



NOTIFICATION OF OCCURRENCE - FORM 6

- Use this form to report a Notifiable Occurrence to ITSRR with 72 hours of becoming aware of the occurrence*
- Notifiable Occurrences are defined in Clause 27 of the *Rail Safety (General) Regulation 2008* (see note last page)
- Positive drug and alcohol test results are notified using the Drug and Alcohol Testing Incident Notification (Form 1)
- Use check boxes ☐ as appropriate
- Forward completed forms to ITSRR by: Email: occurrences@transportregulator.nsw.gov.au or Fax: 02 8263 7200

PART A – INFORMATION ABOUT THE PERSON MAKING THE NOTIFICATION

Provide for every occurrence. See Privacy note last page.

Full name:	<input type="text"/>	Job title:	<input type="text"/>
Organisation name:	<input type="text"/>		
Phone:	<input type="text"/>	Email:	<input type="text"/>

PART B – GENERAL INFORMATION ABOUT THE OCCURRENCE

Provide for every occurrence.

INVOLVED RAIL TRANSPORT OPERATOR(S) (LIST ALL)

Rail Infrastructure Manager(s):

<input type="text"/>	<input type="text"/>
----------------------	----------------------

Rolling Stock Operator(s):

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

TIME AND LOCATION OF OCCURRENCE

Occurrence date:	<input type="text" value="/"/>	Occurrence time (EDST):	<input type="text"/>
Nearest named location:	<input type="text"/>	Line section#:	<input type="text"/>
Description of exact location:	<input type="text"/>		
Kilometrage of occurrence:	<input type="text"/>	Line Type: Running Line <input type="checkbox"/>	Yard <input type="checkbox"/>

* Expressed as the nearest locations either side of the occurrence.

REPORT REFERENCE

Train control incident reference:	<input type="text"/>	Your incident reference:	<input type="text"/>
Notifiable occurrence category:	Cat A [†] <input type="checkbox"/> Cat B <input type="checkbox"/>	OC-G1 classification:	<input type="text"/>

* In accordance with section 63, *Rail Safety Act 2008* (NSW)

† Also to be notified to the Chief Investigator

PART C – INFORMATION ABOUT TRAIN(S) AND ROLLING STOCK INVOLVED

Provide for every occurrence in which train(s) and / or individual pieces of rolling stock are directly involved.

TRAIN INFORMATION (IF MORE THAN TWO TRAINS INVOLVED, INCLUDE DETAILS IN PART E)

1. Train number: Traction type: Electric ☐ Diesel ☐ Steam ☐ Other ☐

Train type: Passenger - urban ☐ Passenger - non urban ☐ Freight ☐ Tourist & heritage ☐ Tram ☐

Track maintenance ☐ Other train type (specify):

2. Train number: Traction type: Electric ☐ Diesel ☐ Steam ☐ Other ☐

Train type: Passenger - urban ☐ Passenger - non urban ☐ Freight ☐ Tourist & heritage ☐ Tram ☐

Track maintenance ☐ Other train type (specify):

ROLLING STOCK INFORMATION (IF MORE THAN TWO ITEMS OF ROLLING STOCK INVOLVED, INCLUDE DETAILS IN PART E)

Rolling stock number: Rolling stock description:

Rolling stock number: Rolling stock description:

PART D – IMPORTANT INFORMATION FOR CERTAIN KINDS OF OCCURRENCES

Complete relevant sections only.

☐ DERAILMENT

Include in description of the occurrence (PART E):

- Direction of travel
- How many items of rolling stock derailed
- Operational status of all affected lines

☐ COLLISION

Type of Collision:

Between trains ☐ with rolling stock ☐ with person (not at level crossing) ☐ with animal ☐ with infrastructure ☐

with road vehicle (not at level crossing) ☐ with obstruction (specify):

Other type of collision (specify):

Collision with road vehicle (not at level crossing) – type of road vehicle:

Light pass vehicle ☐ Heavy freight vehicle ☐ Dangerous goods vehicle ☐ Bus ☐ Motorcycle ☐

Bicycle ☐ Other type of vehicle (specify):

Include in description of the occurrence (PART E):

- Direction of travel
- Relevant signal indications/point settings
- Operational status of all affected lines

☐ LEVEL CROSSING OCCURRENCE

Location: Kilometrage:

Street/road: Private: Yes ☐ No ☐

Type of Protection:

Active – lights only ☐ Active – lights & booms ☐ Passive – stop signs ☐ Passive – give way signs ☐ None ☐

continued.

Type of level crossing occurrence:

Train collision with road vehicle ☐ Train collision with person ☐ Train near miss road vehicle ☐

Train near miss person ☐ Level crossing equipment failure/defect ☐ Level crossing equipment damage/interference ☐

Other occurrence type (specify):

Type of road vehicle (collision or near miss with road vehicle):

Light passenger vehicle ☐ Heavy freight vehicle ☐ Dangerous goods vehicle ☐ Bus ☐ Motorcycle ☐

Bicycle ☐ Other road vehicle type (specify):

Road vehicle identifier(s) (specify):

Include in description of the occurrence (PART E):

- Action(s) taken by relevant parties (e.g. train driver, road vehicle driver)
- Nature and severity of any equipment defect, damage or irregularity

☐ FIRE ☐ EXPLOSION ☐ FIRE AND EXPLOSION

Situation of fire/explosion:

In (or affecting safety of) a station or terminal ☐

On train ☐ → Also, was it associated with a rolling stock defect/failure? Yes ☐ No ☐ Unknown ☐

In / adjacent to railway corridor ☐ → Also, did it affect safety related infrastructure? Yes ☐ No ☐ Unknown ☐

Include in description of the occurrence (PART E):

- Source and cause of ignition
- Evidence of fire (versus smoke)
- Duration of fire
- Actions taken to make the scene safe

☐ SLIP, TRIP OR FALL OCCURRENCE (INCLUDING CAUGHT IN TRAIN DOORS)

Situation of slip, trip or fall:

From train ☐ Between train and platform ☐ On train ☐ On track ☐ On or from platform / concourse ☐

On or from escalator/lift ☐ On or from stairs ☐ From structure ☐ Caught in train doors ☐

Other situation (specify):

Include in description of the occurrence (PART E):

- Other parties involved
- Any related train movements

☐ SAFEWORKING RULE OR PROCEDURE BREACH

Type of safeworking system:

Wayside signalling ☐ Staff and ticket ☐ Electric staff ☐ Train orders ☐ Track work ☐

Other system (specify):

Status of system: Fully functional ☐ Degraded ☐

Procedure/rule breached: Number: Name:

Type of track work protection (if relevant):

NAR ☐ CSB ☐ TWA ☐ TOA ☐ LPA ☐ Other type of protection (specify)

Include in description of the occurrence (PART E):

- How detected
- Whether breach was inadvertent
- Roles(s) of rail safety worker(s) responsible
- Potential dangerous outcomes

☐ **SIGNAL PASSED AT DANGER WITHOUT AUTHORITY (SPAD)**

Signal number: Overrun distance (metres):
Line involved (specify):

Type of SPAD:

Driver error – completely missed ☐ Driver error – misjudged ☐ Driver error – start against signal ☐

Signal restored as train approached ☐ Other type of SPAD (specify):

External intervention to halt train?: Yes ☐ No ☐ ATP/train stop activated?: Yes ☐ No ☐

☐ **PROCEED AUTHORITY EXCEEDED**

Type of proceed authority:

Train orders ☐ Electric staff ☐ Staff and ticket ☐ Special proceed authority ☐ Pilot staff working ☐

Other type of authority (specify):

Type of exceedance:

Driver error – completely missed ☐ Driver error – misjudged ☐

Other proceed authority exceedance (specify):

External intervention to halt train?: Yes ☐ No ☐ Overrun distance (metres):

☐ **SIGNALLING / PROCEED AUTHORITY SYSTEM IRREGULARITY**

Type of safeworking system:

Wayside signalling ☐ Staff and ticket ☐ Electric staff ☐ Train orders ☐

Other system (specify):

Signal number (where relevant)

Include in description of the occurrence (PART E): • Specific system / equipment affected • Nature of irregularity (e.g. failure, defect)

☐ **LOAD IRREGULARITY**



If dangerous goods involved, also complete Dangerous Goods Occurrence section below

Type of load irregularity:

Door open ☐ Load shift ☐ Out of gauge load ☐ Uneven distribution of load ☐ Loose load fastening ☐

Other type of irregularity (specify):

Load lost from train?: Yes ☐ No ☐

Include in description of the occurrence (PART E):

• Type of load • Relevant events from loading to detection of the irregularity • Extent of any exceedance beyond standard configuration or limits

☐ TRACK AND CIVIL OR ROLLING STOCK IRREGULARITY



Excludes: level crossing equipment – use Level Crossing Occurrence (page 2)
lineside fault detection equipment – use Enforcement System Irregularity (below)

Type of rolling stock irregularity:

Train parting ☐ Wheel/axle failure ☐ Defective bearing ☐ Faulty passenger train door ☐ Braking system ☐

Other rolling stock irregularity (specify):

Type of track irregularity:

Break ☐ Misalignment ☐ Spread ☐ Points ☐ → Also provide points number:

Track obstruction (specify):

Other track irregularity (specify):

Type of electrical infrastructure irregularity:

Overhead traction supply ☐ Other than overhead traction supply (specify):

Electrocution hazard? Yes ☐ No ☐

Other civil irregularity:

Component: Bridge ☐ Building ☐ Cutting ☐ Station ☐ Track support ☐ Tunnel ☐

Other component (specify):

Include in description of the occurrence (PART E):

- Specific system / equipment affected
- Nature of irregularity (e.g. failure, defect)
- How detected

☐ DANGEROUS GOODS OCCURRENCE

Situation:

On (or from) train ☐ Not on (or from) train ☐

Dangerous goods involved: Class number: Class name:

Include in description of the occurrence (PART E):

- Details of relevant containers /vessels
- Chain of events from loading to the detection of the irregularity

☐ ENFORCEMENT SYSTEM IRREG.

☐ TRAIN WARNING SYSTEM IRREG.

☐ COMMUNICATIONS SYSTEM IRREG.



If communication-based authority system, use Signalling / Proceed Authority System Irregularity:

Include in description of the occurrence (PART E):

- Specific system/equipment affected
- Train operations at time of occurrence
- Nature of irregularity (e.g. failure, defect)

☐ RAILWAY NETWORK SECURITY OCCURRENCE

Type of security occurrence:

Trespass ☐ Assault – on train ☐ Assault – on platform ☐ Assault – other than train / platform ☐

Vandalism – object thrown ☐ Vandalism – graffiti ☐ Vandalism – other than thrown / graffiti ☐

Theft of security sensitive goods ☐ Terrorism / sabotage ☐

Other security occurrence (specify):

☐ RUNAWAY

Type of runaway:

Train ☐

Rolling stock ☐

Distance travelled (metres):

Include in description of the occurrence (PART E): • Means by which runaway commenced • Means by which runaway was halted

PART E – DESCRIPTION OF THE OCCURRENCE

For every occurrence fully describe the incident including, where relevant, the sequence of events leading to and following the incident, contributing factors, consequences, involved parties, equipment and systems and actions taken to manage the incident. Also include occurrence-specific information noted in Part D.

FULL DESCRIPTION OF OCCURRENCE

DESCRIPTION OF CAUSE(S) / CONTRIBUTING FACTOR(S)

SUSPECTED MALICIOUS ACT: NO ☐ YES ☐

SUSPECTED SUICIDE: NO ☐ YES ☐

Provide supporting information:

PART F – INJURY DETAILS

Was a person or people injured? No ☐ (Go to Part G)
Yes ☐ (Complete following details for every injured person)

1. Person type: Railway Staff ☐ Contractor ☐ Volunteer ☐ Passenger ☐ Public ☐ Trespasser ☐
Age: Years or 0-5 ☐ 6-15 ☐ 16-24 ☐ 25-39 ☐ 40-59 ☐ 60+ ☐ Unknown ☐
Gender: Male ☐ Female ☐ Unknown ☐
Injury severity: Fatality ☐ Serious injury ☐ Minor injury ☐
Describe the injury and any treatment:

Admitted to hospital? Yes ☐ No ☐ Unknown ☐

2. Person type: Railway Staff ☐ Contractor ☐ Volunteer ☐ Passenger ☐ Public ☐ Trespasser ☐
Age: Years or 0-5 ☐ 6-15 ☐ 16-24 ☐ 25-39 ☐ 40-59 ☐ 60+ ☐ Unknown ☐
Gender: Male ☐ Female ☐ Unknown ☐
Injury severity: Fatality ☐ Serious injury ☐ Minor injury ☐
Describe the injury and any treatment:

Admitted to hospital? Yes ☐ No ☐ Unknown ☐

PART G – DAMAGED PROPERTY DESCRIPTION

Was there significant property damage? No ☐ (Go to Part H)
Yes ☐ (Describe the property and damage below)

PART H – POST INCIDENT DRUG AND ALCOHOL TESTING SUMMARY

Was testing undertaken?

No ☐ (go to part I)

Yes ☐ (summarise below)

Type of test(s)

Drug ☐

Alcohol ☐

Drug and alcohol ☐

Alcohol test result(s)

Negative ☐

Positive ☐

Unknown at notification ☐

Refusal ☐

Drug test result(s)

Negative ☐

Positive ☐

Unknown at notification ☐

Refusal ☐



Use the Drug and Alcohol Testing Incident Notification (Form 1) to notify of a positive drug / alcohol test result

PART I – YOUR SIGNATURE

Signature

Date

Please email completed form to occurrences@transportregulator.nsw.gov.au or fax via 02 8263 7200

Entered	<input type="text"/>
Analyst	<input type="text"/>
PRISM ID	<input type="text"/>

IMPORTANT NOTES

Privacy – This information is collected in accordance with the *Privacy & Personal Information Protection Act 1998* (NSW) and the *Health Record and Information Privacy Act 2002* (NSW). The information will be treated confidentially.

National Guideline for Occurrence Notification – The information requested in this form is based on the national guideline for occurrence notifications, Occurrence Notification – Standard One (ON–S1) June 2008. ON–S1 is available online at the Rail Safety Regulators' Panel website at www.rsrp.asn.au

OC–G1 Classification – The national occurrence classification category (name or reference) as defined in the national guideline for classification of notifiable occurrences, Occurrence Classification – Guideline One (OG–G1) June 2008. OC–G1 is available online at the Rail Safety Regulators' Panel website at www.rsrp.asn.au

Rail Infrastructure Manager(s) – The rail transport operator(s) with effective management and control of railway infrastructure. Where the same person owns, operates, maintains and manages rail infrastructure then that person is the one who has "effective management and control". However, if construction, maintenance and operations are contracted out to a single party the owner is probably not the rail infrastructure manager. In such cases, more often than not, the party responsible for operations is deemed the Rail Infrastructure Manager.

Definitions of Category A and B Notifiable Occurrences – Clause 27 of the *Rail Safety (General) Regulation 2008* contains the following definitions of Category A and Category B notifiable occurrences.

Category A

For Category A notifiable occurrences also notify the Office of Transport Safety Investigation Duty Officer as soon as practicable after becoming aware of the occurrence on:

1800 677 766 (24 hour service)

- (a) an accident or incident that has caused death, serious injury or significant property damage,
- (b) a running line derailment,
- (c) a running line collision between rolling stock,
- (d) a collision at a road or pedestrian level crossing between rolling stock and either a motor vehicle or a person,
- (e) a fire or explosion on or in rail infrastructure or rolling stock that affects the safety of railway operations or that endangered one or more people,
- (f) a suspected terrorist attack,
- (g) any accident or incident involving a significant failure of a safety management system that could have caused death, serious injury or significant property damage,
- (h) the theft of, or tampering with, on or from rolling stock or railway premises of a rail transport operator of security sensitive dangerous goods (within the meaning of the Australian Dangerous Goods Code prepared by the National Transport Commission as in force on the commencement of this Regulation),
- (i) any other accident or incident that is likely to generate intense public interest or concern.

Category B

- (a) a derailment, other than a running line derailment,
- (b) a collision involving rolling stock,
- (c) any accident or incident at a road or pedestrian level crossing arising from a failure of rail infrastructure or that caused a risk to safety or damage to a person or property,
- (d) the passing of a stop signal, or a signal with no indication, by rolling stock without authority,
- (e) any accident or incident where rolling stock exceeds the limits of authorised movement given in a proceed authority,

Category B continued.

- (f) any failure of a signalling or communications system that endangers, or that has the potential to endanger, the safe operation of trains or the safety of people, or that causes or could cause damage to adjoining property,
- (g) any slip, trip or fall by a person on, to or from a train, railway track, railway bridge, station, platform, escalator, lift or stairs, or any person being caught in the door of any rolling stock,
- (h) any situation where a load affects, or could affect, the safe passage of trains or the safety of people, or causes or could cause damage to adjoining property,
- (i) any accident or incident involving dangerous goods that affects, or could affect, the safety of railway operations or the safety of people, or that causes or could cause damage to adjoining property,
- (j) any breach of a safe working system or procedure, or the detection of any irregularity or deficiency in such a system or procedure,
- (k) any irregularity in any rail infrastructure (including electrical infrastructure and any obstruction on a running line) that could affect the safety of railway operations or the safety of people,
- (l) any irregularity in any rolling stock that could affect the safe operation of the train or the safety of people, or cause damage to the rolling stock,
- (m) any fire or explosion that causes damage to rail infrastructure or rolling stock, or both, or that causes the disruption or closure of a railway (even if the closure is only a precautionary measure),
- (n) any accident or incident on railway premises where a person inflicts, or is alleged to have inflicted, an injury on another person,
- (o) a suspected attempt to suicide,
- (p) if a rail safety worker employed by a rail transport operator has returned a result to a test designed to determine the concentration of alcohol or other drugs in a sample of blood or urine that suggests that the worker was in breach of a relevant safety requirement concerning the use of alcohol or other drugs at a relevant time,
- (q) the infliction of any wilful or unlawful damage to, or the defacement of, any rail infrastructure or rolling stock that could affect the safety of railway operations or the safety of people,
- (r) any accident or incident in a rail corridor that indicates that the security of the corridor is compromised and that affects, or may affect, the safety of railway operations.

Assistance:

For help with reporting notifiable occurrences to ITSRR contact the ITSRR Data and Reporting Unit:

Email: occurrences@transportregulator.nsw.gov.au

Telephone: (02) 8263 7100