

Accessing the Country Regional Network

Appendix

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Accessing the Country Regional Network

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2 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 JHR External Website
CRN	Country Regional Network
IMS	Integrated Management System, a system used by JHR 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
EBR	Enterprise Barrier Register the preferred register of risks and controls at the organisational level
Rail Corridor	As defined in the CRN Network Rules and Procedures
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 including 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 JHR is bound to comply for all rail safety elements relating to its obligations as a RIM
Rail Safety (Adoption of National Law) Regulation 2012	The Rail Safety (Adoption of National Law) Regulation 2012, to which JHR is bound to comply for all elements of its rail SMS as a RIM
Rail Safety National Law National Regulations 2012	The Rail Safety National Law National Regulations 2012, to which JHR is bound to comply for all elements of its rail SMS as a RIM
Rail Safety National Law Act (ACT) 2014	The Rail Safety National Law (NSW), to which JHR is bound to comply for all rail safety elements relating to its obligations as a RIM, This Act, s 6 applies the Rail Safety National Law set out in the Rail Safety National Law (South Australia) Act 2012
Rail Safety National Law (ACT) Regulation 2014	The Rail Safety National Law National Regulations 2012, to which JHR is bound to comply for all elements of its rail SMS as a RIM
Rail Safety Work	See Section 13
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
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-JHR assets and not engaged by JHR

3 Reference Documents

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

- CRN Network Rules and Procedures;
- Rail Safety National Law (NSW) No 82a;
- Rail Safety (Adoption of National Law) Regulation 2012;
- Rail Safety National Law Regulations 2012;
- Rail Safety National Law Act (ACT) 2014;
- Rail Safety National Law (ACT) Regulation 2014;
- WHS Act 2011; and
- WHS Regulations 2017.

4 Purpose

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

5 Introduction

JHR 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).

JHR has 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. JHR 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.

6 Competency, qualification and approval requirements

6.1 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, please visit <https://www.riw.net.au/about-us/#about-the-riw-program>

6.2 Safeworking Requirements

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 more information, please visit <http://www.jhrcrn.com.au/our-approach/safety/rail-industry-worker-competence/>

6.3 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.

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 advise the Site Supervisor / Protection Officer.

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

6.4 Construction induction (white card)

To work in the construction industry, you must have an 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 to apply for a White Card at: <https://www.safework.nsw.gov.au/licences-and-registrations/white-cards>

6.5 Rail Industry Induction

The Rail Industry 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.

JHR accepts the national unit of competency *TLIF2080 Safely access the rail corridor*, Rail Industry Safety Induction (RISI), National Track Safety Awareness (NTSA) or equivalent.

6.6 CRN Health, Safety & Environment induction

JHR'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.

The John Holland Global Mandatory Requirements 1 -10 (GMRs) for safety and environment outline the control strategies and minimum standards for the key risks from a consistent set of high risk activities that have the potential to cause harm:

1. Traffic, Plant and People
2. Excavation and Trenching
3. Lifting Operations
4. Electrical Safety
5. Working at Height
6. Wellbeing
7. Temporary Works
8. Isolation
9. Environmental Management
10. Work on Rail

You can access the online HSE and GMR 1 -10 induction at: <http://www.jhrcrn.com.au/our-approach/safety/safety-environment-induction/>

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, in addition to the requirements as set out in this document.

For more information, please visit: <http://www.jhrcrn.com.au/what-we-do/property-services/about-property-services/>

6.7.2 RICl Waivers

Individuals performing Rail Safety Work who do not hold current corridor access authorisation and who are required to enter an operational rail corridor no more than once every year, must obtain approval from the CRN Risk and Compliance Manager or Delegate, by applying for a RICl Exemption (an exemption for the requirement to hold a Rail Industry Induction).

Noting the following restrictions apply to RICl Waivers:

- the individual has not been granted a RICI Waiver in the previous 12 calendar months;
- the RICI Waiver will not be issued for a period of greater than five working days;
- a safety assessment has been done;
- 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 when in the Danger Zone; and
- the person will wear approved high visibility clothing and other applicable PPE.

The Application for RICI Waiver Form CNRF 019 is located at: <http://www.jhrcrn.com.au/what-we-do/network-operations-access/printable-network-forms/>.

RICI Waivers may not need to be issued if the person is not undertaking rail safety work and if the person is under the direct and constant supervision of a competent and qualified JHR person (e.g. PO).

7 Requirement for a Protection Officer

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, 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.'*

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; and
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 crn.enquiry@jhg.com.au.

7.2 Non operational rail 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.

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 JHR 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 \(RLS-PR-003\)](#).

7.5 Use of Nintex Mobile Application

Protection Officers or the JHR Supervisors are to submit electronically all photographed Safeworking documentation via the Nintex Application prior to demobilising from site.

You can access the online Nintex Mobile Application instruction at <http://www.jhrcrn.com.au/our-approach/safety/about-safety/>

8 Fitness for work requirements

All persons entering the rail corridor are required to:

- Present themselves fit for work with a level of alertness that enables them to perform their role and responsibilities safely and diligently;
- Manage their rest sufficiently to minimise the risks of fatigue-related incidents;
- Inform their supervisor / manager if they have not obtained sufficient sleep; and
- Remain sufficiently hydrated whilst on site.

Persons working in the rail corridor are to maintain an adequate level of hydration to manage the effects of the physical environment and minimise the onset of fatigue in high heat situations.

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 advise the Site Supervisor / Protection Officer.

JHR is committed to providing a workplace free of the effects of drugs and alcohol. JHR will perform drug and alcohol tests under four conditions, which are:

- Conditions of employment testing (pre-employment or change in Rail Safety Worker classification);
- For cause or targeted testing;
- Post incident testing; and
- Random testing.

Additional information is located in the [CRN Drug and Alcohol Program](#) and is available upon request.

Note: Rail Transport Operators are required to test their employees under the conditions of their own drug and alcohol testing procedures unless under other agreed arrangements between the operator and JHR.

All other persons entering the corridor for the purpose of rail related work will be subject to the JHR drug and alcohol program (including third party Protection Officers).

JHR's testing methodology and urine concentration levels for drugs derive from AS/NZS 4308:2008. Further information relating to cut-off levels is located in the [CRN Drug and Alcohol Program](#) and is available upon request.

JHR will not tolerate persons who present themselves for either rail safety work or other duties that are either impaired or affected by drugs and or alcohol.

In the event that impairment has been identified or detected, that person is to be removed from the JHR workplace until their fitness for work can be ascertained.

9 Clothing and PPE requirements

The minimum clothing requirements for entering all types of CRN land are:

- High visibility clothing or high visibility vest - see Figure 1 (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, JHR 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 1 - High visibility clothing (left) and high visibility vest (right)

10 Types of access

10.1 Rail Safety Work

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

- driving or despatching 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—
 - o rolling stock, including checking that the rolling stock is working properly before being used; or
 - o 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.

10.2 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>

10.3 Non Rail Safety or Construction Work related access

Any access to the CRN that is not for the purpose of carrying out work e.g. community activities.

11 Types of person requiring access

Note: 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.riv.net.au/>

11.1 JHR employees and contractors

Access undertaken by JHR employees, subcontractors or Principal Contractors engaged by JHR to perform Construction Work or Rail Safety Work.

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
- Global Mandatory Requirements 1 - 10 (GMRs).

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

11.2 Frequent Visitors

Individuals who are required to access the rail corridor more than once every 60 days and are not carrying out Rail Safety Work or Construction Work are considered to be Frequent Visitors.

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
- Global Mandatory Requirements 1 - 10 (GMRs).

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

11.3 Infrequent Visitors

Individuals who are required to access the rail corridor less than once every 60 days and are not carrying out Rail Safety Work or Construction Work are considered to be Infrequent Visitors.

Requirements for Infrequent Visitors include:

- Complete the site induction upon arrival at site; and
- Follow all directions issued by the Site Supervisor and/or PO while on site.

11.4 Emergency Services and Specialist Agencies

Access relating to emergency services as part of an emergency incident response, or external government agencies who:

1. have powers under legislation to attend incident or investigation sites; or
2. are exercising their rights under the relevant legislation to undertake regulatory activities.

Examples include but are not limited to:

- Police
- Rural Fire Service
- Ambulance
- Office of the National Rail Safety Regulator (ONRSR)
- Australian Transport Safety Bureau (ATSB)
- NSW Office of Transport Safety Investigations (OTSI)
- Comcare
- WorkCover NSW
- NSW Environment Protection Authority (EPA)

Requirements for Emergency Services and Specialist Agencies include:

1. Immediate notification of emergency and/or incident to JHR Network Management Centre; and
2. If a Protection Officer is not onsite, confirmation that emergency blocking facilities have been applied by the JHR Network Management Centre.

11.5 Third party organisations

Third party organisations are entities or individuals who require short or long term access to the CRN. Types of this access include (but are not limited to):

- installing infrastructure third party owned and maintained infrastructure e.g. utility services; or
- carrying out an activity e.g. survey, geotechnical investigations; or
- undertaking business activities in a CRN building e.g. café in a station building; or

- carrying out loading operations e.g. containerised or bulk freight loading activities; or
- undertaking maintenance at road rail interfaces (bridges and level crossings).

Third party organisations can apply to access the corridor by contacting CRN.3rdpartyworks@jhq.com.au.

12 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 JHR 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, the incident should be reported to your immediate Supervisor.

13 Exemption from holding an RIW Card

A RIW card is not required under the following conditions:

- External third parties who require access to the rail corridor;
- External government agencies who have powers under legislation to attend work and incident sites;
- Persons, third parties or contractors working on non - operational corridors where no potential to impact on operational lines exists.

Note: Third parties required to access the Rail Corridor must have a Protection Officer.

Appendix A Operational Rail Corridor Access Requirement

Requirements	JHR Employees and Contractors	Frequent Visitors	Infrequent Visitors	Emergency Services Access	Third Party Organisations (including TfNSW Projects)
Protection Officer required?	Yes	Yes	Yes	No	Yes
JHR Network Management Centre emergency controls applied?	No	No	No	Yes	No
Property Agreement Required?	No	No	No	No	Yes
Rail Industry Worker identification card	Yes	Yes	No	No	Yes - Protection Officer only
Rail Medical (Category 1-3 as specified in section 6.2)	Yes	Yes	No	No	Yes - Protection Officer only
Construction induction WHS card (white card)	Yes	Yes	Only if performing Construction Work, otherwise no, under the supervision of an inducted Protection Officer	No	Yes, noting: Protection Officer must; and all employees and contractors if performing Construction Work ¹
Rail industry induction	Yes	Yes	No - but Waiver required	No	Yes - only Protection Officer
CRN Health, Safety & Environment induction	Yes	Yes	No	No	Yes
Global Mandatory Requirements (GMRs)	Yes	Yes	Only JHR employees or subcontractors	No	No

¹ as defined in Work Health and Safety Regulation 2011, section 289 Meaning of "construction work"

Appendix B Non-operational Rail Corridor Access Requirement

Requirements	JHR Employees and Contractors	Frequent Visitors	Infrequent Visitors	Emergency Services Access	Third Party Organisations (including TfNSW Projects)
Protection Officer required?	No	No	No	No	No
JHR Network Management Centre emergency controls applied?	No	No	No	No	No
Property Agreement Required?	No	No	No	No	Yes
Rail Industry Worker identification card	Yes	Yes	No	No	No
Rail Medical (Category 1-3 as specified in section 6.2)	Yes	Yes	No	No	No
Construction induction WHS card (white card)	Yes	Yes	No	No	Yes, all employees and contractors only if performing Construction Work ²
Rail industry induction	Yes	Yes	No	No	No
CRN Health, Safety & Environment induction	Yes	Yes	No	No	Yes
Global Mandatory Requirements (GMRs)	Yes	Yes	Only JHR employees or subcontractors	No	No

² as defined in Work Health and Safety Regulation 2011, section 289 *Meaning of "construction work"*

Appendix C Isolated lots Access Requirement

Requirements	JHR Employees and Contractors	Frequent Visitors	Infrequent Visitors	Emergency Services Access	Third Party Organisations (including TfNSW Projects)
Protection Officer required?	No	No	No	No	No
Property Agreement Required?	No	No	No	No	Yes
Rail Industry Worker identification card	Yes	Yes	No	No	No
Rail Medical (Category 1-3 as specified in section 6.2)	Yes	Yes	No	No	No
Construction induction WHS card (white card)	Yes	Yes	No	No	Yes, all employees and contractors only if performing Construction Work ³
Rail industry induction	Yes	Yes	No	No	No
CRN Health, Safety & Environment induction	Yes	Yes	No	No	Yes
Global Mandatory Requirements (GMRs)	Yes	Yes	Only JHR employees or subcontractors	No	No
JHR Network Management Centre emergency controls applied?	No	No	No	No	No

³ as defined in Work Health and Safety Regulation 2011, section 289 *Meaning of "construction work"*

Appendix D ARTC Access Requirement

Requirements	JHR Employees and Contractors	Frequent Visitors	Infrequent Visitors	Emergency Services Access	Third Party Organisations (including TfNSW Projects)
Protection Officer required?	Yes – including ARTC PO roles	Yes – including ARTC PO roles	Yes – including ARTC PO roles	Access approval must be sought from ARTC	Yes – including ARTC PO roles
Property Agreement Required?	Yes - Lessor Works Notice	Yes - Lessor Works Notice	Yes - Lessor Works Notice		Yes, from JHR and ARTC (unless otherwise specified by ARTC)
Rail Industry Worker identification card	Yes	Yes	No		As per ARTC's requirements
Rail Medical (Category 1-3 as specified in section 6.2)	Yes	Yes	No		As per ARTC's requirements
Construction induction WHS card (white card)	Yes	Yes	No		As per ARTC's requirements
Rail industry induction	Yes	Yes	As per ARTC's requirements		As per ARTC's requirements
CRN Health, Safety & Environment induction	Yes	Yes	No		Yes
Global Mandatory Requirements (GMRs)	Yes	Yes	Only JHR employees or subcontractors		No
JHR Network Management Centre emergency controls applied?	No	No	No	No	

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