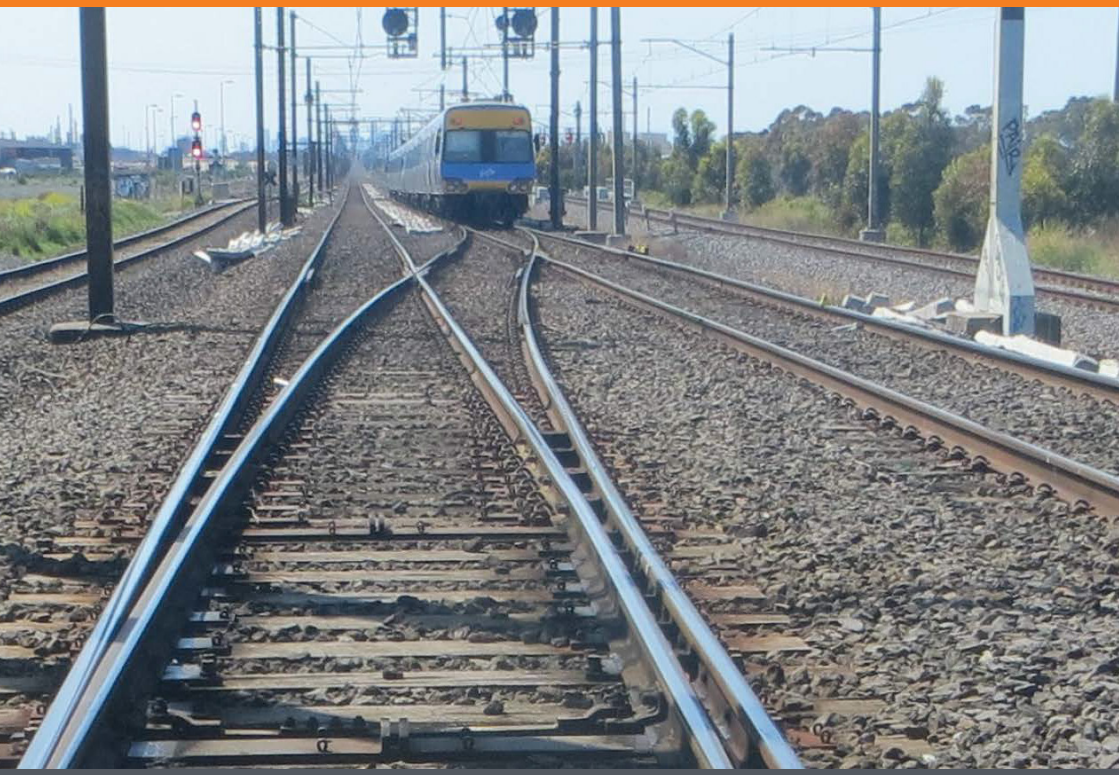
LAVERTON INCIDENT TRACK ACCESS DESK ROLE

TOOLBOX 5



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OUR SAFETY PLEDGE

I WILL ALWAYS ENSURE THAT I HAVE COMPLETED ALL SAFETY REQUIREMENTS AND HAVE THE APPROPRIATE AUTHORITY BEFORE ENTERING THE RAIL ENVIRONMENT.

ZERO HARM

INTRODUCTION

The Track Access Desk (TAD) is responsible for authorising access within the Rail Corridor and Danger Zone.

Obtaining approval from the TAD is an important step in ensuring the rail network is not entered without the required safe working measures and controls.

This booklet provides clear information about the importance of the TAD role and how it related to the Laverton incident.

This the fifth of ten toolbox talks created to share learnings with industry.

RELATED STATISTICS

The MTM Track Access Desk processed approximately 37,200 access requests between July 2017 and June 2018.

37,200

JULY 2017 — 1 YEAR — JUNE 2018

On average, this equates to 3,100 track access requests per month.

3,100

DAY 1 — 1 MONTH — DAY 31

LAVERTON INCIDENT SUMMARY

TRACK WORKER STRUCK BY A PASSENGER TRAIN

On the morning of Friday 2 October 2015, a workgroup was assembling track-side in Laverton, Victoria. They planned to undertake dog spike removal works in preparation for re-sleepering of a section of track on the Altona Loop Line.

At around 0910, the supervisor for the works commenced marking the track to identify those dog spikes to be removed. He was working in a track crossover about 400 meters on the Melbourne side of Laverton Railway Station. A lookout had been placed for his protection.

At about 0916, a Metro Trains Melbourne suburban commuter train arrived at Laverton station, bound for Flinders Street Station in central Melbourne. After its scheduled stop, the train departed Laverton and approached the worksite. The lookout observed the train, warned workers of its approach and signalled to the driver that the track was clear. However, as the train took the crossover, the supervisor was foul of the track, and was struck by the train that was travelling at about 59 km/h. The supervisor suffered serious injuries.

SHARED LEARNINGS – TRACK ACCESS DESK ROLE

1

The TAD provides a single approval point for all requests to access the Rail Corridor and Danger Zone and must grant permission prior to entry and works commencing.

2

The TAD must confirm that a Rail Safety Worksite Hazard Assessment (RSWHA) has been completed by a qualified TFPC.

3

The TAD is accountable for ensuring that all required details are collected and recorded correctly in MTM's Access and Resource Management System (ARMS).

4

The TAD ensures that access is only granted once the TFPC or Work Group Supervisor (WGS) can satisfy all entry requirements. This access is in the form of a Rail Corridor Number (RCN) or Track Access Number (TAN).

5

A RCN or TAN must be granted by the TAD and recorded on the RSWHA and WGS Pre-Work Brief. All RSWs must have attended and signed on to the relevant Pre-Work Brief prior to entering the rail corridor and must wait until the TFPC approves entry for the works to commence.

WHAT IS THE TRACK ACCESS DESK?

The TAD provides a single approval point for internal and external stakeholders requiring access within the Rail Corridor and Danger Zone.

The track access desk is operated 24 hours a day, 7 days a week by a qualified Track Force Protection Coordinator (TFPC) 3.3 with a good understanding of the MTM Network.

After the completion of the RSWHA at the potential worksite, the TFPC will contact the TAD for authority to enter.

The TAD is accountable for:

- Recording all contact information of the person requesting access
- Documenting the scope of works to be performed
- Documenting location of works and affected lines
- Confirming that the planned worksite protection is appropriate
- The issuing/cancelling or denying of RCNs and TANs
- Updating the RCN and TAN when advised of changes and shift change overs
- Reporting of incidents in line with the Incident Reporting and Investigation Procedure

A RCN or TAN must be granted by the TAD and recorded on the RSWHA and WGS Pre-Work Brief.

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WHEN ARE YOU REQUIRED TO CONTACT THE TRACK ACCESS DESK?

The TAD must be contacted prior to any work commencing within the Rail Corridor and Danger Zone.

Any work must first be assessed by a TFPC to:

- Determine the potential for the work to impact the Danger Zone, and
- Identify the appropriate level of worksite protection

When contacting the TAD, the TFPC or WGS where appropriate must ensure:

- The TFPC has completed the entire RSWHA and understands the full scope of works
- The worksite protection has been planned in accordance with network requirements
- When working in the Rail Corridor with no impact to the Danger Zone, the WGS has in their possession a completed RSWHA that has been completed and signed off by a suitable qualified TFPC
- They provide the scope of work details to the TAD
- The name, company, contractor and contact details are accurate
- They advise the TAD if the works are going to be in the Rail Corridor or Danger Zone
- At shift changeover, the incoming TFPC contacts the TAD to confirm the change of details
- On completion of works and when the worksite is clear, the TFPC contacts the TAD, reports any issues and cancels the access number
- That incidents are reported as soon as they happen in line with the network requirements

The TFPC must contact the TAD upon completion of a RSWHA and obtain approval before allowing works to commence within the Rail Corridor or Danger Zone.

WHY IS THE TRACK ACCESS DESK IMPORTANT?

The TAD is accountable for granting or denying access within Rail Corridor and Danger Zone.

Access in the form of a RCN or TAN will be granted, providing the applicant has followed the correct process to enter and perform work on the network.

The TAD play an important role in mantaining safety on the network by ensuring all safe working standards and protocols are adhered to when granting access.

The TAD provides a single approval point for access within the Rail Corridor and Danger Zone and ensures that there is record of:

- Where the works are going to take place
- What sort of works are taking place
- What protection is going to be used to maintain the safety of all RSWs
- The position of safety (POS) to be used at the worksite
- The sighting distance and conditions that allow all workers to be able to reach a POS in at least 25 seconds prior to the arrival of rail traffic
- The size of the work group
- The TFPC accountable for managing the worksite protection
- The WGS accountable for managing the works

The TAD ensures that the TFPC has selected the correct type of protection to implement and that all important information is recorded in the case of an emergency or incident.

GLOSSARY

All Right Hand Signal:
The All Right hand signal is one arm held in the horizontal position. By night a white light held steady.

Australian Transport Safety Bureau (ATSB):
The **ATSB** is Australia's national transport safety investigator.

Danger Zone:
Is all space within 3 metres horizontally from the nearest rail and any distance above or below this zone including being on the line, unless a Position of Safety exists or can be created.

Flagman/Handsignaller:
Is a rail safety worker who displays hand signals to the operators of rail traffic movements. A Handsignaller is also referred to as a Flagman.

Metro Trains Melbourne (MTM):
Metro Trains Melbourne, known colloquially as simply Metro, is the franchised operator of the suburban railway network in Melbourne, Australia. Metro Trains Melbourne is a joint venture between MTR Corporation, John Holland Group and UGL Rail.

Office of the National Rail Safety Regulator (ONRSR):
An independent body corporate established under the Rail Safety National Law (South Australia) Act 2012. The primary objectives of the ONRSR are to encourage and enforce safe railway operations and to promote and improve national rail safety.

Protection Officer (PO):
The qualified worker responsible for rail protection (NSW, SA, QLD, WA).

Position of Safety (POS):
Is a place where people or equipment cannot be struck by rail traffic.

Rail Safety Pre-Work Briefing:
Is a formal briefing on the worksite protection arrangements provided by the Track Force Protection Coordinator to all rail safety workers associated with the worksite protection and the Work Group Supervisor.

Rail Safety Worksite Hazard Assessment (RSWHA):
Is an assessment of the rail safety hazards to determine the method/level of protection requirement for a worksite.

Rail Safety Worker (RSW):
Is a person who has carried out, is carrying out or is about to carry out, rail safety work, and includes:

a) a person who is employed or engaged by a rail operator to carry out rail safety work

b) a person engaged by a person (other than by a rail operator) to carry out rail safety work

c) a trainee

d) a volunteer.

Track Access Desk (TAD):
Provides a single approval point for access by internal and external stakeholders requiring track access within the Rail Corridor and Danger Zone.

Track Force Protection Coordinator (TFPC):
Is the person appointed to assess and implement worksite protection arrangements on site.

Track Force Protection:
Track force protection is a method of protecting work on track between rail traffic movements.

Work Group Supervisor (WGS):
Is the individual ultimately responsible for the supervision of the programmed activities within a Work Site.

Work Group Supervisor Pre-Work Briefing:
Is a formal briefing on the task related activities provided by the Work Group Supervisor to the work group and Track Force Protection Coordinator.

FURTHER INFORMATION

If you require any further information, please discuss with your supervisor.

INFORMATION SOURCES

- Rail Occurrence Investigation RO-2015-019 Final 24 August 2016
- RSWHA Briefing Note L4-OPS-GDL-002
- Rail Safety Worksite Hazard Assessment L4-OPS-FOR-014
- Planning Worksite Protection In The Rail Corridor L1-SQE-PRO-54
- General Operating Procedures L1-OPS-PRO-025
- MTM Asset Access Procedure L1-INF-PRO-021

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