



INTERSTATE NETWORK – NSW SOUTH  
WE53 SHMW 29<sup>TH</sup> JUNE 2024

ARTC



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# POSSESSION CONTACTS

- Please ensure workgroups are calling to the PPO to sign on, Not the Possession Coordinator



POSITION	NAME	NUMBER
PPO (Glenfield – Goulburn)	Various	<b>02 8259 0507</b>
Possession Coordinator	Jason Apps	<b>0409 688 452</b>
PPO Email (IBAs/ Protection Placement/ Certification)	<a href="mailto:PossessionLogistics@ARTC.com.au">PossessionLogistics@ARTC.com.au</a>	

# ADDITIONAL POSSESSION CONTACTS



POSITION	NAME	NUMBER
Safety Advisor	Daniel Boyce	0483 212 087
Safety Advisor - TPW	Jason Walton	0417 137 528
Environment & Comms	Thomas Haffner	0427 416 995
Area Managers	Jason Apps	0409 688 452
	Rodney Walsh	0477 707 284
Network Controller	Sydney 3	(02) 6924 9803
	Main South A	(02) 6924 9807

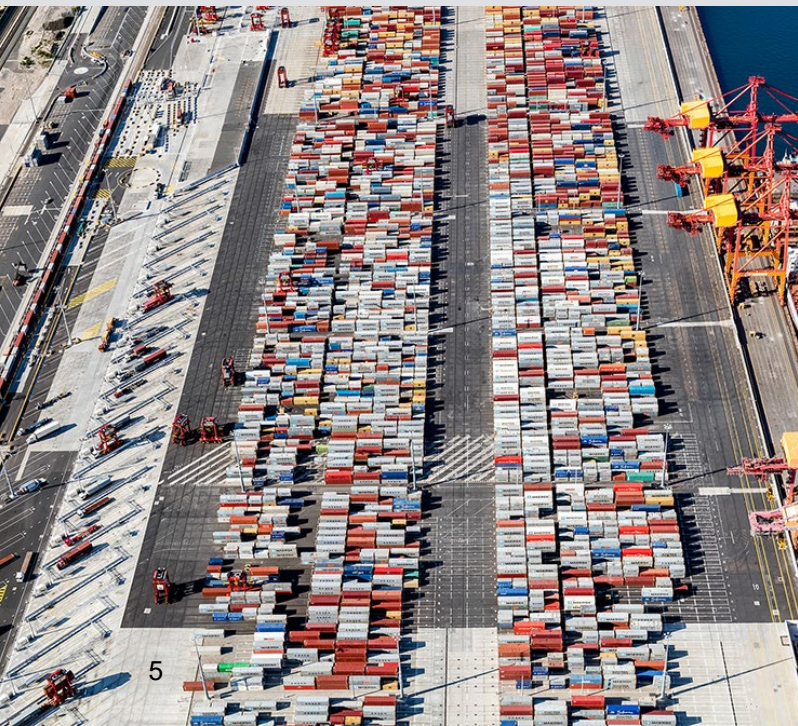


# ADDITIONAL POSSESSION CONTACTS

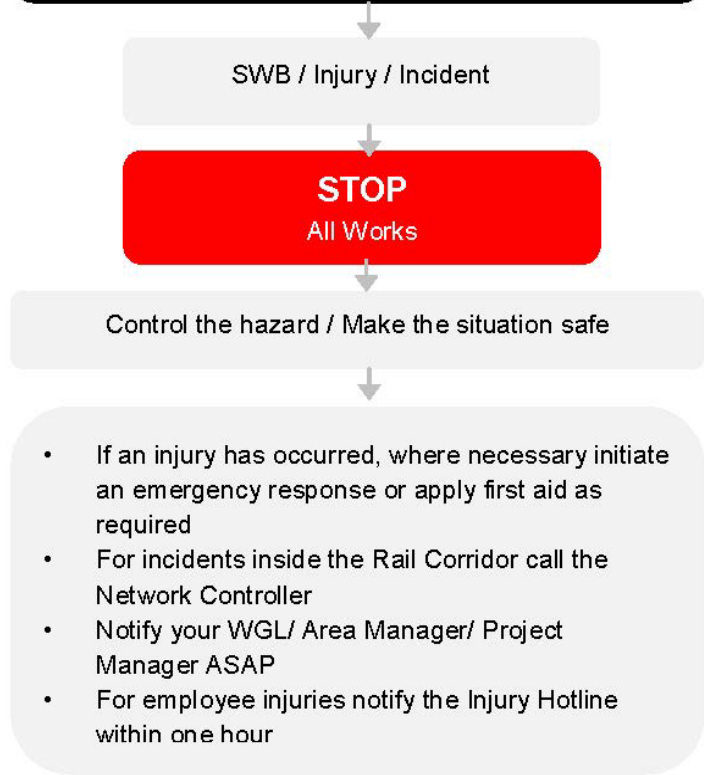
Additionally, to the requirements set out in the incident management process.

When working WITHIN an interstate managed possession.

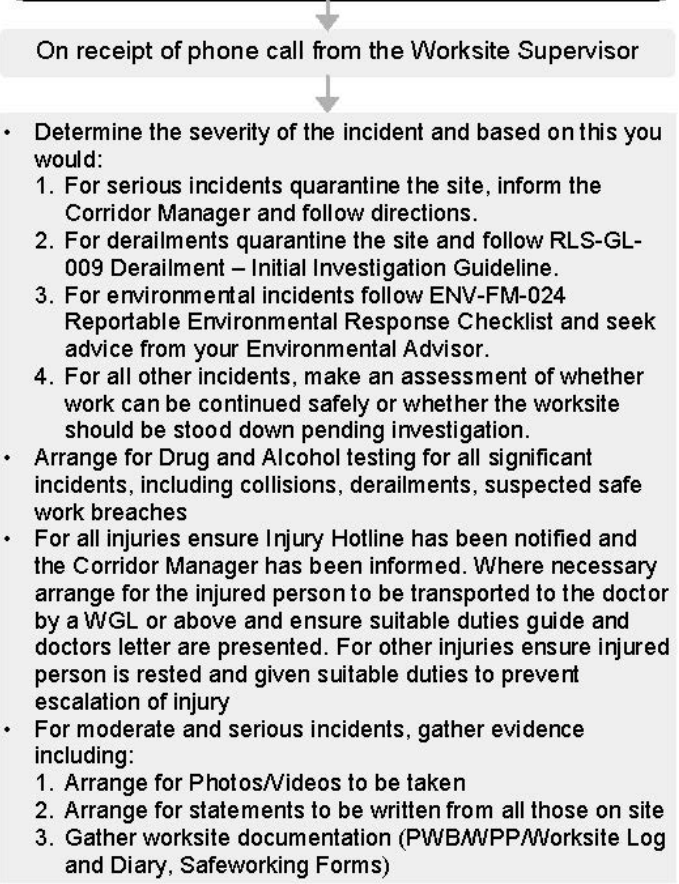
You must also inform the possession coordinator and PPO as soon as reasonably practicable WHEN an incident OR NEAR MISS has occurred.



## INCIDENT MANAGEMENT IMMEDIATE ACTIONS OF THE SITE SUPERVISOR



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



# ARTC NETWORK RULES & PROCEDURES

As part of the Interstate 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







# ANWT – 312 INFRASTRUCTURE BOOKING ADVICE

## Compiling Infrastructure Booking Advices

The Maintenance Representative must use an Infrastructure Booking Advice (IBA) form (ANRF 003) to detail work that requires infrastructure to be:

- temporarily booked out of use, or
- permanently removed, or
- newly commissioned, or
- booked back into use, or
- temporary bridging to release locking on signalling infrastructure.

Where a Handsignaller is required to manually operate the level crossing warning equipment the Handsignaller must use an Infrastructure Booking Advice (IBA) form (ANRF 003) to detail the requirement for Type F level crossing warning equipment to be temporarily booked out of use by setting the Emergency switches to the OFF position.

Maintenance Representatives must compile the IBA form before infrastructure is removed, commissioned or temporarily bridged.

The Maintenance Representatives must:

- send a copy of the IBA form to the appropriate *Network Control Officer*, or
- jointly compile the IBA form with the Network Control Officer.

The Maintenance Representative must give a copy of the IBA form for work associated with:

- a *Local Possession Authority* (LPA) to the Possession Protection Officer, or
- a *Track Occupancy Authority* (TOA) or *Track Work Authority* (TWA) to the Protection Officer.

The Network Control Officer and the Maintenance Representatives must keep completed IBA forms.

## Securing infrastructure

Infrastructure that is not yet commissioned, or has been decommissioned but not yet removed, must be *secured* against *unauthorised* use.

# 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



## PPE MATRIX



**M** Mandatory PPE  
**T** Task or Risk based PPE

	Long sleeve shirts and long pants	High Visibility Note 1	Safety Boots Note 2	Eye Protection	Head Protection Note 3	Hand Protection Note 4 & 5	Ear Protection Note 4	UV Protection Note 4	Head and UV Protection Note 6	UV Protection Note 6	UV Protection	Face Protection	Eye Protection	Head Protection
	← MANDATORY →										← RISK/TASK BASED →			
Working in Rail Corridor	M	M	M	M	M	M	M	M	M	M				
Construction Sites	M	M	M	M	M	M	M	M	M	M				
Provisioning Centres	M	M	M	M	M	M	M	M	M	M				
Site Investigation Phase	M	M	M	M	M	M	M	M	M	M				
Road Rail Vehicle Patrol	M	M	M	M	Note 3	M	M	M	M	M				
Oxy Cutting	M	Cotton or Wool only	M	M	M	M	M	M	M	M		T		
Aluminothermic Welding	M		M	M	M	M	M	M	M	M		T		
Welding	M	M	M	M	M	M	M	M	M	M		T		
Grinding	M	M	M	M	M	M	M	M	M	M		T		
K1260 Rail Saw	M	Flame Retardant	M	M	M	M	M	M	M	M		T	T	
Lead Risk Work	M	M	M	M	M	M	M	M	M	M				
Asbestos Work	Note 7													
Handling Chemicals Note 8	M	M	M	M	M	M	M	M	M	M				
Site1 Visitors	M	M	M	M	M	M	M	M	M	M				

Bump hats must not be used as a substitute for HardHat.  
 Permissible only where it is not practical to use hard to prevent head injury

There may be tasks that require the use of PPE additional to the minimum standard set out in this PPE matrix. A task-based risk assessment or safe work method statement will identify the required PPE for these tasks.







- Note 1** High Visibility outer upper body clothing with retro reflective strips. In extreme hot weather condition, high visibility light weight orange work shirt is permissible provided it is approved by direct leader and documented in pre work briefing.
- Note 2** Steel or carbon fibre capped, ankle high boots
- Note 3** Hard hat is not required inside RRV

- Note 4** Must be carried at all times and worn when required
- Note 5** Use glove matrix to select suitable glove. Must be carried and worn when required
- Note 6** Integrated brim hard hat or sun brim or cap must be worn
- Note 7** Comply with asbestos removal PPE requirements
- Note 8** Comply with requirements specified in Material Safety Data Sheet

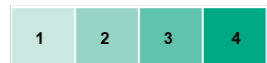
# PPE REQUIREMENTS

## GLOVE SELECTION MATRIX

ARTC

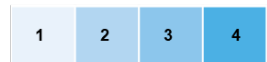
	Site Tasks	Size Available	Abrasion Resistance	Cut Resistance	Tear Resistance	Puncture Resistance	Oil Resistance	Dexterity	Grip	Chemical Resistance		
Titanium Cut 3 	<ul style="list-style-type: none"> <li>General purpose</li> <li>Delicate and precise operation</li> <li>Tasks with cut risk</li> </ul>	S, M, L XL, XXL	4	C	4	3	✓ Low levels of exposure	✓	✓			
Vibe Mechanics Glove 	<ul style="list-style-type: none"> <li>Improve grip with vibrations e.g. heavy duty power tools</li> <li>General purpose</li> </ul>	S, M, L XL, XXL	3	3	3	4		✓				
Pro-Choice Nitrate 33cm 	<ul style="list-style-type: none"> <li>Chemical handling - xylene 2 Pac thinners, solvents</li> </ul>	S, M, L XL, XXL XXXL	4	1	0	1	✓		✓	✓		
Force 360 riggers glove 	<ul style="list-style-type: none"> <li>Suitable for some general handling applications - fork lift, yard work, rigging tracks</li> </ul>	S, M, L XL, XXL	3	1	4	4			✓			
Specialist/ Hot Work Gloves	Site Tasks	Size Available	Abrasion Resistance	Cut Resistance	Tear Resistance	Puncture Resistance	Burning Behaviour	Contact Heat	Radiant Heat	Radiant Heat	Small Splash Molten Metal	Large Splash Molten Metal
Big Red Welding Glove 	<ul style="list-style-type: none"> <li>Continuous Aluminothermic/MIG/ Arc Welding gloves</li> <li>Prolonged heating and use of oxy torch</li> </ul>	S, M, Regular, XL	3	2	4	4	4	1	3	4	2	X
Portwest ARC Grip Glove 	<ul style="list-style-type: none"> <li>Protects against ARC burns and flash</li> <li>Cut resistance</li> </ul>	S, M, L, XL	4	D	4	2	X	1	X	X	X	X

Glove Rating Matrix



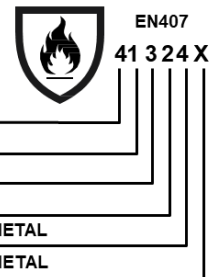
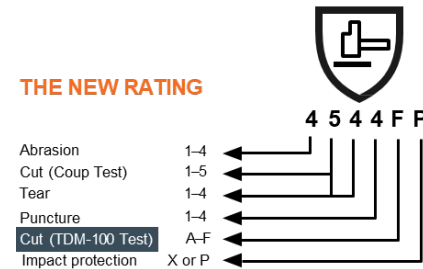
Lowest ← → Highest

Glove Rating Matrix



Lowest ← → Highest

### THE NEW RATING





# 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 EPL LICENSING

## 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
- We must minimise and control dust
- We must install erosion and sediment controls
- We must not allow any spoil or waste to leave the corridor unless it has been assessed and confirmed with Environmental Advisor

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	



# ENVIRONMENTAL EPL LICENSING

- All sites must have a *Task Based Environmental Impact Assessment* completed and available onsite
- All out of hours work requires a Noise Assessment
- Any works requiring community notifications must be delivered at least 5 days before starting work
- Any scope changes to be discussed with Environmental Advisor.



ARTC

TASK BASED ENVIRONMENTAL IMPACT ASSESSMENT (TBEIA)

ENV-FM-001

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1. ACTIVITY DETAILS

Project Name		State	
Delivery By	<input type="checkbox"/> ARTC <input type="checkbox"/> Contractor	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	
Dates		Dates	
Working Hours		Working Hours	
Reviewer comments (optional):			

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2. ACTIVITY REVIEW

[ARTC Map](#)
[State Limitations](#)
[TBEIA WJ](#)

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 [ARTC Map](#) 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





# WORKING AROUND MOBILE PLANT CRITICAL CONTROLS

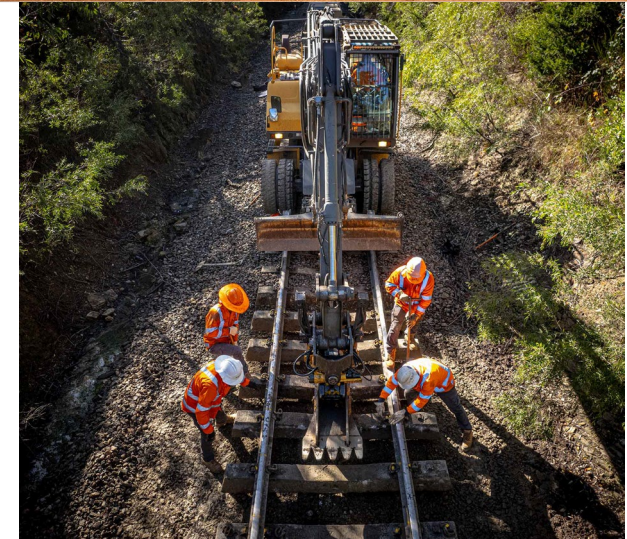
**Separate people, mobile plant and vehicles** – Fit for purpose site movement plan, exclusion zones, briefing all personal

**Operating mobile plant and vehicles** – Operators must hold the relevant and in date license or competency to operate the type of plant

**Minimum mobile plant requirements** – All mobile plant must meet the ARTC minimum safety specs outlined in EPP-32-03

**Working near live public road traffic** – A Traffic Management Plan must be used when working in or near public roadways

**Loading and unloading plant and materials** – Designated un/loading areas, exclusion zones, high-vis clothing, away from OH services





## ENVIRO FOCUS 1:

### SPOIL & WASTE MATERIALS

Key points:

- Is your project generating waste materials?
- Have you planned management measures with your ARTC Representative?
- No spoil or other waste is to leave the corridor unless it has been assessed and confirmed with Environmental Advisor





# ENVIRO FOCUS 2: OUT OF HOURS WORK



## Key points

- ARTC has an obligation to apply reasonable and feasible work practices to minimise noise impacts.
- Are there any opportunities on your site to eliminate or reduce noise sources?
- Please work with ARTC to implement any opportunities for improvement.
- This helps us meet our licensing requirements.



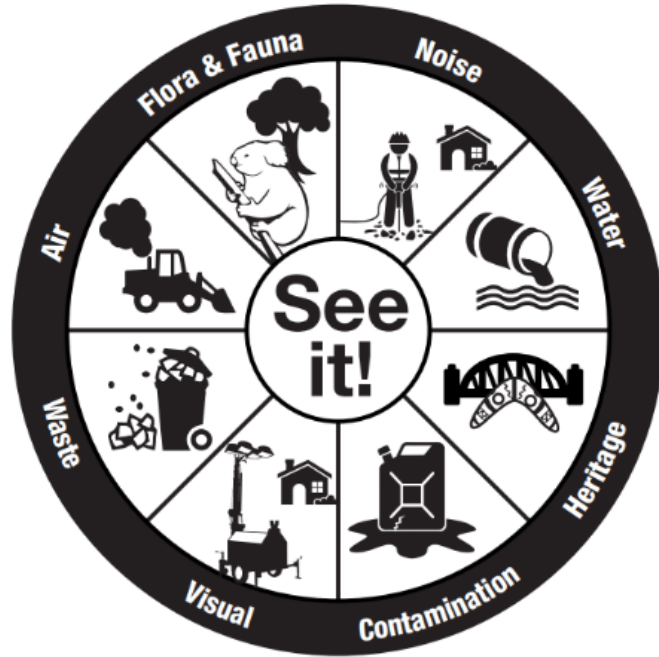




# ENVIRONMENTAL: STOP AND THINK

# ARTC

**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.

# ARTC

## 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