

## Lookout Working Worksite Protection for Coledale Routine Network Maintenance Activities

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|--|---|
| <b>DOCUMENT NO.</b>                                      | D2022/2818  |
| <b>WORK DESCRIPTION</b>                                  | Routine Network Maintenance Activities  |
| <b>WPP Number</b>  | SC8B 10120  |
| <b>SCOPE:</b>  | <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"> <li>Routine preventative and corrective work such as inspections and maintenance as appropriate for the type of protection being applied as part of this plan.</li> </ul>  |
| <b>AUTHORISATIONS:</b>                                   | <p><b>Protection Officer:</b> Protection Officer Level 1 or higher<br/> <b>Lookout:</b> Engineering Hand signaller Level 1 or higher or Protection Officer Level 1 or higher.</p>   |
| <b>SAFETY CONTROLS:<br/>Lookout working arrangements</b> | <p>The nominated worksite location for Lookout Working is a fixed worksite and includes the <b>Up Illawarra Main Line between WG 605 U and WG 604 U</b> and the <b>Down Illawarra Main Line between WG 603 D and WG 602 D</b></p> <p>The Protection Officer must:</p> <ul style="list-style-type: none"> <li>Establish Lookouts as required to watch for approaching rail traffic from all entry points</li> <li>Designate and instruct which safe places the workers are to use as the work is completed along the work route within the worksite limits.</li> </ul> |
| <b>PRESTART REQUIREMENTS:</b>                            | <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"> <li>Protection Officer requires a phone to contact the Signaller.</li> <li>Lookouts require a high-visibility arm sleeve and a whistle/horn.</li> </ul>  |
| <b>FURTHER INFORMATION:</b>                              | <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>NPR 712 Protecting work from rail traffic on adjacent lines</i></p> <p><i>NGE 200 Walking in the Danger Zone</i></p> <p><i>NLA 320 Broadmeadow - Newcastle Interchange</i></p> <p><i>Lookout Working Prohibited Locations Register</i></p> <p><i>NLA 410 Sutherland to Wollongong</i></p>  |

**Lookout Working Worksite Protection for Coledale Routine Network Maintenance Activities**

**Protection Officer assessment checklist**

|   |                                     |                                    |
|---|-------------------------------------|------------------------------------|
| <b>Protection Officer's name:</b>   |                                     | <b>Yes</b><br><i>(Tick if Yes)</i> |
| 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: <ul style="list-style-type: none"> <li>On-site safety assessment has been completed for relevancy of works being undertaken</li> <li>The required protection details, environment and tasks are unchanged from the details of this SWI</li> </ul> |                                     |                                    |
| 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.   |                                     |                                    |
| <b>Corridor Safety Number</b>   | <b>Protection Officer Signature</b> | <b>Date</b>                        |
|   |                                     |                                    |



**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.*

**Safe Work Instruction**

**Lookout Working Worksite Protection for Coledale Routine Network Maintenance Activities**



**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 |
|--|--|--------------------------------|
| <ul style="list-style-type: none"> <li><b>Approaching rail traffic</b></li> </ul>                                  | Lookouts must be trained and competent to perform lookout duties.<br>Lookouts must be rotated if performing lookout for extended periods of time<br>Workers to remain within worksite limits as set out in this procedure.<br>Lookouts must be placed as per protection plan on page 8.<br>Workers are to stop work and move to a safe place immediately on being warned by the lookouts | Protection Officer and Lookout |
| <ul style="list-style-type: none"> <li><b>Live adjacent lines</b></li> </ul>                                       | Lookouts must provide warning to workers when rail traffic is approaching from the adjacent line in either direction.  | Protection Officer and Lookout |
| <b>Two - way running / multiple entry points into worksite</b>   | 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 |
| <b>Obstruction to Minimum Sighting Distance</b>  | 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 |
| <b>Adjoining/Surrounding Worksites</b>   | Lookouts must have two independent audible warning devices that can be heard by workers over any noise generated by adjoining/surrounding worksites.<br>Lookouts are to provide warning if their line of sight is obstructed by adjoining/surrounding worksites.   | Protection Officer and Lookout |
| <b>Access to / Egress from worksite</b><br><br><b>Slips, trips, falls and hazards carrying equipment</b>           | 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.<br><br>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.   | All                            |

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|                     |   |     |
|---------------------|---|-----|
| <b>Mobile phone</b> | 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 |
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Safe Work Instruction

Lookout Working Worksite Protection for Coledale Routine Network Maintenance Activities



Workplace Supervisor details

name contact No.

Emergency assembly point: Access Gate SWMS/SWI Ref #:

First aid kit location: Sydney Trains work vehicle First aider:

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 signature

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

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

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

Table with 4 columns: Name, Signature, Time of briefing: hh:mm, Amendment briefing: hh:mm and initial. Multiple empty rows for participant entries.

**Worksite Protection Plan – Lookout Working**

**Signaller Details**

|                                   |   |  |
|-----------------------------------|---|--|
| <input type="text" value="name"/> | <input type="text" value="Wollongong North Panel"/> | <input type="text" value="02 42235446"/> |
|-----------------------------------|---|--|

**Protection Officer Details**

|   |  |  |
|---|--|--|
| <input type="text" value="name"/>           | <input type="text" value="signature"/>   | <input type="text" value="contact No."/> |
| <input type="text" value="RSW or RIW No."/> | <input type="text" value="designation"/> | Planned duration <input type="text"/>    |

Workplace Supervisor details:

Type of work:

**Worksite Location**

On the

between  and

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             | <input type="text" value="2"/> | Position of Lookouts | <input type="text" value="67.030 km"/> | to | <input type="text" value="67.059 km"/> | <b>Note</b> - Lookouts are relocated to positions within these KMs as workers move along the worksite. |
| Number of additional Lookouts* used | <input type="text" value="2"/> | Position of Lookouts | <input type="text" value="66.759 km"/> | to | <input type="text" value="67.349 km"/> |  |

|              |   |               |   |           |                                     |             |         |   |  |
|--------------|---|---------------|---|-----------|-------------------------------------|-------------|---------|---|--|
| 7 sec        | + | 3 sec         | + | 10 sec    | <b>= Minimum Warning Time (MWT)</b> | 20 sec      | 100km/h | 556 metres                              | * Add an additional 5 seconds of See Time if an additional Lookout is used<br><br><b>Note</b> – Additional MWT calculations can be recorded in the Protection Officer's Diary. |
| 7 sec        | + | 3 sec         | + | 10 sec    |                                     | 20 sec      | 85 km/h | 473 metres                              |  |
| sec          | + | 3sec          | + | 10 sec    |                                     | sec         | km/h    | 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

Diagrams, notes, and detailed instructions are over the next pages. These are to be read and followed as part of this worksite protection plan for Lookout Working.



**Lookout Working Worksite Protection for Coledale Routine Network Maintenance Activities**

**INSTRUCTIONS:**

1. Workers enter the rail corridor via gate **I00 68.188 U** off Park Avenue at Austinmer
2. Protection Officer briefs workers about the worksite protection arrangements.
3. Protection Officer contacts Wollongong North Panel and tells the Signaller about the use of Lookout Working.
4. Establish Lookouts at designated locations.
5. Workers start work up to designated locations.
6. Workers move to safe place.
7. Re-establish Lookouts at next designated location.
8. Repeat steps 6-8 until work is complete.
9. Workers move to a safe place.
10. Recall lookouts.
11. Workers egress the worksite via **I00 68.188 U** off Park Avenue at Austinmer
12. Protection Officer contacts **Wollongong North Panel** to end Lookout Working.

**ADDITIONAL DETAILS**

Obstruction to Minimum Sighting Distance

Stabled rail traffic on any tracks and conditions on the day may obstruct minimum sighting distance. When this hazard is identified, workers must stop work and move to a safe place until the Protection Officer makes an assessment and relocates lookouts to achieve the required minimum sighting distance.

**LOOKOUTS**



**Image 1.** Up Lookout (60.732km)



**Image 2.** Up Additional Lookout (67.349)



Image 3. Down Lookout (67.037km)



Image 4. Down Additional Lookout (66.759km)



Diagram



