

PUBLIC TRANSPORT AUTHORITY

SAFeworking RULES AND PROCEDURES

4017

**OVERDUE
OCCUPANCIES**

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1. PURPOSE

The purpose of the rule is to provide instructions for dealing with overdue *Occupancy* in the Public Transport Authority (PTA) *Network*.

2. GENERAL

Where the agreed or expected reporting, clearance or *Section* running times are exceeded by 15 minutes, the *Train Controller* must act in accordance with **Rule 2029 Responsibilities of Train Controllers** and:

- contact the *Competent Worker* in charge of the *Work on Track* activities; or
- contact the *Rail Traffic Crew*.

If this contact cannot be made, the *Train Controller* must advise the *Track Workers'* or *Rail Traffic Crew's* organisations and alert them to the circumstances.

The requirements of **Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN)** must be observed if the *Train Controller* cannot communicate with the *Rail Traffic Crew* of an overdue *Rail Traffic* movement.

The *Rail Traffic Crew* of overdue movements must act in accordance with **Rule 2027 Responsibilities of Rail Traffic Crew**.

If the *Track Worker's* or *Rail Traffic Crew's* safety cannot be established, the *Train Controller* must initiate the PTA's **9000-000-011 Emergency Management Manual**.

3. STOPPED RAIL TRAFFIC

If *Rail Traffic* is delayed due to an unscheduled Stop the *Rail Traffic Crew* must immediately advise *Train Control* of:

- the *Location* of the stopped *Rail Traffic*;
- the reason why the *Rail Traffic* has stopped; and
- the expected duration of the stoppage.

If a *Rail Traffic* stoppage is or will become extended, the *Rail Traffic Crew* must:

- tell the *Train Controller* the reason why the *Rail Traffic* stoppage is extended;
 - if necessary, *Secure* the *Rail Traffic*; and
 - if necessary, provide *Protection* for the *Rail Traffic* in accordance with **Rule 4001 Protecting Rail Traffic**.
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4. INSPECTING STOPPED RAIL TRAFFIC



WARNING

Where there is a risk of being struck by *Rail Traffic* on *Adjacent* lines, the *Rail Traffic Crew* must arrange to implement safety measures to reduce the risk.



WARNING

Adjacent lines may be under the control of different *Train Controllers* or *Access Providers*.

If it is necessary to inspect their *Rail Traffic* the *Rail Traffic Crew* must:

- make sure that they are protected against *Rail Traffic* on *Adjacent* lines in accordance with **Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines**; and
 - tell the *Train Controller* the result of the inspection.
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5. DISABLED RAIL TRAFFIC

If the *Rail Traffic Crew* reports overdue *Rail Traffic* as *Disabled*, the *Train Controller* must act in accordance with **Rule 4009 Disabled Rail Traffic**.

6. OVERDUE TRACK OCCUPANCY

If a *Work on Track Authority* is overdue, the *Protection Officer (PO)* must tell the *Train Controller*:

- the reason why the *Authority* is overdue; and
 - the *Location*, if assistance is required.
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7. REFERENCE

Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN)

Rule 2027 Responsibilities of Rail Traffic Crew

Rule 2029 Responsibilities of Train Controllers

Rule 4001 Protecting Rail Traffic

Rule 4009 Disabled Rail Traffic

Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines

PTA 9000-000-011 Emergency Management Manual

8. EFFECTIVE DATE

1 November 2018

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