

work on track

Track Work Authority

Purpose

To prescribe the rules for authorising, issuing and using a Track Work Authority (TWA).

General

A TWA:

- authorises occupancy of a defined portion of track between rail traffic movements
- does not give exclusive occupancy of the defined portion of track
- is requested by and issued to the Protection Officer
- may include multiple worksites
- allows work that breaks or obstructs the track or alters track geometry or structure.

Drivers and Track Vehicle Operators must follow instructions given by Handsignallers and the Protection Officer.

Authorisation

Only Network Controllers may authorise a TWA for track under their control.

A TWA must not be authorised if there is approaching rail traffic between the protection and the identified worksite.

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Joint occupancy with a Track Occupancy Authority (TOA)

Where there is a TOA for a track vehicle journey, the Network Controller may authorise a TWA:

- after the Protection Officers have consulted with each other
- with the agreement of the TOA Protection Officer.

Prior to the issue of a TOA for a wrong running-direction track vehicle journey, the TWA Protection Officer must place three railway track signals at least 500m, and no more than 1000m, from the worksite for the expected wrong running-direction movement.

Issue of a TWA

The Signaller must get the Network Controller's authority to issue the TWA.

A TWA is a spoken authority, a form is not required.

Rail traffic

Protection Officers must manage rail traffic approach to, and passage through, the TWA.

Before allowing workers to re-enter the Danger Zone, Protection Officers must make sure that the protection has been replaced.

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Protection Officer

At all times there must be a nominated Protection Officer for a TWA.

The Protection Officer must:

- get the TWA
- be the only person to speak to the Signaller about protection arrangements
- protect workers from rail traffic
- make sure that worksites are protected against the unauthorised entry of rail traffic
- be the only person to tell workers about:
 - the locations of safe places
 - the safety measures in place
 - the extent of the area protected
 - changes to protection arrangements.
- make sure that the protection is in place before work starts.

When requesting a TWA, the Protection Officer must identify the line and define the worksite location as being between:

- two signals, or
- a signal and a set of points, or
- a signal and the end of a terminal line, or
- a set of points and the end of a terminal line.

Signals and points must be identified by their numbers.

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Protecting worksites

The Danger Zone must not be occupied before the TWA has been issued and protection is in place.

Where possible, Protection Officers must protect worksites by placing railway track signals and Handsignallers at signals protecting the worksite.

Where there are no protecting signals, Protection Officers must place Handsignallers and railway track signals at the TWA limits.

Effective communication must be maintained between the Protection Officer and:

- the Signaller
- outer and inner Handsignallers
- if provided, clearance Handsignallers.

Protection Officers must make sure that all points of entry into worksites are protected against unauthorised rail traffic.

The Protection Officer, in agreement with the Signaller, may reduce the number of points of entry to a worksite by making sure points are clipped and locked to exclude rail traffic.

The Protection Officer must make sure that worksites are protected against unauthorised rail traffic entry before restoring the points for use.

Where the protection arrangements of adjoining TWA worksites would overlap, the worksites must be managed as multiple worksites under a single TWA.

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Protecting worksites by setting signals at STOP

A worksite may be protected by setting signals at **STOP** on the approach side of the worksite.

At locations where controlled absolute signals are available, these signals must be used to protect the worksite.

Controlled absolute signals must be:

- set and kept at **STOP** with blocking facilities applied
- cleared only if it is safe to allow rail traffic to pass through the worksite.

Automatic signals may be used to protect the worksite if:

- the signals are booked out of use for the duration of the TWA by a Maintenance Representative, or
- the signals are fitted with a signal key switch and can be operated to protect the TWA.

In remotely controlled locations where signals or routes cannot be remotely blocked, a Qualified Worker must cut-in the local control panel to set and keep signals at **STOP** for the duration of the work.

To use signals to protect worksites, Protection Officers must use one of the following methods:

1. If there are two controlled absolute signals within 500m before the worksite, an inner Handsignaller must be placed at the first signal reached by approaching rail traffic. An outer Handsignaller is not necessary.
2. If a signal between 500m and 1000m before the worksite can be set at **STOP**, an inner Handsignaller must be placed at that signal. An outer Handsignaller is not necessary.

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3. If there are no signals within 1000m before a worksite:
 - an inner Handsignaller must be placed between 500m and 1000m before the worksite
 - an outer Handsignaller must be placed at a signal that can be set at **STOP**, within a further 2500m from the inner Handsignaller.

The distance between the outer and inner Handsignallers must not be greater than 2500m.

If the distance between the outer and inner Handsignallers is less than 2500m, the outer Handsignaller or the Protection Officer must warn Drivers and Track Vehicle Operators about the reduced distance to the inner Handsignaller.

Protecting with Handsignallers only

An inner Handsignaller must be placed at least 500m, and not more than 1000m, from the worksite in the direction of approaching rail traffic.

An outer Handsignaller must be placed 2500m from the inner Handsignaller in the direction of approaching rail traffic.

Worksite Warning

If a platform is located between the inner and outer Handsignallers, a **WORKSITE** warning sign must be placed beyond the departure end of the last platform before the inner Handsignaller.

Affected signals

If signals will display **STOP** because they are affected by work on track, the Protection Officer must:

- tell Signallers about the affected signals before starting work
- place Handsignallers at the affected signals.

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Once rail traffic has stopped at an affected automatic signal, Handsignallers must follow the Protection Officer's instructions about allowing rail traffic to proceed, and at what speed.

The Protection Officer must direct Handsignallers at affected controlled absolute signals to get the Signaller's authority to allow rail traffic to pass the signal at **STOP**.

Protecting signals that cannot be cleared

A clearance Handsignaller must be placed beyond the worksite at the first running signal that can display **STOP** if:

- a protecting signal cannot be cleared
- the Protection Officer cannot be sure that the line is clear between the worksite and the first running signal beyond the worksite that can display **STOP**.

The clearance Handsignaller must report to the Protection Officer when rail traffic has passed complete beyond the clearance location.

The clearance Handsignaller must not do other work.

Approaching worksites

Before authorising inner Handsignallers to allow rail traffic to approach worksites, Protection Officers must make sure that:

- workers are in safe places
- the track is unobstructed and safe for the passage of rail traffic.

Only Protection Officers may tell Handsignallers whether to allow rail traffic to proceed, and at what speed.

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The Protection Officer must direct Handsignallers at controlled absolute signals to:

- ask the Signaller to clear the signal, or
- get the Signaller's authority to allow rail traffic to pass the signal at **STOP**.

Handsignallers at automatic signals must allow rail traffic to proceed only if the Protection Officer directs them to do so.

Multiple worksites

Worksites more than 3500m apart must be managed under separate TWAs.

Worksites less than 1000m apart must be treated as one worksite.

If the protection arrangements of adjoining worksites would overlap, the worksites must be managed as multiple worksites under a single TWA.

A designated Protection Officer must coordinate rail traffic passage through the worksites.

The inner Handsignaller located at the first worksite must issue Drivers and Track Vehicle Operators a *NRF 011 Worksite Warning* form.

Handsignallers and three railway track signals must be placed at least 500m, and not more than 1000m, from each worksite in the direction of approaching rail traffic.

A **CLEARANCE** sign or Handsignaller must be placed at least 50m beyond the last worksite.

Drivers and Track Vehicle Operators may resume normal speed after the rear of the last vehicle has passed the **CLEARANCE** sign or the Handsignaller.

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Adjacent lines

If the safety assessment indicates that workers need to be protected from rail traffic on adjacent lines, the Protection Officer must arrange for safety measures to be implemented in accordance with *NPR 712 Protecting work from rail traffic on adjacent lines*.

The Protection Officer may arrange for the speed of rail traffic on adjacent lines to be restricted.

Slip sites

If a signal at **STOP** protects a slip site, Drivers and Track Vehicle Operators must follow the directions on the instruction sign on the signal.

X, Y and Z keys

If bidirectional running has been prevented by withdrawing an X, Y or Z key, protection is needed only in the normal running-direction.

Single line crossing locations

If adjacent signals on converging lines at a single line crossing location are used to protect a worksite, railway track signals at each signal and a single Handsignaller must be placed to protect the worksite.

Terminal lines

If the Signaller tells the Protection Officer that there is no rail traffic between the worksite and the end of a terminal line or balloon loop, protection from that direction is not necessary.

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Tonnage signals

A tonnage signal affected by work on track, or being used to control rail traffic approaching the worksite, must be set and kept at **STOP** and a Handsignaller must be placed at the signal.

Before authorising the Driver of a prescribed train to pass a tonnage signal, the Protection Officer must make sure that the train can pass through the worksite to the last signal controlling the tonnage signal. This signal might be as many as three signals beyond the tonnage signal.

A clearance Handsignaller must:

- be placed at the signal controlling the tonnage signal
 - tell the Protection Officer when the line is clear for rail traffic as far as that signal.
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Liaison

The points of contact between Signallers and work groups for matters of worksite protection must be the:

- Protection Officer
- Handsignallers placed at controlled absolute signals.

The Protection Officer must:

- tell the Signaller about protection applied to lines adjacent to the TWA
 - tell the Signaller about work progress
 - if necessary, seek an extension of time.
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Change of Protection Officer

An outgoing Protection Officer must tell the incoming Protection Officer about the worksite protection arrangements.

The incoming Protection Officer must:

- tell Signallers about the changed contact details
 - record, in permanent form, the handover details.
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Fulfilling the TWA

The TWA may be fulfilled only when the Protection Officer:

- arranges for work to continue under another work on track authority, or
- tells the Signaller that:
 - the worksites have been cleared
 - protection has been removed
 - the portion of track included in the TWA is certified as available for use.

The Protection Officer must tell the Signaller about operating restrictions that have been placed or removed.

Work to continue under another work on track authority

If arrangements have been made to continue work under another work on track authority, the Protection Officer must make sure that the protection for the TWA is not removed until the new work on track authority is issued and the required protection is in place.

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The Signaller must make sure that the track within the limits of the proposed work on track authority:

- is clear of rail traffic, or
 - is occupied only by associated rail traffic permitted under that Authority.
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Keeping records

Network Controllers and Signallers must record, in permanent form, the TWA details.

The Protection Officer must record, in permanent form:

- the TWA details
 - the protection arrangements for worksites
 - details of communications about:
 - Train Running Information
 - changes to the worksite protection arrangements.
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Network Procedures

- NPR 701 Using a Track Occupancy Authority*
 - NPR 702 Using a Track Work Authority*
 - NPR 707 Clipping points*
 - NPR 708 Using X, Y and Z keys*
 - NPR 709 Using railway track signals*
 - NPR 712 Protecting work from rail traffic on adjacent lines*
 - NPR 715 Protecting Type F level crossings*
 - NPR 724 Using clearance locations*
 - NPR 754 Using a signal key switch*
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Effective date

29 September 2019
