

# Protocol for Entering the ARTC Rail Corridor

RLS-PR-003

## Applicability

ARTC Network Wide SMS

## Publication Requirement

Internal / External

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2.0	5 May 2023	Various	Addition of RIW information from PEO-GL-001 Addition of information around panel arrangements.
2.1	16 May 2023	4.1; 4.2	Addition of external/third party access requirements
2.2	31 Aug 2023	3.3	Update notification / request for access requirement
2.3	21 Sept 2023	3.2.1	Update the general requirement
2.4	16 Oct 2023	3.3	Clarify the CAA process

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## Table of Contents

<b>Table of Contents .....</b>	<b>2</b>
<b>1 Introduction.....</b>	<b>3</b>
1.1 Purpose .....	3
1.2 Scope .....	3
1.3 Procedure Owner .....	3
1.4 Responsibilities .....	3
1.5 Reference Documents .....	4
1.6 Definitions.....	4
<b>2 Understanding and identifying the ARTC Rail Corridor.....</b>	<b>8</b>
2.1 ARTC Network .....	8
2.2 ARTC Rail Corridor .....	9
2.3 ARTC Danger Zone .....	9
2.4 ARTC Electric Traction Corridors.....	10
<b>3 Rail Safety Workers accessing the ARTC Rail Corridor.....</b>	<b>10</b>
3.1 Minimum Qualification and Competency Requirements .....	10
3.2 Role Specific RIW Program Requirements.....	11
3.2.1 <i>General</i> .....	11
3.2.2 <i>PO/TFPC/TW</i> .....	11
3.2.3 <i>Confirmation of RIW Qualifications and Competencies</i> .....	12
3.3 Corridor Access Approval .....	12
3.4 ARTC Health and Safety requirements.....	13
3.5 Pre-Work Brief and Worksite Protection Plan .....	13
<b>4 Where RIW Program compliance is not reasonably practicable.....</b>	<b>14</b>
4.1 Rare and/or unplanned access .....	14
4.2 External/Third Party Access.....	15
<b>5 Physical works adjacent to the ARTC Rail Corridor.....</b>	<b>16</b>

## **1 Introduction**

### **1.1 Purpose**

The purpose of this procedure is to set out the requirements for entering the ARTC Rail Corridor.

### **1.2 Scope**

This procedure applies to all ARTC employees, contractors, customers, Third Parties and visitors seeking to enter the ARTC Rail Corridor in any part of the network managed by ARTC, including shared corridors (where access includes entering the ARTC Danger Zone) and other interfaces.

### **1.3 Procedure Owner**

The General Manager Safety, Systems, Risk and Assurance is the Procedure Owner and is the initial point of contact for all queries relating to this procedure.

### **1.4 Responsibilities**

The following personnel, from within ARTC and external organisations who provide contract safeworking services, are responsible for ensuring the requirements of this procedure are implemented:

- Managers
- Team Leaders
- Supervisors
- PO/TFPC/TW, responsible for ensuring that:
  - They do NOT carry out any safeworking activities unless they hold a Current Certificate of Achievement, issued by an ARTC accredited Registered Training Organisation, verifying their competence for the proposed activities to be performed in the ARTC Rail Corridor
  - All RSWs provide a valid and current ARA RIW card
- Rail Safety Workers
  - Having the rail industry worker card available at all times when performing rail safety work.
  - Provide the RIW card when asked to do so.

The following personnel are responsible for ensuring governance on the implementation of this procedure within their respective Business Unit:

- Head of Safety and Environment Interstate
- Head of Safety and Environment Hunter Valley
- Head of Safety and Environment – Major Construction Projects / Engineering & Systems
- Director, Health, Safety and Environment Inland Rail

ARTC Managers are responsible for ensuring that ARTC employees, contractors, customers, subcontractors, or Third Party meet the requirements of this procedure prior to accessing the ARTC Rail Corridor.

All workers entering the ARTC Rail Corridor are responsible for ensuring that they carry their RIW card, or have access to their virtual RIW card, traceable to their competency and medical records, enabling checks to confirm their ability to undertake nominated activities in the ARTC Rail Corridor. They must produce these cards when requested.

## 1.5 Reference Documents

The following documents support this procedure:

- AMT-WI-001 Corridor Access Management (Interstate)
- ARTC Rail Safety Worker Competency website
- ARTC NSW Network Rules and Procedures
- ARTC Code of Practice for the Defined Interstate Rail Network (CoP)
- COR-PR-028 Corridor Access Management
- COR-PR-029 Pre-Work Brief and Worksite Protection Plan Procedure
- OPE-PR-043 ARTC Network Communications Standard
- OPE-WI-022 Weekly Integrated Planning (Hunter Valley)
- PRO-PR-005 External Party Access Procedure
- PRO-WI-009-External-Party-Entering-Rail-Corridor
- TA20 – ARTC Code of Practice for the Victorian Main Line Operations
- WHS-PR-009 Personal Protective Equipment
- WHS-PR-421 Health and Fitness
- WHS-PR-422 Drugs and Alcohol
- WHS-WI-423 Fatigue
- [National Standard for Health Assessment of Rail Safety Workers](#)

## 1.6 Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
ARTC	Australian Rail Track Corporation Ltd.
ARTC Danger Zone	Everywhere within 3 metres horizontally from the outermost rail and any distance above or below 3 metres, unless a safe place exists or has been created
ARTC Network	As defined in section 2.1

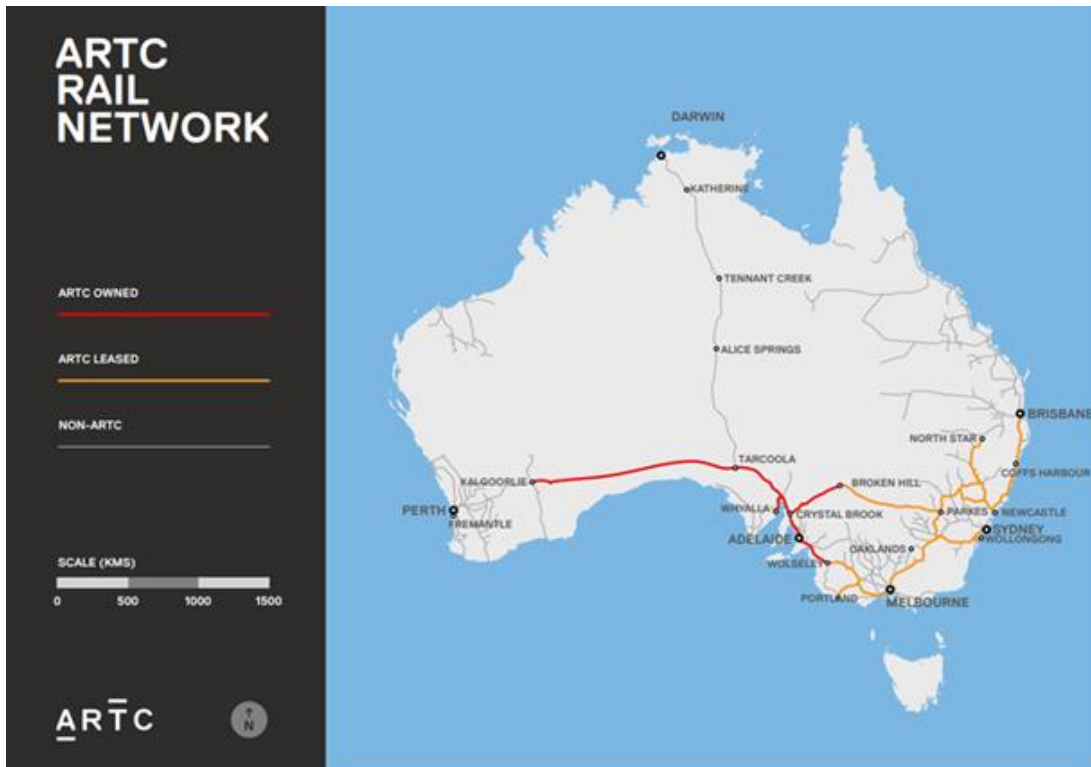
Term or acronym	Description
ARTC Property Team	Responsible for, amongst other aspects of property management: <ul style="list-style-type: none"> <li>All proposed entries into the rail corridor by utility providers, local Councils, individuals and/or private companies, to install cables, pipes or wires, under, over or alongside the rail track.</li> <li>Any potential impacts of any adjoining development, planning and Development Application matters that may affect rail operations now and in the future.</li> </ul>
ARTC Rail Corridor	Any rail corridor managed by ARTC, including shared corridors which are jointly managed by ARTC and another accredited RIM. See also 'Rail Corridor' below
ARTC Safeworking Services Panel	The panel of approved Safeworking Services Providers established by ARTC as identified on the ARTC website
Competent Worker	A worker certified as competent to carry out the relevant task
Corridor Access Approval (CAA)	A unique number attached to all planned access requests that have been submitted and approved to access the ARTC Rail Corridor.
Electrical Safety Awareness	Training in the risks present and safety measures necessary when a person is working within the electric traction corridor.
ARTC Electric Traction Corridor	A part of the rail network where the standards, rules and procedures for electric traction apply, even if there is no overhead wire above a particular section of track.
Interface Agreement	Documented agreement of risks to safety at interfaces, as required under Rail Safety legislation.
Network Control	Guide and manage the movement of Rail Traffic over the ARTC network. Respond to emergencies and other irregularities in accordance with the stipulated Network Rules and Procedures and other instructions.
Physical Works	Means constructing, dismantling, maintaining, repairing, modifying, monitoring, using, operating, inspecting, or testing
PPE	Personal Protective Equipment
PO/TFPC/TW	Worker responsible to keep the worksite and workers safe. Known as: <ul style="list-style-type: none"> <li>Protection Officer in NSW and ARTC Rules Area in Queensland</li> <li>Track Force Protection Coordinator in TA20 Rules Area in Victoria</li> <li>Track Worker in Charge of Safety for the ARTC Code of Practice Rules Area of western Victoria, South Australia, and Western Australia</li> </ul>
PWB	Pre-work Brief
Rail Corridor	Everywhere within 15 metres of the outermost rails or <ul style="list-style-type: none"> <li>the boundary fence where boundary fences are provided and are closer than 15 metres, or</li> <li>if the property boundary is less than 15 metres, the property boundary, or</li> </ul>

Term or acronym	Description
	<ul style="list-style-type: none"> <li>a permanent structure such as a fence, wall or level crossing separating the operating rail corridor from leased or non-operational land</li> </ul>
Rail Industry Worker (RIW) Program	The Rail Industry Worker (RIW) Program is owned by the Australasian Railway Association (ARA) and endorsed by ARTC. The RIW Program meets ARTC's regulatory requirements and compliance with RSNL. It provides visibility of Rail Safety Workers (RSW) moving between projects and employers, maintaining a single electronic record about each RSW's health, training, and competencies
Rare activity	An unforeseen, immediate need for the attendance or use of a specialist provider of services that do not form part of ARTC's core business
RSNL	Rail Safety National Law
Rail Safety Worker (RSW)	A Competent Worker who has carried out, is carrying out, or as about to carry out, rail safety work
Safeworking	Prescribe the network requirements for the different systems of safeworking utilised across the rail network. Different rules, procedures, and systems of safeworking are utilised across the ARTC network
Safely Access the Rail Corridor (SARC)	TLIF0020 Safely Access the Rail Corridor (SARC), a nationally recognised Unit of Competency, which replaces the Track Safety Awareness (TSA) and National Track Safety Awareness (NTSA) training
SFAIRP	So Far As Is Reasonably Practicable, as defined by the Rail Safety National Law
Third Party	Any organisation or individual wishing to enter the ARTC Rail Corridor for access to conduct planned works that do not form part of ARTC's core business and are not related to rail safety
WHS	Work Health and Safety

Term or acronym	Description
Worker	<p data-bbox="699 398 1161 427">As defined by Work Health and Safety Law:</p> <p data-bbox="699 450 1321 510">a person who carries out work in any capacity for a person conducting a business or undertaking, including work as:</p> <ul data-bbox="707 533 1425 1003" style="list-style-type: none"><li data-bbox="707 533 927 562">• an employee; or</li><li data-bbox="707 584 1098 613">• a contractor or subcontractor; or</li><li data-bbox="707 636 1270 665">• an employee of a contractor or subcontractor; or</li><li data-bbox="707 687 1425 748">• an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or</li><li data-bbox="707 770 927 799">• an outworker; or</li><li data-bbox="707 822 1043 851">• an apprentice or trainee; or</li><li data-bbox="707 873 1153 902">• a student gaining work experience; or</li><li data-bbox="707 925 911 954">• a volunteer; or</li><li data-bbox="707 976 1082 1005">• a person of a prescribed class.</li></ul>
WPP	Worksite Protection Plan

## 2 Understanding and identifying the ARTC Rail Corridor

### 2.1 ARTC Network



The ARTC Network refers to all or any part of the rail infrastructure controlled, owned, leased, or managed by the Australian Rail Track Corporation.

Detailed information on the ARTC Network can be found on the ARTC website at the [Network Information Books Interactive Map](#). The Network Information Books are the authoritative source for current ARTC Network information. The following is provided as a summary of the ARTC Network covers:

In Queensland:

- From Border Loop tunnel to Signal AR1 located adjacent to Learoyd Road Bridge approximately 15.71 km south of Brisbane

In New South Wales:

- Border Loop tunnel to Islington Junction
- Macarthur to Albury
- Moss Vale to Unanderra
- Cootamundra to Goobang Junction via Stockinbingal
- Goobang Junction to the South Australia/New South Wales border
- Goobang Junction to Werris Creek via Narromine, Dubbo, Merrygoen, Binnaway and Gap



- Gap to Boggabilla (infrastructure is closed Boggabilla to North Star)
- Hunter Valley Network including Kooragang Island and Port Waratah
- Metropolitan Freight Network including Port Botany
- Southern Sydney Freight Line (SSFL)

In Victoria:

- Albury to Seymour, east and west track
- Seymour to Dudley St, standard gauge track
- Tottenham to the Victoria/South Australia Border
- Maroona to Portland
- Benalla to Oaklands

In South Australia:

- From the Victoria/South Australia Border to the South Australia/Western Australia Border
- Dry Creek to Pelican Point
- Crystal Brook to South Australia/New South Wales border
- Port Augusta to, but not including, Whyalla In Western Australia the following rail corridor:
- From the South Australia/Western Australia Border to, but not including, Kalgoorlie

## 2.2 ARTC Rail Corridor

The ARTC Rail Corridor is:

- Any Rail Corridor managed by ARTC, including shared corridors which are jointly managed by ARTC and another accredited Rail Infrastructure Manager
- Everywhere within 15 metres of the outermost rails or
  - the boundary fence where boundary fences are provided and are closer than 15 metres, or
  - if the property boundary is less than 15 metres, the property boundary, or
  - a permanent structure such as a fence, wall or level crossing separating the operating rail corridor from leased or non-operational land.

## 2.3 ARTC Danger Zone

The ARTC Danger Zone is defined as:

'Everywhere within 3m horizontally from the nearest rail and any distance above or below this 3m, unless a safe place exists or has been created'.

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

Work must not be carried out in the Danger Zone unless there is a safe place that can be easily reached.

## 2.4 ARTC Electric Traction Corridors

All tracks in the ARTC Electric Traction Corridors listed below are to be considered as affected by electric traction currents and voltages.

Common Rail Corridors with other rail networks which have electric traction wiring are also deemed to be an ARTC Electric Traction Corridor, even though there may be no overhead wires above the ARTC tracks or other tracks. Electric traction voltages in the common Rail Corridors range from 1500vDC to 25kV AC.

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### New South Wales

Sydney Metropolitan Freight Network

Cooks River 14.300 km to Glenlee South leg of triangle 60.500km.

Newcastle

Broadmeadow and Hamilton to Islington Junction west leg 164.400km.

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### Victoria

Footscray to West Footscray 5.500 km – 7.500km.

Tottenham “B” to Albion Junction 11.000 km – 14.000km.

Jacana to Craigieburn 16.500 km – 28.000km.

Newport to Werribee 10.000 km – 33.000km.

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### South Australia

Torrens Junction 22 Signal 3.482km to Goodwood NR8 Signal 7.625km.

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## 3 Rail Safety Workers accessing the ARTC Rail Corridor

### 3.1 Minimum Qualification and Competency Requirements

Each RSW must hold the [ARTC Job Operator](#) role as a minimum to access the ARTC Network. This requires the RSW to hold an ARA RIW card with the following competencies:

- Safely Access Rail Corridor TLIF0020 (or equivalent)
- ARTC National Contractor Induction

Note: A white card (or general construction induction card) is required for workers who want to carry out construction work.

## 3.2 Role Specific RIW Program Requirements

### 3.2.1 General

To undertake defined roles within the ARTC Rail Corridor each RSW must hold National or Network Operator qualifications and competencies as identified in the respective ARA RIW National or ARTC Matrices. All RSW's must either be employed by ARTC directly or have an association with ARTC in the RIW system to allow visibility of RIW profiles.

These matrices are located on the Rail Industry Worker website under [Network Operators Matrices](#).

Any person who has undergone SARC or equivalent training and holds no other safeworking competency must not enter the Rail Corridor to carry out any work unless under the supervision of a PO/TFPC/TW.

All RSW's must provide relevant and current competencies for each role. It is the RSW's responsibility to ensure that they comply with this requirement when completing rail safety work for ARTC.

To assist with issues concerning competency currency, a Registered Training Organisation (RTO) can provide specialist advice. RTOs registered to deliver qualifications can be found at the website:

- <http://training.gov.au/> (Link to how to find a training organisation),
- for safeworking competencies, refer the [ARTC safeworking webpage](#) for endorsed RTOs.

Some ARTC roles also have recertification periods for the competencies necessary for the role, which are identified on the relevant matrices.

### 3.2.2 PO/TFPC/TW

The PO/TFPC/TW must hold the relevant competencies for the work activity to be undertaken and must be either:

1. An ARTC employee<sup>1</sup>.
2. Sourced from the ARTC Safeworking Services Panel.
3. An employee of an 'authorised' Self-Performer Organisation (SPO) engaged for an ARTC contract or agreement where the scope of works involves safeworking; or
4. Engaged by an accredited RIM or RSO operating under the relevant RIM or RSO's accreditation for the purpose of protecting the ARTC track<sup>2</sup>.

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<sup>1</sup> Contractors engaged to back fill an existing ARTC asset maintenance role may conduct safeworking where the engagement is not primarily for safeworking (e.g., signal electrician) under the management and control of the local ARTC team. The ARTC leader must ensure verification and assurance of safeworking as part of the engagement.

<sup>2</sup> Exceptions may be granted where documented in a Safety Interface Agreement.

The ARTC Safeworking Services Panel consists of members selected by rule book area. Where work is to be conducted over multiple rule book areas, a panel member who is authorised in either rule book and is able to supply the qualified PO/TFPC/TWs, provided the worksite is a single worksite and protection is required to be taken across both rule book areas.

*This protocol does not prevent any person or entity that is not on ARTC's Safeworking Services Panel from performing safeworking services in the ARTC Rail Corridor for or on behalf of another accredited RIM or RSO, so long as those services do not relate to physical works on ARTC track<sup>2</sup>. Where persons who are either not an accredited RIM or RSO or who are not working for or on behalf of an accredited RIM or RSO seek access to the ARTC Rail Corridor, such persons must utilise a Safeworking Services provider sourced from the ARTC Safeworking Services Panel.*

### **3.2.3 Confirmation of RIW Qualifications and Competencies**

All qualifications and competencies relevant to the work to be performed in the ARTC Rail Corridor by each RSW, including safeworking competencies, must be:

- identified as separate items on organisational employee training records
- checked and confirmed as valid and current, prior to the works commencing, by the ARTC Responsible Manager

If a RSW does not have the required competencies visible on the ARA RIW system, they will not be allowed to enter the ARTC Rail Corridor or commence work.

The PO/TFPC/TW is required to ensure that each RSW presents their RIW card, physical or virtual, when signing the Pre-Work Brief attendance register.

### **3.3 Corridor Access Approval**

This section must also be read in conjunction with the following:

- COR-PR-028 Corridor Access Management
- AMT-WI-001 Corridor Access Management (Interstate)
- OPE-WI-022 Weekly Integrated Planning (Hunter Valley)

A Corridor Access Approval (CAA) is required for any access to the ARTC Corridor, except where Network Control identify the need for immediate emergency access. Requests for a CAA are assessed and either approved or rejected by ARTC.

A CAA identifies the approved:

- time/date
- location
- scope of work
- authorised level of protection

A CAA is not an authority to carry out work or the required safeworking arrangements related to such work.

A CAA is required before any notification request is made to access the ARTC Rail Corridor for the purpose of carrying out work. Notifications or requests to access the ARTC Rail Corridor for the purpose of carrying out work must be made to via eTAP or phone call to Network Control.

The CAA issued by ARTC has been subject to an assessment of work task vs protection method for appropriateness for the identified scope of work. Any deviation to the scope of work, or any other change to the nominated aspects of the work or worksite, identified in the CAA must be reassessed by the ARTC Manager, or delegate, who authorised the initial CAA. This reassessment is to determine if changes must be made to the approval or documentation and the issue of a revised CAA. This relates particularly to the worksite protection arrangements.

### **3.4 ARTC Health and Safety requirements**

All persons entering the ARTC Rail Corridor, except for Emergency Services Workers, must comply with the following ARTC Procedures:

- WHS-PR-009 Personal Protective Equipment
- WHS-PR-421 Health and Fitness
- WHS-PR-422 Drugs and Alcohol
- WHS-WI-423 Fatigue

Note: Failure to comply with the above procedures may result in the suspension of the RSW RIW card.

### **3.5 Pre-Work Brief and Worksite Protection Plan**

A Work Group accessing or working in the ARTC Rail Corridor must comply with the requirements of COR-PR-029 Pre-Work Brief and Worksite Protection Plan Procedure.

There must be a nominated:

- Site Supervisor
- PO/TFPC/TW

Where a PO/TFPC/TW has been engaged solely to exclude rail traffic and is not also filling the role of Site Supervisor the PO/TFPC/TW is not required to complete the PWB.

In this circumstance, the PO/TFPC/TW would only complete the WPP, and the Site Supervisor would complete the PWB.

The Site Supervisor and the PO/TFPC/TW may use either a paper copy or an electronic version of the PWB, WPP and the worksite log and diary.

The Site Supervisor and the PO/TFPC/TW must constantly monitor the worksite for weather or physical changes that will impact on sight and hearing conditions that may be required for rail safety.

The Site Supervisor is responsible for:

- monitoring and managing worksite health and safety processes
- ensuring that PPE listed in WHS-PR-009 Personal Protective Equipment is used

- establishing Electrical Permits, where required, for work in an Electrical Traction Corridor
- preparing and delivering the Pre-Work Brief to inform those accessing or working in the ARTC Rail Corridor of the hazards and controls present and the roles and responsibilities of personnel.

The PO/TFPC/TW is responsible for:

- assessing the risks to and from rail traffic
- preparing and delivering the Worksite Protection Plan
- confirming the location of the worksite and the placement of the required worksite protection by validation of the Worksite Protection Plan on site
- implementing appropriate safeworking controls for the tasks being undertaken

## 4 Where RIW Program compliance is not reasonably practicable

### 4.1 Rare and/or unplanned access

Individuals, or representative groups from non-rail organisations, may be allowed entry to the ARTC Rail Corridor without an RIW card and the required competencies and qualifications under certain circumstances. These circumstances must include the criteria that any works conducted:

- do not form part of ARTC's core business.
- are not related to rail safety.

Example situations along with the controls to be applied and personnel responsible for implementing the controls are:

1	<p>Visitors, e.g.:</p> <ul style="list-style-type: none"> <li>• Visit by Dignitaries, ARTC guests</li> <li>• Site meetings by: <ul style="list-style-type: none"> <li>• Tenderers</li> <li>• Suppliers</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Corridor Access Approval (CAA) to be created, approved, and provided to Network Control for access to be granted into the ARTC Corridor</li> <li>• Pre-Work brief to be developed and delivered by Site Supervisor</li> <li>• Worksite Protection Plan to developed, implemented, and delivered by PO/TFPC/TW</li> <li>• Constant supervision by an appropriately qualified PO/TFPC/TW</li> <li>• PPE listed in WHS-PR-009 Personal Protective Equipment must be used</li> </ul>
2	<p>Delivery of material</p>	<ul style="list-style-type: none"> <li>• Corridor Access Approval (CAA) to be created, approved, and provided to Network Control for access to be granted into the ARTC Corridor</li> <li>• Pre-Work Brief to be developed and delivered by Site Supervisor</li> </ul>

Where RIW Program compliance is not reasonably practicable

		<ul style="list-style-type: none"> <li>• Worksite Protection Plan to developed, implemented, and delivered by PO/TFPC/TW</li> <li>• Constant supervision by an appropriately qualified PO/TFPC/TW</li> <li>• PPE listed in WHS-PR-009 Personal Protective Equipment must be used</li> </ul>
3	<p>Emergency services personnel attending to an emergency incident e.g.:</p> <ul style="list-style-type: none"> <li>• Ambulance</li> <li>• Fire Rescue</li> <li>• Police</li> <li>• State Emergency Services</li> </ul>	<ul style="list-style-type: none"> <li>• Access to the ARTC Rail Corridor is authorised as an emergency by Network Control without the need of a Corridor Access Approval (CAA) being created, approved and provided.</li> <li>• Network Control to ensure that Rail Traffic has been stopped on the affected the portion of the ARTC network and suitable blocking facilities/commands applied</li> <li>• Supervision by an appropriately qualified PO/TFPC/TW must occur as quickly as possible</li> </ul>
4	<p>Rare or infrequent activity e.g.:</p> <ul style="list-style-type: none"> <li>• Attendance of Veterinarians/Wildlife rescuers</li> <li>• Activities performed by: <ul style="list-style-type: none"> <li>○ Specialist contractors or</li> <li>○ Subject Matter Experts</li> <li>○ External/Third party works assessed on application</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• May require Network Control to authorise access to the ARTC Rail Corridor as an emergency activity</li> <li>• May require Network Control to approve access into the Corridor without the need of a Corridor Access Approval (CAA)</li> <li>• Pre-Work brief to be developed and delivered by Site Supervisor</li> <li>• Worksite Protection Plan to developed, implemented, and delivered by PO/TFPC/TW</li> <li>• Constant supervision by an appropriately qualified PO/TFPC/TW</li> <li>• PPE listed in WHS-PR-009 Personal Protective Equipment must be used</li> </ul>

## 4.2 External/Third Party Access

An External/Third Party wishing to access the ARTC Rail Corridor must:

- consult with the ARTC Property Team and develop planned access in accordance with:
  - PRO-PR-005 External Party Access Procedure and
  - PRO-WI-009 External Party Entering Rail Corridor [External Party Entering Rail Corridor](#) (Hunter Valley)
  - AMT-WI-001 [Corridor Access Interstate](#) (Interstate)
- have undertaken the ARTC National Contactor Induction and any other local specific induction as required by ARTC

- engage and be always accompanied by an appropriately qualified PO/TFPC/TW engaged from the ARTC Safeworking Panel
- provide the ARTC Manager with the [RLS-FM-014 Contractor Scorecard](#) prior to access.
- ensure that access to, and all activities within, the ARTC Rail Corridor comply with all identified Network Rules and Procedures, documentation, and instructions, including paragraphs 3.3, 3.4, and 3.5 of this document.

## 5 Physical works adjacent to the ARTC Rail Corridor

Physical works adjacent to the ARTC Rail Corridor are any works or activities that have the potential to:

- adversely impact the structural integrity or physical condition of any infrastructure within the ARTC Rail Corridor
- compromise the health or safety of people within the ARTC Rail Corridor
- encroach the ARTC Rail Corridor Danger Zone
- compromise the safety or operating performance of Rail Traffic using the ARTC Network

Third Parties conducting physical works adjacent to the ARTC Rail Corridor are required to contact the ARTC Property Team and identify safe systems of work to ensure that, in the event of the failure of any applicable control/s, the ARTC Rail Corridor's integrity, condition and/or performance will not be impacted or compromised.