

PUBLIC TRANSPORT AUTHORITY
SAFEWORKING RULES AND PROCEDURES

3000
PLANNING WORK
IN THE
RAIL CORRIDOR

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1. PURPOSE

The purpose of this rule is to provide instructions to ensure that appropriate planning is carried out for work within the *Rail Corridor* in the Public Transport Authority (PTA) *Network*.

2. GENERAL

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

Work in the *Danger Zone* must not:

- be carried out unless there is a *Safe Place* that can be easily reached; and
- begin until the required safety method is in place.

Work in the *Danger Zone* must be carried out using one of the *Protection* methods listed in this rule.

The level of safety must not be reduced:

- to allow *Rail Traffic* movements; or
- because of a lack of trained *Workers*.

A *Worker* in the *Rail Corridor* must wear approved Personal Protection Equipment (PPE). The minimum PPE required is high visibility clothing and safety footwear.

Effective Communication with *Train Controllers*, *Possession Protection Officers (PPOs)* and *Protection Officers (POs)* must be maintained.

2.1. ACCESSING THE RAIL CORRIDOR

Before entering the *Rail Corridor*, the *Protection Officer (PO)* or Individual Access holder (IA) must log into the PTA's *Electronic Book On System*. When the work is completed, the *PO* or Individual Access holder (IA) must log off in the *Electronic Book On System*.

If for any reason the *Electronic Book On System* fails to record the details then the *Infrastructure Control Officer (ICO)* must be contacted.

3. PROTECTION OFFICER

A *Worksite* within the *Danger Zone* or work that has potential to intrude into the *Danger Zone* must have a *PO* for the duration of the work.

The *PO* is responsible for managing the rail safety component of *Worksite Protection*.

A *PO's* primary duty and responsibility is to keep the *Worksite* and *Workers* safe. *POs* must be satisfied that other work will not interfere with this duty.

The *PO* must:

- make a *Safety Assessment*;
 - brief *Workers* about the rail safety component of *Worksite Protection*;
 - make sure that the rail safety component of the work is done safely;
 - communicate with the *Train Controller* about the work and *Protection* arrangements; and
 - keep *Permanent Records* about the *Work on Track* method and *Protection* arrangements.
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4. ASSESSING SAFETY

When making a *Safety Assessment*, the *PO* must consider, amongst other factors, if:

- work will affect *Track* under the control of different *Train Controllers* or *Access Providers*;
- appropriate numbers of *Competent Workers* are available to protect the work;
- easily reached *Safe Places* are available for *Workers*;
- the *Sighting Distance* will allow sufficient *Warning* time to be given by *Lookouts*;
- it is possible to close the affected line during the work;
- there will be *Rail Traffic* on *Adjacent* lines;
- there will be *Rail Traffic* between and/or within *Worksites*;
- *Signals* are available to protect *Worksites*;
- other *Work on Track* will affect the *Worksites*;
- there is safe passage to and from *Worksites*;
- there is public access to the *Rail Corridor*;
- there is a risk to *Workers* from road traffic;
- the work will intrude on *Level Crossings*;
- the line is *Electrified Area*;
- the line is *Track Circuited Territory*;
- the formation of the line and the *Location* will affect the work;
- *Effective Communication* is available;
- equipment used in the work will intrude into the *Danger Zone*;
- other groups need to be told about or involved in the work; and
- the potential for noise within and external to the *Worksite* may impact on the *Worksite Protection*.

The *PO* must reassess safety measures if conditions such as visibility or work *Locations* change.

4.1. USE OF PLANT NEAR OR WORK ABOVE THE DANGER ZONE

Unless special precautions for *Protection* of the *Running Line* have been approved by the Manager Rail Infrastructure Access, a *Work on Track Authority* must be used where:

- plant is to be used and any part of that plant may encroach into the *Danger Zone*; or
- work is to be carried out above the *Danger Zone*.



NOTE

Special precautions may include, but not be limited to, chain link fencing, scaffolding and roofing above the *Running Line*, and restrictive safety chains on plant. These are in addition to the requirements set out in **Rule 2017 Working Around Electrical Infrastructure**.

5. MULTIPLE ACCESS PROVIDERS

If the *Planned Work* will affect *Track* under the control of more than one *Access Provider*, the *PO* must get the relevant *Train Controllers Authority*.



NOTE

POs must be aware of the *Protection* arrangements required for *Adjoining Networks*.
Where necessary, *Competent Workers* must be qualified in the *Adjoining Networks* rules and procedures.

6. LEVEL CROSSINGS

If *Work on Track* at *Level Crossings* will intrude on a *Level Crossing* or affect their operation, the *PO* must arrange to ensure the safety of:

- *Workers*; and
 - road, pedestrian and *Rail Traffic*.
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7. METHODS FOR WORKING SAFELY ON TRACK

Appropriate methods must be selected for arranging and managing work within the *Rail Corridor*.

The *PO* must tell affected *Workers* about the *Protection* arrangements.

7.1. RUNNING LINES IN THE NETWORK OUTSIDE DEPOTS

Work in the *Danger Zone* may be *Protected* by using one or more of the following:

- **Rule 3001 Local Possession Authority;**
- **Rule 3005 Track Occupancy Authority;**
- **Rule 3011 Absolute Signal Blocking;** or
- **Rule 3013 Lookout Working.**

The preferred methods of *Work on Track* are:

- *Local Possession Authorities (LPA);* and
- *Track Occupancy Authorities (TOA).*



NOTE

Each *Work on Track* method has mandatory minimum safety measures. However, extra safety measures may be applied.

7.2. IN DEPOTS

If *Rail Traffic* needs to be excluded from a work area within a depot, the *PO* must get permission from the supervisor in charge of the depot.

The *PO* must make arrangements with the supervisor in charge of the depot to prevent *Unauthorised* entry of *Rail Traffic* into the work area.

The supervisor in charge of the depot must ensure *Unauthorised* entry of *Rail Traffic* into the work area is prevented.



NOTE

Follow the principles of the PTA *Safeworking Rules and Procedures* and apply *Protection*, closing roads by means of:

- clipping *Points*;
- stop signs; or
- *Track Closed Warning Devices.*

8. LOCAL POSSESSION AUTHORITY

An *LPA* is used to close a defined portion of *Track* for a specified period.

An *LPA* is issued to the *PPO* and gives *Exclusive Occupancy* for the defined portion of *Track*.

At all times, there must be a nominated *PPO* for the *LPA*.

Work within the portion of *Track* included in the *LPA* limits must only be done with the *PPO*'s approval.

A number of separate *Work Groups*, associated *Rail Traffic* and equipment may occupy the portion of *Track* defined by the *LPA*.

A *PPO* is responsible for coordinating the rail safety component of *Worksite Protection*.

The *Track* may be broken or *Obstructed*.

Unless *Authorised* for an *Emergency*, the intention to take an *LPA* must be *Advertised*.

9. TRACK OCCUPANCY AUTHORITY

A *TOA* is used to close a defined portion of *Track* for a specified period.

A *TOA* is issued to the *PO* and gives *Exclusive Occupancy*.

A single *Worksite*, including equipment and associated *Rail Traffic* may occupy the portion of *Track* defined by the *TOA*.

The *Track* may be broken or *Obstructed*.

10. ABSOLUTE SIGNAL BLOCKING

Absolute Signal Blocking (ASB) is a method of working in the *Danger Zone* by maintaining *Controlled Absolute Signals* at Stop to exclude *Rail Traffic* from a *Section of Track*.

The *ASB* method must not be used for work that breaks the *Track* or affects *Infrastructure* integrity.

ASB is issued to a *PO* and gives *Exclusive Occupancy* for the agreed period of time.

The *ASB* method:

- must not be used where a *Work on Track Authority* is in place; and
- must be applied to *Controlled Absolute Signals* only.

ASB may be used:

- for work not requiring tools;
- for work using equipment which can be removed from the *Track* by *Workers* without mechanical assistance;
- at *Active Control Level Crossings*, or
- to allow *Vehicles* to directly cross the *Track*.

If *ASB* is used one *Worker* may work alone. In this case, that *Worker* is also the *PO*.

11. LOOKOUT WORKING

Lookout Working is used to give *Warning* of approaching *Rail Traffic* to *Workers* in or near the *Danger Zone*.

The *Lookout Working* method must not be used for work on *Overhead Line Equipment (OLE)*, or work that breaks the *Track* or affects *Infrastructure* integrity.

Lookout Working may be used for work such as:

- work requiring the use of tools which can be easily and immediately removed from the *Track* by one *Worker* without mechanical assistance;
- inspections in the *Danger Zone*; or
- work conducted in the *Rail Corridor*, but outside of the *Danger Zone* that may intrude into the *Danger Zone*.

Work in the *Danger Zone* using *Lookout Working* must only be done only where visibility allows.

Workers must be able to remove themselves, tools and materials to a *Safe Place* immediately the *Warning* of approaching *Rail Traffic* is received.

12. WALKING IN THE DANGER ZONE

Walking in the Danger Zone is:

- walking from place to place in the *Danger Zone*; and
- doing no work other than placing or removing *Protection* for a *Worksite* or *Rail Traffic*.

Where *Workers* must walk in the *Danger Zone*:

- an easily-reached *Safe Place* must be available; and
 - visibility conditions must allow enough *Sighting Distance* for *Workers* to reach a *Safe Place* before the arrival of *Rail Traffic*.
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13. REFERENCE

Rule 2001 Walking in the Danger Zone

Rule 2017 Working Around Electrical Infrastructure

Rule 3001 Local Possession Authority

Rule 3005 Track Occupancy Authority

Rule 3011 Absolute Signal Blocking

Rule 3013 Lookout Working

14. EFFECTIVE DATE

1 November 2018

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