

# Network Safeworking Rules and Procedures

## Scope of the Network Safeworking Rules

Rule Number: 1001



**Brookfield**  
Rail

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**Adam Sidebottom**  
Rail Safety Manager  
Brookfield Rail  
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## Glossary for this Rule

<i>Access Provider</i>	An organisation that provides and manages a Rail Network and safe method of entry to that network for Access Users.
<i>Advertise</i>	To give written or electronic notice, usually in advance, of planned activities.
<i>Blocking Facilities</i>	A facility used by a Network Controller to prevent either the unintended Issue of an Occupancy Authority, or the operation of points or signalling equipment.
<i>Brookfield Rail</i>	Brookfield Rail Pty. Ltd.
<i>Civil Infrastructure</i>	The track, track formation and drainage, and fixed structures beside, over or under the track. The term includes supports for overhead electric traction equipment and supports for signalling and telecommunications equipment, but not the equipment itself.
<i>Effective Communication</i>	The ability to successfully send, receive and understand information. The communication does not need to be continuous.
<i>Electrical Infrastructure</i>	may include: Equipment and systems for supplying and distributing electricity Wires, cables, electrical equipment, electrical switch rooms, signalling and substations.
<i>Emergencies</i>	Incidents requiring urgent action. The incident might involve death or serious injury, health or safety effects, significant damage to property or Infrastructure.
<i>Infrastructure</i>	See civil infrastructure; electrical infrastructure; signalling infrastructure and telecommunications infrastructure.
<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>Location</i>	A place in the Network with a designated name, identification number, or signalling reference.
<i>Network</i>	A combination of track and other associated infrastructure controlled by Brookfield Rail.
<i>Network Control Diagram</i>	A diagram used by Network Controllers showing operational information for a Rail Traffic control area, also known as a Network Control graph to create a permanent record.
<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>Points</i>	A track component consisting of paired pieces of tapered rail (blades) that can be moved and set to allow tracks to diverge or converge.
<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>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>Rolling Stock Standards</i>	Brookfield Rails' specified requirements for locomotives, vehicles and track vehicles to operate on the Network.
<i>Route</i>	The rail traffic path from one limit of authority to the next in the direction of travel.
<i>Signalling and Communications Infrastructure</i>	Signalling equipment and telecommunications equipment used as part of the safeworking and operating systems of the Network.
<i>Station</i>	A system of tracks within station limits at the beginning or end of a section at which rail traffic may cross, pass or run around.
<i>Station Limits</i>	A defined operational limit of controlled locations or a running line.
<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.
<i>Train Orders</i>	Authorities Issued by the Network Controller for the movement of Rail Traffic or Issue of LPA Track work authorities.
<i>Train Order Territory</i>	The portions of line where the Train Order system of Safeworking is used.
<i>Travel</i>	Planned or purposeful movement from one location to another.
<i>Work on Track</i>	The work performed in the Danger Zone.

# 1. Purpose

This Rule sets out the structure of *Brookfield Rail's Network Safeworking Rules and Procedures*, their area of application and use, and the reference documents used.

*Network Safeworking Rules and Procedures* provide the means by which the Australian National Rules and Procedures (ANRP) will be applied on the *Brookfield Rail Network*.

During the development of the *Network Safeworking Rules and Procedures*, the following have been considered:

- the role of *Brookfield Rail* as an *Access Provider & operator*;
- the interfaces between *Brookfield Rail* and:
  - various *Rail Traffic* operators;
  - *Track* maintenance organisations;
  - suppliers to *Brookfield Rail* of goods and services;
- implementation of technological advancement; and
- existing safeworking procedures, practices and their development.

## 2. Structure and Management of the Rules and Procedures

### 2.1 Development

*Brookfield Rail* has drawn down a number of Rules and Procedures from the Rail Industry Safety Standards Board (RISSB) and so far as reasonably practicable be consistent with the ANRP.

Where the rule and the procedure for a particular area are separate ANRP documents, *Brookfield Rail* has consolidated these into one document.

Where there was no Rule or Procedure provided by the ANRP or where the ANRP document did not meet the requirements of *Brookfield Rail*, then *Brookfield Rail* has developed its own Rule or Procedure.

## 2.2 Structure of the Rules and Procedures

The structure of each *Network Safeworking Rule and Procedure* will include, as a minimum, the following:

- Each Rule and Procedure will have a Name and Number.
- There will be a purpose statement for each Rule and Procedure.
- Each Rule and Procedure will have a date stating when the Rule or Procedure comes into effect.
- If there are other Rules or Procedures that are required to be read in conjunction with the Rule, they shall be referenced in the document.
- Diagrams will be used to aid the reader in understanding the Rules and Procedures.

## 2.3 Managing the Rules and Procedures

Amendments to the Rules and Procedures must be authorised by the *Brookfield Rail* Chief Executive Officer and *Advertised* before implementation.

The controlled copy of the Rules and Procedures are published on the *Brookfield Rail* Internet and Intranet websites or as *Issued by Brookfield Rail*.

The Rules and Procedures are uncontrolled when printed from the website.

The Rules and Procedures will be:

- maintained electronically, and
- available for access and download by authorised users.

## 2.4 Unusual Working

Should a situation arise necessitating working beyond the limits prescribed in these rules, the *Brookfield Rail* Chief Executive Officer or the *Brookfield Rail* Manager Network Operations at the time, may authorise altered working arrangements.

Any altered arrangements must be in writing, be *Advertised* in advance where practicable and a record maintained.

Any altered working must ensure that:

- every reasonable precaution for the safe movement of *Rail Traffic*;
- every reasonable precaution for the *Protection* of workers has been taken; and
- existing procedures are adopted wherever possible.

A record of the altered working must be sent to the *Brookfield Rail's* Rail Safety Manager for retention.

## 3. Extent of the Network

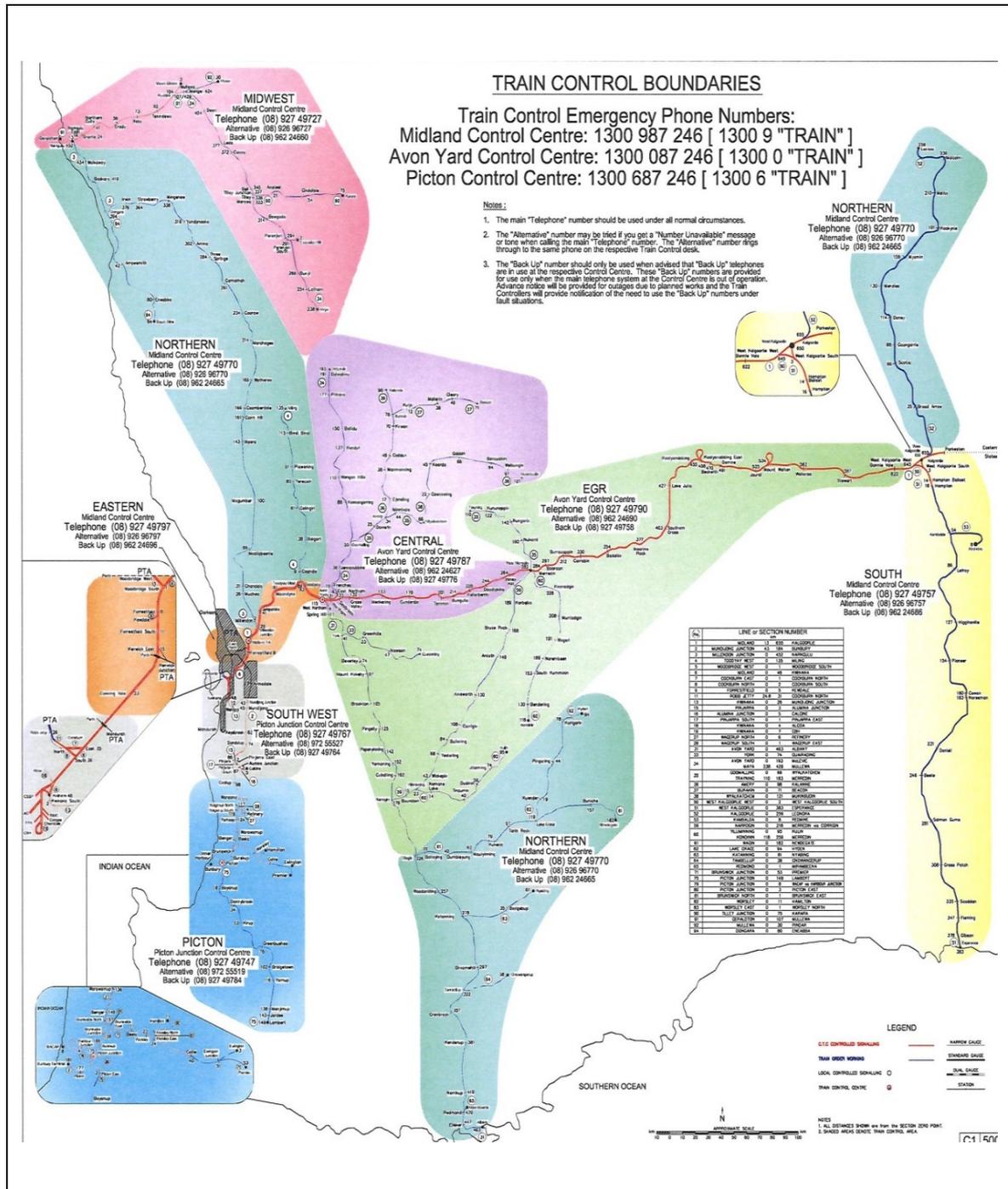
### 3.1 The Brookfield Rail Network.

Figure 1001-1 List of line numbers and sections.

Line No.	Station From	KM		Station To
1	Midland	13	655	Kalgoorlie
2	Mundijong Junction	43	184	Bunbury
3	Millendon Junction	0	452	Narngulu
4	Toodyay West	0	135	Miling
5	Woodbridge West	0	1	Woodbridge South
6	Midland	0	48	Kwinana
7	Cockburn East	0	1	Cockburn North
8	Cockburn North	0	2	Cockburn South
9	Forrestfield	0	5	Kewdale
11	Robb Jetty	24.6	31	Cockburn North
13	Kwinana	0	26	Mundijong Junction
15	Pinjarra	0	3	Alumina Junction
16	Alumina Junction	0	5	Calcine
17	Pinjarra South	0	1	Pinjarra East
18	Kwinana	0	4	Alcoa
19	Kwinana	0	7	CBH
27	Wagerup North	0	6	Refinery
28	Wagerup South	0	1	Wagerup East
31	Avon Yard	0	463	Albany
33	York	0	74	Quairading
34	Avon Yard Maya	0 238	193 429	McLevie Mullewa
35	Goomalling Trayning	0 110	66 183	Wyalkatchem Merredin
36	Amery	0	98	Kalannie
37	Burakin	0	71	Beacon
38	Wyalkatchem	0	121	Mukinbudin
50	West Kalgoorlie West	0	1	West Kalgoorlie South
51	West Kalgoorlie	0	383	Esperance
52	Kalgoorlie	0	259	Leonora
53	Kambalda	0	8	Redmine
59	Narrogin	0	216	Merredin via Corrigin
60	Yilliminning Kondinin	0 118	95 259	Kulin Merredin
61	Wagin	0	182	Newdegate
62	Lake Grace	0	94	Hyden
63	Katanning	0	61	Nyabing
64	Tambellup	0	38	Gnowangerup
65	Redmond	0	1	Mirambeena
71	Brunswick Junction	0	53	Premier
75	Picton Junction	0	149	Lambert
79	Picton Junction	0	10	Bunbury via Inner Harbour
80	Picton Junction	0	3	Picton East
81	Brunswick North	0	1	Brunswick East
82	Worsley	0	11	Hamilton
83	Worsley East	0	1	Worsley North
90	Tilley Junction	0	75	Karara
91	Geraldton	0	107	Mullewa
94	Dongara	0	80	Eneabba

### 3.2 Brookfield Rail Network Control Boundaries.

Figure 1001-2 Brookfield Rail Network and Network Control Boundaries.



This diagram is available at:

[http://www.brookfieldrail.com/assets/br\\_files/Communications%20Material/131030%20Brookfield%20Rail%20Network%20Map%20-Train%20Control%20Areas.pdf](http://www.brookfieldrail.com/assets/br_files/Communications%20Material/131030%20Brookfield%20Rail%20Network%20Map%20-Train%20Control%20Areas.pdf)

### 3.3 Interface locations between Brookfield Rail and the Public Transport Authority

At certain *Locations* there is an interface between the Public Transport Authority Network and *Brookfield Rail Network*. At these *Locations*, as listed below, there are operational and/or signalling protocols to ensure the safe passage of *Rail Traffic*.

#### 3.3.1 Midland

For *Rail Traffic* to enter the *Brookfield Rail Network* the *Brookfield Rail Network Controller* must give the Public Transport Authority Train Controller the release on signal 51.

For *Rail Traffic* to enter the Public Transport Authority network, the Public Transport Authority's Train Controller must give the *Brookfield Rail Network Controller* the release on signal 28.

#### 3.3.2 Woodbridge

For *Rail Traffic* enter the *Brookfield Rail Network* the *Brookfield Rail Network Controller* must give the Public Transport Authority Train Controller the release on signal 95.

For *Rail Traffic* to enter the Public Transport Authority *Network*, the Public Transport Authority's Train Controller must give the *Brookfield Rail Network Controller* the release on signal 85.

#### 3.3.3 Kenwick

This is the junction for the narrow gauge double line on the Armadale line and the single line to Kenwick East. The *Points* and signals are controlled and operated from the Public Transport Authority Train Control Centre.

For *Rail Traffic* to enter the Public Transport Authority *Network*, the Public Transport Authority's Train Controller must give the *Brookfield Rail Network Controller* the release on signal 30 (the Public Transport Authority refers to signal 441).

#### 3.3.4 Armadale

The Public Transport Authority *Network* from Armadale to Mundijong Junction is controlled by *Brookfield Rail's* Southwest Network Control desk.

For *Rail Traffic* to depart Armadale towards Mundijong Junction, the *Brookfield Rail Network Controller* must give the Public Transport Authority Train Controller the release on signal 2R (the Public Transport Authority refers to signal 477).

For *Rail Traffic* to enter the Mundijong Junction to Armadale section, *Brookfield Rail's Network Controller* sets the *Route* and advises the Public Transport Authority's Train Controller.

### 3.3.5 Fremantle

The Public Transport Authority *Network* from Robb Jetty to Fremantle is controlled by *Brookfield Rail's* Southwest Network Control desk by the *Issue of Train Orders*.

Prior to any *Rail Traffic* departing Cockburn on a *Train Order* towards Fremantle the *Brookfield Rail Network Controller* must provide advice to the Public Transport Authority's Train Controller.

Prior to any *Rail Traffic* departing North Quay the *Rail Traffic Crew* must:

- be in possession of a *Train Order* to *Travel* from Fremantle to Cockburn; and
- obtain clearance from the Public Transport Authority's Train Controller.

## 3.4 Interface between Brookfield Rail and the Australian Rail Track Corporation

The railway from Kalgoorlie to Parkeston is under the control of Australian Rail Track Corporation Ltd. (ARTC).

*Rail Traffic* between *Station Limits* Kalgoorlie and Parkeston are controlled by *Train Orders Issued* by the ARTC Train Controller.

Prior to an Up traffic departing Parkeston for Kalgoorlie the *Rail Traffic Crew* must:

- contact the *Brookfield Rail Network Controller* to obtain permission to depart Parkeston; and
- confirm with the *Network Controller* that they are in possession of a valid *Train Authority, Issued* by the ARTC Train Controller.

The *Brookfield Rail Network Controller* must record the number of the *Train Authority* on the *Network Control Diagram*.

Prior to Down traffic departing West Kalgoorlie for Parkeston the *Brookfield Rail Network Controller* must ensure the *Rail Traffic Crew* are in possession of a valid *Train Authority, Issued* by the ARTC Train Controller, and the *Brookfield Rail Network Controller* must record the number of the *Train Authority* on the *Network Control Diagram*.

When requested by the ARTC Train Controller the *Brookfield Rail Network Controller* will:

- apply *blocking Facilities* as required to Starting signals at Kalgoorlie; and
- apply the *Blocking Facilities* in accordance with Rule 3011 Absolute Signal Blocking section 4.1 Request for ASB from a person other than a *Protection Officer*.

## 4. Intent of Safeworking Rules And Procedures

The *Network Safeworking Rules and Procedures* are intended to provide a uniform and coordinated operation that promotes common, consistently applied work practices and *Effective Communication* as a basis for enhancing safety on the *Network*.

The *Network Safeworking Rules and Procedures* apply to all *Rail Traffic* operations, *Network Control* and *Work on Track* activities.

The *Network Safeworking Rules and Procedures* support all other functional areas of the railway including:

- Occupational health and safety.
- Rail worker competence.
- Interface coordination.
- Incident management.
- *Infrastructure* standards.
- *Rolling Stock Standards*.

## 5. The Object Of The Network Control System

### 5.1 Object

The system of operation is provided to place Safeworking for any given area under the control of one *Network Controller*.

The *Network Controller*:

- is in charge of the management of *Rail Traffic* working;
- is in charge of the *Issue of Work on Track Authorities* in the area of control; and
- is responsible for the initiation of alternative procedures following incidents that include, but are not limited to, *Rail Traffic* failures, derailments, accidents and washaways.

The *Network Controller's* instructions must be carried out provided they do not conflict with the *Network Safeworking Rules and Procedures* or endanger the safety of passengers, workers and *Infrastructure*.

## 5.2 Emergency Procedures

The management of day to day operational delays or *Emergencies* is detailed in the *Network Safeworking Rules and Procedures*, however, should any major accident occur or in the event of any other *Emergency* of major significance the Brookfield Rail Emergency Management Procedures Manual is to be enforced.

*Emergency* procedures will be initiated by the responsible *Network Controller* on becoming aware of a situation where such action is warranted.

## 5.3 Communication

Communication to and from the *Network Controller* may be by radio, telephone or other available means.

Radios, where available, should be the primary means of communication to and from the *Network Controller*.

All Radio communication must be in accordance with correct radio discipline and voice procedures as described in Rule 2007 Network Communications and using the prescribed Radio Channels allocated to specific areas.

In *Train Order Territory* where there is no radio coverage with *Network Control*, telephone communication, which can be either wayside, mobile or satellite, will be the primary means of communication to and from the *Network Controller*.

All communications into and out of *Network Control* will be recorded.

# 6. References

2007 Network Communications

3011 Absolute Signal Blocking

W100-100-004 Brookfield Rail Emergency Management Procedures Manual

# 7. Effective Date

4 May 2016

# Network Safeworking Rules and Procedures

Principles of Network Operations

Rule Number: 1002



**Brookfield**  
Rail

# Principles of Network Operations

Rule Number: 1002

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**Adam Sidebottom**  
Rail Safety Manager  
Brookfield Rail  
31 March 2016



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## Glossary for this Rule

<i>Absolute Block Working</i>	A safeworking method that gives rail traffic exclusive occupancy between two adjoining block stations, i.e. Permissive working is not permitted.
<i>Absolute Signal</i>	An automatic fixed signal that is controlled by the passage of Rail Traffic (i.e. they are not operated by a Network Controller) and must not be passed at STOP without the authority of the Network Controller.
<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>Adjoining</i>	In contact with, connected to.
<i>Arrived Complete</i>	Rail traffic where the last vehicle of a consist has arrived within a location.
<i>Authority</i>	Formal name for a written Authority (e.g. Local Possession Authority, Alternative Proceed Authority).
<i>Automatic Signalling Territory</i>	See Centralised Traffic Control (CTC)
<i>Block</i>	A portion of line with defined limits between which only one rail traffic movement is permitted at any one time (not Permissive Block).
<i>Blocking Facility</i>	A facility used by a Network Controller to prevent either the unintended issue of an Occupancy Authority, or the operation of points or signalling equipment.
<i>Brookfield Rail</i>	Brookfield Rail Pty. Ltd.
<i>Centralised Traffic Control (CTC)</i>	A system where points and signals at a number of locations are remotely controlled from a centralised control room or other locations along the route.
<i>Clear</i>	A proceed indication displayed by a signal.  In reference to a track circuit, block, section or signal route, the absence of rail traffic.  In reference to track workers being clear of track.
<i>Clear and Complete</i>	Rail traffic where the last vehicle of a consist has passed beyond a location.
<i>Competent Workers</i>	A worker certified as competent to carry out the relevant task.
<i>Complete</i>	Rail Traffic where the Consist has not parted.
<i>Controlled Locations</i>	A location where a Network Controller controls the signalling and Safeworking operations remotely.
<i>Crossing Location/Station</i>	May consist of single or double ended portion of track, to hold rail traffic, connected to a main line that is used to permit other rail traffic to cross or pass.

<i>Danger Zone</i>	Everywhere within three (3) metres horizontally from the nearest rail and any distance above or below this three (3) metres, unless a safe place (see Safe Place) exists or has been created.
<i>Departure Signal</i>	A Controlled Absolute Signal controlling the entrance to a Single line section in Centralised Traffic Control (CTC) territory.
<i>Double Line Automatic Signalling</i>	The portions of line where the Double Line Automatic Signalling system of Safeworking is used.
<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>Local Possession Authority (LPA)</i>	An authority that closes a defined portion of track from non-associated rail traffic for a specified period.
<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>Obstruct</i>	To make a line unsafe for the passage of rail traffic by the placing of tools, equipment or plant on the track.
<i>Occupancy</i>	Presence of Rail Traffic or Track Workers on Track.
<i>Permissive Working</i>	A method of safeworking in CTC territory where the line between two adjoining Block Stations is divided to permit following rail traffic to enter the same Section with safe separation.
<i>Possession Protection Officer</i>	The Competent Worker responsible for coordinating Protection of worksites under a Local Possession Authority.
<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>Rail Traffic Integrity</i>	The requirements that must be met for rail traffic to be deemed to be fit for purpose as required by Brookfield Rail and Accreditation requirements to travel in the Network.
<i>Route</i>	The rail traffic path from one limit of authority to the next in the direction of travel.
<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>Safety Assessment</i>	An assessment process used to identify hazards for all work planned for the Rail Corridor and its potential to intrude on the Danger Zone.
<i>Section</i>	The line between the departure end station limit of one location and the arrival end station limit of another location. A section consists of one or more blocks.
<i>Single Line Automatic Signalling</i>	The portions of line where the Single Line Automatic Signalling system of Safeworking is used.
<i>Station</i>	A system of tracks within station limits at the beginning or end of a section at which rail traffic may cross, pass or run around.
<i>Systems of Safeworking</i>	An integrated system of operating procedures and engineered systems used on the Network, for safe operation of rail traffic, and protection of people and property.
<i>Track</i>	The combination of rails, rail connectors, sleepers, ballast, points and crossings.
<i>Track Occupancy Authority (TOA)</i>	An authority for Competent Workers and their equipment to occupy a defined portion of track for a specified period.
<i>Track Work Authority (TWA)</i>	An authority for non-exclusive occupancy of track by track workers and equipment within a defined portion of track for a specified period..
<i>Train Order</i>	An Authority Issued by the Network Controller for the movement of Rail Traffic.
<i>Train Order System Blocking (TOSB)</i>	A facility used by a Network Controller to protect rail traffic, track workers and prevent the unintended Issue of an Occupancy Authority on the Train Order system.
<i>Travel</i>	Planned or purposeful movement from one location to another.
<i>Work on Track</i>	The work performed in the Danger Zone.

# 1. Purpose

This Rule sets out:

- *Brookfield Rail Network* operating principles;
- the type of safeworking systems used; and
- the *Authorities* and conditions for managing safe *Occupancy* of the *Track*.

# 2. General

The following are the underlying principles for *Safeworking*.

- A *Safety Assessment* must be completed before persons enter the *Danger Zone*.
- When in the *Danger Zone*, all workers must be *Protected*.
- Workers must have identified *Safe Places* when on *Track*.
- If *Rail Traffic* cannot be separated from workers, the *Rail Traffic* must be managed to ensure the safety of workers on *Track*.
- *Work on Track* must only be carried out using a defined *Work on Track* method or *Authority*.
- The person who introduces the risk must ensure that the risk is appropriately managed.
- Workers must be provided with all applicable information.
- Workers must be warned about known hazards in the *Rail Corridor*.
- *Competent Workers* must have the ability and responsibility to carry out a *Safety Assessment* where required.
- Common protocols and methods for communication must be adopted.
- *Safe Rail Traffic* separation must be maintained.
- *Safe Route* integrity must be established for all *Rail Traffic*.
- *Rail Traffic Integrity* must be ensured before and during a journey.
- A simplified and common system for degraded operations may be formulated to apply in all *Systems of Safeworking*.

## 3. Safeworking System

### 3.1 Absolute Block System

The *Absolute Block System* provides that *Rail Traffic* is not permitted to enter a *Train Order Section* or an *Automatic Signalling Section*, between two *Adjoining Controlled Locations*, until the previous *Rail Traffic* has passed completely out of the *Section*.

### 3.2 Permissive Working

The object of *Permissive Working* in automatic signalling is to facilitate the regular movement of *Rail Traffic* by dividing the line between *Controlled Locations* into *Blocks* and automatically maintaining the proper space interval between following *Rail Traffic*.

This type of working prevents *Rail Traffic* from entering a *Block* until the previous *Rail Traffic* has passed completely out of the *Block*.

All signals displaying a STOP aspect must be treated as an *Absolute Signal*.

### 3.3 Centralised Traffic Control (CTC)

#### 3.3.1 Double Line Automatic Signalling

The object of *Double Line Automatic Signalling* is to provide a separate line for Up and Down movements allowing for greater density of *Rail Traffic*.

### 3.3.2 Single Line Automatic Signalling

The object of *Single Line Automatic Signalling* is to prevent *Rail Traffic* travelling in opposite directions being between two *Controlled Locations* at the same time.

In automatic signalling systems this is accomplished by:

- in the case of following *Rail Traffic*, electrically securing the signals at STOP, unless the intermediate *Block* ahead of the signal is *Clear*, and
- in the case of opposing *Rail Traffic*, electrically monitoring that the *Block* is clear and the *Departure Signals* at the opposite end of the *Section* is controlled to Stop. Thus it would not be possible for the *Departure Signals* at opposite ends of the *Section* to exhibit a Proceed indication simultaneously.

### 3.4 Train Order Working

The object of *Train Order Working* is to prevent more than one *Rail Traffic* movement being between two *Adjoining Train Order Stations* at the same time.

In *Train Order Working* systems this is accomplished by the *Network Controller*.

- in the case of following *Rail Traffic* movements, ensuring that the preceding *Rail Traffic* has *Arrived Complete* at the end of a *Train Order Section* before a *Train Order* is Issued for any following *Rail Traffic*;
- in the case of opposing *Rail Traffic* movements, not Issuing a *Train Order* for *Rail Traffic* to advance into a *Train Order Section* unless the opposing *Rail Traffic* holds a *Train Order* which shows the same *Crossing Station* for both *Rail Traffic* movements.

## 4. Work on Track Authorities – for Work that Obstructs the Track or Affects Track Geometry

In all *Safeworking* systems, work that *Obstructs* the *Track*, affects *Track* geometry, and/or places workers and *Rail Traffic* at risk, requires an *Authority Issued* by the *Network Controller* in one of the following ways.

### 4.1 Local Possession Authority (LPA)

- The LPA is Issued by the *Network Controller*.
- The LPA is used for major or complex Work on Track for a specified period. This *Authority* transfers the management of a defined portion of *Track* to a *Possession Protection Officer*.
- Multiple worksites are permitted within the LPA.
- *Associated Rail Traffic* for the worksites is permitted under the LPA.
- The *Possession Protection Officer* receives the LPA in writing on a LPA Form.

### 4.2 Track Occupancy Authority (TOA)

- The TOA is Issued by the *Network Controller*.
- This *Authority* is to *Occupy* a defined portion of *Track* for *Work on Track* while *Rail Traffic* is diverted from, or not authorised to enter, the *Track*, for a specified period.
- This *Authority* is for a single worksite.
- *Associated Rail Traffic* is permitted to enter the worksite under the TOA.
- The *Protection Officer* receives the TOA in writing on a TOA Form.

### 4.3 Track Work Authority (TWA)

- The TWA is Issued by the *Network Controller*.
- The *Protection Officer* receives the TWA in writing on a TWA Form.
- A TWA does not give exclusive *Occupancy* of *Track*.
- A TWA authorises the occupation of a defined portion of *Track* between *Rail Traffic* movements.
- The *Track* may be broken or *Obstructed* but must be restored and *Cleared* for *Rail Traffic* transit as necessary.
- The *Protection Officer* must manage the passage of *Rail Traffic* through worksites.

## 5. Work on Track Authorities – for Work that does not Affect Track Geometry.

Work in the *Danger Zone* that does not affect *Track* geometry and involves ensuring that a *Safe Place* is available for workers, requires the *Network Controller* and *Protection Officer* to provide *Protection* in one of the following ways.

### 5.1 Absolute Signal Blocking (ASB)

- The ASB is Issued by the *Network Controller*.
- The ASB is used to *Protect* workers who *Occupy* a defined portion of *Track* for work in the *Danger Zone* while *Rail Traffic* is not authorised to enter that portion of *Track*.
- The *Protection Officer* and the *Network Controller* record the use of ASB.
- The *Protection Officer* receives confirmation on the placement of *Blocking Facilities* on an ASB/TOSB Blocking Request for Work on Track Form.

### 5.2 Train Order System Blocking (TOSB)

- The TOSB method of *Protection* can be applied to the Train Order System only.
- The TOSB is Issued by the *Network Controller*.
- The TOSB is used to *Protect* workers who *Occupy* a defined portion of *Track* for work in the *Danger Zone* while *Rail Traffic* is not authorised to enter that defined portion of *Track*.
- The *Protection Officer* and the *Network Controller* record the use of TOSB.
- The *Protection Officer* receives confirmation on the placement of *Blocking Facilities* on an ASB/TOSB Blocking Request for Work on Track Form.

### 5.3 Lookout Protection

- Lookout Protection is used to *Protect* workers who *Occupy* a defined portion of *Track* for work in the *Danger Zone* between *Rail Traffic* movements.
- The *Protection Officer* records the use of Lookout Protection.

## 6. Accessing the Danger Zone for Work

Before entering the *Rail Corridor* the *Network Controller* must be advised.

Regardless of the type of *Protection* being used, before work commences the:

- *Network Controller* must give approval; and
- *Protection* must be in place.

## 7. References

3001 Local Possession Authority

3005 Track Occupancy Authority

3009 Track Work Authority

3011 Absolute Signal Blocking

3013 Lookout Working

3023 Train Order System Blocking

5001 Centralised Traffic Control System

5017 Train Order Working

## 8. Effective Date

4 May 2016

# Network Safeworking Rules and Procedures

## General Responsibilities for Safety

Rule Number: 1003



**Brookfield**  
Rail

# General Responsibilities for Safety

Rule Number: 1003

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## Authorisation



**Adam Sidebottom**  
Rail Safety Manager  
Brookfield Rail  
31 March 2016



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## Glossary of this Rule

<i>Automatic Brake</i>	A brake which operates automatically in the event of a reduction of Brake Pipe pressure through any cause.
<i>Brookfield Rail</i>	Brookfield Rail Pty. Ltd.
<i>Civil Infrastructure</i>	The Track, Track formation and drainage, and fixed structures beside, over or under the Track. The term includes supports for overhead electric traction equipment and supports for signalling and telecommunications equipment, but not the equipment itself.
<i>Clear</i>	A proceed indication displayed by a signal.  In reference to a track circuit, block, section or signal route, the absence of rail traffic.  In reference to track workers being clear of track.
<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>Consist</i>	A listed order of the vehicles arranged to make up a complete train.
<i>Dangerous Goods</i>	Materials defined under the Australian Code for the Transport of Dangerous Goods by Road and Rail (ADG Code) ©
<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>Electrical Infrastructure</i>	may include: Equipment and systems for supplying and distributing electricity Wires, cables, electrical equipment, electrical switch rooms, signalling and substations.
<i>End-Of-Train Marker</i>	A device, including tail lights, fitted to the trailing end of the last vehicle of a Rail Traffic Consist to indicate the end of the Consist.
<i>Infrastructure</i>	See civil infrastructure; electrical infrastructure; signalling infrastructure and telecommunications infrastructure.
<i>Location</i>	A place in the Network with a designated name, identification number, or signalling reference.
<i>Motive Power Unit</i>	A rail vehicle used to provide the power to move itself or other vehicles.

<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>Plant</i>	Equipment, machinery or apparatus used for the purpose of maintaining/constructing rail infrastructure (e.g. generators, excavators, backhoes. cranes).
<i>Rail Traffic</i>	Trains and Track Vehicle or vehicles travelling on the Network.
<i>Signalling and Communications Infrastructure</i>	Signalling equipment and telecommunications equipment used as part of the safeworking and operating systems of the Network.
<i>Track</i>	The combination of rails, rail connectors, sleepers, ballast, points and crossings.
<i>Train</i>	A locomotive or self-propelled vehicle, alone or coupled to one or more vehicles. Rail Traffic.

# 1. Purpose

This Rule sets out the general responsibilities of all workers on the *Network* regarding:

- safety and safe conduct of activities;
- incidents and injuries;
- compliance with the *Network Safeworking Rules and Procedures*;
- instructions and notices;
- use of drugs or alcohol; and
- general conduct.

## 2. General

### 2.1 Safety First when Working in the Network



**WARNING: In case of doubt or uncertainty, workers must stop work and obtain guidance on the safest course of action.**

Safety is the most important element in performing duties and is something for which all workers are responsible. Workers must ensure their own safety and then the safety of others.

Complying with the *Network Safeworking Rules and Procedures* is essential to safety.

All users of the *Network* have a duty of care and responsibility to care for the safety and wellbeing of themselves and others at all times.

Any worker may challenge a work practice or stop the job if they believe it is unsafe.

## 2.2 Prevention of Injury

Before starting work, workers must:

- assess the risks associated with their proposed actions;
- plan their work to avoid injury; and
- have access to the most up-to-date applicable *Network* notices.

While working, workers must:

- be careful to prevent injuring themselves or others;
- be alert and attentive when performing their duties and plan their work to avoid injury;
- expect the movement of *Rail Traffic* at any time, on any *Track*, and in any direction;
- not stand on the *Track* in front of approaching *Rail Traffic* or other moving equipment;
- be aware of the *Location* of structures or obstructions where clearances are limited;
- not use electronic communications, video or audio devices not related to their duties; and
- not use mobile phones or radios while standing in the *Danger Zone*. Calls can only be made by a person working on or around the *Track* when they are in the nominated place of safety being more than 3 metres away from the nearest rail.



**NOTE:** *Signalling Maintenance Representatives* are permitted to use mobile phones within the *Danger Zone* for the purpose of testing signalling equipment when the safety measures of a *Work on Track* method are in place to provide protection.

## 2.3 Management of Fatigue

Workers must:

- not present themselves for duty or continue to perform rail safety work whilst fatigued; and
- manage their off-duty time and preparation for duty, to avoid the possible effects of fatigue.

## 2.4 Drugs and Alcohol



**WARNING: It is prohibited to consume, possess, or be under the influence of alcohol or illicit drugs while on duty or on the *Network* or associated property**

Workers must not:

- report for duty, remain on duty or be on *Brookfield Rail* property with a blood alcohol level above 0.00mg/100ml of blood;
- report for duty, remain on duty or be on *Brookfield Rail* property while under the effect of illegal drugs, illegal narcotics or any illegal substances;
- use over-the-counter or prescription drugs, narcotics, controlled substances, or medication that may adversely affect safe performance while on duty;
- use prescribed medication that has the capacity to impair judgement and affect safe conduct, while on duty even when used as prescribed.



**NOTE: As with all suspected or actual breaches workers must report any other worker suspected of failing to comply with this requirement.**

## 2.5 Rail Traffic

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 train; and
- the absence or non-operation of an *End-Of-Train Marker*.

### 2.5.1 Stationary Rail Traffic

Workers may only climb onto or through stationary *Rail Traffic* if required by their duties to inspect, repair or work on that *Rail Traffic*,

Workers who are required by their duties to climb onto or through stationary *Rail Traffic* must ensure that the *Rail Traffic* has been made safe by the application of an approved *Safety Measure*.

Workers must not walk between rail vehicles where the gap is less than 10 metres and must walk 5 metres beyond any standing rail traffic before crossing the track.



**NOTE: The safety measure must include**

- full service application of *Automatic Brakes*;
- placing of the *Motive Power Unit* controller into *Neutral*; and
- placing the generator field switch to the *Off* position or in the case of *Railcars* the *Park Brake On*.

## 2.6 Reporting Injuries and Unsafe Conditions



**WARNING:** *The Protection Officer must ensure that the worksite is safe and that all tools and equipment are Clear of the Danger Zone when Rail Traffic is passing.*

Any unsafe act, incident or defect that may affect the safety of *Rail Traffic* must be reported to the *Network Controller* immediately.

Workers must report to the *Network Controller*, by the first available means:

- any accidents;
- defects in *Tracks*, bridges, signals or *Rail Traffic*; and
- any other unsafe condition that may affect the safety of the *Network*.

Unsafe conditions may include:

- a failure of a signalling or communications system that forms part of a safeworking system;
- any improper loading of *Rail Traffic*, or any load that has shifted on *Rail Traffic*;
- *Dangerous Goods* leakages or spillages;
- any failure of a wheel or axle on *Rail Traffic* or any overheated axle bearings;
- any rail *Track* defects including broken or misaligned rails;
- severe weather conditions that may include:
  - heavy rainfall;
  - high winds;
  - rising water levels;
  - high temperatures.



**NOTE:** *If in doubt concerning an unsafe condition, workers must report it.*

## 2.7 Witnesses and Evidence

Accurate evidence must be obtained following incidents to help determine a cause and prevent repetition.

The person in charge of the incident site must make all reasonable attempts to obtain the names, addresses and occupations of all persons involved.

Workers must preserve an incident site and evidence as far as possible, until authorised investigators arrive at the site.

Workers must not withhold information or fail to give all the facts to those authorised to receive information regarding incidents, dangerous occurrences, unsafe conditions, unusual events, accidents, personal injuries, or rule breaches.



**NOTE: The preservation of the incident site is of secondary importance to the rescue and treatment of personnel, or the prevention of environmental damage.**

## 2.8 Damage to Property

If *Infrastructure* or rail vehicles are damaged as a result of an incident, these must be inspected by a *Competent Worker* before further use.

Following a derailment, the *Track* at the site and rail vehicles involved, must be inspected by a *Competent Worker* to ensure they are safe for use.

## 2.9 Condition of Tools and Equipment

Workers must:

- check the safe condition of equipment and tools they use to perform their duties;
- not use defective equipment or tools; and
- report any defects to their Supervisor.

## 2.10 Personal Protective Equipment (PPE)

Workers must wear a long sleeved shirt, long pants and safety footwear as a minimum.

Where the worker's shirt is not high visibility orange they must wear a high visibility orange vest. A Protection Officer acting as a Lookout, in accordance with Rule 3013 Lookout Working, must wear a High visibility yellow vest.

Workers must wear appropriate PPE for the task to be performed and the *Location* of that work.

All PPE equipment must be used and worn correctly and meet the relevant Australian Standard.



**NOTE:** PPE must be securely fastened to prevent contact with moving *Plant* or equipment.

## 3. Network Time

The 24 hour system of time reference will be used for all purposes in connection with the operations on the *Network*.

All workers must observe Australian Western Standard Time, which is synchronized from the Network Control Centre.



**NOTE:** Australian Western Daylight Saving Time will be observed if used.

## 4. Network Rules and Procedures

Rules and Procedures are in place to ensure that activities performed on the *Network* are done in a uniform and safe manner.

Workers must:

- comply with *Network Safeworking Rules and Procedures* when performing their duties;
- report to the *Network Controller* any negligent practice or violation of the Rules;
- ask their Supervisor for an explanation of any Rule, Procedure or Instruction of which they are uncertain; and
- be trained, assessed and currently *Competent* in the duties associated with the performance of their work.



**NOTE:** In case of doubt or uncertainty, workers must stop work and obtain guidance on the safest course of action.

## 5. References

3013 Lookout Working

## 6. Effective Date

4 May 2016

# Network Safeworking Rules and Procedures

## Track Access Accreditation

Rule Number: 1004



**Brookfield**  
Rail

# Track Access Accreditation

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## Authorisation



**Adam Sidebottom**  
Rail Safety Manager  
Brookfield Rail  
1 April 2017



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## 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