
TO ARTC Hunter Valley Contractors

FROM Andrew Betts - GM Asset Development

DATE 4 July 2018

SUBJECT Requirements for working in the rail corridor before the July/August Closedown

Dear Contract Partners

In the last month, there have been a number of safe working incidents in ARTC's rail corridor where the basic causal factors have centred around the PO failing to adequately protect the people on the worksite, or where the work team have not checked and understood the protection that has been put in place to protect them from being hit by rail traffic.

Some of these incidents include a situation where a contract work crew utilising a TOA was erecting scaffolding to undertake a bridge inspection. The down main had been protected, however the scaffolding was being mistakenly erected on the up main. A train approached the worksite from the unprotected side as the track is separated and uni-directional in this area. Workers got off the scaffolding and moved to the embankment just before the train struck and destroyed the scaffolding. There have also been a number of other safe working incidents where work has been undertaken: without WPP being completed; where points clips were installed without any form of protection from rail traffic and a repeat incident in the Belford area where a contractor failed to identify a bi-directional track and had a significant near miss whilst using lookout working.

Fortunately, in all these circumstances no one was injured, but the significance of these incidents is such that the maximum reasonable outcome could have been a fatality. As a result, we need to put a containment in place until we can complete an investigation into not only the individual incidents, but the recurring themes that continue to put people at risk while working in the corridor.

IMMEDIATE REQUIREMENT FOR ALL PERSONS ENTERING THE RAIL CORRIDOR

Effective immediately, the following requirements are stipulated and shall remain in force indefinitely:

- Contractors shall notify the appropriate ARTC representative of the intention to enter any component of the rail corridor, with enough notice for ARTC to respond accordingly; and
- The appropriate ARTC representative shall check that contractors have the right controls in place to work safely before they commence work in our workplace.

FURTHER CONTAINMENT

Further to the immediate requirements identified above, there are additional requirements for the Hunter Valley Rail Corridor that are being implemented on a trial basis until the next Hunter Valley closedown (31st July):

PLANNED WORK IN ARTC'S WEEKLY PLAN

All planned work that intends to access the corridor, must make use of ARTC's weekly planning process.

- This requires all work for the following week to be identified and communicated to the appropriate ARTC representative no later than Monday 5pm of the week prior.

- Tasks will then be identified in the weekly plan as part of ARTC's weekly planning process. Tasks that are to be completed for ARTC's Asset Development team will assigned a unique task number. This number will correlate with the plan and should be quoted to the network controller when accessing track.
- Each task in the weekly plan must have a competent ARTC representative attend site to check protection arrangements and risk controls prior to the work proceeding. The task must not proceed without this check.
- In the case of multiple worksites, the minimum requirement is for the relevant competent ARTC representative to visit each of these sites to check protection arrangements and risk controls before the work commences. This may be completed by visiting each site in sequence at the start of the day.
- Repetitive tasks that have the same protection arrangements, same protection officer and same location will require as a minimum a competent ARTC representative to attend site before the work commences on the first day of the works.

EMERGENCY AND NON-PLANNED WORK

Work that is identified after the Monday cut off for the ARTC weekly planning process but must be completed before the next weekly planning cycle will implement the following requirements:

- Task requirements will be identified as soon as practicable and communicated to the appropriate ARTC representative including the reason why the task could not be included in the weekly plan;
- Task requirements will be forwarded by the ARTC representative to the relevant ARTC manager for approval and if approved will be included in ARTC's daily plan;
- Tasks that are to be completed for ARTC's Asset Development team will assigned a unique task number. This number will correlate with the daily plan and should be quoted to the network controller when accessing track.
- Each task in the daily plan must have a competent ARTC representative attend site to check protection arrangements and risk controls prior to the work proceeding. The task must not proceed without this check.
- In the case of multiple worksites, the minimum requirement is for the relevant competent ARTC representative to visit each of these sites to check protection arrangements and risk controls before the work commences. This may be completed by visiting each site in sequence at the start of the day.
- Repetitive tasks that have the same protection arrangements, same protection officer and same location will require as a minimum a competent ARTC representative to attend site before the work commences on the first day of the works.

MONITORING AND REVIEW

- At the end of each week ARTC will conduct a review of the work completed against these requirements to ensure that all work has followed the appropriate processes.

The trial containment requirements will be reviewed after the July/August closedown and information from the investigation and feedback from the team will be considered before implementing a final solution.

Please contact your ARTC representative if you have any questions regarding these requirements.