



AUSTRALIAN RAIL TRACK CORPORATION

Interstate Network – NSW South

WE20 Configuration 14 and 36-Hour Possession November 2023

Config 14 - Enfield West to Berrima

36 Hour Possession – Berrima to Cootamundra

ARTC

CONTENTS

- ARTC, Who are we
- Possession Contacts
- Incident Management
- ARTC Network Rules & Procedures
- IBA Process
- Protection Danger Tags
- PPE Requirements
- HSE Alert
- Drug & Alcohol
- Fatigue Management
- Environmental Management
- Possession Reporting



ARTC FIVE FAST FACTS: WHO WE ARE



ARTC is one of the largest freight rail network owners in Australia - we look after 8,500km of track spanning five states.



We've invested more than \$7 billion over the past 15 years developing a reliable and efficient network across Australia.



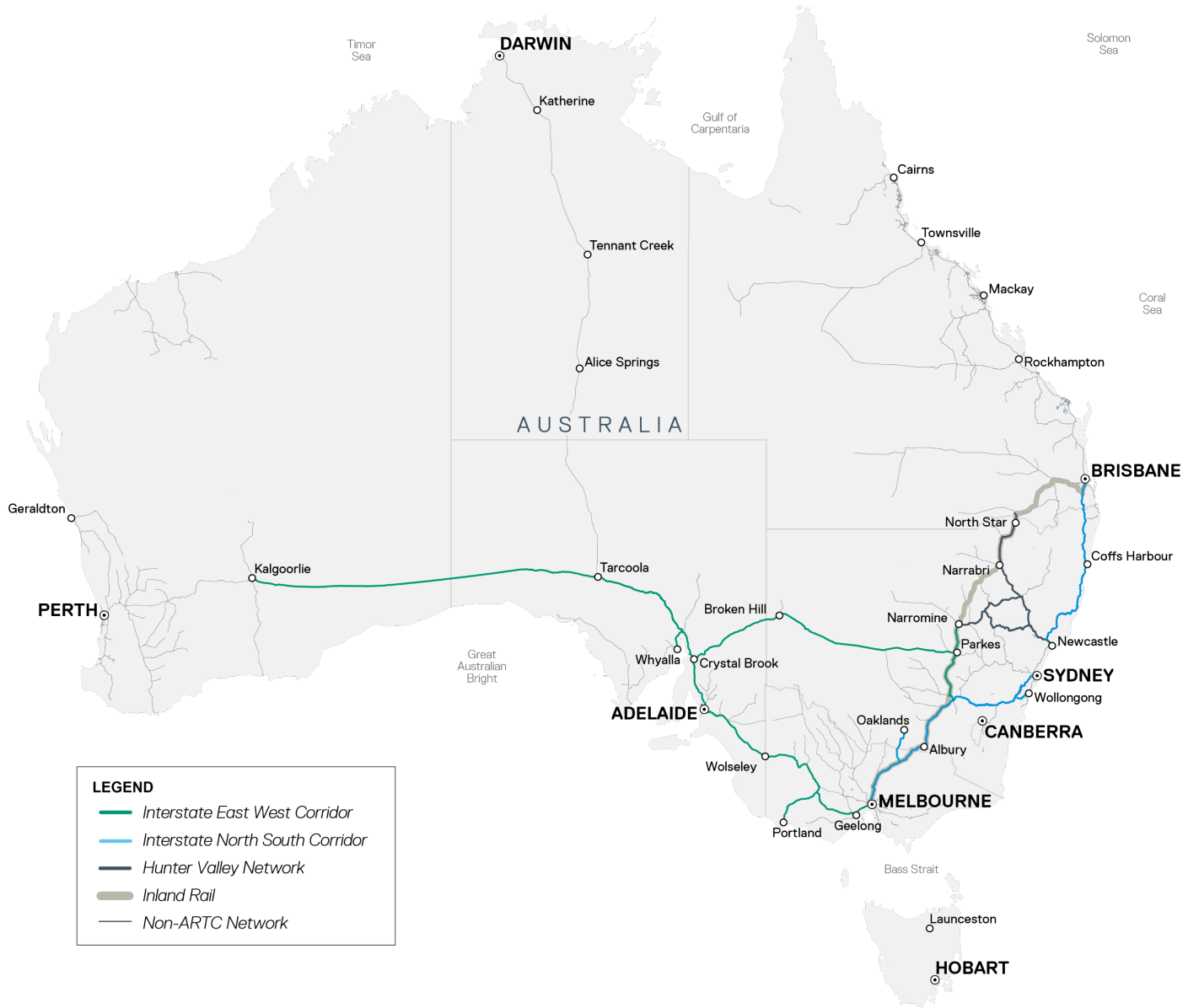
We employ more than 1,800 people across 39 sites nationally, all working towards our common goal - to keep Australia moving.



Our people manage the safe transit of around 450 trains per day and transport more than \$14 billion worth of goods every year.



By moving goods, we link businesses, farmers and producers to domestic and export markets to help underpin our economy.



POSSESSION CONTACTS



Possession Contact Details

<u>Position</u>	<u>Name</u>	<u>Phone number</u>
Possession Coordinator Day	Peter Lee	02 8259 0510
Possession Coordinator Night	Deane Thrower	
PPO Config 14 (Enfield West to Berrima)	Various	02 8259 0506
PPO 36 Hour Possession (Berrima to Cootamundra)	Various	02 8259 0507
PPO Email	possessionlogistics@artc.com.au	

ADDITIONAL POSSESSION CONTACTS



Additional Contact Details

<u>Position</u>	<u>Name</u>	<u>Phone number</u>
Safety Advisor	Daniel Boyce	0483 212 067
Safety Advisor – Third Party Works	Jason Walton	0417 137 528
Environment & Community Advisor	Thomas Haffner	0427 416 995
Area Manager Goulburn	Jason Apps	0409 688 452
Area Manager Ingleburn	Daniel Wakefield	0408 713 319
Area Manager Cootamundra	Michael Simons	0427 666 488

INCIDENT MANAGEMENT

ALL INCIDENTS ARE TO BE REPORTED TO THE POSSESSION COORDINATOR

WORKSITES TO FOLLOW THE INCIDENT MANAGEMENT PROCESS



INCIDENT MANAGEMENT IMMEDIATE ACTIONS OF THE SITE SUPERVISOR

SWB / Injury / Incident

STOP

All Works

Control the hazard / Make the situation safe

- If an injury has occurred, where necessary initiate an emergency response or apply first aid as required
- For incidents inside the Rail Corridor call the Network Controller
- Notify your WGL/ Area Manager/ Project Manager ASAP
- For employee injuries notify the Injury Hotline within one hour

ARTC

IMMEDIATE ACTIONS OF THE WGL / AREA MANAGER OR PROJECT MANAGER

On receipt of phone call from the Worksite Supervisor

- Determine the severity of the incident and based on this you would:
 1. For serious incidents quarantine the site, inform the Corridor Manager and follow directions.
 2. For derailments quarantine the site and follow RLS-GL-009 Derailment – Initial Investigation Guideline.
 3. For environmental incidents follow ENV-FM-024 Reportable Environmental Response Checklist and seek advice from your Environmental Advisor.
 4. For all other incidents, make an assessment of whether work can be continued safely or whether the worksite should be stood down pending investigation.
- Arrange for Drug and Alcohol testing for all significant incidents, including collisions, derailments, suspected safe work breaches
- For all injuries ensure Injury Hotline has been notified and the Corridor Manager has been informed. Where necessary arrange for the injured person to be transported to the doctor by a WGL or above and ensure suitable duties guide and doctors letter are presented. For other injuries ensure injured person is rested and given suitable duties to prevent escalation of injury
- For moderate and serious incidents, gather evidence including:
 1. Arrange for Photos/Videos to be taken
 2. Arrange for statements to be written from all those on site
 3. Gather worksite documentation (PWBWPP/Worksite Log and Diary, Safeworking Forms)

ARTC

ARTC NETWORK RULES & PROCEDURES



As part of the Interstate Possession Teams effort to continue driving a positive safety culture for all personnel working within our possessions, we have included links via QR Codes to the NSW Network Rules and Procedures.

It is important for ALL personnel to understand the requirements to work within the corridor, and regularly check for updates to the rules and procedures.

We have included some of the relevant rules and procedures below and highly recommend you review these documents prior to the possession.

General Rules

- ANGE 218 - Type F Level Crossing Management

Work on Track

- ANWT 302 - Local Possession Authority
- ANWT 314 - Work Trains
- ANWT 316 - Track Vehicles

Procedures

- ANPR 700 - Using a Local Possession Authority
- ANPR 704 - Using Infrastructure Booking Advices
- ANPR 710 - Piloting Trains and Track Vehicles



Glossary



General Rules



Work on Track



Procedures

ARTC NETWORK RULES & PROCEDURES



ANWT – 312 Infrastructure Booking Advice

Compiling Infrastructure Booking Advices

The Maintenance Representative must use an Infrastructure Booking Advice (IBA) form (ANRF 003) to detail work that requires infrastructure to be:

- temporarily booked out of use, or
- permanently removed, or
- newly commissioned, or
- booked back into use, or
- temporary bridging to release locking on signalling infrastructure.

Where a Handsignaller is required to manually operate the level crossing warning equipment the Handsignaller must use an Infrastructure Booking Advice (IBA) form (ANRF 003) to detail the requirement for Type F level crossing warning equipment to be temporarily booked out of use by setting the Emergency switches to the OFF position.

Maintenance Representatives must compile the IBA form before infrastructure is removed, commissioned or temporarily bridged.

The Maintenance Representatives must:

- send a copy of the IBA form to the appropriate *Network Control Officer*, or
- jointly compile the IBA form with the Network Control Officer.

The Maintenance Representative must give a copy of the IBA form for work associated with:

- a *Local Possession Authority (LPA)* to the Possession Protection Officer, or
- a *Track Occupancy Authority (TOA)* or *Track Work Authority (TWA)* to the Protection Officer.

The Network Control Officer and the Maintenance Representatives must keep completed IBA forms.

Securing infrastructure

Infrastructure that is not yet commissioned, or has been decommissioned but not yet removed, must be *secured* against *unauthorised* use.

PROTECTION IDENTIFICATION TAGS (DANGER TAGS)

Protection Identification Tags (Danger Tags)

Protection identification Tags are to be used on all Possession and Worksite protection. As can be seen in the example below, the PPO/PO name, contact number and Worksite Number are to be filled out.

Protection is NOT to be removed until contact is made with the protection owner and authority is given to do so



PPE REQUIREMENTS



PPE MATRIX

M Mandatory PPE
T Task or Risk based PPE

	Long sleeve shirts and long pants	High Visibility <i>Note 1</i>	Safety Boots <i>Note 2</i>	Eye Protection	Head Protection <i>Note 3</i>	Hand Protection <i>Note 4 & 5</i>	Ear Protection <i>Note 4</i>	UV Protection <i>Note 4</i>	Head and UV Protection <i>Note 6</i>	UV Protection <i>Note 6</i>	UV Protection	Face Protection	Eye Protection	Head Protection
	MANDATORY										RISK/TASK BASED			
Working in Rail Corridor	M	M	M	M	M	M	M	M	M	M				
Construction Sites	M	M	M	M	M	M	M	M	M	M				
Provisioning Centres	M	M	M	M	M	M	M	M	M	M				
Site Investigation Phase	M	M	M	M	M	M	M	M	M	M				
Road Rail Vehicle Patrol	M	M	M	M	<i>Note 3</i>	M	M	M	M	M				
Oxy Cutting	M	Cotton or Wool only	M	M	M	M	M	M	M	M			T	
Aluminothermic Welding	M		M	M	M	M	M	M	M	M			T	
Welding	M	M	M	M	M	M	M	M	M	M			T	
Grinding	M	M	M	M	M	M	M	M	M	M			T	T
K1260 Rail Saw	M	Flame Retardant	M	M	M	M	M	M	M	M			T	T
Lead Risk Work	M	M	M	M	M	M	M	M	M	M				
Asbestos Work	<i>Note 7</i>													
Handling Chemicals <i>Note 8</i>	M	M	M	M	M	M	M	M	M	M				
Site1 Visitors	M	M	M	M	M	M	M	M	M	M				

Bump hats must not be used as a substitute for HardHat.

Permissible only where it is not practical to use hard to prevent head injury

There may be tasks that require the use of PPE additional to the minimum standard set out in this PPE matrix. A task-based risk assessment or safe work method statement will identify the required PPE for these tasks.

- Note 1** High Visibility outer upper body clothing with retro reflective strips. In extreme hot weather condition, high visibility light weight orange work shirt is permissible provided it is approved by direct leader and documented in pre work briefing.
- Note 2** Steel or carbon fibre capped, ankle high boots
- Note 3** Hard hat is not required inside RRV

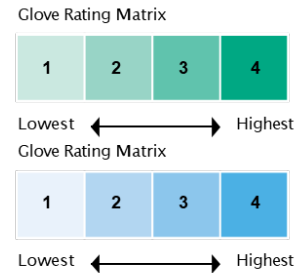
- Note 4** Must be carried at all times and worn when required
- Note 5** Use glove matrix to select suitable glove. Must be carried and worn when required
- Note 6** Integrated brim hard hat or sun brim or cap must be worn
- Note 7** Comply with asbestos removal PPE requirements
- Note 8** Comply with requirements specified in Material Safety Data Sheet

PPE REQUIREMENTS

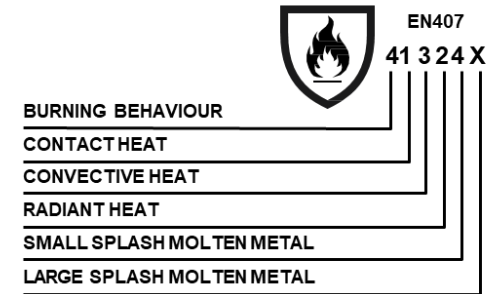
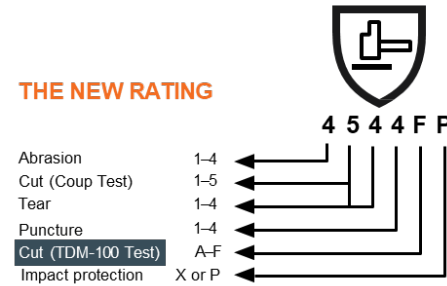
GLOVE SELECTION MATRIX



	Site Tasks	Size Available	Abrasion Resistance	Cut Resistance	Tear Resistance	Puncture Resistance	Oil Resistance	Dexterity	Grip	Chemical Resistance		
Titanium Cut 3 	<ul style="list-style-type: none"> General purpose Delicate and precise operation Tasks with cut risk 	S, M, L XL, XXL	4	C	4	3	✓ Low levels of exposure	✓	✓			
Vibe Mechanics Glove 	<ul style="list-style-type: none"> Improve grip with vibrations e.g. heavy duty power tools General purpose 	S, M, L XL, XXL	3	3	3	4		✓				
Pro-Choice Nitrile 33cm 	<ul style="list-style-type: none"> Chemical handling- xylene 2 Pac thinners, solvents 	S, M, L XL, XXL XXXL	4	1	0	1	✓		✓	✓		
Force 360 riggers glove 	<ul style="list-style-type: none"> Suitable for some general handling applications - fork lift, yard work, rigging tracks 	S, M, L XL, XXL	3	1	4	4			✓			
Specialist / Hot Work Gloves	Site Tasks	Size Available	Abrasion Resistance	Cut Resistance	Tear Resistance	Puncture Resistance	Burning Behaviour	Contact Heat	Radiant Heat	Radiant Heat	Small Splash Molten Metal	Large Splash Molten Metal
Big Red Welding Glove 	<ul style="list-style-type: none"> Continuous Aluminothermic/MIG/ Arc Welding gloves Prolonged heating and use of oxytorch 	S, M, Regular, XL	3	2	4	4	4	1	3	4	2	X
Portwest ARC Grip Glove 	<ul style="list-style-type: none"> Protects against ARC burns and flash Cut resistance 	S, M, L, XL	4	D	4	2	X	1	X	X	X	X



THE NEW RATING



ARTC HSE ALERT

MOVEMENT OF EXCAVATOR BOOM CAUSING INJURY TO WORKER

HSE Communication : COMM-0000008

Published



HSE Communication : COMM-0000008

Published



HSE Alert

Communication Number:
COMM-0000008

Published:
03/11/2023

Issued By:
Murphy, Nelius, Safety & Environment, 20929 - Head of Safety & Environment - Interstate Network

Title / Subject:

Movement of excavator boom causing injury to worker

Description:

On Saturday 28 October 2023, re-railing works were being undertaken on ARTC's North Coast Line Network, near Gloucester (NSW) by a principal contractor.

A Road Rail Vehicle (RRV) excavator operator was in the process of lifting a clipping machine with the assistance of a worker. The excavator operator, attempting to assist the worker, and in the motion of exiting the cab has inadvertently activated the foot pedal resulting in the excavator's boom lowering which struck the worker in the arm.

As a result of the incident, the worker suffered a fractured arm and required surgery.

Action Required:

While the investigation is in progress, this incident serves as a reminder of ARTC Fatal and Severe Risk Critical Controls Work Around Mobile Plant & Vehicles, specifically, but not limited to:

To separate people, mobile plant, and vehicles, you must:

- Establish and maintain mobile plant operating exclusion zones.
- Brief all personnel on the site hazards, exclusion zones and site movement plan.
- Ensure plant is isolated before entering into exclusion zone.

The complete standard can be found in the Links to Supporting Documentation section below.

ARTC plant team involvement in the investigation will ensure shared learnings in application of engineering controls and people/plant separation to prevent a recurrence.

Please share this Safety Alert with your respective team members as relevant.

Upload Image Files:



Area Pic.png



Excavator.png

DRUGS AND ALCOHOL



Drugs and Alcohol

- A positive drug and/or alcohol test or other breach of policy, procedure or relevant law may result in disciplinary action which may include termination of employment or contract / service and/or suspension of a worker's rail industry worker card.
- The refusal to supply or undertake testing, is considered a positive result

What if a worker has been prescribed or is taking medication?

- Prescription and over the counter medicine (including herbal medicine or product) may affect a worker's ability to work safely.
- Workers must explain to their doctor, pharmacist or other practitioner the nature of their work and seek advice as to the possible effects of the medicine. Workers should ask for medication that will not affect their ability to work safely or show up as a Positive Drug Test where this is available.
- If a worker needs to take medication that may affect their ability to work safely and/or show up as a Positive Drug Test, they must declare the medication and it's drug class(es) to their ARTC Manager and must not work contrary to any medical advice or instructions.
- ARTC may require a worker to sign a medical release to allow the Chief Medical Officer to consult with their medical practitioner.

FATIGUE MANAGEMENT



WHAT IS FATIGUE?

Fatigue is more than feeling tired and drowsy. In a work context, fatigue is a state of mental and/or physical exhaustion that reduces a person's ability to perform work safely and effectively.

It can occur because of prolonged or intense mental or physical activity, sleep loss and/or disruption of the internal body clock.

SIGNS OF FATIGUE

- Tiredness even after sleep
- Reduced hand-eye coordination or slow reflexes
- Short term memory problems and an inability to concentrate
- Blurred vision or impaired visual perception
- A need for extended sleep during days off work.

WHAT CAUSES FATIGUE?

Fatigue can be caused by work related or non-work related factors or a combination of both.

Work related causes of fatigue include excessively long shifts, not enough time to recover between shifts and blocks of shifts, very strenuous jobs and long commuting times. An example of non-work related fatigue would be poor quality sleep due to street noise or family demands.

ENVIRONMENTAL PLANNING & NOISE ASSESSMENT



TBEIAs and Noise Prediction Tool

- All sites must have a *Task Based Environmental Impact Assessment* completed and available onsite
- All out of hour's work requires a Noise Assessment
- Any works requiring community notifications must be delivered at least 5 days before starting work
- Any scope changes to be discussed with Environmental Advisor.

TASK BASED ENVIRONMENTAL IMPACT ASSESSMENT (TBEIA)

ENV-FM-001

1. ACTIVITY DETAILS

Project Name		State	
Delivery By	<input type="checkbox"/> ARTC <input type="checkbox"/> Contractor	Location	
Activity Description ⓘ			
Scope of Works ⓘ			
Does the scope of work comply with the Activity Description? ⓘ			<input type="radio"/> YES <input type="radio"/> NO
Dates and Hours of Work			
MOBILISATION (incl. deliveries)		ACTIVITY	
Dates		Dates	
Working Hours		Working Hours	
Reviewer comments (optional):			
1. Within ARTC leased/owned land, rail corridor or site?	<input type="radio"/> YES <input type="radio"/> NO		
2. More than 40m from a waterway?	<input type="radio"/> YES <input type="radio"/> NO		
3. Outside of mapped contaminated land?	<input type="radio"/> YES <input type="radio"/> NO		
4. Outside of sidings or rail yards?	<input type="radio"/> YES <input type="radio"/> NO		
5. Outside of mapped Aboriginal or non-Aboriginal heritage structures, sites, artefacts or precincts? ⓘ	<input type="radio"/> YES <input type="radio"/> NO		
6. Away from sensitive receivers? ⓘ	<input type="radio"/> YES <input type="radio"/> NO		



ENVIRONMENTAL EPL LICENSING

EPL 3142 Key Points

- ARTC's rail corridor is a licensed premises for the purpose of undertaking railway infrastructure facilities
- Standard working hours in NSW include:
 - ✓ Weekday – 07:00 – 18:00
 - ✓ Saturday – 08:00 – 13:00
- We must minimise and control dust
- We must install erosion and sediment controls
- We must not allow any spoil or waste to leave the corridor unless it has been assessed and confirmed with Environmental Advisor



Section 55 Protection of the Environment Operations Act 1997

Environment Protection Licence



Licence - 3142

Licence Details		
Number:	3142	
Anniversary Date:	05-September	
Licensee		
AUSTRALIAN RAIL TRACK CORPORATION LIMITED		
LOCKED BAG 1		
BROADMEADOW NSW 2292		
Premises		
AUSTRALIAN RAIL TRACK CORPORATION (ARTC) NETWORK		
SYDNEY NSW 2001		
Scheduled Activity		
Railway activities - railway infrastructure operations		
Fee Based Activity		Scale
Railway infrastructure operations		Any annual capacity
Region		
Metropolitan North - Sydney		
4 Parramatta Square, 12 Darcy Street		
PARRAMATTA NSW 2150		
Phone: (02) 9995 5000		
Fax: (02) 9995 6901		
Locked Bag 5022		
PARRAMATTA NSW 2124		

ENVIRONMENTAL FOCUS:

POSITIONING OF LIGHT TOWERS

- Plan where lighting towers will be set up and what way they will be facing
- Set up away from residents where possible
- Face lights downwards and towards the track
- Take a look from outside the Corridor to check for light spill onto residents houses
- If a complaint comes through – what changes can we make?

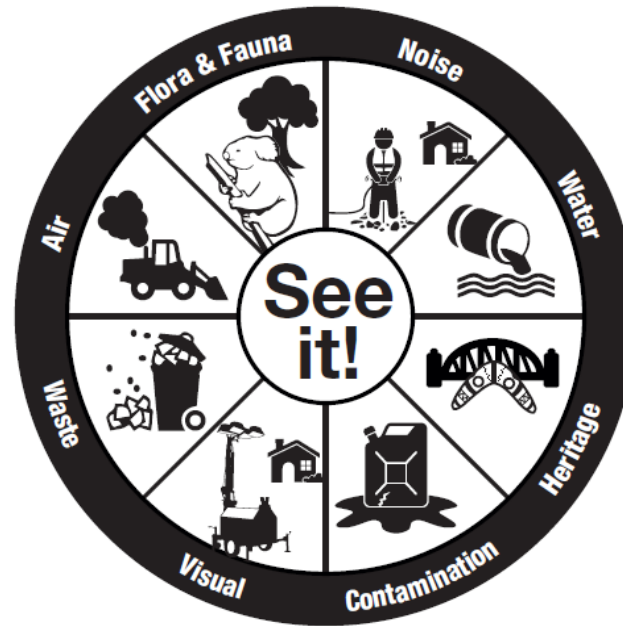


ENVIRONMENTAL STOP & THINK



ARTC

Stop & Think to consider your
Environmental Impacts.



All **Environmental Incidents** must be reported to your respective ARTC Manager and Environment Team.

All **Environmental Complaints** should be directed to ARTC's enviroline on **1300 550 402** or email enviroline@artc.com.au with the details regarding the specific location, date and times of the project or issue.

Printed on recycled card

ARTC

Environmental Site Review (ESR) Guide

This card identifies common environmental considerations when assessing onsite conditions or activities relevant to any worksite.

AIR

- Exposed dry surfaces or access tracks
- Excessive exhaust fumes from machinery

FLORA AND FAUNA

- Materials stored within or under vegetated areas
- Incorrectly delineated no go zones
- Spray drift from pesticide use
- Fauna present or nesting

NOISE

- High noise generating activities
- Out of hours work adjacent to community
- Unshielded equipment or idling machinery
- Loud voices, yelling or swearing

WATER

- Exposed surfaces or uncovered stockpiles
- Erosion controls not in place or damaged
- Uncontained fuels and chemicals
- Equipment and machinery washdown

WASTE

- Uncovered waste bins or contaminated material
- Unknown waste or materials
- Inappropriate waste storage and disposal

VISUAL

- Height and location of stored or stockpiled materials
- Location and direction of lighting for night works
- Housekeeping in good order

CONTAMINATION

- Spill of fuels or chemicals
- Unknown liquid, substance or material

HERITAGE

- Bridge, culvert or platform
- Buildings, structures or precincts
- Indigenous artefact or site

Printed on recycled card

ARTC

POSSESSION REPORTING



ARTC are trialling a new process for collecting the daily report.

Below is a QR Code and link used to access an online form for Site Supervisors or ARTC Site Reps to complete by 1600hrs each day of the possession.

It is the responsibility of the project owner/manager to ensure all relevant personnel understand the requirements for reporting during ARTC Possessions.

The form consists of questions which must be answered. It is estimated to take 10 mins to complete. The form can be completed via mobile device or laptop by scanning the QR Code Below or alternatively using the link proved below.

Link: [Interstate Possession Reporting Form](#)

