



Network Rules > Work on Track

# WT01 Planning Work in the Rail Network

## WT01 - 1.0 Purpose

To prescribe the rules for planning work within the rail network and assessing work for safety.

## WT01 - 2.0 General

### ***Track Protection Officer***

You must make sure:

- work planned for the rail network is assessed for safety and potential to intrude into the danger zone, and
- work in the danger zone is carried out using a Work on Track Authority or Method unless a safe place exists or can be created.

### ***All Concerned***

Any work that affects track circuits, level crossings, signals or other track safety equipment must be performed in accordance with the relevant Network Rules.



If used, Site Wardens must not cease site warden duties until relieved by another site warden or when told to do so by the Track Protection Officer.



Network Rules > Work on Track

## WT01 - 3.0 Track Protection Officer Responsibilities

### ***Track Protection Officer***

You must:

- undertake a safety assessment for the worksite and plan the protection requirements
- be present at the worksite before, during and at the completion of track work and be responsible for worksite protection arrangements
- be the only person to brief the workers about worksite protection:
  - before the work commences, and
  - if protection requirements change, and
  - before additional workers join the workgroup.
- make sure the rail safety component of the work is your priority and implemented and performed safely
- keep records about the track protection methods
- communicate with the Rail Controller about the work.

For a Local Possession Authority, the Possession Officer will assume the responsibility of coordinating all worksite and possession protection.

In a work group of three or more people the Track Protection Officer must be identified by the wearing of a blue armband with TPO in white letters, worn on the upper left arm.

## WT01 - 4.0 Planning for Safety

### ***All Concerned***

You must make sure that all work in the danger zone is carried out in accordance with the selected Work on Track Authority or Method.

### ***Track Protection Officer***

To implement a *[WP4 – Worksite Protection Permit]*, Form you must undertake a safety assessment of the requirements for:

- the worksite, and
- the track protection, including the consideration of adjacent tracks.



## Network Rules > Work on Track

You must identify the Work on Track Authority or Method to be applied based on the:

- results of the safety assessment, and
- location of the worksite, and
- work activity being undertaken.

You must reassess the *[WP4 – Worksite Protection Permit]* Form if conditions such as visibility, the work location or the type of work being performed changes.

You must not reduce the level of safety:

- to allow rail traffic movements, or
- the availability of Competent Workers.

You must make sure that all workers wear the approved high visibility clothing and personal protective equipment correctly.

### WT01 - 5.0 Working in Yards

#### ***Track Protection Officer***

You must arrange to protect a worksite:

- using a Work on Track Authority, or
- a Work on Track Method.

### WT01 - 6.0 Level Crossing

#### ***Track Protection Officer***

When work will intrude or has the potential to intrude on or affect the operation of a level crossing, you must arrange to make sure the safety of:

- workers
- road traffic and pedestrians
- rail traffic.



Network Rules > Work on Track

## WT01 - 7.0 Work in the Danger Zone

### ***All Concerned***

You must only carry out work in the danger zone using one of the following Work on Track Authorities:

- Local Possession Authority, or
- Track Occupancy Authority, or
- Track Work Authority.

Or using one of the following Work on Track Methods:

- Standing Train Protection, or
- Lookout Protection.

You must advertise a Local Possession Authority, Track Occupancy Authority and Track Work Authority unless deemed an emergency.

### ***Track Protection Officer***

You must not allow work to start in the danger zone until track protection is in place.

You must stop all work and make sure workers are in a safe place if the track protection is not maintained.

### ***All Concerned***

You must make sure that communications between Rail Controllers, Possession Officers and Track Protection Officers are maintained.

## WT01 - 8.0 Identifying the Worksite Location

### ***Track Protection Officer***

You must inform the Rail Controller of the proposed worksite location as detailed in the *[WP4 – Worksite Protection Permit]* Form in accordance with the procedure *[NP09 - Identification and Verification of Location]*.



## Network Rules > Work on Track

### ***Rail Controller***

You must repeat the worksite information to the Track Protection Officer and verify the proposed worksite location in accordance with the procedure *[NP09 - Identification and Verification of Location]*.

When you doubt the location of a Track Protection Officer, you must not allow work to commence until the location can be confirmed.

## WT01 - 9.0 Before Work Starts

### ***Track Protection Officer***

Before any work commences, you must conduct a *[Prestart Safety Briefing]* with all workers to:

- determine and assess the hazards and risks at the location.
- communicate the details of the required track protection.

## WT01 - 9.1 Track Circuit Devices

You must visually inspect all track shorting devices before use.

If any defects are identified, you must:

- immediately withdraw them from service, and
- attach an out of service tag

## WT01 - 9.2 Worksite Protection Permit

### ***All Concerned***

Before any work commences in the danger zone, you must complete a *[WP4 – Worksite Protection Permit]* Form.

Site Wardens are to be designated on the *[WP4 – Worksite Protection Permit]* Form and briefed before work commencing.



Network Rules > Work on Track

## WT01 - 9.3 Entering, Leaving and Returning to the Worksite

### ***All Concerned***

If you have not received a prestart safety briefing, you must not enter the worksite to start work in the danger zone.

You must inform the Track Protection Officer and sign the *[WP4 – Worksite Protection Permit]* Form:

- upon receiving a worksite briefing, before resuming work within the danger zone, and
- before leaving the worksite.

## WT01 - 10.0 Restricted Locations

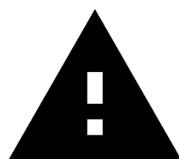
### ***Track Protection Officer***

When a safe place and/or sufficient sighting distance are not available before entering:

- a bridge
- a tunnel or
- a cutting,

you must implement protection to prevent any rail traffic from entering the bridge, tunnel or cutting.

You must make sure that workers on a bridge stop work and move to a safe place when warned of approaching rail traffic on the adjacent track.



A safe place must not be designated on a bridge unless it is on a recess on the bridge and there is a clear evacuation path off the bridge.





## WT01 - 11.0 Adjacent Track Protection

### **Track Protection Officer**

You must apply adjacent track protection in accordance with the procedure *[NP10 - Protecting Work from Rail Traffic on Adjacent Track]* if the *[WP4 – Worksite Protection Permit]* Form identifies that workers, plant or equipment may encroach into the danger zone of any adjacent track.



If the conditions as identified in the assessment cannot be met, all work must stop, and workers move to a safe place until the rail traffic on the adjacent track has fully passed the worksite.

### **Site Warden**

A Site Warden can provide protection for workers to remain working on the field side of the rail closest to the live adjacent track, providing:

- a Work on Track Authority is in place on the line being worked on; and
- there is no risk of falling into or fouling the danger zone of the live adjacent track; and
- Track Protection Officer alerts workers of the train approaching; and
- There are designated Site Wardens in the workgroup. A Site Warden may perform work when there is no approaching rail traffic. Once the Track Protection Officer calls “train on”, the Site Warden must stop work and notify the workgroup of the approaching rail vehicle; and
- when there is an approaching rail vehicle, Site Warden(s) are to ensure that workers are aware of approaching rail vehicle and remain in a safe place at all times; and
- For large workgroups (or if spread over a large area), multiple wardens will be required. There shall be one designated Site Warden per 5 workers and a Site Warden shall not cover more than a 50m area; and



## Network Rules > Work on Track

- Once the Site Warden has assured themselves that all workers in their area have been advised, they shall advise the Track Protection Officer and the Track Protection Officer shall signal to the rail vehicle driver / operator that the workers are aware of the rail vehicle.
- If confirmation is not received by the Track Protection Officer from the Site Warden/s that all workers are aware of the approaching rail vehicle, the Track Protection Officer shall advise all workers to cease work and move to / remain in a safe place.
- If these conditions cannot be met, all work shall cease and workers shall move to a safe place until the rail vehicle on the adjacent track has fully passed the worksite.
- A Track Protection Officer can be a Site Warden if the workgroup has 5 workers (excluding Track Protection Officer) and the work area does not cover more than 50 metres. Once the Track Protection Officer has received acknowledgement and assured themselves that all workers are aware of the approaching rail vehicle, the Track Protection Officer may undertake Site Warden duties. If there is more than 1 adjacent track, a Lookout cannot be a Site Warden.
- Site Wardens are to be designated on the WP4 form and briefed prior to work commencing.
- Site Wardens shall not cease site warden duties until relieved by another site warden or when told to do so by the Track Protection Officer.

### WT01 - 11.1 **Passing Rail Traffic**

#### ***Track Protection Officer***

Before allowing rail traffic to pass on the adjacent track, you must:

- suspend any work that may encroach into the danger zone of the adjacent track, and
- where necessary, move all workers and equipment to a safe place.

You must not recommence work until the rail traffic has passed and adjacent track protection is reinstated.

You may arrange for the speed of the rail traffic on the adjacent track to be restricted.





## Network Rules > Work on Track

### ***Rail Controller***

You must not remove adjacent track protection to allow rail traffic to pass the worksite until you have confirmed with the Track Protection Officer:

- work is suspended, and
- workers and equipment are in a safe place.

You must reinstate adjacent track protection when requested by the Track Protection Officer, and the rail traffic has passed the worksite.

## WT01 - 11.2 Piloting

### ***Possession Officer***

If a pilot is used to direct the Rail Traffic Crew, the Possession Officer, Track Protection Officer, or Delegate must act as the Pilot in accordance with the procedure *[NP11 - Piloting Rail Traffic]*.

## WT01 - 12.0 Communication Failure at Worksite

### ***Track Protection Officer***

If the safety of the work is compromised by the loss of communications with the Rail Controller, you must stop work.

You must make sure all workers and equipment are moved and remain in a safe place when communication with the Rail Controller has failed. Track shorting cables must remain in place until all workers have been cleared to a Safe Place.

You must contact the Rail Controller by any means before recommencing the work.



Network Rules >  Work on Track

## WT01 - 13.0 Non-Signalled Construction Track

### ***Track Protection Officer***

When a track is being constructed, the following protection must be provided:

- a set of points from the RCS signalled track to the construction track, set away from the construction track with a locking arrangement, and
- a lockable derailer which can be placed across the construction track is to be installed clear of the RCS signalled track.

The derailer must be always left in the active position (on track) whether or not there are rail vehicles on the construction track.

An *[RCS1]* Form or a *[RAO1]* Form must be issued for rail traffic to enter RCS territory from a non-signalled construction track.

Moving in and out of construction tracks must be undertaken in accordance with the procedure *[NP23 – Working of Non-Signal Construction Tracks]*.

## WT01 - 14.0 Related Documents

Procedure *[NP09 – Using Identification and Verification of Location]*

Procedure *[NP10 – Protecting Work from Rail Traffic on Adjacent Track]*

Procedure *[NP23 – Working of Non-Signal Construction Tracks]*

Form *[WP4 – Worksite Protection Permit]*

Manual *[Rail Traffic Operations]*

## WT01 - 15.0 Effective Date

10 November 2022