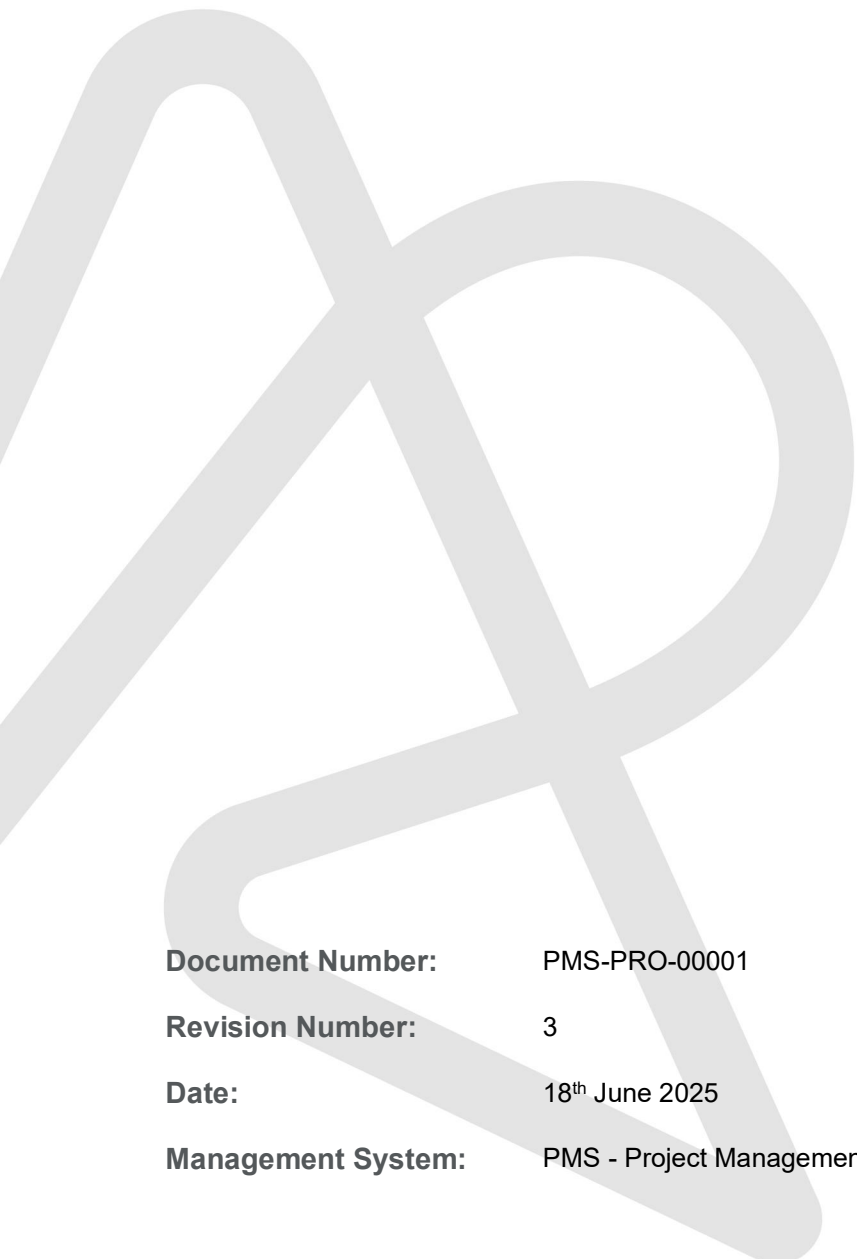


# Communication Procedure for Emergency Works



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# Communication Procedure for Emergency Works

## 1. Rail Safety Purpose

This Communication Procedure is applicable to third parties (TP) and services owners' (TPSO), as well as their agents and contractors, including but not limited to:

- Horizon, Power, Transalta Energy Australia and Western Power.
- Alinta, APA, ATCO, DBNGP and Esperance Pipeline Company.
- Busselton Water, Harvey Water and Water Corporation.
- British Petroleum.
- NBN, Optus, Telstra and Vodafone.
- Main Roads WA.
- Local Government Authorities.
- Arc's Commercial Customers and Contracted Entities.
- Any other private landowners, mining and resources companies, small businesses and entities who may wish to enter the Rail Corridor due to an Emergency.

### Rail Safety Purpose

The Arc Infrastructure rail corridor (designated as corridor land under the Rail Freight Systems Act 2000) (**Rail Corridor**) is an environment that poses health and safety hazards and risks.

At any point, there may be multiple entities operating within the Rail Corridor, giving rise to different levels of risk.

Arc is the accredited rail transport operator of the freight network and a non-exclusive licensee of the Rail Corridor. Additionally, Arc's obligations derive from:

- Rail Safety National Law (WA) 2015 Act and regulations.
- Work Health and Safety Act 2020 and (general) regulations 2022.
- Emergency Management Act 2020 and regulations.
- Arc Infrastructure's Rail Network Safeworking Rules and Procedures 2020 (as updated from time to time). The current version is available on [www.arcinfra.com](http://www.arcinfra.com)

Arc requires that all entrants into the Rail Corridor have an appropriate level of Track Access Permit according to the approved work activities and/or at a minimum have completed the Rail Corridor Induction course.

Entrants must possess a valid Track Access Permit (TAP) or be supervised by an Arc accredited Protection Officer (as per Arc Safeworking Rule 1004).

The link to the Rail Corridor Induction course can be found on <https://www.arcinfra.com/Rail-Network/Access-the-corridor> and information regarding Track Access Permits can be found on <https://www.arcinfra.com/Rail-Network/safeworking-training>.

Arc must use best endeavours to manage risks to safety arising out of its railway operations, including risks arising from all entry and works undertaken by a TPSO within Rail Corridor.

Given the inherent safety risks arising from unauthorised or undeclared entry in the Rail Corridor, Arc reserves the right to report TPSOs and other Third Parties who commit these offences to the Office of the National Rail Safety Regulator (**ONRSR**) without prior notice.



# Communication Procedure for Emergency Works

## 2. Activity Classifications

<b>Emergencies</b>	Is an event on or affecting the Rail Corridor which causes, or is caused by, an imminent risk of: <ul style="list-style-type: none"><li>• actual or apprehended injury or illness to any person.</li><li>• a natural or other disaster; or</li><li>• actual or apprehended injury to property and the environment.</li></ul>	See Section 3 (Emergencies in the Rail Corridor)
<b>Ordinary Activities</b>	Are activities of the following nature: <ul style="list-style-type: none"><li>• ordinary (scheduled or unscheduled) and/or lapsed maintenance activities; or</li><li>• ordinary (scheduled or unscheduled) and/or lapsed maintenance that a reasonable and competent person in the position of the TPSO or Third Party, with knowledge of the facts known to the TPSO or Third Party, would consider to be ordinary and/or lapsed maintenance.</li></ul>	This Communication Procedure will not sufficiently cover assessment and approvals required for non-Emergency activities.  Ordinary Activities will be processed via the Third-Party Application process found on the Arc Infrastructure website <a href="http://www.arcinfra.com/Rail-Network/Access-the-corridor">http://www.arcinfra.com/Rail-Network/Access-the-corridor</a>

## 3. Emergencies in the Rail Corridor

The procedure set out in this section is limited to **Emergencies** which are likely to cause imminent risk to person and property. This document is not intended to cover other works that are not Emergencies.

### 3.1 What to do in an Emergency

**Contact Network Control – provide the following details:**

The central point of contact for all Emergencies is **Arc Network Control**.

The TPSO or Third Party must contact Network Control on the appropriate number (refer to **Appendix 1**) and provide the following information:

- Your name, your employer and contact details.
- Location of the Emergency.
- Nature of the Emergency (i.e., failure, damage etc.).
- Impact or potential impact on rail infrastructure / railway operations (if known).
- Proposed remedial activity; and
- An undertaking that the remedial activity will be performed in accordance with all applicable laws and to the highest standard with respect to safety and ensure that it does not endanger the life and safety of any person in the Rail Corridor.

**Arc will take action:**

Arc Network Control will then contact the On Call Arc Representative with the location and details provided by TPSO or Third Party.



# Communication Procedure for Emergency Works

## Isolate service:

Where the Emergency involves the service of a TPSO, the TPSO must perform the remedial activity according to all applicable laws and to the highest standard with respect to safety and ensure that it does not endanger the life and safety of any person in the Rail Corridor.

At the minimum, the relevant service should be isolated from outside the Rail Corridor.

## Access the Rail Corridor:

The Arc Representative will contact the TPSO or Third Party and provide instructions for accessing the Rail Corridor. These instructions will be provided following an assessment of the movements of trains and other individuals in the Rail Corridor.

While within the Rail Corridor, the TPSO or Third Party must promptly follow all instructions provided by the Arc Representative.

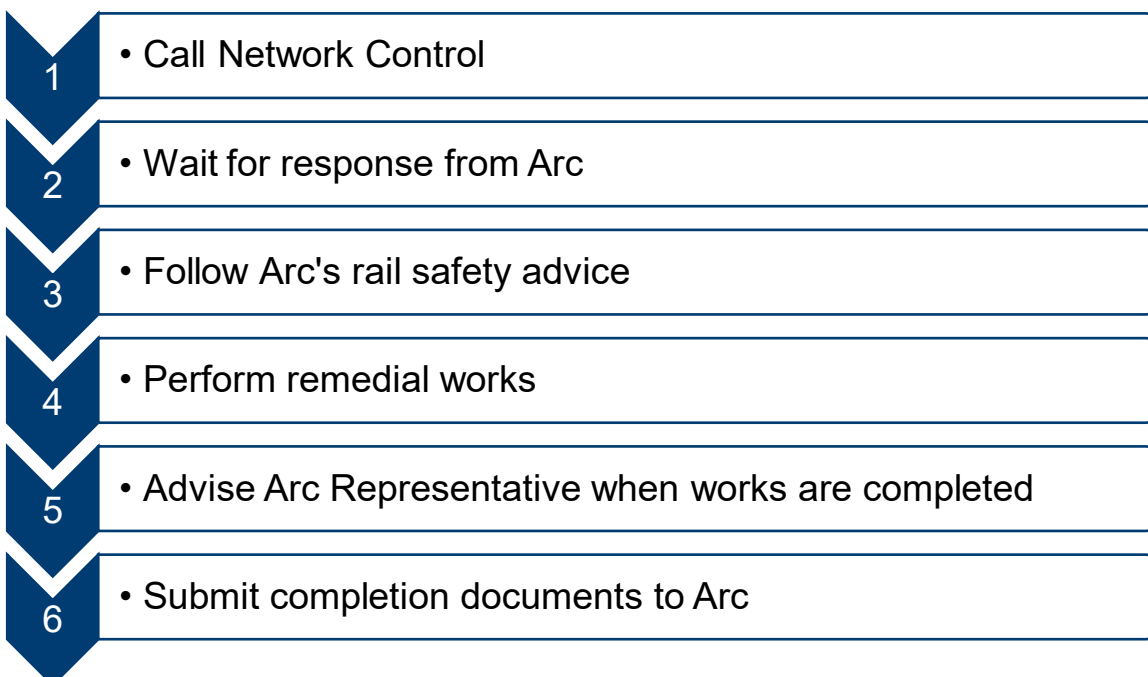
## Proceed with Work Activity:

The TPSO or Third Party may undertake the remedial activity only after receiving the go ahead from the Arc Representative.

## Provide Notice of Completion:

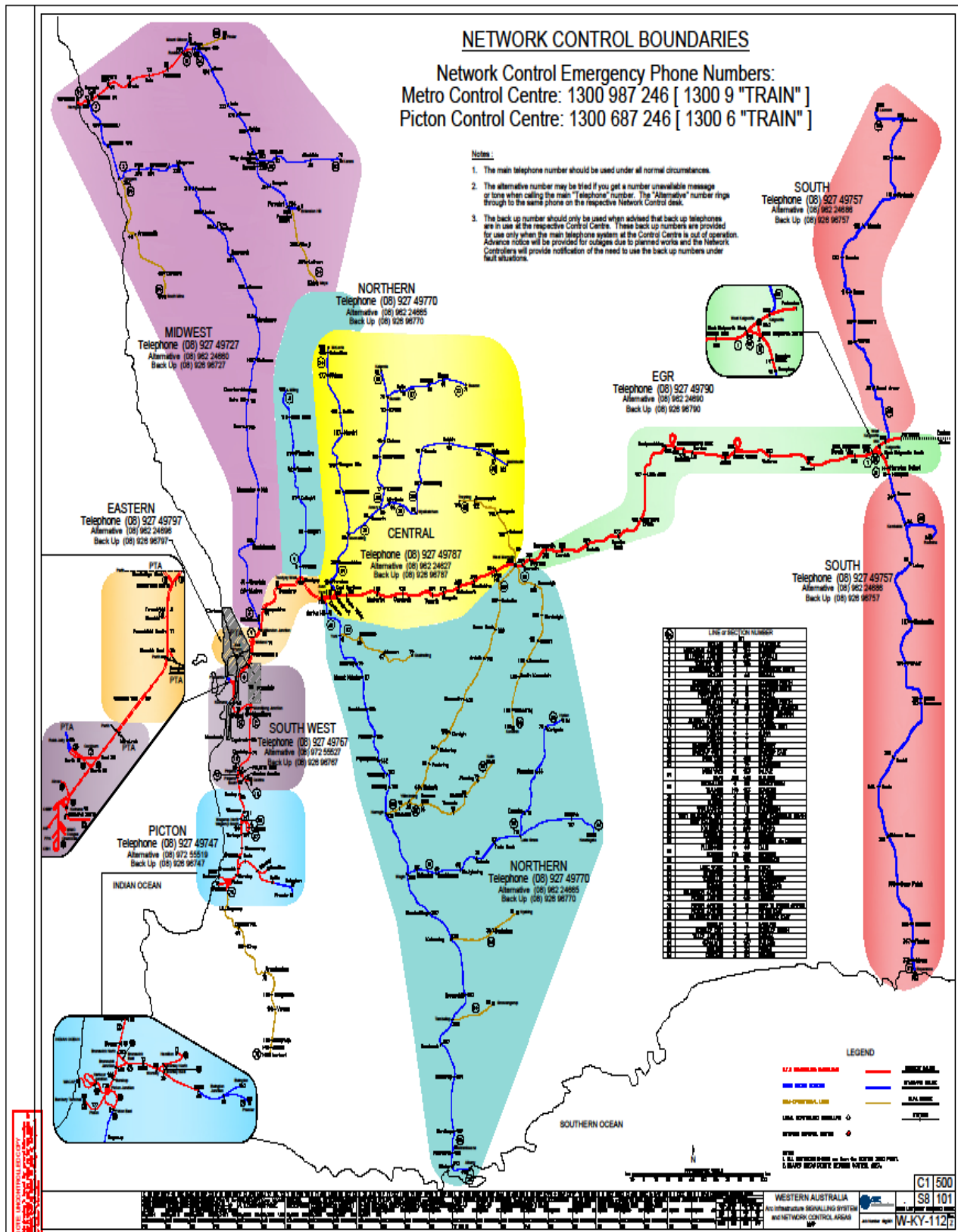
The TPSO or Third Party must complete and provide a notice of completion, see Appendix 2 which contains details of the remedial activity undertaken, including the time it was commenced and finalised, and any other details requested by Arc. Please request a blank notice of completion from Arc Infrastructure Third Party Services team, complete the document and return to: [thirdparty.services@arcinfra.com](mailto:thirdparty.services@arcinfra.com)

## 3.2 Process Flow for Emergencies



## Communication Procedure for Emergency Works

## Appendix – Network Control Boundary Map



# Communication Procedure for Emergency Works

## Appendix – Certificate of Completion Form



Public Transport  
Authority

### Certificate Of Completion



*To be completed after the work has been completed in the rail corridor*

PTA Ref No	Service Owner Project Number		Date
<b>1. Location of Works</b>			
Street address or closest street name:			
Nearest Rail Location (Station/Level Crossing)			
Geo Spatial Ref			
Rail Line Detail		Railway Kilometre Marker	
<b>2. Details of Work Completed</b>			
<b>3. Contractor</b>			
<i>Please provide name, address and contact details of the Contractor completing the works.</i>			
Title	Name & Surname		
Organisation			
Position			
Postal Address			
Suburb	Postal Code	State	
Phone No	Mobile No		
Email Address			
<b>4. Contractor Certification</b>			
<i>The Contractor hereby certifies that the Technical Conditions have been adhere to and completed to Arc Infrastructure standards and requirements. The Contractor understands any fraudulent or false statements can lead to prosecution.</i>			
Name & Surname		Signature	Date
<b>5. Project Manager for Service Owner</b>			
<i>Please provide name, address and contact details for Service Owner's Project Manager responsible for work</i>			
Title	Name & Surname		
Organisation			
Position			
Postal Address			
Suburb	Postal Code	State	
Phone No	Mobile No		
Email Address			
<b>6. Project Manager for Service Owner</b>			
<i>The Project Manager hereby certifies that the Works have been done to Arc Infrastructure standards and requirements. The Project Manager understands any fraudulent or false statements can lead to prosecution.</i>			
Name & Surname		Signature	Date
W 830 300 002		Version 1.1	



# Communication Procedure for Emergency Works

## Document History

Revision	Date	Details of Amendments
1.00		New document created
2.00	12/06/2023	Network Control Areas Boundary Map W-KY-112. New format / template
3.00	18/06/2023	New template Network Control Areas Boundary Map KY112Z-June-2025.

