

Network Safeworking Rules and Procedures

Track Access Accreditation

Rule Number: 1004

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Document History

Version	Effective Date	Pages updated	Reasons for change
2.02	14 03 2022	4	Cancellation and Suspension of TAP updated

Table of Contents

1.	Purpose.....	3
2.	General	3
2.1	Purpose of a TAP	3
2.2	Cancellation and Suspension of a TAP	4
2.3	Age Restrictions	4
3.	Accessing the Danger Zone	4
4.	Exemptions	5
4.1	Exemption Certificates.....	5
4.2	General Exemptions.....	6
5.	National Standard for Health Assessment of Rail Safety Workers	7
6.	Accreditation Levels	8
6.1	Types of TAPs.....	8
7.	Obtaining a TAP	10
7.1	Applications for a Track Access Permit.....	10
7.2	Training Courses	10
7.3	Issue of TAPs.....	10
8.	References.....	10
9.	Effective Date.....	10

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 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

Figure 1004-1 Accreditation level table.

Category	Description	Medical Category
<i>Rail Corridor Inductee (RCI)</i>	This level of TAP shows the worker has an understanding of the hazards in the <i>Rail Corridor</i> and provides them with awareness of the mitigation and control of those hazards. Workers with this level of TAP are not permitted to enter within 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 <i>Rail Corridor</i> and provides them with knowledge of the mitigation and control of those hazards. Workers with this level of TAP are permitted to enter the corridor within 5 metres of the nearest rail with or without a Protection Officer (PO), but must always be under direct supervision of <i>Protection Officer (PO)</i> when within 5 metres of the nearest rail. <i>Train Staff</i> with this level of TAP may work under the direct supervision of the <i>Rail Traffic Crew</i> of passenger services to enter the <i>Rail Corridor</i> for attending to passenger <i>Emergencies/</i> evacuations.	Cat 3
<i>Track Vehicle Operator (TVO)</i>	The <i>Supervised Worker (SW)</i> is a prerequisite for this level of TAP and shows the <i>Track Vehicle Operator (TVO)</i> has the understanding of the hazards in the <i>Rail Corridor</i> 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 <i>Protection Officer Track Vehicle (POTV)</i> or a <i>Protection Officer (PO)</i> in a worksite.	Cat 1
<i>Protection Officer (PO)</i>	This level of TAP shows the worker has the <i>Competence</i> to provide <i>Protection</i> to a work group that <i>Occupies the Running Line</i> or <i>Siding</i> when an <i>Obstruction</i> is placed on the <i>Track</i> . Where the <i>Protection Officer (PO)</i> has a Category 1 Medical, this TAP also shows the worker can perform <i>Lookout Officer</i> duties.	Cat 3 (CAT 1 if performing Looking Working)
<i>Protection Officer, Track Vehicle (POTV)</i>	This level of TAP shows the <i>Protection Officer (PO)</i> has the <i>Competence</i> to supervise and operate <i>Track vehicles</i> on the <i>Network</i> .	Cat 1

<i>Rail Traffic Crew (RTC)</i>	This level of TAP shows the worker has the <i>Competence</i> to apply <i>Network Safeworking Rules and Procedures</i> for driving <i>Rail Traffic</i> on the <i>Network</i> and request <i>Blocking Facilities</i> for the <i>Protection</i> of tasks associated with their <i>Rail Traffic</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 and Procedures</i> when working in and around rail operations on the <i>Network</i> .	Cat 1
<i>Possession Protection Officer (PPO)</i>	This level of TAP shows the worker has the <i>Competence</i> of a <i>Protection Officer (PO)</i> and the management of multiple worksites in an <i>LPA</i> .	Cat 1
<i>Network Control (NC)</i>	This level of TAP shows the worker has the <i>Competence</i> 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 Safety Delegate*.

Arc Infrastructure's Safety Delegate 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 *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

14 March 2021