

Network Safeworking Rules and Procedures

Scope of the Network Safeworking Rules

Rule Number: 1001

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1. Purpose

This Rule sets out the structure of Arc Infrastructure's Network Safeworking Rules and Procedures, their area of application and use, and the reference documents used.

Network Safeworking Rules and Procedures provide the means by which the Australian National Rules and Procedures (ANRP) will be applied on the Arc Infrastructure Network.

During the development of the Network Safeworking Rules and Procedures, the following have been considered:

- the role of Arc Infrastructure as an Access Provider & operator;
- the interfaces between Arc Infrastructure and:
 - various Rail Traffic operators;
 - Track maintenance organisations;
 - suppliers to Arc Infrastructure of goods and services;
- implementation of technological advancement; and
- existing safeworking procedures, practices and their development.

2. Structure and Management of the Rules and Procedures

2.1 Development

Arc Infrastructure has drawn down a number of Rules and Procedures from the Rail Industry Safety Standards Board (RISSB) and so far as reasonably practicable be consistent with the ANRP.

Where the rule and the procedure for a particular area are separate ANRP documents, Arc Infrastructure has consolidated these into one document.

Where there was no Rule or Procedure provided by the ANRP or where the ANRP document did not meet the requirements of Arc Infrastructure, then Arc Infrastructure has developed its own Rule or Procedure.

2.2 Structure of the Rules and Procedures

The structure of each Network Safeworking Rule and Procedure will include, as a minimum, the following:

- Each Rule and Procedure will have a Name and Number.
- There will be a purpose statement for each Rule and Procedure.
- Each Rule and Procedure will have a date stating when the Rule or Procedure comes into effect.
- If there are other Rules or Procedures that are required to be read in conjunction with the Rule, they shall be referenced in the document.
- Diagrams will be used to aid the reader in understanding the Rules and Procedures.

2.3 Managing the Rules and Procedures

Amendments to the Rules and Procedures must be authorised by the Arc Infrastructure CEO or approved delegate and Advertised before implementation.

The controlled copy of the Rules and Procedures are published on the Arc Infrastructure Internet and Intranet websites or as Issued by Arc Infrastructure.

The Network Safeworking Rules and Procedures are uncontrolled when printed from the website.

The Network Safeworking Rules and Procedures will be:

- maintained electronically, and
- available for access and download by authorised users.

2.4 Unusual Working

Should a situation arise necessitating working beyond the limits prescribed in these rules, the Arc infrastructure Chief Executive Officer or the Approved Operations Delegate at the time, may authorise altered working arrangements.

Any altered arrangements must be in writing, be Advertised in advance where practicable and a record maintained.

Any altered working must ensure that:

- so far as is reasonably practicable, every precaution for the safe movement of Rail Traffic has been taken; and
- so far as is reasonably practicable, every precaution for the protection of workers has been taken; and
- existing procedures are adopted wherever possible.

A record of the altered working must be sent to the Arc Infrastructure Approved Safety Delegate for retention.

3. Extent of the Network

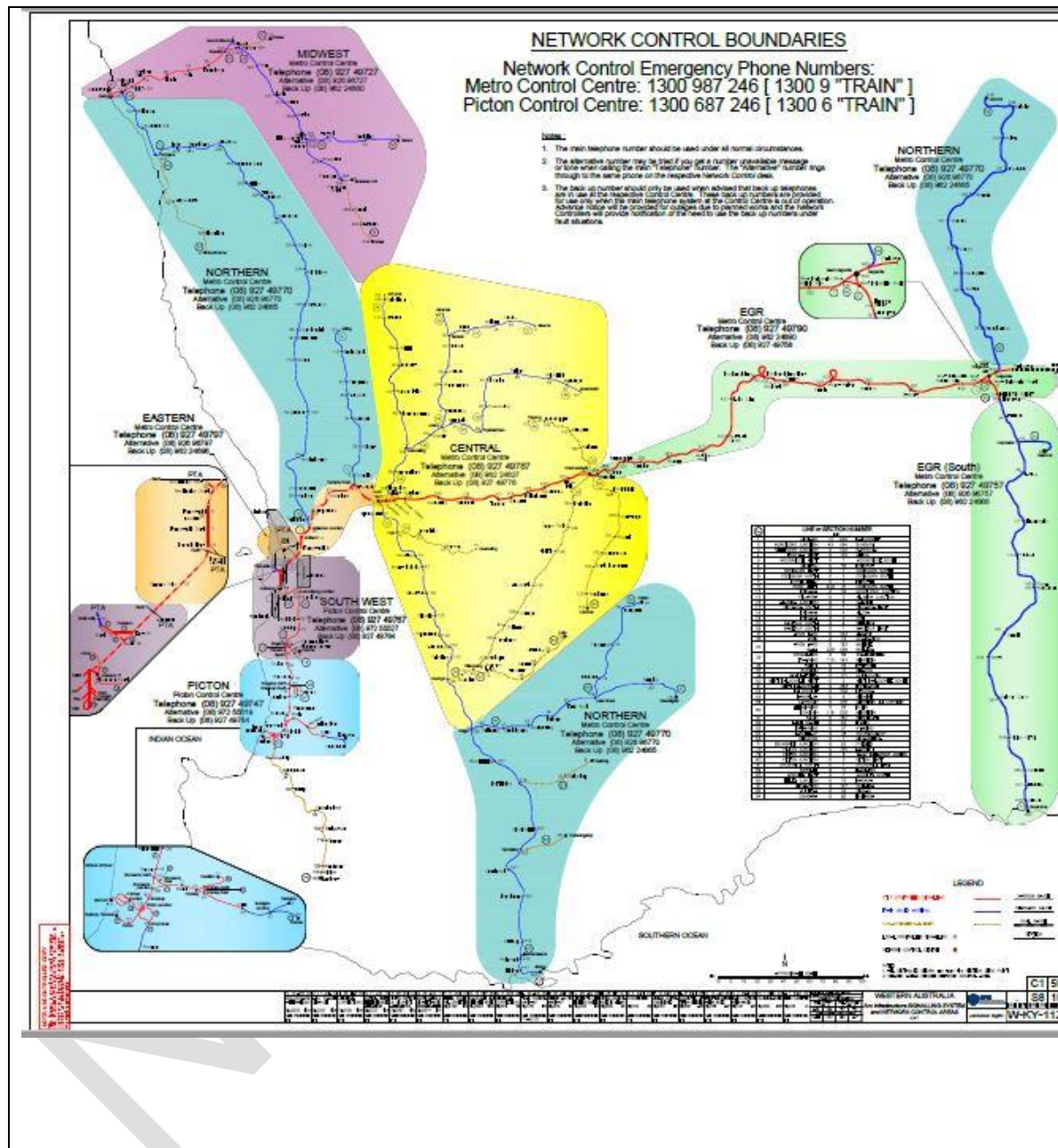
3.1 The Arc Infrastructure Rail Network.

Figure 1001-1 List of line numbers and sections.

| Line No. | Station From | KM | | Station To |
|----------|--------------------------|----------|------------|---------------------------|
| 1 | Midland | 13 | 655 | Kalgoorlie |
| 2 | Mundijong Junction | 43 | 184 | Bunbury |
| 3 | Millendon Junction | 0 | 452 | Narngulu |
| 4 | Toodyay West | 0 | 135 | Miling |
| 5 | Woodbridge West | 0 | 1 | Woodbridge South |
| 6 | Midland | 0 | 48 | Kwinana |
| 7 | Cockburn East | 0 | 1 | Cockburn North |
| 8 | Cockburn North | 0 | 2 | Cockburn South |
| 9 | Forrestfield | 0 | 5 | Kewdale |
| 11 | Robb Jetty | 24.6 | 31 | Cockburn North |
| 13 | Kwinana | 0 | 26 | Mundijong Junction |
| 15 | Pinjarra | 0 | 3 | Alumina Junction |
| 16 | Alumina Junction | 0 | 5 | Calcine |
| 17 | Pinjarra South | 0 | 1 | Pinjarra East |
| 18 | Kwinana | 0 | 4 | Alcoa |
| 19 | Kwinana | 0 | 7 | CBH |
| 27 | Wagerup North | 0 | 6 | Refinery |
| 28 | Wagerup South | 0 | 1 | Wagerup East |
| 31 | Avon Yard | 0 | 463 | Albany |
| 33 | York | 0 | 74 | Quairading |
| 34 | Avon Yard Maya | 0 238 | 193 429 | McLevie Mullewa |
| 35 | Goomalling Trayning | 0 110 | 66 183 | Wyalkatchem Merredin |
| 36 | Amery | 0 | 98 | Kalannie |
| 37 | Burakin | 0 | 71 | Beacon |
| 38 | Wyalkatchem | 0 | 121 | Mukinbudin |
| 50 | West Kalgoorlie West | 0 | 1 | West Kalgoorlie South |
| 51 | West Kalgoorlie | 0 | 383 | Esperance |
| 52 | Kalgoorlie | 0 | 259 | Leonora |
| 53 | Kambalda | 0 | 8 | Redmine |
| 59 | Narrogin | 0 | 216 | Merredin via Corrigin |
| 60 | Yilliminning Kondinin | 0 118 | 95 259 | Kulin Merredin |
| 61 | Wagin | 0 | 182 | Newdegate |
| 62 | Lake Grace | 0 | 94 | Hyden |
| 63 | Katanning | 0 | 61 | Nyabing |
| 64 | Tambellup | 0 | 38 | Gnowangerup |
| 65 | Redmond | 0 | 1 | Mirambeena |
| 71 | Brunswick Junction | 0 | 53 | Premier |
| 75 | Picton Junction | 0 | 149 | Lambert |
| 79 | Picton Junction | 0 | 10 | Bunbury via Inner Harbour |
| 80 | Picton Junction | 0 | 3 | Picton East |
| 81 | Brunswick North | 0 | 1 | Brunswick East |
| 82 | Worsley | 0 | 11 | Hamilton |
| 83 | Worsley East | 0 | 1 | Worsley North |
| 90 | Tilley Junction | 0 | 75 | Karara |
| 91 | Geraldton | 0 | 107 | Mullewa |
| 94 | Dongara | 0 | 80 | Eneabba |

3.2 Arc Infrastructure Rail Network Control Boundaries.

Figure 1001-2 Arc Infrastructure Network and Network Control Boundaries.



This diagram is available at:

<https://www.arcinfra.com/ARCInfrastructure/media/documents/Network%20Specifications/Arc-Infrastructure-Network-Control-Boundaries.pdf>

3.3 Interface locations between Arc Infrastructure and the Public Transport Authority (PTA) Network

At certain locations there is an interface with the Public Transport Authority network. At these locations, as listed below, there are operational and/or signalling protocols to ensure the safe passage of Rail Traffic.

3.3.1 Midland

For Rail Traffic to enter the Arc Infrastructure Network the Arc Infrastructure Network Controller must give the Public Transport Authority Train Controller the release on signal 51.

For Rail Traffic to enter the Public Transport Authority network, the Public Transport Authority's Train Controller must give the Arc Infrastructure Network Controller the release on signal 28.

3.3.2 Woodbridge

For Rail Traffic entering the network the Arc Infrastructure Network Controller must give the Public Transport Authority Train Controller the release on signal 95.

For Rail Traffic to enter the Public Transport Authority Network, the Public Transport Authority's Train Controller must give the Arc Infrastructure Network Controller the release on signal 85.

3.3.3 Kenwick

This is the junction for the narrow gauge double line on the Armadale line and the single line to Kenwick East. The Points and signals are controlled and operated from the Public Transport Authority Train Control Centre.

For Rail Traffic to enter the Public Transport Authority Network, the Public Transport Authority's Train Controller must give the Arc Infrastructure Network Controller the release on signal 30 (the Public Transport Authority refers to signal 441).

3.3.4 Mundijong

For Rail Traffic to depart Mundijong Junction towards Armadale, the Public Transport Authority Train Controller must give the Arc Infrastructure Network Controller the release on signal 6B.

For Rail Traffic to exit the Armadale to Mundijong Junction section, Arc Infrastructure's Network Controller sets the Route from No 1 signal.

3.3.5 Fremantle

The Public Transport Authority Network from Robb Jetty to Fremantle is controlled by Arc Infrastructure's Southwest Network Control desk by the Issue of Train Orders.

Prior to any Rail Traffic departing Cockburn on a Train Order towards Fremantle the Arc Infrastructure Network Controller must provide advice to the Public Transport Authority's Train Controller.

Prior to any Rail Traffic departing North Quay the Rail Traffic Crew must:

- be in possession of a Train Order to Travel from Fremantle to Spearwood or beyond; and
- obtain clearance from the Public Transport Authority's Train Controller.

3.4 Interface between Arc Infrastructure and the Australian Rail Track Corporation Network

The railway from Kalgoorlie to Parkeston is under the control of Australian Rail Track Corporation Ltd. (ARTC).

Rail Traffic between Station Limits Kalgoorlie and Parkeston are controlled by Train Orders Issued by the ARTC Train Controller.

Prior to an Up traffic departing Parkeston for Kalgoorlie the Rail Traffic Crew must:

- contact the Arc Infrastructure Network Controller to obtain permission to depart Parkeston; and
- confirm with the Network Controller that they are in possession of a valid Train Authority, Issued by the ARTC Train Controller.

The Arc Infrastructure Network Controller must record the number of the Train Authority on the Network Control Diagram.

Prior to Down traffic departing West Kalgoorlie for Parkeston the Arc Infrastructure Network Controller must ensure the Rail Traffic Crew are in possession of a valid Train Authority, Issued by the ARTC Train Controller, and the Arc Infrastructure Network Controller must record the number of the Train Authority on the Network Control Diagram.

When requested by the ARTC Train Controller the Arc Infrastructure Network Controller will:

- apply blocking Facilities as required to Starting signals at Kalgoorlie; and
- apply the Blocking Facilities in accordance with Rule 3005 Work on Track Authority Section 6.5 Request from a person other than a Protection Officer.

4. Intent of Safeworking Rules and Procedures

The Network Safeworking Rules and Procedures are intended to provide a uniform and coordinated operation that promotes common, consistently applied work practices and Effective Communication as a basis for enhancing safety on the Network.

The Network Safeworking Rules and Procedures apply to all Rail Traffic operations, Network Control and Work on Track activities.

The Network Safeworking Rules and Procedures support all other functional areas of the railway including:

- Occupational Health and Safety.
- Rail Worker Competence.
- Interface Coordination.
- Incident Management.
- Infrastructure Standards.
- Rolling Stock Standards.

5. The Object of the Network Control System

5.1 Object

The system of operation is provided to place Safeworking for any given area under the control of one Network Controller.

The Network Controller:

- is in charge of the management of Rail Traffic working;
- is in charge of the Issue of Work on Track Authorities in the area of control; and
- is responsible for the initiation of alternative procedures following incidents that include, but are not limited to, Rail Traffic failures, derailments, accidents and washaways.

The Network Controller's instructions must be carried out provided they do not conflict with the Network Safeworking Rules and Procedures or endanger the safety of passengers, workers and Infrastructure.

5.2 Emergency Procedures

The management of day to day operational delays or Emergencies is detailed in the Network Safeworking Rules and Procedures, however, should any major accident occur or in the event of any other Emergency of major significance the Arc Infrastructure Emergency Management Manual is to be enforced.

Emergency procedures will be initiated by the responsible Network Controller on becoming aware of a situation where such action is warranted.

5.3 Communication

Communication to and from the Network Controller may be by radio, telephone or other available means.

Radios, where available, should be the primary means of communication to and from the Network Controller.

All Radio communication must be in accordance with correct radio discipline and voice procedures as described in Rule 2007 Network Communications and using the prescribed Radio Channels allocated to specific areas.

In Train Order Territory where there is no radio coverage with Network Control, telephone communication, which can be either wayside, mobile or satellite, will be the primary means of communication to and from the Network Controller.

All communications into and out of Network Control will be recorded.

6. References

2007 Network Communications

W100-100-004 Arc Infrastructure Emergency Management Manual

7. Effective Date

1 February 2020

Network Safeworking Rules and Procedures

Principles of Network Operations

Rule Number: 1002

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1. Purpose

This Rule sets out:

- Arc Infrastructure Network operating principles;
- the type of safeworking systems used; and
- the Authorities and conditions for managing safe Occupancy of the Track.

2. General

The following are the underlying principles for Safeworking.

- A Safety Assessment must be completed before persons enter the Danger Zone.
- When in the Danger Zone, all workers must be protected.
- Workers must have identified Safe Places when on Track.
- If Rail Traffic cannot be separated from workers, the Rail Traffic must be managed to ensure the safety of workers on Track.
- Work on Track must only be carried out using a defined Work on Track method or Authority.
- The person who introduces the risk must ensure that the risk is appropriately managed.
- Workers must be provided with all applicable information.
- Workers must be warned about known hazards in the Rail Corridor.
- Competent Workers must have the ability and responsibility to carry out a Safety Assessment where required.
- Common protocols and methods for communication must be adopted.
- Safe Rail Traffic separation must be maintained.
- Safe route integrity must be established for all Rail Traffic.
- Rail Traffic Integrity must be ensured before and during a journey.
- A simplified and common system for degraded operations may be formulated to apply in all Systems of Safeworking.

For additional detail on these principles, refer to RSSB Operational Concept for the GB Mainline Railway.

3. Safeworking System

3.1 Absolute Block System

The Absolute Block System provides that Rail Traffic is not permitted to enter a Train Order section or an Automatic Signalling Section, between two Adjoining Controlled Locations, until the previous Rail Traffic has passed completely out of the Section.

3.2 Permissive Working

The object of Permissive Working in automatic signalling is to facilitate the regular movement of Rail Traffic by dividing the line between Controlled Locations into Blocks and automatically maintaining the proper space interval between following Rail Traffic.

This type of working prevents Rail Traffic from entering a Block until the previous Rail Traffic has passed completely out of the Block.

All signals displaying a STOP aspect must be treated as an Absolute Signal.

3.3 Centralised Traffic Control (CTC)

3.3.1 Double Line Automatic Signalling

The object of Double Line Automatic Signalling is to provide a separate line for up and down movements allowing for greater density of Rail Traffic.

3.3.2 Single Line Automatic Signalling

The object of Single Line Automatic Signalling is to prevent Rail Traffic travelling in opposite directions being between two Controlled Locations at the same time.

In automatic signalling systems this is accomplished by:

- in the case of following Rail Traffic, electrically securing the signals at STOP, unless the intermediate Block ahead of the signal is Clear; and
- in the case of opposing Rail Traffic, electrically monitoring that the Block is clear and the Departure Signals at the opposite end of the Section is controlled to Stop. Thus it would not be possible for the Departure Signals at opposite ends of the Section to exhibit a Proceed indication simultaneously.

3.4 Train Order Working

The object of Train Order Working is to prevent more than one Rail Traffic movement being between two Adjoining Train Order Stations at the same time.

In Train Order Working systems this is accomplished by the Network Controller:

- in the case of following Rail Traffic movements, ensuring that the preceding Rail Traffic has Arrived Complete at the end of a Train Order Section before a Train Order is Issued for any following Rail Traffic; and
- in the case of opposing Rail Traffic movements, not issuing a Train Order for Rail Traffic to advance into a Train Order Section unless the opposing Rail Traffic holds a Train Order which shows the same Crossing Station for both Rail Traffic movements.

4. Work on Track Authorities – for Work that Obstructs the Track or Affects Track Geometry

In all Safeworking systems, work that Obstructs the Track, affects Track geometry, and/or places workers and Rail Traffic at risk, requires an Authority Issued by the Network Controller in one of the following ways.

4.1 Local Possession Authority (LPA)

- The LPA is Issued by the Network Controller.
- The LPA is used for major or complex Work on Track for a specified period. This Authority transfers the management of a defined portion of Track to a Possession Protection Officer.
- Multiple worksites are permitted within the LPA.
- Associated Rail Traffic for the worksites is permitted under the LPA.
- The Possession Protection Officer receives the LPA in writing on a LPA Form.

4.2 Work on Track Authority (WoTA)

- The WoTA is Issued by the Network Controller.
- This Authority is to Occupy a defined portion of Track for Work on Track while Rail Traffic is diverted from, or not authorised to enter, the Track, for a specified period.
- This Authority is for a single worksite.
- Associated Rail Traffic is permitted to enter the worksite under the WoTA.
- The Protection Officer receives the WoTA electronically or in writing on a WoTA Form

5. Accessing the Danger Zone for Work

Before entering the Rail Corridor the Network Controller must be advised.

Regardless of the type of Protection being used, before work commences the:

- Network Controller must give approval where required; and
- Protection must be in place.

5.1 Lookout Protection

Work in the Danger Zone that does not affect Track geometry and involves ensuring that a Safe Place is available for workers, requires the Protection Officer to provide Protection in the following way:

- Lookout Protection is used to Protect workers who Occupy a defined portion of Track for work in the Danger Zone between Rail Traffic movements; and
- The Protection Officer records the use of Lookout Protection.

6. References

3001 Local Possession Authority

3005 Work on Track Authority (WoTA)

3013 Lookout Working

5001 Centralised Traffic Control System

5017 Train Order Working

7. Effective Date

1 February 2020

Network Safeworking Rules and Procedures

General Responsibilities for Safety

Rule Number: 1003

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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



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.



NOTE: Signalling Maintenance Representatives are permitted to use mobile phones within the Danger Zone for the purpose of testing signalling equipment when the safety measures of a Work on Track method are in place to provide protection.

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



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.



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



NOTE: To be reported under 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

1 February 2020

Network Safeworking Rules and Procedures

Track Access Accreditation

Rule Number: 1004

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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 does not imply that the worker can declare that the Track or signals are Fit for Purpose. A worker who holds a Protection Officer 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 Drug and Alcohol breach, or a refusal to participate in testing, an Accredited person's TAP may be suspended for a period of 6 months.

In the event of a safety breach an Accredited person's TAP may be suspended immediately, pending the outcome of an investigation.

Arc Infrastructure may cancel the TAP of an Accredited person for:

- a serious safety breach;
- multiple safety breaches; or
- multiple Drug and Alcohol breaches.

2.3 Age Restrictions

A Rail Safety worker must be 16 years of age or older to hold a 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.



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.

Regardless of who requires Access to the Danger Zone or for what reason a worker requires Access to the Danger Zone, the Protection Officer 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; and
- Prior to being permitted to enter the Danger Zone, the Protection Officer 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 Issue 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 Arc Infrastructure Manager or 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 |
|--|---|--|
| Rail Corridor Inductee (RCI) | This level of TAP shows the worker has an understanding of the hazards in the Rail Corridor and provides them with awareness of the mitigation and control of those hazards. Workers with this level of TAP are not permitted to enter the Danger Zone. | |
| Supervised Worker (SW) | <p>This level of TAP shows the worker has an understanding of the hazards in the Rail Corridor and provides them with knowledge of the mitigation and control of those hazards. Workers with this level of TAP must always be under direct Supervision of Protection Officer (PO) and are not permitted to enter the Rail Corridor without a PO being present.</p> <p>On Train Staff with this level of TAP may work under the direct Supervision of the Rail Traffic Crew of passenger services to enter the Rail Corridor for attending to Passenger emergencies / evacuations.</p> | Cat 3 |
| Track Vehicle Operator (TVO) | This level of TAP shows the Supervised Worker (SW) has the understanding of the hazards in the Rail Corridor 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 Protection Officer Track Vehicle (POTV) and are not permitted to enter the Rail Corridor without a POTV supervising or a Protection Officer (PO) in a worksite. | Cat 1 |
| Protection Officer (PO) | <p>This level of TAP shows the worker has the Competence to provide Protection to a work group that Occupies the Running Line or siding when an obstruction is placed on the Track.</p> <p>Where the PO has a Category 1 Medical, this TAP also shows the worker can perform Lookout Officer duties.</p> | <p>Cat 3</p> <p>(CAT 1 if providing Looking Working)</p> |
| Protection Officer, Track Vehicle (POTV) | This level of TAP shows the Protection Officer (PO) has the Competence to supervise and operate track vehicles on the Network. | Cat 1 |

| | | |
|-------------------------------------|---|------------|
| Rail Traffic Crew (RTC) | This level of TAP shows the worker has the Competence to apply Network Safeworking Rules and Procedures for driving Rail Traffic on the Network and request Blocking Facilities for the protection of tasks associated with their Rail Traffic. | Cat 1 |
| Operations Ground Support (OGS) | This level of TAP shows the worker has the Competence to apply Network Safeworking Rules and Procedures when working in and around rail operations on the Network. | Cat 1 |
| Possession Protection Officer (PPO) | This level of TAP shows the worker has the Competence of a PO and the management of multiple worksites in an LPA. | Cat 1 |
| Network Control (NTC) | This level of TAP shows the worker has the Competence 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

1 February 2020