Network Safeworking Rules and Procedures

Scope of the Network Safeworking Rules

Rule Number: 1001

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.

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1. Purpose

This rule sets out the structure of *Arc Infrastructure'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 *Arc Infrastructure Network*.

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

- the role of *Arc Infrastructure* as an *Access Provider* & operator;

- the interfaces between *Arc Infrastructure* and:

  - various *Rail Traffic* operators;

  - *Track* maintenance organisations;

  - suppliers to *Arc Infrastructure* 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

Arc Infrastructure 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, *Arc Infrastructure* 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 *Arc Infrastructure*, then *Arc Infrastructure* 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 *Arc Infrastructure* Chief Executive Officer (CEO) or Approved *Delegate* and *Advertised* before implementation.

The controlled copy of the rules and procedures are published on the *Arc Infrastructure* internet and intranet websites or as *Issued* by *Arc Infrastructure*.

The *Network Safeworking Rules and Procedures* are uncontrolled when printed.

The *Network Safeworking 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 *Arc Infrastructure* CEO or the Approved Operations *Delegate* 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:

- so far as is reasonably practicable, every precaution for the safe movement of *Rail Traffic* has been taken; and

- so far as is reasonably practicable, every 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 *Arc Infrastructure* Approved Safety *Delegate* for retention.
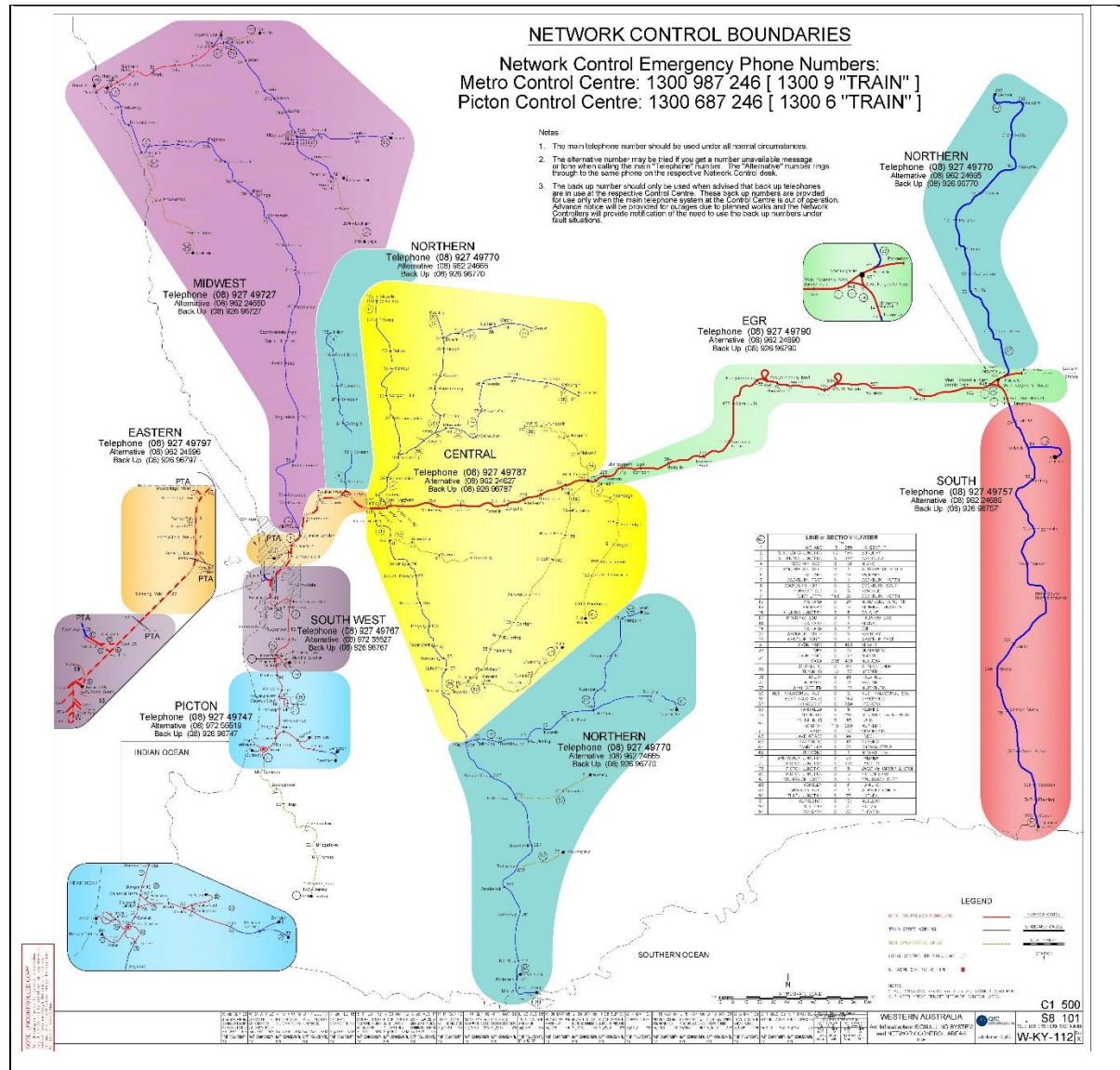
3. Extent of the Network

3.1 The Arc Infrastructure 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	0	193	McLevie
	Maya	238	429	Mullewa
35	Goomalling	0	66	Wyalkatchem
	Trayning	110	183	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	0	95	Kulin
	Kondinin	118	259	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 Arc Infrastructure Rail Network Control Boundaries.

Figure 1001-2 Arc Infrastructure Network and Network Control Boundaries.

This diagram is available at:

https://www.arcinfra.com/ARCInfrastructure/media/documents/Network%20Specifications/Network-Control-Boundaries.pdf

3.3 Interface locations between Arc Infrastructure and the Public Transport Authority (PTA) Network

At certain locations there is an interface with the Public Transport Authority *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 *Arc Infrastructure Network* the *Arc Infrastructure Network Controller* must give the Public Transport Authority Network Controller the release on signal 51.

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

3.3.2 Woodbridge

For *Rail Traffic* entering the *Network* the *Arc Infrastructure Network Controller* must give the Public Transport Authority Network Controller the release on signal 95.

For *Rail Traffic* to enter the Public Transport Authority *Network*, the Public Transport Authority's Network Controller must give the *Arc Infrastructure 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 Network Control Centre.

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

3.3.4 Mundijong

For *Rail Traffic* to depart Mundijong Junction towards Armadale, the Public Transport Authority Network Controller must give the *Arc Infrastructure Network Controller* the release on signal 6B.

For *Rail Traffic* to exit the Armadale to Mundijong Junction section, *Arc Infrastructure's Network Controller* sets the *Route* from No 1 signal.

3.3.5 Fremantle

The Public Transport Authority *Network* from Robb Jetty to Fremantle is controlled by *Arc Infrastructure'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 *Arc Infrastructure Network Controller* must provide advice to the Public Transport Authority's Network 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 Spearwood or beyond; and

- obtain clearance from the Public Transport Authority's Network Controller.

3.4 Interface between Arc Infrastructure and the Australian Rail Track Corporation Network

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

- contact the *Arc Infrastructure 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 *Arc Infrastructure 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 *Arc Infrastructure Network Controller* must ensure the *Rail Traffic Crew* are in possession of a valid Train Authority, Issued by the ARTC *Train* Controller, and the *Arc Infrastructure Network Controller* must record the number of the Train Authority on the *Network Control Diagram*.

When requested by the ARTC Train Controller the *Arc Infrastructure Network Controller* will:

- apply *Blocking Facilities* as required to starting signals at Kalgoorlie; and

- apply the *Blocking Facilities* in accordance with Rule 3005 Work on Track Authority Section 6.5 Request 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 *Track Occupancy* 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 Arc Infrastructure Emergency Management 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

3005 Work on Track Authority

W100-100-004 Arc Infrastructure Emergency Management Manual

7. Effective Date

27th April 2023

Network Safeworking Rules and Procedures

Principles of Network Operations

Rule Number: 1002

Table of Contents

1. Purpose

This rule sets out:

- *Arc Infrastructure Network* operating principles;

- the type of *Safeworking Systems* used; and

- the *Authorities* and conditions for managing safe *Occupation* 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*.

- *Track Occupancy* must only be carried out using a defined *Track Occupancy* method or *Authority*.

- Known hazards must be managed.

- 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*.

For additional detail on these principles, refer to RSSB Operational Concept for the GB Mainline Railway.

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*.

A signal 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*; and

- 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. Track Occupancy – 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 an *LPA* Form.

4.2 Work on Track Authority (WoTA)

- The *WoTA* 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 *WoTA*.

- The *Protection Officer* receives the *WoTA* electronically or in writing on a *WoTA* form.

5. 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 where required; and

- *Protection* must be in place.

5.1 Lookout Working

For work in the *Danger Zone* that does not break *Track* or affect *Track* geometry and involves ensuring that a *Safe Place* is available for workers the *Protection Officer* may provide *Protection* for workers using *Track Occupancy Protection* as per section 4 or in the following way:

- *Lookout Working* is used to *Protect* workers who *Occupy* a defined portion of *Track* for work in the *Danger Zone* between *Rail Traffic* movements; and

- The *Protection Officer* records the use of *Lookout Working*.

6. References

3001 Local Possession Authority

3005 Work on Track Authority

3013 Lookout Working

5001 Centralised Traffic Control System

5017 Train Order Working

7. Effective Date

21 November 2022

Network Safeworking Rules and Procedures

General Responsibilities for Safety

Rule Number: 1003

Table of Contents

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; and

- be aware of the *Location* of structures or obstructions where clearances are limited.

The use of mobile telephones or other electronic devices have the potential to distract the user's attention from safety requirements within the *Danger Zone* and must only be used in a nominated *Safe Place*.

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 *Arc Infrastructure* property with a blood alcohol level above 0.00mg/100ml of blood;

- report for duty, remain on duty or be on *Arc Infrastructure* 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; and

- 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; and

- 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.

NOTE: To be reported as required by Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN).

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* Officer, 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

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

3013 Lookout Working

6. Effective Date

21 November 2022

Network Safeworking Rules and Procedures

Track Access Accreditation

Rule Number: 1004

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.

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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

Everyone on the *Network* corridor must have as a minimum a *Rail Corridor* induction.

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

> **NOTE: When a *Local Possession Authority (LPA)* or *Work on Track Authority (WoTA)* 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* (PO) does not imply that the worker can declare that the *Track* or signals are Fit for Purpose. A worker who holds a *Protection Officer* (PO) 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 *Arc Infrastructure* on the day of the work, from the *Network Controller*.

2.2 Cancellation and Suspension of a TAP

Arc Infrastructure may, at any time, suspend the TAP of an Accredited Person for breaches of safety which include but are not limited to, a failure to comply with Rule 1003 General Responsiblities for Safety section 2.4 Drugs and Alcohol.

In the event of a safety breach an Accredited Person's TAP may be suspended immediately pending the outcome of an investigation. Notification of a suspension will be provided in writing to the Accredited Person and the applicable employer.

Suspension for a safety breach may extend to a term of six (6) months. At the completion of the suspension, an Accredited Person must request reinstatement of the TAP in writing, and fulfil any requirements outlined in the Letter of Suspension.

In the event of a Drug and Alcohol breach, evidence of a negative confirmatory test result must be provided to Arc Infrastructure before the Accredited Person's TAP will be reinstated.

Arc Infrastructure may cancel the TAP of an Accredited Person for:

- A serious safety breach;

- Multiple safety breaches; or

- Multiple Drug and Alcohol breaches.

Cancellation will be for a period of twelve (12) months, and an Accredited Person must request issue of a new TAP in writing. These requests will be considered on an individual basis to determine the risk of reinstatement.

2.3 Age Restrictions

A Rail Safety worker must be 16 years of age or older to hold a *Rail Corridor* Induction or 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.

Regardless of who requires *Access* to the *Danger Zone* or for what reason a worker requires *Access* to the *Danger Zone*, the *Protection Officer* (PO) 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 *Arc Infrastructure*.

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 *Arc Infrastructure;*

- 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* (PO); and

- Prior to being permitted to enter the *Danger Zone*, the *Protection Officer* (PO) 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 *Issued* 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 Operations *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; and

- 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

<u>Figure 1004-1</u> Accreditation level table.

Category	Description	Medical Category
Rail Corridor Inductee (RCI)	This level of TAP shows the worker has an understanding of the hazards in the *Rail Corridor* and provides them with awareness of the mitigation and control of those hazards. Workers with this level of TAP are not permitted to enter up to 5 metres of the nearest rail unless under the direct supervision of a Protection Officer *(PO)*, and then only in accordance with section 3 of this Rule.	Nil
Supervised Worker (SW)	This level of TAP shows the worker has an understanding of the hazards in the *Rail Corridor* and provides them with knowledge of the mitigation and control of those hazards. Workers with this level of TAP are permitted to enter the rail corridor up to 5 metres of the nearest rail with or without a Protection Officer (PO), but must always be under direct supervision of *Protection Officer* (PO) when within 5 metres of the nearest rail. *Train* Staff with this level of TAP may work under the direct supervision of the *Rail Traffic Crew* of passenger services to enter the *Rail Corridor* for attending to passenger *Emergencies* and/or evacuations.	Cat 3
Track Vehicle Operator (TVO)	The *Supervised Worker* (SW) is a prerequisite for this level of TAP and shows the *Track Vehicle Operator* (TVO) has the understanding of the hazards in the *Rail Corridor* and provides them with knowledge of the mitigation of those hazards. Workers with this level of TAP must always be under the direct supervision of a *Protection Officer Track Vehicle* (POTV) or a *Protection Officer* (PO) in a worksite.	Cat 1
Yard Card (YC)	This level of TAP shows the worker has the Competence to secure yards for work purposes of *Train* loading operations where the prevention of unauthorised *Rail Traffic* is required. It does not allow for the *Protection* of *Running Lines* or work that affect rail infrastructure in anyway	Cat 3
Protection Officer (PO)	This level of TAP shows the worker has the *Competence* to provide *Protection* to a work group that *Occupies* the *Running Line* or *Siding* when an *Obstruction* is placed on the *Track*. Where the *Protection Officer* (PO) has a Category 1 Medical, this TAP also shows the worker can perform *Lookout* Officer duties.	Cat 3 (Cat 1 if performing Lookout Working)

Category	Description	Medical Category
Protection Officer, Track Vehicle (POTV)	This level of TAP shows the *Protection Officer (PO)* has the *Competence* to supervise and operate *Track* vehicles on the *Network*.	Cat 1
Rail Traffic Crew (RTC)	This level of TAP shows the worker has the Competence to apply Network Safeworking Rules and Procedures for driving Rail Traffic on the Network and request Blocking Facilities for the Protection of tasks associated with their Rail Traffic.	Cat 1
Operations Ground Support (OGS)	This level of TAP shows the worker has the Competence to apply Network Safeworking Rules and Procedures when working in and around rail operations on the Network.	Cat 1
Possession Protection Officer (PPO)	This level of TAP shows the worker has the Competence of a Protection Officer (PO) and the management of multiple worksites in an LPA.	Cat 1
Network Control (NC)	This level of TAP shows the worker has the Competence of all TAP level requirements.	Cat 1 or 2

7. Obtaining a TAP

Processing and maintaining the records of TAPs is the responsibility of the *Arc Infrastructure* Learning and Development Lead or *Delegate*.

Arc Infrastructure's Learning and Development teamwill 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 or Project Manager for the project.

7.1 Applications for a Track Access Permit

All applications for a TAP will be forwarded to *Arc Infrastructure* for processing.

A list of training providers will be available on request from *Arc Infrastructure*.

7.2 Training Courses

Complete details of all of the training courses are available from *Arc Infrastructure*.

7.3 Issue of TAPs

TAP applications will only be processed when evidence of all appropriate training and medical certification has been received by *Arc Infrastructure*.

8. References

W110-200-021 Procedure for Treatment of Safeworking Forms

National Standard for Health Assessment of Rail Safety Workers

9. Effective Date

21 November 2022