PUBLIC TRANSPORT AUTHORITY

SAFEWORKING RULES AND PROCEDURES

1001

SCOPE OF THE PTA SAFEWORKING RULES AND PROCEDURES

CONTENTS

1. PURPOSE

The purpose of this rule is to set out the structure of the Public Transport Authority (PTA) *Safeworking Rules and Procedures*, their application and use, and reference documents used.

The PTA *Safeworking Rules and Procedures* provide the means by which the *Australian National Rules and Procedures (ANRP)* will be applied in the PTA *Network*.

During the development of the PTA *Safeworking Rules and Procedures*, the following has been considered:

- the role of the PTA as an *Access Provider* and *Operator*;
- the interface between the PTA and;
  - other *Operators*;
  - *Track* maintenance organisations;
  - other *Access Providers*;
  - suppliers to the PTA of goods and services.
- implementation of technological advancement; and
- existing *Safeworking* procedures, practices and their development.

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2. STRUCTURE AND MANAGEMENT OF THE PTA SAFEWORKING RULES AND PROCEDURES

2.1. DEVELOPMENT

The PTA will draw down applicable rules and procedures from the *Rail Industry Safety Standards Board (RISSB)* website and so far as reasonably practicable will be consistent with the ANRP.

Where there is an ANRP rule and procedure for a subject the PTA will combine these into a single document and alter them as necessary to meet the PTA's current methods of operation.

Where there is no ANRP rule or procedure provided or where the ANRP rule or procedure does not meet the needs of the PTA, the PTA will develop its own rule or procedure.

2.2. STRUCTURE OF THE PTA SAFEWORKING RULES AND PROCEDURES

The structure of each of the PTA *Safeworking Rules and Procedures* will include, at a minimum, the following:

- a name and number;
- a purpose statement;
- a date stating when the rule or procedure comes into effect; and
- a revision number.

Where there is a defined term or word it will be italicised and the first letter of each word will be capitalised to indicate that the term or word is included in the Glossary.

Where a *Handsignal* or verbal command, for example STOP, EMERGENCY, ALL CLEAR, DANGER, WARNING or CAUTION*,* appears within a rule or procedure, the word will be capitalised.

If there are other rules and procedures or other PTA documents that are required to be read in conjunction with the rule or procedure, they shall be referenced in the document and in bold text. All referenced PTA documents shall be available on the PTA intranet.

Where appropriate, line drawings of equipment will be used to aid the reader to understand and comprehend the PTA's *Safeworking Rules and Procedures.*

Diagrams will be used throughout the suite of documents and where applicable, will be drawn in 3D, to aid the reader in understanding and comprehending the PTA *Safeworking Rules and Procedures*.

2.3. MANAGING THE RULES AND PROCEDURES

Amendments to the PTA *Safeworking Rules and Procedures* must be *Authorised* by the Managing Director and *Advertised* before implementation.

Amendments must be marked up to enable identification of changes.

A controlled copy of the PTA *Safeworking Rules and Procedures* will be published on the PTA internet and intranet, or as provided by the PTA.

The PTA *Safeworking Rules and Procedures* are uncontrolled when printed from the website.

The PTA *Safeworking Rules and Procedures* will be:

- maintained electronically; and
- available for access and download.

2.4. UNUSUAL WORKING

Should a situation arise necessitating working beyond the limits prescribed in the PTA *Safeworking Rules and Procedures*, the Transperth Train Operations Manager may *Authorise* an *Altered Working* arrangement.

Any *Altered Working* arrangement must be in writing, *Advertised* to staff in advance, where practicable, and a *Permanent Record* maintained.

Any *Altered Working* arrangement must ensure that:

- every reasonable precaution for the safe movement of *Rail Traffic* has been taken;
- every reasonable precaution for the *Protection* of *Workers* has been taken; and
- existing procedures are adopted wherever possible.

The *Permanent Record* of the *Altered Working* arrangement must be sent to the Manager Safeworking for retention.

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3. EXTENT OF THE NETWORK

The PTA *Network* consists of the:

- Fremantle Line - the line from East Perth Station to Fremantle Station, Robbs Jetty;
- Midland Line – the line from East Perth Station to Midland Station;
- Armadale Line – the line from Claisebrook Station to Armadale Station, Mundijong Junction;
- Thornlie Line – the line from Beckenham Station to Thornlie Station;
- Joondalup Line – the line from Perth Underground Complex to Butler Station;
- Mandurah Line – the line from Perth Underground Complex to Mandurah Station; and
- City - Claisebrook Line – the line from Claisebrook Station to Perth Station.

FIGURE 3.1: Diagram of the PTA Network

3.1. INTERFACE LOCATIONS BETWEEN PUBLIC TRANSPORT AUTHORITY AND ARC INFRASTRUCTURE

At certain *Locations* there is an interface between the PTA and Arc Infrastructure (Arc). At these *Locations* there are operational and/or *Signalling* protocols to ensure the safe passage of *Rail Traffic* between the two *Networks*. These *Locations* are:

3.1.1. Midland

Midland is the *Location* where the PTA and Arc *Network* connect for *Rail Traffic* to enter and depart the eastern standard gauge line.

For *Rail Traffic* to enter the Arc *Network,* the Arc *Train Controller* must give the PTA *Train Controller* the slot on *Signal* 51.

For *Rail Traffic* to enter the PTA *Network*, the PTA *Train Controller* must give the Arc *Train Controller* the slot on *Signal* 28.

3.1.2. Woodbridge

Woodbridge is the *Location* where the PTA and *Arc Network* connect for *Rail Traffic* to enter and depart the Forrestfield and Kewdale depots.

For *Rail Traffic* to enter the Arc *Network,* the Arc *Train Controller* must give the PTA *Train Controller* the slot on *Signal* 95.

For *Rail Traffic* to enter the PTA *Network*, the PTA *Train Controller* must give the Arc *Train Controller* the slot on *Signal* 85.

3.1.3. Kenwick

Kenwick is the junction for the double line on the Armadale line and the single line to Kenwick East. The *Points* and *Signals* are controlled and operated from the PTA's *Train Control*.

For *Rail Traffic* to enter the PTA *Network*, the PTA *Train Controller* must give the Arc *Train Controller* the slot on *Signal* 441.

3.1.4. Armadale

The PTA *Section* from Armadale Station to Mundijong Junction is controlled by the Arc Southwest *Train Controller*.

For *Rail Traffic* to depart Armadale Station towards Mundijong Junction, the Arc *Train Controller* must give the PTA *Train Controller* the slot on *Signal* 2R (the PTA refers to *Signal* 477).

For *Rail Traffic* to enter the Mundijong Junction to Armadale *Section*, the Arc *Train Controller* sets the *Route* and advises the PTA *Train Controller*.

3.1.5. Fremantle

The PTA *Section* from Robb Jetty to Fremantle Station is controlled by the Arc Southwest *Train Controller*.

Prior to any *Rail Traffic* departing Cockburn towards Fremantle Station, the Arc *Train Controller* must advise the PTA *Train Controller*.

Prior to any *Rail Traffic* departing North Quay the *Rail Traffic Crew* must:

- be in possession of an *Arc Infrastructure Rail Train Order* to *Travel* from Fremantle to Cockburn; and
- obtain *Authority* from the PTA *Train Controller*.

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4. INTENT OF THE PTA SAFEWORKING RULES AND PROCEDURES

The PTA *Safeworking Rules and Procedures* are intended to provide a uniform and coordinated framework that promotes safety on the PTA *Network*.

The PTA *Safeworking Rules and Procedures* apply to all *Rail Traffic* operations, *Train Control* and *Work on Track* activities.

The PTA *Safeworking Rules and Procedures* support all other functional areas of the PTA's Safety Management System including:

- occupational health and safety;
- *Worker* competence;
- interface coordination;
- incident management;
- *Infrastructure* standards; and
- *Rollingstock Standards*.

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5. TRAIN CONTROL

5.1. OBJECT OF THE TRAIN CONTROL SYSTEM

The *Train Control* system enables *Safeworking* for a given area to be under the control of one *Train Controller*.

The *Train Controller*:

- is in charge of the management of *Rail Traffic* working;
- is in charge of the *Issue* of *Work on Track Authorities* in their area of control; and
- is responsible for the initiation of alternative procedures following *Rail Traffic* failures, *Derailments*, accidents, etc.

The *Train Controller's* instructions must be carried out provided they do not conflict with the PTA's *Safeworking Rules and Procedures* or endanger the safety of passengers, *Workers* and *Infrastructure*.

5.2. EMERGENCY PROCEDURES

The management of day to day operational delays and emergencies is detailed in the PTA's *Safeworking Rules and Procedures*. However, should a major accident or any other *Emergency* of major significance occur, the PTA **9000-000-011 Emergency Management Manual** is to be enforced.

Emergency procedures will be initiated by the responsible *Train Controller* on becoming aware of a situation where such action is warranted.

5.3. COMMUNICATION

Communication to or from the *Train Controller* may be by radio, telephone or other available means.

All radio communication must be in accordance with correct radio discipline and voice procedures as outlined in **Rule 2007 Network Communications** and on the prescribed radio channels allocated to specific areas.

All communications into and out of *Train Control* will be recorded.

6. REFERENCE

Rule 1002 Principles of Network Operations

Rule 1003 General Responsibilities for Safety

Rule 1004 Track Access Accreditation

Rule 2007 Network Communications

PTA 9000-000-011 Emergency Management Manual

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7. EFFECTIVE DATE

1 November 2018