



Newcastle Coal
INFRASTRUCTURE GROUP

Rail Corridor Access

Procedure



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1. PURPOSE

The purpose of this procedure is to provide safe working guidelines for personnel required to access and/or work within the NCIG private siding Rail Corridor.

2. SCOPE

This procedure applies to all employees, contractors, rail haulage providers (RHP's) and their sub-contractors whilst on the NCIG site.

This procedure outlines the controls measures to be implemented to ensure safe access for Minor and Major Work as classified in the definitions of this procedure.

3. BACKGROUND

NCIG is the Rail Infrastructure Manager (RIM) for a Private Siding registered with the Office of the National Safety Regulator. The private siding is connected to the mainline operated by Australian Rail Track Corporation (ARTC) supported by an Interface Agreement that outlines maintenance and operational boundaries between the Parties. Due to the nature of the rail environment and related infrastructure within the NCIG siding there are specific access requirements for NCIG employees and its contractors that differ from mainline access protocols.

4. WORKING IN THE DUMP STATION RAIL CORRIDOR

4.1 General Access

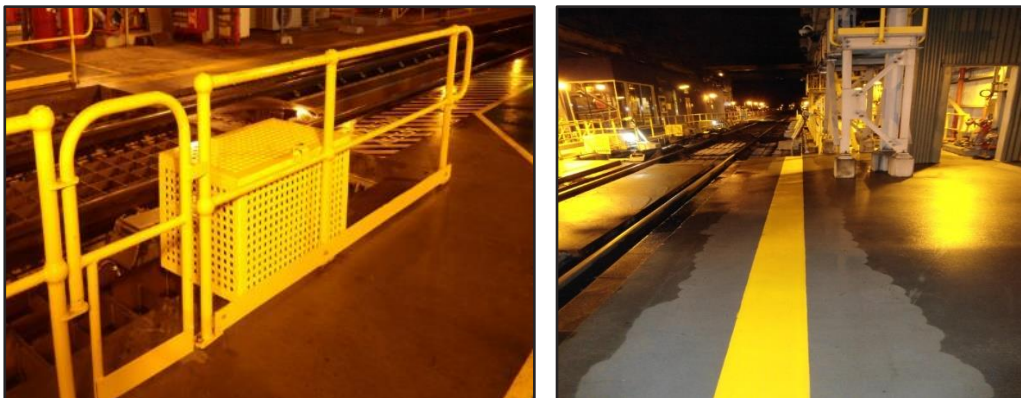
General access across the rail is not permitted. The underpass at the dump station must be used to access between dump stations and the control room.

Access to the Dump Station rail using the Dump Station Rail Corridor Access Hazard Assessment (see section 4.5) shall only be by those who hold a current Rail Industry Worker (RIW) card with a minimum competency of TLIF0020 - Safely access the rail corridor. An RIW competency is not required by those accessing the rail if accessing it under an NCIG Dump Station Isolation.

4.2 Minor Work Outside the Danger Zone

Work can be carried out adjacent to the Danger Zone at any time that there are no trains present in the dump station. Tasks include general duties such as hosing down the grizzly or removing debris from the grizzly using the lasso tool. When carrying out these tasks in the dump station it is ok for tools to enter the Danger Zone so long as the workers legs, head and torso remain outside of the Danger Zone, and it is safe to do so.

When a train is present in the dump station, extra precautions should be taken if carrying out minor work. If a tool is required to enter the Danger Zone with a train present (e.g. Removing a grizzly blockage), contact is to be made with the train driver, and the train must be stopped before carrying out the work.



Dump Station Danger Zone Demarcation

4.3 Minor Work Inside the Danger Zone

Minor work can be undertaken in the Danger Zone using the Dump Station Rail Corridor Access Hazard Assessment as a minimum (appendix).

Examples of work that can be conducted using this control may include:

- Grizzly Wash-down in the Dump Stations
- Check trigger limit striker
- Removal of debris from grizzly

4.4 Major Work Inside the Danger Zone

Major work can be undertaken in the Danger Zone using a Rail Track Possession and Dump Station Isolation. However, no major work shall be undertaken if a train is present within the danger zone.

4.5 Dump Station Rail Corridor Access Hazard Assessment

This is a process used to determine the level of control required when working inside a Dump Station Danger Zone.

1. Contact Process Advisor to notify of your intentions to carry out work and ensure an adequate window is available in the train schedule for the required dump station.
2. The Process Advisor may enter an outage in IPS for the duration of the work if deemed necessary.
3. Undertake Rail Corridor Access Hazard Assessment (appendix) to confirm that the work meets the definition of Minor Works in the Danger Zone.
4. If there is a train parked at the arrival road signals 63, 65 or 67 positive communication is required directly between the working group and train driver via radio KCT shunt 3 to confirm understanding of the works and the train must stay at the signals. If the train is at the dump station door, then the train must be reversed back to the signal before any work is to commence.
5. The Work Group, in conjunction with the responsible NCIG Technician, puts the dump station to be accessed rail signals into manual and selects a red signal.
6. Persons involved in task shall complete a personal Take 5 to cover task to be performed.
7. Work can now proceed with the use of a Dedicated Watcher.
8. Once work is completed, ensure that all personnel are clear of rail corridor. Also, ensure that rail track is in serviceable condition (i.e. No debris or tools left on tracks).

Once the Dedicated Watcher confirms the worker/s has vacated the area and area is clear of obstructions:

1. Dump station signals can be placed back in auto mode.
2. Notify Process Advisor that work is finished.
3. Notify train (if present) that area is clear, and they can move up to the Dump Station when the signalling permits.

4.6 Rail Track Possession

A Rail Track Possession and associated isolation shall be put in place for all Major Work that is required to be undertaken in the Dump Station Danger Zone. A Rail Track Possession can only be put in place when there is no train present in the dump station. Select a standard isolation plan (SIP) or create a custom isolation plan (CIP) that includes the dump station required and has the track possession information (below) at the top of the page

<p>Note: Refer to special instruction 1.</p> <p>Track Possession : ND1 (DS01)</p> <p>Requested by : _____ (NCIG)</p> <p>ARTC/Network Controller : _____ (ARTC)</p> <p>Date and Time : ____ / ____ / _____ , ____ : ____</p>

Note: When talking with ARTC it is important to use their terminology i.e. DS01 is referred to as ND1 and DS02 is referred to as ND2.

1. Call ARTC/network control by telephone on 02 4902 7906
2. Notify the Network Controller of your intentions and request possession of the appropriate Dump Station Rail Corridor. The Network Controller will then apply a Controlled Signal Block on the required section of rail track.
3. Ask the network controller to repeat back which Controlled Signal Block has been applied. Once you have confirmed that this is correct, record your name, the name of the Network Controller and time of the conversation onto the top of isolation plan.
4. Confirm with the NCIG Process Advisor that the protected section of track is indicating as “protected” on Phoenix prior to any work commencing.
5. Carry out the remainder of the isolation as per isolation plan instructions.

Returning track to service:

1. Ensure that all personnel, tools, and equipment are clear of the rail corridor and that the rail track is in a serviceable condition.
2. Remove isolation following isolation procedures.
3. After all other steps have been completed, contact ARTC/Network Controller by telephone on 02 4902 7906 to advise them that works are completed and request that the Control Signal Block be removed from corresponding track.
4. Confirm with Process Advisor that work has been completed, and that Controlled Signal Block has been removed.

4.7 Isolating / De-Isolating Person Access

During the isolating and de-isolating process, it is acknowledged that the person conducting either of these tasks is doing so without their RED lock in place and hence no individual protection. This being the case there are specific controls that need to be implemented to ensure their safety.

- ARTC Controlled Signal Block is already in place for the track section that corresponds with the isolation prior to accessing Dump Station Rail Corridor.
- When Isolating: The individual/s performing the isolation will follow the steps as outlined in the standard isolation procedure. These steps are to be followed in the order that they are written with each step requiring completion before moving to following step.
- When De-Isolating: the de-isolating process is to be undertaken by one person, the individual will follow the steps in reverse order as outlined in the standard isolation procedure. These steps are to be followed in the reverse order that they are written with each step requiring completion before moving to following step.

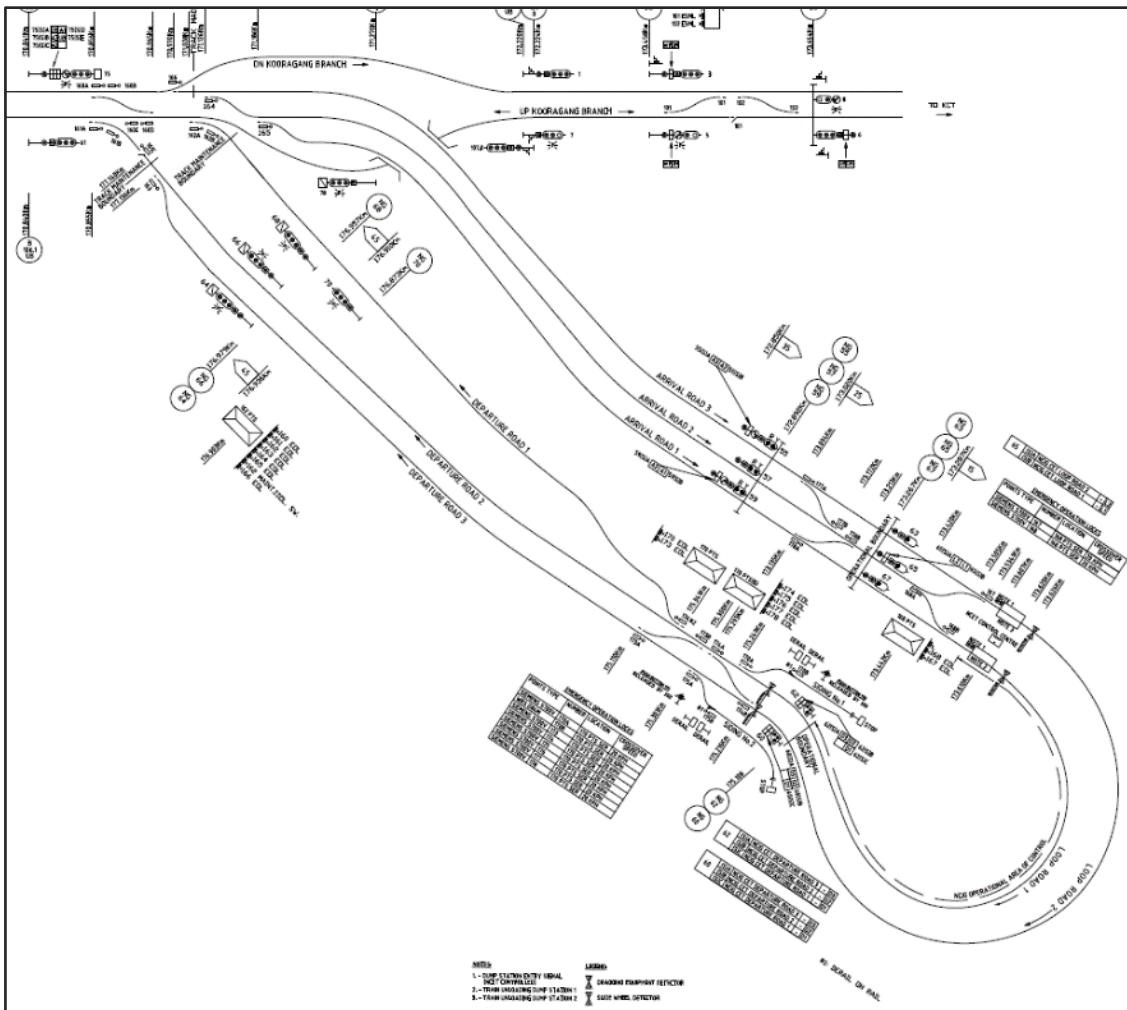
4.8 Roll-by Attendants

Roll-by attendants shall adhere to this procedure with respect to general access and rolling stock maintenance works. If they are required to enter the Danger Zone for Minor or Major Work, their own company risk assessments and procedures shall be adhered to.

5. WORKING IN THE PRIVATE SIDING RAIL CORRIDOR

5.1 General Access

Access to the Rail Corridor within the NCIG private siding is permitted, only by suitably Competent personnel. A Competent Person is one that possesses a valid Rail Industry Worker card or equivalent with relevant competencies and has completed an NCIG rail induction or equivalent. Minimum competencies/qualifications include *TLIF0020 - Safely access the rail corridor*. Any person wishing to access the rail corridor that does not hold this competency must always be accompanied by a Competent Person.



5.2 ARTC – NCIG Interface Zone

Access to the interface zone (See Appendix – NCIG Private Rail Siding Zones) is permitted only under the control of a qualified Protection Officer. This area is high risk due to mainline rail traffic and is to be accessed only with suitable controls in place.

5.3 Work Outside the Danger Zone

The Danger Zone includes all areas inside the edges of the track ballast that is not a designated road or walkway. Work including maintenance activities that are conducted outside of the Danger Zone will be controlled using the normal risk management processes established at NCIG.

5.4 Work Within the Danger Zone

A - Walking in the Danger Zone – Protection Officer not required

The Danger Zone includes all areas inside the edges of the track ballast that is not a designated road or walkway. **Access to the Danger Zone is permitted, only by suitably Competent personnel or by those accompanied by a competent person.** This is a dangerous area and requires specific controls in place when doing so. The safe level of control for the activity will be agreed upon by the NCIG Work Supervisor and/or the Contractor Supervisor prior to commencement of any work. Walking in the Danger Zone is permitted for activities that are brief and are not considered work. This includes:

- Walking across the track
- Brief inspections
- Taking photos

Work including maintenance tasks that are regularly conducted within the Danger Zone on the private siding will be controlled using one of the measures outlined below:

B - Minor Work Within the Danger Zone – As Trains Permit (ATP), Protection Officer required.

This control is suitable for tasks where work teams can quickly remove themselves and all equipment from the Danger Zone and must be completed in accordance with ARTC procedure 'ANWT310 – Lookout Working'.

Examples of work that can be conducted using this control may include:

- Track infrastructure inspections
- Work using light hand tools
- Dump Station Isolation placement
- Clip replacement
- Weed spraying

C- Minor Work within the Danger Zone – Applying Blocking Facilities, Protection Officer required.

The agreed protection method for using light equipment or tools that are attached to a vehicle, but the vehicle and all its structure are located outside of the Danger Zone is to apply Blocking Facilities as requested by the NCIG Protection Officer. Teams must be able to quickly remove themselves and all light equipment or tools from the Danger Zone.

Prior to application of track protection, the Protection Officer must communicate with the Process Advisor and ask that the Dump Station Auto Promote function is disabled if the work is occurring on the departure side of the Dump Stations. If this function is not disabled, trains will not be given a proceed signal through the dump station.

After application of track protection by Kooragang Network Control, the Protection Officer must confirm with the NCIG Process Advisor that the protected section of track is indicating as “protected” on Phoenix prior to any work commencing.

It is the Protection Officer’s responsibility to monitor the location of trains exiting the dump station, and have people and equipment clear of track and the blocking facility removed in time to not cause a delay to the train.

Examples of work that can be conducted using this control may include:

- Removing coal using a road-based vac truck
- Weed spraying in the Danger Zone with a vehicle mounted unit

All vehicles and large equipment must be positioned and remain outside of the Danger Zone when using this control.

D - Major Work Within the Danger Zone – Sole Track Occupancy (Rail Traffic Excluded), Protection Officer required

This is work using work groups and equipment that cannot quickly be removed from the Danger Zone and must be completed in accordance with ARTC Procedure 'ANWT304 -Track Occupancy Authority' (TOA) or using the NCIG Private Siding Isolation Procedure.

When performing this type of work under 'ANWT304 – Track Occupancy Authority', the Protection Officer must confirm with the NCIG Process Advisor that the protected section of track is indicating as “protected” on Phoenix prior to any work commencing.

Example of work requiring this control are:

- Track tamping works
- Rail grinding with track mounted machinery
- Rail sleeper replacement

Note: When using a TOA on the private siding, detonators will not be used. Notification to trains will be with the placement of flags only.

E - Major Work within NCIG controlled land and adjacent allotments

All work that has the potential for incursion into the Danger Zone should be assessed and the safe level of control for the work will be agreed upon by the NCIG Work Supervisor and/or the Contractor Supervisor prior to commencement of any work.

Example of work requiring this control are:

- Crane lifts with potential of boom entering danger zone.

6. DEFINITIONS

TERM	DEFINITION
RAIL CORRIDOR	<p>Everywhere within 15m of the outermost rails or</p> <ul style="list-style-type: none"> • the boundary fence where boundary fences are provided and are closer than 15 metres, or • if the property boundary is less than 15 metres, the property boundary, or • a permanent structure such as a fence, wall or level crossing separating the operating rail corridor from eased or non-operational land.
COMPETENT PERSON	<p>A person that possesses a valid Rail Industry Worker card or equivalent with relevant competencies and has completed an NCIG rail induction or equivalent. Minimum competencies/qualifications include</p> <ul style="list-style-type: none"> • TLIF0020 - Safely access the rail corridor
DANGER ZONE	<p>Dump Station:</p> <p>The Danger Zone is all space above and below the rail track that runs through the dump station shed demarcated with handrails and painted zones up to and including entry and exit derailleurs.</p> <p>NCIG Rail Loop:</p> <p>The Danger Zone is all space inside the ballast line, and any distance above or below this, unless a Safe Place exists or can be created.</p>
DUMP STATION RAIL CORRIDOR ACCESS HAZARD ASSESSMENT	<p>A hazard assessment form that a worker or workers completes when wishing to access the Danger Zone inside the Dump Station Rail Corridor.</p>
RAIL TRACK POSSESSION	<p>A process where a worker requests ARTC to place recognised control on a section of rail, preventing trains from accessing the area.</p>
MINOR WORK	<p>Minor Work is work in the Danger Zone where teams can quickly remove themselves and all equipment from the Danger Zone, leaving the track in a serviceable condition.</p> <p>Examples of minor work include:</p> <ul style="list-style-type: none"> • Track infrastructure inspections

	<ul style="list-style-type: none"> • Work using light hand tools • Dump Station Isolation placement • Grizzly Wash-down in the Dump Stations • Clip replacement • Weed spraying
MAJOR WORK	<p>Major Work is work in the Danger Zone using teams and equipment that cannot quickly be removed from the Danger Zone.</p> <p>Examples of major work include:</p> <ul style="list-style-type: none"> • Trigger maintenance • Work requiring the use of dump station overhead cranes • Rail track grinding • Spot tamping of ballast using hi-rail equipment
DEDICATED WATCHER / LOOKOUT	<p>A Competent person that monitors the task from a safe place and notifies the work group of impending rail traffic. A Dedicated Watcher / Lookout must not perform any other duties while performing this role and must remain at the work site whilst the work group is inside the Danger Zone.</p>
SAFE PLACE	<p>A pre-determined area outside of the Danger Zone that workers must be able to remove themselves, tools and materials to when told to do so by a Dedicated Watcher / Lookout / Protection Officer.</p>
NCIG TECHNICIAN	<p>A Technician trained in Dump station Competencies.</p>
ARTC – AUSTRALIAN RAIL TRACK CORPORATION	<p>The body in charge of the control of rail movements</p>
NETWORK CONTROL	<p>A department of ARTC responsible for the controlling of rail traffic</p>
CONTROLLED SIGNAL BLOCK	<p>A block placed on a signal and or section of track by the operator at ARTC Kooragang control to enable a work group to access the Danger Zone.</p>
BLOCKING FACILITY	<p>A block placed on a signal or section of track circuit by ARTC Network Control at the request of the NCIG Protection Officer</p>
LOOKOUT WORKING	<p>A form of safe working where the work group can access the track to conduct Minor Works as Trains Permit under the direction of a Competent person</p>
TRACK OCCUPANCY AUTHORITY (TOA)	<p>A form of safe working that gives the work group Sole Occupancy of the track. Refer to ARTC Procedure ANWT-304.</p>
PROTECTION OFFICER	<p>ARTC accredited person responsible for the safety of work crews working inside the rail corridor</p>

7. RELATED DOCUMENTS


REFERENCE	DESCRIPTION	ACCOUNTABLE DEPARTMENT
Clause 6.3.1	ARTC Safety Interface Agreement	Assets
HSEC 10.01	NCIG Isolation Procedure	HSEC
TREV - forms	Rail Corridor Access Hazard Assessment	Operations

8. REVISION HISTORY

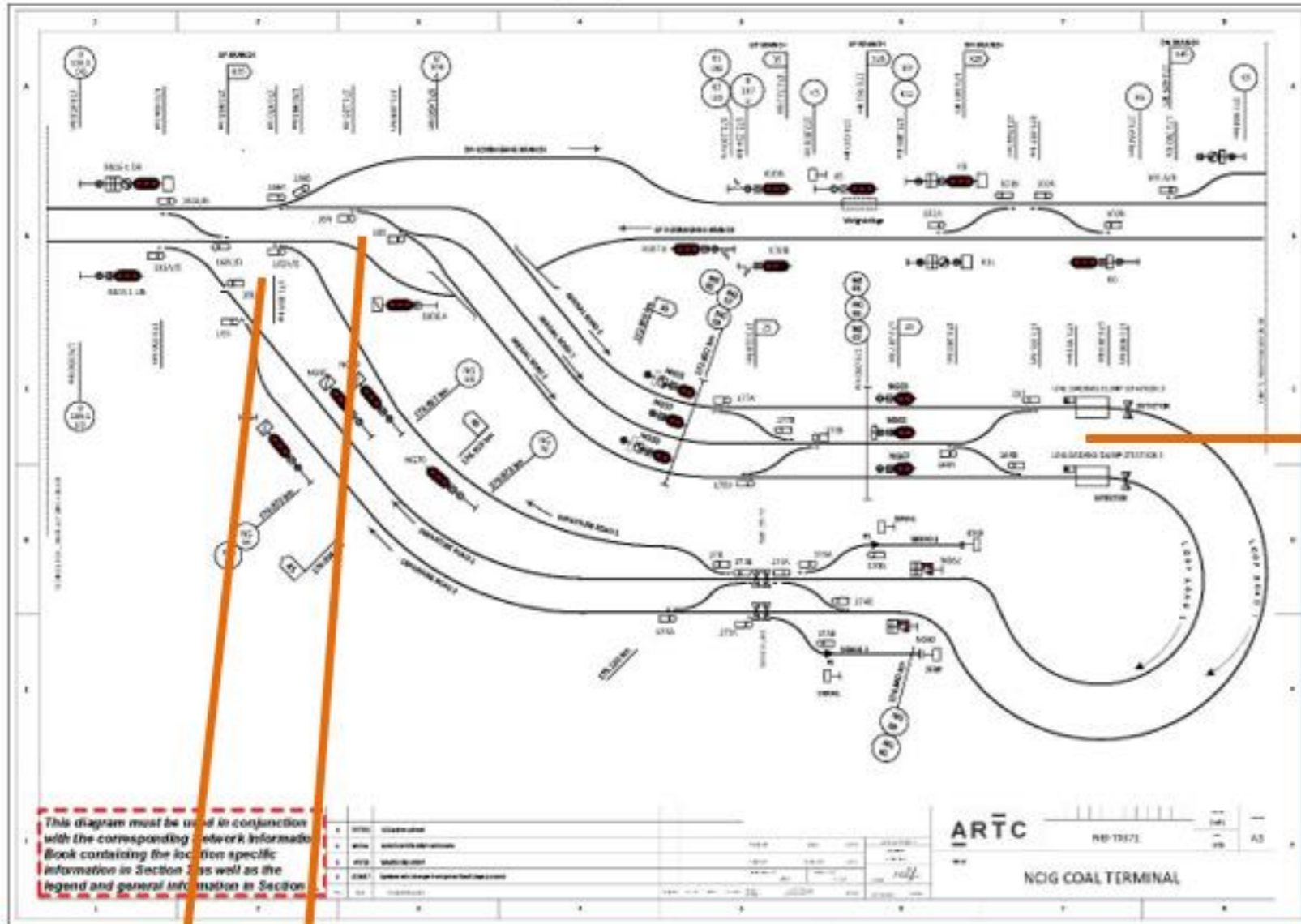
DATE	REVISION NO.	DESCRIPTION OF CHANGE	PERSONS INVOLVED
22/01/2017	1	Procedure created by combining safe work procedures for dump station grizzly access, dump station rail possession and rail corridor access.	David Heaton, Steven Bailey, Mark Austin, Jarrod Lynch, Craig Mascord
01/08/2017	2	Procedure updated to include section 6 – Procedure for conducting work in the private siding, external of the Dump Stations. Referenced Interface agreement updated to 2017 version	Mark Curtis
26/03/2018	3	6.3.2 updated to include the requirement visual confirmation of signal status. NCIG Private Siding Diagram added Protection Officer definition added	Mark Curtis
01/09/2019	4	Procedure reviewed and minor modifications to wording. Entered into new template.	Stephen Fitzsimmons
28/11/2024	5	Procedure reviewed and modifications to general access requirements and work descriptions requiring a Protection Officer.	Craig O’Neill, Mark Curtis, Lee Haggerty

9. APPENDIX – RAIL CORRIDOR ACCESS HAZARD ASSESSMENT

Note: Current version of form can be found on TREV, OPS.01.09 Rail Corridor Access Hazards Assessment.

		
Rail Corridor Access Hazard Assessment		
Access Details		
Name:	Date:	
Location: DS01 <input type="checkbox"/>	DS02 <input type="checkbox"/>	
Task:		
Hazard Assessment	Yes	No
Have I considered the scope of the work and /or permits required		
Is an isolation required that will impede or require direct access to rail corridor		
Will a crane or lifting device be used to remove debris from the grizzly		
Can the train corridor be readily vacated if necessary		
Are you using light non-powered hand tools only (if no hand tools used answer Yes?)		
Is the Dedicated Watcher required to perform any other duties (i.e. tipping train <u>in other</u> dump station)?		
<p><i>If answer is in the shaded area to any question above RAIL TRACK POSSESSION and ISOLATION is required (For Major Work)</i></p> <p><i>If answer is in the clear <u>area</u> follow steps for Rail Corridor Access Procedure (Minor Work)</i></p>		
Rail Corridor Access Procedure – Can I control the hazards with a Take 5?		
Confirm that access to the rail corridor is required	<input type="checkbox"/>	
Notification/Verification of train schedule with Process Advisor to ensure adequate window in train schedule for access to either DS01 or DS02 will be required.	<input type="checkbox"/>	
Personal safety Take 5 for task to be performed	<input type="checkbox"/>	
The working group puts the dump station to be accessed rail signals (Either DS01 /DS02) into manual and selects a Red signal.	<input type="checkbox"/>	
Place DS Auto Sequence to Manual to prevent Auto Trigger Test Sequence operating.	<input type="checkbox"/>	
If a Train is Present:		
Communicate with train driver via KCL Shunt 3 and confirm the train understands works in the rail corridor and that train must stay at the signals.	<input type="checkbox"/>	
If the train is inside the dump station door, then the train may need be reversed back sufficient distance to allow work to be carried out safely.	<input type="checkbox"/>	
Personnel Involved in Task		
Dedicated Watcher:		
Person Completing the Task:		

10. APPENDIX – NCIG PRIVATE RAIL SIDING ZONES



Examples of Activities and required qualifications and/or personnel

Activity	Required Qualification		
Driving to a Green Zone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental inspections in Green Zone	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walking in Danger Zone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minor Work in Danger Zone (Dump Station Zone)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minor Work in Danger Zone (outside Dump Station)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Major Work in Danger Zone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Access ARTC-NCIG Interface Zone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

NCIG Induction	RW : TLFO020 - Safely access the rail corridor	RW : Protection Officer 1-4
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Danger Zone Designated Road ARTC / NCIG Interface Zone NCIG Green Zone

