



**Southern
Ports**

Working on or Over Rail Procedure

DOCUMENT CONTROL

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AUDIT

This Procedure shall be reviewed or revised:

- where a Risk Assessment or Audit identifies a need to review
- when legislative changes impact this Procedure
- following a significant incident involving this Procedure
- at least every three years.

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1 INTRODUCTION

1.1 Purpose

This Southern Ports Working on or Over Rail Procedure provides information and guidance on the minimum standards for undertaking work on, under, over or adjacent the rail network within the Landside Restricted Zone of the Port of Esperance.

This Procedure addresses the assessment of hazards, authorisation and preparation for work on, under, over or adjacent to the Rail Danger Zone to ensure that suitable protection is in place prior to commencing that work.

This procedure should be read as a component of the Southern Ports [Authority to Work and Permits Procedure](#).

1.2 Scope

In Scope	Out of Scope
All employees and contractors accessing the Port of Esperance Landside Restricted Zone to undertake work on, under, over or adjacent to the Rail Danger Zone are required to comply with this Procedure.	Works not inside and not adjacent the Rail Danger Zone.

Note: Should a Rail Infrastructure Manager, contractor (or port user) documented Safe System of Work exceed the requirements outlined in this Procedure, then the Rail Infrastructure Manager, contractor (or port user) system shall apply once a Risk Assessment has been undertaken and approved by their Southern Ports Representative.

1.3 Responsibilities

Responsibilities for this Procedure are shown in Table 1 below.

Table 1: Roles and responsibilities

Role	Responsibility
Permit Holder	The Permit Holder is the worker supervising work on, above or adjacent the Rail Danger Zone and is responsible for obtaining an authorised Permit prior to commencement of works.
Shift Superintendent	The Shift Superintendent is the person who is responsible for the effective supervision and control of the Southern Ports Esperance shift operations to ensure the safe and effective execution of those operations, including authorisation of a Permit to Work.
Rail Infrastructure Manager	The Rail Infrastructure Manager is the designated responsible person for management and control of systems and procedures relating to the safe railway operations in respect to rail infrastructure management.
Rail Infrastructure Manager – Train Control	A Rail Infrastructure Manager shall have effective control of the rail infrastructure whether the person is the owner, or controls or provides access to it.
Rail Protection Officer	A Rail Protection Officer is a competent person responsible to undertake the safe management of rail traffic ensuring that safe separation is maintained between workers and machinery preventing workers from being struck by rail traffic. The Rail Protection Officer ensures that all work conducted on, over or adjacent the rail danger zone is conducted under the appropriate

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Role	Responsibility
	authorised permits and planned rail protection is in place prior to commencing work. A Rail Protection Officer shall be engaged by the <i>Rail Infrastructure Manager</i> or delegate responsible for the rail network. The Rail Protection Officer must: - ensure that work in the Rail Danger Zone does not begin before the required safety protection measures are in place; - be responsible for the protection of workers from rail traffic; - ensure the tracks between the worksite and protecting locations remain clear of obstructions; - ensure that the worksite is protected against unauthorised entry or exit of rail traffic; and - brief workers about the protection and limits in place before work begins and if the protection arrangements change.

1.4 References

1.4.1 Legislation, Standards and Codes of Practice

Legislation, Standards and Codes of Practice referenced by this Procedure are shown in Table 2 below.

Table 2: Legislation, Standards and Codes of Practice

Reference	Title
ARC Infrastructure	Network Safeworking Rules and Procedures
WA	Rail Safety National Law (WA) Act 2015
WA	Rail Safety National Law (WA) Regulations 2015
WA	Rail Safety National Law (WA) (Alcohol and Drug Testing) Regulations 2015
WA	Work Health and Safety Act 2022
WA	Work Health and Safety (General) Regulations 2022

1.4.2 Southern Ports Documents

Southern Ports documents referenced in this Procedure are shown in Table 3 below.

Table 3: Southern Ports Documents

Reference	Title
D23/2427	Authority to Work Form
D18/2169	Barricading, Guarding and Signage Procedure
D19/6479	Hot Work Permit
D16/695	Isolation and Tagging Procedure
D23/6142	Authority to Work and Permits Procedure
D16/1002	Personal Protective Equipment Procedure
D16/999	Rail Corridor Permit
D19/12256	Risk Assessment Procedure

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Reference	Title
D18/11692	Risk Management Framework
D17/3943	Scaffolding Procedure
D16/900	Work at Height Permit
D16/1023	Workbox Permit

1.5 Definitions

Terms used in this Procedure are defined in Table 4 below.

Table 4: Terms and Definitions

Term	Definition
Authority to Work	An Authority to Work (sometimes known as an Authorization to Work or Permit to Work) is a document approved by an authorised and competent Southern Ports Supervisor, Manager or Superintendent to authorise any task undertaken by a Contractor within a Port's marine or land boundaries.
Blocking Facility	A facility or device used by a competent person to prevent either the unintended issue of an Occupancy Authority, or the operation of points or signalling equipment.
Derail Device	A device used to prevent fouling (blocking or compromising) of a rail track (or collision with anything present on the track, such as a person, or a train) by unauthorized movements of trains or unattended rolling stock.
Health and Safety Representative	A Health and Safety Representative is a worker who has been elected by their work group under the Work Health and Safety Act 2022 to represent them on health and safety matters.
In-field Protection	Railway track signals, rail clamp stop sign, track closed warning device or points secured to prevent rail traffic entry.
Job Hazard Analysis	A Job Hazard Analysis is a Risk Assessment required for tasks that require a Permit or non-routine tasks that do not already have a documented safe system of work. It focuses on the relationship between the worker, the task, the tools and equipment, and the environment and identifies control to reduce or eliminate the hazard. The Job Hazard Analysis must be reviewed prior to each task commencement to ensure risk controls remain adequate.
Office of the National Rail Safety Regulator	National rail safety regulator which administers a nationally consistent rail safety law, the Rail Safety National Law. The Office of the National Rail Safety Regulator administers up to the #10 Points on the Southern Ports Esperance rail network.
Permit Authoriser	A Superintendent, Electrical Supervisor, Mechanical Supervisor, or delegate.
Permit Holder	The competent person supervising work being conducted under a permit.
Protection – Rail	Device including Blocking Facilities and In-Field protection to prevent unauthorised rail traffic
Rail Protection Officer	A competent Rail Protection Officer with Category 3 Medical. Cannot act as a <i>Look Out</i> .
Rail Protection Officer and Look Out Officer	A competent Rail Protection Officer and Look Out Officer is a competent Rail Protection Officer with Category 1 Medical.
Rail Boundary Interface Point	A physical boundary, adjacent Transfer Towers CV10 & CV11, at which the entity who has effective management and control of the

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Term	Definition
	rail infrastructure is transferred from ARC Infrastructure to Southern Ports Esperance infrastructure.
Rail Corridor	The land on which a railway is built; comprising all property between property fences, or if no fences, everywhere within 15 metres from the outermost rails. Refer to the Landgate website.
Rail Danger Zone	Everywhere within three metres horizontally from the nearest rail and any distance above or below these three (3) metres.
Rail Infrastructure Manager – Private Sidings	In relation to rail infrastructure of a railway, means the person (or entity) who has effective management and control of the rail infrastructure, whether the person: - owns the rail infrastructure; or - has a statutory or contractual right to use rail infrastructure or to control, or provide, access to it; - Including Southern Ports Esperance or Cooperative Bulk Handling.
Rail Network	A system of intersecting rail routes.
Rail Transport Operator	Means: - a rail infrastructure manager, or - a rolling stock operator, or - A person (or entity) who is both a rail infrastructure manager and a rolling stock operator.
Registered Private Siding	The sidings within Esperance port in accordance with the Rail Safety Act and as registered with the Office of the National Rail Safety Regulator.
Risk Assessment	A Risk Assessment identifies hazards and the required controls to minimise risk to safety, health, environment and community. May include Safety in Design, Risk Assessment, Safe Work Method Statement, Job Hazard Analysis, Stop & Think, or a combination of the above.
Rolling Stock	Powered and unpowered railway vehicles including but not limited to locomotives, ore wagons, railroad cars, shunt tractor, road/rail vehicle (Hi-rail), and self-propelled infrastructure inspection and maintenance vehicles.
Rolling Stock Operator – (Rail User)	Means a person (including an entity) who has effective management and control of the operation or movement of rolling stock on rail infrastructure for a particular railway. For example, but not limited to, Aurizon or Pacific National Rail.
Safe Work Method Statement	A Safe Work Method Statement is required under the Work Health and Safety Act 2022 for works considered high risk construction. At Southern Ports, the terms Safe Work Method Statement and Safe Work Instruction are used interchangeably. A Safe Work Method Statement breaks jobs down into a logical sequence of steps, identifies hazards, addresses control measures to mitigate risks, and identifies who is responsible for implementing the controls. A Safe Work Method Statement assists in ensuring that all workers have a full understanding of the risks involved in the work activities, or tasks they are performing, by setting out instructions required to carry out a job.
Safe System of Work	A documented Safe System of Work is specific to the task being carried out and identifies and controls all plant, equipment and environment risks at the location they are being carried out.

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Term	Definition
	Examples include a Job Hazard Analysis, Safe Work Instruction or Safe Work Method Statement. Additionally, for all high risk and non-routine repeated tasks or wherever there is a change to the task step, plant equipment or environmental conditions, a documented task level Risk Assessment must be completed or amended. For example, the documented Safe System of Work is amended to clearly identify additional hazards.
Stakeholders	Entities or persons likely to be affected by the network rules of the Rail Infrastructure Manager including but not limited to: • Rolling Stock Operators • Other Rail Infrastructure Managers • Workers carrying out railway operations or maintenance works, and • Health and Safety Representatives.
Southern Ports Representative	The Southern Ports Representative is the Southern Ports Manager, Superintendent or Supervisor assigned and authorised to liaise with the Contractor on behalf of Southern Ports, who is the Contract Owner.
Track	The combination of rails, rail connectors, sleepers, ballast, points and crossings.
Train Control	A central control point which authorises the rail movement and activity on a designated section of a rail network. For example: ARC Infrastructure – Train Control.
Work on Track Authority	An Authority used to close a defined portion of track for a specified period, authorised by a Rail Infrastructure Manager.
Workers	Workers at Southern Ports include Employees, Contractors and consultants who are performing work (but not Visitors).
Workplace	An area, ship, vehicle, building, or other structure, where employees work or are likely to occupy in the course of their work.

2 WORKING ON OR OVER RAIL

2.1 General

A Job Hazard Analysis and a Southern Ports Documents are the risk assessment tools to be used to identify the hazards, assess the risks and identify the required protection controls for work on, under, above or adjacent to the Southern Ports Esperance Rail Danger Zone.

The Rail Danger Zone is everywhere within three (3) metres horizontally from the nearest rail and any distance above or below these three (3) metres.

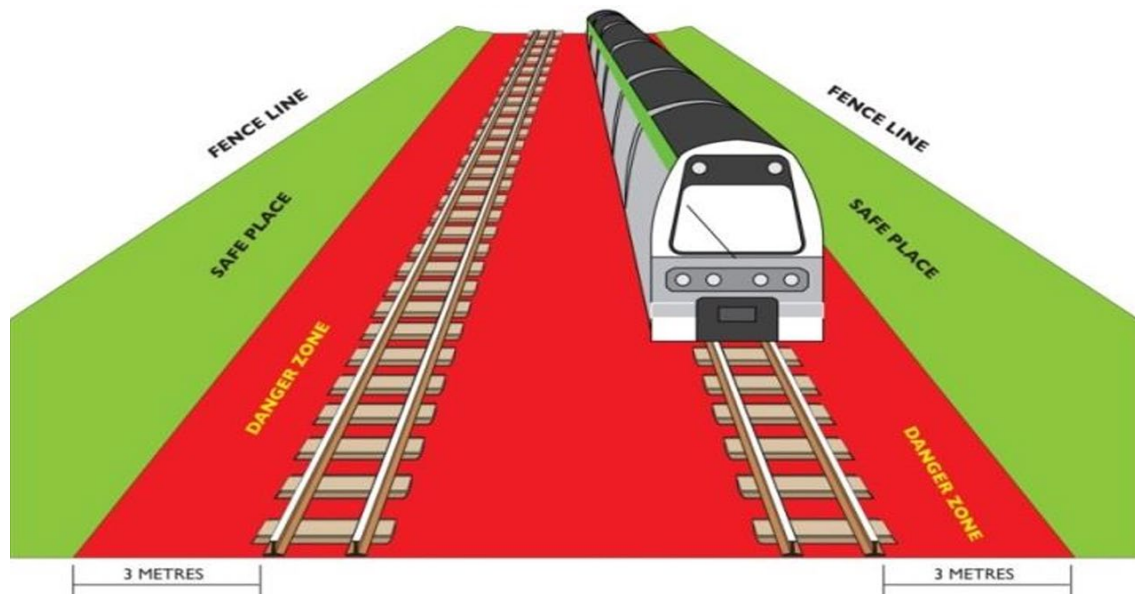


Figure 1: Rail Danger Zone

A [Rail Corridor Permit](#) and an associated Rail Isolation Method authorised by a Superintendent, Mechanical Supervisor Electrical Supervisor, or delegate shall be obtained by the Permit Holder (the person who is supervising the works) prior to any work being undertaken on, under, above or adjacent to the Southern Ports Esperance Rail Danger Zone. The need to appoint a Rail Protection Officer or Protection Officer and Lookout Officer will be risk based.

The Rail Infrastructure Manager or delegate is responsible for engaging the services of a competent Rail Protection Officer or Protection Officer and Lookout Officer.

The Permit Holder is responsible for ensuring the [Rail Corridor Permit](#) is communicated to the relevant stakeholders, including but not limited to the Southern Ports Esperance Rail Infrastructure Manager, Shift Superintendent, Rail Infrastructure Manager – Train Control (ARC) and the Rail User prior to the work being undertaken.

In addition, for work conducted on the ARC Infrastructure Rail Network within the Southern Ports Esperance Landing Restricted Zone a competent Rail Protection Officer or Protection Officer and Lookout Officer shall be appointed by the ARC Rail Infrastructure Manager.

The Protection Officer (Permit Holder) or Protection Officer and Lookout Officer shall ensure that an authorised [Southern Ports Authority to Work](#), [Rail Corridor Permit](#) Special Train Notice, ARC Work on Track Authorisation Receipt, and ARC Prestart Brief A are developed and communicated to the appropriate stakeholders prior to the work commencing.

ARC Train Control may be contacted on (08) 9274 9757 or UHF Channel 104 for guidance regarding all Work on Track Authorisations.

2.2 Obtaining a Rail Corridor Permit

2.2.1 Applying for a Rail Corridor Permit

The supervisor (*Permit Holder*) of work that requires to have vehicles, machinery or personnel work on, over or adjacent to the Rail Danger Zone in the Southern Ports Esperance Landing Restricted Zone, must make application to the Rail Infrastructure Manager or delegate for permission to obstruct the safe passage of rolling stock.

The application shall be made using the [Southern Ports Authority to Work](#) and [Rail Corridor Permit](#) forms.

When applying for a [Rail Corridor Permit](#), the worker must indicate:

- which tracks or section of tracks will be obstructed;
- the day, date and time span required to complete the activity;
- whether normal or limited rail vehicle movement is possible on the tracks nominated;
- whether lock-out protection is to be applied;
- location where Infield Protection will be located; and
- contact details of person carrying out or controlling the work.

2.2.2 Issuing a Rail Corridor Permit

The Rail Infrastructure Manager or delegate will ascertain the movement of rail vehicles that are expected for the duration of the proposed work by consulting with the Rail Infrastructure Manager – Train Control and Rail Users.

If the work will not unduly delay rail movements or is to have precedence over rail movements, the *Rail Infrastructure Manager* or delegate shall authorise the [Rail Corridor Permit](#) and communicate the [Rail Corridor Permit](#) to the relevant stakeholders.

2.3 Receiving a Rail Corridor Permit

2.3.1 Rail Infrastructure Manager – Train Control (ARC)

Should the [Rail Corridor Permit](#) apply to the section of the Rail Network between the Southern Ports Esperance Rail Gate and the #10 Points, then the Rail Infrastructure Manager – Train Control will only authorise the passage of trains from the Rail Yard to the Southern Ports Rail Network in accordance with the restrictions detailed on the [Rail Corridor Permit](#).

In the event that limited rail movements will be possible on the nominated tracks, Train Control will provide the crew of a rail movement with a copy of the [Rail Corridor Permit](#) before the rail movement departs the Esperance Rail Yard and instruct them to contact the person supervising the obstructing activity.

2.3.2 Permit Holder Obstruct Tracks

The Permit Holder is to protect the work site as detailed on the [Rail Corridor Permit](#) and confine the activity to the area specified on the associated [Rail Corridor Permit](#).

Should it be necessary to exceed the limits of the nominated area or duration of the work, the Permit Holder must advise the Rail Infrastructure Manager or delegate who will coordinate with the Rail Infrastructure Manager – Train Control to amend and authorise the [Rail Corridor Permit](#) accordingly.

2.4 Cancelling a Rail Corridor Permit

When the obstruction to tracks is removed, the *Permit Holder* for that work must hand the completed [Rail Corridor Permit](#) to the Rail Infrastructure Manager or delegate, who will contact *Rail Infrastructure Manager – Train Control* and cancels the [Rail Corridor Permit](#).

2.5 Rail Corridor Permit Exemption

Work may be conducted adjacent to the Southern Ports Esperance Rail Danger Zone without a [Rail Corridor Permit](#) under specific circumstances. These circumstances being work not pertaining to rail, including work within Take-up Towers TT03, TT07, TT10 and CV11CW and normal Rotary Car Dumper operations.

In these circumstances, the following protection shall be applied:

- The supervisor of the work consults with the Southern Ports Shift Superintendent and a Rail Safety Officer prior to commencing the work to determine the appropriate protection.
- Employees, machinery and material do not enter within 1.5 m of the nearest rail without a solid barrier in place.
- A solid barrier (900 mm high hard barricade) of sufficient length to fully encapsulate the worksite is erected 1.5 m adjacent to the outside rail gauge to prevent contact with the largest rail vehicle operating on the rail.
- The method of protection is recorded in Job Hazard Analysis for the works which is authorised by a Superintendent, Mechanical Supervisor, Electrical Supervisor, or delegate.
- The authorised Job Hazard Analysis and protection controls are communicated to all employees undertaking the works and the Rolling Stock Operator (Rail User) prior to commencing the work.

2.6 Protecting a Worksite

Two options are available for the protection of the worksite on, over or adjacent the Rail Danger Zone: Blocking facilities and In-field Protection.

2.6.1 Blocking Facilities

The Permit Holder must apply Blocking Facilities including Train Control permission and receipt, where available, to prevent Unauthorised Rail Traffic from entering the work area within the Rail Danger Zone.

In addition to Blocking Facilities the work area must be protected using In-field Protection if:

- the track will be broken,
- the track geometry will be altered,
- heavy plant will be used, or
- there is associated rail traffic.

2.6.2 In-field Protection

In-Field Protection can be one or the following:

- Railway track signs and rail clamp stop sign,
- Railway track signs and stop sign,
- Track closure warning device, or
- Points Secured (Lock-out) or de-railers to prevent rail traffic entry.

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Railway track signs restrict rail movements from the section of tracks that are obstructed thus enabling limited rail movements to be carried out. While lock-out protection excludes rail movements from the section of tracks that are obstructed thus preventing rail movements.

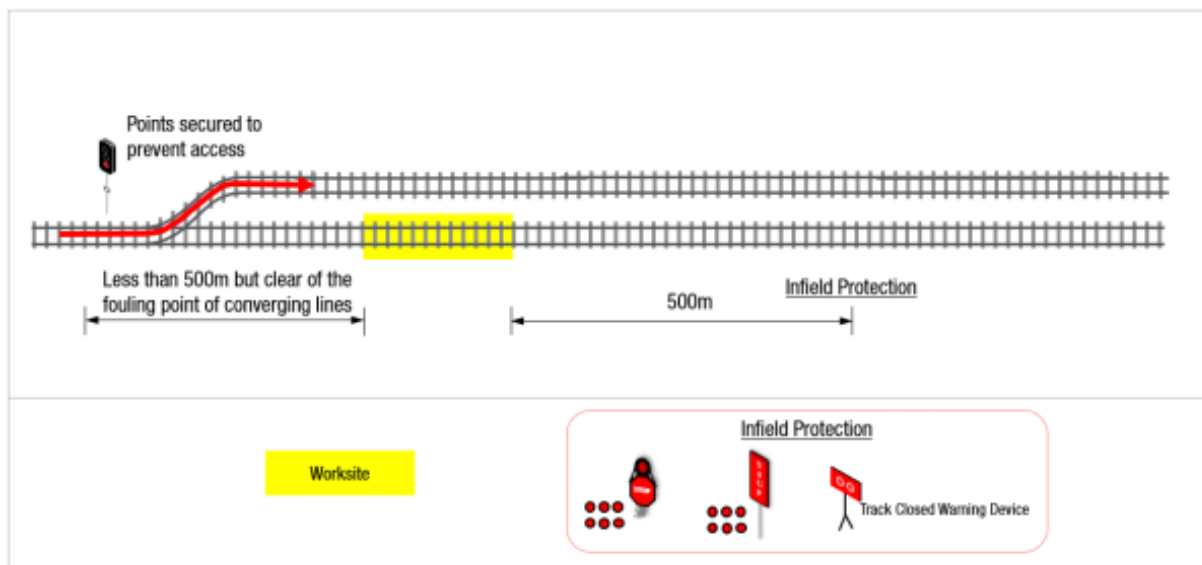


Figure 2: An example of Points Secured (Locked Out) and Rail Protection signs to protect a worksite

2.7 Lock-out Protection

To initiate Lock-out Protection, the Permit Holder shall liaise with Rail Infrastructure Manager – Train Control to have the appropriate points set away from where it is proposed to obstruct the tracks.

Once the points have been set, they are to be secured with a Southern Ports Esperance isolation padlock in the locking pin.

The key to isolation padlocks is to be retained by the Permit Holder.

When the obstruction has been removed, and before the [Rail Corridor Permit](#) is cancelled, the [Rail Corridor Permit](#) holder will remove the padlocks.

2.7.1 How to Effect Lock-out Protection

To achieve Lock-out Protection on the various tracks in the Southern Ports Esperance Rail Infrastructure Network, the points are to be secured as follows:

Table 5: Lock-out Protection

Siding	Work Area	Points	Setting
Total Port Siding *	Southern Ports Esperance rail siding	1	Normal
		2	Reversed
Total Port & Cooperative Bulk Handling *	Southern Ports Esperance and Cooperative Bulk Handling rail sidings	1	Reversed
		3	Reversed
		N/R	Scotch Block
Iron Ore Road	Rotary Car Dumper	I/O derailer in front of RCD	On and Isolated
		10	Reversed
	Ingo Main	1	Reversed

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Siding	Work Area	Points	Setting
		7b	Normal
		10	Reversed
	Run Around Road - Total	3	Reversed
		6	Normal
		8	Normal
		10	Normal
	Run Around Road - form 8 points heading west	3	Reversed
		6	Normal
		8	Normal
Nickel Road		3	Normal
		5	Normal
		8	Reversed
Total Cooperative Bulk Handling Siding	2 points and dead end	2	Normal
Breakwater *		I/O electric derailer in front of RCD	On and Isolated
		10	Normal
* If there is any carryover rolling stock on the Southern Ports rail network, it should be shunted to the end of the breakwater and a 'bolt on' derailer shall be placed in front of the rolling stock.			

APPENDIX A: RAIL DIAGRAM

Southern Ports – Esperance
Rail Diagram

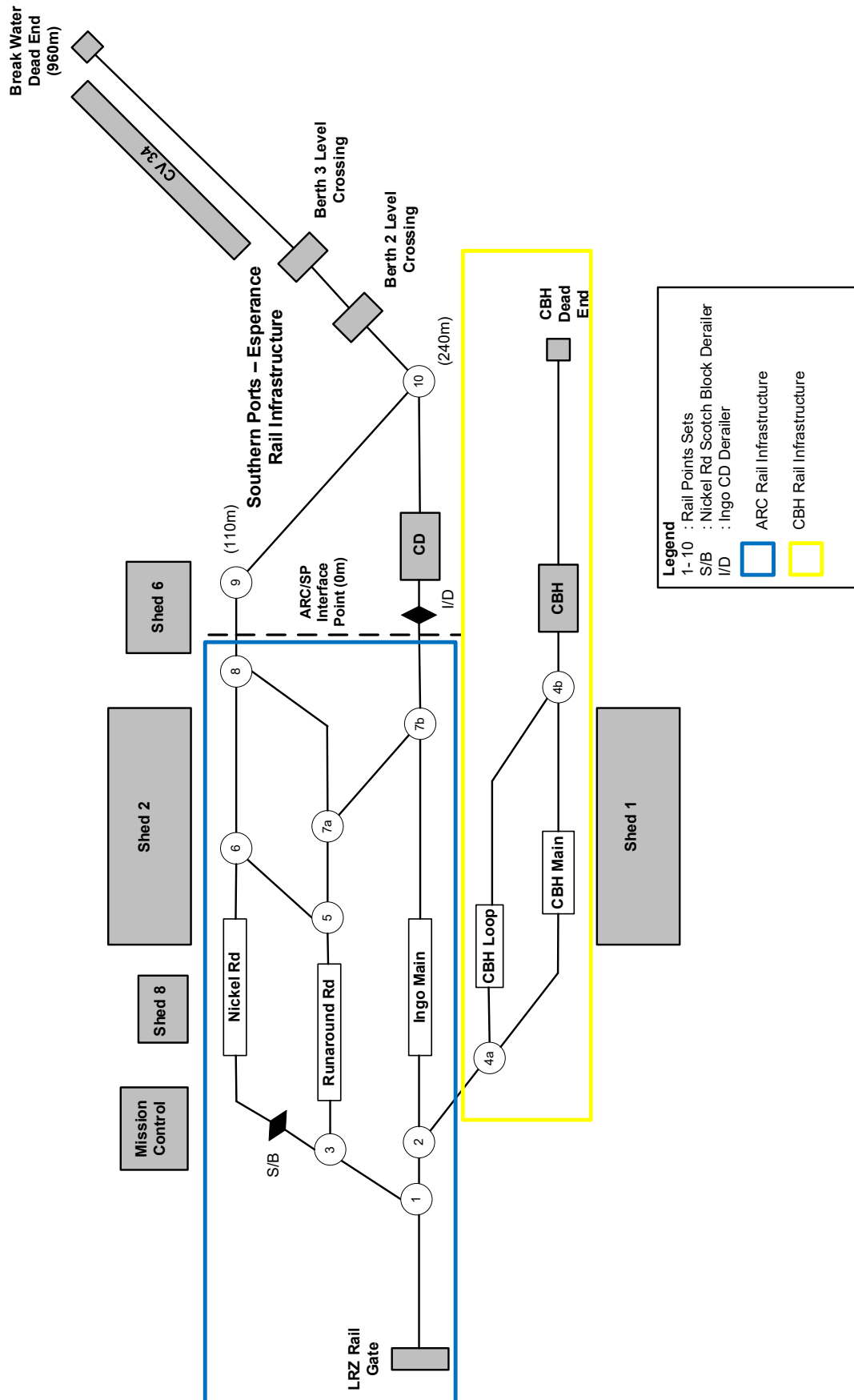


Figure 3: Rail Diagram – Southern Ports Esperance