



AUSTRALIAN RAIL TRACK CORPORATION

Interstate Network – NSW South

WE39 Config 10B March 2024

Chullora to Cooks River and Port Botany

Continuous 0200hrs, 23rd March through to 0200hrs 25th March 2024, (48hrs)

ARTC

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ARTC FIVE FAST FACTS: WHO WE ARE



ARTC is one of the largest freight rail network owners in Australia - we look after 8,500km of track spanning five states.



We've invested more than \$7 billion over the past 15 years developing a reliable and efficient network across Australia.



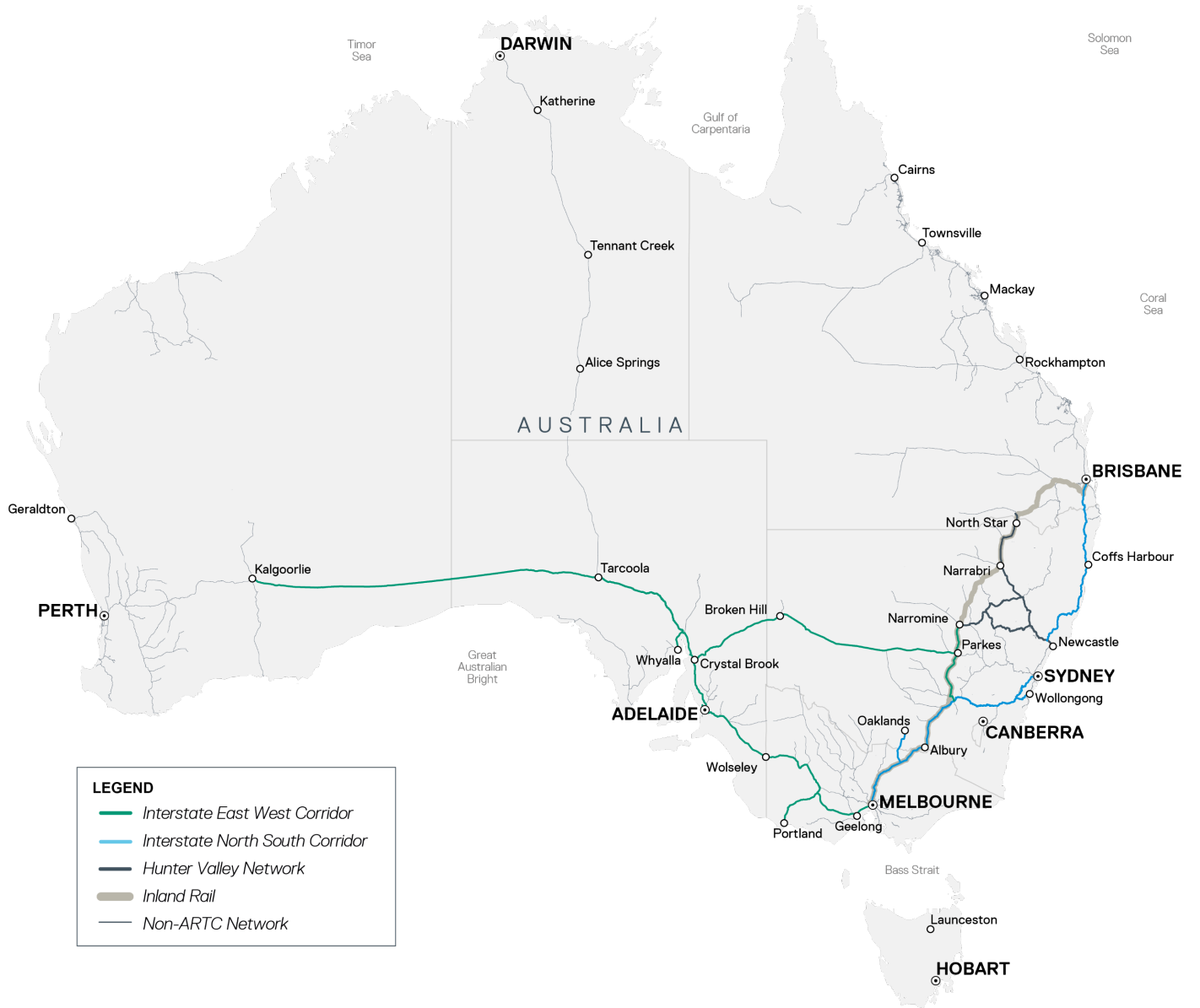
We employ more than 1,800 people across 39 sites nationally, all working towards our common goal - to keep Australia moving.



Our people manage the safe transit of around 450 trains per day and transport more than \$14 billion worth of goods every year.



By moving goods, we link businesses, farmers and producers to domestic and export markets to help underpin our economy.



POSSESSION HANDBACK



**All Worksites must be
finished and clear 2 hours
prior to Possession
Handback**

POSSESSION CONTACTS



Possession Contact Details

<u>Position</u>	<u>Name</u>	<u>Phone number</u>
Possession Coordinator Day	Kirk Neill	02 8259 0510
Possession Coordinator Night	Jensen Kelly	
PPO Config 10B (NUMBER TO CALL FOR SIGN ON)	Various	02 8259 0506
PPO Email	possessionlogistics@artc.com.au	

ADDITIONAL POSSESSION CONTACTS



Additional Contact Details

<u>Position</u>	<u>Name</u>	<u>Phone number</u>
Safety Advisor	Daniel Boyce	0483 212 067
Safety Advisor – Third Party Works	Jason Walton	0417 137 528
Environment & Community Advisor	Thomas Haffner	0427 416 995
Aera Manager Ingleburn	Dan Wakefield	0408 713 319

INCIDENT MANAGEMENT

ALL INCIDENTS ARE TO BE REPORTED TO THE POSSESSION COORDINATOR

WORKSITES TO FOLLOW THE INCIDENT MANAGEMENT PROCESS



INCIDENT MANAGEMENT IMMEDIATE ACTIONS OF THE SITE SUPERVISOR

SWB / Injury / Incident

STOP

All Works

Control the hazard / Make the situation safe

- If an injury has occurred, where necessary initiate an emergency response or apply first aid as required
- For incidents inside the Rail Corridor call the Network Controller
- Notify your WGL/ Area Manager/ Project Manager ASAP
- For employee injuries notify the Injury Hotline within one hour

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IMMEDIATE ACTIONS OF THE WGL / AREA MANAGER OR PROJECT MANAGER

On receipt of phone call from the Worksite Supervisor

- Determine the severity of the incident and based on this you would:
 1. For serious incidents quarantine the site, inform the Corridor Manager and follow directions.
 2. For derailments quarantine the site and follow RLS-GL-009 Derailment – Initial Investigation Guideline.
 3. For environmental incidents follow ENV-FM-024 Reportable Environmental Response Checklist and seek advice from your Environmental Advisor.
 4. For all other incidents, make an assessment of whether work can be continued safely or whether the worksite should be stood down pending investigation.
- Arrange for Drug and Alcohol testing for all significant incidents, including collisions, derailments, suspected safe work breaches
- For all injuries ensure Injury Hotline has been notified and the Corridor Manager has been informed. Where necessary arrange for the injured person to be transported to the doctor by a WGL or above and ensure suitable duties guide and doctors letter are presented. For other injuries ensure injured person is rested and given suitable duties to prevent escalation of injury
- For moderate and serious incidents, gather evidence including:
 1. Arrange for Photos/Videos to be taken
 2. Arrange for statements to be written from all those on site
 3. Gather worksite documentation (PWBWPP/Worksite Log and Diary, Safeworking Forms)

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ARTC NETWORK RULES & PROCEDURES



As part of the Interstate Possession Teams effort to continue driving a positive safety culture for all personnel working within our possessions, we have included links via QR Codes to the NSW Network Rules and Procedures.

It is important for ALL personnel to understand the requirements to work within the corridor, and regularly check for updates to the rules and procedures.

We have included some of the relevant rules and procedures below and highly recommend you review these documents prior to the possession.

General Rules

- ANGE 218 - Type F Level Crossing Management

Work on Track

- ANWT 302 - Local Possession Authority
- ANWT 314 - Work Trains
- ANWT 316 - Track Vehicles

Procedures

- ANPR 700 - Using a Local Possession Authority
- ANPR 704 - Using Infrastructure Booking Advices
- ANPR 710 - Piloting Trains and Track Vehicles



Glossary



General Rules



Work on Track



Procedures

ARTC NETWORK RULES & PROCEDURES



ANWT – 312 Infrastructure Booking Advice

Compiling Infrastructure Booking Advices

The Maintenance Representative must use an Infrastructure Booking Advice (IBA) form (ANRF 003) to detail work that requires infrastructure to be:

- temporarily booked out of use, or
- permanently removed, or
- newly commissioned, or
- booked back into use, or
- temporary bridging to release locking on signalling infrastructure.

Where a Handsignaller is required to manually operate the level crossing warning equipment the Handsignaller must use an Infrastructure Booking Advice (IBA) form (ANRF 003) to detail the requirement for Type F level crossing warning equipment to be temporarily booked out of use by setting the Emergency switches to the OFF position.

Maintenance Representatives must compile the IBA form before infrastructure is removed, commissioned or temporarily bridged.

The Maintenance Representatives must:

- send a copy of the IBA form to the appropriate *Network Control Officer*, or
- jointly compile the IBA form with the Network Control Officer.

The Maintenance Representative must give a copy of the IBA form for work associated with:

- a *Local Possession Authority* (LPA) to the Possession Protection Officer, or
- a *Track Occupancy Authority* (TOA) or *Track Work Authority* (TWA) to the Protection Officer.

The Network Control Officer and the Maintenance Representatives must keep completed IBA forms.

Securing infrastructure

Infrastructure that is not yet commissioned, or has been decommissioned but not yet removed, must be *secured* against *unauthorised* use.

PROTECTION IDENTIFICATION TAGS (DANGER TAGS)



Protection Identification Tags (Danger Tags)

Protection identification Tags are to be used on all Possession and Worksite protection. As can be seen in the example below, the PPO/PO name, contact number and Worksite Number are to be filled out.

Protection is NOT to be removed until contact is made with the protection owner and authority is given to do so



PPE REQUIREMENTS



PPE MATRIX

ARTC

M Mandatory PPE
T Task or Risk based PPE

	Long sleeve shirts and long pants	High Visibility Note 1	Safety Boots Note 2	Eye Protection	Head Protection Note 3	Hand Protection Note 4 & 5	Ear Protection Note 4	UV Protection Note 4	Head and UV Protection Note 6	UV Protection Note 6	UV Protection	Face Protection	Eye Protection	Head Protection
	MANDATORY										RISK/TASK BASED			
Working in Rail Corridor	M	M	M	M	M	M	M	M	M	M				
Construction Sites	M	M	M	M	M	M	M	M	M	M				
Provisioning Centres	M	M	M	M	M	M	M	M	M	M				
Site Investigation Phase	M	M	M	M	M	M	M	M	M	M				
Road Rail Vehicle Patrol	M	M	M	M	Note 3	M	M	M	M	M				
Oxy Cutting	M	Cotton or Wool only	M	M	M	M	M	M	M	M		T		
Aluminothermic Welding	M		M	M	M	M	M	M	M	M		T		
Welding	M	M	M	M	M	M	M	M	M	M		T		
Grinding	M	M	M	M	M	M	M	M	M	M		T	T	
K1260 Rail Saw	M	Flame Retardant	M	M	M	M	M	M	M	M		T	T	
Lead Risk Work	M	M	M	M	M	M	M	M	M	M				
Asbestos Work	Note 7													
Handling Chemicals Note 8	M	M	M	M	M	M	M	M	M	M				
Site1 Visitors	M	M	M	M	M	M	M	M	M	M				

Bump hats must not be used as a substitute for HardHat.

Permissible only where it is not practical to use hard to prevent head injury

There may be tasks that require the use of PPE additional to the minimum standard set out in this PPE matrix. A task-based risk assessment or safe work method statement will identify the required PPE for these tasks.

- Note 1** High Visibility outer upper body clothing with retro reflective strips. In extreme hot weather condition, high visibility light weight orange work shirt is permissible provided it is approved by direct leader and documented in pre work briefing.
- Note 2** Steel or carbon fibre capped, ankle high boots
- Note 3** Hard hat is not required inside RRV













- Note 4** Must be carried at all times and worn when required
- Note 5** Use glove matrix to select suitable glove. Must be carried and worn when required
- Note 6** Integrated brim hard hat or sun brim or cap must be worn
- Note 7** Comply with asbestos removal PPE requirements
- Note 8** Comply with requirements specified in Material Safety Data Sheet

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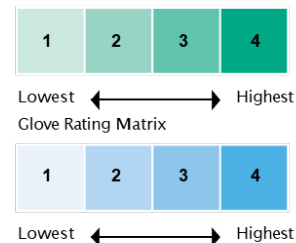
PPE REQUIREMENTS

GLOVE SELECTION MATRIX

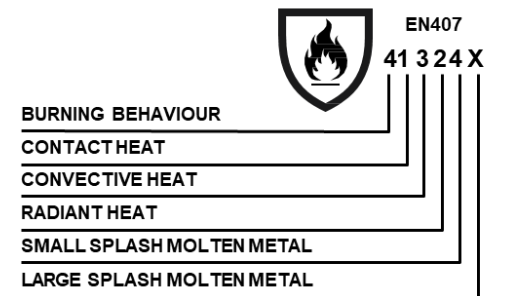
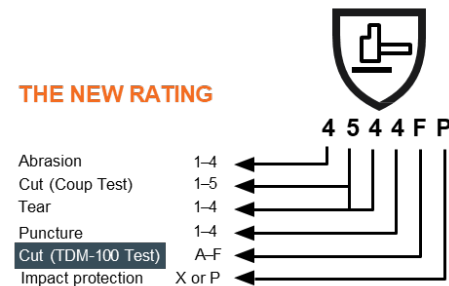
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	Site Tasks	Size Available	Abrasion Resistance	Cut Resistance	Tear Resistance	Puncture Resistance	Oil Resistance	Dexterity	Grip	Chemical Resistance		
Titanium Cut 3 <small>EN 388:2016</small>  4X43C	 <ul style="list-style-type: none"> ✓ General purpose ✓ Delicate and precise operation ✓ Tasks with cut risk 	S, M, L XL, XXL	4	C	4	3	✓ Low levels of exposure	✓	✓			
Vibe Mechanics Glove <small>EN 388:2016</small>  3334B	 <ul style="list-style-type: none"> ✓ Improve grip with vibrations e.g. heavy duty power tools ✓ General purpose 	S, M, L XL, XXL	3	3	3	4		✓				
Pro-Choice Nitrile 33cm <small>EN 388</small>  4101	 <ul style="list-style-type: none"> ✓ Chemical handling- xylene 2 Pac thinners, solvents 	S, M, L XL, XXL XXXL	4	1	0	1	✓		✓	✓		
Force 360 riggers glove <small>EN 388</small>  3144X	 <ul style="list-style-type: none"> ✓ Suitable for some general handling applications - fork lift, yard work, rigging tracks 	S, M, L XL, XXL	3	1	4	4			✓			
Specialist / Hot Work Gloves		Size Available	Abrasion Resistance	Cut Resistance	Tear Resistance	Puncture Resistance	Burning Behaviour	Contact Heat	Radiant Heat	Radiant Heat	Small Splash Molten Metal	Large Splash Molten Metal
Big Red Welding Glove <small>EN 388</small>  3244	 <ul style="list-style-type: none"> ✓ Continuous Aluminothermic/MIG/ Arc Welding gloves ✓ Prolonged heating and use of oxy torch 	S, M, Regular, XL	3	2	4	4	4	1	3	4	2	X
Portwest ARC Grip Glove <small>EN 388</small>  41324X	 <ul style="list-style-type: none"> ✓ Protects against ARC burns and flash ✓ Cut resistance 	S, M, L, XL	4	D	4	2	X	1	X	X	X	X

Glove Rating Matrix



THE NEW RATING



ARTC

ARTC HSE ALERT

CABRAMATTA: TRACK WORK AUTHORITY, 4MB4 NEAR MISS WITH HAND SIGNALLER

HSE Alert

Communication Number:

COMM-0000018

Published:

19/01/2024

Issued By:

Bowlzer, Cath, Safety and
Environment - Corporate Safety,
14023 - General Manager Safety,
Systems, Risk and Assurance

Title / Subject:

Cabramatta: Track Work Authority, 4MB4 Near miss with Handsignaller

Description:

On the 26th of October 2023, a near miss incident occurred at Cabramatta, during the operation of a bidirectional Track Work Authority (TWA) on the SSFL.

At 1031 hours, a train approached the Country Outer Handsignaller, and passed through at a caution speed, after running over the 2 railway track signals (RTS). The HS notified the worksite PO and protection was lifted and the rail traffic passed safely through the worksite. The city outer handsignaller realised that they had only lifted 1 RTS, and 1 RTS was still remaining on track.

In a moment of panic, and with the train approximately 200 metres away, the Handsignaller retrieved the remaining RTS from track, and sought refuge in the 6-foot between the SSFL & Sydney Trains track. The train driver sounded his horn and applied a full-service brake and came to a Stop approximately 100m past the Handsignallers location. The Driver immediately reported a near miss incident to Network Control.

The Handsignaller attempted to notify the Worksite PO but realised that they had left both their radio and phone on the other side of the track. In another moment of panic, the Handsignaller then climbed through the train carriages to access the other side, retrieve the radio and notify the worksite PO.

Network Control advised the PO3 of the occurrence and instructed him to cease work immediately and make the line safe.

Action Required:

All safeworking personnel including contractors must be briefed on this lessons learned and ensure they understand the critical importance of making sound decision when executing safe working roles.

Key Learnings

- Handsignallers must communicate to the PO that protection has been placed or removed, only once the activity has been conducted in its entirety.
- Workers must avoid distraction and complete a task in its entirety, specifically when it involves placing or removing protection.
- Under no circumstances can a worker walk through a stationary train's wagons. This poses a significant risk to the safety of the worker.
- When an unplanned event occurs when acting as an Inner or Outer Handsignaller, Handsignaller must communicate to the PO and act on the instructions of the PO rather than taking action and then communicating.

DRUGS AND ALCOHOL



Drugs and Alcohol

- A positive drug and/or alcohol test or other breach of policy, procedure or relevant law may result in disciplinary action which may include termination of employment or contract / service and/or suspension of a worker's rail industry worker card.
- The refusal to supply or undertake testing, is considered a positive result

What if a worker has been prescribed or is taking medication?

- Prescription and over the counter medicine (including herbal medicine or product) may affect a worker's ability to work safely.
- Workers must explain to their doctor, pharmacist or other practitioner the nature of their work and seek advice as to the possible effects of the medicine. Workers should ask for medication that will not affect their ability to work safely or show up as a Positive Drug Test where this is available.
- If a worker needs to take medication that may affect their ability to work safely and/or show up as a Positive Drug Test, they must declare the medication and it's drug class(es) to their ARTC Manager and must not work contrary to any medical advice or instructions.
- ARTC may require a worker to sign a medical release to allow the Chief Medical Officer to consult with their medical practitioner.

FATIGUE MANAGEMENT



WHAT IS FATIGUE?

Fatigue is more than feeling tired and drowsy. In a work context, fatigue is a state of mental and/or physical exhaustion that reduces a person's ability to perform work safely and effectively.

It can occur because of prolonged or intense mental or physical activity, sleep loss and/or disruption of the internal body clock.

SIGNS OF FATIGUE

- Tiredness even after sleep
- Reduced hand-eye coordination or slow reflexes
- Short term memory problems and an inability to concentrate
- Blurred vision or impaired visual perception
- A need for extended sleep during days off work.

WHAT CAUSES FATIGUE?

Fatigue can be caused by work related or non-work related factors or a combination of both.

Work related causes of fatigue include excessively long shifts, not enough time to recover between shifts and blocks of shifts, very strenuous jobs and long commuting times. An example of non-work related fatigue would be poor quality sleep due to street noise or family demands.

ENVIRONMENTAL PLANNING & NOISE ASSESSMENT

TBEIAs and Noise Prediction Tool

- All sites must have a *Task Based Environmental Impact Assessment* completed and available onsite
- All out of hour's work requires a Noise Assessment
- Any works requiring community notifications must be delivered at least 5 days before starting work
- Any scope changes to be discussed with Environmental Advisor.



ARTC TASK BASED ENVIRONMENTAL IMPACT ASSESSMENT (TBEIA) ENV-FM-001			
1. ACTIVITY DETAILS			
Project Name		State	
Delivery By	<input type="checkbox"/> ARTC <input type="checkbox"/> Contractor	Location	
Activity Description ①			
Scope of Works ①			
Does the scope of work comply with the Activity Description? ①		<input type="radio"/> YES <input type="radio"/> NO	
Dates and Hours of Work			
MOBILISATION (incl. deliveries)		DEMOBILISATION	
Dates		Dates	
Working Hours		Working Hours	
Reviewer comments (optional):			
2. ACTIVITY REVIEW			
ARTC Map	State Limitations	TBEIA W1	
If you answer YES to ALL questions below, proceed to Section 4. If you answer NO to ANY questions below, proceed to Section 3			
2a: Location ①			
Review activity location on ARTC Map and answer questions below. All works will be undertaken:			
1. Within ARTC leased/owned land, rail corridor or site?	<input type="radio"/> YES <input type="radio"/> NO		
2. More than 40m from a waterway?	<input type="radio"/> YES <input type="radio"/> NO		
3. Outside of mapped contaminated land?	<input type="radio"/> YES <input type="radio"/> NO		
4. Outside of sidings or rail yards?	<input type="radio"/> YES <input type="radio"/> NO		
5. Outside of mapped Aboriginal or non-Aboriginal heritage structures, sites, artefacts or precincts? ①	<input type="radio"/> YES <input type="radio"/> NO		
6. Away from sensitive receivers? ①	<input type="radio"/> YES <input type="radio"/> NO		



ENVIRONMENTAL EPL LICENSING

EPL 3142 Key Points

- ARTC's rail corridor is a licensed premises for the purpose of undertaking railway infrastructure facilities
- Standard working hours in NSW include:
 - ✓ Weekday – 07:00 – 18:00
 - ✓ Saturday – 08:00 – 13:00
- We must minimise and control dust
- We must install erosion and sediment controls
- We must not allow any spoil or waste to leave the corridor unless it has been assessed and confirmed with Environmental Advisor



Section 55 Protection of the Environment Operations Act 1997

Environment Protection Licence

Licence - 3142



Licence Details	
Number:	3142
Anniversary Date:	05-September
Licensee	
AUSTRALIAN RAIL TRACK CORPORATION LIMITED	
LOCKED BAG 1	
BROADMEADOW NSW 2292	
Premises	
AUSTRALIAN RAIL TRACK CORPORATION (ARTC) NETWORK	
SYDNEY NSW 2001	
Scheduled Activity	
Railway activities - railway infrastructure operations	
Fee Based Activity	Scale
Railway infrastructure operations	Any annual capacity
Region	
Metropolitan North - Sydney	
4 Parramatta Square, 12 Darcy Street	
PARRAMATTA NSW 2150	
Phone: (02) 9995 5000	
Fax: (02) 9995 6901	
Locked Bag 5022	
PARRAMATTA NSW 2124	

ENVIRONMENTAL FOCUS:

POSITIONING OF LIGHT TOWERS

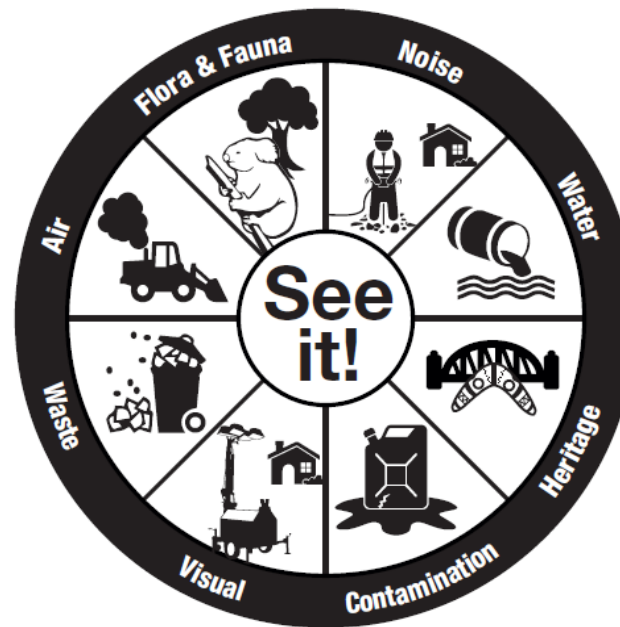
- Plan where lighting towers will be set up and what way they will be facing
- Set up away from residents where possible
- Face lights downwards and towards the track
- Take a look from outside the Corridor to check for light spill onto residents houses
- If a complaints comes through – what changes can we make?



ENVIRONMENTAL STOP & THINK



Stop & Think to consider your
Environmental Impacts.



All **Environmental Incidents** must be reported to your respective ARTC Manager and Environment Team.

All **Environmental Complaints** should be directed to ARTC's enviroline on **1300 550 402** or email enviroline@artc.com.au with the details regarding the specific location, date and times of the project or issue.

Printed on recycled card



Environmental Site Review (ESR) Guide

This card identifies common environmental considerations when assessing onsite conditions or activities relevant to any worksite.

AIR

- Exposed dry surfaces or access tracks
- Excessive exhaust fumes from machinery

FLORA AND FAUNA

- Materials stored within or under vegetated areas
- Incorrectly delineated no go zones
- Spray drift from pesticide use
- Fauna present or nesting

NOISE

- High noise generating activities
- Out of hours work adjacent to community
- Unshielded equipment or idling machinery
- Loud voices, yelling or swearing

WATER

- Exposed surfaces or uncovered stockpiles
- Erosion controls not in place or damaged
- Uncontained fuels and chemicals
- Equipment and machinery washdown

WASTE

- Uncovered waste bins or contaminated material
- Unknown waste or materials
- Inappropriate waste storage and disposal

VISUAL

- Height and location of stored or stockpiled materials
- Location and direction of lighting for night works
- Housekeeping in good order

CONTAMINATION

- Spill of fuels or chemicals
- Unknown liquid, substance or material

HERITAGE

- Bridge, culvert or platform
- Buildings, structures or precincts
- Indigenous artefact or site

Printed on recycled card

POSSESSION REPORTING



ARTC are trialling a new process for collecting the daily report.

Below is a QR Code and link used to access an online form for Site Supervisors or ARTC Site Reps to complete by 1600hrs each day of the possession.

It is the responsibility of the project owner/manager to ensure all relevant personnel understand the requirements for reporting during ARTC Possessions.

The form consists of 10 questions which must be answered. It is estimated to take 10 mins to complete. The form can be completed via mobile device or laptop by scanning the QR Code Below or alternatively using the link proved below.

Link: [Interstate Possession Reporting Form](#)

