

UGL REGIONAL LINX



Accessing the Country Regional Network
CRN-PRC-RLS-459032646-213

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Document Control

Version	Date	Description
1.0	27.01.2021	Final Draft – published online
2.0	14.09.2022	Updates post Risk Workshop 14.07.2022 Correct UGLRL links added Tables in appendix removed and new flowchart added to introduction 12 monthly RIC1 Waiver changed to 26 weeks

Abbreviations and Definitions

The following definitions and abbreviations are used throughout this document:

Abbreviations	Definitions
ARTC	Australian Rail Track Corporation
AS	Australian Standard
BSM	Bridge Structure Manager
Construction Work	As defined in the Engineering Standards published in UGL RL External Website
CRN	Country Regional Network
UGLMS	Integrated Management System, a system used by UGL RL to manage the integration of Rail Safety, OHS, Quality, Environment and Engineering management systems
Leased Network	The Interstate and Hunter Valley Rail Network leased by ARTC from Transport for NSW for a period of 60 years
ONRSR	Office of the National Rail Safety Regulator, being the Statutory Regulatory body for the Rail Transport industry
Rail Corridor	As defined in the CRN Network Rules and Procedures. A rail corridor is defined in the CRN Network Rules and Procedures as 'the land on which a railway is built; comprising all property between property fences, or if no fences, everywhere within 15m from the outermost rails.'
Rail Industry Worker (RIW) program	Service provided by Metro Trains Australia (MTA) which provides a single online competency management system for Australian rail workers.' The service includes collecting and verifying individual records, skills sets, training and competencies, and producing, distributing and administering associated competency and access cards.
Rail Safety National Law (NSW)	The Rail Safety National Law (NSW), to which UGL RL is bound to comply for all rail safety elements relating to its obligations as a RIM
Rail Safety Work	See Section 7.1.2
RIM	Rail Infrastructure Manager
SFAIRP	So Far As Is Reasonably Practicable, a measure of the level of risk mitigation required to be demonstrated to comply with legislation
RICI	Rail Industry Corridor Induction
SMS	Safety Management System, a part of the IMS
Third Party Works	Any Third Party that needs to enter the rail corridor for the purpose of inspection or conducting asset maintenance on non-CRN assets and not engaged by UGL RL

1 Reference Documents

The following documents are referenced by or relate to this document:

- CRN Network Rules and Procedures.
- Rail Safety National Law
- WHS Act 2011; an
- WHS Regulations 2017.

2 Purpose

The purpose of this document is to set out the minimum requirements for accessing the Country Regional Network (CRN).

3 Introduction

UGL Regional Linx (UGL RL) is the accredited Rail Infrastructure Manager (RIM) for the CRN. The CRN consists of:

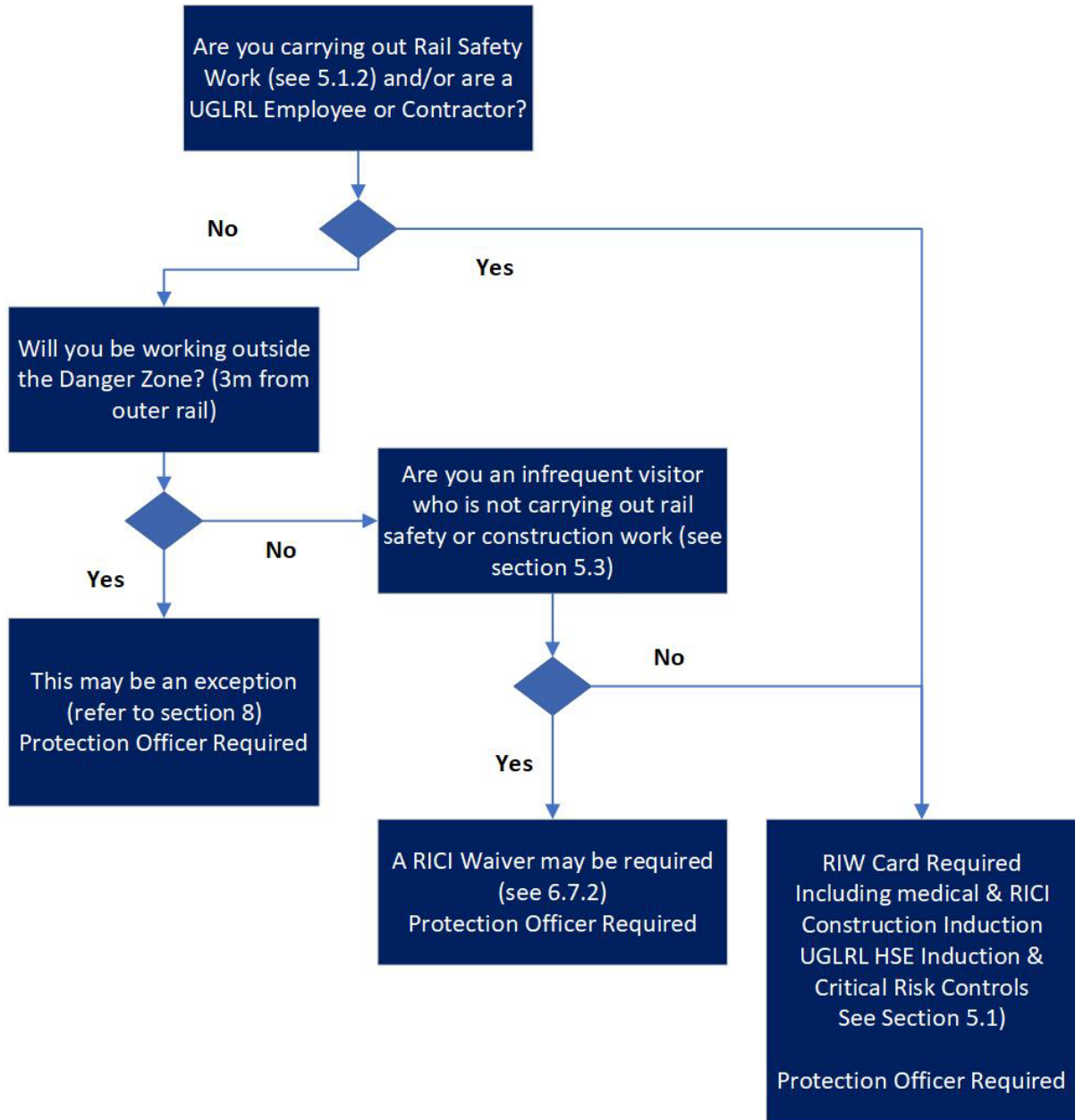
- operational rail corridors;
- non-operational rail corridors;
- land directly adjoining rail corridors and divided by a fence; and
- isolated land lots (land not directly adjoining a CRN rail corridor).

UGL have effective management and control of the CRN and has a responsibility to implement effective control measures to manage those risks that are presented through everyday operations of the CRN.

Note: For the purpose of this document, access requirements for overbridges (road bridges over rail corridors) that traverse the Australian Rail Track Corporation (ARTC) Leased Network in NSW are also included. UGL RL is the Bridge Structure Manager (BSM) for the majority of overbridges on the Leased Network, however ARTC maintains effective control and management of the Leased Network, as the accredited RIM. As such, concurrent approval is required from ARTC to access overbridges on the Leased Network.

Below provided is a flow chart that addresses access requirements for CRN operational rail corridor.

Figure 1: Accessing the CRN Operational Rail Corridor Flowchart



See section 8 for all exception scenarios.

4 Responsibilities

Role	Responsibilities
UGLRL	Ensure the governance and implementation of this procedure Ensure the specific safe working requirements of this procedure are checked for compliance based on audit schedule or program
Protection Officers	Be a competent and qualified Protection officer that enforces the controls set out in this procedure. Check validity of RIW cards of UGLRL employees and contractors on site or RIC1 waivers
Third party organisations	Obtain approval through third party works or a master access deed to carry out works in the corridor and meet all requirements set out in this procedure
Contractors	Adhere to this procedure, and have available your Safe working qualifications including RIW card

5 Types of person requiring access

The following requirements relate only to accessing the CRN. Additional requirements and competencies may be required to complete specific Construction Work and Rail Safety Work. You can find more about these requirements at: <https://www.riw.net.au/> or [UGLRL specific requirements at Rail industry worker competence | UGL Regional Linx](#)

See section 8 for exceptions.

5.1 UGL RL Employees and contractors

The key requirement for accessing the CRN corridor is a Rail Industry Worker identification card (RIW Card) with a completed CRN Operator – On Track role loaded. To obtain these requirements, you will need:

- Rail Medical documentation (Category 1, 2 or 3);
- WHS Construction Industry Induction;
- Rail Industry Induction (TLIF2080/TLIF0020 Safely access the rail corridor, Rail Industry Safety Induction (RISI), National Track Safety Awareness (NTSA) or equivalent);
- CRN Health, Safety & Environment induction; and
- UGLRL Critical Risk Induction

Note: An RIW Card does not permit the cardholder to enter the rail corridor without a qualified and authorised Protection Officer (PO).

The RIW and full induction requirements applies to Frequent Visitors, UGLRL employees, UGLR contractors engaged by UGLRL requiring access to the CRN operational Rail corridor.

5.1.1 Construction work

Construction work is any work carried out in connection with the construction, alteration, conversion, fitting-out, commissioning, renovation, repair, maintenance, refurbishment, demolition, decommissioning or dismantling of a structure, or preparation of a building site. Under the model WHS Act, the term 'demolition' includes 'deconstruction'.

You can access the Construction Work chapter of the Work Health and Safety Regulation 2017 at: <https://www.legislation.nsw.gov.au/#/view/regulation/2017/404/chap6>

5.1.2 Rail Safety Work

As defined in Rail Safety National Law (NSW) No 82a, rail safety work is:

- driving or dispatching rolling stock or any other activity which is capable of controlling or affecting the movement of rolling stock;
 - signalling (and signalling operations), receiving or relaying communications or any other activity which is capable of controlling or affecting the movement of rolling stock;
 - coupling or uncoupling rolling stock;
 - maintaining, repairing, modifying, monitoring, inspecting or testing—
 - rolling stock, including checking that the rolling stock is working properly before being used; or
 - rail infrastructure;
 - installation of components in relation to rolling stock;
 - work on or about rail infrastructure relating to the design, construction, repair, modification, maintenance, monitoring, upgrading, inspection or testing of the rail infrastructure or associated works or equipment, including checking that the rail infrastructure is working properly before being used;
 - installation or maintenance of—
 - a telecommunications system relating to rail infrastructure or used in connection with rail infrastructure; or
 - the means of supplying electricity directly to rail infrastructure, any rolling stock using rail infrastructure or a telecommunications system;
 - work involving certification as to the safety of rail infrastructure or rolling stock or any part or component of rail infrastructure or rolling stock;
 - work involving the decommissioning of rail infrastructure or rolling stock or any part or component of rail infrastructure or rolling stock;
 - work involving the development, management or monitoring of safe working systems for railways;
 - work involving the management or monitoring of passenger safety on, in or at any railway;
- any other work that is prescribed by the national regulations to be rail safety work.

5.2 Frequent Visitors

Individuals who are required to access the rail corridor more than once every 26 weeks and are not carrying out Rail Safety Work or Construction Work are considered to be Frequent Visitors. The same requirements apply to frequent visitors as it does to UGLRL's employees and contractors.

Requirements for Frequent Visitors include a Rail Industry Worker identification card (RIW Card) with a completed CRN Operator – On Track role loaded. To obtain these requirements, you will need:

- Rail Medical documentation (Category 1, 2 or 3);
- WHS Construction Industry Induction;
- Rail Industry Induction (TLIF2080 Safely access the rail corridor, Rail Industry Safety Induction (RISI), National Track Safety Awareness (NTSA) or equivalent);
- CRN Health, Safety & Environment induction; and
- Critical Risk Control Protocols

Note: An RIW Card does not permit the cardholder to enter the rail corridor without a qualified Protection Officer (PO).

5.3 Infrequent Visitors

Individuals who are required to access the rail corridor including danger zone less than once every 26 weeks and are not carrying out Rail Safety Work or Construction Work are considered to be Infrequent Visitors.

Requirements for Infrequent Visitors include:

- Apply for and receive a RIC1 Waiver
- Complete the site induction upon arrival at site; and
- Follow all directions issued by the PO while on site.

6 Competency and Qualifications

6.1 Rail Industry Corridor Induction (RIC1)

A Rail Industry Corridor Induction provides participants with the knowledge, training and skills to effectively work safely in and around the rail corridor. The training details how to take appropriate safety precautions to access the danger zone, access the rail corridor and how to respond appropriately in an emergency.

UGL RL accepts the national unit of competency *TLIF2080 /TLIF 0020 Safely access the rail corridor*, Rail Industry Safety Induction (RISI), National Track Safety Awareness (NTSA) or equivalent when issued by an approved registered training organisation (RTO).

6.2 Rail Industry Worker Program

The Rail Industry Worker (RIW) program provides a single online competency management system for Australian rail workers via MTA (Metro Trains Australia) system. The service includes collecting and verifying individual records, skills sets, training and competencies, and producing, distributing and administering associated competency and access cards (RIW Cards).

For more information on UGLRL RIW specific requirements please visit [Rail industry worker competence | UGL Regional Linx](#)

6.3 Protection Officer Competency

Protection Officers are required to meet the competency requirements of the following applicable CRN Protection Officer roles:

- CRN – Protection Officer 1
- CRN – Protection Officer 2
- CRN – Protection Officer 3
- CRN – Protection Officer 4

Note: Protection Officers must also meet the requirements of the 'CRN Operator – On Track' role.

A verification of competency of these Protection Officer roles is required every 2 years. Verification of competency must be completed by a Registered Training Organisation.

For further information on UGLRL Protection Officer specific requirements please also see [Protection Officer resources | UGL Regional Linx](#)

6.4 Rail Medical

Rail industry workers are required by legislation to undergo a Rail Safety Workers medical assessment to manage potential risks posed by the ill health of Rail Safety Workers.

The National Standard for Health Assessment of Rail Safety Workers underpins a system for monitoring the health of Rail Safety Workers and enables a consistent application of health standards across the Australian rail industry. You can access that national standard here

[National-Standard-for-Health-Assessment-of-Rail-Safety-Workers-2017_1.pdf \(ntc.gov.au\)](#)

There are three different types of health assessment:

- **Category 1:** Applies to rail safety workers who undertake safety critical work and whose ill health may result in sudden incapacity or collapse leading to a serious incident affecting public safety or the rail network.
- **Category 2:** Applies to rail safety workers who undertake safety critical work where sudden incapacity will not impact on the safety of the public or the rail network.
- **Category 3:** Applies to rail safety workers who undertake non-safety critical work and whose health and fitness does not impact directly on the rail network but who are required to protect their own safety and that of other workers.

If you are attending a worksite in the CRN and are under the influence of medication that may affect your fitness for work, you are required to declare the medication to the Site Supervisor / Protection Officer prior to commencement of works.

You can find a list of Authorised Health Professionals at: <https://www.riw.net.au/authorised-health-professionals/>

6.5 Construction Induction (White) Card

To work in the construction industry, you must have a general construction induction card, also known as a White Card. This requirement is relevant whether you are a:

- site manager, supervisor, surveyor, labourer or tradesperson;
- person who accesses operational construction zones (unaccompanied or not directly supervised by an inducted person); or
- worker whose employment causes you to routinely enter operational construction zones.

You can find out how and when to apply for a White Card at:

<https://www.safework.nsw.gov.au/licences-and-registrations/white-cards>

6.6 CRN Health, Safety & Environment Induction

UGL RL's online Health Safety and Environment (HSE) Induction Program ensures that anyone entering the CRN is fully aware of the procedures and legislative requirements that will impact their safety while working within the CRN.

This includes UGLRL's critical risk controls as part of our HSE One Culture. These include:

- Falls and dropped objects
- Operation of Mobile Plant
- Confined space entry
- Excavation and trenching
- Mobile Cranes and Lifting Equipment
- Light and Heavy Vehicle Operations
- Hazardous Energy
- Electrical Work
- Working in the Rail Corridor
- Operation of Rolling Stock

To complete the UGLRL HSE relevant inductions please email

riw.inquiries@uglregionallinx.com.au

6.7 Other Approvals

6.7.1 Property Agreement

For third parties wanting to gain access the CRN, a property agreement (lease or licence) is required prior to and in addition to the requirements as set out in this document.

For more information, please visit: [Third party work enquiries | UGL Regional Linx](#)

6.7.2 RICl Waivers

Infrequent visitors requiring access to the danger zone can apply for a RICl Waiver.

Noting the following restrictions apply to RICl Waivers:

- the individual has not been granted a RICl Waiver in the previous 26 weeks ;
- the RICl Waiver will not be issued for a period of greater than five working days, a safety risk assessment has been completed;
- all necessary safety arrangements will be in place to protect the person when in the Danger Zone ;

- the person will be supervised at all times by a Protection Officer when in the Danger Zone; and
 - the person will wear approved high visibility clothing and other applicable PPE
- the persons is not carrying out any construction activities in the danger zone

7 Protection Officer Requirements

7.1 Operational rail corridors

Any individual requiring access to an operational rail corridor must be in the presence of a suitably qualified Protection Officer.

If Construction Work is required to be undertaken on CRN land directly adjoining an operational rail corridor and divided by a fence, the Construction Work should be undertaken under the supervision of a Protection Officer, unless:

1. the Construction Work has been assessed by a Protection Officer and deemed not to have any potential to affect the operational rail corridor; or
2. advised otherwise via the Third Party Works application process.

Examples of Construction Work on land directly adjoining an operational rail corridor that may require a Protection Officer include:

- Excavation works;
- Use of cranes; or
- Frequent use of a level crossing to access the site.

Note: If you are unsure whether the land you need to enter is operational or non operational, please contact enquiries@uglregionallinx.com.au

7.2 Non Operational Corridors

A Protection Officer is not required for entering a non-operational rail corridor, unless the access is within 500m of an interface with an operational rail corridor.

Note: This does not include lines booked out under an Infrastructure Booking Authority.

Note: A Protection Officer is required for any access to a site via access roads that run parallel to an operational rail corridor.

There are some occasions where there may be rail traffic on a non-operational corridor. Due to this, third parties need confirmation from UGLRL Safe work business partner or UGLRL Network Control in writing that there is no future planned rail traffic.

7.3 Isolated land lots

A Protection Officer is not required for entering an isolated land lot, that is, land not directly adjoining an operational UGL RL or ARTC rail corridor.

Note: An isolated land lot is not land adjoining a rail corridor that is divided by a fence.

7.4 ARTC Leased Network Interfaces

Requirements for a Protection Officer (referenced as a Competent Rail Safety Worker) are set out in the ARTC Protocol for Entering the ARTC Rail Corridor (RLS-PR-003).

8 Exceptions

There are occasions where persons may need to access the Rail Corridor for purposes of performing certain rare, emergency or other non-rail safety work activities in the Rail Corridor. UGLRL and external parties must implement the appropriate controls as stated in the table below unless stipulated otherwise in executed master access deeds or third party works licenses.

The exception must be confirmed in writing via email from a UGLRL HSE team member.

Example situations	Requirements and Controls
1 Emergency services attending to an emergency event (e.g. fire, foot pursuit by Police, injured person or animal etc.)	<ul style="list-style-type: none"> • Need for access in the Corridor is recognised as an emergency by Network Control. • Network Control to ensure that rail traffic has been STOPPED and the portion of line has blocking facilities/commands applied.
2 Delivery of material in rail corridor	<ul style="list-style-type: none"> • Constant worksite protection by an appropriately qualified PO • Appropriate PPE advised by UGLRL safety personnel • SWMS, Risk assessment or equivalent to be provided noting no potential for the delivery vehicle or material to encroach the danger zone
3. Road Maintenance works carried out at Level Crossings e.g. councils and its subcontractors	<ul style="list-style-type: none"> • Where practicable, councils and UGLRL to work together on planning level crossing maintenance activities • Signed RRIA in place as well as Master Access Deed or Third Party Works approval • Local UGLRL maintenance depot notified in advance by council • Constant worksite protection by an appropriately qualified PO • Appropriate PPE advised by UGLRL safety personnel
4. External Parties requiring access to the Rail Corridor but Not in the Danger Zone, e.g., councils and service providers.	<ul style="list-style-type: none"> • Signed RRIA in place as well as Master Access Deed or Third Party Works approval • SWMS completed confirming no potential to encroach the Danger Zone • Constant worksite protection by an appropriately qualified PO • Appropriate PPE advised by UGLRL safety personnel • Any changes to the work scope or location stopped and reassessed

8.1 Rail Traffic Crew

The competency requirements and qualifications set out for rail safety crew in safety interface agreements, access agreements and rail safety accreditation shall take precedent over this procedure.

8.2 Non-Operational Corridors

There are no rail safety working requirements for non-operational corridors more than 500 meters from an operational corridor. This includes the requirements for a RIW card or rail specific PPE. However, the following access requirements apply:

- Signed RRIA in place with respective council
- Master Access Deed or Third-Party Works approval for the activities on TAHE CRN Land
- White card for any construction work activities
- Appropriate PPE specific to the task
- Safety risk assessment completed by company that identifies the risks and controls associated with the built rail environment e.g., slip and trip on rail

9 PPE Requirements

The minimum PPE clothing requirements for entering the operational rail corridor are:

- High visibility clothing or high visibility vest - see Figure 2 (with cross pattern on back);
- Ankle high boots (steel capped);
- Long trousers;
- Long sleeve shirts;
- Head protection (hard hat);
- Gloves and clip to be available, and
- Eye protection

Note: The wearing of red or green clothing is prohibited in CRN operational rail corridors.

Note: Any third party accessing or performing works on non-operational corridors or isolated lots are permitted to wear their company issued high visibility safety clothing, provided they do not remain in the non-operational corridor within 500m of an operational corridor. When required to enter operational rail corridors, UGL RL clothing and PPE requirements must be applied.

Additional clothing and personnel protective equipment (PPE) should be determined during work planning and risk assessment processes.



Figure 2: High visibility clothing (left) and high visibility vest (right)

10 Reporting Unsafe Situations in the Rail Corridor

If you identify unsafe or unusual situations in the rail corridor or to the infrastructure, or environment, immediately report the situation to the Protection Officer followed by your UGL RL representative. If the unsafe situation presents a risk to the safety of railway operations or the network, the Protection Officer will immediately report the situation to the Network Control Officer. The Protection Officer, in consultation with the Network Control Officer, will arrange for the site to be protected.

Any unsafe situation or unusual situation that occurs on non-operational corridors, isolated land lots or on bridges over the ARTC Leased Network, should the incident present a safety risk to the network, be reported to Network Control. If the incident is not presenting a safety risk.