



# AUSTRALIAN RAIL TRACK CORPORATION

Sydney – Narromine & Albury (SNA)

Configuration 16 Possession

Moss Vale - Unanderra

Continuous 0600hrs 9th April until 2359hrs 10<sup>th</sup> April 2022

**ARTC**

# ARTC FIVE FAST FACTS: WHO WE ARE



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



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



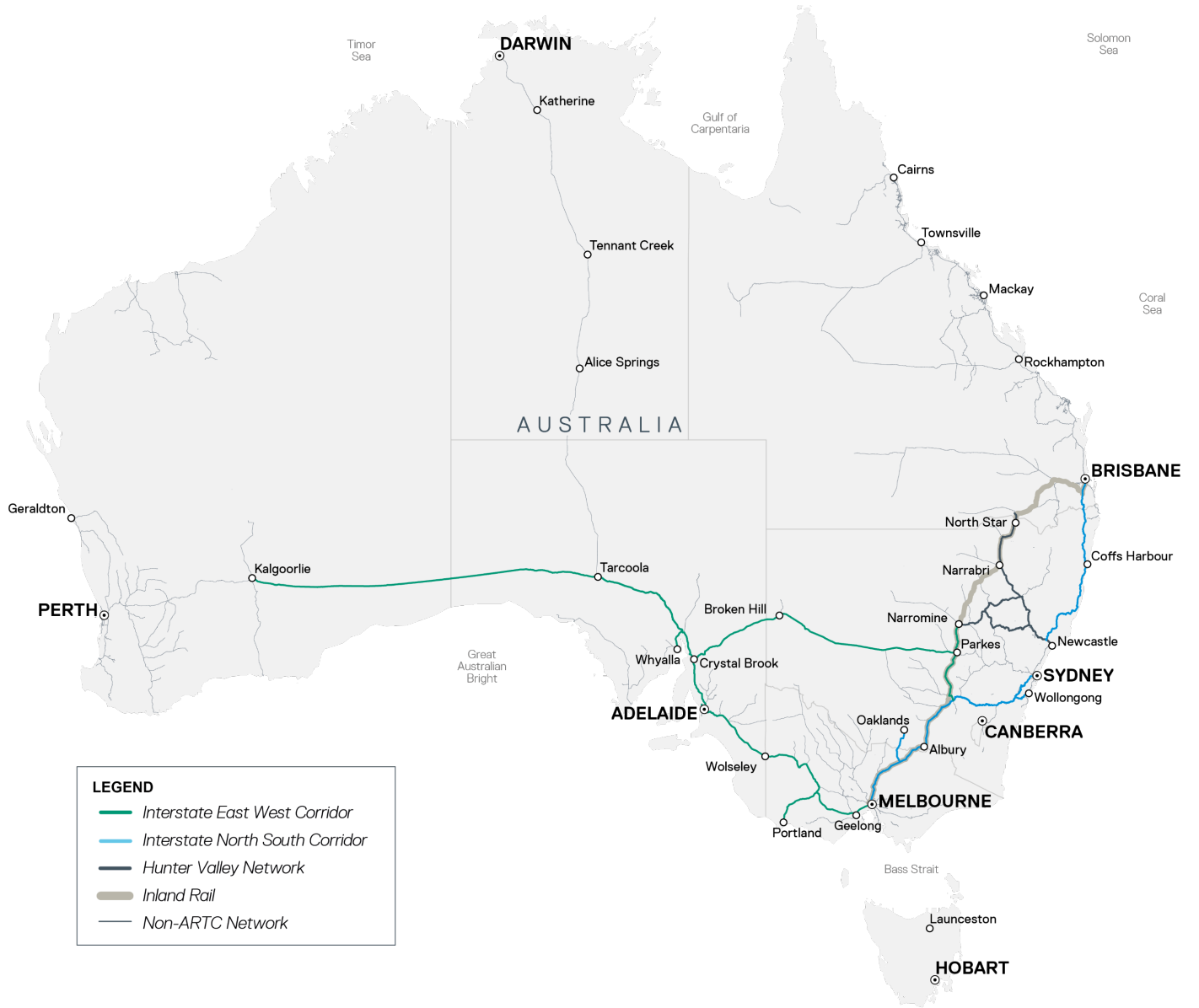
We employ more than 1,800 people across 39 sites nationally, all working towards our common goal - to keep Australia moving.



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



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



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# POSSESSION CONTACTS



## Possession Contact Details

<u>Position</u>	<u>Shift</u>	<u>Name</u>	<u>Phone number</u>
<b>Possession Manager</b>	0600 - 1800	Curtis McClelland	0429 016 107
<b>PPO</b>	Continuous	Bloor Rail	02 8259 0506
<b>Possession Administrator</b>	0600 - 1800	David Prigg	02 4824 4227
<b>Work as Executed</b>	<b><a href="mailto:snasuperpossession@artc.com.au">snasuperpossession@artc.com.au</a></b>		

# COVID-19 DECLARATION



## COVID-19 Declaration Form

ARTC has implemented a COVID-19 declaration form to help manage the safety of our communities, staff and contractors during the current pandemic. The measures that have been implemented are based on advice by the NSW Government website.

All personnel participating in the Config 10 Possession must complete the declaration prior to coming to site, and answer each question truthfully to the best of their ability.

When completing the declaration please take note the information at the top of the page and action your responses accordingly.

Please Note: Due to the ever changing environment It is the responsibly of the individual to ensure they are aware of the current restrictions and advice as per the Latest News and Updates NSW Government Website.





# COVID-19 INFORMATION



# COVID-19 case alerts



Scan this QR code for the latest  
COVID-19 case locations



## COVID-19

> Look after your mental health during  
the COVID-19 (coronavirus) pandemic

### 1. Stay active

Exercise is good for your mind and body. You can leave home to exercise outdoors but remember to stay 1.5 metres away from others. Exercise regularly and choose activities you enjoy. This could be walking, tai-chi, jogging, yoga or an indoor workout.



### 2. Eat healthy

Eating healthy food is good for our mental and physical health. Eat a lots of different fruits and vegetables and other foods high in fibre such as brown rice, oats, wholemeal breads, lentils and beans.



Limit unhealthy snacks and drinks which are high in sugar, unhealthy fats and salt. Unhealthy snacks leave less space for the healthy foods you need to boost your mood, energy levels, digestion, and sleep.

### 3. Stay Connected

Social connection is important for our mental health. Stay in touch with family and friends over the phone or online. Share your feelings with loved ones and trusted people from your community and invite them to share with you. Limit your visits with your family and friends. If you do visit, practice physical distancing and keep 1.5 metres apart, and maintain good personal hygiene. Don't visit if you're unwell.



### 4. Take a break from the news and social media

Social media can help you stay connected, but too much time can make us feel stressed. It's good to stay informed, but choose trusted sources of information, like the government.



### 5. Stick to a routine

Have a regular bedtime and meal times. Plan your day so you have time for household chores, connecting with others, activities you enjoy, and rest.



### 6. Monitor your mental health and wellbeing

It's really important to monitor your mental health and wellbeing. It is also good to be aware of family, friends and neighbours who may be worried or stressed. Things to look out for include difficulty concentrating, poor sleep, and feeling distressed or overwhelmed. These are signs that it's time to reach out.



### 7. Seek support

Don't be afraid to talk to someone if you are feeling stressed or anxious. Talk to friends and family about how you're feeling. You're not being a burden.



If you're feeling overwhelmed, you can talk to a trained counsellor any time, any day by calling the Coronavirus Mental Wellbeing Line: **1800 512 348**. For a free telephone interpreter call **131 450** and say the language you need. You can then ask the interpreter to connect you to the Coronavirus Mental Wellbeing Support Service.

If what you're going through is making it hard to get on with your daily life, contact your local General Practitioner (GP).

Adapted from Look after your Mental Health Australia, Mental Health Australia, March 2020



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# FATAL & SEVERE RISK

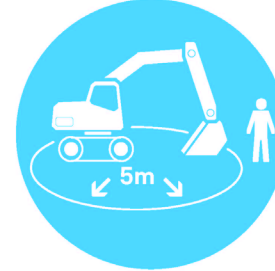


## FATAL & SEVERE RISK — STRUCK BY MOBILE PLANT

# 05

### LIFE SAVING BEHAVIOURS

I WILL ALWAYS STAY CLEAR OF MOBILE PLANT EXCLUSION ZONES UNLESS I HAVE BEEN AUTHORISED TO ENTER



### WHAT IS A MOBILE PLANT EXCLUSION ZONE?

- The no go area surrounding operating mobile plant. (Minimum 5 metres)
- Should be identified by visible bollards or signage.

### MANAGING RISKS - WHAT CAN YOU DO?

- Always ensure adequate supervision is provided where mobile plant is being used.
- Always establish and keep out of exclusion zones unless authorised to enter.
- Always maintain visual and verbal contact with the plant operator when authorised to be in the exclusion zone.

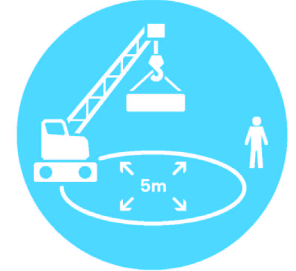
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## FATAL & SEVERE RISK — CRUSHED BY A CRANE OR LIFTED LOAD

# 08

### LIFE SAVING BEHAVIOURS

I WILL ALWAYS STAY CLEAR OF POTENTIAL 'CRUSH ZONES' OR 'SUSPENDED LOADS'



### WHAT IS A CRUSH ZONE?

- A position where you can be crushed by one or more moving objects.

### WHAT IS A SUSPENDED LOAD?

- An object that is temporarily raised, lowered, moved and hangs above the ground.

### MANAGING RISKS - WHAT CAN YOU DO?

- Always plan the lift and assess the risks.
- Only use plant that is designed to lift or suspend the load.
- Always establish and keep out of exclusion zones.

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# INCIDENT MANAGEMENT



## INCIDENT MANAGEMENT IMMEDIATE ACTIONS OF THE SITE SUPERVISOR

SWB / Injury / Incident

**STOP**

All Works

Control the hazard / Make the situation safe

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

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## IMMEDIATE ACTIONS OF THE WGL / AREA MANAGER OR PROJECT MANAGER

On receipt of phone call from the Worksite Supervisor

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



# ARTC NETWORK RULES & PROCEDURES



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

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

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

## General Rules

- ANGE 218 - Type F Level Crossing Management

## Work on Track

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

## Procedures

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



Glossary



General Rules



Work on Track



Procedures

# PROTECTION IDENTIFICATION TAGS (DANGER TAGS)

## Protection Identification Tags (Danger Tags)

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

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





# PPE REQUIREMENTS



- Reflective stripes are only required at night or when there is poor light conditions or reduced visibility. Reflective vests or shirts must be available in case work extends and conditions deteriorate



- Hard **hats must be worn at all times** in the shared corridor
- Hard hats are to be worn on a risk assessed basis, or when mandated by the Safe Work Method Statement (SWMS)



- Safety glasses are to be worn at all times (Must meet AS/NZS 1337.1:2010)
- Ear protection is to be carried and worn as required, unless mandated by the Safe Work Method Statement (SWMS)



- Gloves are to be carried at all times, and worn as required unless mandated by the Safe Working Method Statement



- Ankle length steel / carbon fiber capped boots that are fit for purpose must be worn at all times.
- Boots must have laces, but can have zippered side. Correct fit should be checked each morning before commencing work

# DRUGS AND ALCOHOL



## Drugs and Alcohol

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

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

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



# FATIGUE MANAGEMENT



## WHAT IS FATIGUE?

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

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

## SIGNS OF FATIGUE

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

## WHAT CAUSES FATIGUE?

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

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

# ENVIRONMENTAL PLANNING & NOISE ASSESSMENT

## TBEIAs and Noise Prediction Tool

Project Managers must complete a Task Based Environmental Impact Assessment for rail maintenance works. This document should be available on site for workers to make reference to the controls and procedures in place at the worksite. For out of hours works, a Noise Prediction Tool Assessment identifying noise sensitive receivers and letterbox drops must be completed at a minimum 5 days prior to commencement of works



ARTC TASK BASED ENVIRONMENTAL IMPACT ASSESSMENT (TBEIA)		
ENV-FM-001		
<b>1. ACTIVITY DETAILS</b>		
Project Name	State	
Delivery By	Location	
Activity Description		
Scope of Works		
Does the scope of work comply with the Activity Description?		
<input type="radio"/> YES <input type="radio"/> NO		
Dates and Hours of Work		
MOBILISATION (incl. deliveries)	ACTIVITY	DEMOBILISATION
Dates	Dates	Dates
Working Hours	Working Hours	Working Hours
Reviewer comments (optional):		
<b>2. ACTIVITY REVIEW</b>		
<a href="#">ARTC Map</a>	<a href="#">State Limitations</a>	<a href="#">TBEIA W</a>
If you answer YES to ALL questions below, proceed to Section 4. If you answer NO to ANY questions below, proceed to Section 3		
2a: Location		
Review activity location on <a href="#">ARTC Map</a> and answer questions below.		
All works will be undertaken:		
1. Within ARTC leased/owned land, rail corridor or site?	<input type="radio"/> YES <input type="radio"/> NO	
2. More than 40m from a waterway?	<input type="radio"/> YES <input type="radio"/> NO	
3. Outside of mapped contaminated land?	<input type="radio"/> YES <input type="radio"/> NO	
4. Outside of sidings or rail yards?	<input type="radio"/> YES <input type="radio"/> NO	
5. Outside of mapped Aboriginal or non-Aboriginal heritage structures, sites, artefacts or precincts?	<input type="radio"/> YES <input type="radio"/> NO	
6. Away from sensitive receivers?	<input type="radio"/> YES <input type="radio"/> NO	

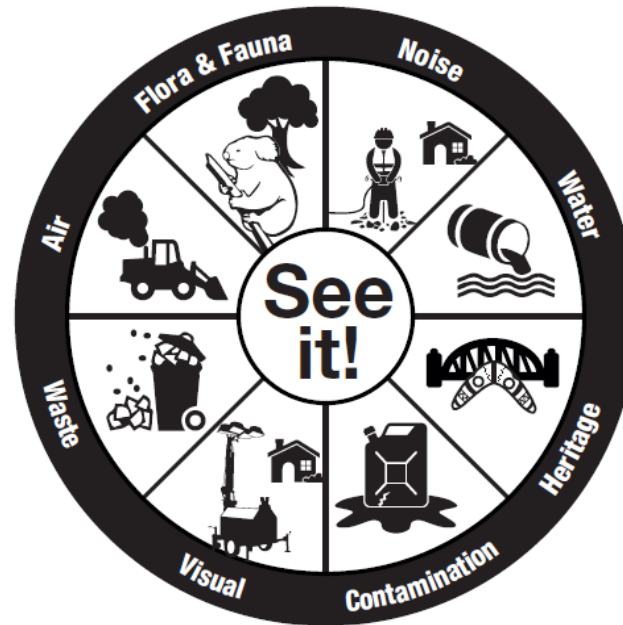




# ENVIRONMENTAL STOP & THINK



Stop & Think to consider your  
Environmental Impacts.



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

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

Printed on recycled card



## Environmental Site Review (ESR) Guide

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

### AIR

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

### FLORA AND FAUNA

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

### NOISE

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

### WATER

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

### WASTE

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

### VISUAL

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

### CONTAMINATION

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

### HERITAGE

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

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# ENVIRONMENTAL EPL LICENSING



Section 55 Protection of the Environment Operations Act 1997

## Environment Protection Licence

Licence - 3142



Licence Details	
Number:	3142
Anniversary Date:	05-September

Licensee	
AUSTRALIAN RAIL TRACK CORPORATION LIMITED	
LOCKED BAG 1	
BROADMEADOW NSW 2292	

Premises	
AUSTRALIAN RAIL TRACK CORPORATION (ARTC) NETWORK	
SYDNEY NSW 2001	

Scheduled Activity	
Railway activities - railway infrastructure operations	

Fee Based Activity	Scale
Railway infrastructure operations	Any annual capacity

Region	
Metropolitan North - Sydney	
4 Parramatta Square, 12 Darcy Street	
PARRAMATTA NSW 2150	
Phone: (02) 9995 5000	
Fax: (02) 9995 6901	
Locked Bag 5022	
PARRAMATTA NSW 2124	

Environment Protection Authority - NSW  
Licence version date: 5-Aug-2020

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## EPL 3142 Key Points

- ARTC's rail corridor is a licensed premises for the purpose of undertaking railway infrastructure facilities
- Standard working hours in NSW include:
  - ✓ Weekday – 07:00 – 18:00
  - ✓ Saturday – 08:00 – 13:00
- Rail Possessions generally involve working outside of these standard working hours described in our license.
- Where working outside of these hours ARTC must follow specific rules around notification to the community before commencement of work. If you have any questions speak to your ARTC Representative.



# ENVIRONMENTAL FOCUS: MUDTRACKING

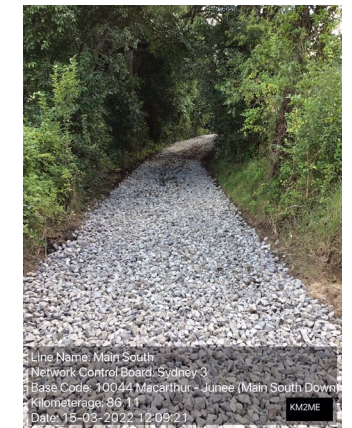
## Mudtracking & Public Roads

In recognition of the likelihood of wet weather, all worksites should be aware of environmental licensing requirements to prevent and clean up mud tracking onto public roads.

**From ARTC's EPL, *Section 55 Protection of the Environment Operations Act 1997*:**

O8.4 The licensee must ensure that:

- a) the body of any vehicle or trailer, used to transport waste or excavated material from the premises, is covered before leaving the premises to minimise any spill or escape of any dust, waste, or spoil from the vehicle or trailer; and
- b) mud, splatter, dust and other material likely to fall from or be cast off the wheels, underside or body of any vehicle, trailer or motorised plant leaving the premises, is removed to the greatest extent practicable before the vehicle, trailer or motorised plant leaves the premises; and
- c) the surfaces of access roads connecting the premises to public roads are effectively cleaned of any tracked material.



# POSSESSION REPORTING

**NOTE:** If your job finishes prior to 1600 hrs. it is the responsibility of the site supervisor to call the Possession Admin and advise of the project status

As part of the possession, the Possession Management Team are required to issue at the end of each shift to ARTC management a report showing the below details, A nominated ARTC representative will call all sites between 16:00 – 18:00 hrs. each day for the required details;

1. Number of staff onsite and hours worked
2. Production for the day
3. Issues
4. TSR's

All Work as Executed information is required to be submitted within 24 hours of project completion, this includes but is not limited to certification forms.

Please send to [snasuperpossession@artc.com.au](mailto:snasuperpossession@artc.com.au) and use the phrase 'Work as Executed' in the email subject.

