

## 1 Purpose

This Safe Work Instruction details the steps required for trains to access the Mid West Ports Authority (**MWPA**) train unloader at the MWPA Rail Terminal.

## 2 Scope

This Safe Work Instruction outlines the operation and maintenance aspects of the MWPA Train unloader, inclusive of all associated infrastructure and equipment within the train unloader when accessing the MWPA Rail Terminal.

This document applies to the MWPA train unloader shed. It does not apply to the Karara Mining Ltd Dual Wagon Tipper or CBH unloader shed.

The MWPA train unloader shed is open at both ends with one rail line running through the centre. This rail line and the train unloader shed are used solely for the unloading of iron ore.

At each end of the shed is a green and red indicator light (signal) and an entry gate displaying a stop sign when closed.

Photo 1

MWPA train unloader shed showing gates in closed position and signal light indicator.



## 3 Process for Access

The default indication aspect of the signal lights is red.

Trains cannot enter the MWPA train unloader shed unless the signal is displaying a green aspect and the gates are opened. Only the Rail Terminal Coordinator or their delegate is authorised to change the signal to green and open the gates.

The Rail Terminal Coordinator is to confirm that no maintenance activities are occurring on site and the train unloader is clear of workers and ready for use. This can be confirmed by checking with the Duty Operations Supervisor that there are no current isolations in place and/or Train Unloader Maintenance Handover Forms outstanding.

The gates can then be opened. This action of opening the gates will change the signal aspect to green. That is Gates open = Green Light, Gates closed = Red Light when in auto.

Once the train has completed unloading and cleared the area, the gates must then be closed and locked by the Duty Rail Terminal Coordinator or their delegate who will record this event on the Train Log Sheet. When the gates are closed, the signal will change to a red aspect.

If an operator, maintenance person, or other authorised person has a need to isolate the area with no trains present, the signal must display a red aspect and all personnel entering the area must contact the Rail Terminal Coordinator for permission to enter, then lock-out on the signal switch or the group isolation lock-box with a personal lock and a personal danger tag stating their name, contact details, and a description of works being undertaken. Whenever major works are being conducted in the train unloader shed and/or vault, a Train Unloader Maintenance Handover Form must be used. These works would include the following type of work.

- Any scheduled maintenance shutdown work.
- Any breakdown work.
- Any work that will directly impact on train running times.
- Any work that would directly impact on discharging rail wagons.

Once work is complete and isolation locks have been removed, inform Rail Terminal Coordinator of works complete and area is now clear.

Should an inspection of the train unloader and/or vault be required, the persons requiring access must obtain permission from the Rail Terminal Coordinator prior to entry and then to inform the Rail Terminal Coordinator that inspection is complete and that they are clear of the train unloader and/or vault.

## Photo 2

Red and Green light panel located inside the MWPA train unloader shed underneath the operations panel. The Signal Switch has the capability of being able to be locked and a tag attached.



### Photo 3

Proximity switch on the gate that activates the Red and Green Lights when in auto.



## 4 Associated Documents

### Document Title

Train Unloader Maintenance Handover Form

Train Unloader Vault Access Safe Work Instruction

**Location** – Mid West Ports Intranet – [Document Centre](#)

## 5 Monitoring, Evaluation and Review

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

Minor updates made within this five 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**.

## 6 Administration

Document Custodian: Rail Operations Supervisor  
 Document Approver: Operations Superintendent  
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