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# **PROCEDURE FOR THE MANAGEMENT OF 'ON-RAIL' INCIDENTS**

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<b>GWA Rail Safety Document</b>	<b>Issuing Section: Rail Safety &amp; Environmental</b>
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**AMENDMENTS**

Page Number	Issue Number	Date of Issue	Amendment Details
All	1	01.08.2003	Annual Review. Replaces ASR-RSD-054. Allocation of new document number.
All	2	01.11.2003	Expansion of operations into NSW and completion of Alice Springs – Darwin Construction Project.
All	3	01.10.2006	Procedure updated to reflect requirements of AS 4292.1 (2006), NAP and name change of organisation to GWA

**DOCUMENT REVIEW AND AUTHORISATION DETAILS**

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## 1. PURPOSE

The purpose of this procedure is to provide Genesee & Wyoming Australia (GWA) employees, other railway operators and contract service providers with a set of clear and concise protocols for the management of incidents involving the organisation.

In the process, it will also:

- Demonstrate compliance with *Australian Standard AS4292:2006 Railway safety management, Part 1, Section 8.1 Occurrence Notification and Management, the National Rail Safety Accreditation Package, section 3.27 Occurrence and Emergency Management* and applicable Rail Safety Acts and Regulations.
- Provide other network owners and railway operators with verifiable evidence of the existence of an incident management protocol.

The procedure will achieve the purpose by allocating responsibilities to key personnel involved in an incident and providing specific guidelines for the:

- communication of information,
- management of human and physical resources,
- liaison with other affected parties,
- minimisation of adverse environmental impacts,
- recovery of assets, restoration of track (GWA network only), and the resumption of services,
- reporting and classification of incidents,
- investigation of occurrences and implementation of corrective actions, and
- development and implementation of training exercises.

**While the operating protocols contained within this procedure should be followed wherever possible, circumstances will, on occasion, dictate the need for alternative action. Such decisions shall be left to the discretion of attendant personnel.**

## 2. SCOPE

This procedure shall apply to all Level 3 (Minor) occurrences that occur on the GWA railway network, or involve GWA operations and/or resources on the railway networks of other owners.

For the purpose of this procedure a Level 3 incident is a minor incident affecting the organisation that can be managed without external assistance from emergency service personnel e.g.:

- Derailments,
- Minor injuries,
- Safe working incidents,
- Infrastructure irregularities,
- Locomotive and rolling stock failures, and
- SPADS (Signal Passed at Danger).

This procedure does not address emergencies associated with Level 1 and Level 2 occurrences. Response plans for these types of incident are contained in document *RS-PRC-006 GWA Response Plan for 'On-Rail' Emergencies*.

It does not apply to railway activities conducted by GWA on the OneSteel Railway network in South Australia. These activities are covered by procedure ASR-RSD-028 *Induction and Emergency Response for Railroad Operations on the BHP Whyalla Steelwork*.

Incidents that occur on other railway networks shall be managed in accordance with that network's incident management protocol.

Under such circumstances, this procedure will be treated as a supporting document relative to GWA's involvement in the incident, providing:

- Details and confirmation of the organisation's responsibilities, and
- Its preparedness and incident response capability.

Specific details of the train services the organisation operates and the assets it utilises, are (typically) contained in access agreements between GWA and other network owners and track access providers and include critical details such as the operating characteristics of rollingstock, vehicle dimensions and mass, etc.

Details of changes to a service, the equipment used to operate it, or GWA's incident management capability, are supplied to the network owner as a condition of access and ongoing use.

### 3. DOCUMENT RECIPIENTS

A copy of this plan and the *Response Plan for 'On Rail' Emergencies* (RS-PRC-006) is located on the GWA Web site [www.gwrr.com](http://www.gwrr.com) → Australia → Documents.

A copy of this Plan is also held by:

- GWA Senior Management,
- GWA Line Managers and Coordinators,
- GWA Transport Control,
- Owners of other railway networks that GWA operates on,
- Operators of railway services and other users of the GWA railway network, and
- Applicable Police Communication Centres and Emergency Response Organisations.

### 4. REFERENCES

- Rail Safety Management Plan (RS-PLN-001)
- Code of Practice for the Australian Rail Network (formerly the Defined Interstate Rail Network),
- Addendum to the Code of Practice (ARN) OP-COP-00,
- Response Plan for 'On-Rail' Emergencies (RS-PRC-006),
- GWA Procedure for Incident Reporting (RS-PRC-008),
- Rail Corp Incident Management Manual AO-00-M006,
- WestNet Rail Mainline Emergency Procedures Manual,
- Western Australian Hazardous Materials Emergency Management Plan WESTPLAN – HAZMAT
- ARTC Interface Procedure – Incident Management Plan – TA44
- FreightLink Incident Management Plan (FL-PRO-006)
- Transfield Services Plans TMP 6454-OP-0006,
- Level Crossing Locations (GWA rail network),

- Australian Standard AS 4292:2006 *Rail safety management* Part 1, Section 8.1 *Occurrence Notification and Management*
- *National Rail Safety Accreditation Package (version 2)*, Section 3.27 *Occurrence and Emergency Management*

## 5. DEFINITIONS

This procedure uses terms contained in AS 4292:2006, the National Rail Safety Accreditation Package (version 2) and the following:

- **Asset Manager**  
*Manager of a discipline-specific area of the organisation's operations e.g. Perway Superintendent or Rollingstock Manager.*
- **Code of Practice**  
*Code of Practice for the Australian Rail Network (formerly the Defined Interstate Railway Network). The principal system for safe working applied to all on-rail activities on the GWA and ARTC Ltd railway networks. May also apply to other systems of safeworking.*
- **Dangerous Goods**  
*Any substance or article prescribed as dangerous goods under State and Territory legislation.*
- **Emergency**  
*An incident which requires a significant and coordinated response.*  
  
*An emergency, by definition, is an event which is beyond the capacity of GWA personnel to handle alone. An emergency may require the mobilisation and coordination of emergency resources.*
- **GWA**  
*Genesee and Wyoming Australia*
- **GWA First Advice Coordinator**  
*GWA Transport Control*
- **GWA Incident Response Coordinator**  
*Suitably trained GWA officer, or nominee, who assumes responsibility for management of the organisation's incident response.*
- **GWA Transport Control**  
*The organisation's train control centre. Assumes the role of First Advice Coordinator for all incidents that occur on the GWA rail network.*
- **Occurrence**  
*Also referred to as an incident. An occurrence, involving or affecting operations, which has resulted in, or has potential to cause:*
  - *death or injury,*
  - *property damage,*
  - *disruption to train services, or*
  - *adverse environmental impact*

- **On-rail**  
*Any activity carried out on track or within three (3) metres of the nearest running rail.*
- **Network**  
*All or any part of the rail infrastructure controlled, owned or managed by GWA or some other owner.*
- **Regulator**  
*Any one of a number of Government Departments given legal rights to enforce Acts, By-laws and Regulations.*
- **Regulatory Reporting**  
*The reporting process in place to meet the requirements of Regulators. Typically, a condition of accreditation.*
- **Safeworking**  
*The systems used by GWA (and other rail operators and network providers) to manage on-rail activities. Specifically, a set of rules detailing operational requirements for track users.*
- **Train Control**  
*The control and regulation of all on-rail movements. System based around the controlled separation of on-rail movements and designed to ensure the safe, proper and efficient operation of the railway network.*
- **Training**  
*Specific training designed to ensure that GWA staff are able to respond to an incident in a timely and effective manner.*

## 6. COMMITMENT

GWA recognises the need to develop procedures that enable a rapid and effective response to incidents involving the organisation.

GWA shall routinely review the effectiveness of its incident management protocol to ensure that it adequately provides for:

- a swift and appropriate response,
- the protection of life, property and the environment,
- the safety of on-site personnel,
- minimisation of delays,
- effective interaction between all organisations and agencies involved,
- compliance with legislation and emergency service plans,
- timely and effective investigation of incidents, and
- the identification of corrective action, training and resource requirements.

## 7. RESPONSIBILITIES RELATIVE TO THIS PLAN

### 7.1. General Manager

The General Manager shall be responsible for ensuring that the organisation's Rail Safety Workers are familiar with and comply with the requirements of this procedure.

The General Manager shall also ensure that this plan is made available to applicable emergency service organisations, owners of railway networks that GWA operates on, users of the GWA railway network and contract service providers.

#### 7.2. Line Managers and Coordinators

Line Managers and Coordinators involved in GWA's operations shall comply with the requirements of this plan.

Line Managers and Coordinators shall also ensure that all employees under their direct supervision are familiar with this plan and comply with its requirements accordingly.

#### 7.3. Rail Safety & Environmental Manager

The Rail Safety & Environmental Manager shall review this plan on a regular basis, or whenever changed circumstances dictate, in a bid to ensure its ongoing accuracy and ability to meet the stated purpose.

#### 7.4. Rail Safety Workers

Employees and contractors engaged in rail safety work must be familiar with and comply with the requirements of this plan.

#### 7.5. GWA Network Users and Contract Service Providers

Users of the GWA railway network, contract service providers and their staff/subcontractors shall comply with the requirements of this plan.

### 8. GWA RAILWAY NETWORK

GWA owns and operates the following railways, yards and facilities in South Australia.

#### **Railways**

- Port Lincoln to Kevin (Eyre Peninsula)
- Cummins to Buckleboo (Eyre Peninsula)
- Yeelanna to Kapinnie (Eyre Peninsula)
- Gawler to Penrice
- Gawler to Roseworthy
- Roseworthy to Balaklava
- Roseworthy to Kapunda
- Roseworthy to Burra
- Tailem Bend to Loxton
- Tailem Bend to Pinnaroo
- Monarto South to Apamurra

**Depots, Yards and Facilities**

- Tailern Bend
- Islington Workshops
- Dry Creek North
- Dry Creek South
- Port Adelaide
- Port Pirie
- Port Augusta
- Cook
- Port Lincoln
- Thevenard

**9. GWA OPERATIONS OVER OTHER RAILWAY NETWORKS**

GWA also operates train services over the following railway networks:

**South Australia**

- Australian Rail Track Corporation Ltd (ARTC) Interstate Railway between Adelaide and Wolseley
- ARTC Interstate Railway between Port Augusta and Northgate Block Point
- ARTC Interstate Railway between Adelaide and Port Augusta
- ARTC Interstate Railway between Crystal Brook and Broken Hill
- ARTC Interstate Railway between Port Augusta and Deakin
- Trans Adelaide Metropolitan Rail Network
- OneSteel Railway between Whyalla, Iron Duke and Iron Knob
- FreightLink Interstate Railway between Northgate BP and SA/NT Border.

**Western Australia**

- ARTC Interstate Railway between Deakin and Parkeston
- WestNet Railway between Parkeston and Perth (as Hook and Pull provider only).

**Victoria**

- ARTC Interstate Railway between Wolseley and Melbourne
- ARTC Interstate Railway between Albury and Melbourne

**New South Wales**

- Railways forming the Australian Rail Network (ARN) owned by ARTC
- Intrastate railways owned by Rail Corp
- Various private sidings, yards and terminals.

**Northern Territory**

- FreightLink Interstate Railway between SA/NT border and Darwin

Appendix B contains a map of the GWA rail network and those portions of the ARN that the organisation operates over.

## 10. FIRST ADVICE

First advice of an incident will normally come from GWA staff at the incident site, other rail operators, contract service providers or network owners.

Advice may also be received from one (or more) of the Regulatory Authorities, customers or members of the public.

GWA Transport Control assumes the role of *First Advice Coordinator* for the organisation, providing a 24 hour, 7 day/week point of contact for all occurrences that involve the organisation.

The GWA Transport Control centre is located at Dry Creek South in South Australia and can be contacted by telephoning:

**(08) 343 7711 or (08) 8343 7732**

## 11. INCIDENT ASSESSMENT

### 11.1. On the GWA Railway Network

Having received first advice of an incident, the Transport Controller will endeavour to determine the level of the incident and the required response.

Transport Control will usually contact the Depot Coordinator responsible for the area of operation involved.

If the Depot Coordinator is unable to assume responsibility for management of the incident response, he/she shall nominate another Depot Coordinator or a Driver Coordinator to assume this role. If the Transport Controller is unable to contact the appropriate Depot Coordinator, he/she shall contact the Line Manager for the area of operation involved.

### 11.2. On Other Railway Networks

Occurrences that occur on other railway networks and involve GWA will be assessed by that networks nominated representative. This officer will determine the level of the incident relative to the network's own procedures and inform GWA Transport Control of the response required, if any, by GWA.

GWA Transport Control will then implement the appropriate response in accordance with the requirements of this plan.

## 12. QUALIFICATIONS – INCIDENT RESPONSE PERSONNEL

GWA personnel and/or their nominees involved in the response and investigation of incidents will be suitably qualified and/or experienced to undertake the work required of them.

## 13. ROLES AND RESPONSIBILITIES

It must be stressed that the following information is provided for guidance only.

**Under no circumstance should personal safety, or the safety of any other party be compromised in an effort to comply with these guidelines.**

### 13.1 Locomotive Drivers and Rail Operators

In the case of train crews, unless incapacitated, the person driving or 'in charge' at the time of the incident shall take control of the incident site until relieved by a GWA (or other railway network) Incident Response Coordinator.

The Locomotive Driver and/or Rail Operator shall:

#### Protect the site and survey the scene

- Ensure train safety in accordance with safe working regulations, including dangerous goods, fire, weather or other effects.
- Report the incident to the relevant Train/Transport Controller.
- If the incident is not on the GWA railway network, contact GWA Transport Control and give first advice.

#### Protect life and property

- Attend to rail and personal safety.
- Where required by safe working protocols, arrange for detonators and flags to be placed at both ends of the incident scene.
- Evacuate people if there is fire, smoke, vapour clouds or fumes and move a safe distance up wind if there are dangerous goods involved.
- Where safe to do so, attempt to control leaks, spills or fire.
- Inform the Train/Transport Controller of the presence of any dangerous goods on the train.
- If necessary, take control of the incident scene until relieved of this responsibility by a nominated officer of the railway network involved, or the GWA Incident Response Coordinator.
- Provide updated information and ongoing liaison with Train/Transport Control.
- Upon his/her arrival, appraise the GWA (or other railway network) Incident Response Coordinator of the present status of the situation and relinquish control of the incident site to this officer.
- Be aware of the need to preserve the incident scene and gather information for eventual completion of interim reports.
- Where safe to do so, recover and retain train consist documentation, brake certificates, train authorities and other relevant paperwork until relieved of them by the GWA (or other railway network) Incident Response Coordinator.
- Provide ongoing assistance to the GWA (or other railway network) Incident Response Coordinator until relieved.

### 13.2. Passenger Attendant

For passenger trains operated by GWA, a Passenger Attendant may assume the incident management responsibilities of a Locomotive Driver or Rail Operator detailed in 13.1. above, if the driver or Rail Operator is rendered incapacitated.

### 13.3. Transport Controller – Incidents on the GWA Railway Network

When an incident is reported by other than the train crew or Power Shunter involved, the GWA Transport Controller shall ensure that the crew and/or other on-site personnel, are aware of the incident.

**As a matter of priority the Transport Controller must confirm the nature and location of the incident and ensure that all rail movements are excluded from the site.**

Having done this, the Transport Controller shall:

- Determine the circumstances and severity of the incident.
- Where appropriate, establish return contact numbers or a means of communication with on-site personnel / person(s) reporting the incident.
- Ascertain whether anyone has been injured and if medical assistance is required. If medical assistance is required, the Transport Controller shall arrange accordingly – refer *RS-PRC-006 GWA Response Plan for 'On-Rail' Emergencies*.
- Contact the relevant Depot/Driver Coordinator and inform him/her of the incident.
- Confirm with the train crew/on-site personnel that an incident response has been initiated.
- Provide ongoing liaison with the train crew/on-site personnel until the GWA Incident Response Coordinator has assumed control of the incident.
- Inform emergency service organisations of the presence of any dangerous goods or environmentally-sensitive substances.

#### **13.4. Transport Controller – Incidents on other Railway Networks**

When an incident involving GWA crews or equipment occurs on another railway network, the Transport Controller will record the details of the incident from advice (usually) provided by the other network's train controller and/or the GWA train crew involved. The Transport Controller/Train Management Officer will then contact the appropriate Depot/Driver Coordinator and inform him/her of the incident details.

The Transport Controller will continue to liaise with the other network's train controller and the GWA crew on an ongoing basis, until such time as the GWA Incident Response Coordinator is able to assume responsibility for management of the organisation's incident response.

#### **13.5. Transport Control Incident Reporting**

In the event of a Category A Notifiable Occurrence, the Transport Controller shall contact the appropriate State or Territory Duty Officer (attached to the office of the applicable Rail Safety Regulator) as soon as practicable and provide them with details of the incident. The specific requirements of this reporting process are detailed in GWA Procedure for *Incident Investigation and Reporting* (RS-PRC-008).

When practical to do so, the Transport Controller shall generate an electronic Train Control Incident Report (TCIR) containing relevant details of the incident. Once again, the requirements of GWA Procedure for *Incident Investigation and Reporting* (RS-PRC-008) shall be applied.

### 13.6. Depot/Driver Coordinators

The Depot Coordinator of the operational area involved or, if he/she is unable to attend, a Depot Coordinator from another area; a Driver Coordinator (nominated by the Depot Coordinator); or a Line Manager will generally assume responsibility for managing GWA's incident response.

Having assumed this responsibility, the Depot/Driver Coordinator or his/her nominee will effectively become the *GWA Incident Response Coordinator*.

### 13.7. GWA Incident Response Coordinator

When an incident occurs on the GWA railway network, the *GWA Incident Response Coordinator* will assume control of the incident response.

The *GWA Incident Response Coordinator* will act as the organisation's nominated officer at incidents that occur on other railway networks.

The *GWA Incident Response Coordinator's* role may, on occasion, be delegated to an Asset Manager, another railway operator or a contract service provider.

*GWA Incident Response Coordinators* are required to wear a suitably marked high visibility vest when attending incident sites.

Only one person shall assume the role of *GWA Incident Response Coordinator* at any one time.

Generally, for incidents that occur on the GWA railway network, the *GWA Incident Response Coordinator*, shall:

- Obtain details of the incident from the Transport Controller, train crew/ site-personnel.
- Confirm that the incident site has been protected from other rail movements.
- Contact Asset Managers, contractors, equipment suppliers and nominated officers of other railway operators (if involved).
- Assume control of the site and manage (or arrange management of) the incident until no longer required. Site management will be carried out in conjunction with the Transport Controller

Upon arrival at the site, the *GWA Incident Response Coordinator* shall:

- Assess the scope and magnitude of the incident.
- Ensure that the site is safe and adequately protected. Particular care should be taken to ensure the personal safety of attendant personnel – especially where overturned/unstable vehicles are involved.
- Address the needs of injured employees, passengers, and other personnel (if not already attended to).
- Where appropriate, apply lock out protection to locomotives.
- Where appropriate, preserve the scene until at least a cursory examination of the site has been made with a view to establishing the cause of the incident and/or any contributing factors.
- Where resources permit, restrict access to the site. Every effort should be made to prevent members of the public from entering the incident site.
- Ensure that recovery work is carried out in accordance with safe working requirements.

- Organise communications between site-personnel for the purpose of informing all concerned of the scope and magnitude of the incident and developing a coordinated action plan. Act as a point of contact.
- Carry out a cursory assessment of damage to GWA assets, infrastructure and customers freight.
- Arrange additional equipment/resources if required.
- Conduct any field testing that may be required, (alcohol/drug testing of drivers, etc).
- Collect and secure evidence such as data logger, speed rolls, etc,
- Collect train consist, train authorities, etc from crew.
- Oversee the recovery of assets and reinstatement of track in conjunction with Asset Managers.
- Arrange alternative transportation/transhipping in conjunction with Line Managers.
- Where appropriate, arrange a debrief of all personnel involved in the incident with a view to identifying possible improvements in the recovery/investigation process.
- Arrange for train crews, asset managers, contractors, etc to submit reports for collation into an incident report in accordance with the requirements of *GWA Procedure for Incident Reporting* (RS-PRC-008).

When attending incidents that occur on other railway networks, the *GWA Incident Response Coordinator* will limit his involvement to that of a supporting role – providing:

- Care and support for GWA crews involved in the incident.
- Assistance and expertise (relative to GWA's operations and equipment).

The *GWA Incident Response Coordinator* shall also:

- manage the recovery of GWA equipment and assets (but only when such action has been approved by the railway networks Incident Response Coordinator), and
- participate in any subsequent investigation and debriefing.

### 13.8. Line Managers

Line Managers shall, where required:

- Provide the *GWA Incident Response Coordinator* with support and assistance on a “needs basis”,
- Authorise the use of contractors where the cost of same exceeds the delegation authority limit of the *GWA Incident Response Coordinator*,
- Liaise with network providers and other affected parties,
- Seek legal opinion (where required),
- Conduct debriefings,
- Review incident reports, consider recommendations and initiate corrective actions,
- On completion of corrective actions, authorise close out of the incident investigation.

Line Managers may also assume the role of *GWA Incident Response Coordinator* if a Depot Coordinator or Driver Coordinator is unable to assume this role.

### 13.9. Asset Managers

Typically, an Asset Manager will operate in conjunction with, but subordinate to, the *GWA Incident Response Coordinator*.

Typically, the Asset Manager shall:

- Assess/confirm the scope and magnitude of the incident from initial advice.
- Liaise with the *GWA Incident Response Coordinator* and assist in the development of an incident recovery strategy.
- Comply with the incident recovery strategy, including any safe working protocols that have been put into place eg lock out system for locomotives.
- Assume responsibility for managing that part of the recovery that has been assigned to him/her.
- When practical, survey the site and collect factual information with the aim of establishing the extent of damage and factors that may have contributed to the incident.
- Engage contractors, inform them of the recovery plan and assign specific tasks accordingly.
- Monitor assigned tasks and provide feedback to the *GWA Incident Response Coordinator* on the status of recovery efforts relative to the Asset Managers area of responsibility.
- Inspect and confirm the suitability of track for operations (GWA railway network only) and locomotives/rolling stock for travel, or alternatively the need for further remedial attention.
- Submit an asset report to the *GWA Incident Response Coordinator* in a timely manner for incorporation into an (eventual) incident report.

Asset Managers will ensure that restored track (GWA railway network only) and recovered rolling stock meets nominated standards/operating parameters prior to use.

On occasion, when a Depot/Driver Coordinator is unavailable, an Asset Manager may assume the role of *GWA Incident Response Coordinator*. Under such circumstances, the Asset Manager will carry out the duties of the *GWA Incident Response Coordinator* as detailed in section 13.6 above.

Where an incident occurs on another rail network, the Asset Manager will play a supporting role - providing logistical support and expertise at the site (where required) and participating in any subsequent investigations and debriefings.

In the case of minor incidents, the Asset Managers may delegate their site responsibilities to suitably qualified and informed contract staff e.g. maintenance providers, but only where such arrangements do not pose potential for a conflict of interest e.g. in relation to the identification of contributing factors associated with maintenance activities.

### 13.10. Other Railway Operators and Contractors

Contract service providers and other railway operators involved in an incident and/or the subsequent recovery process shall comply with any reasonable direction given to them by the *GWA Incident Response Coordinator*.

On occasion, suitably qualified and experienced contract service providers and other railway operators will be required to assume the role of *GWA Incident Response Coordinator*.

On such occasions, the contract service provider or other railway operator will be required to carry out the duties of the *GWA Incident Response Coordinator* as detailed in section 13.6 above.

#### **14. CONTACTS**

Transport Control, Depot/Driver Coordinators and Line Managers shall be required to develop and maintain a data base of contact numbers for use in the event of an incident.

This data base shall include contact numbers for:

- Local medical practitioners and hospitals,
- Ambulance services, police and fire brigade,
- Environmental Protection Authorities and Agencies,
- Local contractors and equipment providers,
- Other railway operators, train control centres and network providers.

The data base shall be reviewed at regular intervals or whenever changed circumstances dictate.

#### **15. ACCESS TO THE INCIDENT SITE (GWA RAILWAY NETWORK)**

Wherever possible, access to the incident site will be restricted to emergency service personnel, GWA staff, contract service providers, authorised contractors and members of government agencies and utilities including those from the Rail Safety Regulator's office.

Persons not qualified in safe working and operating within three (3) metres of the nearest running line shall be accompanied by a suitably-qualified rail safety worker at all times, regardless of the status of the line section involved.

Persons required to be on the track shall wear high-visibility vests and safety footwear at all times. The *GWA Incident Response Coordinator* may decree the need for additional personal protective equipment – depending on the nature of the incident site.

#### **16. EXAMINING DERAILED ROLLINGSTOCK**

When a vehicle or locomotive belonging to GWA is involved in a major or significant derailment or collision, it will not be allowed to run attached to a train until it has been examined and certified as being fit to do so.

This examination will be undertaken by a GWA Asset Manager, or some other suitably qualified/experienced person acting on behalf of GWA eg a contract service provider, a consulting mechanical engineer or technical officer, or another railway operator's Asset Manager.

The examination will usually be limited to a visual inspection of the rolling stock involved and where possible, rudimentary measurements of dimensions and tolerances. These measurements will be referenced to operational standards and guidelines.

Where doubt exists as to the condition of a vehicle or locomotive, the Asset Manager or his nominee, will arrange for the unit to be held at a convenient location after re-railing for a more detailed examination. The unit will not be released to traffic until the Asset Manager or his nominated representative is satisfied with its condition. Any unit involved in a major derailment will undergo a complete wheel change upon its return to a GWA maintenance depot.

#### **17. MEDIA CONTACT**

The General Manager will handle all media inquiries relating to the incident. No one else within GWA is to give information to the media unless authorised to do so by the General Manager.

For incidents that occur on other railway networks, the General Manager shall only make comment relative to GWA's involvement and only after consulting the appropriate network manager.

#### **18. REVIEW**

The ability of this procedure to meet its stated purpose shall be the subject of regular review. This review shall be carried out by the Rail Safety and Environmental Manager.

The results of this review shall be documented and reported as part of GWA's formal Safety Management System Review process.

Any deficiencies in the procedure shall be identified and remedied by way of a revised procedure.

**END OF PROCEDURE**

## APPENDIX A

### CONTACT NUMBERS FOR RAIL SAFETY REGULATORY DUTY OFFICERS

Location	Emergency Response Number	Form of Contact
<b>SA</b>	(08) 8343 2146	Emergency Phone
	(08) 8343 2718	Facsimile
<b>NSW</b>	1-800-67-7766	Dedicated Pager
<b>NT</b>	0401 1100 11	Emergency Phone
	0401 1700 25	Emergency Phone
<b>VIC</b>	1800 310 151	Emergency Phone
	(03) 9655 8929	Facsimile
<b>WA</b>	0408 947 113	Emergency Phone
	(08) 9320 9507	Facsimile
	<a href="mailto:railsafety@transport.wa.gov.au">railsafety@transport.wa.gov.au</a>	Email

## APPENDIX B

### MAP OF THE GWA RAILWAY NETWORK

and

Those sections of the Australian Rail Network that the organisation routinely operates over

