

One Rail Australia

ADDENDUM

TO THE

CODE OF PRACTICE (VOLUME 3)

FOR THE

AUSTRALIAN RAIL NETWORK

APPLICABLE FOR OPERATIONS ON THE

ONE RAIL AUSTRALIA

RAIL NETWORK

Effective 0001 hrs, Sunday, November 6, 2016

AMENDMENTS

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Refer to Amendment details	004	06/11/2016	<p>Addendum reformatted and reviewed in its entirety. Changes made as follows: Clause deleted - 4.4.3; 4.6 (in its entirety); 13.2 (b) and 13.2 (c). New clause added - 3.1.4 (pp 3.1); 4.6 (pp 4.12); 5.4 (pp 5.3); 10.3 (pp 10.5); 11.3 (pp 11.3); 13.9 (pp 13.7); 13.10 (pp 13.7); 13.3 (pp 13.1); 13.4 (pp 13.1); 13.4.1 – 13.4.3 (pp 13.1 – 13.5); 13.5 (pp 13.5). Existing clause replaced – 7.4.7 (pp 7.4); 12.2 - 12.5 (pp 12.1 – 12.2); 13 (pp 13.1); 13.2 (pp 13.1). Existing clauses renumbered -13.5 to 13.6; 13.6 to 13.7 and 13.7 to 13.8 (pp 13.5 – 13.6). Example of revised TRI form added (pp 13.3). YAA form updated (pp 15.2).</p> <p><i>*References to the entity name of GWA changed to ORA in 2020 but the content of the previous version and version number retained.</i></p>

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1 SCOPE

This document is provided for personnel who are required to undertake or supervise operations and activities conducted on track and civil infrastructure owned and/or controlled by One Rail Australia Pty Ltd (ORA)

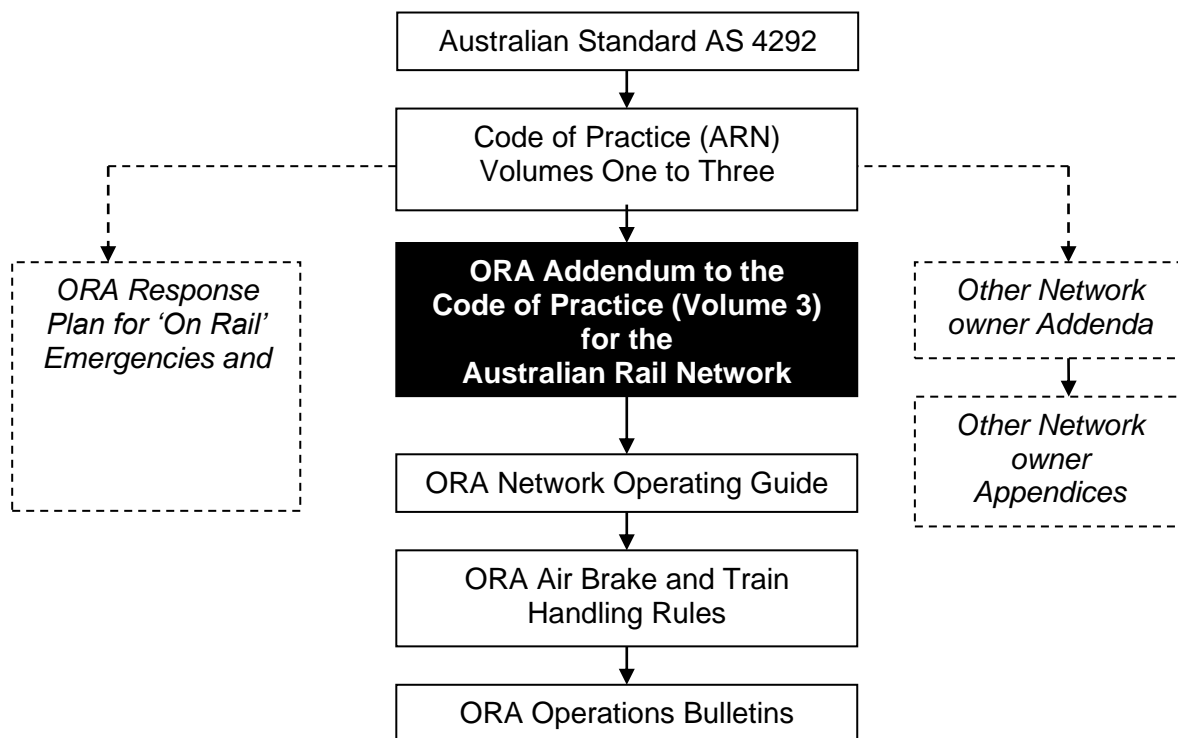
ORA is a privately-owned company and holds rail safety in various jurisdictions throughout Australia. As an accredited Rail Infrastructure Manager in South Australia and the Northern Territory and owner and operator of the ORA Rail Network, the organisation has elected to adopt the Code of Practice for the Australian Rail Network as its principal system of safeworking.

The Code of Practice for the Australian Rail Network, which **SHALL** be referred to as the CoP (ARN), was developed for the operation of railways in Australia under the guidelines of Australian Standard AS 4292 *Railway safety management*.

The CoP (ARN) was formulated primarily for the main interstate rail corridors but provides generic principles for the operation of all railroads.

The ORA Addendum to the CoP (ARN) does not seek to change or modify the rules and instructions contained in the CoP (ARN), but to provide instructions for specific circumstances for operations on the ORA Network, where these are not addressed by CoP (ARN).

The hierarchy of safeworking documents, including the relationship of each to the other, is illustrated below:



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2 GLOSSARY

The following terms are used throughout this document and have the following meanings. Terms and references used other than those listed below, are defined in the CoP (ARN), Volume Two.

One Rail Australia (ORA)

Accredited Rail Infrastructure Manager of the ORA Rail Network in South Australia and the Northern Territory. Responsible for the management of rail safety activities that are conducted on the ORA Rail Network.

One Rail Australia Rail Network

Track, civil, electrical and telecommunications infrastructure and property owned and operated by ORA – including locations managed on behalf of other Infrastructure Owners under licence.

For safeworking purposes, the ORA Rail Network includes the Northgate Block Point – Berrimah railway.

ORA Transport Control

The office charged with the responsibility for the conduct of network management for specific portions of the ORA rail network including the Northgate BP – Berrimah railway.

Transport Controller

The employee responsible for the conduct of train control and other functions within the ORA Transport Control office.



ORA Rail Network in South Australia and the Northern Territory

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3 GENERAL RESPONSIBILITIES

3.1 Safety

Irrespective of the employment or role of any Rail Safety Worker, safety is the most important element in performing duties. Rule compliance is essential to safety.

3.1.1 Maintaining a Safe Course

In case of doubt or uncertainty, take the safe course of action. Rail Safety Workers **SHALL** consult their direct supervisor, if they find need for clarification of any Rule or instruction.

3.1.2 Care and Alertness

Rail Safety Workers **SHALL** be careful to prevent injuring themselves or others. They **SHALL** be alert and attentive when performing duties and plan their work to avoid injury.

3.1.3 Fitness for Work

- (a) Workers performing Rail Safety Work on the ORA Rail Network **SHALL** ensure that they are medically fit for work, including the use of approved prescribed medication, and vision or hearing correction where required.
- (b) Rail Safety Workers **SHALL** ensure that they meet industry standards for rest and sleep to ensure that they are not suffering from fatigue prior to commencing work.

3.1.4 Emergency Response Protocols

- (a) ORA applies its own Emergency Response protocol to the ORA Rail Network, being outlined in:
 - RS-PRC-006 ORA Response Plan for 'On Rail' Emergencies.

This protocol is based on the general requirements of the CoP (ARN).

- (b) Other Operators and Maintainers operating on the ORA Rail Network **SHALL** be required to comply with the ORA protocols or develop their own complimentary protocols.
- (c) Instructions provided by ORA Transport Control, or any other authorised ORA officer, in relation to an emergency or incident on the ORA Rail Network **SHALL** take precedence over those of any other organisation.
- (d) The section of track involved in an emergency will be closed on the authority of Transport Control via an endorsement on the train control graph in red and by the use of available blocking methods. The first available nominated and qualified rail safety worker **SHALL** obtain a Track Occupancy Authority (TOA) or Local Possession (LP) as required ensuring that all work at the site of the emergency is conducted in accordance with established safeworking protocols as detailed in the CoP (ARN).

Continued ▶

- (e) A train notice **SHALL** be issued in support of the LP at the earliest opportunity.

3.1.5 Reporting Incidents, Accidents, Injuries and Defects

Rail Safety Workers **SHALL** report, by the first available means of communication, all incidents (including near-miss incidents), accidents, defects in tracks, structures, equipment or signals, or any unusual condition that may affect the safe and efficient operation of the network

The initial report **SHALL** be made verbally to ORA Transport Control and **SHALL** be promptly followed by a submitted written report to the local ORA supervisor.

3.2 Documentation, Equipment and Tools

- (a) Prior to carrying out Rail Safety Work upon the ORA Network, operating personnel **SHALL** ensure that they have obtained and checked:
 - (i) Documentation relevant to the area of operation.
 - (ii) Telephone and / or radio communications equipment relevant to the area of operation.
 - (iii) Safeworking equipment and forms relevant to the area of operation.
 - (iv) Correct synchronised time from ORA Transport Control.
- (b) Personnel **SHALL** not pass within three (3) metres of the nearest running rail without wearing the safety attire set out in clause 7.1.2 below.
- (c) Rail Safety Workers **SHALL** check the condition of equipment and tools used to perform their duties. Tools and items of equipment that are unsafe for use **SHALL** be clearly identified as such, and not used.
- (d) Defective or faulty items of equipment or tools that have the potential to impact on the safe operation of the Rail Network **SHALL** be immediately reported to ORA Transport Control. All other items of defective or faulty equipment **SHALL** be reported promptly to the Rail safety Worker's immediate supervising manager.
- (e) Prior to the operation of any train over the ORA Network, train documentation **SHALL** be provided, consistent with the requirements of clause 17 of Volume 3, Part 2, of the CoP (ARN). The details of train consist documentation must be forwarded to the ORA Transport Controller.
- (f) Rail Safety Workers operating on the ORA Rail Network **SHALL** have access to and be familiar with relevant operating and infrastructure information.

3.3 Mechanical Inspection Following Incident

Rollingstock, locomotives and other equipment involved in an incident including collision, authority overrun or derailment **SHALL**:

Continued ▶

- (a) Wherever possible, be inspected before resumption of travel or removal from the incident site.
- (b) If not safe for travel, be red carded for attention at its current location.
- (c) If safe for travel, be green carded for inspection and repair at the nearest suitable facility.

3.4 Rail Safety Worker Competencies

- (a) The competencies of Rail Safety Workers **SHALL** be assessed against national competency standards, the CoP (ARN), and the ORA Addendum to the CoP (ARN), at intervals of not less than three years.
- (b) A documented statement of confirmation of the competency of all Company's Rail Safety Workers **SHALL** be provided to ORA upon request.
- (c) ORA **SHALL** withdraw authority for a Rail Safety Worker to operate on the ORA Rail Network in the event that the Rail Safety Worker is unable to demonstrate competence to operate safely upon the Network.

3.4.1 Safeworking Accreditation

In order to perform safety related work on the ORA Rail Network, Rail Safety Workers **SHALL** be properly trained, currently accredited and certified as competent for the function they are to perform.

- (a) Rail Safety Workers **SHALL** be certified as having achieved the competencies set out in the CoP (ARN) Volume 1 clause 6.5.
- (b) Rail Safety Workers **SHALL** be certified as competent in the One Rail Australia Addendum to the CoP (ARN) (this document).
- (c) Rail Safety Workers performing tasks on the ORA Rail Network who are not certified as competent as set out above, may perform tasks under the close and direct supervision of a Rail Safety Worker who is certified as competent as set out above.

3.4.2 Task specific competency

Where a worker carries out tasks for which certification in rail safeworking rules is not a requirement, (such as survey work, or visual inspection), but which places the Rail Safety Worker at risk of interfacing with the network and rail movements, the Rail Safety Worker **SHALL** be certified as competent in:

- (a) Track and Rail Safety Awareness, and;
- (b) ORA Yard Access Authority procedures as set out in clause 6.1 below.

Such workers may work on the ORA Rail Network with or without supervision, as set out in clause 3.4.1 above, provided that their work does not have safety consequences for the network and its users, the public or themselves.

3.4.2.1 Track or Vehicle Maintenance

In order to take charge of maintenance operations within ORA facilities, Rail Safety Workers **SHALL** be certified as competent in:

- (a) Safeworking rules as outlined in clause 3.4.1 above.

3.4.2.2 Shunters

In order to take charge of or conduct shunting operations within ORA facilities, Rail Safety Workers **SHALL** be certified as competent in:

- (a) Safeworking rules as outlined in clause 3.4.1 above, and;
- (b) Characteristics of the rollingstock to be operated within the location in which they are to work.

3.4.2.3 Train Crew

In order to perform the function of a member of a train crew involved in the operation of train movements over the ORA Network, Rail Safety Workers **SHALL** be certified as competent in:

- (a) The safeworking rules as outlined in clause 3.4.1 above, and;
- (b) Other competencies outlined in clause 3.4.2.2 above, and;
- (c) Specific operating protocols for the route over which they are to work.

3.4.2.4 Locomotive Drivers

In order to take charge of a train movement over any part of the ORA Network, Rail Safety Workers **SHALL** be certified as competent in:

- (a) Locomotive and air brake operation, and;
- (b) The safeworking rules as outlined in clause 3.4.1 above, and;

Continued ▶

- (c) Other competencies outlined in clause 3.4.2.3 above, and;
- (d) Knowledge of the physical characteristics of the route over which they are to work.

3.4.2.5 ORA Transport Controllers

In order to take charge of or conduct Train Control functions for the ORA Rail Network, Rail Safety Workers **SHALL** be certified as competent in:

- (a) Safeworking rules as outlined in clause 3.4.1 above, and;
- (b) Knowledge of the operating characteristics of the portion of the ORA Rail Network over which they are to exercise authority, and;
- (c) Specific operating protocols for the management of Train Control functions for the ORA Rail Network, and;
- (d) Applicable Emergency Response Plans, Incident Management procedures and Incident Reporting Protocols.

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4 SIGNS, POINTS INDICATORS, SIGNALS

Signs, Points Indicators and Signals installed about the ORA Rail Network are arranged as set down in the CoP (ARN), Volume 3, except where outlined below.

4.1 Signs

Signs are provided about the ORA Rail Network to provide information to Rail Safety Workers.

Some signs are of a transitional nature and have been provided under the guidelines of previous network rules and procedures. Transitional signs remain in place on the ORA Rail Network in locations where they have not reached the end of their service life and continue to provide clear information to Rail Safety Workers.

Transitional signs **SHALL** be replaced by signs compliant with the CoP (ARN) as they become life expired.

4.1.1 Attend To Derail Signs

The signs shown in this clause are transitional signs.

These are attached to derail operating apparatus where manual operation is necessary and consist of a red background with white lettering.

These signs are often a cast component of the points stand mechanism.



Attend to Derail Signs

4.1.2 Location Signs

4.1.2.1 Location Ahead Sign

The signs shown in this clause are transitional signs.

Location Ahead Signs are provided on TOW territory and are located between 1000 and 2000 metres prior to the Yard Limit Sign, or Block Point Sign.

The reverse (departure) side of the sign may be provided with the letter 'R' as an indication of the point at which clearance through the location may be reported.



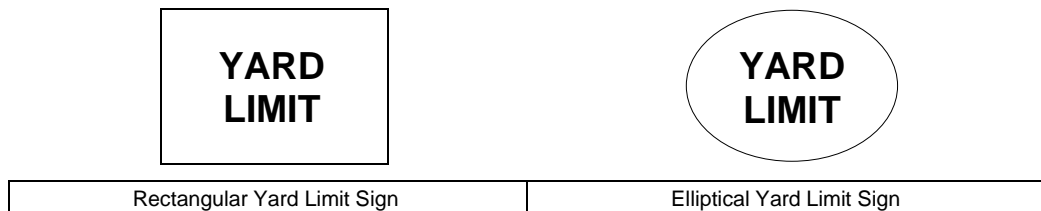
Front side of Location Ahead Sign Rear side of Location Ahead Sign

4.1.2.2 Yard Limit Sign

The signs shown in this clause are transitional signs.

A Yard Limit sign indicates the limits of a yard location on TOW territory.

Transitional Yard Limit Signs may be placed at a varied distances from the facing points at the location. The sign is double sided, with identical indications provided on each side. The sign may be elliptical, or rectangular in shape, and may or may not be reflective.

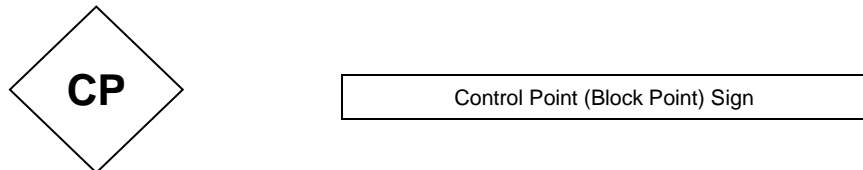


4.1.2.3 Control Point Sign

The signs shown in this clause are transitional signs.

A Block Point sign indicates a location where the crossing and passing of trains cannot take place, but where trains may report clear of a section.

Control Points are now referred to as Block Points.



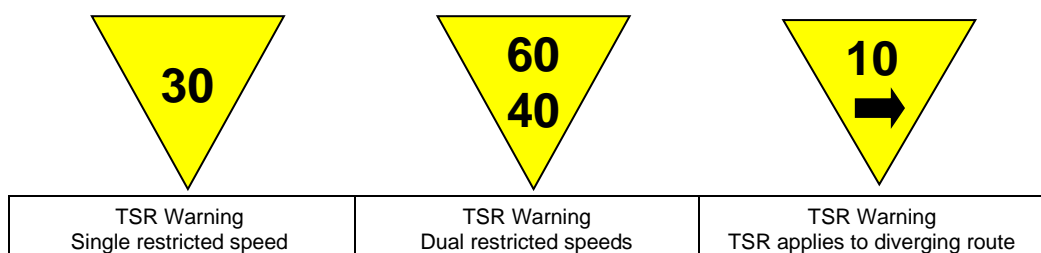
4.1.3 TSR Signs

4.1.3.1 TSR Warning

The signs shown in this clause are transitional signs.

The TSR Warning sign indicates the presence of a TSR at a distance of 2500 metres from the sign. The speed that **SHALL** be observed is shown on the face of the sign. Where two groups of figures are used, the upper figures relate to the speed applicable to railcar movements. The lower figures relate to the speed of all other trains.

Where a speed is indicated in conjunction with a directional arrow, the TSR speed is applicable to crossing loop, goods loop, or diverging route, 2500 metres in advance.

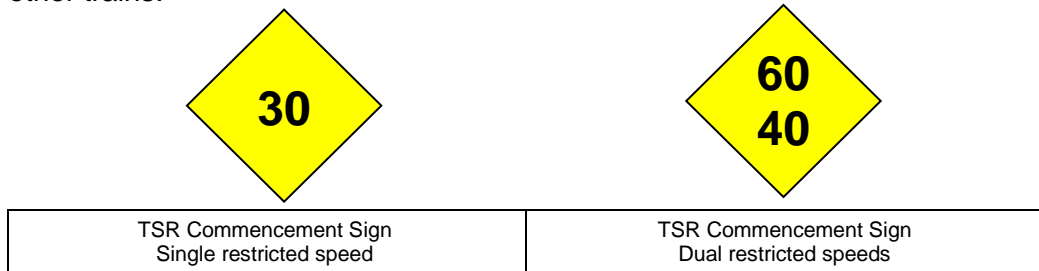


4.1.3.2 TSR Start Sign

The signs shown in this clause are transitional signs.

The TSR Start sign indicates the commencement point of the TSR and the point at which the train speed **SHALL** not exceed that displayed.

Where two groups of figures are used, the upper figures relate to the speed applicable to railcar movements. The lower figures relate to the speed of all other trains.

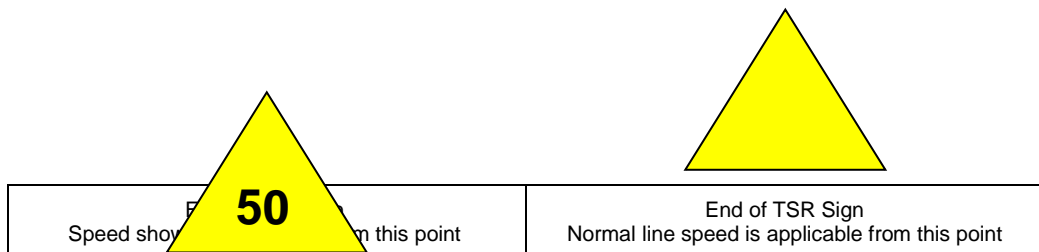


4.1.3.3 End of TSR Signs

The signs shown in this clause are transitional signs.

The End of TSR Sign indicates the end point of the TSR.

After the whole of the train has passed the sign, the train may increase speed to that indicated, where figures are shown, or to the maximum speed allowable for the section of line and class of train.

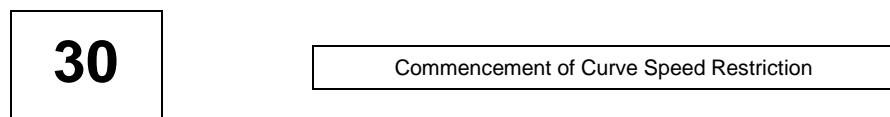


4.1.4 Permanent Speed Restriction Signs

4.1.4.1 Individual Curve Speed

The sign shown in this clause is a transitional sign.

Curve Speed Restriction signs are placed at the commencement of each curved section of track where train speed **SHALL** be reduced below the maximum applicable. The speed shown **SHALL** apply until the whole of the train has cleared the speed-restricted curve.



4.1.4.2 Blanket Speed Restriction Signs

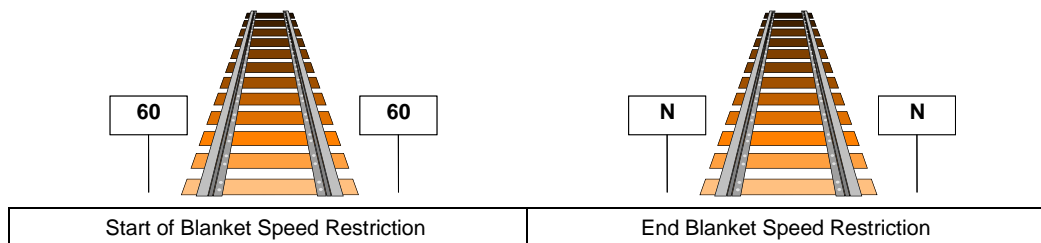
The signs shown in this clause are transitional signs.

Blanket Speed Restriction signs are placed at the commencement of a section of track where train speed must be maintained at that shown, when traversing curved and straight sections of track.

The Start of Blanket Speed Restriction is indicated by two signs, one each side of the line, with the applicable speed on the face of the sign.

The speed shown **SHALL** apply to all movements until an End of Blanket Speed Restriction sign is encountered.

The End of Blanket Speed Restriction indicated by two signs, one each side of the line, with the letter 'N' on the face of the sign, or by a figures indicating a subsequent speed limit to be observed.



4.2 Gang Whistle Sign

A Gang Whistle sign is provided 500 metres in advance of a work site in each direction of approach.

- (a) On sighting the Gang Whistle Sign, the train crew **SHALL** sound the locomotive warning device as a warning to track forces working in the vicinity, and;
- (b) Expect to sight a track maintenance gang and receive an 'All Right' hand signal.

Should a signal not be forthcoming, the Locomotive Driver **SHALL**:

- (c) Slow the train to low speed, and;
- (d) Sound the locomotive warning device as set out in clause 10.2.9.1 below.
- (e) Report the circumstances to the ORA Transport Controller.



Gang Whistle Sign

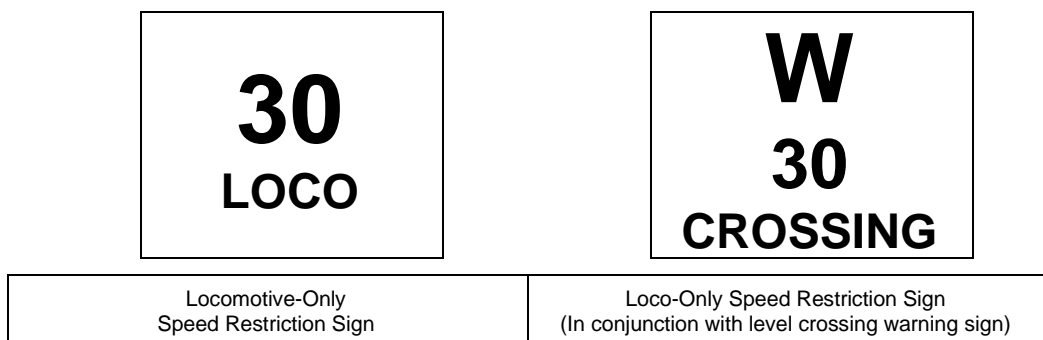
4.3 Locomotive-Only Speed Restriction

At some locations it is necessary to restrict the speed of trains approaching a location, due to visibility difficulties, type of points in use, infrastructure requirements, or other causes.

Permanent Locomotive-Only Speed Restriction Signs are provided to advise train crews of the maximum permitted speed applicable for the passage of the lead locomotive through the location.

This sign is distinguished from other permanent speed restriction signs by the addition of the words “LOCO” or “CROSSING”, and may be erected in association with other signs, such as level crossing warning signs.

- (a) On reaching a permanent Locomotive-Only Speed Restriction Sign, the train crew **SHALL** ensure that the speed of the movement does not exceed that displayed.
- (b) Where a permanent Locomotive-Only Speed Restriction Sign is provided with the word “LOCO”, the train crew may increase the speed of the train to the maximum permitted, after the lead locomotive has passed the sign.
- (c) Where a permanent Locomotive-Only Speed Restriction Sign is provided with the word “CROSSING”, the train crew may increase the speed of the train to the maximum permitted, after the lead locomotive has passed the associated level crossing.



4.4 Points Indicators

4.4.1 Points Stand Indicator Targets

Points Stands may display reflective indicator targets that convey the follows:

4.4.1.1 Green Arrow

Target is located on the Main Line.

- Points are set for the Main Line.

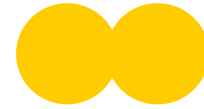
The arrow points up and away from the line.



4.4.1.2 Yellow Dumb Bell

Target is located on the Main Line.

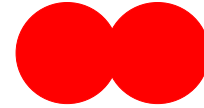
- Points are set for the Crossing Loop.



4.4.1.3 Red Dumb Bell

Target is located on the Main Line.

- Points are set for the Goods Loop or Dead End.



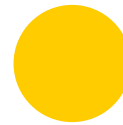
4.4.1.4 Yellow Circle

Target is located on a Crossing Loop

- Points are set for the Crossing Loop

Target is located within a yard,

- Points are set for the straight or normal setting



4.4.1.5 White Square

Target is located on a Crossing Loop

- Points are set for the turnout

Target is located within a yard.

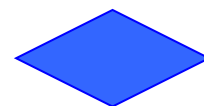
- Points are set for the turnout or reverse setting, or;
- Catchpoints are closed, or;
- Derailed is in the "Off-Rail" position.



4.4.1.6 Blue Diamond

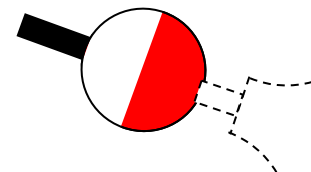
Target is located within a yard,

- Catchpoints are open or;
- Derailed is in the "On-Rail" position.



4.4.2 Cheese Knob Points

Cheese Knob weighted points are provided with a painted weight, which is painted white and red.



Facing Points set for Main Line	Facing Points set for the Turnout	Side view of Cheese Knob
------------------------------------	--------------------------------------	-----------------------------

Continued ▶

When such mechanisms are used on running lines:

- (a) Viewed from the facing direction, the Cheese Knob weight **SHALL** appear white when the points are set for the straight.
- (b) Viewed from the facing direction, the Cheese Knob weight **SHALL** appear red when the points are set for the turnout.

Cheese Knob weights may be painted all white, in which case detection of the setting of the points is provided by observation of the point blades.

4.5 Motorised Self-restoring Points

4.5.1 Colour Light Points Indicators

Motorised self-restoring Main Line to Crossing Loop points are provided at certain locations on the Northgate BP – Berrimah railway. Colour Light Points Indicators are provided in association with this equipment

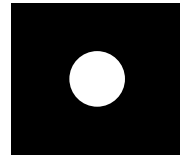
The indications applicable are described below.

4.5.1.1 White Run Down Indicator Light

Meaning :

- Equipment run down timer is in operation

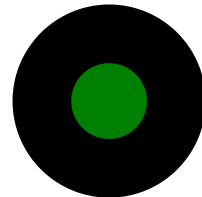
Note – This is provided to the rear of the points indicator housing at certain locations and is visible to the crew of departing trains.



4.5.1.2 Steady Green Points Indicator

Meaning:

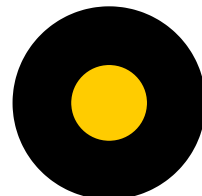
- Facing points are correctly set and locked for the Main Line
- Trailing points are correctly set and locked for the Main Line
- Proceed at authorised speed in accordance with Train Authority



4.5.1.3 Steady Yellow Points Indicator

Meaning:

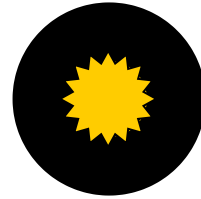
- Facing points are correctly set and locked for the Main Line.
- Trailing points are NOT correctly set and locked for the Main Line.
- Proceed in accordance with Train Authority only to the Clearance Point at the other end of the location.
- Stop and inspect or set trailing points.



4.5.1.4 Flashing Yellow Points Indicator

Meaning:

- Facing points are correctly set and locked for the Crossing Loop.
- Proceed onto the Crossing Loop only to the Clearance Point at the other end of the location.
- Stop and inspect or set trailing points.

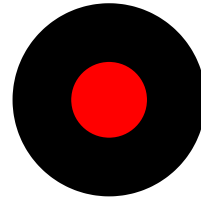


(Flashing Light)

4.5.1.5 Steady Red Points Indicator

Meaning:

- Run down timer is in operation, or;
- The points-locking track circuit is occupied, or;
- The points are NOT correctly set and locked for either route, or;
- The points may be out of adjustment.
- Stop and inspect or set the points.



4.5.2 Push Button Points Operation

In order to operate points to either position, using a push button enclosure, train crews **SHALL**:

- (a) Stop the train short of the track-circuited area either side of the points or short of the proximity switches.

A white painted sleeper or Clearance Point indicator may be provided.

- (b) Open the push button enclosure door. This action will cause:
- (i) The white Run Down Indicator Light, where provided, to illuminate, as set out in clause 4.5.1.1 above, and;
 - (ii) The Colour Light Points Indicator to display a red indication as set out in clause 4.5.1.5, above.
- (c) At locations North of Alice Springs:
- (i) Within the push button enclosure, observe the LED labelled 'TRACK OCCUPIED'. If the red LED is not illuminated, the points may be operated.
 - (ii) Leaving the enclosure door open, wait for completion of the run down period.
 - (iii) Observe the LED labelled 'POINTS RELEASED'. When run down is complete this will display a green indication. A green 'POINTS RELEASED' display indicates that the points may be operated.

Continued ▶

- (iv) Depress either the 'NORMAL' or 'REVERSE' push button to operate the points to the required position.
- (v) Close and lock the push button enclosure door.

Note: If a push button enclosure door is opened or closed during the run-down period, the run down period will recommence.

- (d) At locations South of Alice Springs:
 - (i) Observe the condition of the service light. If it is illuminated, advise ORA Transport Control.
 - (ii) Depress either the 'NORMAL' or 'REVERSE' push button to operate the points to the required position.
 - (iii) Leaving the enclosure door open, wait for completion of points motor operation.
 - (iv) Close and lock the push button enclosure door.
- (e) At all locations:
 - (i) Inspect the points to ensure that they have been correctly set for the desired route.
 - (ii) Observe the correct setting of the Colour Light Points Indicator, and points target indicator where provided, and proceed accordingly.

4.5.3 Radio Remote Control Points Operation

Radio remote control equipment is provided at certain locations for the radio remote operation of main line to crossing loop points. In order to operate points by this method:

4.5.3.1 Arriving Train Movements

- (a) Arriving train movements **SHALL** approach the points at a speed at which the movement can be stopped short of the points.
- (b) Ensure by use of the local radio that any rail traffic approaching the vicinity of the points is aware of their impending operation.
- (c) On reaching the Location Ahead Sign for the crossing location select the appropriate radio channel and transmit the four-digit DTMF points operating code. This action will initiate a run-down period.
- (d) Observe the indication displayed by the Colour Light Points Indicator.

Continued ▶

- (e) If the run-down period has been initiated as a result of the transmission of the DTMF points operating code:
 - (i) The white Run-Down Indicator Light to illuminate, for trailing movements, as set out in clause 4.5.1.1 above, and;
 - (ii) The colour light points indicator will display a red indication, for facing movements, as set out in clause 4.5.1.5, above,
- (f) If the system does not respond following the transmission of the DTMF code as set out in clause 4.5.3.1 (e) above:
 - (i) Wait for 30 seconds after completion of the transmission, then;
 - (ii) Attempt to re-transmit the points operating DTMF code.
- (g) Proceed in accordance with the indication displayed by the Colour Light Points Indicator and Train Authority.

Note: Should a push button enclosure door be opened or closed following the transmission of a DTMF code, any command that has been received by the system will be cancelled, and a new run-down period will commence.

4.5.3.2 Departing Train Movements

Trains departing crossing locations **SHALL**;

- (a) Operate the points only by push button operation, and;
- (b) Verify the indication provided by the reflective points indicator target, and;
- (c) Proceed in accordance with the indication displayed by the reflective points indicator target and Train Authority.

4.5.4 Shunting Movements

During shunting movements over self-restoring points:

- (a) Operation of the points **SHALL NOT** be performed by radio remote or push-button operation.
- (b) Operation of the points **SHALL** be performed only in hand mode.

4.5.5 Movements of Track Machines and Hi-Rail Vehicles

During movements of track machines or hi-rail vehicles over self-restoring points:

- (a) Operation of the points **SHALL NOT** be performed by radio remote or push-button operation.
- (b) Operation of the points **SHALL** be performed only in hand mode.

4.5.6 Failure of Points or Colour Light Points Indicator

In the event that the Colour Light Points Indicator continues to display a red or no indication following a radio DTMF transmission, or push button operation, the train crew **SHALL**:

- (a) Stop or remain in clear of the track-circuited area associated with the points.
- (b) Advise ORA Transport Control of the circumstances.
- (c) Set the points to Hand Mode of operation and manually operate the points.
- (d) Inspect the points to ensure that no debris is preventing the required movement of the points blades. If any material found to be preventing operation of the points, safely remove this debris.
- (e) Return the points to Motor Mode of operation.
- (f) If the points are confirmed as set and locked, and the Colour Light Points Indicator displays the correct indication, the train crew **SHALL**:
 - (i) Advise ORA Transport Control of the circumstances and action taken.
 - (ii) Proceed in accordance with the indication and Train Authority held.
- (g) If the points are confirmed as set and locked, and the Colour Light Points Indicator displays an incorrect or no indication, the train crew **SHALL**:
 - (i) Observe the indication of the reflective points indicator target.
 - (ii) Advise ORA Transport Control of the circumstances and action taken.
- (h) If the points are confirmed as set and locked, and the Colour Light Points Indicator fails to display the correct indication, the train crew **SHALL**:
 - (i) Advise ORA Transport Control of the circumstances.
 - (ii) Observe the indication of the reflective points indicator.
 - (iii) Proceed as authorised by the Train Authority currently in effect.
- (i) If the points cannot be set and locked in the Motor Mode of operation the train crew shall:
 - (i) Advise ORA Transport Control of the circumstances and obtain instructions.
 - (ii) Place the points into the Hand Mode of operation and set to the position directed by the ORA Transport Controller.
 - (iii) Clamp the points for the setting directed.

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(iv) Proceed as authorised by the ORA Transport Controller.

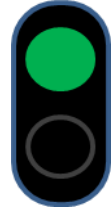
4.6 Stream Flow LED Indicators

The following are located on the Northgate B.P – Berrimah railway.

Two-aspect trackside LED indicator, indicating either a green or yellow aspect installed 2500m (nominally) from the river to provide rail movements warning;

4.6.1 Green Indication meaning:

No water is present – proceed as normal



4.6.2 Yellow Indication meaning:

Water is detected or equipment has failed - proceed with caution.

Drivers must be prepared to stop the rail movement if:

- the water level is up to or above the underside of the bridge girders;
- or
- If there is concern that the track is unsafe.



In the event of a yellow indication resulting from equipment failure, drivers do not need to stop the rail movement and may resume normal speed once it is confirmed that the water level is below the underside of the bridge girders and that there is no concern that the track is unsafe.

A yellow indication resulting from equipment failure **MUST** be reported to Transport Control.

4.6.3 Black Indication or No indication meaning:

Black or no indication – treat as if indicator is displaying a yellow aspect and proceed with caution.

A black or no indication **MUST** be reported to Transport Control.



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5 WORK ON TRAIN - SAFETY PROCEDURES

Safety procedures **SHALL** be adopted when work is being performed on trains or rollingstock to prevent them being moved or operated whilst Rail Safety Workers are working on them or are in a position of potential danger. The Rail Safety Worker performing the work or, if there is more than one Rail Safety Worker involved, the Supervisor responsible for the work being performed, **SHALL** ensure that the Locomotive Driver has carried out these safety procedures.

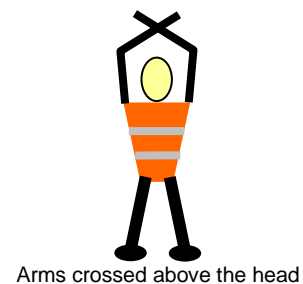
5.1 Safety Procedure – Three-Step Protection

Three-Step protection **SHALL** be provided for all Rail Safety Workers who are required to enter between; work on; or cross over vehicles attached to a locomotive.

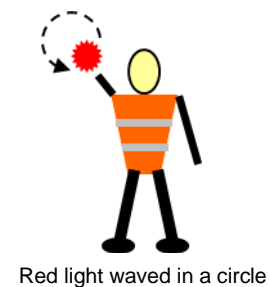
- (a) When a Rail Safety Worker requests Three-Step Protection, the Locomotive Driver **SHALL**:
 - (i) Fully apply the independent brake.
 - (ii) Open the generator field switch.
 - (iii) Centre the reverser handle.
 - (iv) Advise the Rail Safety Worker that Three-Step Protection has been provided.
 - (v) Not attempt to move the locomotive until advised by the Rail Safety Worker that all personnel are clear and safe

- (b) Where direct verbal communication is not available between the Rail Safety Worker who requires the provision of Three-Step protection, and the Locomotive Driver, the following hand signals and whistle signals **SHALL** be used:

- (i) Request for provision of Three Step Protection (By Day)



- (ii) Request for provision of Three Step Protection (By Night)



Continued ▶

- (iii) Driver's advice of the provision of Three-Step protection to the Rail Safety Worker

Two short whistle sounds

“O O”

- (iv) Clear and Safe - Request lifting of Three-Step Protection (By Day).



One arm held out horizontally from the side of the body

- (v) Clear and Safe - Request lifting of Three-Step Protection (By Night).



White Light waved in a circle above the head

- (vi) Driver's advice of the lifting of Three-Step protection.

Two short whistle sounds

“O O”

5.2 Safety Procedure – Work On Train

- (a) When the Locomotive Driver is advised by a Rail Safety Worker that work such as the repair, maintenance or testing of equipment, is to take place, the Locomotive Driver **SHALL**:
 - (i) Provide Three-Step protection as set out in clause 5.1 above.
 - (ii) Place a “WORK ON TRAIN IN PROGRESS” safety tag on the throttle control handle.
 - (iii) Remove the reverser handle and place it in the receptacle provided.
 - (iv) Not attempt to move the locomotive, until the Rail Safety Worker has advised the Locomotive Driver that all personnel are clear and safe.
- (b) When work is to be performed on a locomotive or vehicles attached to a locomotive by personnel working independently to one another, the supervising Rail Safety Worker in charge of each individual group of Rail Safety Workers **SHALL**:
 - (i) Ensure that the Locomotive Driver provides three-step protection in accordance with clause 5.1 above.

Continued ▶

- (ii) Supervise the placement of a "WORK ON TRAIN IN PROGRESS" safety tag on the throttle handle of the locomotive. This tag **SHALL** display the name and contact details of the Rail Safety Worker supervising the work.
 - (iii) Supervise the removal of any personal "WORK ON TRAIN IN PROGRESS" safety tag from the throttle handle of the locomotive when all Rail Safety Workers under his supervision are clear and safe.
- (c) The Locomotive Driver **SHALL**:
- (i) Not attempt to move the locomotive whilst any "WORK ON TRAIN IN PROGRESS" safety tags are attached to the throttle handle of the locomotive.
 - (ii) Not remove any supervisor's personal "WORK ON TRAIN IN PROGRESS" safety tag from the throttle handle of the locomotive at any time.
 - (iii) Not remove his/her own "WORK ON TRAIN IN PROGRESS" safety tag from the throttle handle of the locomotive, until all personal "WORK ON TRAIN IN PROGRESS" safety tags have been removed from the throttle handle of the locomotive.
 - (iv) Not otherwise move the locomotive until satisfied that all personnel are clear and safe.

5.3 Safety Procedure – No Locomotive Attached

When work is to be performed on any vehicle or vehicles to which a locomotive is not attached, the Rail Safety Worker who is to perform the work **SHALL**:

- (a) Obtain a ORA Yard Access Authority where appropriate.
- (b) Place a RED flag or sign on the coupler at each end of the vehicle or rake of vehicles on which work is to be performed.
- (c) Ensure that the vehicles are secured against movement.
- (d) Where provided, set points at either end of the track on which work is to be performed for an adjacent track to protect the worksite against access by other rail movements. Where possible, these points should be locked.
- (e) Wherever possible, work with a lookout present.

5.4 Safety Procedure – Working On a Train in Operational Service

Rail Safety Workers and in particular, rollingstock maintenance personnel, may be required to undertake unscheduled but essential running repairs to trains that are in Operational Service at various locations from time to time.

Continued ▶

The Rail Safety Worker performing the work or, if there is more than one Rail Safety Worker involved, the Supervising Rail Safety Worker responsible for the work being performed, **SHALL** ensure that the Locomotive Driver has carried out these safety procedures.

- a) When the Locomotive Driver is advised by a Rail Safety Worker that work such as the essential repair, maintenance or testing of air brake equipment is to take place and in order to prevent an unintended train runaway, the Locomotive Driver **SHALL**:
 - (i) Apply sufficient handbrakes to secure the train against movement. Take into account gradient, train load, weather conditions and the effectiveness of the braking system.
 - (ii) If the mechanical condition allows, conduct a hand break test as per approved procedure, to confirm the effectiveness of the handbrakes.
 - (iii) Provide Three-Step protection as set out in clause 5.1 above
 - (iv) Place a “WORK ON TRAIN IN PROGRESS” safety tag on the throttle control handle.
 - (v) Remove the reverser handle and place it in the receptacle provided.
 - (vi) Not attempt to move the train until the Rail Safety Worker has advised the Locomotive Driver that all personnel are clear and safe.

- b) The Locomotive Driver **SHALL**:
 - (i) Not attempt to move the train whilst any “WORK ON TRAIN IN PROGRESS” safety tags are attached to the throttle handle of the locomotive.
 - (ii) Not remove any supervisor’s personal “WORK ON TRAIN IN PROGRESS” safety tag from the throttle handle of the locomotive at any time.
 - (iii) Not remove his/her own “WORK ON TRAIN IN PROGRESS” safety tag from the throttle handle of the locomotive, until all personal “WORK ON TRAIN IN PROGRESS” safety tags have been removed from the throttle handle of the locomotive.
 - (iv) Not otherwise move the train until satisfied that all Rail Safety Workers are clear and safe.

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6 ORA FACILITY PROTOCOLS

6.1 ORA Yard Access Authorities

The entry to ORA yards and facilities is carried out on the authority of the ORA Transport Controller via the use of a Yard Access Authority (YAA). This authority is recorded on a ORA Yard Access Authority form. An example of the desired format is provided in clause 15.1 below.

6.2 Yard Access Authority Issue

- (a) Rail Safety Workers requiring access to ORA facilities **SHALL** contact the ORA Transport Controller and request the issue of a YAA.
- (b) Any person requiring access to, or an authority for, the ORA Rail Network **SHALL**:
- (c) The Rail Safety Worker **SHALL**:
 - (i) Be aware of ORA's dedicated emergency contact details and promulgate these to all personnel for whom the YAA applies;
 - (ii) Provide ORA Transport Control with details of:
 - Their own contact details;
 - Details of a dedicated twenty-four hours per day, seven day per week emergency contact for their organisation.
 - (iii) State their requirements for access, including details of the work to be performed.
 - (iv) State the anticipated period of occupancy.
- (d) The ORA Transport Controller **SHALL** accept, amend or reject the request as dictated by operational requirements.
- (e) The ORA Transport Controller **SHALL** ensure that the Rail Safety Worker requesting the YAA is aware of ORA Transport Control emergency contact details.
- (f) The ORA Transport Controller **SHALL** ensure that the Rail Safety Worker's organisation's emergency contact details are recorded.
- (g) If appropriate, the ORA Transport Controller **SHALL** transmit details of the YAA, and **SHALL** include:
 - (i) Contact details of other Rail Safety Workers present in the facility.
 - (ii) Any restrictions placed upon access into the facility.

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- (h) The Rail Safety Worker **SHALL** record the details of the YAA as they transmitted.
- (i) The Rail Safety Worker and ORA Transport Controller **SHALL** confirm each other's understanding of the YAA.

6.3 Authorised Access to ORA Facility

- (a) The Rail Safety Worker **SHALL** make contact with any other Rail Safety Workers working within the facility, so that all Rail Safety Workers may reach an understanding of each other's access requirements and intended operations.
- (b) The objectives of ORA Rail Safety Workers **SHALL** take precedence over the objectives of Rail Safety Workers employed by other operators.
- (c) Rail Safety Worker **SHALL** liaise with other operators to ensure that all Rail Safety Workers efficiently achieve their objectives in safety.
- (d) The Rail Safety Worker **SHALL** contact the ORA Transport Controller when and as directed.
- (e) The Rail Safety Worker **SHALL** continue to operate in the ORA facility as required for as long as required, or until such time as directed to be clear of the facility.
- (f) The currency of any YAA **SHALL** not exceed 24 hours in duration, unless ORA has granted prior specific approval.
- (g) The ORA Transport Controller may cancel a YAA at any time.
- (h) Upon completing work within a ORA facility, the Rail Safety Worker **SHALL** contact the ORA Transport Controller and fulfil the YAA.

6.4 Operations Under a Yard Access Authority

- (a) Shunting work within ORA yard facilities **SHALL**:
 - (i) Be carried out at LOW SPEED (CoP (ARN) definition) and;
 - (ii) Not exceed a speed of 15 km/h.
- (b) Rail Safety Workers conducting shunting operations **SHALL** :
 - (i) Liaise with one another as set out in clause 6.3 (b) above, and ;
 - (ii) Operate as set out in clause 7 below.
- (c) Track maintenance work in ORA yard facilities **SHALL**:
 - (i) Protect their worksite by setting of points to exclude movements from the track on which work is to be performed, and;
 - (ii) Erect a red Obstruction Stop sign at each end of the track on which work is to be performed, and / or;

[Continued ▶](#)

- (iii) Place a RED flag or sign on the coupler at each end of the vehicle or rake of vehicles standing on the track on which work is to be performed.

6.5 Road Vehicle Operations in ORA Facilities

Road vehicles operated in ORA facilities **SHALL**:

- (a) Be subject to a maximum speed of 25 km/h, and;
- (b) At all times, display four-way flashing hazard lights, or a rotating or strobing yellow beacon, and;
- (c) Be operated only where road vehicles will not conflict with rail movements, and;
- (d) Cross rail lines only with caution, and only at authorised crossing points.

The drivers of road vehicles must be aware of the location and intention of rail movements.

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7 TRAIN SHUNTING

The CoP (ARN) makes no reference to shunting procedures.

7.1 Shunting Safety

Of absolute importance, is the necessity to conduct shunting operations in safety.

7.1.1 Joining and Alighting from vehicles

Joining or alighting from moving vehicles on the ORA Rail Network is prohibited.

Only in a life-threatening situation, will the alighting from a moving vehicle be tolerated.

7.1.2 Safety Attire

When on the ORA Network, Rail Safety Workers **SHALL** wear or carry:

- (a) Safety footwear appropriate to the work being undertaken, as set down in Australian Standard AS/NZS 2210.3 "Occupational protective footwear Part 3";
- (b) Approved orange high visibility safety clothing as set down in Australian Standard AS/NZS 4602, "High Visibility garments".
- (c) Clothing of a type that **SHALL** not get caught up in parts of vehicles. Safety vests must feature pull apart or tear away closures;
- (d) Clothing that will protect the wearer from the elements;
- (e) Other protective equipment / apparel appropriate to the work being undertaken, and;
- (f) During the hours of darkness, a torch or signal lamp.

7.2 Shunting Competency

7.2.1 Personnel Conducting Shunting Operations

To conduct shunting operations on the ORA Rail Network the Rail Safety Worker **SHALL** be certified as competent as set out in clause 3.4.2.2 above.

7.2.2 Personnel Directing Shunting Operations in ORA Facilities

To direct personnel who are to conduct shunting operations in a ORA facility the Rail Safety Worker **SHALL**:

- (a) Be a ORA employee or contracted employee, and;
- (b) Meet the requirements of clause 7.2.1 above.

7.3 Authority to Conduct Shunting Operations

The Rail Safety Worker who is to carry out or supervise shunting operations at a ORA Rail Network facility **SHALL** become the authority in charge of that facility

- (a) The ORA Transport Controller **SHALL** be informed of the intended nature of shunting operations at all ORA Rail Network facilities.
- (b) Before commencing shunting operations at all ORA Rail Network facilities, the appropriate authority of the ORA Transport Controller **SHALL** be obtained.
- (c) A ORA Yard Access Authority **SHALL** be in force prior to the commencement of shunting work within ORA Rail Network facilities.
- (d) The ORA Transport Controller **SHALL** be informed of the completion of shunting operations at all ORA Rail Network facilities.

7.4 Shunting Of Rolling Stock

7.4.1 Preparation for Shunting Movements

Before performing any shunt, the Rail Safety Worker conducting the shunt **SHALL** ensure that:

- (a) Couplings have been engaged to prevent vehicles uncoupling and running away during the movement.
- (b) The airbrake is connected continuously throughout the vehicles to be shunted, unless mechanical failure prevents this, and then as set out in clause 7.4.2 below.
- (c) Points over which the movement is to pass are correctly set.
- (d) The line over which the intended movement is to pass is of the correct gauge for all vehicles that are to be moved.
- (e) Boundary gates, doors of sheds, ramps, or such, on or near the line over which the movement will pass, are secured so as to not interfere or foul the movement.
- (f) The line over which the movement will pass is clear of obstructions.
- (g) Any derail devices are removed from the line over which the movement will pass.
- (h) All wheel chocks have been removed prior to the commencement of movement.
- (i) All hand brakes are released prior to the commencement of movement.
- (j) The possible causes of collision or derailment have, as far as practicable, been eliminated.

Continued ▶

- (k) The Locomotive Driver of the locomotive engaged in the shunting movement has been fully informed of the requirements of the shunting operation.
- (l) The Locomotive Driver of the locomotive engaged in the shunting movement has been informed of the distance that the movement is to travel.

7.4.2 Shunting Non-Air Equipped Vehicles

The shunting of vehicles without the air brake being operational throughout is prohibited, unless this is not mechanically possible. If this is so, and a propelling movement is made, requiring that a non-air equipped vehicle leads the movement:

- (a) Where it is practicable to do so, the use of safety chains **SHALL** be made, during all propelling movements, or;
- (b) Where it is not practicable to do so:
 - (i) The leading vehicle of the propelling move **SHALL** be equipped with an effective working handbrake, and;
 - (ii) The propelling movement **SHALL** be conducted at walking speed, and;
 - (iii) The Rail Safety Worker performing the shunt **SHALL** be positioned in the immediate vicinity to enable the movement to be stopped by application of the handbrake on the leading vehicle, if required.

7.4.3 Protection of Vehicles

On the completion of shunting operations, wherever possible, points **SHALL** be set to protect vehicles standing on tracks not immediately required for the passage of other movements.

7.4.4 Crossing Rail Lines Near Vehicles

Rail Safety Workers who, during the course of their duty, must cross rail lines near stationary vehicles, **SHALL** remain at least 10 metres from the end of the vehicle whilst crossing such rail lines. Where it is not possible to achieve this, appropriate protection **SHALL** be applied.

7.4.5 Protection of Shunting Personnel

Before entering between any vehicles to which a locomotive is attached, the Rail Safety Worker **SHALL**:

- (a) Contact the Locomotive Driver and request the provision of three-step protection as set out in clause 5.1 above.
- (b) Advise the Locomotive Driver that all personnel are clear and safe, upon completion of the work.

7.4.6 Preceding and Monitoring Shunt Movements

During a shunt movement the Rail Safety Worker conducting the shunt **SHALL**:

- (a) Accompany or precede the leading vehicle or,
- (b) Be positioned in the immediate vicinity, where the line ahead and the safe progress of the movement can be clearly seen, and,
- (c) The Rail Safety Worker performing the shunt **SHALL** be positioned in the immediate vicinity to enable the movement to be stopped by application of the handbrake on the leading vehicle, if the vehicles are without the air brake being operational throughout, as set out in clause 7.4.2 above.
- (d) Continue to keep all personnel involved in the operation, informed of the progress of the movement, by hand signal or radio command.

7.4.7 Riding on Rail Vehicles

- (a) Within ORA facilities and on the ORA Rail Network the practice of riding on rollingstock is strictly prohibited except where a Rail Safety Worker can:
 - (i) Ride on or in purpose-built and approved rollingstock including but not limited to a shunt station or fender in the designated safe area.
 - (ii) Ride on the platform of a locomotive inside the rollingstock outline and where the risk of falling has been mitigated.
- (b) When alighting, joining or riding on a vehicle, maintain at least three points of contact comprising:
 - One hand and two feet, or
 - Two hands and one foot.
- (c) Rail Safety Workers must not alight or join a moving vehicle.
- (d) Notwithstanding clause (a) (i) and (ii) above, Rail Safety Workers **SHALL NOT** ride in or on any vehicle except within the locomotive cab whilst passing over a road level crossing.

7.4.8 Speed of Rail Movements

In ORA facilities, the speed of rail movements **SHALL** not exceed 15 km/h.

7.4.9 Coupling of Vehicles

Before coupling to any vehicle or setting vehicles up to a dead end, the Rail Safety Worker conducting the shunt **SHALL** ensure that:

- (a) The movement is brought to a stand before attempting to couple vehicles.
- (b) Vehicles are firmly secured to prevent them moving upon coupling.
- (c) Couplings are correctly aligned to enable coupling.

Continued ▶

- (d) Appropriate instructions are conveyed to the Locomotive Driver so that vehicles are coupled with minimum force.
- (e) Wherever possible, ensure that coupling is conducted on straight track, to avoid the exertion of excessive sideways force upon couplers.

7.4.10 Vehicle Separation

Wherever vehicles are separated, a space between the vehicles of 10 metres **SHALL** be provided.

7.4.11 Mixed Gauge Shunting

- (a) Other than in an emergency, the movement of rakes comprising numbers of vehicles of mixed gauge is prohibited.
- (b) Other than in an emergency, or when confined within the Motive Power Centre, Adelaide, the movement of coupled locomotives of mixed gauge is prohibited.
- (c) If the shunting of mixed gauge vehicles is unavoidable, the practice **SHALL** be restricted to the use of a locomotive and / or appropriate fender, of one gauge, moving a block rake of vehicles of another.

7.4.12 Communication and Signals

- (a) When conducting shunts, the Rail Safety Worker conducting the shunt **SHALL**:
 - (i) Advise the Locomotive Driver of the intended movements and the position of the rail vehicles involved.
 - (ii) Advise the Locomotive Driver of the distance the movement is to travel.
 - (iii) Display a regular hand signal, or verbally communicate with the Locomotive Driver, updating the distance remaining for the movement to travel at half intervals (e.g. "20 vehicles to travel, 10 vehicles to travel, 5 vehicles to travel" etc).
 - (iv) Clearly advise the driver when the mode of communication of shunt commands is to change from radio command to hand signals and vice-a-versa.
- (b) If a signal cannot be seen or communications heard by the Locomotive Driver after half the last advised distance has been travelled, the Locomotive Driver **SHALL**:
 - (i) Stop the movement.
 - (ii) Seek instructions from the Rail Safety Worker conducting the shunting operation.
- (c) With regard to any fixed signals governing a shunt movement, the Rail Safety Worker conducting the shunt movement **SHALL**:

Continued ▶

- (i) Ensure that any fixed signals governing a shunt movement have been cleared before allowing the movement to proceed.
- (ii) Confirm the signal reading with the Locomotive Driver.
- (d) The clearing of a fixed signal may authorise a shunt movement to proceed, but the Locomotive Driver **SHALL** not move the engine until having confirmed with the Rail Safety Worker directing the shunting operation, that it is safe to do so.
- (e) Where it may be necessary to conduct shunt movements simultaneously from both ends of a train or rake of rail vehicles, all Rail Safety Workers **SHALL** be fully informed of such movements.

7.4.13 Shunting on Main Line or Crossing Loop

When shunting onto a main line or crossing loop:

- (a) The appropriate authority for occupation of the line **SHALL** have been received.
- (b) The air brake **SHALL** remain operational throughout until the movement is completed.

7.4.14 Vehicles Left Standing Detached

Vehicles left standing without a locomotive attached **SHALL**:

- (a) Be firmly secured against movement by the use of handbrakes.

Handbrakes **SHALL** be tested to ensure that they effectively secure detached vehicles against movement.

If hand brakes are not sufficient or effective, the vehicles **SHALL**:

- (i) Be coupled to a vehicle with effective handbrake, or;
- (ii) Be secured by the use of wheel chocks.
- (b) Be clear of the marked fouling point of any adjoining line.
- (c) Be placed within the protection of derail devices (where provided).
- (d) Be protected, wherever possible, by setting points so that they direct movements away from that track on which the vehicles are standing.
- (e) Have the brake pipe exhausted of pressure and left open to atmosphere.

7.4.15 Movement Through Points

7.4.15.1 Trailing of Points

- (a) Except where specified, the trailing through of any points on the ORA Rail Network is prohibited.
- (b) In the event that it is necessary for points to be correctly set to enable a trailing movement to be made:

Continued ▶

- (i) The movement **SHALL** be stopped at the clearance point between the convergent tracks.
- (ii) The points **SHALL** be set.
- (iii) The movement may continue following the correct setting of the points.

7.4.15.2 Setting of Points

- (a) Before authorising a movement to pass over any points in either direction, the Rail Safety Worker conducting the shunt **SHALL** ensure that they are correctly set for the intended movement.
- (b) As soon as a shunt movement over running line points or derail devices is completed, the Rail Safety Worker conducting the shunt **SHALL** ensure that each is promptly restored to their normal position and locked.
- (c) Movements **SHALL** clear points and derail devices (where provided) before these are restored to their normal position.
- (d) Except when in actual use, main line points **SHALL** be kept set and locked for the main line and any points leading towards the main line **SHALL** be set and locked to protect the main line.
- (e) Wherever possible, points **SHALL** be set so that they direct movements away from any track on which vehicles are standing.

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8 LEVEL CROSSINGS

8.1 Movements Over Level Crossings

- (a) Rail vehicles propelled over a public level crossing **SHALL** have the air brake operational throughout, unless this is not mechanically possible.
- (b) Where it is not mechanically possible to couple the air brake operational throughout, the movement shall be conducted as set out in clause 7.4.2 above.
- (c) If it is necessary for vehicles to be left standing foul of a public level crossing:
 - (i) This **SHALL** be for as short a time as possible, or;
 - (ii) Rakes of vehicles **SHALL** be split to clear the roadway wherever a lengthy blockage is anticipated.
- (d) If it is necessary to propel vehicles over or foul a level crossing not protected by flashing light signals or other warning device operating for the movement, the Rail Safety Worker conducting the shunt **SHALL**:
 - (i) Stop the movement short of the crossing.
 - (ii) Walk forward and stop all road traffic, ensuring that a safe position is maintained at all times relative to approaching traffic.
 - (iii) Signal the movement to pass onto the level crossing.
 - (iv) Keep the crossing in sight and protected, until such time as the movement has safely entered the crossing.

8.2 Active Level Crossing Warning Equipment

8.2.1 Operation of Level Crossing Warning Equipment

- (a) Level crossing warning devices **SHALL** not be operated unnecessarily.
- (b) When level crossing equipment is operated for shunting purposes (via push buttons or switches),
- (c) Warning devices **SHALL** be activated for at least 30 seconds to provide adequate advance warning.
- (d) Approaching traffic **SHALL** be observed to stop before the shunt movement proceeds.

8.2.2 Work on Level Crossing Warning Equipment

When work is performed that affects the operation of level crossing warning equipment and where traffic conditions warrant, the affected level crossing **SHALL** be protected by a crossing keeper.

8.3 Dynamic Testing of Rollingstock Over Level Crossings

When normal track speed is to be exceeded as part of dynamic testing of rollingstock over level crossings, each level crossing affected by such operation, **SHALL** be protected by a crossing keeper.

8.4 Crossing Keepers

When a crossing keeper is required:

- (a) ORA Transport Control is to be advised of the requirement for a crossing keeper to be in attendance.
- (b) The appropriate number of crossing keepers **SHALL** be utilised to provide adequate protection, relative to traffic volume and the nature of the roadway involved (e.g. multi-lane roads may require more than one crossing keeper).
- (c) The crossing keeper **SHALL** be provided with a 'STOP' warning sign for daytime use and a red light for night time use.
- (d) The crossing keeper **SHALL** also be provided with a reliable means of communicating with ORA Transport Control and an accurate time piece.

The crossing keeper **SHALL**:

- (e) Be competent to carry out the duties of a crossing keeper.
- (f) Report to ORA Transport Control on arrival and at other times as required by ORA Transport Control.
- (g) Not allow, once stopped (for the passage of a train), any pedestrian, cyclist, vehicle or livestock to cross the line until the train has passed.
- (h) Be satisfied that no other train is approaching before removing the stop sign to allow road traffic to traverse the crossing.
- (i) Not leave the crossing, except in case of emergency and then only after ascertaining that no train will pass the crossing while it is unattended.
- (j) Operate active level crossing warning devices where provided
- (k) At least one minute before a train arrives and during the passage of the train stand in a position that is safe, yet visible to approaching traffic displaying a 'stop signal'. The stop sign **SHALL** be held upright and with the indication showing squarely to approaching traffic.
- (l) Not permit heavy or slow-moving traffic or livestock to cross the line unless satisfied there is sufficient time for them to do so safely.

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9 ORA FACILITIES

9.1 Opening and Attending ORA Facilities

It may become necessary for certain facilities to become “attended” in order to expedite and coordinate operations.

Before a ORA Facility is opened and attended, the Rail Safety Worker who is to become the authority in charge of the location **SHALL**:

- (a) Advise the ORA Transport Controller of the intention to open and attend the location.
- (b) Obtain a Yard Access Authority for the occupation and attendance of the location where required.
- (c) Establish the anticipated traffic requirements.

9.2 Admittance of Trains to Attended ORA Facilities

Before admitting a train into an Attended ORA Facility Location, the Rail Safety Worker in charge of the location **SHALL**:

- (a) Ensure that the line on which the train is to run is clear and safe.
- (b) Ensure that any points involved are correctly set.
- (c) Advise other operators in the location of the impending movement.
- (d) Advise the Locomotive Driver of the arriving train of the conditions under which the train is to enter the location.
- (e) Observe the arrival of the train and ensure it has arrived complete.

9.3 Closing ORA Facilities

Before a ORA Facility Location is closed, the Rail Safety Worker in charge of the location **SHALL**:

- (a) Ensure that main line points are set and locked for the main line.
- (b) Ensure that derail devices and points leading to running lines are set and locked to protect running lines.
- (c) Advise the ORA Transport Controller of the intent to close the location.
- (d) Close the Yard Access Authority for the occupation of the location.

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10 TRAIN DRIVING

10.1 Locomotive Driver Competency

In order to take charge of a train movement over the ORA Network, Rail Safety Workers **SHALL** be currently certified as competent as set out in clause 3.4.2.4 above.

10.2 Locomotive Driver Responsibilities

10.2.1 General

Locomotive Drivers **SHALL**:

- (a) Present themselves for operations on the ORA Rail Network only when medically fit for work, including the use of approved prescribed medication, and vision or hearing correction where required.
- (b) Ensure that they have had adequate rest and sleep to ensure that they are not suffering from fatigue prior to commencing work.
- (c) Have access to and be conversant with all current instructions and procedures relating to the route over which they are to work.
- (d) Operate all equipment smoothly and carefully, and in accordance with instructions, procedures and policies.
- (e) Supervise, and assist in the training of less experienced crew members with whom they are working.
- (f) Challenge the activities of any fellow crew member who is not conducting themselves in accordance with instructions.
- (g) Report activities which constitute a breach of safety instructions, or rules, irrespective of their own involvement in the activity.
- (h) Prior to completing duty, compile and submit irregularity reports for any incident or irregularity which occurred during his duty.

10.2.2 Vigilance and Attention to Duty

Locomotive Drivers **SHALL**:

- (a) Not participate in activities which may in any way distract them from the principle activity of their duties.
- (b) Not allow any crew members with whom they are working to participate in activities which may in any way distract them from the principle activity of their duties.
- (c) Not allow personal mobile telephones or other personal electronic devices to be in use during the performance of any rail safety work.

10.2.3 Cross Checking by Crew Members

Where more than one crew member is present, all crew members **SHALL**:

- (a) Cross check the work carried out by other crew members to ensure that it is performed safely.
- (b) Verify and confirm all safeworking authorities, signs, signals and indicators with other crew members.
- (c) Expect and cooperate with the cross checking of their own work by other crew members.
- (d) Respond to ensure continuing safe operation, if it is considered that the other crew member is not acting appropriately. This **SHALL** include advice, instruction and / or intervention as appropriate.

10.2.4 Train Operation

Locomotive Drivers **SHALL**:

- (a) Operate only those locomotives as demanded by the train load.
- (b) Operate locomotives as demanded to maintain the schedule, consistent with the requirements of fuel conservation.
- (c) Regulate the running of trains to ensure that speed limits are not exceeded and that time is not lost.
- (d) Keep a constant sharp lookout and frequently observe the passage of their train to ensure that the journey is continuing in safety.
- (e) Look back to observe the passage of their train through track curves.
- (f) Constantly observe for any condition that may affect the safety of the network.

10.2.5 Locomotive or Rollingstock Faults

Locomotive Drivers **SHALL**:

- (a) Monitor the performance and condition of locomotives or rollingstock in their charge.
- (b) Report any deficiencies in performance or failure of components in locomotives or rollingstock to the ORA Transport Controller.
- (c) Record any deficiencies in performance or failure of components in locomotives in the logbook provided for the purpose.
- (d) Placard any item of rollingstock for repair or attention as required.
- (e) Take steps to affect any repairs or remedial action as appropriate, and within their capability.
- (f) Ensure that any vehicle not fit for travel is placarded to prevent it being placed into traffic, until made safe.

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- (g) Carry out roll-by inspection of all trains encountered, irrespective of the operator.

10.2.6 Headlight Operation

Locomotive Drivers **SHALL** operate lead locomotive headlights in accordance with the procedures outlined in clause 5.6 of Volume 3 the CoP (ARN), except:

- (a) Whilst moving within ORA facilities whilst other workers are present, the headlights on the lead locomotive **SHALL** remain on and be dimmed, and;
- (b) Ditch lights **SHALL** be extinguished.

10.2.7 Other locomotive lights

- (a) When operating in darkness, over any portion of the ORA Network, all locomotive step lights **SHALL** be illuminated.
- (b) When operating in darkness, over any portion of the ORA Network, locomotive identification lights at each end of the locomotive consist **SHALL** be illuminated.

Locomotive identification lights between locomotives in the consist may be either illuminated or extinguished.

- (c) Two red marker lights **SHALL** be exhibited on the rear of the locomotive consist travelling on running lines without vehicles attached.
- (d) White marker lights **SHALL** be exhibited at each end of the locomotive consist at all other times.

White locomotive marker lights between locomotives in the consist may be either illuminated or extinguished.

10.2.8 Train Marker Signals

Trains operating on the main lines on the ORA Rail Network **SHALL** display a distinct End of Train Marker (ETM), which **SHALL** be secured to the rear of the rear most vehicle on the train to prevent unintended removal.

The ETM **SHALL** display as follows:

- (a) Trains consisting of locomotive hauled vehicles **SHALL** display:
 - (i) By night:
A flashing red light, visible from a distance of at least 400 metres.
 - (ii) By day:
A white end of train marker disk or target.

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- (b) Trains comprised completely of self-propelled railcars travelling on running lines **SHALL** display at least one red light to the rear at all times.
- (c) Trains comprised completely of self-propelled track maintenance machines travelling on running lines **SHALL** display at least one red light to the rear at all times.
- (d) Trains comprised completely of a single or multiple locomotive consist travelling on running lines without vehicles attached, **SHALL** display two red lights to the rear at all times.
- (e) Road rail vehicles **SHALL** display by night and day headlights, flashing hazard lights or (where fitted) an orange flashing roof-mounted light.
- (f) Trains operated by a single locomotive driver on the ORA Rail Network **SHALL** be fitted with an End of Train Telemetry Device

10.2.9 Audible Warning Device Operation

Locomotive Drivers **SHALL** operate lead locomotive warning devices in accordance with the procedures outlined in clause 5.5 of Volume 3 of the CoP (ARN), and in addition **SHALL**:

- (a) Test audible warning devices as part of their locomotive preparation routine.
- (b) Operate audible warning devices as required to provide appropriate warning of the approach of the train, consistent with the maintenance of:
 - (i) Safe train operations, and;
 - (ii) The status of civic responsibility.

10.2.9.1 Uniform Audible Warning Device Codes

The use of the audible warning device in a consistent, uniform manner, will assist to establish an association of the sound with the approach of trains, and is therefore, an enhancement to safe operations.

(a)	Approaching all road crossings ¹	— o —
(b)	Locomotive about to move or; Acknowledgment.	o
(c)	Approaching a work site. Call for a hand signal.	— o
(d)	Warning	—

10.3 Locomotive Long End Leading

¹ The distance from the crossing and intensity with which the warning device is sounded should be calculated with consideration to the proximity of surrounding dwellings, the time of day, the visibility of the trains approach by road users and the location of whistle signs. .

10.3.1 Long End Leading in ORA Facilities

The practice of operating locomotives in 'long end leading' configuration is permitted within ORA facilities.

10.3.2 Long End Leading on Running Lines

The operation of locomotives in long end leading configuration on running lines is only permitted in an emergency or some other 'out of course' event such as a locomotive failure enroute between locations. In such an event, the rules contained in the Code of Practice (ARN) relating to the failure of a locomotive warning device (Section 5.5.2) SHALL apply.

In addition, the following maximum speed limits **SHALL** also apply:

- Narrow bodied locomotives (ORA, GWU, FQ class) – 80 km/hour
- Wide bodied locomotives (ALF, CLF, CLP Class) – 50 km/hour

10.3.3 Configuration of Wide-Bodied Locomotive Consist

Unless local instructions dictate otherwise, wide-bodied locomotives must be configured 'elephant style' i.e. cab to rear end for any movement conducted outside of ORA facilities. If this configuration cannot be facilitated and only wide-bodied locomotives are available, the movement must not proceed until alternate arrangements have been made.

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11 PROTOCOLS FOR TRAIN AUTHORITY ISSUE

11.1 Trains entering TOW territory

11.1.1 Terminal TOW Locations

A train at a Terminal Location on TOW territory may be required to cross an opposing movement arriving at the Terminal Location.

In such a case, the ORA Transport Controller **SHALL** issue a Train Authority to the departing train, to cross the arriving movement then proceed as required.

The text of the Train Authority **SHALL** include details of the cross then a proceed instruction.

It will not be necessary to include the crossing information on the Train Authority issued to the arriving train.

Example

*Remain at PT LINCOLN
Cross 5BG2 loco 1501
then proceed to GRANTHAM*

If, following a crossing movement at a terminal location, a train is required to proceed to a location at which another crossing movement is to take place, the authority to proceed to the second crossing location **SHALL** be issued by a second Train Authority.

The second Train Authority **SHALL** also include the advice for the second crossing movement.

Example:

*Remain at PT LINCOLN
Cross 5BG2 loco 1501*

then a subsequent Train Authority

*After fulfilling TA <number> proceed to GRANTHAM
Take goods siding
Cross 5CD2 loco 907*

11.1.2 Trains en-route towards TOW

Trains which are to enter into TOW territory but which are to receive a Train Authority prior to arrival at the TOW Terminal Location **SHALL** be issued a Train Authority as set out in clause 3.9.8 of Volume 3 of the CoP (ARN).

Example

*Proceed from GAWLER CENTRAL to PENRICE
Take Main Line*

11.1.3 Trains Shunting En-Route

- (a) Where a train is required to shunt at a location or locations en-route, the train crew **SHALL** obtain permission to conduct such shunts from the ORA Transport Controller, at the commencement of the journey.
- (b) Where a train is required to shunt at a location at which a cross or pass is to take place, the train crew **SHALL** obtain permission to conduct the shunt from the ORA Transport Controller prior to commencing the shunt at the location.

11.2 Train Authority format

An exchange of information **SHALL** be achieved during the issue of a Train Authority to train crews. The exchange **SHALL** be achieved by adhering to the following format, in line with that set out by the Train Authority forms:

11.2.1 Address

The address **SHALL** contain information regarding the Rail Safety Workers to whom the Train Authority is to be directed, including:

*Unique Authority number
Train Identification
Date
Locomotive Identification
The location at which Train Authority shall become effective.*

11.2.2 Authority

The Authority section outlines the specific instructions and limitations that are to be followed and observed.

Example:

*Proceed to GRANTHAM
Take Main Line
Cross 5BG2 loco 1501*

11.2.3 Supporting Information

The Supporting Information section outlines specific information or advice of a supporting nature. The Supporting Information **SHALL** contain no information or authority that is in conflict with the Authority section of the Train Authority.

Example;

Supporting Information

*TSR 20 km/h over north end main line points at GRANTHAM.
No Signs Erected.*

Where there is no supporting information to be provided, the ORA Transport Controller **SHALL** indicate this to the train crew by use of the words “Supporting Information – Nil”. In this case, the Supporting Information section of the Train Authority **SHALL** be left blank.

11.2.4 Approved Abbreviation

In addition to the prescribed approved abbreviations outlined in the Code of Practice (ARN), Clause 3.9.6 (i), the following is permitted, for the inclusion in Train Authorities issued by the ORA Transport Controller:

Standard Term	Abbreviation
Block Point	BP

11.3 Remain on Track

If the limits of a train authority restrict the movement of a train to either the mainline or crossing loop at a crossing location then work may be authorised on an adjacent line provided advice of the work is contained in the Train Authority issued to the train.

The work authorised on the adjacent line may be performed under TRI, TOA or any other form of applicable safeworking protection.

All work authorised on the adjacent line must cease for the passage of trains and Rail Safety Workers must move into a safe area defined as being adjacent to the track. Having confirmed that everyone has moved into a safe area, the Rail Safety Worker in charge must communicate ‘all clear’ to the train crew of the approaching movement.

Example 1

Gang wishes to work on crossing loop at Union Reef within clearance points.

Train 5DA2 due to pass through Union Reef during occupation.

1. Advance advice must be provided.
2. Crew 5DA2 issued TA – **‘Proceed to UNION REEF’**.
3. TOA or TRI issued to gang including ETA 5DA2.

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4. TA issued to 5DA2 when approaching Union Reef-***Take main line at UNION REEF and proceed to KATHERINE. Note Track Force Working on crossing loop at UNION REEF***.
5. Gang must cease work and stand well clear for passage of train.
6. Communication between train crew and gang must be established and maintained during this event.

Example 2

Gang wishes to work Track Machines in Union Reef to 2495BP and cross/pass trains in crossing loop at Union Reef.

1. Advance advice must be provided.
2. Train crew DA2 issued TA-***Proceed to UNION REEF***.
3. TOA or TRI issued to gang, including ETA DA2.
4. When gang has returned to Union Reef and has advised complete on crossing loop at Union Reef, the gang has ceased working and standing clear and the train is ok to go through.
5. Issue DA2 TA-***Take main line at UNION REEF then proceed to KATHERINE. Note, Track Force Working on Crossing Loop at UNION REEF***.

Example 3

Ghan standing on crossing loop at Katherine for a length of time and work needs to be done on main line points.

1. Advance advice must be provided.
2. After crosses have been completed, issue TA to Ghan crew- ***Remain on crossing loop at KATHERINE. Note Track Force Working on main line at KATHERINE***.

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12 TRAINS CROSSING OR PASSING ON TOW TERRITORY

12.1 Authority for Crossing or Passing Movements

With the exception of trains working on the Bunker Siding at Cummins, as set out in clause 12.7 below, Crossing and Passing movements on TOW territory, whether such movements take place on running lines or not, **SHALL** be carried out under the authority of a Train Authority.

12.2 Establishment of Communication between Trains

On TOW territory, when approaching a crossing or passing location stipulated by a Train Authority, the Train Crews involved **SHALL** attempt to establish radio communications, using the secondary communications channel, when approximately 5 km distant from the facing points of the location.

- (a) If the attempt to communicate is successful, the train crews **SHALL**:
 - (i) Reach an understanding of the whereabouts of the opposing train.
 - (ii) When crossing, establish an understanding as to which train **SHALL** enter the location first.
- (b) If the attempt to communicate is unsuccessful, the trains **SHALL** approach the crossing or passing location with caution, stopping at the yard limit sign, where subsequent attempts **SHALL** be made to contact the crew of the opposing train.
- (c) If the subsequent attempt to contact the opposing train is successful, each train crew **SHALL** proceed as set out in clause 12.2 (a) above.
- (d) If the subsequent attempt to contact the opposing train is not successful:
 - (i) The train which is to take the Main Line **SHALL** remain at the Yard Limit sign and await admittance from the crew of the opposing train.
 - (ii) The train to take the line other than the Main Line **SHALL** proceed into the crossing or passing location at low speed and carry out the instructions contained in their Train Authority.
 - (iii) On the Northgate BP – Berrimah railway, the train to take the Main Line during a crossing or passing movement **SHALL** not exceed a speed of 50 km/hour until both trains are confirmed as being complete and a roll by inspection has been conducted.
- (e) The circumstances **SHALL** be reported to the ORA Transport Controller at the first opportunity and reported in writing at the completion of the journey.

12.3 Arrival of Trains

- (a) The crew of the first train to arrive at the crossing or passing location **SHALL** report their arrival to the ORA Transport Controller and protect their train by ensuring that the points are set for the arrival of the opposing or passing train.
- (b) Train Crews may reach an understanding that the second train to arrive at a location may be admitted by its own Train Crew. The following conditions **SHALL** be met in the understanding so reached:
 - (i) The train which has arrived first is stationary and will remain stationary until the cross or pass has been carried out.
 - (ii) Before entering the location, the crew of the second train **SHALL** set or confirm the facing points for the line indicated in their Train Authority.

12.4 Confirmation of Train Arrival

- (a) When crossing or passing, both Train Crews **SHALL** confirm that the other train's End of Train Marker (ETM) is in place.
- (b) Where it cannot be confirmed that an ETM is in place, the Train Crew in charge of the train on which the presence of an ETM cannot be confirmed, and the ORA Transport Controller **SHALL** be immediately advised, and:
 - (i) The Train Crew of the train on which the presence of an ETM cannot be confirmed, **SHALL** not proceed until the integrity of the train is verified by confirmation of the ID of the last vehicle on the train, and;
 - (ii) Where there is any doubt or discrepancy, the train **SHALL** not proceed until the train can be confirmed as complete.
- (c) No train **SHALL** proceed into the section from which a train has arrived, and on which the presence of an ETM has not been confirmed, until the section is confirmed as being clear.

12.5 Roll By of Passing or Crossing Train

Where safe and practicable to do so, a roll by inspection **SHALL** be performed by the Train Crew of the stationary train.

- (a) Where Train Crews notice any irregularity, the other Train Crew and the ORA Transport Controller **SHALL** be immediately advised.
- (b) The train with the irregularity **SHALL** not proceed until the problem is further investigated and rectified.

12.6 Crossing at TOW Terminal Locations

The crossing of trains at TOW terminal locations is set out in clause 11.1.1 above.

12.7 Special Circumstances – Cummins

The location of the Bunker Siding at Cummins prevents the normal processes of train crossing and passing to be carried out efficiently. The following **SHALL** be observed:

- (a) The train to take the Bunker Siding **SHALL** be issued with a Train Authority instructing the train to take the Bunker Siding at Cummins, and report when in clear and complete.
- (b) The Train Authority will state the identification of trains, and times at which they are expected to pass through Cummins, whilst the train is working on the Bunker Siding. This Train Authority is not the authority for a cross or pass.
- (c) The train working on the Bunker Siding **SHALL** not pass the clearance point at the exit to the Bunker Siding without receipt of a Train Authority authorising the train to do so.

Example

Authority

Proceed to CUMMINS. Take Bunker Siding. Report when clear.

Supporting Information

*The following trains **SHALL** pass through CUMMINS during your shunt.*
4BE2 Loco 1406 at 1040 hrs
4CG1 Loco 872 at 1225 hrs

- (d) Trains passing through Cummins **SHALL** be issued with a Train Authority that **SHALL** state that a train is working on the Bunker Siding at Cummins.

Example

Authority

Proceed to PT LINCOLN

Supporting Information

NOTE 4AE1 Loco 1401 working in clear on Bunker Siding at CUMMINS

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13 PROTOCOLS FOR WORK ON TRACK

The CoP (ARN) makes reference to the occupation, obstruction, travelling on, and working alongside the track by track forces, through the issue of a Local Possession (LP), Track Occupancy Authority (TOA), Track Work Authority (TWA), Train Running Information and No Authority Required (NAR).

13.1 Advice of Emergency Contact Details

Rail Safety Workers requesting access to the ORA Rail Network for any purpose **SHALL**:

- (a) Obtain details of ORA's dedicated emergency contact telephone numbers and promulgate this to all personnel for whom the authority to work applies;
- (b) Provide ORA Transport Control with details of:
 - (i) Their own contact details, and;
 - (ii) Details of a dedicated twenty-four hour per day, seven day per week emergency contact for their organisation.

13.2 Light Track Equipment

- (a) As set down in the CoP (ARN), Volume Two, clause 2, on the ORA Rail Network Light Track Equipment **SHALL** be defined as:
 - (i) Any small track maintenance machine or item of equipment, which under normal conditions, can be removed from the track by two workers, or
 - (ii) A road rail vehicle that can be readily removed from the track at level crossings or other dedicated take offs.

13.3 Adjacent to the Track

On the ORA Rail Network '**adjacent to the track**' is defined as being a minimum distance of three (3) meters from the nearest running line. Transport Control should be informed of any intent to work adjacent to the track. Upon receiving such advice, Transport Control **SHALL** endorse the train control graph accordingly.

13.4 Application of Track Force Protection

13.4.1 No Authority Required (NAR)

Prior to inspection work being undertaken on the network under the authority of NAR, the qualified employee should, where practical, report to the Transport Controller and ascertain the status of the Network.

13.4.2 Train Running Information (TRI)

TRI provides workers with information regarding the anticipated arrival and/or departure times of trains at a work site or location and is provided to workers in order to allow safe access to the track.

- (a) When '**on track**', TRI provides workers with the ability to obstruct the track either for work or for travel by road rail vehicle.
- (b) When '**adjacent to the track**', TRI provides workers with information regarding the anticipated arrival and/or departure times of trains at a work site or location only. TRI does not provide authority to obstruct the track.
- (c) On the ORA Rail Network, TRI **SHALL NOT** be used to occupy or travel on the track in front of a train within the limits of a Train Authority.
- (d) TRI may be used to occupy the track behind a train and within the limits of a Train Authority, to travel away from a work site, or the point of origin of the TRI, provided that:
 - (i) The train will not return, and;
 - (ii) The TRI limits do not extend beyond the last known location of the preceding train.
- (e) The worksite supervisor **SHALL** confirm that the preceding train has passed the point of origin of the TRI by advising Transport Control of the lead locomotives details and sighting the trains End of Train Marker.
- (f) Details of TRI **SHALL** be recorded in full in the spaces provided on the TRI form (see example on page 13.3) by both the worker requesting TRI and Transport Control.



TRAIN RUNNING INFORMATION (TRI)
IN-FRM-051



SECTION A Date/...../.....

TRI is requested by(name),(company),
at(location), Contact Nos,,

Permission is granted to **Hirail Travel**/ **Work on Track**/ **Work Adjacent Track (no closer than 3 metres to running rails)**

Nature of workRRV/Vehicle No.....

Betweenkm/location, andkm/location

Fromhrs, tohrs

SECTION B

Trains/TRI's	Departed/Expected to depart (location)	Expected to enter section	Comment
..... athrs	at hrs
..... athrs	at hrs
..... athrs	at hrs
..... athrs	at hrs
..... athrs	at hrs
..... athrs	at hrs

NOTES:

SECTION C1 *Train Control to Track Worker (To Be Repeated by Recipient)*

Permission is granted to **Hirail Travel**/ **Work on Track**/ **Work Adjacent Track (no closer than 3 metres to running rails)**

Nature of workRRV/Vehicle No.....

Betweenkm/location, andkm/location

Report at Location/s,,

Report Clear/ without clearing atkm/location, no later thanhrs.

Update Clearance Time (if applicable) hrs

Transport Controller, athrs.

Reported Clear/ without clearing atkm/location, athrs. TC Initials



TRAIN RUNNING INFORMATION (TRI)
IN-FRM-051

<p>SECTION C2</p> <p>Permission is granted to Hirail Travel/ Work on Track/ Work Adjacent Track (no closer than 3 metres to running rails)</p> <p>Nature of work</p> <p>Between km/location, and km/location</p> <p>Report at Location/s</p> <p>Report Clear/ without clearing at km/location, no later than hrs.</p> <p>Update Clearance Time (if applicable) hrs</p> <p>Transport Controller, at hrs.</p> <p>Reported Clear/ without clearing at km/location, at hrs. TC Initials</p>	<p><i>Train Control to Track Worker (To Be Repeated by Recipient)</i></p>
<p>SECTION C3</p> <p>Permission is granted to Hirail Travel/ Work on Track/ Work Adjacent Track (no closer than 3 metres to running rails)</p> <p>Nature of work</p> <p>Between km/location, and km/location</p> <p>Report at Location/s</p> <p>Report Clear/ without clearing at km/location, no later than hrs.</p> <p>Update Clearance Time (if applicable) hrs</p> <p>Transport Controller, at hrs.</p> <p>Reported Clear/ without clearing at km/location, at hrs. TC Initials</p>	<p><i>Train Control to Track Worker (To Be Repeated by Recipient)</i></p>
<p>SECTION C4</p> <p>Permission is granted to Hirail Travel/ Work on Track/ Work Adjacent Track (no closer than 3 metres to running rails)</p> <p>Nature of work</p> <p>Between km/location, and km/location</p> <p>Report at Location/s</p> <p>Report Clear/ without clearing at km/location, no later than hrs.</p> <p>Update Clearance Time (if applicable) hrs</p> <p>Transport Controller, at hrs.</p> <p>Reported Clear/ without clearing at km/location, at hrs. TC Initials</p>	<p><i>Train Control to Track Worker (To Be Repeated by Recipient)</i></p>

13.4.3 Track Occupancy

A Local Possession (LP), Track Occupancy Authority (TOA) or Track Work Authority (TWA) is provided to workers in order to allow safe access to the track.

On the ORA Rail Network:

- (a) All work which requires the track to be broken, or
- (b) The movement of vehicles which do not meet the definition of Light Track Equipment, or where a TA has not been issued,

SHALL be performed under the authority of a LP, TOA or TWA.

13.5 Advice to Train Crews of Track Force Activities

Train crew **SHALL** be advised of the activities of track maintenance forces as follows:

- (a) Where Rail Safety Workers are working under the authority of an LP, by Train Notice, which **SHALL** set out the conditions for the LP.
- (b) Where Rail Safety Workers are working under the authority of a TOA, trains are excluded from occupation of the section. If this has the potential to delay a train service, train crews **SHALL** be verbally notified by ORA Transport Control of the reasons for the limit of authority and delay.
- (c) Where Rail Safety Workers are working under the authority of a TWA, train crews **SHALL** be issued with a Track Work Advice form, as set out in CoP (ARN), Volume Three, clause 3.11.16. Advice of the issue Track Work Advice form **SHALL** be included in the supporting information portion of the Train Authority for the section of track in which the TWA is in force.
- (d) Where Rail Safety Workers are working 'on track' under TRI, trains **SHALL** be excluded from occupying the section covered by the TRI. Should this exclusion result in the delay of a train service, train crews **SHALL** be verbally notified by ORA Transport Control of the reasons for the limit of authority and delay.
- (e) When track maintenance forces are working "Adjacent to the track".

13.6 Track Machines Travelling in Convoy

Where more than one self-propelled track machine is required to travel in convoy:

- (a) A Rail Safety Worker, qualified in the applicable Safeworking system, **SHALL**:
 - (i) Take charge of the movement, and;
 - (ii) Ride on the leading track machine, and;
 - (iii) Ensure that the movement is conducted safely.
- (b) The machines **SHALL** travel in a group, as closely together, as safety will permit.
- (c) In the event of a delay occurring, the ORA Transport Controller **SHALL** be promptly informed of the circumstances.

13.7 Movement of Heavyweight Track Machines

- (a) Where single or multiple self-propelled track machines are required to travel over more than one section, the movement of the track machines **SHALL** only be performed under the authority of a Train Authority.
 - (i) The identification of each track machine travelling on the authority of the Train Authority **SHALL** be listed on the Train Authority.
 - (ii) The Train Authority **SHALL** not be fulfilled until such time as all track machines have arrived at the location of limit of the authority.
- (b) Where single or multiple self-propelled track machines are required to travel within or through only one section, the movement of the track machines may be performed under the authority of a TOA, TWA, or during the establishment of an LP.

13.8 Overdue Track Force Occupation

Rail Safety Workers occupying the track **SHALL** be aware of agreed reporting and clearance times and conduct their activities with due diligence.

In the event of the failure, on the part of Rail Safety Workers occupying the track, to report or report clear of the track, to the ORA Transport Controller, within the time agreed by the parties, The ORA Transport Controller **SHALL**

- (a) Initiate a call in an attempt to contact the Rail Safety Worker. If this should fail;

Continued ▶

- (b) Call the dedicated emergency contact telephone number for the Rail Safety Workers organisation. If this should fail;
- (c) Initiate ORA's emergency response protocols.

13.9 Requirement for a Pilot

- (a) On the ORA Rail Network, if a worksite or infrastructure defect requires the imposition of a Temporary Speed Restrictions (TSR) of 10 kilometers per hour or less a Pilot **SHALL** be in attendance at the site as required for train movements.
- (b) The Pilot **SHALL** observe the passage of the train and maintain contact with the crew of the train until the train has traversed the worksite or defect.
- (c) The Pilot **SHALL** instruct the crew of the train to stop the train in the event of a derailment or concern of a likely derailment. For the purpose of this clause, the pilot may be a member of the train crew.

13.10 Site Protection

- (a) Safeworking Supervisors responsible for workers who intend to occupy or obstruct the track under a safeworking authority or who intend to travel by road rail vehicle or work on or adjacent to the track under TRI **SHALL**, as a minimum, share the following information with the workers involved and endeavor to ensure that it is understood:
 - The nature of the track force protection they are working under i.e. LP, TOA, TWA or TRI (work on track or adjacent to track);
 - The limits of the track force protection they are working under and any clearance times that apply;
 - The type and location of local site protection that is to be employed; and
 - Any other information that is deemed critical to ensuring the safety of the workers involved.
- (b) The process described in 13.10 (a) above **SHALL** be repeated whenever the circumstances and conditions relating to the issue of the safeworking authority or TRI change.

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14 PROTOCOLS FOR OPERATION OF DOO TRAINS

The CoP (ARN) makes no reference to DOO operations, except to define the Train Crew as being one or more workers in charge of a train.

- (a) Where DOO train services are operated by ORA, ORA Company protocols for the operation of these services **SHALL** apply.
- (b) Where DOO train services are operated by other train operators, no responsibilities, additional to those accepted for a two-person crewed train **SHALL** be undertaken by ORA. As an example, if a Locomotive Driver is required to leave the locomotive cab, the responsibility for the monitoring of the locomotive drivers' activity **SHALL** be that of the train operator, and not ORA.
- (c) Regardless of the operator involved, the preparation and receipt of written authorities **SHALL** be conducted only when the movement is stationary.
- (d) DOO train services **SHALL** be provided with an operating End of Train telemetry device, as outlined in clause 10.2.8 above.

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15 ORA SAFEWORING FORMS

15.1 Yard Access Authority Form

The following Yard Access Authority form is provided as a sample pro forma and indication of the minimum level of information required to be recorded when receiving a Yard Access Authority for ORA facilities.

Please note: ORA Emergency Contact Telephone Numbers **must** be shown on the form in a prominent location.

Please Note: ORA Emergency Contact Telephone Numbers **must** be shown on the form in a prominent location.

Operators MUST contact the ORA Representative before commencing work in a ORA facility.	Adelaide Metro/Country	0448 805 344
	Eyre Peninsula	(08) 8343 7711
	Whyalla	(08) 8644 3106
	NT (Northgate BP – Berrimah)	(08) 8343 7711
	Specified local radio channels	UHF or VHF

Yard Access No:	<input type="text"/>	Date:	<input type="text"/>
For:	<input type="text"/>	Location:	<input type="text"/>

Authority is granted to operate in the above ORA Facility for the purpose of (tick below and provide detail)				
TRAIN or SHUNT OPERATIONS <input type="checkbox"/>	ROLLINGSTOCK MAINTENANCE <input type="checkbox"/>	TRACK MAINTENANCE <input type="checkbox"/>	OTHER (Detail Below) <input type="checkbox"/>	
<input type="text"/>				
The following other Operators are presently operating in the above ORA Facility:				
	1	2	3	4
Operator:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CONTACT DETAILS MUST BE COMPLETE (If not provided - then this information MUST be requested)				
Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Radio:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

You are required to report clear and fulfil this Yard Access				
On Completion of your work:	<input type="checkbox"/>	OR	By: <input type="text"/>	hrs
Also Report at:	<input type="text"/>	hrs	and <input type="text"/>	hrs

ORA Network Controller:	<input type="text"/>	Time:	<input type="text"/>
Operator / Company:	<input type="text"/>	Contact Number:	<input type="text"/>

Access Fulfilled/Cancelled at:	<input type="text"/>	Time:	<input type="text"/>
Closed By: (Print Name)	<input type="text"/>		
DEDICATED EMERGENCY RESPONSE NUMBERS			
Transport Control: (08) 8262 5424	Transport Control: 0419 819 136	Whyalla Train Control: (08) 8644 3106	

Example of ORA Yard Access Authority Form (RS-FRM-035)

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