

Network Safeworking Rules and Procedures

Planning Work in the Rail Corridor

Rule Number: 3000

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Document History

Version	Effective Date	Pages updated	Reasons for change
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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 Authority*; 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 *Siding*, the *Protection Officer* or *Yard Card Holder* 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

21 November 2022