RAIL TERMINAL PROCEDURE

Table of Contents

1 Purpose 2
2 Scope 2
3 Legal Jurisdiction – Work Health and Safety 2
4 Duties and Responsibilities 2
5 Management and Ownership 3
6 Legislative Requirements – Rail Safety Management System 4
7 Rail Terminal Access Requirements 4
8 Operating Guidelines and Training 4
8.1 Rail Terminal Operations Management 4
8.2 Shunting MWPA Iron Ore Siding 4
8.3 Shunting KML and CBH Siding 5
8.4 Training 5
9 Work Within Three Metres of Rail 5
9.1 MWPA Permit to Work within Three metres of Railway 5
9.2 Qualification Requirements for Work within the MWPA rail corridor 6
10 MWPA Rail – Worksite Protection Protocol 6
10.1 General Safe Working Requirements 6
10.2 Planning and Implementation of Safe Working 7
10.3 Communication Protocols 7
10.4 Competency Requirements 7
11 Use of On-Track Maintenance Machinery and Equipment 7
11.1 Overview 7
11.2 Safety Plans for Using On-track Maintenance Machinery and Equipment 8
12 Maintenance Shutdown (Track Closure Ad hoc Works) 8
12.1 Overview 8
12.2 Arrangements to Ensure Safety of Worksite 8
13 Risk Management 9
14 Incident Reporting 9
15 Associated Documents 10
16 References 10
17 Monitoring, Evaluation and Review 10
18 Administration 11

1 Purpose

The purpose of this Procedure is to provide guidance to staff, contractors and operators involved in the function of the Mid West Ports Authority (**MWPA**) Rail Terminal. A total of 6,900 metres of private rail sidings is owned by MWPA and operate as a Rail Terminal consisting of 1,850 metres run-around road: 1,852 metres CBH road, 1,862 metres of MWPA ore road, and 1,320 metres KML iron ore road. Iron ore and grain are transported by above rail operators engaged by Port customers into the Port and unloaded for bulk storage pending export. Grain is also loaded into trains at the CBH Port facility for transport to other grain handling facilities around the state.

The MWPA Rail Terminal interfaces with the Arc Infrastructure Rail Network.

MWPA is committed to ensuring the safe operation of the Railway Terminal and provision of adequate resources to ensure it is maintained and operated in a safe manner. Key risks associated with the Rail Terminal include pedestrians, the potential for collisions between trains moving within the Rail Terminal, the potential for interaction between trains and vehicles crossing railway lines, and the need to ensure the rail line is maintained and kept clear of obstructions.

2 Scope

This document outlines the ownership, operation and maintenance aspects of the MWPA Rail Terminal, inclusive of its associated facilities and equipment. It also outlines the operation of third parties accessing the MWPA Rail Terminal.

3 Legal Jurisdiction – Work Health and Safety

The ***Rail Safety National Law (RSNL***) and ***RSNL Regulations*** are the governing legislation for railway safety.

If a provision of the ***Work Health and Safety Act 2020*** applies to railway operations, that provision continues to apply in addition to the rail legislation. Where there is any inconsistency between the rail legislation and the WHS legislation, the WHS legislation prevails.

4 Duties and Responsibilities

MWPA Chief Operating Officer has overall responsibility for the Rail Terminal.

MWPA Rail Compliance Coordinator has a responsibility to oversee, update and coordinate governance and statutory compliance requirements relating to operations within the MWPA rail Terminal.

MWPA Duty Rail Terminal Coordinators have a responsibility on a 24-hour basis for 365 days of the year to:

- manage all rail traffic arrivals and departures and terminal movements to ensure that all rail traffic operates in a safe manner within the Port Rail Terminal boundaries;
- ensure control and management of the receipt, despatch, and safe movement of trains to and from, and within the MWPA Rail Terminal;
- inspect the rail infrastructure and associated structures within the Rail Terminal in accordance with the Rail Terminal Asset Management Plan and proposing any maintenance solutions;

- review and approve / validate permits or associated rail safe working documentation for maintenance works within rail terminal. Rail safe working documentation inclusive of but not limited to: Worksite Track Protection Plan Diagrams, JSEAs, SWMS, Procedures;
- suggest improvements to safety and operating procedures relating to rail operations and maintenance; and
- provide regular reports on all activities within the Rail Terminal.

MWPA's IMS Coordinator is responsible for maintaining external third-party accreditation to ISO14001, ISO9001, and ISO45001. The Rail Safety Management System is an integral part of the Port Safety Management System.

MWPA Engineering Manager is responsible for all infrastructure aspects relating to the railway siding.

MWPA Operations Manager is responsible for all Port operational activities within the Port Rail Terminal.

MWPA Maintenance Manager is responsible for all general maintenance activities within the Port Rail Terminal.

5 Management and Ownership

The MWPA holds 'Accreditation' as a Rail Infrastructure Manager and limited Rolling Stock Operator under the *Rail Safety National Law (RSNL)* and complies with conditions stipulated by the Office of the National Rail Safety Regulator (ONRSR) that governs the Rail Safety National Law (RSNL and its regulations with respect to the safe construction, maintenance and operation of the Rail Terminal.

Train Management MWPA Rail Terminal Procedure is in place to ensure that traffic arriving in, moving within and departing from the Terminal is handled in a safe, orderly manner.

The above rail operators currently own, operate, schedule and maintain rolling stock and locomotives. An Interface Agreement with all who operate into and out of the MWPA Rail Terminal is in place as required by legislation.

The Rail Terminal is to operate, as far as reasonably practicable, as with any other railway. Railway accredited personnel must have the capacity and skills and be adequately trained to perform the work. They must be medically fit as required by legislation to perform the work and must not be under the influence of alcohol or drugs.

Inspection and maintenance of railway infrastructure is conducted by both MWPA and third-party rail service providers. The exception to this is the portion of railway within the KML iron ore train unloading facility Dual Wagon Tipper facility KML responsibility and the portion of railway in the CBH grain unloading/loading facility CBH responsibility.

A Siding Connection Licence is in place between MWPA and Arc Infrastructure covering the connection of the MWPA Rail Terminal to the Arc Infrastructure network.

Infrastructure boundaries are agreed with customers via their individual Lease Agreements.

6 Legislative Requirements – Rail Safety Management System

Under the *Rail Safety National Law (RSNL and associated Regulations*, the owner and the operator of a railway must have in place a Safety Management System (**SMS**) which complies with the requirements of the *)* Rail Safety National Law (RSNL)regulations – Part 4 Division 1 Safety Management which prescribes the requirements for a safety management system. The requirements of the SMS are set out in **Schedule 1** to the Regulations.

As the owner and operator of the Rail Terminal infrastructure, MWPA Complies with the above legislative requirements and has in place a safety management system for rail safety. This Procedure forms part of that system and is integrated with MWPA HSEQ management systems which are audited on an annual basis. Note, MWPA is not responsible for legislative requirements at CBH's and KML's facilities.

7 Rail Terminal Access Requirements

It is a requirement for all personnel who enter the Rail Terminal to be aware of the safety risks that are presented within the Rail Terminal. To facilitate this, all personnel must have completed the MWPA rail safety awareness online induction and rail corridor yard familiarisation with Deputy Rail Supervisor.

Once on site, all personnel must have received a safety briefing prior to entering the terminal. The safety briefing is the responsibility of the visitors or contractors MWPA Rail Terminal contact. A safety briefing for contractors would generally require attendance at the BHF morning pre-start toolbox meetings, whereas for a visitor or auditor a verbal communication outlining train movements and any specific risks for that day being outlined, along with how they are generally controlled. Any other items of note need to be addressed at this point.

All personnel entering the Rail Terminal must also have an approved Application for Works in the MWPA Rail Corridor Permit, the relevant level of training commensurate with their scope of works. Please refer to the Rail Safety Worker Competency Management Procedure or contact your MWPA point of contact for further details on training and access requirements.

Note: ***An exemption may be granted for Personnel to carry out minor works or inspections who do not hold relevant rail accreditation and considered on a case-by-case basis.***

8 Operating Guidelines and Training

The Operating guidelines for the MWPA Rail Terminal are set out in Train Management MWPA Rail Terminal Procedure.

8.1 RAIL TERMINAL OPERATIONS MANAGEMENT

The operation of the Rail Terminal is under the control of the Duty Rail Terminal Coordinator. The role of the Duty Rail Terminal Coordinator is to coordinate the safe movement of trains, locomotives and any track maintenance activities within the Rail Terminal.

8.2 SHUNTING MWPA IRON ORE SIDING

The above rail operating company's operating guidelines for the MWPA Terminal are attached as an Appendix to the Interface Agreement referred to in Section 5 above.

Both ends of the MWPA train unloading shed are equipped with red and green lights on the left-hand side of the shed for an approaching train / locomotive and security gates fitted with red reflectorised Stop Signs. Train Drivers are not permitted to allow their train to enter the unloading shed until a green light is displayed and both sets of gates have been opened and secured. The rail corridor boundary pedestrian access security gates are secured with both MWPA, and above rail operator padlocks to allow access to either party entry into the rail corridor.

MWPA Train Unloader Shed Access Safe Work Instruction sets out the process for entering the MWPA train unloading shed.

8.3 SHUNTING KML AND CBH SIDING

Those companies at Geraldton Port involved in train unloading / loading and shunting operations are required to have detailed operational procedures in place which align with the Interface Agreement and integrates accurately with the operating procedures of other parties involved in the operation.

8.4 TRAINING

Each individual organisation involved in operations within the MWPA Rail Terminal is responsible for ensuring that their personnel are fully trained and competent to undertake their allocated tasks, and that the competency has been assessed by a suitably qualified person and appropriate records are kept.

Each of the organisations directly involved in train unloading / loading and shunting operations at Geraldton Port are to ensure regular communications at the operational level, with the other parties involved, to resolve any issues and ensure procedures are aligned and no anomalies exist.

9 Work Within Three Metres of Rail

9.1 MWPA PERMIT TO WORK WITHIN THREE METRES OF RAILWAY

No maintenance work may be carried out within three metres of the nearest rail in the MWPA Rail Terminal without an approved MWPA Application for Works in the MWPA Rail Corridor Permit except for 'routine operations' associated with the iron ore unloading facilities and the grain unloading / loading facility. Applicants must submit completed permit and any other associated documentation required to MWPA for review of the work to be undertaken. On review of permit the MWPA Duty / Deputy Supervisor must specify rail safe working method to be in place and complete the track worksite protection plan.

Note: ***Permit not to be approved if Track Protection Plan not completed.***

- Supporting Documentation: Ensure that all supporting documentation that is required to decide on the Permit is included at the time of application. Note that there are minimum requirements that must be met on documents such as risk assessments. Refer to the specific supporting Procedure for details as to these minimum requirements.

Refer to Procedure to Work and Authority to Work Procedure for more information. Application for Works in the MWPA Rail Corridor Permits can be obtained online at www.midwestports.com.au.

9.2 QUALIFICATION REQUIREMENTS FOR WORK WITHIN THE MWPA RAIL CORRIDOR

In addition to the MWPA Work Permit, persons required to work within three metres of the nearest rail in the MWPA Rail Terminal except for 'routine operations' associated with the iron ore unloading facilities and the grain unloading / loading facility must hold a current Arc Safe Worker Track Access Permit (SWTAP) as applicable to the requirements of their role and also completed the MWPA rail safety awareness online induction.

Persons supervising work inside the rail corridor must hold an Arc Protection Officer TAP accreditation (POLO TAP)

The area inside the MWPA train unloader is considered a non-rail site if the work involves operational or maintenance activities associated with the bulk ore operation and not the rail infrastructure itself. A TAP is not required in this situation. However, a MWPA Bulk Handling Facility site specific induction must also have been completed. Note, where work is conducted outside the train unloader shed, for example vacuuming of ballast, the appropriate TAP is required to be held by all involved personnel. This requirement may be waived under ad hoc work circumstances subject to alternate safe working arrangements and work site protection being put in place as per **Section 11.2**.

Orange high visibility safety clothing with retro-reflective strips or equivalent high visibility outer garment shall be worn by all workers as well as other standard PPE required by MWPA, refer to Personal Protective Equipment (PPE) Procedure.

10 MWPA Rail – Worksite Protection Protocol

The Mid West Ports Authority (MWPA) currently does not have a standalone formal Safe Working Rule Book. Instead, MWPA adopts and incorporates applicable safe working practices aligned with Arc Infrastructure's Network Safe Working Rules and Regulations, to ensure the safety of all personnel working within the MWPA rail terminal environment.

10.1 GENERAL SAFE WORKING REQUIREMENTS

Prior to the commencement of any activity within the rail corridor or ***danger zone***, an appropriate and approved safe working method must be identified, implemented, and actively managed for the duration of the work.

These requirements apply to all rail traffic operations and on-track activities, including, but not limited to:

- Lookout Working
- Locking Out of Points
- Track Closure
- Terminal Closure
- Derailer Application
- Placement of Stop Boards

10.2 PLANNING AND IMPLEMENTATION OF SAFE WORKING

- The MWPA Duty Supervisor or Deputy Supervisor is responsible for specifying the applicable safe working method.
- A Track Worksite Protection Plan must be completed, which details the protection arrangements for the task.
- The Protection Officer and/or Works Supervisor must be briefed on the method of protection.
- All personnel involved must review, understand, and sign onto the Track Worksite Protection Plan prior to commencing work.

10.3 COMMUNICATION PROTOCOLS

- Radios, where available, must be used as the primary communication tool between the Protection Officer and the Supervisor.
- Clear, consistent, and safety-critical communication must be maintained throughout the work.

10.4 COMPETENCY REQUIREMENTS

All personnel assigned to implement or perform safe working duties must have successfully completed the competency: **TLIF0008 – Apply Safety Critical Communications in the Rail Environment.**

11 Use of On-Track Maintenance Machinery and Equipment

11.1 OVERVIEW

Use of on-track maintenance machinery and equipment is subject to either MWPA accreditation as an above-rail operator and any conditions which apply to that accreditation or to the Track Machinery owners above rail accreditation.

On-track maintenance machinery and equipment may only be used within the MWPA Rail Terminal subject to the MWPA being satisfied that the machinery owners/contractors meet the MWPA requirements for:

- safe systems of work;
- asset management processes;
- maintenance policies and procedures; and
- staff competency and certification.

To ensure compatibility and conformance with track and structure gauge, axle loads and track geometry, only contractor's machinery/vehicles which are registered and approved for use on the Arc Infrastructure Network will be considered.

11.2 SAFETY PLANS FOR USING ON-TRACK MAINTENANCE MACHINERY AND EQUIPMENT

Prior to any use of on-track maintenance machinery and equipment, the contractor will liaise with the MWPA manager responsible for the planning of the works in conjunction with the Duty Rail Terminal Coordinator and come to a clear understanding of the following.

- The on-track maintenance machinery and equipment to be used.
- The times and track sections which have been allocated for use by the on-track maintenance machinery and equipment.
- The limits of, and the means to delineate, the work area in which the machinery is to be deployed.
- The strategies to be employed to ensure separation of machines and equipment working in the same work zone.
- The strategies to be employed to ensure separation of machines and equipment from rail traffic on adjacent tracks.
- The strategies to be employed to protect contractor's staff working with the machinery or equipment from other rail traffic or Port activities.
- The strategies to be employed to protect road traffic and pedestrians using the level crossings located within the port Rail Terminal.
- The strategies to be employed to protect against spillages or other environmental contaminants during operations within the Port Rail Terminal, including refuelling.

12 Maintenance Shutdown (Track Closure Ad hoc Works)

12.1 OVERVIEW

To enable specific maintenance requirements to take place in a safe environment, free from interruption from train running, from time-to-time the MWPA will undertake ad hoc maintenance works programs by closing the track(s) on which this maintenance is taking place and excising them from the Rail Terminal network for the duration of the works.

Where possible, due notice will be provided to affected operators and customers detailing the commencement time, duration and tracks affected by the track closure.

12.2 ARRANGEMENTS TO ENSURE SAFETY OF WORKSITE

To facilitate the prescribed track closure and maintenance works, the MWPA manager responsible for the planning of the works shall, in conjunction with the Duty Rail Terminal Coordinator, make arrangements to put in place such measures as are necessary to ensure the safety of persons and rail traffic for the duration of the closure.

These measures are to include:

- standard rail worksite protection measures;
- locking turnouts to prevent rail traffic entering any track(s) subject to the closure;
- fencing off the area in which work is to be performed with secure fencing;

- suspending work and removing people and/or equipment from the worksite in the event of incompatible activities arising; or
- issuing special notices to above rail operators and customers detailing the activities and measures in place to assure safety of the worksite.

Where a closure has been instigated, those working within the designated closure safe area will be required to undertake or hold a current MWPA induction. There will not be a requirement for those personnel inside the safe area to hold a Track Access Permit. Personnel are to always remain within fenced safe area with designated access / exit points to be used only.

13 Risk Management

Risk management for all rail operations are managed in accordance with the MWPA Risk Management Procedure.

A Risk Register has been developed for the Rail Terminal and rail operations and is maintained by Operations Team. All identified risks are outlined, current control measures are identified along with identified control measures not yet implemented.

Procedures and Safe Work Practices have been developed to ensure frequently occurring rail operations are conducted safely, and risk is managed accordingly. At an operational level JSEAs and Take 5s are completed for tasks that are not controlled by procedure, or where deviation from procedure is required and approved.

All levels of risk management from risk registers to JSEAs incorporate the 'Human Factors' and 'As Low as is Reasonably Practicable' (**ALARP**) principles.

14 Incident Reporting

All incidents associated with the Rail Terminal must be reported in accordance with Incident Management Procedure. Rail Operating Companies and MWPA will notify each other of incidents that may impact on, or could, affect the safety of personnel and/or the rail service.

The MWPA will inform the Office of the National Rail Safety Regulator (ONRSR) of any notifiable occurrences as defined in the relevant Rail Safety National Law (RSNL) or for any incident involving the rail terminal infrastructure or on-track plant and machinery operating under MWPA accreditation – refer Incident Management Procedure.

Train Operating companies shall each be responsible for informing the Regulator of any notifiable occurrences as defined in the relevant Rail Safety National Law for any incident involving the rolling stock or train crew.

15 Associated Documents

Document Title
Incident Reporting and Investigation Work Instruction
Induction and Orientation Procedure
Permit to Work and Authority to Work Procedure
Personal Protective Equipment (PPE) Procedure
Rail Safety Worker Competency Management Procedure
Risk Management – Operations & Logistics Risk Register
Risk Management Procedure
Train Management MWPA Rail Terminal Procedure
Train Unloader Shed Access Safe Work Instruction

Location – Mid West Ports Intranet – Document Centre

16 References

Document	Title
Australian Standard	AS/NZS 4801 Safety Management Systems
Safe working Rules	Arc network Safe working Rules and Procedures
ISO 14001	Environmental Management
ISO 9001	Quality Management Systems
ISO 45001	Occupational Health and Safety

Location - SAI Global - https://www.saiglobal.com/online/

Act or Reg
Rail Safety National Law (RSNL)
Rail Safety National Law National Regulations (WA) – Part 4 Division 1 Safety Management
Work Health & Safety Act 2020

Location - Western Australian - https://www.legislation.wa.gov.au/ | Australian - https://www.legislation.gov.au/

17 Monitoring, Evaluation and Review

This document is required to be reviewed every two years from the last scheduled review date.

Minor updates made within this two-year period, will not be taken as a *full review*.

The Document Custodian is responsible for conducting the review in accordance with Controlled Documents Review and Approval Process Work Instruction.

18 Administration

Document Custodian:	Operations Manager
Document Approver:	Chief Operating Officer
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