

Genesee & Wyoming Australia	Document Number: ASR-RSD-013
Document Version Number: 005	Document Issue Date: 01.12.2006



YARD ACCESS AUTHORITY

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GWA Rail Safety Document	Issuing Section: Rail Safety & Environmental
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AMENDMENTS

Page Number	Issue Number	Date of Issue	Amendment Details
All	1	01.07.1998	New document
All	2-3	N/a	Details not available
All	4	01.12.2005	Content reviewed and updated.
All	5	01.12.2006	Procedure updated to reflect requirements of AS 4292.1 (2006), NAP and name change of organisation to GWA

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1. INTRODUCTION

Potential exists for a number of parties to be present in Genesee & Wyoming Australia (GWA) facilities at any given time.

This procedure is designed to ensure that Facility Users are aware of each other's presence and intended operations/activities while within GWA facilities.

Please note that this Procedure is not an agreement for yard access.

All parties requiring access to GWA facilities must negotiate an operational and/or commercial agreement with GWA.

Specific facility features and operating protocols are detailed in the GWA Addendum to the Code of Practice Australian Rail Network (ARN) OP-COP-001 and the Network Operating Guide ASR-RSD-019 and must be observed when accessing GWA facilities.

2. SCOPE

This procedure shall apply to all facilities owned and/or operated by GWA i.e. yards, terminals and depots - including facilities managed under licence to the Australian Rail Track Corporation Ltd (ARTC) - and is to be read in conjunction with the GWA Addendum to the Code of Practice ARN OP-COP-001.

3. REFERENCES

- GWA Rail Safety Management Plan RS-PLN-001
- GWA Addendum to the Code of Practice ARN OP-COP-001
- GWA Yard Access Authority form
- GWA Incident Reporting Procedure RS-PRC-008
- GWA Network Operating Procedures ASR-RSD-019
- Australian Standard AS 4292 *Railway safety management*

4. DEFINITIONS

Apart from the following definitions, this procedure uses wording contained in Australian Standard AS 4292 *Railway safety management*.

- **GWA Facility:** *Any yard, siding, terminal or depot owned and/or operated/managed by GWA.*
- **Facility User:** *Any person or organisation requiring or having authorised access to a GWA Facility.*

5. RESPONSIBILITIES

5.1. GWA Staff

GWA staff involved in negotiations for access to GWA Facilities shall be responsible for ensuring that prospective Facility Users are aware of and comply with the requirements of this procedure.

GWA staff involved in the issuing, recording and monitoring of Yard Access Authorities shall be aware of and comply with the requirements of this procedure.

5.2. Facility Users

Users of GWA facilities shall be aware of and comply with the requirements of this procedure.

Facility Users may be required to demonstrate their competence in the application of the protocols contained in this procedure – refer to section 6.1. *Safeworking* below.

6. PROCEDURE

6.1. Safeworking

GWA has adopted the Code of Practice for the Australian Rail Network (ARN) and the GWA Addendum to the Code of Practice ARN (OP-COP-001) as the principal systems for safeworking within GWA Facilities.

Users of GWA Facilities must be competent in GWA Yard Access Authority protocols prior to accessing GWA Facilities.

Users of GWA Facilities shall be responsible for arranging their own training in GWA Yard Access Authority protocols.

GWA may require Facility Users to demonstrate their competence in the application of GWA Yard Access Authority protocols.

Facility Users who are unable to demonstrate competence in the application of GWA Yard Access Authority protocols may have their access rights to GWA Facilities withdrawn until they are able to do so.

Evidence of re-training and demonstrated competence in the appropriate areas of the protocol may be required.

6.2. Access Advice & Requirements

6.2.1. Having negotiated an operational/commercial arrangement with GWA, Facility Users shall request a Yard Access Authority from GWA Transport Control. This can be done by calling the appropriate number from the following list:

- telephone (08) 8343 7730 (Adelaide Metro Area and Sidings/Terminals on the ARTC network), or
- telephone (08) 8343 7732 (Eyre Peninsula), or
- telephone (08) 8343 7711 (Tarcoola – Darwin railway), or
- telephone (08) 8343 7665 (Murray Lands), or
- facsimile (08) 83434 7735, or
- specified local radio channels UHF 63 or VHF2.

Wherever possible, requests for a Yard Access Authority shall be made well in advance – preferably the day before access is required - to enable appropriate pre planning and scheduling.

Requests for a Yard Access Authority shall include details of the anticipated duration, location and nature of work to be undertaken by the Facility User.

Requests for yard access must also include the return contact number of the person making the request and details of any dedicated emergency contact numbers that exist - either for the individual or the organisation they represent. The latter should be capable of being monitored on a twenty four hour/seven day per week basis.

Facility Users must be aware of GWA's dedicated emergency response contact numbers:

**Primary GWA Emergency Response Number:
(08) 8262 5424**

**Secondary GWA Emergency Response Number:
0419 819 136**

6.2.2. The Transport Controller may authorise, amend or reject the request for a Yard Access Authority subject to operational requirements.

The objectives of GWA Rail Safety Workers shall take precedence over the objectives of Rail Safety Workers/employees of other organisations.

The GWA Transport Controller may facilitate multiple access to and from defined facilities.

The currency of any Yard Access Authority issued shall not exceed twenty four (24) hours in duration unless GWA has granted prior specific approval.

6.2.3. Yard Access shall be authorised as follows:

The Facility User shall simultaneously record the access details on an GWA Yard Access Authority form (refer Attachment A) or its equivalent as transmitted.

The Facility User shall read back the information to the Transport Controller.

The Transport Controller shall confirm the information.

The Facility User shall then contact any other users of the facility as nominated on the Yard Access Authority form and inform them of their movements and planned activities.

Facility Users shall be responsible for coordinating and reaching an understanding of each other's movements when in GWA Facilities.

6.2.4. The Facility User must contact the Transport Controller to receive advice as and when stipulated by the Transport Controller. The Transport Controller may, at any time, cancel a Yard Access Authority due to operating or safety requirements, by contacting the Facility User.

6.2.5. Upon receiving advice of cancellation from the Transport Controller, or upon providing the Transport Controller with advice that the Yard Access Authority has been fulfilled, the Facility User must close the Yard Access Authority by immediately completing the bottom portion of the Yard Access Authority form.

6.2.6. In the event that a Facility User fails to close a Yard Access Authority within a reasonable amount of time, the Transport Controller shall attempt to contact the Facility User on the return contact number provided.

If Transport Control cannot contact the Facility User, the emergency contact number provided by the Facility User shall be called. If this number does not respond, GWA Transport Control shall implement an emergency response in accordance with the GWA Response Plan for 'On Rail' Emergencies (RS-PRC-006).

6.3. Red Flag Protection

6.3.1. When required to work on or in close proximity to tracks, or rolling-stock positioned on tracks within defined facilities, Facility Users must consult with, and obtain a Yard Access Authority from the GWA Transport Controller & be aware of any other Facility User's working within the confines of the facility.

6.3.2. Prior to commencement of work the Yard Access Authority Holder shall protect the work environment by:

- Aligning each pair of manually operated points (providing access to the track on which the work is to be carried out) to direct any rail movements away from the work site.
- Erecting/displaying a red Obstruction Stop sign, target or flag on both ends of a section of track or at the entrance to a dead end track and/or

- Placing a red flag on the end coupler of any vehicle(s) standing upon a track on which work is to be performed.

6.3.3. Whilst Red Flag Protection is in place as described above;

- The track must not be accessed by any other Facility User.
- The rolling stock must not be coupled up to.
- The rolling stock must not be moved without the direct approval of the supervisor in charge of the work site.
- No other item of equipment is to be placed onto the same track, or in such a position as to reduce or block the view of the red flag.

6.3.4. Upon completion of work at the site, or on the wagon, the holder of the Yard Access Authority must remove the Red Flag Protection and then advise the GWA Transport Controller of completion of the work and closure of the Yard Access Authority.

6.4. Reporting of Incidents

The Facility User and/or their employees must immediately report any incident or irregularity (including incidents involving dangerous goods) to the Transport Controller so that appropriate emergency response/incident management protocols can be implemented.

This advice shall be followed promptly by a written report, to enable reporting of the incident by GWA to the appropriate regulatory authorities.

Incidents relating to the integrity/condition of infrastructure shall be reported immediately to Transport Control upon detection, for referral and action by the GWA Perway Superintendent as necessary.

6.5. Speed Limits within GWA Facilities

6.5.1. Rail Movements

All rail movements within GWA Facilities shall be carried out under the Code of Practice ARN definition of LOW SPEED and shall not exceed 15 km/h.

6.5.2. Road Vehicle Movements

Road vehicle movements within GWA facilities shall be subject to a maximum speed limit of 25 km/h.

The operation of road vehicles must not impinge on rail movements.

Road vehicles operated within GWA Facilities must display four-way flashing hazard lights, or a rotating or strobing yellow beacon at all times.

Railway lines within GWA facilities must only be crossed with caution, and at designated crossing points. The drivers of all vehicles must be aware of the location and intention of rail movements.

6.6. Rollingstock Stored in GWA Facilities

Rollingstock left within GWA facilities is to be positioned at the discretion and under the direction of the GWA Transport Controller. A train consist, listing all rollingstock being moved is to be presented with any request for access. All rollingstock, items of plant and equipment are stored at the Facility User's risk.

Rollingstock left in GWA facilities must have all air pressure exhausted from the brake pipe and sufficient hand brakes applied and/or wheels chocked to prevent them from moving. Rollingstock must not be left foul of designated crossing points, ladders or in a position that may restrict other Facility Users within the yard.

6.7. Shunting

Rail Safety Workers conducting shunting operations within GWA facilities shall liaise with one another as set out in the section titled *Train Shunting* in the GWA Addendum to the Code of Practice ARN (OP-COP-001).

7. REVIEW

The Rail Safety & Environmental Manager shall review the suitability and ongoing effectiveness of this procedure on a regular basis.

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


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

End of Procedure

ATTACHMENT A

SAMPLE YARD ACCESS AUTHORITY FORM

Please note: GWA Emergency Contact Telephone Numbers **must** be shown on the form in a prominent location.



GWA YARD ACCESS AUTHORITY

Operators MUST contact the GWA Transport Controller on 08 8343 7730 or 08 8343 7711 before commencing work in a GWA facility.

IN THE EVENT OF AN EMERGENCY WITHIN A GWA FACILITY CONTACT: (08) 8262 5424 or 0419 819 136 or 000

SECTION 1

Yard Access Authority Number	Date
For	(Location)

SECTION 2

Authority is granted to operate in the above ASR facility for the purpose of:

TRAIN or SHUNT OPERATIONS	ROLLINGSTOCK MAINTENANCE	TRACK MAINTENANCE	OTHER (Detail below)

SECTION 3

The following other operators are presently operating in the above ASR facility:

OPERATORS			
CONTACT DETAILS			

SECTION 4

You are required to report clear and fulfil this Yard Access Authority

On completion of your work	OR	By	hours
Also report at	hrs		hrs

SECTION 5

ASR Transport Controller	Time
Operator / Company	Contact No

SECTION 6

Access Authority Fulfilled / Cancelled at

hrs

RS-FRM-035

Version: 2

Date of Issue 01.09.2006