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NS-0918

Requirements for Passenger Train Dispatch

1. Purpose

This Standard prescribes the requirements for determining the dispatch method to be used for passenger trains departing from platforms.

2. Scope

The requirements in this Standard apply to all organisations that operate passenger trains or manage stations or passenger platforms in the Sydney Trains Network.

3. References

Sydney Trains:

- *OSP 6 Right of way procedure for Station Staff and On-Train Repeaters*
- *OSP 7 Right of way procedure for Guard and Passenger Service Supervisors*
- *SMS-07-SP-3089 Manage Operational Safety Risk.*

NSW Trains:

- *NTOSP 6 Right of way procedure for Station Staff and On-Train Repeaters*
- *NTOSP 7 Right of way procedure for Guard and Passenger Service Supervisors*
- *SMS-07-SP-5089 Manage Operational Safety Risk.*

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For other affected organisations, the Standard Operating Procedures for passenger train dispatch for that organisation.

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4. General

Responsibilities

Affected organisations are responsible for making sure that Qualified Worker-specific Standard Operating Instructions complying with this Standard are developed and implemented for their employees.

Organisations that manage stations or platforms in the Sydney Trains Network are responsible for advising passenger train operators of the passenger train dispatch methods used at their stations and platforms.

Passenger train operators must make sure that Train Crews are informed of passenger train dispatch methods used at stations and platforms relevant to their area of operation.

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5. Passenger train dispatch methods

The following methods of passenger train dispatch may be used in the Sydney Trains Network:

- train worked by a Driver and a Qualified Worker responsible for passenger safety and supervision, Right of way is given by the Qualified Worker

- train worked by a Driver and a Qualified Worker responsible for passenger safety and supervision, Right of way given by station staff

- train worked by a Driver and a Qualified Worker responsible for passenger safety and supervision, Right of way given by the Qualified Worker in conjunction with an On-Train Repeater

- train worked by a Driver and a Qualified Worker responsible for passenger safety and supervision, Right of way given by station staff using a Station Repeater.

6. Requirements for risk assessment

General

Organisations that manage stations or platforms in the Sydney Trains Network must undertake a risk assessment for each station or passenger platform managed by the organisation.

The risk assessment must determine the most appropriate passenger train dispatch methods.

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Factors for consideration

The risk assessment must take into account, but not be limited to, the following factors:

- infrastructure, including:
    - the placement and visibility of signals
    - clearances
    - underground platforms
    - level crossings
    - complexity of layout
    - fixed structures.
- the platform, including:
    - platform length and layout
    - car marker placement
    - platform-train interface
    - provision of Guard's indicators
    - platform curvature
    - lighting
    - station furniture (including hoardings and signs)
    - station and commercial structures
    - associated equipment and station access points
    - positioning of Right of way staff.
- train-related factors, including:
    - train types and lengths
    - positions and types of doors
    - crew compartment locations and layout.

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- Services, including:
  - platform usage (passenger numbers and train frequency)
  - dwell times
  - times of operation
  - degraded and emergency working
  - platform sharing
  - crowd control
  - special events.
- human factors, including:
  - passenger behaviour
  - staff behaviour
  - Train Crew distraction
  - Train Crew changing ends
  - provision of, and use of station staff
  - training.
- other factors, including:
  - geography
  - adverse weather
  - noise and other environmental conditions.

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7. Risk assessment review

Review requirements

Organisations that manage stations or platforms in the Sydney Trains Network must review passenger train dispatch method risk assessments:

- after an incident or accident involving passenger train dispatch
- if a significant change is proposed.

Significant change

A significant change is a change that is likely to make all or part of the risk assessment invalid when passenger train dispatch arrangements, train services or the environment changes.

Changes may include, but are not limited to:

- introduction of new trains or variations to existing trains
- organisational changes
- alterations to signalling equipment
- alterations to station infrastructure (temporary or permanent)
- significant changes in passenger numbers
- major timetable change.

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8. Conducting a risk assessment

Organisations that manage stations or platforms on the Sydney Trains Network must carry out the risk assessment process jointly with passenger train operator representatives and others with the relevant subject matter expertise.

As a minimum, when undertaking a risk assessment, subject matter expertise must be provided in the following areas:

- train dispatch procedures, both station and train crew activities

- human factors

- risk assessment and management

- local knowledge.

9. Introducing new or alternate methods of passenger train dispatch

When a new or alternative method of passenger train dispatch is implemented, organisations that manage stations or platforms in the Sydney Trains Network must make sure that the transition to these methods is implemented in a controlled manner.

The following factors, among others, must be considered:

- risks associated with the change are understood and controlled

- introduction and visibility of new or altered equipment (on-train and platform)

- staff training and competency

- degraded modes of operation.

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Temporary changes to passenger train dispatch methods

Organisations that manage stations or platforms in the Sydney Trains Network must identify the risks, and put adequate controls in place to control the risks introduced by temporary activities including the presence of temporary structures such as scaffolding, hoardings or temporary buildings.

Organisations that manage stations or platforms in the Sydney Trains Network must make sure that all affected staff and organisations are told about the temporary arrangements.

10. Definitions

Driver	A Qualified Worker controlling the movement of rail traffic.
Guards indicator	An indicator located on a platform which is lit when the signal at the end of a platform displays proceed.
Passenger train Operator	An organisation that manages or operates passenger trains on the Sydney Trains Network.
Train Crew	The Qualified Workers responsible for the operation of a train.
Qualified Worker	A worker certified as competent to carry out the relevant task.

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11. Effective date

21 July 2018