

Network Safeworking Rules and Procedures

Walking in the Danger Zone

Rule Number: 2001

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1. Purpose

This Rule provides instructions for workers to walk safely in the Danger Zone.

2. General

Workers must not walk in the Danger Zone where there is a practical alternative.

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.

2.1 The Danger Zone

The Danger Zone is all space within three (3) metres horizontally from the nearest rail and any distance above or below this three (3) metres, unless a Safe Place exists or can be created.

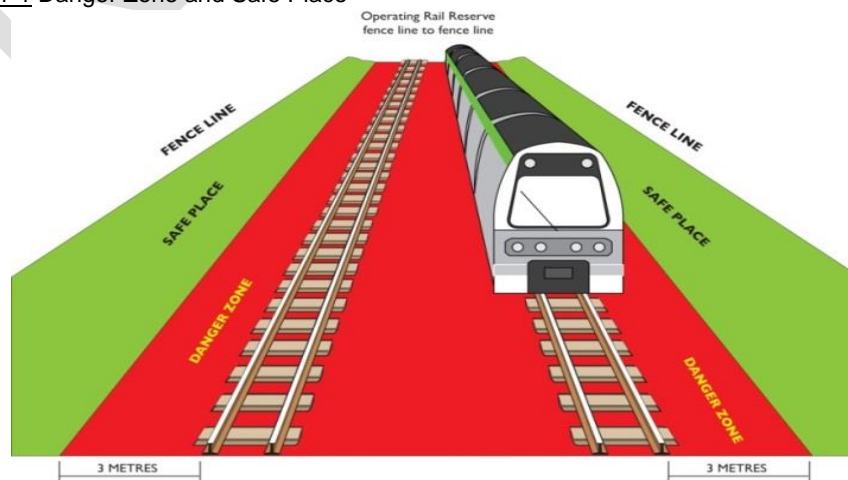
2.2 Safe Place

A Safe Place is a place where workers and equipment cannot be struck by Rail Traffic.

A Safe Place is:

- where there is at least three (3) metres clearance from the nearest Running Line;
- on a Platform behind the safety lines;
- within a purpose-built refuge or shelter;
- where a structure or physical barrier has been erected to provide a position of safety; or
- immediately in front of stationary and Secured Rail Traffic, in accordance with Procedure 9020 Using standing rail traffic for protection.

Figure 2001-1 Danger Zone and Safe Place



3. Walking in the Danger Zone



WARNING: Rail Traffic can approach from either direction at any time.

Where workers must walk in the Danger Zone:

- an easily-reached Safe Place must be available; and
- visibility conditions must allow enough Sighting Distance, in accordance with Rule 3013 Lookout Working, for workers to reach a Safe Place before the arrival of Rail Traffic

The Protection Officer must also get information of Rail Traffic movements for the work Location from the Network Controller.

3.1 Before Entering the Danger Zone

Before entering the Danger Zone, workers must:

- advise the Network Controller responsible for the section of Track;
- get information from the Network Controller about Rail Traffic for that Location;
- make sure they can see that Tracks are Clear of approaching Rail Traffic;
- ensure there is an easily reached Safe Place available; and
- limit the equipment taken into the Danger Zone to hand held photographic equipment.

3.2 If Walking in the Danger Zone

If walking in the Danger Zone, workers must:

- wear approved Personal Protective Equipment (PPE);
- where possible, walk in the direction facing approaching traffic;
- look frequently in both directions to ensure the Sighting Distances for approaching Rail Traffic can be achieved;
- carry a light during hours of darkness or Low Visibility;
- not step on or within Points blades, Interlocking equipment or on rails; and
- carry equipment to enable communication to be maintained with Network Control.

3.3 Visual Inspection or photography

If walking in the Danger Zone for visual inspections or photography, workers must:

- wear approved Personal Protective Equipment (PPE);
- where possible, walk in the direction facing approaching traffic;
- maintain vigilance by looking every 5 seconds in both directions for approaching Rail Traffic; and
- ensure sighting distances are met in accordance with Rule 3013 Lookout Working.

Workers must add the inspection time required to the minimum warning time, to calculate the sighting distance required.

The time spent within the Danger Zone must not exceed the minimum warning time.

Workers must inform the Network Controller when they have exited the rail corridor.

3.4 Rail Traffic Crews

Rail Traffic Crews may need to Access and walk in the Danger Zone to perform tasks associated with the operation of Rail Traffic. This includes, but is not limited to:

- operation of Points and associated Infrastructure;
- vehicle examination, including preparation for travel;
- preparation of Disabled Rail Traffic for assistance; and
- minor/light repairs or other tasks, en-route.

Rail Traffic Crews must assess the risks associated with Accessing the Danger Zone. These may include risks associated with:

- the required tasks;
- Rail Traffic on Adjacent lines;
- the ability to communicate with the Network Controller;
- the ability to communicate with other workers in the vicinity; and
- operation of the Rail Traffic.



NOTE: Where required the Rail Traffic Crew must arrange for Adjacent lines to be Protected in accordance with Procedure [9010 Protecting Work from Rail Traffic on Adjacent lines.](#)

4. References

3013 Lookout Working

9010 Protecting Work from Rail Traffic on Adjacent Lines

9020 Using standing rail traffic for protection

5. Effective date:

1 February 2020

Not in use

Network Safeworking Rules and Procedures

Handsignals and Verbal Commands

Rule Number: 2003

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1. Purpose

This Rule details the protocols for giving movement commands to Rail Traffic Crews. The purpose of these commands is to control the movement of Rail Traffic through a Fixed Worksite or during Shunting operations.

2. General

2.1. Giving Handsignals

Handsignals must be given:

- facing the Rail Traffic;
 - During Shunting operations where it is not possible to face the Rail Traffic, the Handsignaller must be satisfied that the Rail Traffic Crew can see all Handsignals.
- in such a position that there can be no misunderstanding as to the purpose of the Handsignal;
- in a clear and timely manner; and
- so that the Handsignals will be received and acted upon only by those who are being signalled.

A Handsignaller must:

- be in or have access to a Safe Place;
- be in clear view of those who are being signalled; and
- have Effective Communication.

At worksites and Fixed Signals, the Handsignaller must remain at the designated position, unless they are:

- replaced by another Handsignaller; or
- no longer required.

If conditions such as visibility change, the Handsignaller must tell the Protection Officer.

Where Handsignalling at Fixed Signals and visibility changes, the Handsignaller must tell the Network Controller.

2.2. Responding to Handsignals and Verbal Commands

If the meaning of a Handsignal or verbal command is not understood, Rail Traffic Crews must stop to find out the meaning.

Rail Traffic Crews must:

- obey Handsignals and verbal commands; and

- acknowledge Handsignals and verbal commands other than those given as part of Shunting.

3. Use of Handsignals and Verbal Commands

Rail Traffic movements through a Fixed Worksite or during Shunting operations must be directed by continued Handsignals or regular verbal commands.

Handsignals must be given using:

- flags or hands during daylight; and
- lights during hours of darkness or Low Visibility.

Where verbal commands are used to direct a Rail Traffic movement, the Competent Worker directing the movement, and the Rail Traffic Crew, must communicate at agreed intervals.

During Shunting operations, if the Rail Traffic Crew loses sight of the Handsignal or after Travelling half the nominated distance, there is no further Handsignal or verbal command, the Rail Traffic Crew must:

- bring the movement to a stop;
- sound the Whistle; and
- not move again until regular Handsignals or verbal commands are re-established.

When verbal commands are used for Shunting, the Rail Traffic Crew must be told the direction and distance to be Travelled.

A Handsignal must be continued:

- for an ALL CLEAR Handsignal, until acknowledged by the Rail Traffic Crew;
- for NORMAL SPEED and WARNING / CAUTION Handsignals, until the cab of the leading rail vehicle has passed the Handsignaller;
- for a STOP Handsignal, until:
 - the Rail Traffic has stopped; or
 - the Handsignaller displays another Handsignal.

3.1. Handsignalling at a Fixed Signal

If Handsignalling at a Fixed Signal, a Handsignaller must:

- be able to see whether the Fixed Signal is at STOP; and
- if Rail Traffic is required to stop, give a STOP Handsignal until Rail Traffic has stopped.

If the Fixed Signal being held at STOP clears, the Handsignaller must:

- tell the Network Controller to set the Fixed Signal at STOP; and
- inform the Protection Officer, where provided.

3.2. Standing Clear of Fixed Signal

A Handsignaller must stand well away from Fixed Signal if:

- Rail Traffic is not required to stop; or
- not Handsignalling at a Fixed Signal.

4. Emergency or Danger Handsignals and Verbal Commands

Rail Traffic Crews must stop their Rail Traffic immediately if they receive an EMERGENCY or DANGER signal communicated by:

- vigorous and erratic waving of arms, a flag or a light; or
- a verbal command “emergency, emergency, emergency, stop, stop, stop”.

5. Stop Handsignals

Rail Traffic Crews must stop their Rail Traffic if they receive a STOP Handsignal communicated by:

- a red flag;
- a red light; or
- both hands held high.

6. All Clear Handsignals









An ALL CLEAR Handsignal tells Rail Traffic Crews that workers are aware of approaching Rail Traffic and the workers will remain Clear until that Rail Traffic passes.

A Handsignaller holds up a steady white light or one hand to give the ALL CLEAR Handsignal.

7. General Handsignals

The following figures show the Handsignals that must be used in the Network.

Figure 2003-1 Handsignals and Verbal Commands

Signal / Use	Verbal Command	Using Flags	Using Lights	Using Hands
Stop	"Stop" or "Red light" during shunting operations only	 Steady red flag	 Steady red light	 Both hands held high
Emergency or Danger	"Emergency, Emergency, Emergency Stop, Stop, Stop"	 Vigorous and erratic waving of flag	 Wave any light in a vigorous and erratic manner	 Vigorous and erratic waving of arms
Warning/ Caution	"Reduce to, and travel at restricted speed"	Nil	Nil	Nil
Proceed at Normal Speed	"Proceed at Normal speed"	Nil	Nil	Nil
All Clear	"I am aware of your approach"	Nil	 Steady white light	 One hand held up

8. Shunting Handsignals and Verbal Commands

Figure 2003-2 Shunting Handsignals and Verbal Commands














Signal / Use	Verbal Command	Using Lights	Using Hands
Move Away	“(ID) Move away from me”	 <p>Swing white light backwards and forwards beside body</p>	 <p>Hold one hand up and outwards and wave in a vertical circle</p>
Move Away Slowly	“(ID) Move slowly away from me”	 <p>Swing green light backwards and forwards beside body</p>	 <p>Hold one hand up and outwards and wave in a vertical circle. Hold the other hand up and outwards.</p>
Move Towards	(ID) “Move towards me”	 <p>Wave white light slowly back and forth across the body</p>	 <p>Wave one hand slowly back and forth overhead</p>

Figure 2003-3 Shunting Handsignals and Verbal Commands continued.

Signal / Use	Verbal Command	Using Flags	Using Lights	Using Hands
Move Towards Slowly	"(ID) Move towards me slowly"	Nil	 <p>Wave green light slowly back and forth across the body</p>	 <p>Wave one hand slowly back and forth overhead, holding the other hand up and outwards</p>
Close Up or Couple Up	"(ID) Close Up" or "(ID) Couple Up"	Nil	 <p>Wave green light slowly back and forth across the body</p>	 <p>Hold both hands up and outwards and repeatedly bring hands together to form an arch</p>
Admit	"(ID) OK to enter"	 <p>Wave green flag slowly back and forth across body</p>	 <p>Wave green light slowly back and forth across the body</p>	 <p>Hold one hand up and outwards</p>

9. Effective Date

1 February 2020

Network Safeworking Rules and Procedures

Network Communications

Rule Number: 2007

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1. Purpose

This rule provides protocols for the effective use of spoken and written communications between Network Controllers, Track Workers, Rail Traffic Crews and other users for railway operations.

2. General

Effective Communication is essential for safety in the Network.

Arc Infrastructure provides:

- two-way radio coverage for most of the Network, this includes total coverage in Centralised Traffic Control (CTC) Territory;
- two-way radio coverage for local communications. Local communications do not provide two-way radio communications with Network Control;
- track worker device messaging to and from Network Control System;
- wayside telephones:
 - in all traffic annexes in Centralised Traffic Control (CTC) Territory; and
 - in most Train Order cabins in Train Order Territory.

2.1 Communication fundamentals

Communication in the Network must be:

- clear, brief and unambiguous;
- relevant to the task at hand; and
- agreed as to its meaning before being acted upon.

Communications may be spoken, written or electronic transmissions.

Communications must use the 24-hour clock to give times.

Communications Equipment used for railway operations must be tested for correct operation:

- for Rail Traffic prior to entry on to the Network; and
- for Work on Track prior to starting work.

2.2 Confirmation of communication

The receiver must confirm the content of a message by repeating the message back to the sender, if requested by Network Control or the communication is about:

- an Occupancy Authority;
- an instruction not to Proceed;
- Train running information;
- Special Working; or
- a Condition Affecting The Network (CAN).

The receiver must not act on a spoken or written communication until the sender confirms that the message has been repeated correctly.

2.3 Relaying Communications

If it is not possible for a sender to communicate directly with an intended receiver, a Competent Worker may relay the content.

The content of a communication must be relayed exactly as it was received.

3. Emergency Communication

When required to communicate in an Emergency, workers are to use whatever communication method is available, with radio communications being the first priority.

Emergency communications must:

- start with “Emergency, Emergency, Emergency”;
- be given priority; and
- be answered immediately by the intended recipient.

If there is an Emergency message on an Open-Channel radio, other users of the channel must stop transmission immediately.

Unless they are answering or aiding the Emergency call, workers must not transmit unless they are certain no interference will result.

3.1 Emergency Radio Communications

The Competent Worker must:

- transmit: “Emergency, Emergency, Emergency. This is (their identification)”;
- give brief details about the Emergency and if Emergency Services are required;
- if there is no immediate answer, pause;
- repeat “Emergency, Emergency, Emergency. This is (their identification)” and details about the Emergency. Keep repeating until answered;
- when a Receiver answers, give their Location and the Emergency message; and
- exchange the necessary information and directions.

4. Spoken Communication

Open-Channel communication must use the standard terms and protocols in this rule and must be acknowledged promptly.



WARNING: Competent Workers must not assume that a receiver has understood a message before the receiver confirms that the message has been understood.

If the meaning of a spoken communication is not understood:

- the receiver must ask that it be repeated;
- if necessary, the sender and receiver must use the phonetic alphabet and spoken numbers to clarify and confirm the message; or
- arrange alternative means to communicate with the sender.

4.1 Spoken Numbers

When transmitting numbers, a Competent Worker must:

- use the spoken numbers in the following table;
- stress the syllables in capital letters;
- for a decimal point, say “Day Cee Mal”.

Figure 2007-1 Spoken numbers table.

For digit	Say	For digit	Say
0	ZEE-roh	5	FI-yiv
1	WUN	6	SIX
2	TOO	7	SEV-en
3	thuh-REE	8	ATE
4	FO-wer	9	NINE-uh

4.2 Phonetic Alphabet (spoken letter names)

When it is necessary to spell words, the Competent Worker must use the spoken letter names in the following table.

Stress the syllables in capital letters.

Figure 2007-2 Phonetic alphabet table.

For	Letter Name	Say	For	Letter Name	Say
A	ALPHA	AL-fah	N	NOVEMBER	No-VEM-ber
B	BRAVO	BRAH-voh	O	OSCAR	OSS-cah
C	CHARLIE	CHAR-lee	P	PAPA	pah-PAH
D	DELTA	DELL-tah	Q	QUEBEC	keh-BECK
E	ECHO	ECK-oh	R	ROMEO	ROW-me-oh
F	FOXTROT	FOKS-trot	S	SIERRA	See-AIR-rah
G	GOLF	GOLF	T	TANGO	TANG-go
H	HOTEL	hoh-TEL	U	UNIFORM	YOU-nee-form
I	INDIA	IN-dee-ah	V	VICTOR	VIC-tah
J	JULIET	JEW-lee-ETT	W	WHISKY	WISS-key
K	KILO	KEY-loh	X	X-RAY	ECKS-ray
L	LIMA	LEE-mah	Y	YANKEE	YANG-key
M	MIKE	MIKE	Z	ZULU	ZOO-loo

4.3 Standard Terms and Phrases

A Competent Worker must only use these standard terms to convey these meanings:

Figure 2007-3 Standard communication terms.

Term	Meaning
Emergency, Emergency, Emergency.	This is an Emergency.
Correct.	Yes. You are right.
I read back.	I am going to repeat all, or part, of your statement exactly as I received it.
I say again.	I am going to repeat all, or part, of my last statement.
I spell.	I am going to use the phonetic alphabet.
Loud and clear.	Your signal is strong, and every word is understood.
Message received.	I clearly received and understood your message.
Negative.	No. Not correct.
Out.	My transmission is complete.
Over.	I have finished speaking, and I am waiting for a reply.
Read back.	Repeat all, or a specified part, of my message back to me exactly as you received it.
Receiving.	I acknowledge your call. Proceed with the message.
Say again.	Please repeat your last statement.
Speak slower.	Repeat what you said, speaking more slowly. It is hard to understand you.
Stand by.	Wait. I will be back to you soon.

4.4 Recording Spoken Communications

If spoken communication recording equipment is provided, it must be used to record Network Control communications.

5. Spoken Communication Protocols

5.1 Identification

Communications must begin with identification of the receiver, followed by identification of the sender.

Rail Traffic Crews communications must include the sender's Rail Traffic identification.

Communications from a worksite must include the sender's:

- name;
- safeworking designation; and
- location. (include Structure Numbers where appropriate).

5.2 Open-Channel Communications

Competent Workers using Open-Channel radios must:

- except in an Emergency, check that the channel is not already in use before starting a transmission;
- if a reply is expected, use the term "Over" to end each statement; and
- to end each transmission, use the term "Out".

5.2.1 Example of Open-Channel Communication

Sender

Say: "(Receiver) this is (Sender), over".

Receiver

Start your reply to the person calling you with your Safeworking designation, Location, and/or Rail Traffic identification number.

Identify yourself by your Safeworking designation, Location, and/or Rail Traffic identification number.

Say: "(Sender) this is (Receiver), over".

Sender

Make your statement, ending with "Over".

Receiver

Reply, ending with "Over".

Sender and Receiver

Use standard terms as required in the communication.

Sender or Receiver

At the end of the communication say "Out".

5.3 Short Identification

A short identification may be used, after making an initial positive identification, for Shunting or similar operations within a yard or terminal on a dedicated Shunting channel.

6. Written Safeworking Communication

Competent Workers compiling safeworking forms, Authorities and records must:

- complete all required items on the form;
- write clearly in permanent ink; and
- write numbers in numerals, not words, using for example “12” instead of “twelve”.

If Safeworking forms include items that have a checkbox before them, Competent Workers must:

- tick the box ☐ if it applies, and complete the item; or
- place a cross in the box ☐ if the item does not apply.

If forms include options, text that does not apply must have a single line drawn through it.

Unless otherwise specified, Safeworking forms and records must be kept for at least 90 days.

6.1 Errors on Records, Safeworking Forms and Authorities

Where an error has been made on a record or safeworking form other than an Authority draw a single line through errors, and initial the corrections; or compile a new form.

If an error is made on an Authority Competent Workers must act in accordance with Procedure 9016 Written Authorities and Forms.

6.2 Written Communication Abbreviations

Use the standard abbreviations approved by Arc Infrastructure in written Safeworking communications.

Figure 2007-4 Written abbreviations.

Abbreviation	Meaning
No	Number
LOCO	Locomotive
KM	Kilometre
TM	On-Track Machine
CBH	Co-operative Bulk Handling
JCT	Junction
MR	Midland Railway
AKOL	Annett's Key On Locomotive



NOTE: Section names will use station name abbreviations.

7. Communications Equipment

Communications Equipment authorised by Arc Infrastructure, or compatible with Arc Infrastructure equipment, may be used to establish Effective Communication in the Network.

Before Rail Traffic Travels in the Network, equipment to communicate with the Network Controller must be working correctly.

Before entering the Network, Rail Traffic Crews must be aware of:

- communication protocols; and
- radio channels for each type of Communication Equipment.

7.1 Defective Equipment

If Network Control Communications Equipment is defective, the Network Controller must:

- tell Infrastructure Representatives about the faulty equipment; and
- establish alternative communication methods.

If Rail Traffic Communication Equipment becomes defective, Rail Traffic Crews must:

- use a third party to relay messages; or
- use wayside Communications Equipment.

8. References

9016 Written Authorities and Forms

9. Effective Date

1 February 2020

Not in Use

Network Safeworking Rules and Procedures

Reporting and Responding to a Condition Affecting the Network (CAN)

Rule Number: 2009

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1. Purpose

The purpose of this Rule is to provide instructions for reporting and responding to unsafe conditions affecting or potentially affecting the Network.

2. General

Conditions that can or do affect the safety of operations in the Network must be reported promptly to the Network Controller.



NOTE: Examples of conditions that can affect the Network can be found in Rule [1003 General Responsibilities for Safety](#).

The Network Controller must make a Permanent Record of the report.

2.1 Heat Speed Restrictions

At times it may be necessary to reduce the speed of Rail Traffic to protect the infrastructure and to ensure the safety of Rail Traffic during periods of high temperatures.

The Network Controller must be notified of hot weather conditions that require speed restrictions to be imposed by the Infrastructure Representative.

3. Responding

The Competent Worker reporting the Condition Affecting the Network (CAN) must:

- where possible, prevent Rail Traffic from approaching the affected portions of line; and
- where instructed by the Network Controller, Protect the Obstructed line in accordance with the Network Safeworking Rules and Procedures.

The Network Controller must promptly advise:

- the Approved Operations Delegate;
- the Approved Infrastructure Delegate on call for the affected infrastructure;
- other affected Network Controllers; and
- affected nominated Operators' Representatives about the CAN.

3.1 Network Controller Assurances

Network Controllers must:

- arrange to warn Rail Traffic Crews approaching the affected portions of line;
- arrange to prevent Rail Traffic from approaching the affected portions of line;
- apply Blocking Facilities where available; and
- ask Infrastructure Representatives to investigate.

3.2 Warning Rail Traffic Crews

The Network Controller must give written warning of the CAN to Rail Traffic Crews if:

- Heat Speed Restrictions have been requested by the Infrastructure Representative;
- Faulty or potentially faulty Level Crossings have been reported;
- Level Crossing warning equipment has been deactivated;
- Rail Traffic must be Restrained due to the CAN; or
- Rail Traffic Crews are to be advised of the requirement to reduce speed.

Where possible, the Network Controller must arrange for Rail Traffic Crews to be given warning before Rail Traffic enters the affected portion of line.

If it is not possible for Rail Traffic Crews to be given written warning, the Network Controller must tell affected Rail Traffic Crews about the CAN by whatever means available.

Rail Traffic Crews must acknowledge and comply with CAN warnings.

The Network Controller must continue to warn Rail Traffic Crews entering the affected portion of line until:

- the CAN no longer exists; or
- Rail Traffic Crews are warned by other means.

3.3 Declaring the CAN to be a Major Incident

The Approved Operations Delegate may declare the CAN to be a major incident in accordance with W100-100-004 Emergency Management Procedures Manual.

3.4 Infrastructure Restoration



WARNING: Work in the Danger Zone must not commence until appropriate Protection is in place.

Infrastructure restoration work in the Danger Zone arising from a CAN must be undertaken only after the Protection Officer or Possession Protection Officer has obtained the appropriate Work on Track Authority.

4. Evidence Retention

Evidence relevant to the incident must be protected and preserved as directed by the Competent Worker managing the rail response to the incident.

5. Return to Normal Working

Rail Traffic may resume Travel in the affected area only if:

- the Competent Worker managing the rail response to the incident tells the Network Controller that it is safe to do so; and
- the Network Controller authorises Travel.



NOTE: If Approved Infrastructure Delegates have been asked to investigate a CAN, they must Certify the line as safe for Rail Traffic before the Network Controller may authorise return to normal working.

6. References

1003 General Responsibilities for Safety

W100-100-004 Emergency Management Procedures Manual

7. Effective Date

1 February 2020

8. Attachments

Condition Affecting the Network form (front).

Condition Affecting the Network (CAN) (In accordance with Rule 2009 Reporting and Responding to a Condition Affecting the Network.)			
Date: <input type="text" value="dd/mm/yyyy"/>		Time: <input type="text" value="00.00"/>	Form No. <input type="text" value="Serial No."/>
REPORT	1. Reported by; 1.1 <input checked="" type="checkbox"/> Competent Worker <input type="text" value="Competent Workers name"/> at <input type="text" value="Station / Km location"/> 1.2 <input checked="" type="checkbox"/> Rail Traffic No. <input type="text" value="Service No"/> ID No. <input type="text" value="Loco ID"/> at <input type="text" value="Station / Km location"/> by crew member <input type="text" value="Crew member's name"/> 1.3 Received by; <input type="text" value="Train Controllers Name"/> at <input type="text" value="Train Control Area"/> control.		
	2. CAN found at; 2.1 <input checked="" type="checkbox"/> At <input type="text" value="Station / Km location"/> ¹ station/location 2.2 <input checked="" type="checkbox"/> From <input type="text" value="Station / Km location"/> to <input type="text" value="Station/Km location"/> ¹ station/location 2.3 <input checked="" type="checkbox"/> In the <input type="text" value="Location/KM Identifier"/> to <input type="text" value="Location/KM Identifier"/> section.		
	3. CAN details; <div style="border: 1px solid black; height: 150px; margin: 5px 0;"></div> Type of obstruction, Location of worksites, Weather conditions Speed restrictions, Heat Speed restrictions, Faulty crossing equipment, Signal Faults, Broken rail, Trespass 3.1 <input checked="" type="checkbox"/> Blocking facilities have been applied to signal No.s <input type="text" value="Signal No's"/>		
	4. Issued to; 4.1 Rail traffic No. <input type="text" value="Service No."/> at <input type="text" value="00.00"/> hrs Issuers / Receivers form No. <input type="text" value="Form No"/> 4.2 Issued by <input type="text" value="Train Controllers Name"/> at <input type="text" value="Train Control Area"/> control. 4.3 Repeat back confirmed at <input type="text" value="00.00"/> hrs Restraint Authority No. <input type="text" value="Authority No."/>		
CONDITION DETAILS			
WARNING ISSUE			

NOTE: ¹ Delete non applicable.

See reverse of this form

Condition Affecting the Network form (back).

ADDITIONAL WARNINGS ISSUED	5. Additional Rail Traffic warnings issued to;					
	5.1	Rail Traffic No.	Service No.	at 00:00 hours	Receivers form No.	Form No
		Issued by	Train Controllers Name		at	Train Control Area control.
		Repeat back confirmed at	00:00	hours	Restraint Authority No.	Authority No.
	5.2	Rail Traffic No.	Service/Tra	at 00:00 hours	Receivers form No.	Form No
		Issued by	Train Controllers Name		at	Train Control Area control.
		Repeat back confirmed at	00:00	hours	Restraint Authority No.	Authority No.
	5.3	Rail Traffic No.	Service/Tra	at 00:00 hours	Receivers form No.	Form No
		Issued by	Train Controllers Name		at	Train Control Area control.
		Repeat back confirmed at	00:00	hours	Restraint Authority No.	Authority No.
	5.4	Rail Traffic No.	Service/Tra	at 00:00 hours	Receivers form No.	Form No
		Issued by			at	Train Control Area control.
	Repeat back confirmed at	00:00	hours	Restraint Authority No.	Authority No.	
RESPONDING	6. Maintenance report forms;					
	6.1	<input checked="" type="checkbox"/>	RAMS report completed?		Report No.	Report No.
	6.2	<input checked="" type="checkbox"/>	FARF form completed?		Form No.	Form No.
	7. Affected personnel;					
	7.1	<input checked="" type="checkbox"/>	Adjoining Train Controller's advised.			Yes/No"
	7.2	<input checked="" type="checkbox"/>	Maintenance representative/s advised.			Yes/No"
	7.3	<input checked="" type="checkbox"/>	Network Rail Operations Manager (NROM) advised.			Yes/No"
	7.4	<input checked="" type="checkbox"/>	3rd Party operators advised.			Yes/No"
RESOLUTION	8. The Condition Affecting the Network has been resolved and normal working has resumed;					
		as of	00:00	hours	Date;	dd/mm/yyyy
			Train Controllers Name		at	Train Control Area control.

NOTE: ¹ Delete non applicable.

Network Safeworking Rules and Procedures

Active Control Level Crossing Management

Rule Number: 2015

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	Dd mm yyyy	All	Major Review

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1. Purpose

This Rule prescribes the requirements and protocols for managing and testing Active Control Level Crossings in the Network.

2. General

Active Control Level Crossing Protection equipment will commence to operate when detected Rail Traffic reaches a predetermined warning distance from the Level Crossing. This varies to provide an adequate warning period appropriate to the maximum Track Speed. The activation point may be a fixed position determined by design calculations or may be determined dynamically by the Level Crossing prediction system if installed.

Where half boom gates are provided in conjunction with flashing light warning signals, the operation is as follows:

- Where Advance Warning Lights are installed, and when the detected Rail Traffic reaches the predetermined warning distance, they will activate for approximately 8 to 10 seconds prior to the Level Crossing lights activating.
- The flashing light warning signals will operate and bells will ring, and a white flashing side light will be exhibited to the Rail Traffic Crew.
- Approximately 6 to 10 seconds later the boom will commence to descend to form a barrier across the roadway approach lane.
- When the boom is fully lowered, the bells may cease to ring but the warning lights will continue to flash.
- When the Rail Traffic Clears the Level Crossing, the boom will automatically rise to the vertical position.
- Flashing lights will continue to flash until the boom returns to a vertical position.

Where flashing light warning signals are the only Level Crossing Protection installed, the operation is as follows:

- Where Advance Warning Lights are installed, and when the detected Rail Traffic reaches the predetermined warning distance, they will activate for approximately 8 to 10 seconds prior to the Level Crossing lights activating.
- The flashing light warning signals will operate and bells will ring, a white flashing side light will be exhibited to the Rail Traffic Crew.
- When the Rail Traffic Clears the Level Crossing, the Level Crossing lights will cease flashing.

Where Pedestrian warning devices are installed, the operation is as follows:

- Where Warning Lights are installed, and when the detected Rail Traffic reaches the predetermined warning distance, they will activate for approximately 25 seconds prior to the Rail Traffic reaching the Level Crossing.
- The flashing light warning signals will operate and bells will ring, until the Rail Traffic Clears the Level Crossing.
- When the Rail Traffic Clears the Level Crossing, the Level Crossing lights will cease flashing and the bells will cease ringing.
- The Pedestrian Level Crossing may also have automatic barrier gates installed. These shut and open in conjunction with the Lights and Bells operating.

3. Testing Warning Equipment

Active Control Level Crossing roadside and pedestrian warning equipment must be tested by authorised on-site testers.

The warning equipment must be tested at a time when all equipment will operate.

A Permanent Record must be made of the test results.

3.1 On-site Testing Intervals

Warning equipment that is tested on-site must be tested in accordance with Arc Infrastructure specified test intervals.

Scheduled Testing may be suspended only on the authority of the Manager Engineering Representative.

A minimum level of scheduled testing must be performed within the maintenance cycle. The uncompleted higher level scheduled testing must be completed in the next maintenance cycle.

If there are concerns in regards to the functionality of the equipment, the Network Controller must be advised and the Level Crossing treated as potentially faulty. Rail Traffic Crews must be warned by the Network Controller.

3.2 Authorising Testing

The Network Controller must be notified before each test is done.

Before authorising a test, the Signalling Maintenance team must consult with the Network Controller to make sure no Rail Traffic is Closely Approaching the Active Control Level Crossing.

3.3 Remote Monitoring

Competent Workers required to monitor equipment must regularly check and act on warning alarms and display indications.

3.4 Testing Due to an Incident

Where an incident occurs at Level Crossings provided with half boom gates and/ or flashing light warning signals, a Manager Engineering Representative is to attend the Level Crossing as soon as practicable to report on the condition of equipment and to remedy any damage resulting from the incident.

4. Manually-Operated Warning Equipment

Competent Workers in charge of Level Crossings with manually operated roadside and pedestrian warning equipment must make sure that the warning equipment is:

- activated before Rail Traffic is authorised to use the Level Crossing; and
- deactivated only after Rail Traffic has fully Cleared the Level Crossing.

5. Rail Traffic That May Not Activate Track-Circuits

If Rail Traffic needs to use an Active Control Level Crossing operated automatically by Track-Circuits, but the Rail Traffic cannot be relied upon to activate the Track-Circuits, Rail Traffic Crews must:

- Ensure the Level Crossing is clear of all road and pedestrian traffic; and
- manually operate the Level Crossing protection; or
- wait for or arrange to stop all approaching road and pedestrian traffic.

Rail Traffic may Proceed over the Level Crossing only if it is safe to do so.

6. Level Crossings with Infrequent Rail Traffic

If Rail Traffic is to use an Active Control Level Crossing operated automatically by Track-Circuits, and it is more than 28 days since the last Rail Traffic transit, the Network Controller must, unless advised otherwise by a Manager Engineering Representative, treat the Level Crossing as potentially faulty and warn Rail Traffic.

Advice of the Rail Traffic movement shall also be given to the Regional Lead for the area so that appropriate checks can be made with regard to the operation of the Track-Circuits.

7. Extended Operation of Warning Equipment

Crews of Rail Traffic stopped in the controlling Track-Circuit of an Active Control Level Crossing must promptly tell the Network Controller if the Rail Traffic:

- is delayed; or
- cannot be moved.

The Network Controller must arrange for Competent Workers to Protect the Level Crossing.

8. Potentially Faulty Active Control Level Crossings

If an Active Control Level Crossing is potentially faulty, the Network Controller must warn Rail Traffic Crews, in accordance with Rule 2009 Reporting and Responding to Condition Affecting the Network (CAN).

Rail Traffic Crews warned about a potentially faulty Level Crossing must approach the crossing at a speed that allows Rail Traffic to stop short of the crossing.

If it cannot be determined that the Level Crossing equipment is working correctly, Rail Traffic must stop short of the Level Crossing to check whether the warning equipment is operating correctly and:

- if warning equipment is operating correctly, proceed; or
- if warning equipment is not operating correctly, treat the Level Crossing as faulty; and
- as soon as possible, report the condition of the warning equipment to the Network Controller.

9. Faulty Active Control Level Crossings

If an Active Control Level Crossing is faulty, the Network Controller must:

- warn Rail Traffic Crews that the warning equipment is faulty, in accordance with Rule 2009 Reporting and Responding to Condition Affecting the Network (CAN);
- as necessary, arrange for a Competent Worker to Protect the Level Crossing, or arrange to close the crossing to road and pedestrian traffic;
- arrange for a Signals Maintenance Representative to attend; and

- make a Permanent Record of the details.

9.1 Faulty Active Control Level Crossing not Protected by a Competent Worker

If a faulty Active Control Level Crossing is not Protected by a Competent Worker, Rail Traffic Crews must:

- stop short of the Active Control Level Crossing; and
- manually operate the Level Crossing; or
- arrange to stop approaching road and pedestrian traffic; and
- proceed over the Level Crossing only if it is safe to do so.



NOTE: Rail Traffic Crews must be aware that an Active Control Level Crossing failure where the Level Crossing Protection is continually activated increases the risk that road users may not be observing the warning equipment. Rail Traffic Crews must be prepared to Stop to prevent a collision. They may only proceed when satisfied it is safe to do so.

10. Protection by Competent Workers

Competent Workers must contact the Network Controller and obtain Rail Traffic information.

Competent Workers must not do other work when Protecting an Active Control Level Crossing.

If one Competent Worker cannot safely protect an Active Control Level Crossing, additional Competent Workers must be used.

Competent Workers must make sure that all road and pedestrian traffic has been stopped prior to the arrival of Rail Traffic.

10.1 Active Control Level Crossing with Flashing Light Protection Only

Competent Workers must:

- advise any road user and pedestrians waiting at the crossing to only move across the Level Crossing when directed to do so;
- if there is no approaching rail Traffic, direct any road or pedestrian traffic to move over the crossing; and
- make sure that all road and pedestrian traffic has been stopped prior to the arrival of Rail Traffic.

10.2 Active Control Level Crossing with Half Boom Gates and Flashing Light Protection

Competent Workers must:

- confirm if the boom barrier is in contact with or if there is a risk of contact with any Overhead Traction System or live overhead electricity. If so, await directions from the Manager Engineering Representative before raising or lowering any half boom gate;
- if there is no approaching Rail Traffic, raise and latch the boom barriers and then direct road and pedestrian traffic to move over the crossing:
 - if the mast has a red sign attached (WARNING – BOOMS DRIVE DOWN) then the manual activation switch must be set to 'manual' before attempting to lift the boom gates.
- make sure that all road and pedestrian traffic has been stopped prior to the arrival of Rail Traffic; and
- if there is approaching Rail Traffic, wait until the Rail Traffic has cleared the crossing and then re-assess the time available.

When the Handsignaller is relieved, the Network Controller must be advised.

Figure 2015-1 Warning – Booms Drive Down sign.



10.3 Active Control Level Crossing interfaced with the Main Roads Department traffic lights

If the crossing control is interfaced with the Main Roads Department traffic lights, the Competent Worker must not raise and latch the boom barrier until a Signals Maintenance Representative has given permission to do so.

10.4 Returning Active Control Level Crossing to Normal

When the Signals Maintenance Representative has made the necessary repairs they will give permission for the Level Crossing to return to normal use.

The Competent Worker must:

- fully lower a boom barrier to restore normal functionality, then lower the remaining boom barrier(s) and secure all latches; and
- confirm with the Signals Maintenance Representative that the Level Crossing is operational and advise the Network Controller.

11. Resuming Normal Operation

If told that Active Control Level Crossing warning equipment has been tested and Certified as working correctly, the Network Controller must:

- tell Competent Workers that normal working will be resumed;
- tell affected Rail Traffic Crews; and
- make a Permanent Record of the details.

12. Wrong Running-Direction Movements

If there is no Competent Worker to protect a Wrong Running Direction movement over an Active Control Level Crossing operated automatically by Track-Circuits, Rail Traffic Crews must:

- stop short of the Active Control Level Crossing and manually operate the Level Crossing; or
- arrange to stop approaching road and pedestrian traffic.

Rail Traffic may proceed over the Level Crossing only if it is safe to do so.

In Double Line areas where the Active Control Level Crossing can be operated automatically for Bi-Directional movements manual Protection of the Active Control Level Crossing is not required.

13. References

2009 Reporting and Responding to Condition Affecting the Network (CAN)

14. Effective Date

1 February 2020

Network Safeworking Rules and Procedures

Responsibilities of Rail Traffic Crews

Rule Number: 2027

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

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1. Purpose

The purpose of this rule is to provide instructions detailing the responsibilities of Rail Traffic Crews on the Network.

2. General

Rail Traffic Crews must be competent:

- to manage the Rail Traffic they operate in the Network;
- in the Systems of Safeworking relevant to their area of operation; and
- for the Route over which they Travel.

3. Responsibilities

Rail Traffic Crews must:

- make sure their Rail Traffic can be operated safely before they enter and during Travel in the Network;
- ensure their Rail Traffic carries sufficient safeworking and Authority forms applicable to the line being Travelled, before entering the Network;
- tell the Network Controller if a defect is detected on their Rail Traffic;
- tell the Network Controller if an Infrastructure defect is detected;
- co-operate with Competent Workers in the performance of their duties;
- tell the Network Controller about breaches to the Network Safeworking Rules and Procedures; and
- promptly report delays to the Network Controller.
- ensure that the Drivers Information System (DIS) documentation is obtained prior to departing the originating Depot and is retained for the duration of the journey.

3.1 Vigilance

Rail Traffic Crews must:

- observe the Track in the direction of Travel;
- observe other Rail Traffic;
- frequently observe to the rear to ensure that the Rail Traffic is following in a safe and proper manner;
- not engage in any activity that distracts their attention, or the attention of others;
- be prepared to stop or reduce Rail Traffic speed if required;
- advise the operator of any Road Rail Vehicle known to be following when it is necessary to stop or reduce speed;
- not exceed speed limits;
- reduce Rail Traffic speed if it is considered that the conditions prevent safe operation at Normal Speed;
- stop, if braking equipment is not considered to be operating as expected;
- pay particular attention when:
 - Authorities are being received;
 - reporting their position;
 - visibility is impaired for any reason; and
 - approaching:
 - a Block Station;
 - a Crossing Location;
 - signals, indicators and signs;
 - Track Workers; and
 - Level Crossings.
 - End of limit authority

3.2 Cross Checks

Where there is more than one Rail Traffic crew member, each Rail Traffic Crew member must be aware of and agree to the current Limit of Authority.

The Rail Traffic Crew must confirm with each other the meaning of:

- Signals;
- Points settings;
- Permanent Speed Restriction signs; and
- Temporary Speed Restriction (TSR) signs.

3.3 Display of Authority

Where the Authority is carried on the Rail Traffic, it must be displayed in conspicuous view of the crew member at the controls of the Rail Traffic.

4. Rail Traffic Crew Changeover

Rail Traffic Crews must tell a relieving Rail Traffic Crew about any conditions that could affect the operation of the Rail Traffic.

4.1 Relieving Rail Traffic Crew

The relieving Rail Traffic Crew must check the status of the Authority In-Effect and, if the Authority is a token or written Authority, make sure that it is:

- understood;
- correctly recorded, if written; and
- clearly displayed.

The relieving Rail Traffic Crew must tell the Network Controller about:

- the change of Rail Traffic Crew;
- any change to communications arrangements;
- the Limits of the Authority currently In-Effect; and
- any special instructions.

If the Limits of Authority or special instructions reported by the Rail Traffic Crew are incorrect, the Network Controller must issue a new Authority or provide updated instructions as required.

4.2 Rail Traffic Crew Being Relieved

The Rail Traffic Crew being relieved must not depart until they have made sure that the relieving Rail Traffic Crew understands:

- the status of the Authority In-Effect;
- the status of signals and Points;
- the speed limits applicable for the Rail Traffic;
- the status of Track and TSRs in place; and
- any factors that could affect the safety of Rail Traffic.

5. Examination of Other Rail Traffic

Rail Traffic Crews must check other Rail Traffic, as effectively as the circumstances allow, for:

- loading irregularities;
- Rail Traffic defects;
- dragging equipment;
- the presence and operation of an End-of-Train Marker; and
- any other irregularities.

5.1 Roll-by Inspection

One member of the Rail Traffic Crew must be in a Safe Place, at ground level if possible, to conduct a Roll-by Inspection of other Rail Traffic.

The relieved Rail Traffic Crew must carry out a Roll-by Inspection of the Rail Traffic as it departs the change-over Location, unless there will be a delay due to ongoing loading etc.

5.2 Advising of the Examination

Rail Traffic Crews must inform each other after the examination and advise that the other Rail Traffic is Complete and whether or not there were any irregularities.

Where an End-of-Train Marker is missing, Rail Traffic Crews must act in accordance with Rule 4005 Rail Traffic Lights and Markers.

6. Reporting and Managing of Faults and Unsafe Conditions

If a defect or unsafe condition is detected, Rail Traffic Crews must tell:

- the affected Rail Traffic Crew; and
- the Network Controller.

If a fault or failure requires attention by the Rail Traffic Crew, they must, if necessary, arrange for Protection from other Rail Traffic in accordance with Rule 4001 Protecting Disabled Rail Traffic.

7. Overdue Occupancies

7.1 Stopped Rail Traffic

If a Rail Traffic stoppage is or will become extended, the Rail Traffic Crew must:

- tell the Network Controller the Location and the reason why the Rail Traffic is overdue;
- if necessary, Secure the Rail Traffic; and
- if necessary, provide Protection for the Rail Traffic in accordance with Rule 4001 Protecting Disabled Rail Traffic.

7.2 Inspecting Stopped Rail Traffic



WARNING: Where there is a risk of being struck by Rail Traffic on Adjacent lines, the Rail Traffic Crew must arrange to implement safety measures in accordance with Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines.



WARNING: Adjacent lines may be under the control of a different Network Controller or Access Provider.

If it is necessary to inspect their Rail Traffic the Rail Traffic Crew must:

- make sure that they and the Rail Traffic are Protected against Rail Traffic on Adjacent lines; and
- tell the Network Controller the result of the inspection.

7.3 Disabled Rail Traffic

If the Rail Traffic Crew reports overdue Rail Traffic as Disabled, the Network Controller must act in accordance with Rule 4009 Removing Disabled Rail Traffic.

8. Confirming Rail Traffic Complete

When it is necessary to determine that Rail Traffic is Complete, the following methods must be used by Rail Traffic Crews or other Competent Workers:

- a visual inspection has verified the presence of the End-of-Train Marker;
- where information is provided by an End-of-Train Monitoring system;
- no unaccounted brake reduction has occurred and no other sign on the brake gauge is evident which indicates the Train is not Complete; or
- it is determined that the correct vehicle is at the rear of the Rail Traffic.

9. References

4001 Protecting Disabled Rail Traffic

4005 Rail Traffic Lights and Markers

4009 Removing Disabled Rail Traffic

9010 Protecting Work from Rail Traffic on Adjacent Lines

10. Effective Date

1 February 2020

Network Safeworking Rules and Procedures

Responsibilities of Network Controllers

Rule Number: 2029

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Document History

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1. Purpose

The purpose of this ~~r~~Rule is to provide instructions detailing the responsibilities of Network Controllers.

2. General

Network Controllers safely manage the transit of Rail Traffic through the Network.

Network Controllers must plan, set priorities for, and manage:

- Rail Traffic services;
- Work on Track Authorities and methods;
- ~~Proceed~~ Movement Authorities;
- liaison with relevant Operators Representatives and Infrastructure Representatives and external services during incident management; and
- the restoration of Rail Traffic services, safely and promptly.

3. Responsibilities

Network Controllers must:

- make sure control systems are operated correctly;
- respond to equipment failures and warning alarms promptly;
 - reporting all equipment failures and faults to the relevant Infrastructure Representative;
- make sure accurate time is maintained and used;
- maintain accurate and timely information on the Network Control Diagram on actual and anticipated Rail Traffic movements in accordance with [W110-200-006 Procedure for General Responsibilities of a Train-Network Controller](#), Work on Track Authorities and methods;
- not engage in any activity that distracts their attention from their safeworking duties, or that may distract others in the Network Control centre;
- authorise and Issue [Proceed-movement](#) Authorities and Work on Track Authorities;
- as necessary, introduce methods of Special Working;
- as necessary, provide Rail Traffic details to affected Network Controllers and other workers; and
- promptly report incidents and breaches of the Network Safeworking Rules and Procedures to their Supervisor and affected Operator's Representatives.

Where Authorities are being Issued manually, the Network Controller must cross-check the Authority with the Network Control Diagram and other Authorities Issued.

Network Controllers must complete the transmission, verification and recording of each Authority, Work on Track Authority and method before commencing any other activity.

3.1 Area of Control

Control boundaries define the geographic areas of responsibility for each Network Controller.

Network Controllers may only authorise or manage authorities or activities within their area of control.

4. Network Control Handover

A Network Controller must tell the relieving Network Controller about any conditions that could affect the operation of the Network.

5. Interface between Control Boundaries

Network Controllers must share up to date information concerning:

- anticipated Rail Traffic arrival and departure times;
- the planning of Rail Traffic paths;
- Rail Traffic identification details; and
- Crossing and passing requirements as appropriate.

Before authorising Rail Traffic to proceed to a Location that is managed by another Network Controller, permission from that Network Controller must be obtained.

6. Overdue Occupation

Where the agreed or expected reporting, clearance or Section running times are exceeded by an unreasonable amount, the Network Controller must:

- contact the Competent Worker in charge of the Work on Track activities; or
- contact the Rail Traffic Crew.

If this contact cannot be made, the Network Controller must advise the Track Workers or Rail Traffic Crew's organisation and alert them to the circumstances.

The requirements of Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN) must be observed if the Network Controller cannot communicate with the Rail Traffic Crew of an overdue Rail Traffic movement.

If the Track Workers or Rail Traffic Crew's safety cannot be established, the Network Controller must initiate Emergency procedures.

7. Obstruction of Lines Other Than Disabled Rail Traffic

If an Obstruction other than Disabled Rail Traffic, such as wash away, landslides etc., is reported, the Network Controller responsible for the affected portions of line must act in accordance with Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN), and:

- instruct Rail Traffic Crew's in or approaching the affected block to stop their Rail Traffic immediately; and
- apply Blocking Facilities in accordance with Rule 6003 Blocking Facilities to prevent entry of further Rail Traffic into affected or potentially affected portions of Track.

8. Keeping Records

Network Controllers must keep a Permanent Record of relevant conditions and movements in the Network.

9. References

2009 Reporting and Responding to a Condition Affecting the Network (CAN)

6003 Blocking Facilities

W110-200-006 Procedure for General Responsibilities of a [Train-Network](#) Controller

10. Effective Date

[4 May 2016](#)¹ February [2020](#)

Network Safeworking Rules and Procedures

Responsibilities of Track Workers

Rule Number: 2031

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1. Purpose

The purpose of this rule is to provide instructions detailing the responsibilities of Track Workers in the Network.

2. General

Track Workers engaged on works in the Network must be under the supervision of a Protection Officer who has access to:

- current information on the running of Rail Traffic;
- any relevant notices of working arrangements for that Location; and
- the Network Safeworking Rules and Procedures.



NOTE: Track Workers must expect the movement of Rail Traffic at any time, on any Track and in any direction in addition to the requirements set out in Rule 1003 General Responsibilities for Safety.

3. Responsibilities of Track Workers

Track Workers responsibilities may include:

- coordinating maintenance or construction workgroups and associated Rail Traffic in liaison with the Network Controller; and
- managing worksite Protection when appointed as a Protection Officer for the work.

Track Workers must report to the Network Controller any:

- faults or defects that could affect the operation of the Network; and
- breach of the Network Safeworking Rules and Procedures.

Protection Officers responsibilities include:

- determining safety measures required for Occupation of the Track;
- managing worksite Protection;
- obtaining Work on Track Authorities; and
- advising the Network Controller of any delay in returning the Track to service.

4. Interface between Work on Track Authorities

An interface between Work on Track Authorities occurs where two or more Work on Track Authorities are physically Adjacent.

4.1 Information Sharing

Protection Officers whose Work on Track Authorities interface with another Work on Track Authority, must frequently share information concerning:

- anticipated movement of Rail Traffic; and
- Rail Traffic identification details.

Before authorising Rail Traffic to proceed to a Location managed by another Protection Officer, permission must be obtained from that Protection Officer.

5. Passing Rail Traffic



WARNING: Track Workers must be in a Safe Place for the passage of Rail Traffic.

All Track 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 a Train; and
- the absence or non-operation of an End-of-Train Marker.

The Rail Traffic Crew and the Network Controller must be advised of any irregularity on that Rail Traffic.

5.1 Standing clear

As Rail Traffic passes, track workers must:

- stand clear and remain in a safe place;
- make no movement that may be mistaken by Rail Traffic Crews as a movement into the Danger Zone; and
- unless responsible for displaying handsignals to Rail Traffic Crews, make no movements and gestures that may be mistaken for handsignals.

6. References

1003 General Responsibilities for Safety

7. Effective Date

1 February 2020

Not in Use