Network Safeworking Rules and Procedures

Walking in the Danger Zone

Rule Number: 2001

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Document History

Version	Effective Date	Pages updated	Reasons for change
2.01	21 11 2022	All	Review

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1. Purpose

This rule provides instructions for workers to walk safely in the *Danger Zone*.

2. General

Workers must not walk in the *Danger Zone* where there is a practical alternative.

Walking in the *Danger Zone* is:

- walking from place to place in the *Danger Zone*; and
- doing no work other than placing or removing *Protection* for a worksite or *Rail Traffic* or visual inspection of *Track*.

2.1 The Danger Zone

The *Danger Zone* is all space within three (3) metres horizontally from the nearest rail and any distance above or below this three (3) metres, unless a *Safe Place* exists or can be created. Workers not to remain on *Running Lines* when *Rail Traffic* is approaching.

When *Rail Traffic* is approaching, workers in the *Danger Zone* must not remain on any *Running Lines*, nor between them if the space is less than 4 metres between the inner rails of the two lines, but must at once move *Clear* of all lines unless they can distinctly see that they are in a *Safe Place*, are in no danger from other *Rail Traffic* approaching them unobserved.

The workers must remain in the *Safe Place* until the *Rail Traffic* has cleared a sufficient distance to enable them to see that no *Rail Traffic* is approaching on other *Adjacent* lines before they re-cross the rails.

Where circumstances compel workers to remain in the space between *Rail Traffic* passing on *Adjacent* lines, they must lie down.

Where workers are working in a tunnel or confined spaces:

- when *Rail Traffic* is approaching in both directions on double lines they must, if unable to reach a recess in the walls lie down either in the space between the two *Running Lines* or between the line and the side of the tunnel until the *Rail Traffic* have passed and on single lines if unable to reach a recess lie down between the line and the side of the tunnel until the *Rail Traffic* has passed; and
- every worker must become acquainted with the width of space in order that the place which affords greatest safety may be selected.

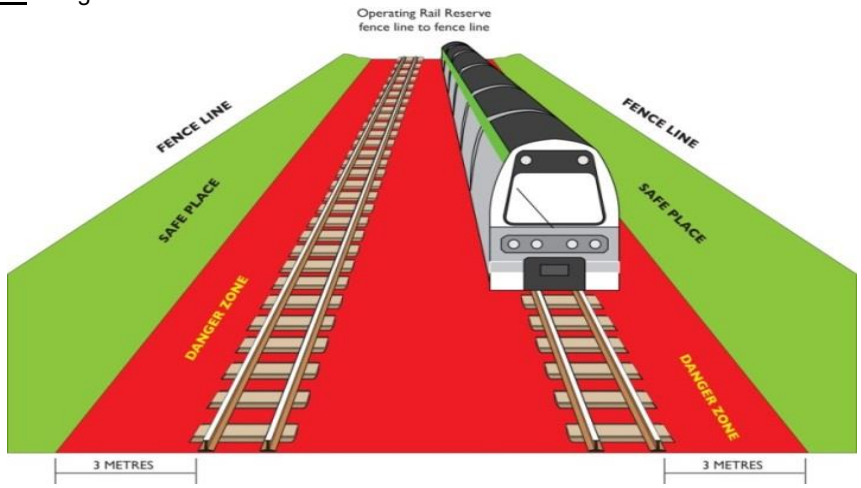
2.2 Safe Place

A *Safe Place* is a place where workers and equipment cannot be struck by *Rail Traffic*.

A *Safe Place* is:

- where there is at least three (3) metres clearance from the nearest *Running Line*;
- on a *Platform* behind the safety lines;
- within a purpose-built refuge or shelter;
- where a structure or physical barrier has been erected to provide a position of safety; or
- immediately in front of stationary and *Secured Rail Traffic*, in accordance with Procedure 9020 Using Standing Rail Traffic for Protection.

Figure 2001-1 Danger Zone and Safe Place



3. Walking in the Danger Zone

WARNING: *Rail Traffic* can approach from either direction at any time.

Where workers must walk in the *Danger Zone*:

- an easily-reached *Safe Place* must be available; and
- visibility conditions must allow enough *Sighting Distance*, in accordance with Rule 3013 Lookout Working, for workers to reach a *Safe Place* before the arrival of *Rail Traffic*.

The *Protection Officer* must also get information of *Rail Traffic* movements for the work *Location* from the *Network Controller*.

3.1 Before Entering the Danger Zone

Before entering the *Danger Zone*, workers must:

- advise the *Network Controller* responsible for the section of *Track*;
- get information from the *Network Controller* about *Rail Traffic* for that *Location*;
- make sure they can see that *Tracks* are *Clear* of approaching *Rail Traffic*;
- ensure there is an easily-reached *Safe Place* available; and
- limit the equipment taken into the *Danger Zone* to handheld photographic equipment.

3.2 If Walking in the Danger Zone

If walking in the *Danger Zone*, workers must:

- wear approved Personal Protective Equipment (PPE);
- where possible, walk in the direction facing approaching *Rail Traffic*;
- look frequently in both directions to ensure the *Sighting Distances* for approaching *Rail Traffic* can be achieved;
- carry a light during hours of darkness or *Low Visibility*;
- not step on or within *Points* blades, *Interlocking* equipment or on rails; and
- carry equipment to enable communication to be maintained with *Network Control*.

3.3 Visual Inspection or photography

If walking in the *Danger Zone* for visual inspections or photography, workers must:

- wear approved Personal Protective Equipment (PPE);
- where possible, walk in the direction facing approaching *Rail Traffic*;
- maintain vigilance by looking every 5 seconds in both directions for approaching *Rail Traffic*; and
- ensure *Sighting Distances* are met in accordance with Rule 3013 Lookout Working.

Workers must add the inspection time required to the minimum warning time, to calculate the *Sighting Distance* required.

The time spent within the *Danger Zone* must not exceed the minimum warning time.

Workers must inform the *Network Controller* when they have exited the *Rail Corridor*.

3.4 Rail Traffic Crews

Rail Traffic Crews may need to *Access* and walk in the *Danger Zone* to perform tasks associated with the operation of *Rail Traffic*. This includes, but is not limited to:

- operation of *Points* and associated *Infrastructure*;
- vehicle examination, including preparation for *Travel*;
- preparation of *Disabled Rail Traffic* for assistance; and
- minor/light repairs or other tasks, en-route.

Rail Traffic Crews must assess the risks associated with *Accessing* the *Danger Zone*. These may include risks associated with:

- the required tasks;
- *Rail Traffic* on *Adjacent* lines;
- the ability to communicate with the *Network Controller*;
- the ability to communicate with other workers in the vicinity; and
- the operation of the *Rail Traffic*.

NOTE: Where required the *Rail Traffic Crew* must arrange for *Adjacent* lines to be *Protected* in accordance with Procedure 9010 Protecting Work from Rail Traffic on Adjacent lines.

4. References

3013 Lookout Working

9010 Protecting Work from Rail Traffic on Adjacent Lines

9020 Using standing rail traffic for protection

5. Effective date

21 November 2022

Network Safeworking Rules and Procedures

Handsignals and Verbal Commands

Rule Number: 2003

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Document History

Version	Effective Date	Pages updated	Reasons for change
2.0	03 02 2020	All	Major Review

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1. Purpose

This rule details the protocols for giving movement commands to *Rail Traffic Crews*. The purpose of these commands is to control the movement of *Rail Traffic* through a *Fixed Worksite* or during *Shunting* operations.

2. General

2.1. Giving Handsignals

Handsignals must be given:

- facing the *Rail Traffic*;
  - During *Shunting* operations where it is not possible to face the *Rail Traffic*, the *Handsignaller* must be satisfied that the *Rail Traffic Crew* can see all *Handsignals*.
- in such a position that there can be no misunderstanding as to the purpose of the *Handsignal*;
- in a *Clear* and timely manner; and
- so that the *Handsignals* will be received and acted upon only by those who are being signalled.

A *Handsignaller* must:

- be in or have *Access* to a *Safe Place*;
- be in clear view of those who are being signalled; and
- have *Effective Communication*.

At worksites and *Fixed Signals*, the *Handsignaller* must remain at the designated position, unless they are:

- replaced by another *Handsignaller*; or
- no longer required.

If conditions such as visibility change, the *Handsignaller* must tell the *Protection Officer*.

Where *Handsignalling* at *Fixed Signals* and visibility changes, the *Handsignaller* must tell the *Network Controller*.

2.2. Responding to Handsignals and Verbal Commands

If the meaning of a *Handsignal* or verbal command is not understood, *Rail Traffic Crews* must stop to find out the meaning.

Rail Traffic Crews must:

- obey *Handsignals* and verbal commands; and
- acknowledge *Handsignals* and verbal commands other than those given as part of *Shunting*.

Where a Stop *Handsignal* is given for a *Fixed Signal* or worksite, the *Rail Traffic Crews* must target to stop at the *Handsignaller*.

Where the *Emergency* Stop *Handsignal* is given *Rail Traffic Crews* must stop immediately.

3. Use of Handsignals and Verbal Commands

Rail Traffic movements through a *Fixed Worksite* or during *Shunting* operations must be directed by continued *Handsignals* or regular verbal commands.

Handsignals must be given using:

- flags or hands during daylight; and
- lights during hours of darkness or *Low Visibility*.

Where verbal commands are used to direct a *Rail Traffic* movement the *Competent Worker* directing the movement and the *Rail Traffic Crew* must communicate at agreed intervals.

During *Shunting* operations, if the *Rail Traffic Crew* loses sight of the *Handsignal* or after *Travelling* half the nominated distance, there is no further *Handsignal* or verbal command, the *Rail Traffic Crew* must:

- bring the movement to a stop;
- sound the *Whistle*; and
- not move again until regular *Handsignals* or verbal commands are re-established.

When verbal commands are used for *Shunting*, the *Rail Traffic Crew* must be told the direction and distance to be *Travelled*.

A *Handsignal* must be continued:

- for an ALL *CLEAR Handsignal*, until acknowledged by the *Rail Traffic Crew*;
- for *NORMAL SPEED* and *WARNING/ CAUTION Handsignals*, until the cab of the leading rail vehicle has passed the *Handsignaller*;
- for a STOP *Handsignal*, until:
  - the *Rail Traffic* has stopped; or
  - the *Handsignaller* displays another *Handsignal*.

3.1. Handsignalling at a Fixed Signal

If *Handsignalling* at a *Fixed Signal*, the *Handsignaller* must:

- be able to see whether the *Fixed Signal* is at STOP; and
- if *Rail Traffic* is required to stop, give a STOP *Handsignal* until *Rail Traffic* has stopped.

If the *Fixed Signal* being held at STOP clears, the *Handsignaller* must:

- tell the *Network Controller* to set the *Fixed Signal* at STOP; and
- inform the *Protection Officer*, where provided.

3.2. Standing Clear of Fixed Signal

A *Handsignaller* must stand well away from *Fixed Signal* if:

- *Rail Traffic* is not required to stop; or
- not *Handsignalling* at a *Fixed Signal*.

4. Emergency or Danger Handsignals and Verbal Commands

Rail Traffic Crews must stop their *Rail Traffic* immediately if they receive an *EMERGENCY* or DANGER signal communicated by:

- vigorous and erratic waving of arms, a flag or a light; or
- a verbal command “*Emergency*, *Emergency*, *Emergency*, Stop, Stop, Stop”.

5. Stop Handsignals

Rail Traffic Crews must stop their *Rail Traffic* if they receive a STOP *Handsignal* communicated by:

- a red flag;
- a red light; or
- both hands held high.

6. All Clear Handsignals

An ALL CLEAR *Handsignal* tells *Rail Traffic Crews* that workers are aware of approaching *Rail Traffic* and the workers will remain *Clear* until that *Rail Traffic* passes.

A *Handsignaller* holds up a steady white light or one hand to give the ALL CLEAR *Handsignal*.

7. General Handsignals

The following figures show the *Handsignals* that must be used in the *Network*.

Figure 2003-1 Handsignals and Verbal Commands

Signal / Use	Verbal Command	Using Flags	Using Lights	Using Hands
Stop	"Stop" or "Red light" during *Shunting* operations only	Steady red flag	Steady red light	Both hands held high
Emergency or Danger	"*Emergency*, *Emergency*, *Emergency* Stop, Stop, Stop"	Vigorous and erratic waving of flag	Wave any light in a vigorous and erratic manner	Vigorous and erratic waving of arms
Warning/ Caution	"Reduce to, and *Travel* at *Restricted Speed*"	Nil	Nil	Nil
Proceed at Normal Speed	"Proceed at *Normal speed*"	Nil	Ni	Nil
All Clear	"I am aware of your approach"	Nil	Steady white light	One hand held up

8. Shunting Handsignals and Verbal Commands

Figure 2003-2 Shunting Handsignals and Verbal Commands

Signal / Use	Verbal Command	Using Lights	Using Hands
Move Away	"(ID) Move away from me"	Swing white light backwards and forwards beside body	Hold one hand up and outwards and wave in a vertical circle
Move Away Slowly	"(ID) Move slowly away from me"	Swing green light backwards and forwards beside body	Hold one hand up and outwards and wave in a vertical circle. Hold the other hand up and outwards.
Move Towards	(ID) "Move towards me"	Wave white light slowly back and forth across the body	Wave one hand slowly back and forth overhead

Figure 2003-3 Shunting Handsignals and Verbal Commands continued.

Signal / Use	Verbal Command	Using Flags	Using Lights	Using Hands
Move Towards Slowly	"(ID) Move towards me slowly"	Nil	Wave green light slowly back and forth across the body	Wave one hand slowly back and forth overhead, holding the other hand up and outwards
Close Up or Couple Up	"(ID) Close Up" or "(ID) Couple Up"	Nil	Wave green light slowly back and forth across the body	Hold both hands up and outwards and repeatedly bring hands together to form an arch
Admit	"(ID) OK to enter"	Wave green flag slowly back and forth across body	Wave green light slowly back and forth across the body	Hold one hand up and outwards

9. Effective Date

3 February 2020

Network Safeworking Rules and Procedures

Network Communications

Rule Number: 2007

Document History			
Version	**Effective Date**	**Pages updated**	**Reasons for change**
3	03/11/2025	5,10,11,12	Updates to Section on Emergency Communications, Written Commmunincations Abbreviations and Short Identification

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Not in use

Not in use

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1. Purpose

This rule provides protocols for the effective use of spoken and written communications between *Network Controllers*, *Track Workers*, *Rail Traffic Crews* and other users for railway operations.

2. General

Effective Communication is essential for safety in the *Network*.

Arc Infrastructure provides:

- two-way radio coverage for most of the *Network*, this includes total coverage in *Centralised Traffic Control (CTC) Territory*;
- two-way radio coverage for local communications. Local communications do not provide two-way radio communications with *Network* Control;
- *Track* worker device messaging to and from *Network* Control System;
- wayside telephones will be provided where services are available and for Operational requirements and where provided will be located in annexes and Train Order cabins.

2.1 Communication fundamentals

Communication in the *Network* must be:

- Brief and unambiguous;
- relevant to the task at hand; and
- agreed as to its meaning before being acted upon.

Communications may be spoken, written or electronic transmissions.

Communications must use the 24-hour clock to give times.

Communications Equipment used for railway operations must be tested for correct operation:

- for *Rail Traffic* prior to entry on to the *Network*; and
- for *Work on Track* prior to starting work.

2.2 Confirmation of communication

The receiver must confirm the content of a message by repeating the message back to the sender, if requested by *Network Control* or the communication is about:

- an *Occupancy Authority*;
- an instruction not to Proceed;
- *Train* running information;
- *Special Working*; or
- a *Condition Affecting The Network (CAN)*.

The receiver must not act on a spoken or written communication until the sender confirms that the message has been repeated correctly.

Where a safeworking form is issued by telephone, the recipient must make a general broadcast over open channel radio, including Local Channel UHF50 where Control channels are not in use, prior to departing, on-tracking or starting work in the *Danger Zone* which contains the following:

For *Movement Authorities* (MA) (Train Order or Road Rail Vehicle Authority) including *Alternative Movement Authorities*;

- The *Rail Traffic* Number – e.g. “this is Train 1234” or “this is RRV029”,
- The start location of the MA – e.g. “at Cowan”,
- The destination location of the MA – e.g. “in possession of a *Movement Authority* to proceed to Daniell”.

For a *Work on Track Authority*;

- The Team number or *Protection Office* Name – e.g. “this is GT4” or “this is *Protection Officer* Jones”.
- The WoTA and worksite location kilometrage – e.g. “with a *Work on Track Authority* for the 192 kilometre Norseman to Daniell Section”.

2.3 Relaying Communications

If it is not possible for a sender to communicate directly with an intended receiver, a *Competent Worker* may relay the content.

The content of a communication must be relayed exactly as it was received.

3. Emergency Communication

When required to communicate in an *Emergency*, workers are to use whatever communication method is available, with radio communications being the first priority.

Emergency communications must:

- start with "*Emergency, Emergency, Emergency*";
- be given priority; and
- be answered immediately by the intended recipient.

If there is an *Emergency* message on an *Open-Channel* radio, other users of the channel must stop their transmissions immediately.

Unless they are answering or aiding the *Emergency* call, workers must not transmit unless they are certain no interference will result.

3.1 Emergency Radio Communications

The *Competent Worker* must:

- transmit: "*Emergency, Emergency, Emergency"*
- identify the intended recipient of the message followed by the sender's identity who is establishing the *Emergency* communication;
- give brief details about the *Emergency* and if *Emergency* Services are required;
- if there is no immediate answer, pause then;
- repeat "*Emergency, Emergency, Emergency*. This is (their identification)" and details about the *Emergency*. Keep repeating until answered;
- when the receiver answers, give their *Rail Traffic* identitification if applicable, their *Location* details and the nature of the *Emergency*; and
- exchange the necessary information and directions;

The reciever of the *Emergency* communication must:

- acknowledge the transmission and repeat back all safety critical information to ensure understanding; and
- if an emergency communication is not clearly received or understood by the reciever, the sender shall use all possible means to establish contact with the receiver ensuring the communication is understood. This may include the sender repeating the message, rewording the message or using alternate means of communication (e.g., mobile phone/radio) to ensure understanding.

4. Spoken Communication

Open-Channel communication must use the standard terms and protocols in this rule and must be acknowledged promptly.

WARNING: *Competent Workers* must not assume that a receiver has understood a message before the receiver confirms that the message has been understood.

If the meaning of a spoken communication is not understood:

- the receiver must ask that it be repeated;
- if necessary, the sender and receiver must use the phonetic alphabet and spoken numbers to clarify and confirm the message; or
- arrange alternative means to communicate with the sender.

4.1 Spoken Numbers

When transmitting numbers, a *Competent Worker* must:

- use the spoken numbers in the following table;
- stress the syllables in capital letters;
- for a decimal point, say “Point”.

Figure 2007-1 Spoken numbers table.

For digit	Say	For digit	Say
0	ZEE-roh	5	FI-yiv
1	WUN	6	SIX
2	TOO	7	SEV-en
3	thuh-REE	8	ATE
4	FO-wer	9	NINE-uh

4.2 Phonetic Alphabet (spoken letter names)

When it is necessary to spell words, the *Competent Worker* must use the spoken letter names in the following table.

Stress the syllables in capital letters.

Figure 2007-2 Phonetic alphabet table.

For	Letter Name	Say
A	ALPHA	AL-fah
B	BRAVO	BRAH-voh
C	CHARLIE	CHAR-lee
D	DELTA	DELL-tah
E	ECHO	ECK-oh
F	FOXTROT	FOKS-trot
G	GOLF	GOLF
H	HOTEL	hoh-TEL
I	INDIA	IN-dee-ah
J	JULIET	JEW-lee-ETT
K	KILO	KEY-loh
L	LIMA	LEE-mah
M	MIKE	MIKE

For	Letter Name	Say
N	NOVEMBER	No-VEM-ber
O	OSCAR	OSS-cah
P	PAPA	pah-PAH
Q	QUEBEC	keh-BECK
R	ROMEO	ROW-me-oh
S	SIERRA	See-AIR-rah
T	TANGO	TANG-go
U	UNIFORM	YOU-nee-form
V	VICTOR	VIC-tah
W	WHISKY	WISS-key
X	X-RAY	ECKS-ray
Y	YANKEE	YANG-key
Z	ZULU	ZOO-loo

4.3 Standard Terms and Phrases

A *Competent Worker* must only use these standard terms to convey these meanings:

Figure 2007-3 Standard communication terms.

Term	Meaning
Emergency, Emergency, Emergency.	This is an Emergency.
Correct.	Yes. You are right.
I read back.	I am going to repeat all, or part, of your statement exactly as I received it.
I say again.	I am going to repeat all, or part, of my last statement.
I spell.	I am going to use the phonetic alphabet.
Loud and clear.	Your signal is strong, and every word is understood.
Message received.	I clearly received and understood your message.
Negative.	No. Not correct.
Out.	My transmission is complete.
Over.	I have finished speaking, and I am waiting for a reply.
Read back.	Repeat all, or a specified part, of my message back to me exactly as you received it.
Receiving.	I acknowledge your call. Proceed with the message.
Roger.	Your message has been received.
Say again.	Please repeat your last statement.
Speak slower.	Repeat what you said, speaking more slowly. It is hard to understand you.
Stand by.	Wait. I will be back to you soon.

4.4 Recording Spoken Communications

If spoken communication recording equipment is provided, it must be used to record *Network* Control communications.

5. Spoken Communication Protocols

5.1 Identification

Communications must begin with identification of the receiver, followed by identification of the sender.

Rail Traffic Crews communications must include the sender's *Rail Traffic* identification.

Communications from a worksite must include the sender's:

- name;
- safeworking designation; and
- location (include Structure Numbers where appropriate).

5.2 Open-Channel Communications

Competent Workers using *Open-Channel* radios must:

- except in an *Emergency*, check that the channel is not already in use before starting a transmission;
- if a reply is expected, use the term "Over" to end each statement; and
- to end each transmission, use the term "Out".

5.2.1 Example of Open-Channel Communication

Sender

Say: "(Receiver) this is (Sender), over".

Receiver

Start your reply to the person calling you with their Safeworking designation, *Location*, and/or *Rail Traffic* identification number.

Identify yourself by your Safeworking designation, *Location*, and/or *Rail Traffic* identification number.

Say: "(Sender) this is (Receiver), over".

Sender

Make your statement, ending with "Over".

Receiver

Reply, ending with "Over".

Sender and Receiver

Use standard terms as required in the communication.

Sender or Receiver

At the end of the communication say "Out".

5.3 Short Identification

A short identification may be used, after making an initial positive identification, for *Shunting* or similar operations within a yard or terminal on a dedicated *Shunting* channel. A short identification may also be used for safety critical communications other than shunting, when the communication remains between the original people, is unbroken (continuous) and does not introduce additional personnel.

6. Written Safeworking Communication

Competent Workers compiling Safeworking forms, *Authorities* and records must:

- complete all required items on the form;
- write clearly in permanent ink; and
- write numbers in numerals, not words, using for example “12” instead of “twelve”.

If Safeworking forms include items that have a checkbox before them, *Competent Workers* must:

- tick the box ☑ if it applies, and complete the item; or
- place a cross in the box ☒ if the item does not apply.

If forms include options, text that does not apply must have a single line drawn through it.

Unless otherwise specified, Safeworking forms and records must be kept for at least 90 days.

6.1 Errors on Records, Safeworking Forms and Authorities

Where an error has been made on a record or Safeworking form other than an *Authority* draw a single line through errors, and initial the corrections; or compile a new form.

If an error is made on an *Authority*, *Competent Workers* must act in accordance with Procedure 9016 Written Authorities and Forms.

6.2 Written Communication Abbreviations

Use the standard abbreviations approved by *Arc Infrastructure* in written Safeworking communications.

Figure 2007-4 Written abbreviations.

Abbreviation	Meaning
No	Number
LOCO	Locomotive
KM	Kilometre
TM	On-Track Machine
CBH	Co-operative Bulk Handling
JCT	Junction
AKOL	Annett's Key On Locomotive
CAN	Condition Affectiong the Network
LPA	Local Possession Authority
WoTA	Work on Track Authority

NOTE: Section names will use station name abbreviations.

7. Communications Equipment

Communications Equipment authorised by *Arc Infrastructure*, or compatible with *Arc Infrastructure* equipment, may be used to establish *Effective Communication* in the *Network*.

Before *Rail Traffic Travels* in the *Network*, equipment to communicate with the *Network Controller* must be working correctly.

Before entering the *Network*, *Rail Traffic Crews* must be aware of:

- communication protocols; and
- radio channels for each type of *Communication Equipment*.

7.1 Defective Equipment

If *Network* Control *Communications Equipment* is defective, the *Network Controller* must:

- tell *Infrastructure Representatives* about the faulty equipment; and
- establish alternative communication methods.

If *Rail Traffic* Communication Equipment becomes defective, *Rail Traffic Crews* must:

- use a third party to relay messages; or
- use wayside *Communications Equipment, if available*.

8. References

9016 Written Authorities and Forms

9. Effective Date

06:00 hrs on Monday 3rd November 2025

Network Safeworking Rules and Procedures

Reporting and Responding to a Condition Affecting the Network (CAN)

Rule Number: 2009

Document History			
Version	**Effective Date**	**Pages updated**	**Reasons for change**
3	03/11/2025	5 & 6	Minor correction in 3.2 and a referenced document removed

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1. Purpose

The purpose of this rule is to provide instructions for reporting and responding to unsafe conditions affecting or potentially affecting the *Network*.

2. General

Conditions that can or do affect the safety of operations in the *Network* must be reported promptly to the *Network Controller*.

NOTE: Examples of conditions that can affect the *Network* can be found in Rule 1003 General Responsibilities for Safety.

The *Network Controller* must make a *Permanent Record* of the report.

2.1 Heat Speed Restrictions

At times it may be necessary to reduce the speed of *Rail Traffic* to protect the *Infrastructure* and to ensure the safety of *Rail Traffic* during periods of high temperatures.

The *Network Controller* must be notified of hot weather conditions that require speed restrictions to be imposed by the *Infrastructure Representative*.

3. Responding

The *Competent Worker* reporting the *Condition Affecting the Network (CAN)* must:

- where possible, prevent *Rail Traffic* from approaching the affected portions of line; and
- where instructed by the *Network Controller*, *Protect* the *Obstructed* line in accordance with the *Network Safeworking Rules and Procedures*.

The *Network Controller* must promptly advise:

- the Approved Operations *Delegate*;
- the Approved Infrastructure *Delegate* on call for the affected *Infrastructure*;
- other affected *Network Controllers*; and
- affected nominated *Operators' Representatives* about the *CAN*.

3.1 Network Controller Assurances

Network Controllers must:

- arrange to warn *Rail Traffic Crews* approaching the affected portions of line;
- arrange to prevent *Rail Traffic* from approaching the affected portions of line;
- apply *Blocking Facilities* where available; and
- ask *Infrastructure Representatives* to investigate.

3.2 Warning Rail Traffic Crews

The *Network Controller* must give written warning of the *CAN* to *Rail Traffic Crews* using a CAN form if:

- Heat Speed Restrictions have been requested by the *Infrastructure Representative*;
- Faulty or potentially faulty *Level Crossings* have been reported;
- *Level Crossing* warning equipment has been deactivated;
- *Rail Traffic* must be *Restrained* due to the *CAN*; or
- *Rail Traffic Crews* are to be advised of the requirement to reduce speed.

Where possible, the *Network Controller* must arrange for *Rail Traffic Crews* to be given warning before *Rail Traffic* enters the affected portion of line.

If it is not possible for *Rail Traffic Crews* to be given written warning, the *Network Controller* must tell affected *Rail Traffic Crews* about the *CAN* by whatever means available.

Rail Traffic Crews must acknowledge and comply with *CAN* warnings.

The *Network Controller* must continue to warn *Rail Traffic Crews* entering the affected portion of line until:

- the *CAN* no longer exists; or
- *Rail Traffic Crews* are warned by other means.

3.3 Declaring the CAN to be a Major Incident

The Approved Operations *Delegate* may declare the *CAN* to be a major incident in accordance with Arc Infrastructure's policies and procedures.

3.4 Infrastructure Restoration

WARNING: Work in the *Danger Zone* must not commence until appropriate *Protection* is in place.

Infrastructure restoration work in the *Danger Zone* arising from a *CAN* must be undertaken only after the *Protection Officer* or *Possession Protection Officer* has obtained the appropriate *Track Occupancy*.

4. Evidence Retention

Evidence relevant to the incident must be protected and preserved as directed by the *Competent Worker* managing the rail response to the incident.

5. Return to Normal Working

Rail Traffic may resume *Travel* in the affected area only if:

- the *Competent Worker* managing the rail response to the incident tells the *Network Controller* that it is safe to do so; and
- the *Network Controller* authorises *Travel*.

NOTE: If approved Infrastructure *Delegates* have been asked to investigate a *CAN*, they must *Certify* the line as safe for *Rail Traffic* before the *Network Controller* may authorise return to normal working.

6. References

1003 General Responsibilities for Safety

7. Effective Date

06:00 hrs on Monday 3rd November 2025

Network Safeworking Rules and Procedures

Active Control Level Crossing Management

Rule Number: 2015

Arc Infrastructure maintains the master for this document and publishes the current version on the Arc Infrastructure website. All changes and updates to the Network Safeworking Rules and Procedures are authorised by the Arc Infrastructure Rule Book Committee. This document is uncontrolled when printed.

Document History

Version	Effective Date	Pages updated	Reasons for change
2.01	21 11 2022	6	Rail Traffic Crew added with Competent Worker

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1. Purpose

This rule prescribes the requirements and protocols for managing and testing *Active Control Level Crossings* in the *Network*.

2. General

Active Control Level Crossing Protection equipment will commence to operate when detected *Rail Traffic* reaches a predetermined warning distance from the *Level Crossing*. This varies to provide an adequate warning period appropriate to the maximum *Track Speed*. The activation point may be a fixed position determined by design calculations or may be determined dynamically by the *Level Crossing* prediction system if installed.

Where half boom gates are provided in conjunction with flashing light warning signals, the operation is as follows:

- Where Advance Warning Lights are installed, and when the detected *Rail Traffic* reaches the predetermined warning distance, they will activate for approximately 8 to 10 seconds prior to the *Level Crossing* lights activating.
- The flashing light warning signals will operate and bells will ring, and a white flashing side light will be exhibited to the *Rail Traffic Crew*.
- Approximately 6 to 10 seconds later the boom will commence to descend to form a barrier across the roadway approach lane.
- When the boom is fully lowered, the bells may cease to ring but the warning lights will continue to flash.
- When the *Rail Traffic Clears* the *Level Crossing*, the boom will automatically rise to the vertical position.
- Flashing lights will continue to flash until the boom returns to a vertical position.

Where flashing light warning signals are the only *Level Crossing Protection* installed, the operation is as follows:

- Where Advance Warning Lights are installed, and when the detected *Rail Traffic* reaches the predetermined warning distance, they will activate for approximately 8 to 10 seconds prior to the *Level Crossing* lights activating.
- The flashing light warning signals will operate and bells will ring, a white flashing side light will be exhibited to the *Rail Traffic Crew*.
- When the *Rail Traffic Clears* the *Level Crossing*, the *Level Crossing* lights will cease flashing.

Where pedestrian warning devices are installed, the operation is as follows:

- Where Warning Lights are installed, and when the detected *Rail Traffic* reaches the predetermined warning distance, they will activate for approximately 25 seconds prior to the *Rail Traffic* reaching the *Level Crossing*.
- The flashing light warning signals will operate and bells will ring, until the *Rail Traffic Clears* the *Level Crossing*.
- When the *Rail Traffic Clears* the *Level Crossing*, the *Level Crossing* lights will cease flashing and the bells will cease ringing.
- The Pedestrian *Level Crossing* may also have automatic barrier gates installed. These shut and open in conjunction with the lights and bells operating.

3. Testing Warning Equipment

Active Control Level Crossing roadside and pedestrian warning equipment must be tested by authorised on-site testers.

The warning equipment must be tested at a time when all equipment will operate.

A *Permanent Record* must be made of the test results.

3.1 On-site Testing Intervals

Warning equipment that is tested on-site must be tested in accordance with *Arc Infrastructure* specified test intervals.

Scheduled Testing may be suspended only on the authority of the Manager Engineering Representative.

A minimum level of scheduled testing must be performed within the maintenance cycle. The uncompleted higher level scheduled testing must be completed in the next maintenance cycle.

If there are concerns in regards to the functionality of the equipment, the *Network Controller* must be advised and the *Level Crossing* treated as potentially faulty. *Rail Traffic Crews* must be warned by the *Network Controller*.

3.2 Authorising Testing

The *Network Controller* must be notified before each test is done.

Before authorising a test, the Signalling Maintenance team must consult with the *Network Controller* to make sure no *Rail Traffic* is *Closely Approaching* the *Active Control Level Crossing*.

3.3 Remote Monitoring

Competent Workers required to monitor equipment must regularly check and act on warning alarms and display indications.

3.4 Testing Due to an Incident

Where an incident occurs at *Level Crossings* provided with half boom gates and / or flashing light warning signals, an Approved Engineering Representative is to attend the *Level Crossing* as soon as practicable to report on the condition of equipment and to remedy any damage resulting from the incident.

4. Manually-Operated Warning Equipment

Competent Workers in charge of *Level Crossings* with manually operated roadside and pedestrian warning equipment must make sure that the warning equipment is:

- activated before *Rail Traffic* is authorised to use the *Level Crossing*; and
- deactivated only after *Rail Traffic* has fully *Cleared* the *Level Crossing*.

5. Rail Traffic That May Not Activate Track-Circuits

If *Rail Traffic* needs to use an *Active Control Level Crossing* operated automatically by *Track-Circuits*, but the *Rail Traffic* cannot be relied upon to activate the *Track-Circuits, R*ail Traffic Crews must:

- ensure the *Level Crossing* is clear of all road and pedestrian traffic; and
- manually operate the *Level Crossing Protection*; or
- wait for or arrange to stop all approaching road and pedestrian traffic.

Rail Traffic may *Proceed* over the *Level Crossing* only if it is safe to do so.

6. Level Crossings with Infrequent Rail Traffic

If *Rail Traffic* is to use an *Active Control Level Crossing* operated automatically by *Track-Circuits* and it is more than 28 days since the last *Rail Traffic* transit, the *Network Controller* must, unless advised otherwise by an Approved Engineering Representative, treat the *Level Crossing* as potentially faulty and warn *Rail Traffic*.

Advice of the *Rail Traffic* movement shall also be given to the Regional Lead for the area so that appropriate checks can be made with regard to the operation of the *Track-Circuits*.

7. Extended Operation of Warning Equipment

Crews of *Rail Traffic* stopped in the controlling *Track-Circuit* of an *Active Control Level Crossing* must promptly tell the *Network Controller* if the *Rail Traffic*:

- is delayed; or
- cannot be moved.

The *Network Controller* must arrange for the *Rail Traffic Crew* or *Competent Workers* to *Protect* the *Level Crossing*.

8. Potentially Faulty Active Control Level Crossings

If an *Active Control Level Crossing* is potentially faulty, the *Network Controller* must warn *Rail Traffic Crews*, in accordance with Rule 2009 Reporting and Responding to Condition Affecting the Network (CAN).

Rail Traffic Crews warned about a potentially faulty *Level Crossing* must approach the crossing at a speed that allows *Rail Traffic* to stop short of the crossing.

If it cannot be determined that the *Level Crossing* equipment is working correctly, *Rail Traffic* must stop short of the *Level Crossing* to check whether the warning equipment is operating correctly and:

- if warning equipment is operating correctly, proceed;
- if warning equipment is not operating correctly, treat the *Level Crossing* as faulty; and
- as soon as possible, report the condition of the warning equipment to the *Network Controller*.

9. Faulty Active Control Level Crossings

If an *Active Control Level Crossing* is faulty, the *Network Controller* must:

- warn *Rail Traffic Crews* that the warning equipment is faulty, in accordance with Rule 2009 Reporting and Responding to Condition Affecting the Network (CAN);
- as necessary, arrange for a *Competent Worker* to *Protect* the *Level Crossing*, or arrange to close the crossing to road and pedestrian traffic;
- arrange for a *Signals Maintenance Representative* to attend; and
- make a *Permanent Record* of the details.

9.1 Faulty Active Control Level Crossing not Protected by a Competent Worker

If a faulty *Active Control Level Crossing* is not *Protected* by a *Competent Worker, Rail Traffic Crews* must:

- stop short of the *Active Control Level Crossing*;
- manually operate the *Level Crossing*; arrange to stop approaching road and pedestrian traffic; and
- proceed over the *Level Crossing* only if it is safe to do so.

NOTE: *Rail Traffic Crews* must be aware that an *Active Control Level Crossing* failure where the *Level Crossing Protection* is continually activated increases the risk that road users may not be observing the warning equipment. *Rail Traffic Crews* must be prepared to Stop to prevent a collision. They may only proceed when satisfied it is safe to do so.

10. Protection by Competent Workers

Competent Workers must contact the *Network Controller* and obtain *Rail Traffic* information.

Competent Workers must not do other work when *Protecting* an *Active Control Level Crossing*.

If one *Competent Worker* cannot safely *Protect* an *Active Control Level Crossing*, additional *Competent Workers* must be used.

Competent Workers must make sure that all road and pedestrian traffic has been stopped prior to the arrival of *Rail Traffic*.

10.1 Active Control Level Crossing with Flashing Light Protection Only

Competent Workers must:

- advise any road user and pedestrians waiting at the crossing to only move across the *Level Crossing* when directed to do so;
- if there is no approaching *Rail Traffic*, direct any road or pedestrian traffic to move over the crossing; and
- make sure that all road and pedestrian traffic has been stopped prior to the arrival of *Rail Traffic*.

10.2 Active Control Level Crossing with Half Boom Gates and Flashing Light Protection

Competent Workers must:

- confirm if the boom barrier is in contact with or if there is a risk of contact with any Overhead Traction System or live overhead electricity. If so, await directions from the Manager Engineering Representative before raising or lowering any half boom gate;
- if there is no approaching *Rail Traffic*, raise and latch the boom barriers and then direct road and pedestrian traffic to move over the crossing:
  - if the mast has a red sign attached (WARNING – BOOMS DRIVE DOWN) then the manual activation switch must be set to 'manual' before attempting to lift the boom gates.
- make sure that all road and pedestrian traffic has been stopped prior to the arrival of *Rail Traffic*; and
- if there is approaching *Rail Traffic*, wait until the *Rail Traffic* has cleared the crossing and then re-assess the time available.

When the *Competent Workers* is relieved, the *Network Controller* must be advised.

Figure 2015-1 Warning – Booms Drive Down sign.

10.3 Active Control Level Crossing interfaced with the Main Roads Department traffic lights

If the crossing control is interfaced with the Main Roads Department traffic lights, the *Competent Worker* must not raise and latch the boom barrier until a *Signals Maintenance Representative* has given permission to do so.

10.4 Returning Active Control Level Crossing to Normal

When the *Signals Maintenance Representative* has made the necessary repairs they will give permission for the *Level Crossing* to return to normal use.

The *Competent Worker* must:

- fully lower a boom barrier to restore normal functionality, then lower the remaining boom barrier(s) and secure all latches; and
- confirm with the *Signals Maintenance Representative* that the *Level Crossing* is operational and advise the *Network Controller*.

11. Resuming Normal Operation

If told that *Active Control Level Crossing* warning equipment has been tested and *Certified* as working correctly, the *Network Controller* must:

- tell *Competent Workers* that normal working will be resumed;
- tell affected *Rail Traffic Crews*; and
- make a Permanent Record of the details.

12. Wrong Running-Direction Movements

If there is no *Competent Worker* to protect a *Wrong Running-Direction* movement over an *Active Control Level Crossing* operated automatically by *Track-Circuits*, *Rail Traffic Crews* must:

- stop short of the *Active Control Level Crossing* and manually operate the *Level Crossing*; or
- arrange to stop approaching road and pedestrian traffic.

Rail Traffic may proceed over the *Level Crossing* only if it is safe to do so.

In Double Line areas where the *Active Control Level Crossing* can be operated automatically for *Bi-Directional* movements, manual *Protection* of the *Active Control Level Crossing* is not required.

13. References

2009 Reporting and Responding to Condition Affecting the Network (CAN)

14. Effective Date

21 November 2022

Network Safeworking Rules and Procedures

Responsibilities of Rail Traffic Crews

Rule Number: 2027

Arc Infrastructure maintains the master for this document and publishes the current version on the Arc Infrastructure website. All changes and updates to the Network Safeworking Rules and Procedures are authorised by the Arc Infrastructure Rule Book Committee. This document is uncontrolled when printed.

Document History

Version	Effective Date	Pages updated	Reasons for change
2.01	21 11 2022	All	Review

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1. Purpose

The purpose of this rule is to provide instructions detailing the responsibilities of *Rail Traffic Crews* on the *Network*.

2. General

Rail Traffic Crews must be competent:

- to manage the *Rail Traffic* they operate in the *Network*;
- in the *Systems of Safeworking* relevant to their area of operation; and
- for the *Route* over which they *Travel*.

3. Responsibilities

Rail Traffic Crews must:

- make sure their *Rail Traffic* can be operated safely before they enter and during *Travel* in the *Network*;
- ensure their *Rail Traffic* carries sufficient Safeworking and *Authority* forms applicable to the line being *Travelled*, before entering the *Network*;
- tell the *Network Controller* if a defect is detected on their *Rail Traffic*;
- tell the *Network Controller* if an *Infrastructure* defect is detected;
- co-operate with *Competent Workers* in the performance of their duties;
- tell the *Network Controller* about breaches to the *Network Safeworking Rules and Procedures*; and
- promptly report delays to the *Network Controller*.

If *Rail Traffic Crew* of a *Train*, ensure that the *Drivers Information System (DIS)* documentation is obtained prior to departing the originating depot and is retained for the duration of the journey.

3.1 Vigilance

Rail Traffic Crews must:

- observe the *Track* in the direction of *Travel*;
- observe other *Rail Traffic*;
- frequently observe to the rear to ensure that the *Rail Traffic* is following in a safe and proper manner;
- not engage in any activity that distracts their attention or the attention of others;
- be prepared to stop or reduce *Rail Traffic* speed if required;
- not exceed speed limits;
- reduce *Rail Traffic* speed if it is considered that the conditions prevent safe operation at *Normal Speed*;
- stop, if braking equipment is not considered to be operating as expected;
- pay particular attention when:
  - *Authorities* are being received;
  - reporting their position;
  - visibility is impaired for any reason; and
  - approaching:
    - a *Block Station*;
    - a *Crossing Location*;
    - signals, indicators and signs;
    - *Track Workers*;
    - *Level Crossings*; and
    - end of *Limit of Authority*.

3.2 Cross Checks

Where there is more than one *Rail Traffic Crew* member, each *Rail Traffic Crew* member must be aware of and agree to the current *Limit of Authority*.

The *Rail Traffic Crew* must confirm with each other the meaning of:

- Signals;
- *Points* settings;
- *Permanent Speed Restriction* signs; and
- *Temporary Speed Restriction (TSR)* signs.

3.3 Display of Authority

Where the *Authority* is carried on the *Rail Traffic*, it must be displayed in conspicuous view of the crew member at the controls of the *Rail Traffic*.

4. Rail Traffic Crew Changeover

Rail Traffic Crews must tell a relieving *Rail Traffic Crew* about any conditions that could affect the operation of the *Rail Traffic*.

4.1 Relieving Rail Traffic Crew

The relieving *Rail Traffic Crew* must check the status of the *Authority In-Effect* and, if the *Authority* is a written *Authority*, make sure that it is:

- understood;
- correctly recorded; and
- clearly displayed.

The relieving *Rail Traffic Crew* must tell the *Network Controller* about:

- the change of *Rail Traffic Crew*;
- any change to communications arrangements;
- the *Limits* of the *Authority* currently *In-Effect*; and
- any special instructions.

If the Limits of Authority or special instructions reported by the Rail Traffic Crew are incorrect, the *Network Controller* must issue a new *Authority* or provide updated instructions as required.

4.2 Rail Traffic Crew Being Relieved

The *Rail Traffic Crew* being relieved must not depart until they have made sure that the relieving *Rail Traffic Crew* understands:

- the status of the *Authority In-Effect*;
- the status of signals and *Points*;
- the speed limits applicable for the *Rail Traffic*;
- the status of *Track* and *TSRs* in place; and
- any factors that could affect the safety of *Rail Traffic*.

5. Examination of Other Rail Traffic

Rail Traffic Crews must check other *Rail Traffic*, as effectively as the circumstances allow, for:

- loading irregularities;
- *Rail Traffic* defects;
- dragging equipment;
- the presence and operation of an *End-of-Train Marker*; and
- any other irregularities.

5.1 Roll-by Inspection

One member of the *Rail Traffic Crew* must be in a *Safe Place*, at ground level if possible, to conduct a *Roll-by Inspection* of other *Rail Traffic*.

The relieved *Rail Traffic Crew* must carry out a *Roll-by Inspection* of the *Rail Traffic* as it departs the change-over *Location*, unless there will be a delay due to ongoing loading etc.

5.2 Advising of the Examination

Rail Traffic Crews must inform each other after the examination and advise that the other *Rail Traffic* is *Complete* and whether or not there were any irregularities.

Where an *End-of-Train Marker* is missing, *Rail Traffic Crews* must act in accordance with Rule 4005 Rail Traffic Lights and Markers.

6. Reporting and Managing of Faults and Unsafe Conditions

If a defect or unsafe condition is detected, *Rail Traffic Crews* must tell:

- the affected *Rail Traffic Crew*; and
- the *Network Controller*.

If a fault or failure requires attention by the *Rail Traffic Crew*, they must, if necessary, arrange for *Protection* from other *Rail Traffic* in accordance with Rule 4001 Protecting Disabled Rail Traffic.

7. Overdue Occupancies

7.1 Stopped Rail Traffic

If a *Rail Traffic* stoppage is or will become extended, the *Rail Traffic Crew* must:

- tell the *Network Controller* the *Location* and the reason why the *Rail Traffic* is overdue;
- if necessary, *Secure* the *Rail Traffic*; and
- if necessary, provide *Protection* for the *Rail Traffic* in accordance with Rule 4001 Protecting Disabled Rail Traffic.

7.2 Inspecting Stopped Rail Traffic

WARNING: Where there is a risk of being struck by *Rail Traffic* on *Adjacent* lines, the *Rail Traffic Crew* must arrange to implement safety measures in accordance with Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines.

WARNING: *Adjacent* lines may be under the control of a different *Network Controller* or *Access Provider*.

If it is necessary to inspect their *Rail Traffic* the *Rail Traffic Crew* must:

- make sure that they and the *Rail Traffic* are *Protected* against *Rail Traffic* on *Adjacent* lines; and
- tell the *Network Controller* the result of the inspection.

7.3 Disabled Rail Traffic

If the *Rail Traffic Crew* reports overdue *Rail Traffic* as *Disabled*, the *Network Controller* must act in accordance with Rule 4009 Removing Disabled Rail Traffic.

8. Confirming Rail Traffic Complete

When it is necessary to determine that *Rail Traffic* is *Complete*, the following methods must be used by *Rail Traffic Crews* or other *Competent Workers*:

- a visual inspection has verified the presence of the *End-of-Train Marker*;
- where information is provided by an *End-of-Train Monitoring* system;
- no unaccounted brake reduction has occurred and no other sign on the brake gauge is evident which indicates the *Train* is not *Complete*; or
- it is determined that the correct vehicle is at the rear of the *Rail Traffic*.

9. References

4001 Protecting Disabled Rail Traffic

4005 Rail Traffic Lights and Markers

4009 Removing Disabled Rail Traffic

9010 Protecting Work from Rail Traffic on Adjacent Lines

10. Effective Date

21 November 2022

Network Safeworking Rules and Procedures

Responsibilities of Network Controllers

Rule Number: 2029

Arc Infrastructure maintains the master for this document and publishes the current version on the Arc Infrastructure website. All changes and updates to the Network Safeworking Rules and Procedures are authorised by the Arc Infrastructure Rule Book Committee. This document is uncontrolled when printed.

Document History

Version	Effective Date	Pages updated	Reasons for change
3	03/11/2025	4, 6	Referenced document removed

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1. Purpose

The purpose of this rule is to provide instructions detailing the responsibilities of *Network Controllers*.

2. General

Network Controllers safely manage the transit of *Rail Traffic* through the *Network*.

Network Controllers must plan, set priorities for, and manage:

- *Rail Traffic* services;
- *Track Occupancies*
- *Movement Authorities*;
- *Alternative Movement Authorities*;
- liaising with the relevant *Operators Representatives* and *Infrastructure Representatives* and external services during incident management; and
- the restoration of *Rail Traffic* services, safely and promptly.

3. Responsibilities

Network Controllers must:

- make sure control systems are operated correctly;
- respond to equipment failures and warning alarms promptly;
  - reporting all equipment failures and faults to the relevant *Infrastructure Representative*.
- make sure accurate time is maintained and used;
- maintain accurate and timely information on the *Network Control Diagram* on actual and anticipated *Rail Traffic* movements, *Work on Track Authorities* and methods;
- not engage in any activity that distracts their attention from their *Safeworking* duties, or that may distract others in the *Network* Control centre;
- *Authorise* and *Issue Movement Authorities* and *Work on Track Authorities*;
- as necessary, introduce methods of *Special Working*;
- as necessary, provide *Rail Traffic* details to affected *Network Controllers* and other workers; and
- promptly report incidents and breaches of the *Network Safeworking Rules and Procedures* to their Supervisor and affected *Operator's Representatives*.

Where *Authorities* are being *Issued* manually, the *Network Controller* must cross-check the *Authority* with the *Network Control Diagram* and other *Authorities Issued*.

Network Controllers must complete the transmission, verification and recording of each *Authority* before commencing any other activity.

3.1 Area of Control

Control boundaries define the geographic areas of responsibility for each *Network Controller*.

Network Controllers may only authorise or manage *Authorities* or activities within their area of control.

4. Network Control Handover

A *Network Controller* must tell the relieving *Network Controller* about any conditions that could affect the operation of the *Network*.

5. Interface between Control Boundaries

Network Controllers must share up to date information concerning:

- anticipated *Rail Traffic* arrival and departure times;
- the planning of *Rail Traffic* paths;
- *Rail Traffic* identification details; and
- *Crossing* and passing requirements as appropriate.

Before authorising *Rail Traffic* to proceed to a *Location* that is managed by another *Network Controller*, permission from that *Network Controller* must be obtained.

6. Overdue Occupation

Where the agreed or expected reporting, clearance or *Section* running times are exceeded by an unreasonable amount, the *Network Controller* must:

- contact the *Competent Worker* in charge of the *Work on Track* activities; or
- contact the *Rail Traffic Crew*.

If this contact cannot be made, the *Network Controller* must advise the *Track Workers* or *Rail Traffic Crews* organisation and alert them to the circumstances.

The requirements of Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN) must be observed if the *Network Controller* cannot communicate with the *Rail Traffic Crew* of an overdue *Rail Traffic* movement.

If the *Track Workers* or *Rail Traffic Crew's* safety cannot be established, the *Network Controller* must initiate *Emergency* procedures.

7. Obstruction of Lines Other Than Disabled Rail Traffic

If an *Obstruction* other than *Disabled Rail Traffic*, such as wash away, landslides etc., is reported, the *Network Controller* responsible for the affected portions of line must act in accordance with Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN), and:

- instruct *Rail Traffic Crew's* in or approaching the affected *Block* to stop their *Rail Traffic* immediately; and
- apply *Blocking Facilities* in accordance with Rule 6003 Blocking Facilities to prevent entry of further *Rail Traffic* into affected or potentially affected portions of *Track*.

8. Keeping Records

Network Controllers must keep a *Permanent Record* of relevant conditions and movements in the *Network*.

9. References

2009 Reporting and Responding to a Condition Affecting the Network (CAN)

6003 Blocking Facilities

10. Effective Date

06:00 hrs on Monday 3rd November 2025

Network Safeworking Rules and Procedures

Responsibilities of Track Workers

Rule Number: 2031

Document History			
Version	**Effective Date**	**Pages updated**	**Reasons for change**
2.0	03 02 2020	All	Major Review

Arc Infrastructure maintains the master for this document and publishes the current version on the Arc Infrastructure website. All changes and updates to the Network Safeworking Rules and Procedures are authorised by the Arc Infrastructure Rule Book Committee. This document is uncontrolled when printed.

Not in use

Not in use

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1. Purpose

The purpose of this rule is to provide instructions detailing the responsibilities of *Track Workers* in the *Network*.

2. General

Track Workers engaged on works in the *Network* must be under the supervision of a *Protection Officer* who has access to:

- current information on the running of *Rail Traffic*;
- any relevant notices of working arrangements for that *Location*; and
- the *Network Safeworking Rules and Procedures*.

NOTE: *Track Workers* must expect the movement of *Rail Traffic* at any time, on any *Track* and in any direction in addition to the requirements set out in Rule 1003 General Responsibilities for Safety.

3. Responsibilities of Track Workers

Track Workers responsibilities may include:

- coordinating maintenance or construction workgroups and *Associated Rail Traffic* in liaison with the *Network Controller*; and
- managing worksite *Protection* when appointed as a *Protection Officer* for the work.

Track Workers must report to the *Network Controller* any:

- faults or defects that could affect the operation of the *Network*; and
- breach of the *Network Safeworking Rules and Procedures*.

Protection Officers responsibilities include:

- determining safety measures required for *Occupation* of the *Track*;
- managing worksite *Protection*;
- obtaining *Work on Track Authorities*; and
- advising the *Network Controller* of any delay in returning the *Track* to service.

4. Interface between Track Occupancies

An interface between *Track Occupancies* occurs where two or more *Track Occupancies* are physically *Adjacent*.

4.1 Information Sharing

Protection Officers whose *Track Occupancies* interface with another *Track Occupancies*, must frequently share information concerning:

- anticipated movement of *Rail Traffic*; and
- *Rail Traffic* identification details.

Before authorising *Rail Traffic* to proceed to a *Location* managed by another *Protection Officer*, permission must be obtained from that *Protection Officer*.

5. Passing Rail Traffic

WARNING: *Track* Workers must be in a *Safe Place* for the passage of *Rail Traffic*.

All *Track* Workers have a responsibility to observe passing *Rail Traffic* for potential defects which may include:

- signs of alarm from passengers;
- loading irregularities;
- braking defects;
- dragging equipment;
- fire on a *Train*; and
- the absence or non-operation of an *End-of-Train Marker*.

The *Rail Traffic Crew* and the *Network Controller* must be advised of any irregularity on that *Rail Traffic*.

5.1 Standing clear

As *Rail Traffic* passes, *Track Workers* must:

- stand clear and remain in a *Safe Place*;
- make no movement that may be mistaken by *Rail Traffic Crews* as a movement into the *Danger Zone*; and
- unless responsible for displaying *Handsignals* to *Rail Traffic Crews*, make no movements and gestures that may be mistaken for *Handsignals*.

6. References

1003 General Responsibilities for Safety

7. Effective Date

3 February 2020