

# Network Safeworking Rules and Procedures

## Work on Track Authority

Rule Number: 3005

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#### Document History

Version	Effective Date	Pages updated	Reasons for change
2.01	31 10 2020	6, 14	Possession Protection Officer corrected, abbreviation removed

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# 1. Purpose

This rule details the protocols for *Issuing* and using *Work on Track Authorities (WoTA)*. These *Authorities* are used to close a defined portion of *Track* for a specified period.

# 2. General

Only *Network Controllers* may authorise a *WoTA* for *Track* under their control.

A *WoTA* is *Issued* to the *Protection Officer* and gives *Exclusive Occupancy* unless *Issued* in accordance with Section 3.1 of this rule.

The *Protection Officer* applying this rule must have a minimum of *Protection Officer Level Competency* in accordance with Rule 1004 Track Access Accreditation.

A single 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*.

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

# 3. Authorisation

Before authorising the *WoTA*, the *Network Controller* must make sure that:

- another *Work on Track Authority* or *Local Possession Authority* is not in use within the proposed limits;
- approaching *Rail Traffic* can be *Restrained* at the ends of the *Section* that includes the proposed limits;
- *Stabled Rail Traffic* not associated with the *WoTA*, but is within the limits of the *WoTA*, must not be authorised to move;
- *Stabled Rail Traffic* that is attended by *Rail Traffic Crew* must be issued with a *Restraint Authority*;
- *Rail Traffic* associated with the *WoTA* within the limits has been identified and is being managed as agreed by the *Protection Officer* and the *Network Controller*;
- the *Protection Officer* knows about any existing *Obstructions*; and
- *Blocking Facilities* have been applied in accordance with Rule 6003 Blocking Facilities to prevent *Unauthorised Rail Traffic* entry into the proposed limits.

The *Network Controller* must confirm with the *Protection Officer* the:

- name, *Track Access* permit number and contact details of the *Protection Officer*;
- type of work;
- intended start and finish times; and
- for manual transmissions only, the *Location* using two or more of the following identifiers:
  - a kilometre sign and *Section*;
  - *Station* name;
  - a *Points* number;
  - a signal number;
  - an observance of *Points* or signal *Aspect* change;
  - permanent structures, such as a bridge, roadway or overpass used only in conjunction with one of the above identifiers; or
  - another identifier.

### 3.1 Authorising a WoTA where rail traffic is holding a Uni - Directional Authority

A *WoTA* may be authorised when *Rail Traffic* holding a *Uni-Directional Authority* has *Cleared* the limits of the proposed worksite by confirming:

- with the *Protection Officer*, the *Rail Traffic* identification number of the lead vehicle of a *Train* or the last vehicle of a *Track Vehicle* movement;
- with the *Rail Traffic Crew*, the *Location* of their *Rail Traffic*; or
- that the Section is Clear.

## 4. Protection Officer

### 4.1 Protection Officer

There must be a *Protection Officer* present at the worksite while workers are present, until the *WoTA* is *Fulfilled*. The *Arc Infrastructure Operations Delegate* must authorise a *WoTA* to remain in place without being *Fulfilled*.



**WARNING: Safety measures must be in place to Protect workers from Associated Rail Traffic and other heavy Plant and equipment been used within the worksite, e.g. the use of Lookouts, Stop signs etc.**

A *Protection Officer* must:

- make sure that work in the *Danger Zone* does not begin before the required safety measures are in place;
- be responsible for the *Protection* of workers from *Rail Traffic*;
- make sure the *Tracks* between the worksite and protecting *Locations* remain *Clear of Obstructions*;
- make sure that the worksite is *Protected* against the *Unauthorised* entry or exit of *Rail Traffic*;
- tell workers about the *Locations of Safe Places*; and
- tell workers about the protection and limits in place:
  - before work begins; and
  - if the protection arrangements change.

## 4.2 Change of Protection Officer

An outgoing *Protection Officer* must tell an incoming *Protection Officer* about the worksite *Protection* arrangements.

The incoming *Protection Officer* must:

- tell affected *Network Controllers* about the changed contact arrangements;
- confirm with the *Network Controller* the *WoTA* number; and
- make a *Permanent Record* of the handover of the *WoTA*.

# 5. Obtaining a WoTA

The *Network Controller* and the *Protection Officer* must confirm:

- the *Issuing Network* control desk;
- the *WoTA* limits;
- the *Points* to be clipped, in accordance with Procedure 9000 Clipping and Securing Points, if required;
- the duration of the *WoTA*; and when the *WoTA* is issued, the *Protection Officer* must ensure the required *Protection* is in place before work commences; the unique identifying number;
- that *Blocking Facilities* have been applied, to prevent entry of *Rail Traffic* into the portion of *Track* within the proposed limits;
- the *Protection Officer's* name and contact details;
- the time of *Issue*; and
- the date of *Issue*.

The *Protection Officer* must repeat the details of the *WoTA* back to the *Network Controller*.

The *Network Controller* must make sure that other affected *Network Controllers* are aware of the *Protection*.

## 5.1 Where the WoTA is issued electronically

The *Network Controller* and the *Protection Officer* must confirm:

- *Authority ID*;
- *Sections Blocked*; and
- status.

## 5.2 Where the WoTA is issued manually

The *Network Controller* and the *Protection Officer* must confirm:

- the *Protection Officer's* name and contact details;
- a unique identifying number;
- that *Blocking Facilities* have been applied to prevent entry of *Rail Traffic* into the portion of *Track* within the proposed limits;
- the time of *Issue*; and
- the date of *Issue*.

The *Protection Officer* must repeat the details back to the *Network Controller*.

## 5.3 Where other Network Controllers are affected by the WoTA

The *Network Controller* must make sure that other affected *Network Controllers* are aware of the *WoTA*.

## 6. Protection



**WARNING: Work must not start in the *Danger Zone* until the required Protection is in place.**

The *Network Controller* must apply *Blocking Facilities*, where available, to prevent *Unauthorised Rail Traffic* from entering the *WoTA*.

Where *Blocking Facilities* are unavailable, the *WoTA* must be *Protected* using *In-Field Protection*.

In addition to *Blocking Facilities* the *WoTA* must be *Protected* using *In-Field Protection* if:

- the *Track* will be broken;
- the *Track* geometry will be altered;
- heavy *Plant* will be used; or
- there is *Associated Rail Traffic*.

Where *Joint Occupancy* is permitted and any worksite, within the same *Blocking Limits*, has *Associated Rail Traffic*, all worksites must use *In-Field Protection*. Where one worksite has associated rail traffic only one other *WoTA* is permitted.

### 6.1 In-Field Protection

*In-Field Protection* can be one of the following:

- *Railway Track Signals (RTS)* and Rail Clamp Stop Sign;
- *RTS* and a STOP sign;
- *Track Closed Warning Device*; or
- *Points Secured* to prevent *Rail Traffic* entry.



**NOTE: *RTS* must be used in accordance with Procedure [9004 Using Railway Track Signals](#).**

### 6.2 Terminal Lines

*In-Field Protection* is not required between the worksites and the end of a *Terminal Line* if the *Network Controller* tells the *Protection Officer* that there are no planned *Rail Traffic* movements from that direction.

Where there is *Stabled Rail Traffic* not associated with the *WoTA*, within the limits of the *WoTA*, the *Protection Officer* must place *In-Field Protection* to prevent entry in to the *WoTA*.



## 6.3 Centralised Traffic Control (CTC) Territory

*Protecting Signals* must be placed to STOP with *Blocking Facilities* applied and *In-Field Protection*, as required by this rule, placed:

- at that *Protecting Signal*; or
- at least 500 metres from the worksite in such a position that any *Rail Traffic* entering the *WoTA* limits must pass over that *In-Field Protection*.

If a *Controlled Absolute Signal* less than 500 metres from the worksite is used to prevent access to the portion of *Track* within the *WoTA* limits, and a set of *Points* is available for a different *Route*, then set and *Secure* the *Points* for the different *Route*.

Where *In-Field Protection* is not required by this rule and the proposed worksite is within 500 metres of the *Protecting Signal* then:

- two consecutive *Controlled Absolute Signals* must be set at STOP with *Blocking Facilities* applied; or
- one *Controlled Absolute Signal* must be set at STOP with *Blocking Facilities* applied, with:
  - *Points Secured* to prevent *Access*; or
  - an easily reached *Safe Place* available and a *Lookout* provided.

If *Rail Traffic* can approach from more than one direction, the *Protection Officer* must protect all points of entry into the *Blocking Limits*.

Figure 3005-1 Example of a *Protecting Signal* less than 500 metres from the worksite and *Points Secured* for a different *Route*.

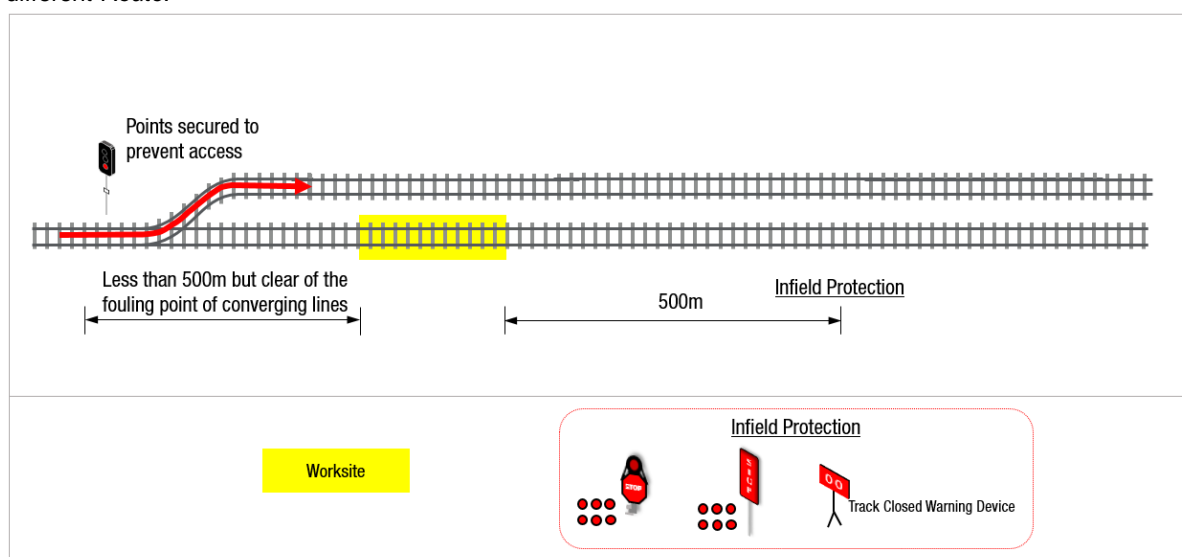


Figure 3005-2 Example of *Protecting* a worksite with signals more than 500 metres from the worksite.

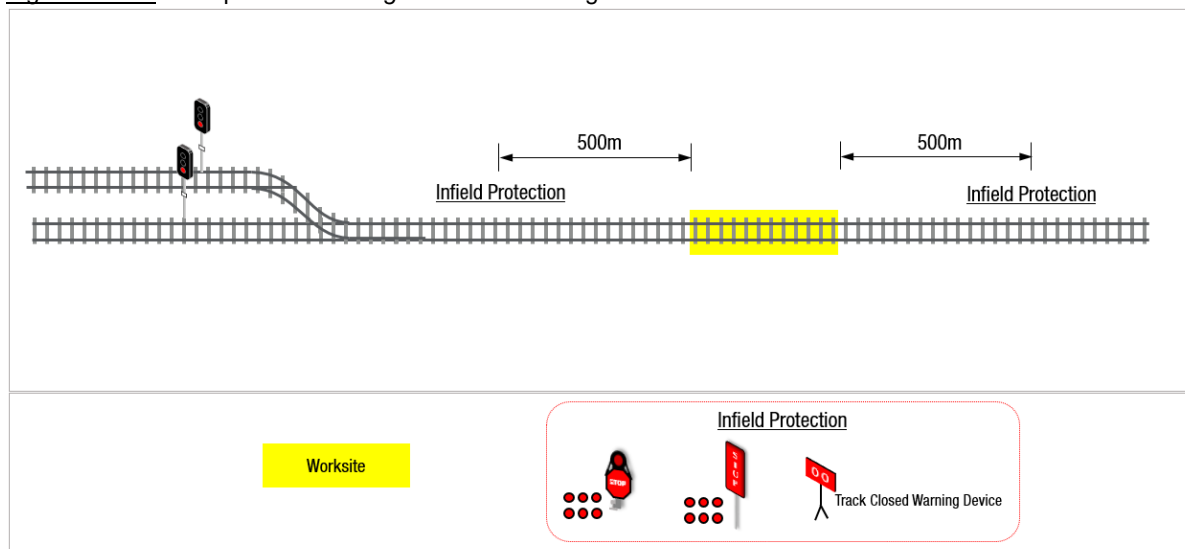
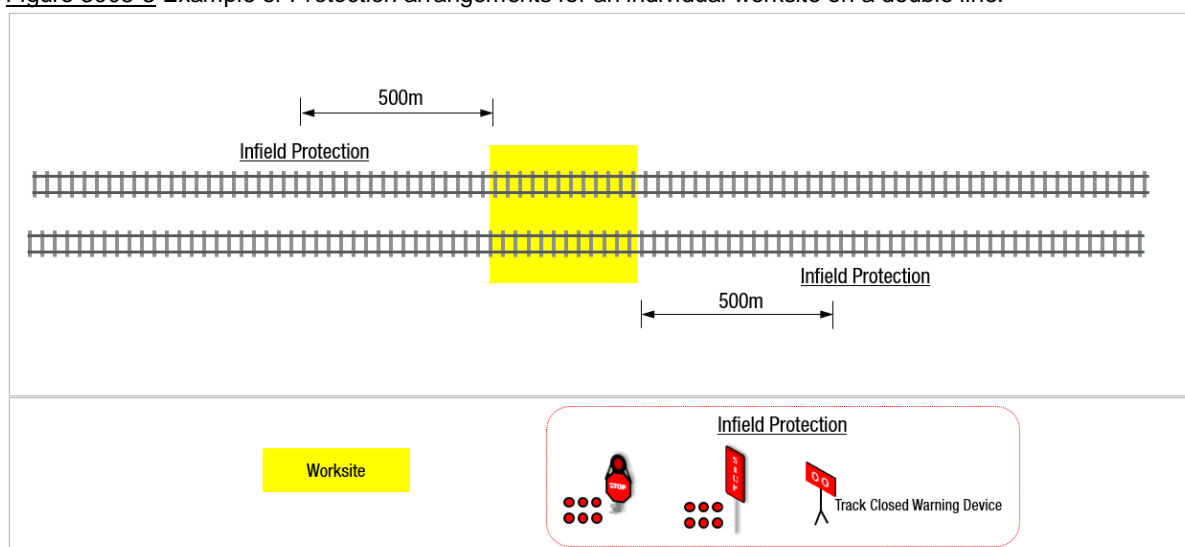


Figure 3005-3 Example of *Protection* arrangements for an individual worksite on a double line.

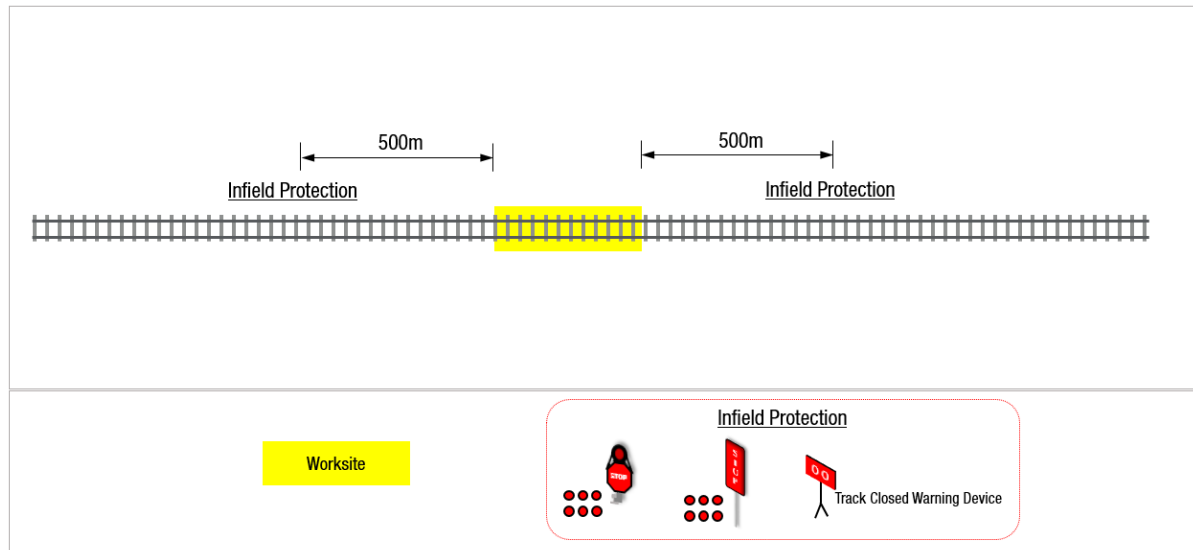


## 6.4 Train Order Territory

*Blocking Facilities* must be applied to the *Network Control System* on the *Section* beyond *Station Limits* sign for the entry to the *WoTA* limits and *In-Field Protection*, as required by this rule, placed:

- at that *Station Limits* sign; or
- at least 500 metres from the worksite in such a position that any *Rail Traffic* entering the *WoTA* limits must pass over that *In-Field Protection*.

Figure 3005-4 Example of *Protection arrangements* for an individual worksite on a single line.



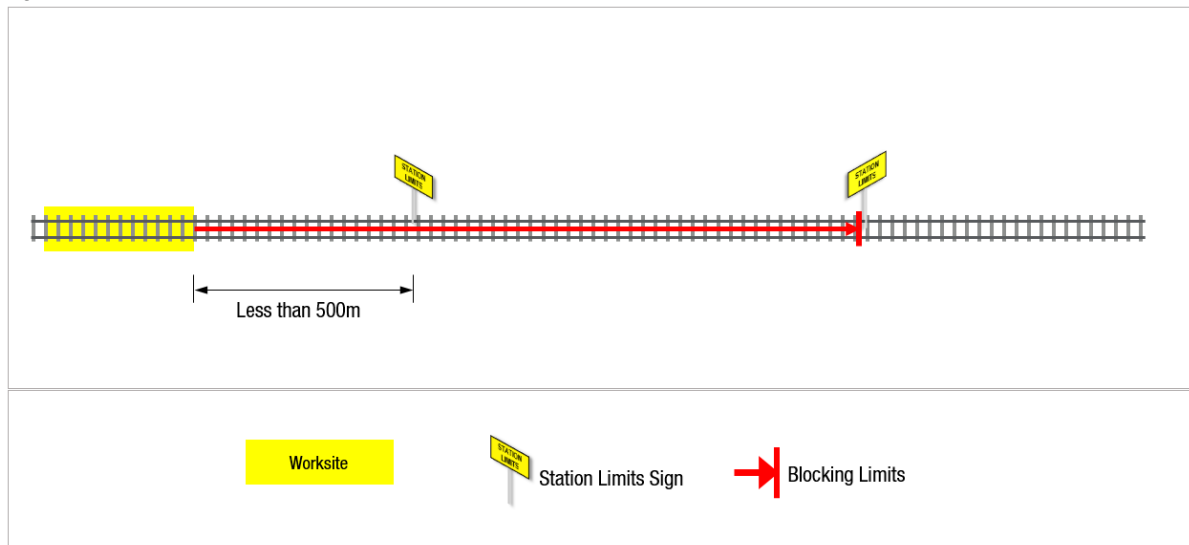
If a *Station Limits* sign less than 500 metres from the worksite is used to prevent *Access* to the portion of *Track* within the *WoTA* limits, and a set of *Points* is available for a different *Route*, then set and *Secure* the *Points* for the different *Route*. If *Points* cannot be *Secured* for a different *Route*, then *Blocking Facilities* must be applied up to the previous *Station Limits* sign.

Where *In-field Protection* is not required by this rule and the proposed worksite is within 500 metres of the *Station Limits* sign then:

- *Blocking Facilities* must be to two consecutive *Station Limits* sign; or
- *Blocking Facilities* applied to the first *Station Limits* sign, with:
  - *Points Secured* to prevent *Access*; or
  - an easily reached *Safe Place* available and a *Lookout* provided.

If *Rail Traffic* can approach from more than one direction, the *Protection Officer* must protect all points of entry into the *Blocking Limits*.

Figure 3005-5 Example of *Protection* arrangements for an individual worksite within 500m of the *Station Limits* sign.



## 6.5 Request for Blocking Facilities from a Person other than a Protection Officer

The *Network Controller* may apply *Blocking Facilities* in accordance with Rule 6003 *Blocking Facilities* without *Secure Blocking Codes* when a *Protection Officer* is not the requesting person to allow, for example:

- *Emergency services Access to the Network*;
- passenger *Train* evacuation; or
- livestock or vehicles to directly cross the *Track*.

The *Network Controller* must:

- confirm the *Location* and the work to be done;
- make sure the line is *Clear* between the *Protecting Signals* and the proposed worksite and any *Rail Traffic* that has passed the worksite will not return;
- set the *Protecting Signals* at STOP and apply *Blocking Facilities*;
- advise the person of the arrangements and authorise the work; and
- when told that the area is *Clear*, remove the *Blocking Facilities*.

## 6.6 Adjacent Line

If the *Safety Assessment* indicates that workers need to be *Protected* from *Rail Traffic* on *Adjacent* lines, the *Protection Officer* must arrange for *Adjacent* lines to be *Protected* in accordance with Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines.

The *Protection Officer* may arrange for the speed of *Rail Traffic* on *Adjacent* lines to be restricted.

## 6.7 Joint Occupancy

The *Network Controller* may authorise a *WoTA* for a portion of *Track* where a *WoTA* is current, provided the *Protection* limits for the worksites will not overlap.

The *Network Controller* may *Issue* the additional *WoTA* only if the *Protection Officers* have consulted and the *Protection Officer* who holds the current *WoTA* agrees and confirms with the *Network Controller* that a *WoTA* may be *Issued*.

Where one worksite has associated rail traffic only one other *WoTA* is permitted.

# 7. Rail Traffic

Only *Rail Traffic* associated with the *WoTA* may enter the limits of the *WoTA* unless the *WoTA* has been *Fulfilled* or where manually issued, suspended in accordance with section 9 of this rule.

Other *Rail Traffic* may cross the *WoTA* to enter or exit a *Running Line*, *Siding* or *At Grade Rail Crossing*, but only with the *Protection Officer's* agreement.

Before entering the *WoTA*, *Rail Traffic Crews* must verify with the *Protection Officer* that the *WoTA* is *In-Effect*.

## 7.1 Rail Traffic Entering or Travelling Within the WoTA Limits

The *Protection Officer* requiring the *Associated Rail Traffic* must manage that *Rail Traffic* movement within the *WoTA*, and where there is an adjoining *WoTA* through the *WoTA*. The *Protection Officer* or a *Delegated Protection Officer* must act as the *Pilot*.

Where another *WoTA* is permitted under *Joint Occupancy* the *Pilot* must, before entry to the affected section and before *Rail Traffic* exits a worksite:

- confirm with the *Protection Officers* of all the *WoTAs* that the *Rail Traffic* can proceed;
- the *Location of Worksite Protection*; and
- that the line is *Fit for Purpose*.

The *Protection Officer* must make sure that *Rail Traffic* associated with the *WoTA* does not exceed the limits of the *WoTA*.

If *Temporary Speed Restriction* signs have not been erected, *Rail Traffic*, entering and *Travelling* within the *WoTA* limits must:

- be *Piloted*; or
- receive written or verbal instructions from the *Protection Officer*.

## 7.2 Fixed Signals

*Fixed Signals* within the limits of the *WoTA* must, where possible, be placed to PROCEED for *Rail Traffic* movements.

Where *Fixed Signals* cannot be placed to PROCEED for *Rail Traffic* movement, they must be passed in accordance with Rule 6013 Passing Fixed Signals at Stop.



**NOTE:** Inside a *WoTA*, the *Protection Officer* must approve all *Rail Traffic* movements passed *Fixed Signals* and would request the *Network Controller* to place *Fixed Signals* at PROCEED, the *Network Controller* can only place *Fixed Signals* at PROCEED on the request of the *Protection Officer*.

## 7.3 Rail Traffic Departing the WoTA

*Rail Traffic* may depart the limits of the *WoTA* only on the *Authority* of the *Network Controller*.

## 8. Communications with Network Control

The *Protection Officer* must be the only point of contact between *Network Control* and work groups for matters of worksite *Protection*.

The *Protection Officer* must tell affected *Network Controllers* about:

- the *Protection* arrangements;
- *Protection* arrangements on *Adjacent* lines; and
- work progress at agreed times.

The *Protection Officer* must, if necessary, seek an extension of time.

When the agreed time limit has been exceeded by 15 minutes and the *Protection Officer* has not requested an extension of time, the *Network Controller* must act in accordance with Rule 4017 Overdue Occupancies.

## 9. Suspending a manually issued WoTA for the movement of non-associated Rail Traffic

A *WoTA* is suspended when the *Protection Officer* tells the *Network Controller* that:

- work sites are clear of workers, tools and equipment, including any *Associated Rail Traffic*;
- *In-Field Protection* has been removed;
- the portion of *Track* included in the *WoTA* has been confirmed as fit for the *Rail Traffic* passage; and
- *Blocking Facilities* can be removed.

The *Protection Officer* must tell the *Network Controller* and the *Rail Traffic Crew* about operating restrictions that have been placed or removed in accordance with section 11 of this rule.

# 10. Reinstating a manually issued WoTA

The *WoTA* can be reinstated after the rear of the *Rail Traffic* has cleared the *Section* or the worksite and the *Rail Traffic* is not returning.

The *Protection Officer* must:

- confirm with the *Network Controller* the *WoTA* number;
- ask the *Network Controller* to re-instate the *WoTA* and apply new *Blocking Facilities*; and
- ensure all *Protection* has been replaced before allowing workers to re-enter the *Danger Zone*.

# 11. Fulfilling the WoTA

Before *Fulfilling the Authority* the *Protection Officer* must make sure that:

- *Associated Rail Traffic* and all equipment has *Cleared the Track*;
- all work groups have *Cleared* the worksites;
- *In-Field Protection* has been removed;
- if necessary, signals have been restored to normal use; and
- the portion of *Track* included in the *Authority* is *Certified* as available for use.

The *Protection Officer* and the *Network Controller* must *Fulfil the Authority*.

Where the *WoTA* is manually issued, the *Network Controller* must confirm with the *Protection Officer* that *Blocking Facilities* can be removed.

The *Protection Officer* must tell the *Network Controller* about operating restrictions that have been placed or removed.



## 12. Keeping Records

*Network Controllers* and the *Protection Officer* must keep *Permanent Records* about the details, including *Protection* arrangements and changes to the worksite *Protection* arrangements.

## 13. References

1004 Track Access Accreditation

4017 Overdue Occupancies

6003 Blocking Facilities

6005 Fixed Signals

6013 Passing Fixed Signals at Stop

9000 Clipping and Securing Points

9004 Using Railway Track Signals

9010 Protecting Work from Rail Traffic on Adjacent Lines

## 14. Effective Date

3 February 2020