

**RAI-PRO-001 RAIL TERMINAL PROCEDURE**

1. **INTRODUCTION**

A total of 6,884 metres of private rail sidings are owned by Mid West Ports Authority (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 the Australia Western Railroad, operating as Aurizon and Watco WA Rail (Watco) into the Port and unloaded for bulk storage pending export. Grain is also loaded into trains for transport to other grain handling facilities.

The MWPA Rail Terminal interface with the Arc Infrastructure 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.

1. **Legal Jurisdiction – Occupational SAFETY AND HEALTH (OSH)**

The *Rail Safety National Law (Act) 2015* is the governing legislation for railway safety.

If a provision of the *Occupational Safety and Health Act 1984* 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 OSH legislation, the OSH legislation prevails.

The *Mines Safety and Inspection Act 1994* does not apply to the rail terminal except in the iron ore train unloader which is considered a mine site. Regulation 15.2(1) of the Mines Safety and Inspection Regulations 1995 states the railway operations requirements do not apply to railways owned and operated by the State or an authority of the State.

1. **Responsibilities**

MWPA General Manager Operations has overall responsibility for the Rail Terminal.

MWPAs contracted Rail Terminal Coordinators have a responsibility on a 24 hour basis for 365 days of the year to:

* Manage all trains arrival and departures and in terminal movements to ensure that rail traffic operates in a safe manner with the Port boundaries.
* Control and management of the receipt, despatch and safe movement of trains to and from and within the MWPA Rail Terminal.
* Inspecting the infrastructure with the rail terminal in accordance with the Rail Terminal Asset Management Plan and proposing any maintenance solutions.
* Suggesting improvements to safety and operating procedures relating to rail operations and maintenance.
* Providing regular reports on all activities within the Rail Terminal.

MWPA HSEQ Manager is responsible for maintaining external third party accreditation for the port SMS to ISO 14001, ISO 9001 and AS/NZS 4801. 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 and general maintenance activities within the port Rail Terminal.

1. **Management and Ownership**

The MWPA holds “Accreditation” as a Rail Infrastructure Manager and Rolling Stock Operator under the *Rail Safety National Law (WA) Act 2015* and complies with conditions stipulated by the Rail Regulator and the Rail Safety Law with respect to the safe construction, maintenance and operation of the Rail Terminal.

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

The train operating companies, Aurizon and Watco, currently own, operate, schedule and maintain rolling stock and locomotives. An Interface Agreement with all parties is in place as required by legislation.

The Rail Terminal is to operate as far as reasonably practicable as with any other railway. Railway employees must have the capacity and skills and be adequately trained to perform the work. They must be of sufficient good health and fitness to perform the work and must not be under the influence of alcohol or drugs. The Interface Agreement includes operating guidelines.

Inspection and maintenance of railway infrastructure is conducted by both MWPA and a third party contractor. The exception to this is the portion of railway within the KML iron ore train unloading facility (KML responsibility) and the portion of railway in the CBH grain unloading / loading facility (CBH responsibility). The inspection and maintenance contract is for a period of five years with options to extend.

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.

1. **Legislative Requirements – Rail Safety Management System**

Under the *Rail Safety National Law (WA) Act 2015* 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 National Regulations 2015 (WA) – 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 must comply with the above legislative requirements and must have in place a safety management system for rail safety. This procedure forms part of that system and is integrated with MWPAs HSEQ management systems which are audited on an annual basis. Note, MWPA is not responsible for legislative requirements at CBH’s facility.

1. **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 MWPA provides the relevant level of detail surrounding rail safety in their induction processes. Please refer to MWPA Procedure 8.3 – Induction and Orientation for further details.

Once on site all personnel must have received a safety briefing prior to entering the terminal. The safety briefing is the responsibility of the visitor or contractors MWPA Rail terminal contact. A safety briefing for contractors would generally require attendance to the BHF morning or afternoon pre-start toolbox meetings, whereas for a visitor or auditor a verbal 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 terminal must also have the relevant level of training commensurate with their scope of works. Please refer to MWPA Procedure 4.78 – Rail Safety Training Needs Analysis or contact your MWPA point of contact for further details on training access requirements.

1. **Operating Guidelines and Training.**

The Operating guidelines for the MWPA Terminal are set out in procedure 4.54 Train Management MWPA Rail Terminal.

* 1. **Rail Terminal Operations Management**

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

* 1. **Shunting MWPA Iron Ore Siding**

The Aurizon operating guidelines for the Terminal are attached as an appendix to the Interface Agreement referred to in section 4.5 above.

Both ends of the MWPA unloading shed are equipped with a red and green light 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 security gates are secured with both a MWPA and Aurizon padlocks to allow access to either party.

Safe Work Procedure 4.79 Train Unloader Shed Access sets out the process for entering the MWPA train unloading shed.

* 1. **Shunting KML and CBH Siding**

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

* 1. **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 the tasks and that competency has been assessed by a suitably qualified person and is recorded.

Each of the organisations directly involved in unloading 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.

1. **Other Work Within 3 metres of Rail**
   1. **MWPA Permit to Work within 3 metres of Railway**

No work may be carried out within 3 metres of the nearest rail in the MWPA Rail Terminal without a MWPA Works Adjacent to Rail Permit; with the exception of “routine operations” associated with the iron ore unloading facilities and the grain unloading / loading facility. To obtain a permit the applicant must inform MWPA of the work being undertaken and obtain train schedules and train movement information from both Aurizon and Watco and supply MWPA with a copy of that advice.

Refer to MWPA procedure 4.1 Permit to Work for more information. Works Adjacent to Rail Permit applications can be obtained online at [www.midwestports.com.au](http://www.midwestports.com.au)

* 1. **Qualification Requirements for Work within the MWPA rail corridor**

In addition to the MWPA permit, persons working within 3 metres of the nearest rail in the MWPA Rail Terminal (except for inside the train unloader) must hold a current MWPA Track Access Permit (TAP) as applicable to the requirements of their role or a recognised equivalent.

The MWPA TAP has 2 levels.

1. Rail Safety Awareness (TLIF2080C): This allows holders to safely access the rail corridor. Cat 3 Medical required.
2. Protection Officer (TLIW2001A): This allows the holder to operate under track protection rules. Cat 1 Medical required.

Persons supervising work inside the rail corridor must hold a level 2 MWPA Protection Officer TAP or recognised equivalent.

The area inside the MWPA train unloader is considered a mine site if the work involves operational or maintenance activities associated with the mining 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 subject to alternate safe working arrangements and work site protection being put in place as per section 9.2 below.

Orange high visibility safety clothing with retro-reflective strips or equivalent high visibility outer garment should be worn by all workers as well as other standard PPE required by MWPA, refer to procedure 2.5 Personal Protective Equipment.

1. **USE OF ON-TRACK MAINTENANCE MACHINERY AND EQUIPMENT**
   1. **General**

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 by within the MWPA rail terminal subject to the MWPA being satisfied that the machinery owners / contractors meet the MWPA requirements for;

* safety systems,
* asset management,
* maintenance policies and procedures,
* 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.

* 1. **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 Rail Terminal Coordinator and come to a clear understanding of;

* 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 contractors 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 re-fuelling.

1. **MAINTENANCE SHUTDOWN (Track CLOSURE)**

**9.1 General**

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 maintenance works programmes by closing the track(s) on which 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.

**9.2 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 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 may include;

* Standard rail worksite protection measures.
* Locking turnouts to prevent rail traffic entering any track(s) subject to the closedown
* 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.
* Issuing special notices detailing the activities and actions to assure safety of the worksite.

Where a closedown 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.

1. **RISK MANAGEMENT**

Risk management for all rail operations are managed in accordance with procedure 1.7 Risk Management.

A Risk Register (HSEQ-RG-22) has been developed for the rail terminal and rail operations and is maintained by Landside Operations. 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’ principles.

1. **Incident Reporting**

All incidents associated with the rail siding must be reported in accordance with procedure 2.3 Incident Reporting and Investigation. Rail Operating Companies and MWPA will notify each other of incidents that may impact on, or have the ability to, affect the safety of employees and/or the rail service.

The MWPA will inform the Rail Regulator of any notifiable occurrences as defined in the relevant Rail Safety National Law for any incident involving the terminal infrastructure or on-track plant and machinery operating under MWPA accreditation – refer MWPA procedure 2.3 Incident Reporting and Investigation.

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.

1. **ASSOCIATED DOCUMENTS**

4.54 Train Management MWPA Rail Terminal.

4.79 Train Unloader Shed Access

4.55 Rail safety Management System Overview

4.78 – Rail Safety Training Needs Analysis

4.1 Permit to Work

2.5 Personal Protective Equipment

1.7 Risk Management

HSEQ-RG-22 Landside Operations Risk Register

2.3 Incident Reporting and Investigation

8.3 Induction and Orientation Procedure

1. **REFERENCES**

*Rail Safety National Law (Act) 2015*

Rail Safety National Law National Regulations 2015 (WA) – Part 4 Division 1 Safety Management

*Occupational Safety and Health Act 1984*

Mines Safety and Inspection Regulations 1995

ISO 14001 Environmental Management

ISO 9001 Quality Management Systems

AS/NZS 4801 Safety Management Systems

1. **ADMINISTRATION**

**Custodian:** HSEQ Manager,  
 GM Landside Operations

**Approval:** Lindsay Morrison

General Manager Operations

**Date:** 09 March 2018