

PUBLIC TRANSPORT AUTHORITY
SAFEWORKING RULES AND PROCEDURES

1003
GENERAL
RESPONSIBILITIES
FOR SAFETY

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1. PURPOSE

The purpose of this rule is to set out the general responsibilities of all *Workers* in the Public Transport Authority (PTA) *Network* regarding:

- safety and safe conduct of activities;
 - incidents and injuries;
 - compliance with the PTA *Safeworking Rules and Procedures*;
 - instructions and notices;
 - use of drugs and/or alcohol; and
 - general conduct.
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2. GENERAL

2.1. SAFETY FIRST WHEN WORKING ON THE NETWORK



WARNING

In case of doubt or uncertainty, *Workers* must take the safest course of action.

Safety is the most important element in performing duties and is something all *Workers* are responsible for.

All users of the PTA *Network* have a duty of care to ensure the health and safety of themselves and others at all times.

Before entering the *Rail Corridor*, *Protection Officers* and *Competent Workers* must log into the PTA *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.



NOTE

Where a group of *Workers* are under the *Protection* of a *Protection Officer (PO)*, the *PO* is the only member of the *Work Group* permitted to log into the PTA *Electronic Book On System*.

2.2. PREVENTION OF INJURY

Before starting work, *Workers* must:

- assess the risks associated with their proposed actions;
- plan their work;
- have the current applicable *Network Notice(s)*;
- follow all instructions;
- be alert and attentive when performing their duties;
- expect the movement of *Rail Traffic* at any time, on any *Track*, and in any direction;
- not stand on the *Track* in front of approaching *Rail Traffic* or other moving equipment;
- be aware of the *Location* of structures or obstructions where clearances are limited; and
- not use mobile phones, radios or other *Communication Devices* while standing in the *Danger Zone*. Calls must only be made when in a *Safe Place*.

2.3. MANAGEMENT OF FATIGUE

Workers must:

- not present themselves for duty or continue to perform work whilst fatigued; and
- manage their off-duty time and preparation for duty to avoid the possible effects of fatigue.

2.4. DRUGS AND ALCOHOL



WARNING

It is prohibited to consume, possess, or be under the influence of alcohol, illicit drugs, or over-the-counter/prescription medication that may adversely affect safe performance, while on duty.

Workers must not:

- report for duty, remain on duty or be in the PTA *Network* with any concentration of alcohol detectable in blood or breath analysis;
- report for duty, remain on duty or be in the PTA *Network* while under the influence of illicit drugs; or
- use over-the-counter or prescription medication that may adversely affect safe performance while on duty in accordance with the PTA **9002-000-001 - Alcohol and Other Drugs Policy**.

2.5. RAIL TRAFFIC

Workers have a responsibility to observe passing *Rail Traffic* for potential defects which may include:

- signs of alarm from passengers;
- loading irregularities;
- braking defects;
- dragging equipment;
- fire; and
- the absence or non operation of an *End-of-Train Marker*.

2.5.1. Stationary Rail Traffic

Workers must not climb through or walk between stationary *Rail Traffic* where the gap is less than 10 metres.

An exception to this rule is where *Rail Traffic Crew* are required to conduct repairs or inspections and only when the *Rail Traffic* is made safe by the application of an approved safety measure.



NOTE

The safety measure must include placing the *Electric Multiple Unit* or *Motive Power Unit* controller into Neutral and the full service application of automatic brakes.

2.6. REPORTING INJURIES AND UNSAFE CONDITIONS

Any incident or defect that may affect the safety of *Rail Traffic* must be reported to the *Train Controller* immediately in accordance with the PTA **9210-000-004 Reporting Health, Safety and Environmental Incidents Procedure**.

Workers must report by the first available means:

- any breach of rules and procedures;
- any incidents or injuries;
- any faults in *Track*, bridges, *Signals* or *Rail Traffic* that could affect the operation of the PTA *Network*; and
- any other unsafe condition that may affect the safety of the PTA *Network*.

Unsafe conditions may include:

- a failure of a *Signalling* or communications system that forms part of the *System of Safeworking*;
- any improper loading of *Rail Traffic* or any load that has shifted on *Rail Traffic*;
- *Dangerous Goods* leakages or spillages;
- any failure of a wheel or axle on *Rail Traffic* or any overheated axle bearings;
- any *Track* defects, including broken or misaligned rails; and
- severe weather conditions that may include:
 - heavy rainfall;
 - high winds;
 - rising water levels; and
 - high temperatures.



NOTE

If in doubt concerning an unsafe condition, report it.

2.7. INVESTIGATING SAFETY INCIDENTS

Investigations will be conducted in accordance with:

- **Australian Standard (AS) 4292.7 Railway Safety Management – Rail Safety Investigation**; and
- **PTA 9110-000-015 Investigating Health, Safety and Environmental Incidents Procedure**.

2.8. WITNESSES AND EVIDENCE

Accurate evidence must be obtained following an incident to help determine causal factors and prevent recurrence.

The *Incident Controller* of the incident site must make all reasonable attempts to obtain the names, addresses and occupations of all people involved.

Workers must preserve an incident site and associated evidence as far as practicable until *Authorised Investigators* arrive at the site.

Workers must not withhold information or fail to give all the facts to an *Authorised Investigator* regarding incidents, dangerous occurrences, unsafe conditions, unusual events, accidents, personal injuries, or rule breaches.



NOTE

The preservation of the incident site is of secondary importance to the rescue and treatment of people or the prevention of environmental damage.

2.9. DAMAGE TO PROPERTY

Infrastructure or *Rail Traffic* damaged as a result of an incident must be inspected by a *Competent Worker* before further use.

2.10. CONDITION OF TOOLS AND EQUIPMENT

Workers must:

- check the safe condition of equipment and tools they use to perform their duties;
- not use defective equipment or tools; and
- report any defects to their supervisor.

2.11. PERSONAL PROTECTIVE EQUIPMENT

Workers must wear, as a minimum, the following Personal Protective Equipment (PPE):

- safety footwear; and
- high visibility clothing (orange).

During the hours of darkness or *Low Visibility*, high visibility clothing must have retro reflective material in accordance with **AS/NZS 4602.1 High Visibility Safety Garments**.

Workers must wear appropriate PPE for the task and *Location* of the work. This may include:

- hard hats (e.g. construction site);
- safety glasses;
- wide brim hats;
- sun screen;
- gloves;
- safety harnesses;
- welding goggles; and
- flash shields.

All safety equipment must be used and worn correctly and meet the relevant Australian Standard.



NOTE

PPE must be securely fastened to prevent contact with moving plant or equipment.

3. NETWORK TIME

The 24 hour system of time reference shall be used.

All *Workers* must observe Australian Western Standard Time, which is synchronised with PTA's *Train Control*.



NOTE

Australian Western Daylight Savings Time will be observed if used.

4. PTA SAFEWORING RULES AND PROCEDURES

The PTA *Safeworking Rules and Procedures* are in place to ensure that activities performed in the PTA *Network* are done in a uniform and safe manner.

Operators must maintain a record of *Special Notices* and other documentation.

Workers must:

- comply with the PTA *Safeworking Rules and Procedures* when performing their duties;
- report to *Train Control* any negligent practice or violation of the PTA *Safeworking Rules and Procedures*;
- ask their supervisor for an explanation of any rule, procedure or instruction of which they are uncertain; and
- be trained, assessed, and *Competent* in the duties associated with the performance of their work.



NOTE

In case of doubt or uncertainty, *Workers* must take the safest course of action.

5. REFERENCE

Rule 1004 Track Access Accreditation

PTA 9002-000-001 Alcohol and Other Drugs Policy

PTA 9110-000-015 Investigating Health Safety and Environmental Incidents Procedure

PTA 9202-000-006 Fatigue Management Policy

PTA 9210-000-004 Reporting Health Safety and Environmental Incidents Procedure

AS 4292.7 Railway Safety Management - Rail Safety Investigation

AS/NZS 4602.1 High Visibility Safety Garments

6. EFFECTIVE DATE

1 November 2018

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