certificate for inspection when requested. Failure to do so will result in that person being unable to work on the *Network*.

### 2.1 Purpose of a TAP

The purpose of the TAP process is to ensure that all workers are made aware of hazards that exist when working on or around the *Network*.

Training is given to those that have the responsibility to apply *Network Safeworking Rules and Procedures* for the *Protection* of workers working on the *Network* and for those that carry out or assist in *Train* operations.

The TAP does not establish the health, fitness, skills or *Competence* of any person who is required to perform the work that the person is employed to do.

For example:

- The *Competence* to be a *Protection Officer* does not imply that the worker can declare that the *Track* or signals are *Fit for Purpose*. A worker who holds a *Protection Officer* permit is *Competent* to provide *Protection* for workers when they are on the *Network*.
- Holding a TAP does not mean that a worker has the *Competence* to operate a certain piece of equipment. A worker holding a TAP has been trained and is *Competent* to understand and identify hazards and carry out actions to their level of training in relation to safety on the *Network*.

The TAP provides identification and the level of authority and responsibility that the worker has in relation to *Network Safeworking Rules and Procedures*.

To carry out planned work in the *Rail Corridor*, authority to *Access* the operating railway reserve must be obtained from *Brookfield Rail* on the day of the work, from the *Network Controller*.

## 2.2 Cancellation and Suspension of a TAP

Brookfield Rail may at any time, *Cancel* or suspend the TAP of an *Accredited Person* for breaches of safety failure to comply with *Brookfield Rail's* Drug and Alcohol Policy.

## 2.3 Age Restrictions

A Rail Safety worker must be 16 years of age or older to hold a Supervised Worker TAP and be 18 years of age or older to hold all other levels of TAPs.

# 3 Accessing the Danger Zone



**WARNING:** The *Issue* of a TAP does not automatically give the holder the right to enter the *Danger Zone*.

No one is permitted to *Access* the *Danger Zone* for any reason without having:

- an up to date TAP or an Exemption Certificate;
- a valid reason to be on the *Rail Corridor*, and
- the appropriate authorisation to carry out work.



**NOTE:** When a *Local Possession Authority (LPA)* or *Track Occupancy Authority (TOA)* has been *Issued*, workers do not require a Track Access Permit (TAP) or Track Exemption, provided *Rail Traffic* is excluded from their worksite.

Regardless of who requires *Access* to the *Danger Zone* or for what reason a worker requires *Access* to the *Danger Zone*, the *Protection Officer* for the work group must advise, and have permission from, the *Network Controller* before entering.

## 4 Exemptions

Exemptions can be *Issued* to workers so that they are not required to carry a current TAP when in the *Rail Corridor*.

### 4.1 Exemption Certificates

An Exemption certificate can only be *Issued* by employees who have been authorised to do so by *Brookfield Rail*.

An exemption certificate can be *Issued* for workers who, by the nature of the work, do not work regularly on the *Network*.

When an exemption certificate is *Issued*:

- It is to be *Issued* for a period of up to 5 days or as approved by *Brookfield Rail*.
- The non-accredited worker must be directly supervised by an accredited worker;
  - an accredited worker can supervise up to a maximum of three non-accredited workers at the same time.
- The workers must be under the direct protection of the *Protection Officer*.
- Prior to being permitted to enter the *Danger Zone*, the *Protection Officer* must provide a safety briefing, outlining:
  - the hazards in the *Rail Corridor*; and
  - the actions expected of the non-accredited worker to warning signs and sounds.



**NOTE: A record of the safety briefing must be retained in accordance with [W110-200-021, Procedure for Treatment of Safeworking Forms](#).**

An Exemption certificate can be *Issue* singularly or for a group of workers, when *Issued* for a group of workers all of the names must be on the Exemption Certificate.



## 4.2 General Exemptions

A General Exemption can only be *Issued* by the *approved Brookfield Rail Manager or Delegate*.

General Exemptions can be *Issued* when:

- the work can be completely separated by a fence that will prevent workers from the exempted area *Accessing the Danger Zone of the Rail Corridor*; or
- where the work is deemed to be within an area safely separated from the *Rail Corridor*.



**NOTE:** The type of fencing will be dependent on a risk assessment for the work.

When a General Exemption certificate is *Issued*:

- In addition to any other induction or briefing, all workers that work inside the General Exempted area must be given a safety brief outlining:
  - the limits of the exemption;
  - the Access and egress points for the General Exempted area;
- A permanent record of the safety briefing must be maintained;
- A copy of the General Exemption Certificate must be readily available for inspection.

## 5 National Standard for Health Assessment of Rail Safety Workers

Medical Standards for Track Accreditation are set out in the National Standard for Health Assessment of Rail Safety Workers.

The health assessment aim is to detect:

- conditions that may impact on workers' vigilance and attentiveness to their work; and
- medical conditions that could impact on a worker's ability to detect and react quickly to oncoming *Rail Traffic* or warnings.

The level of medical assessment required has been defined for each level of TAP.

The level of medical assessment is determined by the level of *Authority* and responsibility covered by the TAP.



**NOTE:** For further information regarding the levels of medical assessment, see the National Standard for Health Assessment of Rail Safety Workers website.

# 6 Accreditation Levels

## 6.1 Types of TAPs

Figure 1004-1 Accreditation level table.

Category	Description	Medical Category
Supervised Worker (SW)	<p>This level of TAP shows the worker has an understanding of the hazards in the <i>Rail Corridor</i> and provides them with knowledge of the mitigation of those hazards.</p> <p>Workers with this level of TAP must always be under direct <i>Supervision</i> and are not permitted to enter the <i>Rail Corridor</i> without a <i>Supervisor</i> being present.</p> <p>On Train Staff with this level of TAP may work under the direct Supervision of the Railcar Driver or <i>Network Controller</i> to enter the Rail Corridor for attending to Passenger emergencies / evacuations.</p>	Cat 3
Brookfield Rail Individual Access Card (BRIAC)	<p>This level of TAP shows the worker has the understanding of hazards in the <i>Rail Corridor</i> and the <i>Competence</i> to use rule 2001 <i>Walking in the Danger Zone</i>.</p> <p>Workers with this level of TAP may supervise up to 5 people on a site visit when accompanied by a Protection Officer.</p> <p>This level is an in-house (BR only) course and also used as an employee identification card.</p>	Cat 3
Track Machine Operator (TMO)	<p>This level of TAP shows the worker has the understanding of the hazards in the <i>Rail Corridor</i> and provides them with knowledge of the mitigation of those hazards.</p> <p>Workers with this level of TAP must always be under the direct <i>Supervision</i> of a Protection Officer Level 3 and are not permitted to enter the <i>Rail Corridor</i> without a Protection Officer Level 3 supervising.</p>	Cat 3
Protection Officer L1 (PO1) (Lookout, ASB, TOSB)	<p>This level of TAP shows the worker has the understanding of hazards in the <i>Rail Corridor</i> and the <i>Competence</i> to provide <i>Lookout Protection</i> to a work group including the use of <i>Absolute Signal Blocking (ASB)</i>.</p>	Cat 3
Protection Officer L2 (PO2) (TOA, TWA, LPA)	<p>This level of TAP shows the worker has the <i>Competence</i> of a PO1 and also the <i>Competence</i> to provide <i>Protection</i> to a work group that <i>Occupies</i> the <i>Running Line</i> or siding when an obstruction is placed on the <i>Track</i>.</p>	Cat 1
Protection Officer L3 (PO3)	<p>This level of TAP shows the worker has the <i>Competence</i> of a RRVO2 and RTC to operate <i>Track Vehicles</i> on the <i>Network</i>.</p>	Cat 1
Road Rail Vehicle Operator	<p>This level of TAP shows the worker has the <i>Competence</i> to apply <i>Network Safeworking rules and Procedures</i> to driving a <i>Road Rail Vehicles</i> on the <i>Network</i>. <b>(This is not a standalone course and</b></p>	Cat 1

Category	Description	Medical Category
(RRVO)	<b>must be coupled with a Protection Officer course)</b>	
Rail Traffic Crew (RTC)	This level of TAP shows the worker has the <i>Competence</i> to apply <i>Network Safeworking Rules and Procedures</i> while driving <i>Rail Traffic</i> on the rail <i>Network</i> and apply ASB and TOSB for the protection of work associated with their <i>Rail Traffic</i> . To be <i>Issued by Brookfield Rail</i>	Cat 1
Operations Ground Support (OGS)	This level of TAP shows the worker has the <i>Competence</i> to apply <i>Network Safeworking rules</i> when working in and around rail operations on the rail <i>Network</i> .	Cat 1
Possession Protection Officer (PPO)	This level of TAP shows the worker has the <i>Competence</i> of a PO2 or PO3 and the management of multiple worksites in an <i>LPA</i>	Cat 1
Network Train Control (NTC)	This level of TAP shows the worker has the <i>Competence</i> of <b>all</b> TAP level requirements.	Cat 1 or 2

## 6.2 Variations of TAP levels

Figure 1004-2 Variations of TAP levels.

Category	Description	Medical Category
Road Rail Vehicle Operator L1 (RRVO1)	This level of TAP shows the worker has the <i>Competence</i> of a PO1 and also the <i>Competence</i> to apply the <i>Network Safeworking rules and Procedures</i> while driving <i>Road Rail Vehicles</i> on the <i>Network</i> .	Cat 1
Road Rail Vehicle Operator L2 (RRVO2)	This level of TAP shows the worker has the <i>Competence</i> of a PO2 and also the <i>Competence</i> to apply <i>Network Safeworking rules and Procedures</i> while driving <i>Road Rail Vehicles</i> on the <i>Network</i> .	Cat 1
Possession Protection Officer (PPO2)	This level of TAP shows the worker has the <i>Competence</i> of a PO2 and the competence to manage multiple worksites in an <i>LPA</i>	Cat 1
Possession Protection Officer (PPO3)	This level of TAP shows the worker has the <i>Competence</i> of a PO3 and the competence to manage multiple worksites in an <i>LPA</i>	Cat 1

## 7 Obtaining a TAP

Processing and maintaining the records of TAPs is the responsibility of the *Brookfield Rail* Health Safety and Environment section.

*Brookfield Rail's* Health Safety and Environment section will forward renewal notices to the last known postal address of the *Accredited Person*, three months prior to the renewal date. Should an *Accredited Person* fail to requalify or pay the renewal fee by the renewal date, that person's accreditation will automatically lapse.

Inspections and compliance with contract conditions will be the responsibility of the appointed Contract Manager for the project.

### 7.1 Applications for a Track Access Permit

All applications for a TAP will be forwarded to the *Brookfield Rail* Health Safety and Environment section for processing.

A list of training providers will be available on request to the *Brookfield Rail* Health Safety and Environment section.

### 7.2 Training Courses

Complete details of all of the training courses are available from the *Brookfield Rail* Health Safety and Environment section.

### 7.3 Issue of TAPs

TAP applications will only be processed when evidence of all appropriate training and medical certification has been received by the *Brookfield Rail* Health Safety and Environment section.

## 8 References

W110-200-021 Procedure for Treatment of Safeworking Forms

National Standard for Health Assessment of Rail Safety Workers

## 9 Effective Date

1 April 2017