



Rethinking safety through
INCLUSION
+
WELLBEING

RAIL
ELEMENT 171
19/07/2023

OPERATING ROLLING STOCK

PURPOSE AND SCOPE

The purpose of this procedure is to advise Laing O'Rourke personnel and those of their subcontractors involved in the operation of rolling stock the processes to apply when required to move any item of rolling stock on a railway.

This procedure applies to all people involved in the management or movement of any item of rolling stock operated under Laing O'Rourke's rolling stock accreditation throughout Australia.

1.0 PROCEDURES

Where possible, arrangements will be made to arrange the transport of track machines via road / floats to and from the defined rail access point. There will be times when track travel of machines is required over significant distances of open line in which case operators must:

- Be free of the effects of drugs, alcohol and fatigue
- Be in possession of a current Rail Industry Worker Card
- Have attained the required Competencies for the operation of the respective item of rolling stock.
- Be qualified to obtain, or be accompanied by a person qualified to obtain, the necessary safeworking authorities.
- Complete any Track Machine Transfer Checklist required by the network owner with all relevant sections completed and signed as necessary.
- Have appropriate route knowledge or be accompanied by a person with appropriate route knowledge. This may require the engagement of a local person with specific knowledge of the area to be travelled.
- Have access to relevant and up to date track and signal maps/ diagrams.
- Have attended pre-work briefs and worksite protection briefs where arrangements are discussed prior to the commencement of the daily railway operations.
- Establish and maintain effective communication in accordance with the applicable network rules and procedures

When items of rolling stock are purchased by Laing O'Rourke and are assigned to a project/ operation for the first time or after major upgrade the nominated Select representative, must provide an item specific Checklist confirming the item of rolling stock is safe for its intended operations.

Where the Select Hire Desk procure items of rolling stock from 3rd party suppliers the pre-mobilisation process contained below must be applied with Select maintaining a database within Fieldview of those items of rolling stock that have been issued with a Registration Sticker.

There are specific responsibilities applied to representatives from the project / operations, hire desk, plant assessor as well as the supplier.



The below process flow (**Figure 1**) represents one plant inspection or mobilisation. The same process should be repeated for each asset within a suppliers fleet so that items are inspected in advance of the project requiring the plant. Expiry dates in Field View should be set to 12 months, and a designated person (or people) from the business should monitor the expiry dates in Field View and schedule reinspections in advance.

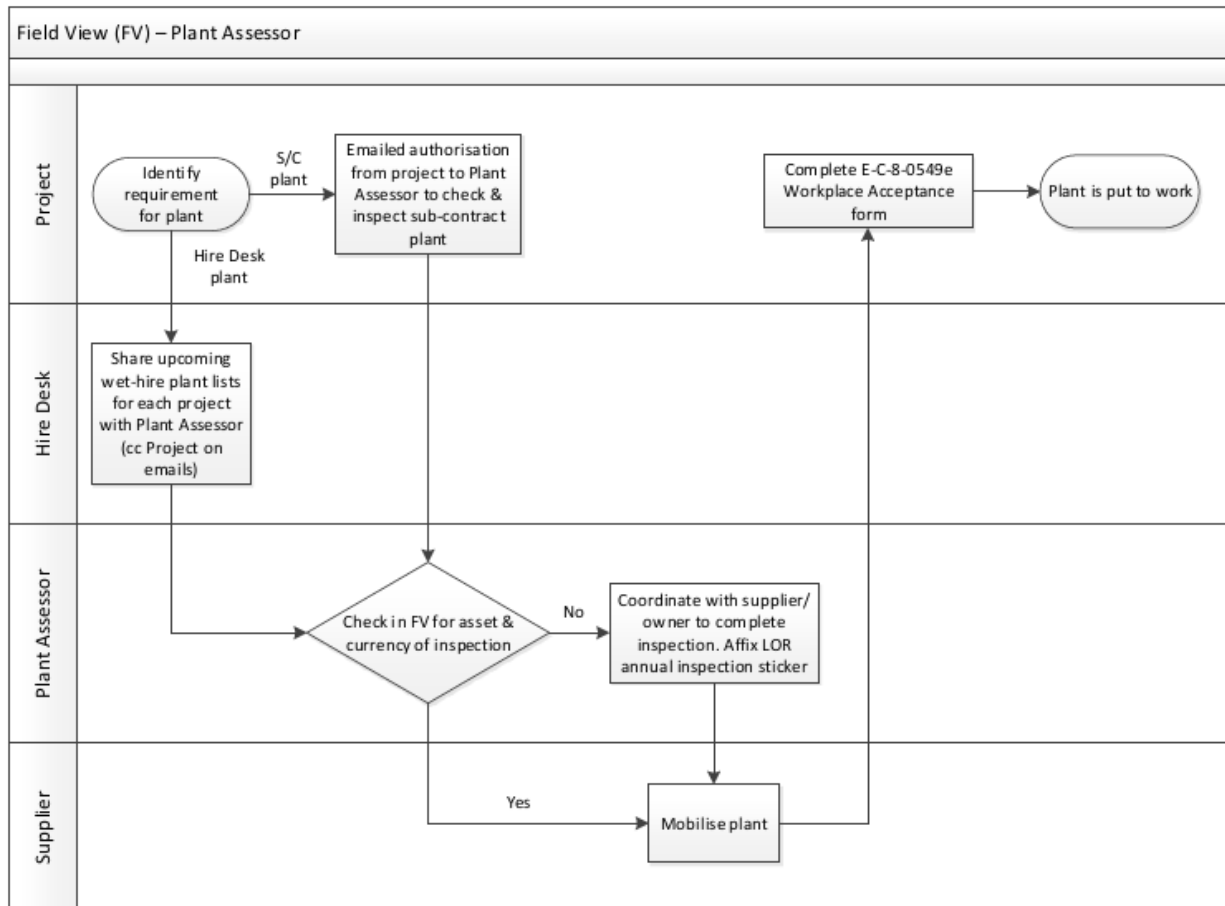


Figure 1 One Plant Inspection or Mobilisation

A registration sticker (example **Figure 2**) must be displayed on all items of plant supplied to Laing O'Rourke.



Figure 2 Registration Sticker



Select will advise the project of the hire and it will be the responsibility of a project representative to conduct a final check of the items and record the findings on Mobilisation Checklist Workplace Acceptance form.

Operators of rolling stock must carry out a prestart check and complete the relevant Pre Start Plant Checklist form prior to operation and provide the pre-start check list to Select (for Items of Laing O'Rourke plant) or the owner of the item if a 3rd party supplied item. If there is a requirement from the RIM/Client/ for the Operator to complete a Site Specific Pre-start Checklist this is to be done as well as the Pre-start Checklist required to be provided to the Select /supplier of the Rolling Stock.

The operator must check that all safety equipment is on the machines prior to travelling, including Safeworking documentation (for Block Working). Ensure prior to engagement at site that all client and/or Laing O'Rourke inductions are undertaken as well as pre-work briefs and worksite protection planning.

2.0 PREPARATION OF ROLLING STOCK FOR TRAVEL

Ensure hazard lights or amber / orange flashing lights are working and leave on for the duration of the operations.

Ensure that the vehicle carries (or the operator has immediate access to) the following when required to travel on the open network:

- Working 2 way radio communication
- Track occupancy forms
- Condition affecting the network forms
- Two red and two green flags
- At least 12 detonators(for non-mine worksites only)
- Two approved multi-colored hand lamps or torches
- 3 approved track-circuit shorting clips

Ensure all safety issues are addressed; obtain spare / backup Network Control and CB Radios as necessary for rolling stock movements.

Rolling stock must not enter service with an item of safety critical equipment known to be defective or isolated.

2.1 CONTACT NETWORK CONTROL

The safeworking representative or rolling stock operator qualified in Safeworking will contact Network Control prior to rolling stock operations and check effective communication is established

2.2 PREPARE TO TAKE POSSESSION OF TRACK

The safeworking representative accompanying the item of rolling stock must contact the relevant Network Control Officer and seek the relevant authority.

2.3 TRAVEL ARRANGEMENTS

Whilst travelling items of rollingstock on track, operators must ensure:

- No person rides on the machine unless seated.
- Only the operator shall ride on rollingstock unless there is equivalent protection provided for additional person i.e. a cabin with seating. If the rolling stock is capable of carrying additional people, the operator of the rolling stock is responsible for ensuring that all such people are seated.
- Strict adherence to posted and temporary speed limits is required at all times.
- A safe braking distance is maintained between machines on track at all times
- Approach level crossings in accordance with train operation conditions and network rules and procedures



2.4 TRAVELLING IN CONVOY

Before travel begins, the lead track machine operator must establish effective communication with network control and other track machine operators

The qualified safeworking person must advise Network Control the following details

- The number of track machines in the convoy
- The identifying numbers of the machines in the order of travel
- The authority required to travel

During travel the following must be adhered to:

- Track machines must travel as closely as is safely practicable
- Operators of track machines must maintain effective communication
- The qualified safeworking person must relay relevant messages from the Network Control Officer to all Rolling Stock Operators
- The Rolling Stock Operator will maintain communication with the operators of other rolling stock associated with their operations and the safeworking person at agreed timeframes

If communication with other track vehicles is lost:

- reduce your track vehicle's speed, and
- allow the convoy to close up, and
- be prepared to stop within sighting distance.

If unsure of the whereabouts of the track vehicle ahead of yours when you reach its last reported location, be prepared to stop within sighting distance.

The qualified safeworking person in charge of a movement must inform the Network Controller when the rearmost vehicle has:

- Departed a location
- Entered or cleared a section
- Cleared the Running Line
- Arrived complete within a location
- Cleared a location nominated by Network Control
- Been removed from the line

Authorisation, fitness for purpose and compatibility to occupy the running line and to be coupled together with approved coupling devices will be undertaken where authorised through compliance with the Rail Infrastructure Manager's (RIM's) requirements.

2.5 TRAVELLING OVER DUAL GAUGE TURNOUTS

Where it is possible that the rolling stock operated by Laing O'Rourke may require the machine to traverse a dual gauge turnout, the following action must be taken prior to and during the journey:

- contact any relevant Rail Infrastructure Manager (RIM) of the network they are to operate on that has dual gauge turnouts to determine if the rolling stock may be required to operate over mixed gauge and / or dual gauge turnouts.
- operate in accordance with the route access standards and track access agreement (or similar documents) as defined by the RIM.
- check the rolling stock to ensure it is operating the correct wheelsets (in particular, wheel rim widths and wheel profiles) in accordance with the RIM's requirements.
- ensure no changes are made to the operational configuration of the rolling stock such as changes in operational routes, introduction of new or modified rolling stock or changes to wheelset configuration (in particular, wheel rim widths and wheel profiles) without first confirming that the changes will continue to meet all requirements of the RIM



2.6 TRAVELLING WITHIN A POSSESSION AREA / WORKSITE

Receive Possession Protection Officer's (or equivalent safeworking person's) authority before travelling into or through a worksite.

The qualified safeworking person is responsible for the control of all movements through possessions in consultation with the Possession Protection Officer, as per the network owners Rules and Procedures.

There are some network owners (e.g. ARTC) who have specific processes in place whereby the exact movements of the track machines within a Local Possession Authority (LPA) is required to be completed by the track machine operator and countersigned by the safeworking person. When required to travel a track machine with an ARTC LPA the Track Machine Transfer Checklist must be completed by the operator and safeworking person overseeing the track machine movement and provided to the ARTC representative at the completion of works.

2.7 SPEED LIMITS

Rolling stock speed must not exceed:

- The speed specified by the RIM on the TOC as part of the registration process
- If it is lower, the indicated track speed

The operators must use speeds that are safe for the prevailing conditions.

2.8 HORNS

The rolling stock horn must be sounded once:

- Before moving from Stop
- At Whistle Stops
- To give warning

Whistle Codes must be used by Operators as warnings as follows:

- Two blasts repeated - Stop Immediately.
- Three times - This machine is about to move backwards.

Should there be a network that has alternative signals associated with the movement of rolling stock they must be conveyed to the operators and signage displayed in the cab to advise the operator of the correct whistle or horn signals.

2.9 USE OF HEADLIGHTS

Headlights must be switched off or dimmed during approach to:

- A train
- A motor vehicle on a nearby road
- A platform
- A signal box
- A location where shunting is in progress

2.10 USE OF AMBER FLASHING LIGHTS

Powered rolling stock must be fitted with amber flashing lights.

In darkness or low visibility, designated items of rolling stock must have suitable front and rear lights switched on when travelling on track.

2.11 PRECAUTIONS IN INCLEMENT WEATHER

In inclement weather allow for a greater distance between items of rolling stock and travel at reduced speed.



2.12 PRECAUTIONS AT LEVEL CROSSINGS

Slow down and be prepared to stop at all level crossings

- Sound horn
- Travel through level crossings only under the direction of the safeworking person in charge

When working over level crossings, rolling stock must go over a level crossing only after making sure that:

- No road or pedestrian traffic is going over the level crossing
- It is safe to do so

If in a convoy, the safeworking person in the leading track machine must inform the track machine operators of the following:

- That the leading track machine is approaching a level crossing
- To reduce speed of their track machine and be prepared to stop
- Whether to close up safely and travel over the level crossing as a group
- Travel over the level crossing on the authority of a Hand signaller

2.13 PROCEDURES IF ROLLING STOCK BREAKS DOWN

- The safeworking person must notify Network Control immediately
- Protect the rolling stock in accordance with the RIM's network rules and procedures
- Make contact with the Select Fitter / Mechanic or Electrician (or designated entity) to visit the worksite to repair machine and / or ensure it can be moved out of the section to clear the main line
- If stuck on track, attach the emergency tow bar and tow the machine back to the nearest siding using another track machine as soon as possible. If a suitable machine is not in the consist, promptly arrange for local operators or maintainers to provide a locomotive or tamping machine, for haulage / towing assistance.
- If it is a hi rail track excavator that has incurred a catastrophic failure whilst on track the emergency recovery of this vehicle will involve it being lifted off track by crane.

2.14 PROCEDURES IF BRAKE FAILURE OCCURS

- Notify
 - other rolling stock operator's if working nearby
 - the safeworking person and worksite supervisor or client representative
 - Network Control immediately
 - the Select / 3rd party Fitter assigned to the worksite / rolling stock

2.15 PROCEDURES FOR AVOIDING DERAILMENT OF ROLLING STOCK

Ensure that track under construction or repair is examined and assessed as suitable for the passage of rolling stock. Lift, pack, align and adjust track as necessary to provide for safe passage of rolling stock.

- For regulators ensure switch blades are correctly set (during Possessions) and secured prior to travelling through Turnouts / Crossovers / Catchpoints. Clip and lock Points not commissioned.
- Ensure machine travel speed is not excessive considering the site / track conditions.
- Ensure excess ballast is not present on track. Plough off, regulate and broom excess ballast as necessary to provide for safe passage of rolling stock.



2.16 PROCEDURES IF ROLLING STOCK IS DERAILED

- Protect rolling stock in accordance with network rules and procedures
- Notify Possession Protection Officer (if within a Possession) or Network Control immediately (if on operational network track) and the RIM.
- Arrange first aid and emergency services as necessary
- Implement the processes defined in **Element 17E Incident Management of Rolling Stock** in relation to onsite examination of rolling stock involved in an incident by a qualified Select representative or their agent, and where required arrange for the safe removal from site for further analysis, repair or disposal.
- Inspect rolling stock for damage and carry out any urgent repairs required to make the item of rolling stock safe for traffic prior to departing the derailment site.
- Undertake measures, including a risk assessment, prior to re-railing the item of rolling stock, with due regard to ensuring that neither machine nor the track infrastructure is further damaged.
- If derailment was caused by a track infrastructure fault (outside of a Possession) advise Network Control as to the 'Condition Affecting the Network' (CAN) by lodging a CAN Report for Network Control to warn drivers and initiate response by Infrastructure Maintenance personnel.

2.17 STABLING OF ROLLING STOCK

Rolling stock may be stabled on Running Lines only with the authority of Network Control.

Rolling stock stabled on Running Lines must be removed:

- As soon as possible
- As required by Network Control

Rolling stock in sidings must be:

- Clear of the Running Line
- If possible, inside derail devices

A safeworking person must Pilot other rolling stock into the Siding.

On completion of the working shift or while stowed in the Select Depot, all plant is to be left in a secure manner and/or stabled in such a way that there is no risk to the health and safety of any persons, the railway infrastructure or railway operators by the unauthorised use of plant by third parties.

Methods by which this can be achieved are:

- Locked in a secure fenced compound
- Mechanically immobilised e.g. fuel system isolation
- Electrically isolated
- Stabled in a well-lit area
- Stabled in secure Depots
- Having CCTV surveillance of the stowage area
- In high risk areas consideration should be given to employment of security personnel or any combination of the above or other method which achieves the objective of securing the item.

When stabling the rolling stock, such as heavyweight main line track machines, the item must be stabled in a suitable manner given the local facilities and should be as a minimum:

- Have park brakes applied
- Have wheel chocks fitted where necessary
- Have the engine immobilised

NOTE: That in all circumstances if the track machine has train air brakes (e.g. "Westinghouse"), then the air must be "built up" prior to removal of the wheel chocks and / or disengaging the park brakes or the machine may roll away without adequate air to operate the main brakes.

NOTE: Always ensure wheel chocks are removed before attempting to move the machine or derailment may result.



3.0 LEGISLATION, GUIDES AND STANDARDS

- Rail Safety National Law
- RISSB Rolling Stock Standards
- RIM Rolling Stock Standards
- OEM Standards and Operators Manual

4.0 FORMS AND TEMPLATES

- RRV Pre-Mobilisation Checklist
- Track-Bound Pre-Mobilisation Checklist
- Hi-rail Vehicle Pre-Start Checklist
- Hi-rail Excavator Pre-Start Checklist
- Mobilisation Checklist Workplace Acceptance
- Pre-start Ballast Regulator
- Pre-start Tampers
- ARTC Track Machine Transfer Checklist – In an LPA