

Safe Work Instruction

Lookout Working Worksite Protection for Lithgow Yard Box routine network maintenance activities



DOCUMENT NO.	D2022/2823
WORK DESCRIPTION	Routine network maintenance activities
WPP Number	WT3B 10178
SCOPE:	<p>This SWI is applicable for the worksite protection arrangements using lookout working concerning routine network maintenance, defect management and repair of assets within the limits specified below and in the attached plan.</p> <p>Work activities include:</p> <ul style="list-style-type: none"> Routine preventative and corrective work such as inspections and maintenance as appropriate for the type of protection being applied as part of this plan.
AUTHORISATIONS:	<p>Protection Officer: Protection Officer Level 1 or higher</p> <p>Lookout: Handsignaller Level 1 or higher, Protection Officer Level 1 or higher.</p>
SAFETY CONTROLS – Lookout Working arrangements:	<p>The nominated worksite location for Lookout Working includes the Up Main West line, Down Main West line, Browns No 1 Siding, No 1 Dock Siding, Departure Road between 96.2 Signal to 7A/4/7B Signal / End of Terminal line.</p> <p>The nominated worksite location for Lookout Working is a moving worksite, where workers are working along the track within the limits of the nominated worksite location up to the where the Lookout is established.</p> <p>As work moves along the track, the Protection Officer must assess the new location and:</p> <ul style="list-style-type: none"> Establish and/or re-establish Lookouts as required to watch for approaching rail traffic from all entry points Designate and instruct which safe places the workers are to use as the work is completed along the work route within the worksite limits.
PRESTART REQUIREMENTS:	<p>Protection Officer assessment checklist must be completed before instructions in this SWI are followed.</p> <p>Tools and equipment required:</p> <ul style="list-style-type: none"> Protection Officer requires a phone to contact the Signaller. Lookouts require a high-visibility arm sleeve and a whistle / horn.
FURTHER INFORMATION:	<p><i>NWT 300 Planning work in the Rail Corridor</i></p> <p><i>NWT 310 Lookout Working</i></p> <p><i>NPR 711 Using Lookouts</i></p> <p><i>NPR 751 Calculating Minimum Warning Time</i></p> <p><i>NGE 200 Walking in the Danger Zone</i></p> <p><i>NLA 218 Lithgow</i></p> <p><i>Lookout Working Prohibited Locations Register</i></p>

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Protection Officer assessment checklist

Protection Officer's name:

Yes
(Tick if Yes)

This document has not expired 12 months beyond the issue date.

SWI details and protection arrangements have been reviewed and validated for the assessed worksite location, including:

- On-site safety assessment has been completed for relevancy of works being undertaken
- The required protection details, environment and tasks are unchanged from the details of this SWI

The Protection Officer and Qualified Workers deploying qualifications are current and have practiced in the last 6 months. If not practiced, then a Rail Safety Coach must be contacted for guidance.

Corridor Safety Number

Protection Officer Signature

Date

Warning



If an above item does not apply, the Protection Officer must not use this Safe Work Instruction. A new worksite protection plan must be completed in accordance with NRF 014 Worksite Protection Pre-work briefing and NRF 015 Worksite Protection Plan.

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Worksite Protection Pre-work Briefing

Briefing date: / /

Protection Officer details

name signature contact No.

Work location:

Scope of work:

Worksite protection: Refer to Worksite Protection Plan for details

Hazards (e.g. Site specific hazards identified, including physical environment, human errors, plant and equipment)	Controls (to be implemented to eliminate or reduce the risk to the lowest practicable level)	Person responsible for Control
Approaching rail traffic	Lookouts must be trained and competent to perform lookout duties. Lookouts must be rotated if performing lookout for extended periods of time Workers to remain within worksite limits as set out in this procedure. Lookouts must be placed as per protection plan Workers are to stop work and move to a safe place immediately on being warned by the lookouts	Protection Officer and Lookout
Adjacent live lines	Lookouts must provide warning when rail traffic is approaching from the adjacent line in either direction.	Protection Officer and Lookout
Two-way running / multiple entry points into worksite	One Lookout placed watching each direction before work starts. Lookouts are to warn workers of approaching rail traffic, including rail traffic entering or travelling within the worksite. Workers are to stop work and move to a safe place.	Protection Officer and Lookout
Obstruction to Minimum Sighting Distance	Lookouts must provide warning to the workers whenever their line of sight is obstructed by passing rail traffic. Workers must stop work and move to a safe place and reassess positioning and method	Protection Officer and Lookout
Adjoining/Surrounding Worksites	Lookouts must have two independent audible warning devices that can be heard by workers over any noise generated by adjoining/surrounding worksites. Lookouts are to provide warning if their line of sight is obstructed by adjoining/surrounding worksites.	Protection Officer and Lookout
Access to / Egress from worksite	Access and egress points must be agreed prior to entering the danger zone, consideration should be given to ease of access and safest possible entry and exit points.	All
Slips, trips, falls and hazards carrying equipment	Protection Officer will assess and instruct when it is safe for workers to use <i>NGE 200 Walking in the Danger Zone</i> to move to the worksite or safe place.	
Mobile phone distraction	Mobile phones use is not permitted in the danger zone unless being used by maintenance staff for critical maintenance communications or recording of defects.	All
Points Cables	PO to make Lookouts and workers aware of the trip hazard of points cables when placing lookouts. All Lookouts and workers to remain clear of points cables.	Protection Officer and Lookout/All

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Workplace Supervisor details

<input type="text" value="name"/>		<input type="text" value="contact No."/>	
Emergency assembly point:	Nearest access gate	SWMS/SWI Ref #:	<input type="text"/>
First aid kit location:	Vehicle	First aider:	<input type="text"/>

Workplace Supervisor acknowledgement

The Workplace Supervisor acknowledges that all identified WHS and rail safety hazards have the appropriate controls in place to manage and/or eliminate the hazards.

Yes ☐

Participant Acknowledgement

NOTE: Recipients of the briefing are to question the Briefer if they don't understand any part of this briefing.

All workers listed below acknowledge that they:

- | | |
|---|---|
| 1. have been inducted to the site | 6. have been briefed on the contents of the Worksite Protection Plan |
| 2. are free from alcohol and drugs | 7. have been shown the Worksite Protection Plan diagram |
| 3. are free from the effects of fatigue | 8. understand the kinds and limits of worksite protection in place |
| 4. hold the applicable and current Rail Safety Worker Authorisation, trade licence and/or induction record e.g. Construction Industry Induction | 9. have been briefed about any new hazards and controls identified during the final site inspection (<i>final site inspection must be conducted immediately before commencing work</i>) |
| 5. must wear the appropriate Personal Protective Equipment (PPE) | |

Mark each check box below with a tick ☒ if the item applies or a cross ☒ if the item does not apply.

- | | |
|---|---|
| <input type="checkbox"/> have been informed of the requirements of the electrical permit (if required) | <input type="checkbox"/> have been made aware of any hazardous materials/substances on site |
| <input type="checkbox"/> have been briefed on the SWMS/SWIs/documentated safe work practice for the job | <input type="checkbox"/> have been briefed on Safety Data Sheets (SDS) |
| <input type="checkbox"/> have been instructed in the controls recorded in this document and SWMS/SWIs | <input type="checkbox"/> have been briefed on the WHS Management plan |
| | <input type="checkbox"/> have been briefed on the hazards of adjoining worksites/processes. |

Name	Signature	Time of briefing: hh:mm	Amendment briefing: hh:mm and initial

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Worksite Protection Plan – Lookout Working

Signaller details

Protection Officer details

Planned duration

Workplace Supervisor details:

Type of work:

Worksite location (tick the tracks that apply)

On the ☐ ☐
 ☐ ☐
between and

Worksite assessment

Has the Lookout Working Prohibited Locations Register been consulted? Yes ☐

Warning method

Minimum Warning Time Calculations

Maximum track speed

Number of Lookouts used Position of Lookouts to

Number of additional Lookouts* used Position of Lookouts To

Note - Lookouts are relocated to positions within these KMs as workers move along the worksite.

2 sec	+	3 sec	+	10 sec	= Minimum Warning Time (MWT)	15 sec	90 km/h	375 metres
2 sec	+	3 sec	+	10 sec		17 sec	75 km/h	313 metres
2 sec	+	5 sec	+	10 sec		15 sec	25 km/h	104 metres
2 sec	+	3 sec	+	10 sec		15 sec	13 km/h	54 metres
2 sec	+	3 sec	+	10 sec		15 sec	90 km/h	375 metres
See Time (S)		Move Time (M)		Safe Time	(S+M+10 sec = MWT)		Track speed	Minimum Sighting Distance as calculated

Note – Additional MWT calculations can be recorded in the Protection Officer's Diary.

Where are the safe places identified for the Lookouts and the workers?

Lookouts:





Workers:

Ensure the workers have been briefed about these work details Yes ☐

The following diagrams, notes and detailed instructions are to be read and followed as part of this worksite protection plan for Lookout Working.

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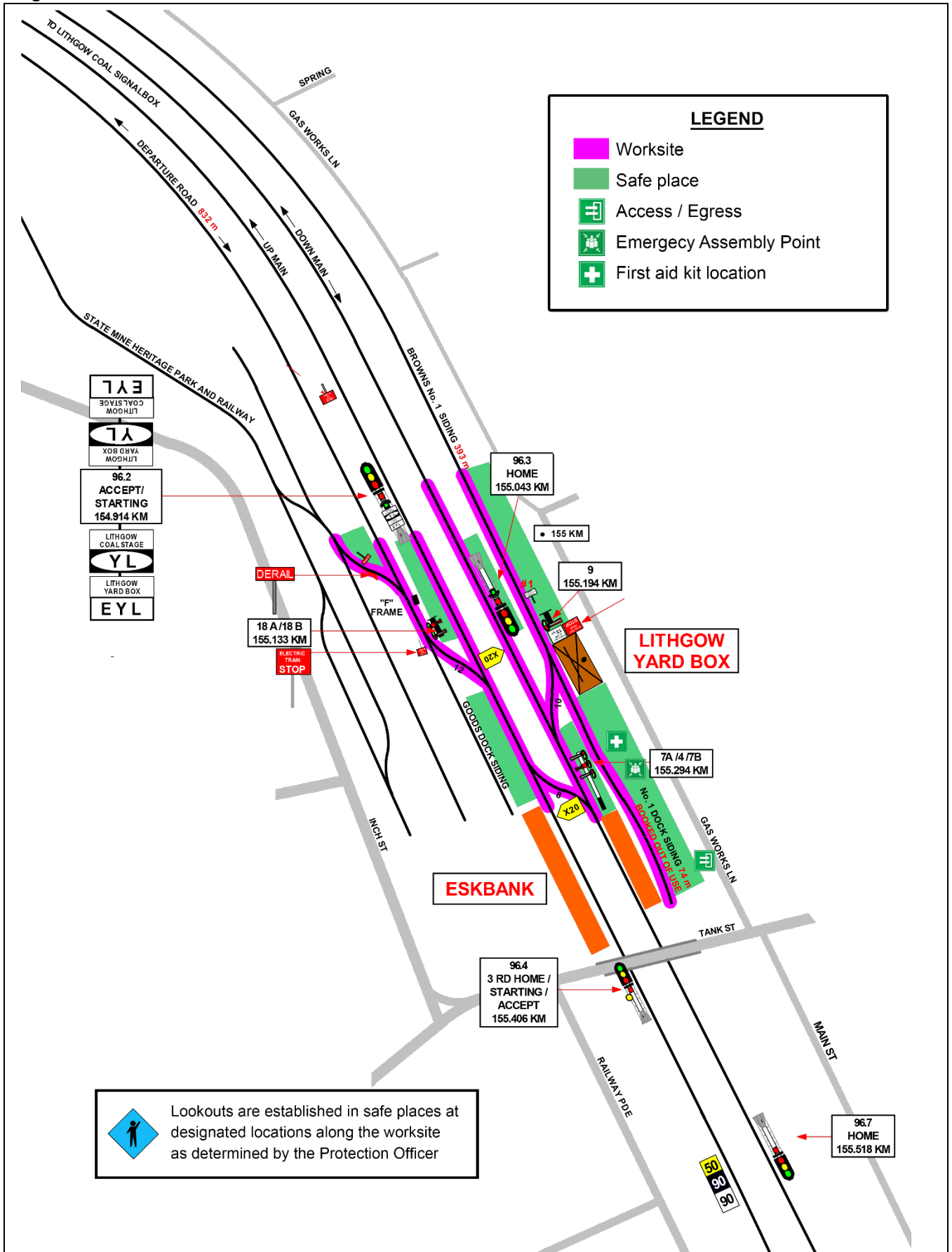
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INSTRUCTIONS:	<ol style="list-style-type: none"> 1. Protection Officer briefs workers about the worksite protection arrangements. 2. Protection Officer contacts Lithgow Yard Box Panel and tells the Signaller about the use of Lookout Working between 96.2 Signal to 7A/4/7B Signal / End of Terminal line on all tracks 3. Workers enter rail corridor via gate W00 155.328 D, located on the Down side off Gas Works Lane. 4. Protection Officer places Lookouts watching for rail traffic approach in both directions at the designated locations. 5. Workers start work up to where Lookouts are located or where they can't effectively warn workers. 6. Workers move to a safe place. 7. Repeat steps 4 – 6 until workers complete work from 96.2 Signal finishing at 7A/4/7B Signal / End of Terminal line. 8. Once work is complete, all workers move into a safe place. 9. Protection Officer recalls Lookouts. 10. Protection Officer contacts the Signaller at Lithgow Yard Box Panel to end Lookout Working
ADDITIONAL DETAILS	<p><u>Two-way running / multiple entry points</u></p> <p>Lithgow Yard is a two-way running area. Rail traffic movements can occur in any direction.</p> <p>A Lookout is placed watching both directions and must provide warning for any rail traffic approach. Workers must move into a safe place when Lookouts provide a warning regardless of which line the rail traffic is approaching on.</p> <p><u>Obstruction to Lookout's Minimum Sighting Distance</u></p> <p>Lookout must provide warning to workers when Minimum Sighting Distance is impeded by rail traffic on adjacent lines. All workers must remain in a safe place until Lookout can re-establish Minimum Sighting Distance.</p>
LOOKOUTS	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Image 1: View of Down direction Lookout at 154.914 KM in the 6 foot.</p> </div> <div style="text-align: center;">  <p>Image 2: View of Up direction Lookout at 155.290L KM in the 6 foot.</p> </div> </div>
KEY LOCATIONS	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Image 3: Access/egress gate W00 155.328 D</p> </div> <div style="text-align: center;">  <p>Image 4: Emergency Assembly Point Down Cess.</p> </div> </div>

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Diagram



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