PUBLIC TRANSPORT AUTHORITY
SAFEWORKING RULES AND PROCEDURES

4017
OVERDUE OCCUPANCIES

4017 Overdue Occupancies Rev1.01
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1. **PURPOSE**

The purpose of the rule is to provide instructions for dealing with overdue *Occupancy* in the Public Transport Authority (PTA) *Network*.

2. **GENERAL**

Where the agreed or expected reporting, clearance or *Section* running times are exceeded by 15 minutes, the *Train Controller* must act in accordance with Rule 2029 *Responsibilities of Train Controllers* and:

- contact the *Competent Worker* in charge of the *Work on Track* activities; or
- contact the *Rail Traffic Crew*.

If this contact cannot be made, the *Train Controller* must advise the *Track Workers’* or *Rail Traffic Crew’s* organisations and alert them to the circumstances.

The requirements of Rule 2009 *Reporting and Responding to a Condition Affecting the Network (CAN)* must be observed if the *Train Controller* cannot communicate with the *Rail Traffic Crew* of an overdue *Rail Traffic* movement.

The *Rail Traffic Crew* of overdue movements must act in accordance with Rule 2027 *Responsibilities of Rail Traffic Crew*.

If the *Track Worker’s* or *Rail Traffic Crew’s* safety cannot be established, the *Train Controller* must initiate the PTA’s 9000-000-011 *Emergency Management Manual*.

3. **STOPPED RAIL TRAFFIC**

If *Rail Traffic* is delayed due to an unscheduled Stop the *Rail Traffic Crew* must immediately advise *Train Control* of:

- the *Location* of the stopped *Rail Traffic*;
- the reason why the *Rail Traffic* has stopped; and
- the expected duration of the stoppage.

If a *Rail Traffic* stoppage is or will become extended, the *Rail Traffic Crew* must:

- tell the *Train Controller* the reason why the *Rail Traffic* stoppage is extended;
- if necessary, *Secure the Rail Traffic*; and
- if necessary, provide *Protection* for the *Rail Traffic* in accordance with Rule 4001 *Protecting Rail Traffic*.
4. **INSPECTING STOPPED RAIL TRAFFIC**

**WARNING**
Where there is a risk of being struck by Rail Traffic on Adjacent lines, the Rail Traffic Crew must arrange to implement safety measures to reduce the risk.

**WARNING**
Adjacent lines may be under the control of different Train Controllers or Access Providers.

If it is necessary to inspect their Rail Traffic the Rail Traffic Crew must:
- make sure that they are protected against Rail Traffic on Adjacent lines in accordance with Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines; and
- tell the Train Controller the result of the inspection.

5. **DISABLED RAIL TRAFFIC**

If the Rail Traffic Crew reports overdue Rail Traffic as Disabled, the Train Controller must act in accordance with Rule 4009 Disabled Rail Traffic.

6. **OVERDUE TRACK OCCUPANCY**

If a Work on Track Authority is overdue, the Protection Officer (PO) must tell the Train Controller:
- the reason why the Authority is overdue; and
- the Location, if assistance is required.
7. Reference

Rule 2009 Reporting and Responding to a Condition Affecting the Network (CAN)
Rule 2027 Responsibilities of Rail Traffic Crew
Rule 2029 Responsibilities of Train Controllers
Rule 4001 Protecting Rail Traffic
Rule 4009 Disabled Rail Traffic
Procedure 9010 Protecting Work from Rail Traffic on Adjacent Lines

8. Effective Date

1 November 2018