



## GERT8000-HB9 Rule Book

# Handbook 9

IWA or COSS setting up  
safe systems of work  
within possessions

Issue 7



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# 1 Definitions

## Possession

A running line is under possession when arrangements have been made to block the line and engineering trains or on-track plant (OTP) may be used.

A possession on a running line will be under the control of a person in charge of the possession (PICOP).

The PICOP is responsible for authorising the movement of engineering trains or OTP anywhere within the possession other than a work site.

A possession may also be arranged for a siding or group of sidings. This type of possession will be under the control of a person in charge of the siding possession (PICOS).

## Work site

A work site is the portion of line within a possession of a running line where work will take place and usually has a work-site marker board at each end.

Each work site is under the control of an engineering supervisor (ES) or safe work leader (SWL). The ES or SWL is responsible for authorising the movement of engineering trains or OTP entering or within the work site.

The ES or SWL is also responsible for authorising every IWA or COSS to set up their safe system of work within the work site.

## 2 General

Before you, or you and your group, carry out any work within a possession you must first set up a safe system of work as shown in this handbook.

## 3 Working within a work site

### 3.1 Agreeing the site of work with the ES or SWL

Before starting work or allowing work to start in a work site, you must agree with the ES or SWL:

- the limits of your site of work
- the nature of the work
- the safe system of work you will use.

You must receive a work-site briefing from the ES or SWL and then sign the work-site certificate (RT3199).

### 3.2 Agreeing the arrangements before the work site is granted

**Note:** this arrangement is only permitted where it has been planned and published in advance and you and the ES or SWL are aware of what is to happen.

You may reach the agreement with the ES or SWL, receive the work-site briefing and sign the RT3199 form, as shown in section 3.1, before the work site is granted.

You must not allow work to start until the ES or SWL has told you that the work site has been granted and has given you an authority number.

You must record the authority number.

### **3.3 Safe system of work where all lines are blocked (safeguarded)**

Before you can treat your safe system of work as safeguarded, you must agree with the ES or SWL that:

- there will be no train or OTP movements at your site of work, or
- if there are train or OTP movements at your site of work, they will be made at no greater than 5 mph (10 km/h).

You must make sure that any other line at your site of work that is not inside the work site is blocked as shown in section 3.2 of handbook 6 or 3.3 of handbook 7.

### **3.4 Safe system of work using a safety barrier (fenced)**

Before you can treat your safe system of work as fenced, there must be a safety barrier as described in section 2.3 of handbook 6 or section 4.5 of handbook 7 between your site of work and any open line.

You must also:

- reach a clear understanding with the ES or SWL that there will be no train or OTP movements at your site of work, or
- if there are train or OTP movements at your site of work, they will be made at no greater than 5 mph (10 km/h).

### **3.5 Safe system of work (separated)**

Before you can treat your safe system of work as separated, you must carry out the instructions shown in section 4.6 of handbook 7 for any adjacent open line.

You must also:

- reach a clear understanding with the ES or SWL that there will be no train or OTP movements at your site of work, or
- if there are train or OTP movements at your site of work, they will be made at no greater than 5 mph (10 km/h).

A person acting as an IWA cannot use a site warden as part of this safe system of work.

### **3.6 Safe system of work using equipment warning**

You can use equipment warning for the lines open to traffic as long as it will provide an adequate warning of each train approaching on the line or lines concerned.

This safe system of work must not be used on any line within the work site.

### **3.7 Safe system of work using lookouts (lookout warning)**

You may use lookout warning as described in handbook 7 for any line within the work site.

During daylight, you may use a maximum speed of 25 mph (40 km/h) for the lines within the work site. However, you must provide lookout protection in all directions.

A person acting as an IWA cannot use this safe system of work.

During darkness, poor visibility, or when in or near a tunnel, you may only use lookout warning if all the following conditions apply.

- The ES or SWL agrees that all movements within the work site will be made at no more than 20 mph (30 km/h).
- The maximum speed of trains on any open line is no greater than 20 mph (30 km/h).
- Only site lookouts are needed to achieve the sighting distance.

A person acting as an IWA cannot use this safe system of work.



### **3.8 When your safe system of work includes movements at no greater than 5 mph (10 km/h)**

If you have agreed with the ES or SWL that movements will be made at no greater than 5 mph (10 km/h), you must make sure you, and your group if you have one, are in a safe position before any movement passes through your site of work.

### **3.9 When protection from the ES or SWL is no longer needed**

When you, and your group if you have one, are no longer on or near the line, or you are sure the work may safely continue without the protection provided by the ES or SWL, you must tell the ES or SWL and sign the RT3199 form.

### **3.10 When protection is no longer needed and the ES or SWL is to be advised by telephone**

**Note:** this arrangement is only permitted where it has been planned and published in advance and you and the ES or SWL are aware of what is to happen.

When you, and your group if you have one, are no longer on or near the line, or you are sure the work may safely continue without the protection provided by the ES or SWL, you must tell the ES or SWL that you no longer need protection, stating:

- your name
- the location of your work
- your authority number.

## **4 Working outside a work site**

### **4.1 Protection arrangements**

If your site of work is to be within a possession but outside a work site, you cannot treat your safe system of work as safeguarded.

You cannot treat your safe system of work as fenced or site-warden protected if this would involve the movement of trains or OTP to be stopped on any line that is under possession.

### **4.2 Working with the PICOP's authority**

This safe system of work can only be used if it has been planned and the PICOP is aware of what is to happen.

Before you allow work to start, you must contact the PICOP and agree:

- the lines under possession
- the limits of the area under the control of the PICOP
- the line you want to work on
- the time the possession is to be given up.

You must then ask for permission from the PICOP to use the possession arrangements to provide a speed restriction of 25 mph (40 km/h).

If you are a COSS and the PICOP agrees that you may use the possession arrangements, you must record this on the safe-work briefing form (RT9909).

If you are a COSS, as long as you are sure the agreed arrangements will provide enough warning time, you must set up warning arrangements using a maximum speed of 25 mph (40 km/h) in both directions for the lines under possession only.

If you are an IWA, you must be able to look up often enough in both directions to see any train approaching.

You must make sure your work is completed before the time the possession is to be given up.

When the work is completed, you must tell the PICOP that you no longer need to use the possession arrangements. If you are a COSS, you must record this on the safe-work briefing form.

You cannot use this safe system of work during darkness, poor visibility or when in or near a tunnel.

### **4.3 Working without the PICOP's authority**

If you are to work within a possession but without the PICOP's authority, you must not rely on the possession arrangements for your protection.

You must set up suitable warning arrangements using the maximum speed. You must be aware that trains can approach in either direction on all lines that are under possession.

## **5 Working in a siding**

If it is necessary to block one or more sidings for the work to take place, you must not allow that work to start until the PICOS has given you permission to do so.

If you are competent to do so, you may be the PICOS.

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## Notes





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