



OTWT 300

Planning Work in the Rail Corridor

Applicability

NSW

SMS

Publication Requirement

Internal Only

Document Status

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1.0	1 January 2019



Purpose

To prescribe the rules for planning work within the *Rail Corridor* and assessing the work for safety.

General

Work planned for the Rail Corridor *must* be assessed for safety and its potential to intrude on the *Danger Zone*.

Work must not be carried out in the Danger Zone unless there is a *safe place* that can be easily reached.

Work in the Danger Zone must be carried out only by using one of the five methods listed in this Rule.

The level of safety must not be reduced:

- to allow *train* and *track vehicle* movements, or
- because of a lack of trained workers.

Unless constantly in a safe place on a *platform* or in other premises, workers in the Rail Corridor must wear approved high visibility clothing.

Effective communication with the *Train Controller (TC)* must be maintained.

Protection Officer

A worksite must have a *Protection Officer (PO)*.

A Protection Officers primary duty is to keep the worksite and workers safe.

The Protection Officer must be satisfied other work will not interfere with *protection* duties.

The Protection Officer must

- make a safety assessment;
- make sure that the work is done safely, and;
- keep records about protection arrangements.



Assessing Safety

When making a safety assessment, Protection Officers must consider, amongst other factors, if:

- appropriate numbers of *Qualified Workers* are available to protect the work
- the requirement for an easily-reached safe place for workers can be met
- it is possible to close the affected line during the work
- there will be *rail traffic* on *adjacent lines*
- there will be rail traffic between and/or within worksites
- *controlled signals* are available to protect worksites
- other *work on track* will affect the worksites
- there is safe passage to and from worksites
- the work will intrude on *level crossings*
- the line is *track-circuited*
- the formation of the line and the *location* will affect the work
- effective communication is available
- equipment used in the work will intrude into the Danger Zone
- other groups need to be told about or involved in the work
- the level of noise from equipment and rail traffic will be excessive.

Methods for Working Safely on Track

In Shunting Yards

Attended Yards

If rail traffic needs to be excluded from a work area within a *shunting yard*, the Protection Officer must speak to the officer in charge of the *yard*.

Where practicable, the Protection Officer must secure *points* to prevent *unauthorised* rail traffic entry into the work area.

Unattended Yards

Where there is not an officer in charge of the shunting yard, the Protection Officer must make arrangements with the Train Controller for giving entry into the yard.

The Protection Officer must confirm protection arrangements with *Drivers* and *track vehicle operators* already in the yard.

Other Than in Shunting Yards

Work in the Danger Zone must be carried out only by using one of the following five methods:

- *Local Possession Authority (LPA)*, as described in *OTWT 302 Local Possession Authority*
- *Track Occupancy Authority (TOA)*, as described in *OTWT 304 Track Occupancy Authority*
- *Track Work Authority (TWA)*, as described in *OTWT 306 Track Work Authority*
- *Controlled Signal Blocking (CSB)*, as described in *OTWT 308 Controlled signal blocking*
- *Lookout Working*, as described in *OTWT 310 Lookout Working*.

Local Possession Authorities and Track Occupancy Authorities are the preferred methods of working on track.



Each work on track method has mandatory minimum safety measures. However, extra safety measures *may* be applied.



Working in the Danger Zone

Work in the Danger Zone must not begin before the Protection Officer has put the required safety measures in place.

Persons who are only walking in the Danger Zone must comply with *OTGE 200 Walking in the Danger Zone*.

Local Possession Authority

A Local Possession Authority (LPA) closes a defined portion of *track* for a specified period.

The portion of track defined by an LPA may be occupied by a number of separate work groups and their *work trains* and equipment.

Track Occupancy Authority

A Track Occupancy Authority (TOA) *authorises* the occupation of track within specified limits for an agreed period.

A TOA gives *exclusive occupancy* except for:

- *joint occupancy* by mutual agreement, with another worksite or for a track vehicle to *travel* on the Network, or
- joint occupancy following a train movement, or
- joint occupancy, by mutual agreement with the holder of a Track Work Authority.

Track Work Authority

A *Track Work Authority (TWA)* authorises the occupation of a defined portion of track between train movements.

A TWA does not give exclusive occupancy of lines or *sections*.

A TWA must be used if rail traffic may need to be stopped or slowed before reaching the worksite and passing through the worksite.

The Protection Officer must manage rail traffic between the limits of the TWA.

A TWA does not need to be advertised.

Controlled Signal Blocking

If the safety assessment shows that it is safe, some kinds of work may be done in the Danger Zone using Controlled signal blocking (CSB) as the safety measure.



Controlled signal blocking:

- **must not be used where a work on track authority is in place, and**
- **must only be applied to absolute signals.**

Controlled signal blocking may be used:

- to allow vehicles and livestock to cross the track;
- for work using *light, powered hand tools*, or;
- for work using *light, non-powered hand tools*.

At the request of a Protection Officer, the Train Controller may authorise CSB by:

- setting and keeping controlled signals at STOP with *blocking facilities* applied to the signal controls, or

Before setting controlled signals at STOP, the Train Controller must speak to the *Network Operations Manager* about the request to exclude rail traffic.

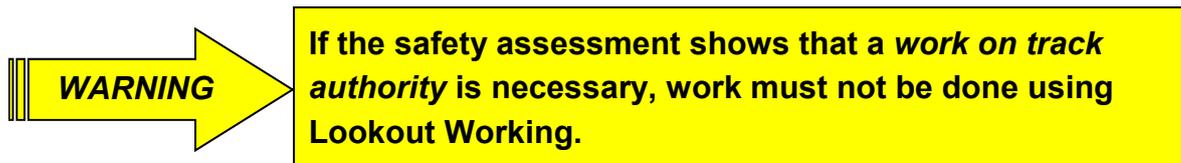
Before work starts, the Protection Officer must confirm from the Train Controller that:

- the controlled signals have been set at STOP with blocking facilities applied, and
- there is no rail traffic approaching the worksite.

Lookout Working

If the safety assessment shows that it is safe, some kinds work may be done in the Danger Zone using Lookouts as the safety measure.

Lookout Working is one of those methods.



Only light, non-powered hand tools may be used for work using Lookout Working. Workers must be able to remove themselves, tools and materials to a safe place immediately when told to do so by a Lookout.

Lookouts must:

- keep watch for rail traffic approaching the worksite from any direction, and
- warn workers immediately if rail traffic approaches, and
- not do any other work.



Related OTHR Network Procedures

OTPR 700	Using a Local Possession Authority
OTPR 701	Using a Track Occupancy Authority
OTPR 702	Using a Track Work Authority
OTPR 703	Working using Controlled Signal Blocking
OTPR 704	Using Infrastructure Booking Authorities
OTPR 707	Clipping points
OTPR 709	Using detonators
OTPR 710	Piloting trains and track vehicles
OTPR 711	Lookouts
OTPR 712	Protecting work from rail traffic on adjacent lines
OTPR 713	Placing temporary speed signs

Effective Date

1 January 2019