

Protocol for Entering the ARTC Rail Corridor

RLS-PR-003

Applicability

ARTC Network Wide SMS

Publication Requirement

Internal / External

Primary Source

SP-05-02 Protocol for Entering the Rail Corridor v3.1

Document Status

Version #	Date Reviewed	Prepared by	Reviewed by	Approved by
1.3	22 October 2019	Principal Advisor Safety	General Manager Risk, Safety & Environment	General Manager Risk, Safety & Environment (30 October 2019)

Amendment Record

Amendment Version #	Date Reviewed	Clause	Description of Amendment
1.2	15 Jan 2018	1.4	Updated position title referenced in responsibilities to reflect changes made to Executive structure.
1.3	22 October 2019	1.3; 1.4; 1.6; 2.2; 3.2; 3.3	Change of procedure owner; updated role titles; inclusion of Inland Rail and RIW virtual card; addition of Corridor Job Number & RIW definition; addition of checking competencies; addition of HV Coal Network requirements

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Table of Contents

Table of Contents2

1 Introduction.....3

1.1 Purpose3

1.2 Scope3

1.3 Procedure Owner3

1.4 Responsibilities3

1.5 Reference Documents3

1.6 Definitions.....4

2 Competency Protocol6

2.1 Introduction.....6

2.2 Requirements6

2.3 Exceptions to Safeworking Awareness requirements for accessing the Rail Corridor7

2.4 Electric Traction Corridors.....8

3 Communication Protocol.....9

3.1 Introduction.....9

3.2 Requirements9

3.3 Access into ARTC’s Hunter Valley Coal Network9

3.4 Requirements during a Close Down10

1 Introduction

1.1 Purpose

The purpose of this procedure is to set out the competency and communication protocols for entering any Rail Corridor managed by ARTC.

1.2 Scope

This procedure applies to all ARTC workers, customers, external parties and visitors entering the Rail Corridor in any part of the network managed by ARTC. This procedure must be read in conjunction with the ARTC Rail Safety Worker Competency website.

1.3 Procedure Owner

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

1.4 Responsibilities

The Principal Advisor Safety Hunter Valley, Principal Advisor Safety and Environment Interstate and Head of Health and Safety Inland Rail are responsible for the implementation of this procedure within their respective Business Unit.

Managers, Team Leaders and Supervisors within ARTC and external organisations who provide contract safeworking services are responsible for ensuring the requirements of this procedure are implemented.

It is the responsibility of the Infrastructure Managers / Corridor Managers / Area Managers / Train Transit Managers / Service Delivery Managers / Property Managers / Procurement Managers / Project Managers / Contract Managers to ensure that ARTC employees, direct contractors and employees of customers, subcontractors or external parties meet the requirements of this procedure prior to accessing ARTC Rail Corridor.

ARTC workers and external organisations are responsible for ensuring that they do not carry out safeworking activities unless they have been assessed as competent for the activity performed in the Rail Corridor.

Employees or contractors performing the role of worksite Protection Officer, Track Force Protection Coordinator or Track Worker in-charge of protection are responsible for checking employees and contractors on site for validity of their rail industry worker cards held by employees and contractors on a worksite.

ARTC and external party workers must carry their rail industry worker card or have access to their virtual rail industry worker (RIW) card, traceable to their competency and medical records that are appropriate to the reason for their presence in the ARTC rail corridor. They must produce these cards when requested.

1.5 Reference Documents

The following documents support this procedure:

- ARTC Network Rules and Procedures

- TA20 – ARTC Code of Practice for the Victorian Main Line Operations
- Code of Practice for the Defined Interstate Rail Network (CoP)
- PEO-GL-001 Business Rules for Working in the ARTC Rail Corridor
- WHS-PR-421 Health and Fitness
- WHS-PR-422 Drugs and Alcohol
- WHS-WI-423 Fatigue
- RLS-PR-006 Worksite Protection Plan Procedure
- RLS-PR-005 Pre-work Brief Procedure
- RLS-PR-044 Emergency Management
- WHS-WI-315 Personal Protective Equipment (PPE) Work Instruction

1.6 Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
ARTC	Australian Rail Track Corporation
Close Down	To cease rail traffic operations within a defined location, defined period (usually in excess of 60 hours) and under a Local Possession Authority (LPA) to enable rail maintenance activities to occur. Close Downs do not apply to emergency situations.
Competent Rail Safety Worker	Worker responsible to keep the worksite and workers safe. Known as: <ul style="list-style-type: none"> • Protection Officer in NSW and Queensland • Track Force Protection Coordinator in Victoria • Track Worker in Charge of Protection in South Australia and Western Australia
Corridor Job Number (CJN)	A unique number attached to all work entered into the Hunter Valley Weekly Integrated Plan.
Danger Zone	Everywhere within 3 metres horizontally from the outermost rail and any distance above or below 3 metres.
Electrical Safety Awareness	Training in the risks present and safety measures necessary when a person is working within the electric traction corridor.
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.
External Parties	Any individual, organisation or individual other than ARTC wishing to enter the corridor for access or to conduct works that do not form part of ARTC's core business.
National Track Safety	This is a specific training to meet the requirements of Track

Term or acronym	Description
Awareness (NTSA)	Safety Awareness. Also known as 'One Track'.
Network Control	Guide and manage the movement of trains over the ARTC network. Respond to emergencies and other irregularities in accordance with the stipulated rules, regulations and instructions.
PPE	Personal Protective Equipment
Rail Corridor	Everywhere within 15 metres of the outermost rails or <ul style="list-style-type: none"> • 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.
Rail Industry Worker (RIW)	The Rail Industry Worker Program is owned by the Australasian Railway Association (ARA) and endorsed by ARTC. The RIW Program meets our regulatory requirements and complies with Rail Safety National Law. It provides visibility of workers moving between projects and employers, maintaining a single electronic record about each worker's health, education and competencies.
Interface Agreement	Documented agreement of risks to safety at interfaces, as required under Rail Safety legislation.
Track Safety Awareness (TSA)	Training in the risks present and safety measures necessary when a person is within the rail corridor. Acceptable training is detailed in section 5.13 of PEO-GL-001.
WHS	Work Health & Safety

2 Competency Protocol

2.1 Introduction

The following outlines the safeworking awareness and competency requirements for accessing any Rail Corridor managed by ARTC. This section must also be read in conjunction with PEO-GL-001 Business Rules for Working in ARTC Corridor.

2.2 Requirements

1. All persons who are required or may be required to enter the Rail Corridor as part of their work must have successfully completed Track Safety Awareness (TSA) or National Track Safety Awareness (NTSA) training. PEO-GL-001 Business Rules for Working in ARTC Corridor, section 5.13 specifies the forms of track safety awareness that ARTC accepts for access across its network. In addition, a “category three health assessment” as a minimum is required in accordance with WHS-PR-421, Health and Fitness. Relevant ARTC Inductions, available through the ARTC Induction Portal, also need to be completed. Inductions include the ARTC National Contractor Induction which is mandatory for all contractors. AK Car, Hunter Bulk Terminal, SBC34 Shoulder Ballast Cleaner and any other induction developed and included on the ARTC Induction Portal.

Note: Exceptions to these requirements are set out in 2.3 below.

2. Any person who has undergone TSA or NTSA training and holds no other safeworking competency must not enter the Rail Corridor to carry out any work unless under the supervision of a competent Rail Safety Worker who is able to assess the safety risks as per RLS-PR-006 Worksite Protection Plan Procedure and RLS-PR-005 Pre Work Brief Procedure and implement mitigations including appropriate safeworking protection.

Note: Exception for Defined Interstate Rail Network where the ARTC Code of Practice applies for the purpose of walking inspection only.

3. All persons who are required or may be required for their work to enter a part of the Rail Corridor which is deemed to be an Electrical Traction Corridor must have successfully completed Electrical Safety Awareness training.

Note: Common rail corridors with other rail networks which have electric traction wiring are also deemed to be an Electric Traction Corridor even though there are no overhead wires above the ARTC tracks or other tracks. All tracks in the Electric Traction Corridor are to be considered as affected by electric traction currents and voltages. See Section 2.4 below for currently declared Electrical Traction Corridors.

4. If a group of people are accessing or working in the Rail Corridor, at least one of them must be a Competent Rail Safety Worker who is able to assess the safety risks as per RLS-PR-006 Worksite Protection Plan Procedure and RLS-PR-005 Pre-Work Brief Procedure and implement mitigations including appropriate safeworking protection.
5. All persons who are required to enter the Rail Corridor for the purpose of establishing a worksite must be trained and assessed to be competent to plan and assess safety risks associated with work in the Rail Corridor as per RLS-PR-006 Worksite Protection Plan Procedure and RLS-PR-005 Pre Work Brief Procedure and implement the appropriate level of protection as required by ARTC’s competency requirements.

6. Other levels of safeworking competencies will be determined by ARTC's organisational needs and will reference to the applicable Network Rules and Procedures in accordance with the scope of safeworking activities required to be undertaken.
7. Notwithstanding the requirements of clause 5 and 6, technical maintenance staff may obtain the specific competencies necessary to carry out maintenance activities without being required to obtain full safeworking certification.
8. As required by Work Health Safety (WHS) law, personnel who are required to enter the Rail Corridor for the purposes of performing work in an established worksite must also possess an accredited general construction induction training card.
9. All competencies including safeworking competencies must be identified as separate items on organisational employee training records.
10. All competencies relevant to the work being undertaking must be checked and confirmed as valid and current by the ARTC responsible manager prior to the works commencing. Where a worker does not have the required competencies visible on the RIW system, the worker will not be allowed to enter the rail corridor or commence work.

2.3 Exceptions to Safeworking Awareness requirements for accessing the Rail Corridor

There are occasions where persons may need to access the Rail Corridor for purposes of performing certain rare, emergency or specialist activities in the Rail Corridor. Relevant ARTC Managers responsible for the visitor(s) must implement the appropriate controls as stated in Table 1 below.

Note: Access to the Rail Corridor by External Parties requires some form of agreement to be in place with ARTC to assist in the management of risks. A pre-requisite to utilising Example 5 listed below is that the External Party already has in place an access agreement, licence, interface agreement or similar with ARTC.

Example situations	Controls
1 Visit by dignitaries, guests, suppliers (purely for work estimating purpose) to a worksite or infrastructure within the ARTC Rail Corridor	Accompanied and supervised by a Competent Rail Safety Worker in National Track Safety Awareness or Track Safety Awareness and appropriate worksite protection (Persons holding track safety awareness alone cannot escort others into worksites). Site induction highlighting site specific hazards and evacuation. Ensure appropriate PPE is used.
2 Emergency services personnel attending incident sites.	Network Control to ensure that rail traffic has been STOPPED and the portion of line has blocking facilities/commands applied.
3 Delivery of material in rail corridor	Constant supervision by a person Competent Rail Safety Worker in National Track Safety Awareness or Track Safety Awareness and appropriate worksite protection (Persons holding National Track Safety Awareness or Track Safety Awareness alone cannot perform this supervision).

Example situations	Controls
<p>4 Rare “emergency” or specialist activity in the rail corridor normally performed by specialist contractors / specialist engineers or experts.</p>	<p>Ensure appropriate PPE is used.</p> <p>ARTC staff organising this activity must ensure the following controls are in place prior to commencement of activity:</p> <p>Constant supervision by a Competent Rail Safety Worker who has established an appropriate level of protection. Constant and adequate level of supervision by one or more person(s) competent in National Track Safety Awareness or Track Safety Awareness and appropriate worksite protection (Persons holding National Track Safety Awareness or Track Safety Awareness alone cannot perform this supervision).</p> <p>Ensure appropriate PPE is used.</p> <p>Protection Officer (NSW), Track Worker In-Charge of Protection (where Code of Practice applies) or Track Force Protection Coordinator (Victoria) on site and establish appropriate level of protection for the activity.</p> <p>Normal Pre-Work Briefing highlighting site specific hazards and evacuation requirements.</p> <p>Special additional briefing in the aspects of working on or about the Rail Corridor. Safe places must be identified</p>
<p>5 External Parties requiring access to the Rail Corridor, e.g. councils and service providers. (See Note)</p>	<p>Contact ARTC Property for approval.</p> <p>Accompanied and supervised by a Competent Rail Safety Worker.</p> <p>External Parties requiring access to the Rail Corridor are responsible for engaging appropriate safeworking personnel to implement applicable protection methods in accordance with this procedure. This can be discussed with ARTC.</p> <p>Site induction highlighting site specific hazards and evacuation requirements.</p> <p>Ensure appropriate PPE is used.</p>

2.4 Electric Traction Corridors

Electric Traction in common rail corridors and is deemed to be in the following areas:

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.

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.

South Australia

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

3 Communication Protocol

3.1 Introduction

Any person wishing to access the ARTC Rail Corridor for external party works must contact ARTC Property Management and obtain appropriate authorisation.

The following outlines the communication protocol requirements for accessing any Rail Corridor managed by ARTC

3.2 Requirements

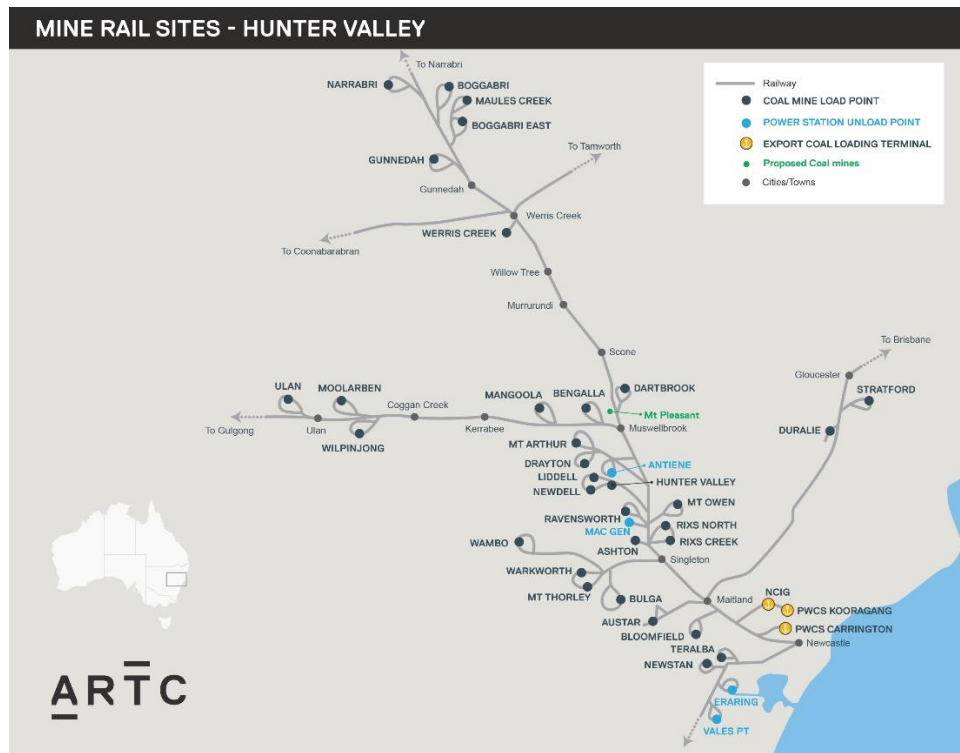
Any person intending to access the Rail Corridor on an ARTC managed network must comply with the communication requirements of the applicable Network Rules and Procedures and Interface Agreements (where required), including:

- Inform the ARTC Local Manager or Officer in-charge of the location (e.g. Corridor Manager, Area Manager and Project Manager) prior to accessing the corridor.(As per Section 3.3 of this document, when working within The Hunter Valley Coal Network and having obtained a corridor job number, there is no need to make contact with the ARTC Local Manager as this occurs as part of the planning process).
- Make contact with Network Control.
- Advise Network Control of purpose and scope of the stay.
- Establish and agree on communication between Network Control and the group/individual accessing the corridor.
- Establish necessary protection where required
- Establish Electrical Permits if required for specific work in an Electrical Traction Corridor.

Inquiries and applications regarding access or works adjacent to the Rail Corridor are to be directed to ARTC Property who will facilitate the assessment acceptability of your proposal

3.3 Access into ARTC's Hunter Valley Coal Network

The ARTC Hunter Valley Coal Network runs in a north westerly direction from the Port of Newcastle to Muswellbrook before it splits in two. One track continues in a north westerly direction to Turravan (south of Narrabri), the other track heads in a westerly direction to Ulan. Access to all tracks and property fence to fence in this corridor fall within the Hunter Valley Coal Network and hence under this process.



ARTC must have visibility of all work occurring in the corridor. This is essential to keep our people, contractors and third-party workers safe. The first step in requesting access to the corridor to undertake work is to obtain a Corridor Job Number.

To obtain a Corridor Job Number you must follow the following process.

- Discuss the job specifics with your ARTC job owner or contact the Hunter Valley Integrated Operations Team on HVIntegration@artc.com.au.
- Populate your planned work into a Weekly Integrated Plan template and submit to your ARTC job owner or directly to the Hunter Valley Integrated Operations Team.
- The Weekly Template requires specific information relating to your job such as but not limited to: job location, proposed date of works, type of access required.
- On the day of works your Protection Officer will need to quote the Corridor Job Number to the Network Controller before any access will be granted.
- Further information can be obtained on the ARTC website under the Working With Us > Accessing the Rail Corridor tab. ARTC, Contractor and Third-Party Works Facts Sheets are available on this website articulating the process.

3.4 Requirements during a Close Down

In exception to 3.2 above, any person or work group intending to access the ARTC Rail Corridor during a Close Down must comply with the communication requirements of the applicable Network Rules and Procedures, Interface Agreements (where required) and make contact with the relevant Possession Protection Officer (PPO).

Where multiple lines are located, access to the worksite within the ARTC Rail Corridor must be gained from the closed line side of the Local Possession Authority. If this is not possible, then the requirements within 3.2 must be complied with.