

# Network Safeworking Rules and Procedures

## Planning Work in the Rail Corridor

Rule Number: 3000

---

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.

---

#### Document History

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

## Table of Contents

1.	Purpose.....	3
2.	General .....	3
3.	Protection Officer .....	4
4.	Assessing Safety.....	5
4.1	Use of Plant Near or Work Above the Danger Zone .....	6
5.	Multiple Access Providers .....	6
6.	Level Crossings.....	6
7.	Methods for Working Safely on Track .....	7
7.1	Running Lines in the Network Outside Depots and Sidings .....	7
7.2	In Depots and Sidings .....	7
7.2.1	Depots .....	7
7.2.2	Sidings.....	7
8.	Local Possession Authority (LPA) .....	8
9.	Work on Track Authority (WoTA) .....	8
10.	Lookout Working .....	9
11.	Walking in the Danger Zone.....	9
12.	References.....	10
13.	Effective Date.....	10

# 1. Purpose

This rule provides instructions designed to ensure that appropriate planning is carried out for work within the *Rail Corridor* and assessing the work for safety.

# 2. General

Work planned for the *Rail Corridor* must be assessed for safety and its potential to intrude into the *Danger Zone*.

Work in the *Danger Zone* must:

- not be carried out unless there is a *Safe Place* that can be easily reached; and
- not begin until the required safety measure is in place.

Work in the *Danger Zone* must be carried out using one of the *Protection* methods listed in this rule.

The level of safety must not be reduced:

- to allow *Rail Traffic* movements; or
- because of a lack of trained workers.

Workers in the *Rail Corridor* must wear long pants, long sleeved shirts and approved Personal Protection Equipment (PPE). The minimum PPE required is High Visibility clothing and Safety footwear.

*Effective Communication with Network Controllers, Possession Protection Officers and Protection Officers* must be maintained.

The *Protection Officer* must contact the *Network Controller* before workers enter the *Rail Corridor*.

### 3. Protection Officer

A worksite within or work that has potential to intrude into the *Danger Zone* must have a *Protection Officer* for the duration of the work.

The *Protection Officer* is responsible for managing the rail safety component of worksite *Protection*.

A *Protection Officer's* primary duty and responsibility is to keep the worksite and workers safe. The *Protection Officer* must be satisfied that other work will not interfere with this duty.

The *Protection Officer* must:

- Compile a worksite *Protection* plan;
- make a *Safety Assessment* upon arrival at site to confirm details in the worksite *Protection* plan;
- brief workers about the rail safety component of worksite *Protection*;
- make sure that the rail safety component of the work is done safely;
- communicate with the *Network Controller* about the work and *Protection* arrangements; and
- keep records about the *Track Occupancy* and *Protection* arrangements.

## 4. Assessing Safety

When making a *Safety Assessment*, *Protection Officers* must consider, amongst other factors, if:

- work will affect *Track* under the control of different *Network Controllers*, *Access Providers* or private *Siding* operators;
- appropriate numbers of *Competent Workers* are available to protect the work;
- easily reached *Safe Places* are available for workers;
- the *Sighting Distance* and the speed of approaching *Rail Traffic* will allow sufficient warning time to be given by *Lookout Officers*;
- it is possible to close the affected line during the work;
- there will be *Rail Traffic* on *Adjacent* lines;
- *Rail Traffic* will travel on an *Adjacent* line in both directions over a *Uni-Directional* line
- there will be *Rail Traffic* between and/or within worksites;
- signals are available to protect worksites;
- other *Work on Track* will affect the worksites;
- there is safe passage to and from worksites;
- there is public *Access* to the *Rail Corridor*;
- there is a risk to workers from road traffic;
- the work will intrude on *Level Crossings*;
- the line is electrified, has power lines overhead or underneath;
- the line is *Track-Circuited*;
- the formation of the line and the *Location* will affect the work;
- *Effective Communication* is available;
- equipment used in the work will intrude into the *Danger Zone*;
- other groups need to be told about or involved in the work; and
- the potential for noise within and external to the worksite may impact on the worksite *Protection*.

The *Protection Officer* must regularly review safety measures and if conditions such as visibility or work *Location* changes make amendments to the worksite safety as required.

## 4.1 Use of Plant Near or Work Above the Danger Zone

Unless special precautions for *Protection* of the *Running Line* have been approved by *Arc Infrastructure*, an appropriate *Authority* must be used where:

- *Plant* is to be used and any portion of that *Plant* may encroach into the *Danger Zone*; or
- work is to be carried out above the *Danger Zone*.



**NOTE:** Special precautions may include, but not be limited to, chain link fencing, scaffolding, roofing above the *Running Line* and restrictive safety chains on *Plant*.

## 5. Multiple Access Providers

If the planned work will affect *Track* under the control of more than one *Access Provider*, the *Protection Officer* must get the relevant *Network Controllers'* authority.



**NOTE:** *Protection Officers* must be aware of the *Protection* arrangements required for *Adjoining Networks*.

Where necessary *Competent Workers* must be qualified in the *Adjoining Network* rules and procedures.

## 6. Level Crossings

If *Work on Track* will intrude into the *Level Crossing* or affect the *Level Crossing* operation, the *Protection Officer* must arrange to ensure the safety of:

- workers; and
- road, pedestrian and *Rail Traffic*.

# 7. Methods for Working Safely on Track

Appropriate methods must be selected for arranging and managing work within the *Rail Corridor*.

The *Protection Officer* must tell affected workers about the *Protection* arrangements.

## 7.1 Running Lines in the Network Outside Depots and Sidings

Work in the *Danger Zone* must be *Protected* by using one or more of the following:

- 3001 Local Possession Authority.
- 3005 Work on Track Authority.
- 3013 Lookout Working.

The preferred methods of *Track Occupancy* are:

- *Local Possession Authorities*; and
- *Work on Track Authority*.



**NOTE: Each *Track Occupancy* has mandatory minimum safety measures. However, additional safety measures may be identified through risk assessments.**

## 7.2 In Depots and Sidings

### 7.2.1 Depots

If *Rail Traffic* needs to be excluded from a work area within a Depot, the *Protection Officer* must get permission from the person in charge of the Depot.

The *Protection Officer* must make arrangements with the person in charge of the Depot to prevent *Unauthorised Rail Traffic* entry into the work area.

The person in charge of the Depot must ensure *Unauthorised Rail Traffic* entry into the work area is prevented.

### 7.2.2 Sidings

Where there is not a person in charge of the *Sidings*, the *Protection Officer* must make arrangements with:

- the *Network Controller*, or
- the person responsible for giving entry into the *Siding*.

## 8. Local Possession Authority (LPA)

An *LPA* is applied in accordance with Rule 3001 Local Possession Authority.

*LPAs* are used to close a defined portion of *Track* for a specified period.

An *LPA* is *Issued* exclusively to the *Possession Protection Officer*.

At all times, there must be a nominated *Possession Protection Officer* for the *LPA*.

Work within the portion of *Track* included in the *LPA* limits must only be done with the *Possession Protection Officer's* approval.

A number of separate work groups, *Associated Rail Traffic* and equipment may occupy the portion of *Track* defined by the *LPA*.

A *Possession Protection Officer* is responsible for coordinating the rail safety component of worksite *Protection*.

The *Track* may be broken or *Obstructed*.

Unless authorised for an *Emergency* the intention to take an *LPA* must be *Advertised*.

## 9. Work on Track Authority (WoTA)

A *WoTA* is applied in accordance with Rule 3005 Work on Track Authority.

*WoTAs* are used to close a defined portion of *Track* for a specified period.

A work group, including that group's equipment, and *Associated Rail Traffic* may occupy the portion of *Track* defined by the *WoTA*.

The *Track* may be broken or *Obstructed*.

*Only Associated Rail Traffic* is permitted in a *WoTA*.



# 10. Lookout Working

*Lookout Working* is applied in accordance with Rule 3013 Lookout Working.

*Lookout Working* is used to give warning of approaching *Rail Traffic* to workers in or near the *Danger Zone*.

The *Lookout Working* method must not be used for work on overhead wiring, or work that breaks the *Track* or alters *Track* geometry or structure.

*Lookout Working* may be used for:

- minor short-term work; and
- work requiring the use of *Light Tools or Devices* which can be easily and immediately removed from the *Track* by **one worker** without mechanical assistance;
- inspections in the *Danger Zone*; or
- work conducted in the *Rail Corridor*, but outside of the *Danger Zone* that may intrude into the *Danger Zone*.

Work in the *Danger Zone* using the *Lookout Working* method must be done in daylight hours only, where visibility allows.

Workers must be able to remove themselves, tools and materials to a *Safe Place* immediately the warning of approaching *Rail Traffic* is received.

# 11. Walking in the Danger Zone

Workers walking in the *Danger Zone* must apply Rule 2001 Walking in the Danger Zone.

Walking in the *Danger Zone* is:

- walking from place to place in the *Danger Zone*; and
- doing no work other than placing or removing *Protection* for a worksite or *Rail Traffic*; or visual inspection of *Track*.

Where workers must walk in the *Danger Zone*:

- an easily-reached *Safe Place* must be available; and
- visibility conditions must allow enough *Sighting Distance* for workers to reach a *Safe Place* before the arrival of *Rail Traffic*.

## 12. References

2001 Walking in the Danger Zone

3001 Local Possession Authority

3005 Work on Track Authority (WoTA)

3013 Lookout Working.

## 13. Effective Date

3 February 2020