PUBLIC TRANSPORT AUTHORITY

SAFEWORKING RULES AND PROCEDURES

3005

TRACK OCCUPANCY AUTHORITY

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1. PURPOSE

The purpose of this rule is to outline the application of *Track Occupancy Authorities* (*TOAs*) in the Public Transport Authority (PTA) *Network* that are used to close a defined portion of *Track* for a specified period.

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2. GENERAL

Only *Train Controllers* may *Authorise* a *TOA* for *Track* under their control.

A *TOA* is *Issued* to the *Protection Officer* (*PO*) and gives *Exclusive Occupancy*.

A single *Worksite*, including equipment, and associated *Rail Traffic*, may occupy the portion of *Track* defined by the *TOA*.

The *Track* may be broken or *Obstructed.*

NOTE
Additional *Work Group/s* are permitted in a single *Worksite* and are managed by the *Protection Officer* responsible for the *Worksite*. See Procedure 9018 for details.

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3. AUTHORISATION

Before *Authorising* the *TOA*, the *Train Controller* must make sure that:

- another *Work On Track Authority* is not in use within the proposed limits;
- approaching *Rail Traffic* can be *Restrained* at the ends of the *Section* that includes the proposed limits;
- any *Rail Traffic* holding a *Authority* for *Unidirectional* movement has *Cleared* the limits of the proposed *Worksite* by confirming with the *PO*;
    - the *Rail Traffic Identification Number* of the lead *Vehicle* of a *Train* or the last *Vehicle* of a *Track Vehicle* movement;
    - the location of the *Rail Traffic* with the *Rail Traffic Crew*; or
    - the *Section* is *Clear*.
- *Rail Traffic* that is *Stabled* and not associated with the *TOA* and is within the limits of the *TOA*, must not be *Authorised* to move;
- *Rail Traffic* associated with the *TOA* within the limits has been identified and is being managed as agreed by the *PO* and the *Train Controller*;
- the *PO* knows about any existing obstructions; and
- *Blocking Facilities* have been applied to prevent *Unauthorised* entry into the proposed limits by *Rail Traffic*.

The *Train Controller* must confirm with the *PO* the:

- name and contact details of the *PO*;
- type of work;
- intended start and finish times; and
- *Location* using one or more of the following identifiers:
  - a kilometre sign and section;
  - station name;
  - *Overhead line Equipment* (*OLE*) structure number;
  - a *Points* number;
  - a *Signal* number;
  - an observance of *Points* or *Signal Aspect* change;
  - a kilometre marker;
  - permanent structures, such as bridge, roadway or overpass used only in conjunction with one of the above identifiers; or
  - another identifier.

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4. PROTECTION OFFICER

4.1. PROTECTION OFFICER

There must be a *PO* present at the *Worksite* for the period of the work.

A *PO* must:

- get the *TOA*;
- make sure that work in the *Danger Zone* does not begin before the required safety measures are in place;
- be responsible for the *Protection* of *Workers* from *Rail Traffic*;
- make sure the *Tracks* between *Worksites* and protecting *Locations* remain clear of obstructions;
- make sure that *Worksites* are protected against the *Unauthorised* entry or exit of *Rail Traffic*; and
- tell *Workers* about the *Locations* of *Safe Places.*

4.2. CHANGE OF PROTECTION OFFICER

An outgoing *PO* must tell an incoming *PO* about the *Worksite Protection* arrangements.

The incoming *PO* must:

- tell affected *Train Controllers* about the changed contact arrangements; and
- make a *Permanent Record* of the handover of the *TOA*.

5. OBTAINING A TRACK OCCUPANCY AUTHORITY

The *Train Controller* and the *PO* must confirm and record on the *TOA*:

- the works program number *Advertising* the *TOA*;
- the *TOA* limits;
- that *Blocking Facilities* have been applied or, where approved by the *Train Controller,* the *Crank Handle* has been removed to prevent entry of *Rail Traffic* into the portion of *Track* within the proposed *TOA* limits;
- in single line territory, that the *Half Pilot Keys* have been removed from both ends of the affected *Section*;
- identification of *Points Secured*;
- the anticipated duration of the *TOA*;
- name of the *PO* and contact details;
- name of the issuing *Train Controller*;
- time of *Issue*; and
- date of *Issue*.

6. PROTECTION

WARNING
Work must not start in the *Danger Zone* until the required *Protection* is in place.

The *PO* must arrange for:

- *Controlled Absolute Signals* to be set at Stop with *Blocking Facilities* applied;
- where the *Signal* has more than one *Route* available apply *Blocking Facilities* to prevent *Unauthorised* entry of Rail Traffic from entering the TOA limits; and/or
- *Crank Handles* to be removed to set *Controlled Absolute Signals* at Stop; and
- *Points Secured* to prevent *Unauthorised* entry of *Rail Traffic* from entering the portion of track within the *TOA limits.*

The *Train Controller* must apply *Blocking Facilities* to prevent *Unauthorised* entry of *Rail Traffic* from entering the *TOA*.

6.1. IN-FIELD PROTECTION

In-Field Protection is a *Rail Clamped Stop Sign*.

In-Field Protection is not required between the *Worksite* and the end of a *Terminal Line* if the *Train Controller* tells the *PO* that there is no planned *Rail Traffic* movements from that direction.

6.2. CENTRALISED TRAFFIC CONTROL

Blocking Facilities must be applied to prevent *Unauthorised* entry of *Rail Traffic* and *In-Field Protection* placed:

- at that *Protecting Signal;* or
- at least 200m from the *Worksite* in such a position that any *Rail Traffic* entering the *TOA* limits must pass over it.

Where a departure *Signal* is the *Protecting Signal,* the *PO* must also take possession of the *Half Pilot Key*.

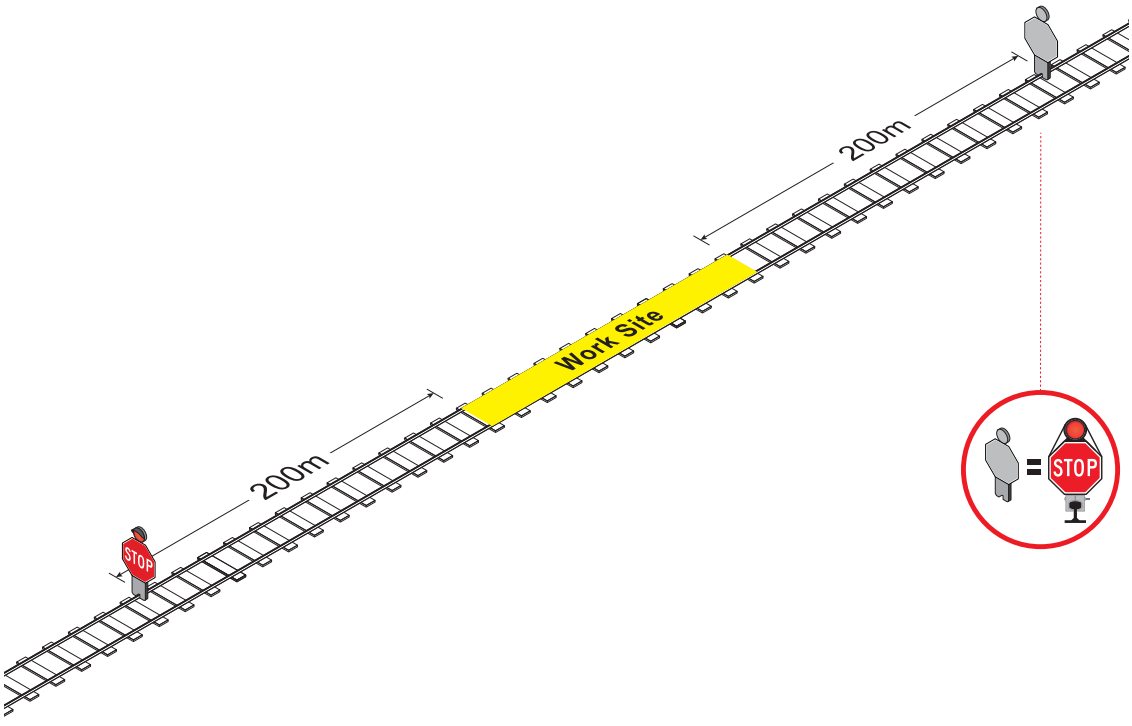

FIGURE 6.1: Example of Protection arrangements for an individual Worksite on single line.

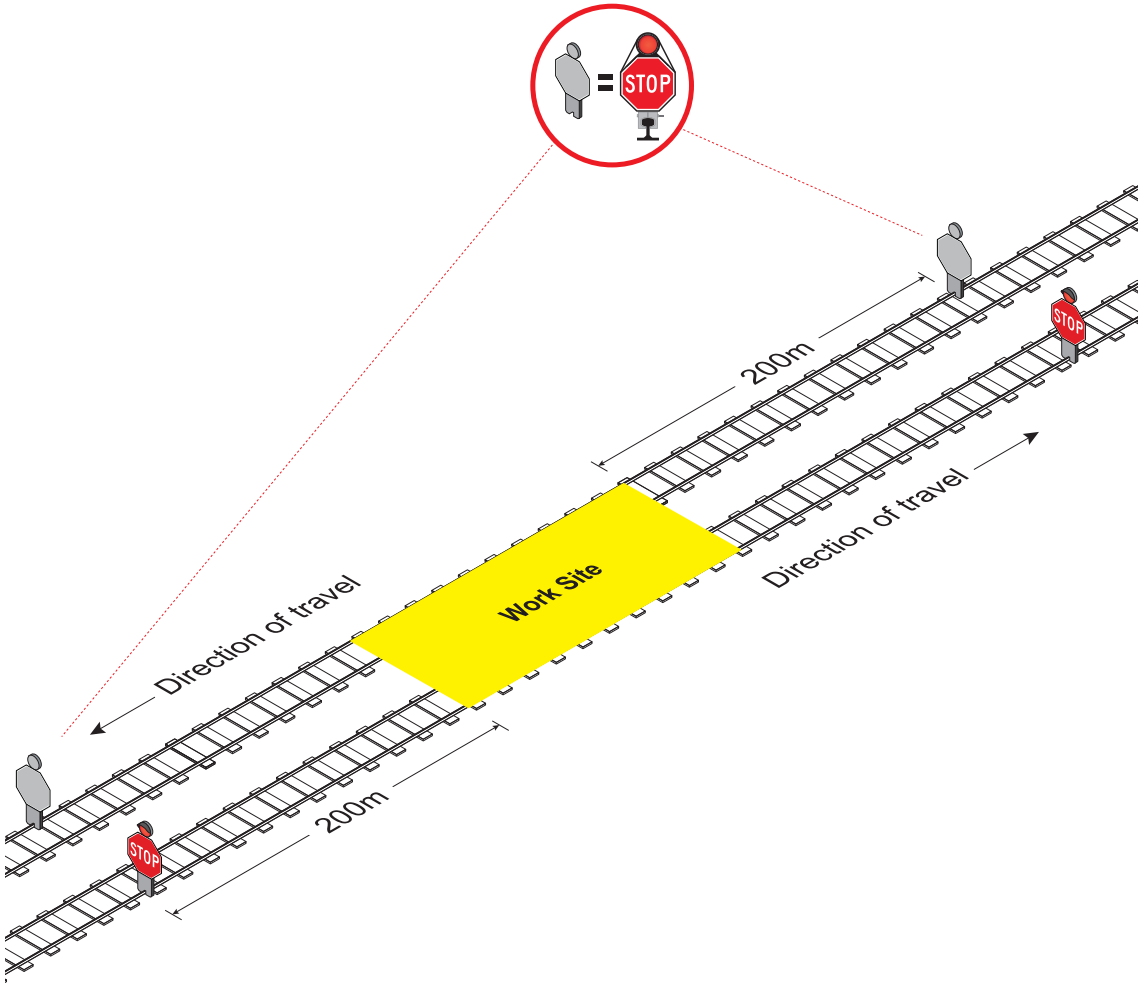

FIGURE 6.2: *Example of Protection arrangements for an individual Worksite on Double Line.*

6.3. WORKSITE WITHIN 200M OF TOA LIMITS AND PROTECTING SIGNAL

When a *Protecting Signal* more than 200m from the *Worksite* is not available and a set of *Points* is available to divert *Rail Traffic* the *PO* must arrange for:

- *Points Secured* for a different *Route*;
- place *In-Field Protection* in a *Location* that is clear of the *Points and* will not present a risk to *Workers* from *Rail Traffic* on the *Adjacent* line; and
- will not interfere with *Rail Traffic Travelling* on the other *Route*.

WARNING

PO must ensure that *Workers* and equipment do not have the potential to encroach within the *Danger Zone* of the *Adjacent* line.

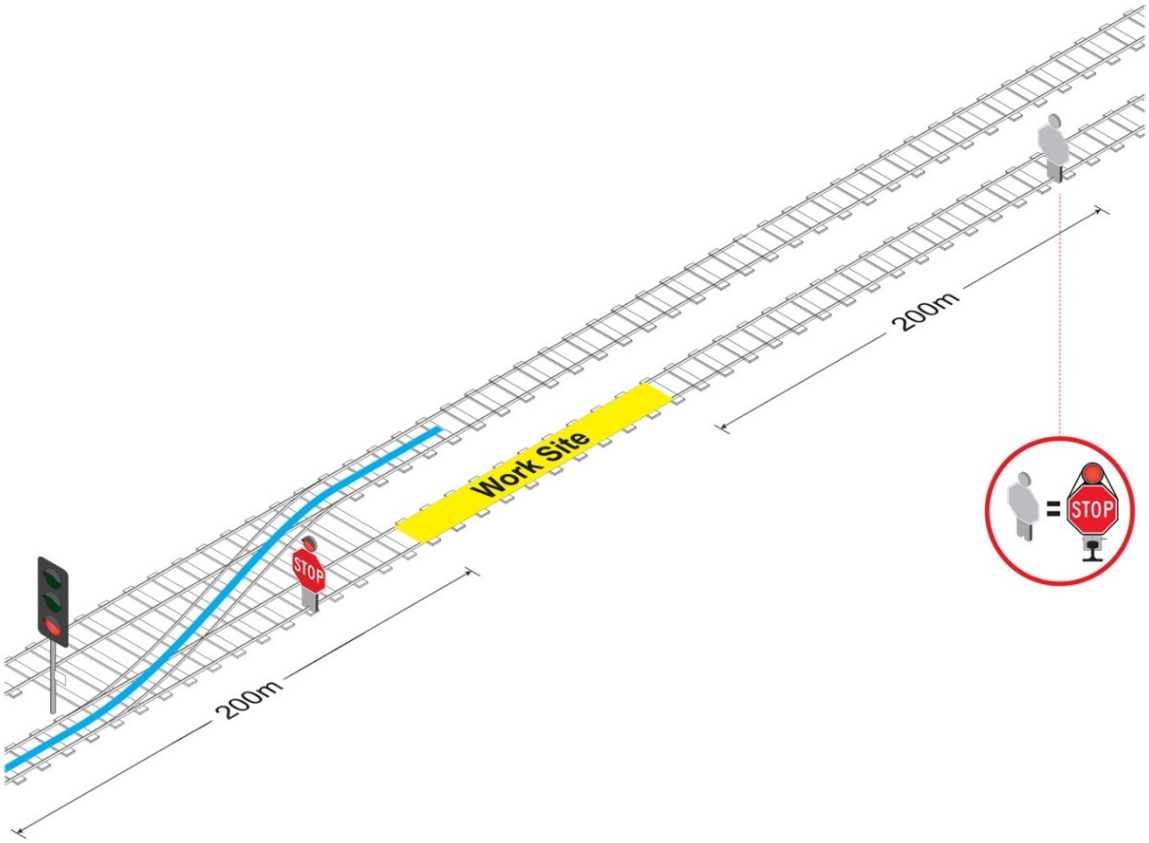

FIGURE 6.3: Example of Protecting Signal and In-Field Protection less than 200m from the Worksite and Points are Secured for a different Route.

If *Points* cannot be *Secured* for a different *Route,* use a controlled signal at least 200m from the *Worksite*.

6.4 ADJACENT LINE

If the *Safety Assessment* indicates that *Workers* need to be protected from *Rail Traffic* on *Adjacent* lines, the *PO* must arrange for *Adjacent* lines to be protected as per **Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines**.

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7. RAIL TRAFFIC

Only *Rail Traffic* associated with the *TOA* may enter the limits of the *TOA*.

Other *Rail Traffic* may cross the *TOA* to enter or exit a *Running Line*, *Siding* or *Level Crossing*, but only with the *POs* agreement.

Before entering the *TOA*, *Rail Traffic Crew* must verify with the *PO* that the *TOA* is *In Effect.*

7.1. RAIL TRAFFIC ENTERING OR TRAVELLING WITHIN THE TRACK OCCUPANCY AUTHORITY LIMITS

The *PO* must manage all *Rail Traffic* movement within the *TOA*.

The *PO* must make sure that *Rail Traffic* associated with the *TOA* does not exceed the limits of the *TOA*.

Rail Traffic that is associated with the *TOA* and is entering and travelling within the *TOA* limits must:

- be *Piloted*; or
- receive written or verbal instructions from the *PO*.

Where a *Pilot* is used, the *PO* or a delegate must act as the *Pilot.*

7.2. FIXED SIGNALS

Fixed Signals within the limits of the *TOA* must, where possible, be placed to *Proceed* for *Rail Traffic* movement.

Where *Fixed Signals* cannot be placed to *Proceed* for *Rail Traffic* movement, they must be passed under direction of the *Pilot* or the *PO*.

7.3. RAIL TRAFFIC DEPARTING THE TRACK OCCUPANCY AUTHORITY

Rail Traffic may depart from the limits of the *TOA* only on the *Authority* of the *Train Controller.*

7.4. COMMUNICATIONS WITH TRAIN CONTROL

The *PO* must be the only point of contact between *Train Control* and *Work Groups* for matters of *Worksite Protection*.

The *PO* must tell affected *Train Controllers*:

- the *Protection* arrangements;
- about *Protection* arrangements on *Adjacent* lines; and
- about work progress.

The *PO* must if necessary, seek an extension of time.

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8. FULFILLING THE TRACK OCCUPANCY AUTHORITY

Before *Fulfilling* the *Authority* the *PO* must make sure and tell the *Train Controller* that:

- associated *Rail Traffic, Workers* and equipment are *Clear* of the *Danger Zone*;
- all *Work Groups* have cleared the *Worksite*;
- *In-Field Protection* has been removed;
- if necessary, *Signals* have been restored to normal use; and
- the portion of *Track* included in the *Authority* is available for use.

The *PO* and the *Train Controller* must *Fulfil* the *Authority*.

The *Train Controller* must confirm with the *PO* that:

- *Blocking Facilities* can be removed; and
- in single line territory, the *Half Pilot Keys* have been replaced.

NOTE

The *Train Controller* must test the departure signals after *Half Pilot Keys* have been replaced before the *PO* leaves the site.

Testing of *Signals* must be carried out in accordance with **Rule 6005 Fixed Signals.**

The *PO* must tell the *Train Controller* about operating restrictions that have been placed or removed.

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9. KEEPING RECORDS

Train Controllers and the *PO* must keep *Permanent Records* about the details, including *Protection* arrangements and changes to the *Worksite Protection* arrangements.

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10. REFERENCE

Rule 6003 Blocking Facilities

Rule 6005 Fixed Signals

Procedure 9000 Clipping Points

Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines

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11. EFFECTIVE DATE

1 November 2018

I N T E N T I O N A L L Y B L A N K