



Australian Rail Track Corporation Ltd

SAFETY ALERT



ARTC No. 46

Issued 15/04/2011

Notification to Stakeholders of proposed Changes to Pre-Work Briefing, Worksite Protection Plan and ARTC NSW Network Rules and Procedures

The ARTC Risk and Safety Committee have approved the following amendments for implementation.

This Safety Alert is issued to advise all affected Stakeholders (Rail Safety Workers) of ARTC's intention to issue amendments to the ARTC Pre-Work Briefing, Worksite Protection Plan and ARTC NSW Network Rules and Procedures.

Track Occupancy Authority (NSW)

The changes to the NSW Track Occupancy Authority Rule, Procedure and Form have been designed to enhance the delivery of the communication of safety critical information when requesting, validating, authorising, extending and fulfilling Track Occupancy Authorities on the ARTC NSW Network.

- Safeworking Form - ANRF 002 Track Occupancy Authority (TOA) (NSW);
- Rule ANWT 304 Track Occupancy Authority (NSW);
- Procedure ANPR 701 Using a Track Occupancy Authority (NSW);

Prior to implementation consultation is to occur with Regulatory bodies and adjoining Track Managers.

Pre Work Brief and Worksite Protection Plan

The changes to the Pre-Work Brief and Worksite Protection Plan processes will introduce National consistency for Qualified Safe Workers operating on the ARTC Network for ARTC's benefit, i.e. internal personnel and Alliance Partners.

- Pre-Work Brief Instruction (National);
- Pre-Work Brief Template (National);
- Worksite Protection Plan Instruction (National);
- Worksite Protection Plan Template (National) and
- Worksite Log and Diary Template (National).

A communication analysis has identified that the proposed changes will directly impact on the following roles:

Track Occupancy Authority

- Network Control Officers
- Protection Officers, levels 2, 3 and 4.
- Track Vehicle Operators.

Pre-Work Brief and Worksite Protection Plan

- Protection Officers, levels 1, 2, 3 and 4 (NSW).
- Qualified Safe Workers (Nationally).



Australian Rail Track Corporation Ltd

Briefing Sessions

NSW

Stakeholders are required to attend a briefing session to obtain a full understanding of the changes.

Within NSW the briefing sessions will be combined to incorporate the changes to the ARTC NSW Network Rules and Procedures, Pre-Work Briefing and Worksite Protection Plan.

Note: All Network Controllers, Protection Officers levels 2, 3 and 4 and Track Vehicle Operator (TVO) must attend a briefing session for the changes to the ARTC NSW Network Rules and Procedures.

Only internal personnel and Alliance Partners with the competency of Protection Officer levels 1, 2, 3 and 4 and Track Vehicle Operator (TVO) are required to attend the briefing sessions for the Pre-Work Briefing and Worksite Protection Plan.

Attendance at a briefing session is mandatory.

No affected Rail Safety Worker will be permitted to authorise, issue or obtain a Track Occupancy Authority after the implementation date, unless they have been briefed in the changes.

All stakeholders unable to attend the Track Occupancy Authority (NSW) briefing session must provide written notice to the National Rules Manager at gwatson@artc.com.au.

Victoria and South Australia

Within Victoria and South Australia internal personnel and Alliance Partners (Qualified Safe Workers) are required to attend the briefing sessions for the Pre-Work Briefing and Worksite Protection Plan.

Attendance at a briefing session is mandatory.

No affected Rail Safety Worker will be permitted to establish a worksite after the implementation date, unless they have been briefed in the changes.

The briefing sessions will be provided on a date to be advised.

The new requirements will be implemented on a date to be advised and all out of date forms will be withdrawn from circulation.