

# Network Safeworking Rules and Procedures

## General Responsibilities for Safety

Rule Number: 1003

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#### Document History

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

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# 1. Purpose

This rule 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

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**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

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**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.



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



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**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*, 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

3 February 2020