



**SOUTHERN PORTS**

ALBANY BUNBURY ESPERANCE

# **WORKING ON OR OVER RAIL PROCEDURE**

## DOCUMENT CONTROL

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### Important Summary Points

- A Job Hazard Analysis (JHA) and a Rail Corridor Permit are the risk assessment tools to be used to identify the hazards, assess the risks and identify the required protection controls for a work on, under, above or adjacent to the SP-Esp. Rail Danger Zone.
- The Rail Danger Zone is everywhere within three (3) metres horizontally from the nearest rail and any distance above or below this three (3) metres.
- A Rail Corridor Permit and an associated Rail Isolation Method authorised by a Superintendent, Mechanical or 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 SP-Esp. Rail Danger Zone.
- The need to appoint a Rail Protection Officer or Protection Officer and Lookout Officer (POLO) will be risk based. The Rail Infrastructure Manager or delegate is responsible for engaging the services of a competent Rail Protection Officer or POLO.

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## 1. PURPOSE

The purpose of this procedure is to provide information and guidance on the minimum standards for undertaking work on, under, over or adjacent the rail network within the Southern Ports – Esperance (SP-Esp.) Landside Restricted Zone (LRZ). 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 SP-Esp. Permit to Work procedure

## 2. SCOPE

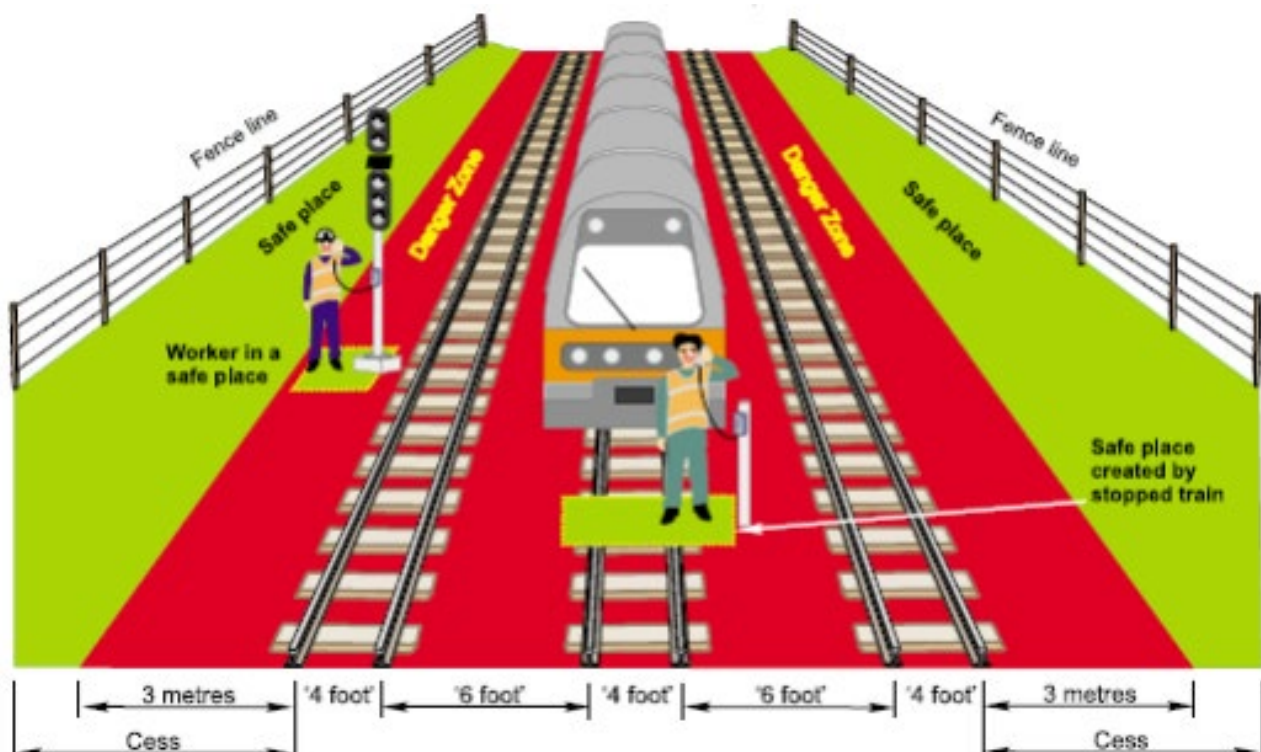
All personnel accessing the SP-Esp. LRZ rail network to undertake work on, under, over or adjacent to the Rail Danger Zone are required to comply with this procedure.

Should a Rail Infrastructure Manager, Contractor's or Port User's standard exceed the requirements outlined in this procedure, then the Rail Infrastructure Manager, Contractor's or Port User's standards shall apply once a Risk Assessment (RA) has been undertaken and approved.

## 3. PROCEDURE

A Job Hazard Analysis (JHA) and a Rail Corridor Permit 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 SP-Esp. Rail Danger Zone.

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



**Figure 1: Rail Danger Zone**

A Rail Corridor Permit and an associated Rail Isolation Method authorised by a Superintendent, Mechanical or 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 SP-Esp. Rail Danger Zone. The need to appoint a Rail Protection Officer or

Protection Officer and Lookout Officer (POLO) will be risk based. The Rail Infrastructure Manager or delegate is responsible for engaging the services of a competent Rail Protection Officer or POLO.

The Permit Holder is responsible for ensuring the Rail Corridor Permit is communicated to the relevant stakeholders, including but not limited to the SP-Esp. 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 SP-Esp. LRZ a competent Rail Protection Office or POLO shall be appointed by the ARC Rail Infrastructure Manager. The Protection Officer (Permit Holder) or POLO shall ensure that an authorised SP-Esp. Permit to Work, Rail Corridor Permit that a Special Train Notice, ARC Work on Track – Receipt (WoTA), 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 9274 9757 or UHF CH 104 for guidance regarding all WoTA.

### 3.1. Rail Protection Officer

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. A Rail Protection Officer shall be engaged by the Rail Infrastructure Manager 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.

### 3.2. Obtaining a Rail Corridor Permit

#### 3.2.1. 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 SP-Esp. LRZ, 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 a Permit to Work and Rail Corridor Permit (RCP).

When applying for a Rail Corridor Permit, the person 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 track/s 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.

## 3.2.2. 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 RCP to the relevant stakeholders.

## 3.3. Receiving a Rail Corridor Permit

### 3.3.1. Rail Infrastructure Manager – Train Control (ARC)

Should the RCP apply to the section of the Rail Network between the SP-Esp. Rail Gate and the #10 Points then the Rail Infrastructure Manager - Train Control will only authorise the passage of trains from the Esperance Rail Yard to the SP-Esp. Rail Network in accordance with the restrictions detailed on the RCP. 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 RCP before the rail movement departs the Esperance Rail Yard and instruct them to contact the person supervising the obstructing activity.

### 3.3.2. 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 RCP.

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 RCP accordingly.

## 3.4. Cancelling a Rail Corridor Permit

When the obstruction to tracks is removed, the Permit Holder for that work must hand the completed RCP to the Rail Infrastructure Manager or delegate, who will contact Rail Infrastructure Manager – Train Control and cancels the RCP.

## 3.5. Rail Corridor Permit Exemption

Work may be conducted adjacent to the SP-Esp. Rail Danger Zone without a Rail Corridor Permit under specific circumstances. These circumstances being work not pertaining to rail including but not limited to; 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 SP-Esp. 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 meters of the nearest rail without a solid barrier in place;
- a solid barrier (900mm high hard barricade) of sufficient length to fully encapsulate the worksite is erected 1.5m 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 JHA for the works which is authorised by a Superintendent, Mechanical or Electrical Supervisor, or delegate; and
- the authorised JHA and protection controls are communicated to all employees undertaking the works and the Rolling Stock Operator (Rail User) prior to commencing the work.

## 3.6. Protecting a Worksite

Two options are available for the protection of the worksite on, over or adjacent the Rail Danger Zone, and they are:

- 1) Blocking facilities, and
- 2) In-field Protection.

**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.

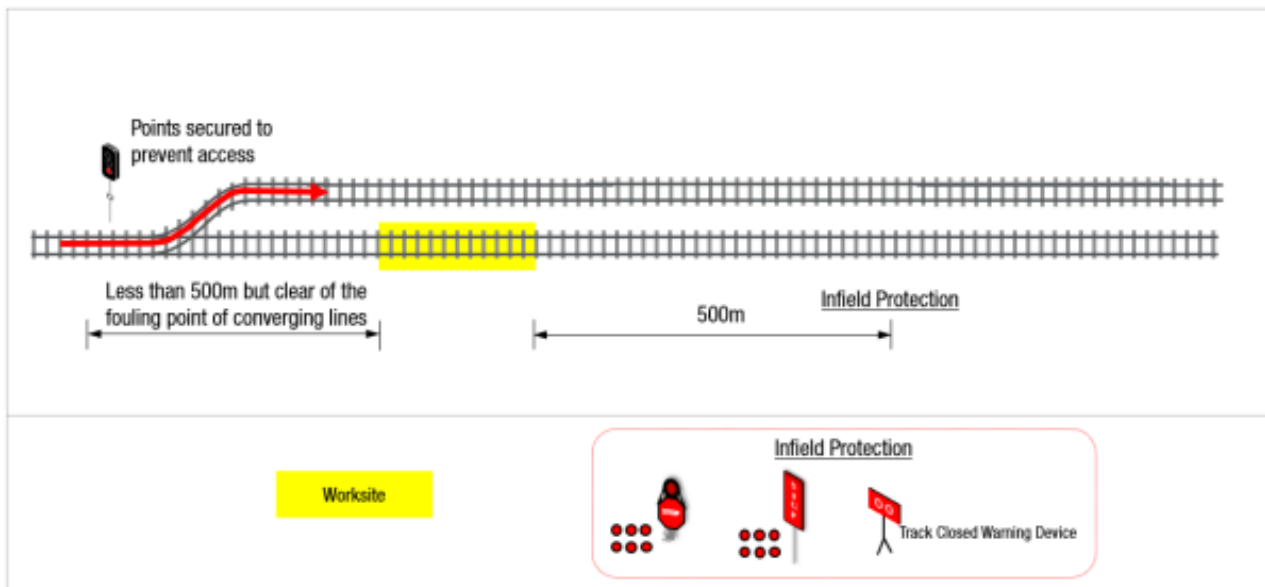
In addition to Blocking Facilities the work area must be protected using In-field Protection if:

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

**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.

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.**

### 3.6.1. 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



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tracks. Once the points have been set, they are to be secured with an SP- Esp. isolation padlock in the locking pin. The key to the SP-Esp. isolation padlock/s is to be retained by the Permit Holder.

When the obstruction has been removed and before the RCP is cancelled, the RCP holder will remove the padlocks.

### 3.6.2.How to Effect Lock-out Protection

To achieve Lock-out Protection on the various tracks in the SP-Esp. Rail Infrastructure Network, the points are to be secured as follows:

Siding	Work Area	Points	Setting
Total Port Siding *	SP-Esp. rail siding	1	Normal
		2	Reversed
Total Port & CBH *	SP-Esp. and CBH 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
		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 CBH Siding	2 points and dead end	2	Normal
Breakwater *		I/O electric derailer in front of RCD	On and Isolated
		10	Normal

\* **Note.** If there is any carryover rolling stock on the SP-Esp. 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.



## 4. DEFINITIONS

Term	Definition
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.
In-field Protection	Railway track signals, rail clamp stop sign, track closed warning device or points secured to prevent rail traffic entry.
Protection Officer (PO)	A competent Rail Protection Officer (PO) with Cat 3 Medical. Cannot act as a Look Out (LO).
POLO	A competent Rail Protection Officer and Lookout. A competent Rail Protection Officer with Cat 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 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 15m from the outermost rails. Refer to the Landgate website.
Rail Danger Zone	Everywhere within three (3) metres horizontally from the nearest rail and any distance above or below this three (3) metres.
Rail Network	A system of intersecting rail routes.
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 – <ul style="list-style-type: none"> <li>owns the rail infrastructure: or</li> <li>has a statutory or contractual right to use rail infrastructure or to control, or provide, access to it.</li> </ul> Including but not limited to SP-Esp or CBH.
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.
Rail Transport Operator	Means: <ul style="list-style-type: none"> <li>a rail infrastructure manager, or</li> <li>a rolling stock operator, or</li> </ul> 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.
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.
Office of the National Rail Safety Regulator (ONRSR)	National rail safety regulator which administers a nationally consistent rail safety law, the Rail Safety National Law. The ONRSR administers up to the #10 Points on the SP-Esp. rail network.

Term	Definition
Personnel	Southern Ports personnel, Contractors, Rail Transport Operator Personnel, Port Users and Visitors
Permit Holder	The competent person supervising work being conducted under a permit.
Permit Authoriser	A Superintendent, Electrical Supervisor or Mechanical Supervisor, or delegate.
Protection - Rail	Device including Blocking Facilities and In-Field protection to prevent unauthorised rail traffic
Stakeholders	Entities or persons likely to be affected by the network rules of the Rail Infrastructure Manager including but not limited to: <ul style="list-style-type: none"> <li>• rolling stock operators,</li> <li>• other rail infrastructure managers,</li> <li>• persons carrying out railway operations or maintenance works, and</li> <li>• health and safety representatives.</li> </ul>
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 (WoTA)	An Authority used to close a defined portion of track for a specified period, authorised by a Rail Infrastructure Manager.

### 5. RESPONSIBILITIES

Term	Definition
Permit Holder	Person 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 person who is responsible for the effective supervision and control of the SP-Esp. shift operations to ensure the safe and effective execution of those operations, including but not limited to authorisation of Permit to Work.
Rail Infrastructure Manager	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 (RIM) shall have effective control of the rail infrastructure whether the person is the owner, or controls or provides access to it.
Protection Officer	A competent person responsible for controlling rail traffic into your work site ensuring that all staff are kept safe. Ensure all work conducted on, over or adjacent the rail danger zone is conducted under the appropriate authorised permits and planned rail protection is in place prior to commencing work.

### 6. RELATED LEGISLATION AND DOCUMENTS

The applying legislation and documents include, but are not limited to the following:

- Occupational Safety and Health Act 1984 (WA)
- Occupational Safety and Health Regulations 1996 (WA)
- Mines Safety and Inspection Act 1994 (WA)

- Mines Safety and Inspection Regulations 1995 (WA)
- Rail Safety National Law Act 2015 (WA)
- Rail Safety National Law Regulations 2015 (WA)
- ARC Infrastructure, Network Safe Working Rules 2020 (WA)

### Internal Documents

- Permit to Work Procedure – Esperance (D16/10)
- Permit to Work – Esperance (D16/990)
- Rail Corridor Permit – Esperance (D16/999)
- Hot Work Permit – Esperance (D16/982)

## 7. APPENDIX

Appendix A – Southern Ports – Esperance Rail Diagram

## Appendix A – Southern Ports Esperance Rail Diagram

