

Safe Work Instruction

TOA Worksite Protection for Epping to Thornleigh routine network maintenance activities



DOCUMENT NO.	D2023/10107
WORK DESCRIPTION	Routine network maintenance activities – Epping to Thornleigh
WPP Number	CN15A2 14130
SCOPE:	<p>This SWI is applicable for the worksite protection arrangements using a Track Occupancy Authority (TOA) concerning routine network maintenance activities, defect management, and asset repair within the limits specified below 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:</p> <ul style="list-style-type: none"> Protection Officer Level 2 or higher. <p>Qualified Workers placing protection:</p> <ul style="list-style-type: none"> Protection Officer Level 1 or higher. Engineering Handsignaller Level 1 or Higher
SAFETY CONTROLS – Track Occupancy Authority (TOA)	<p>The nominated worksite location is: Down Relief between EG 37 Signal and TH 9 Signal</p> <p>Protection is placed at:</p> <ul style="list-style-type: none"> 114 points and 52 points are clipped and locked to prevent unauthorised entry into the TOA. Worksite Protection Markers at 29.170 km and 23.580 km (Down Relief)
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. Qualified Workers placing protection require: <ul style="list-style-type: none"> - 2 x Tangential point clips - 2 x Worksite Protection Markers
FURTHER INFORMATION:	<p><i>NWT 300 Planning work in the Rail Corridor</i></p> <p><i>NWT 304 Track Occupancy Authority</i></p> <p><i>NPR 702 Using a Track Occupancy Authority</i></p> <p><i>NRF 002 Track Occupancy Authority (TOA)</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>NPR 726 Using Half Pilot Staffs</i></p> <p><i>NPR 709 Using Railway Track Signals</i></p> <p><i>NPR 707 Clipping points</i></p>

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**Protection Officer assessment checklist**

Protection Officer's name:		Yes <i>(Tick if yes)</i>
This document has not expired 12 months beyond the issue date.		
On-site safety assessment has been completed and additional hazards and controls recorded on the pre-work briefing (Page 3).		
SWI details and protection arrangements have been reviewed and validated for the assessed worksite location.		
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

Work location: **ETTT—Epping to Thornleigh (Down Relief)**

Scope of work: **Routine network maintenance activities**

Worksite protection: **Track Occupancy Authority (TOA)** 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	Ensure that railways track signals are placed as per worksite protection plan contained in this document Protection Officer to verify that protection markers are placed correctly as contained in this document. Workers to remain within worksite limits as set out in this procedure.	Protection Officer
Live adjacent lines	Protection Officer's pre work brief contains designated work and walk area instructions. All work must stop when warned by Protection Officer until rail traffic has passed.	Protection Officer
Access to / Egress from worksite Slips, trips, falls and hazards carrying equipment	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. 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
Mobile phone	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
Access to / Egress from worksite	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 and from the worksite or safe place.	All

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Workplace Supervisor details

name: [] contact No.: []
Emergency assembly point: **Down Cess** SWMS/SWI Ref #: []
First Aid kit location: **In vehicle/Epping Station** 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	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 (final site inspection must be conducted immediately before commencing work)
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 – Track Occupancy Authority (TOA)

Signaller details

<input type="text" value="name"/>	<input type="text" value="Epping Panel"/>	<input type="text" value="9701 1580"/>
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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	<input type="text" value="Down Relief"/>		
between	<input type="text" value="EG 37"/>	and	<input type="text" value="TH 9"/>

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

ACCESS / EGRESS / EAP



Image 1: Epping Side Emergency assembly point



Image 2: Access Gate N00 29.289 km at Thornleigh on the Downside at Yarrara Rd

INSTRUCTIONS:

1. Workers enter the rail corridor via **Access Gate N00 29.289 km**
2. Protection Officer conducts the worksite protection pre-work briefing.
3. Protection Officer contacts the Signaller at Epping Panel and requests TOA.
4. Instruct Qualified Workers to clip & lock **114 points** & **52 points** to prevent rail traffic entry into the TOA and Worksite Protection Markers at **29.170 KM** and **23.580 KM** on the **Down Relief line**.
5. Protection Officer informs the workplace supervisor that it is safe for work to start.
6. Workers start work.
7. After all work is completed, move all workers and equipment into a safe place.
8. Instruct Qualified Workers to remove Railway Track Signal protection, Worksite Protection Markers, and point clips from the TOA.
9. Workers egress the rail corridor via **Access Gate N00 29.289 km**
10. After all protection is removed, Protection Officer contacts the Signaller at Epping Panel that work is complete, all protection has been removed from the Down relief line, workers and equipment are clear of the Danger Zone and if any restrictions have been applied to fulfill the TOA.

TOA LIMITS:

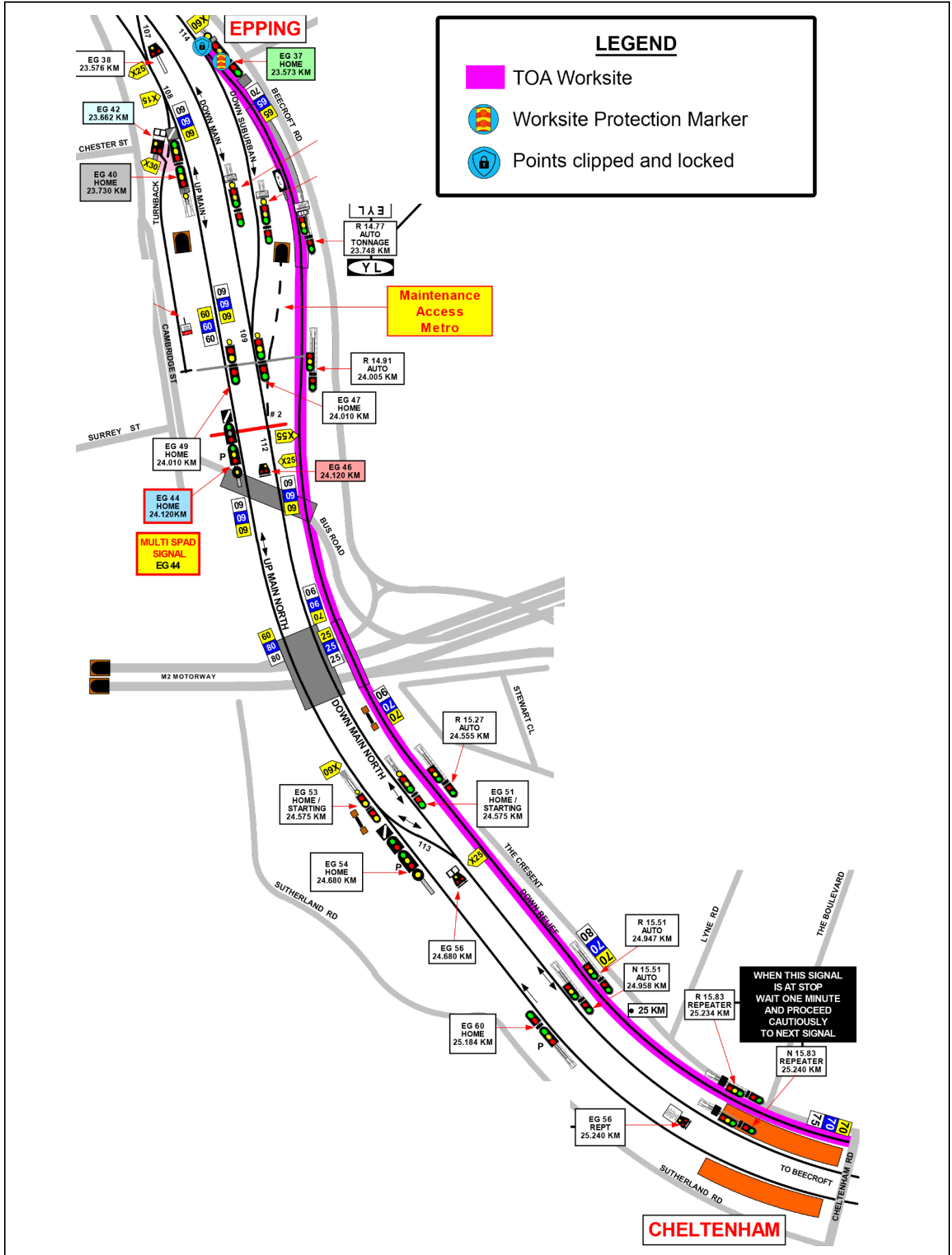


Image 3: Epping Side TOA Limit



Image 4: Thornleigh Side TOA Limit

Diagram

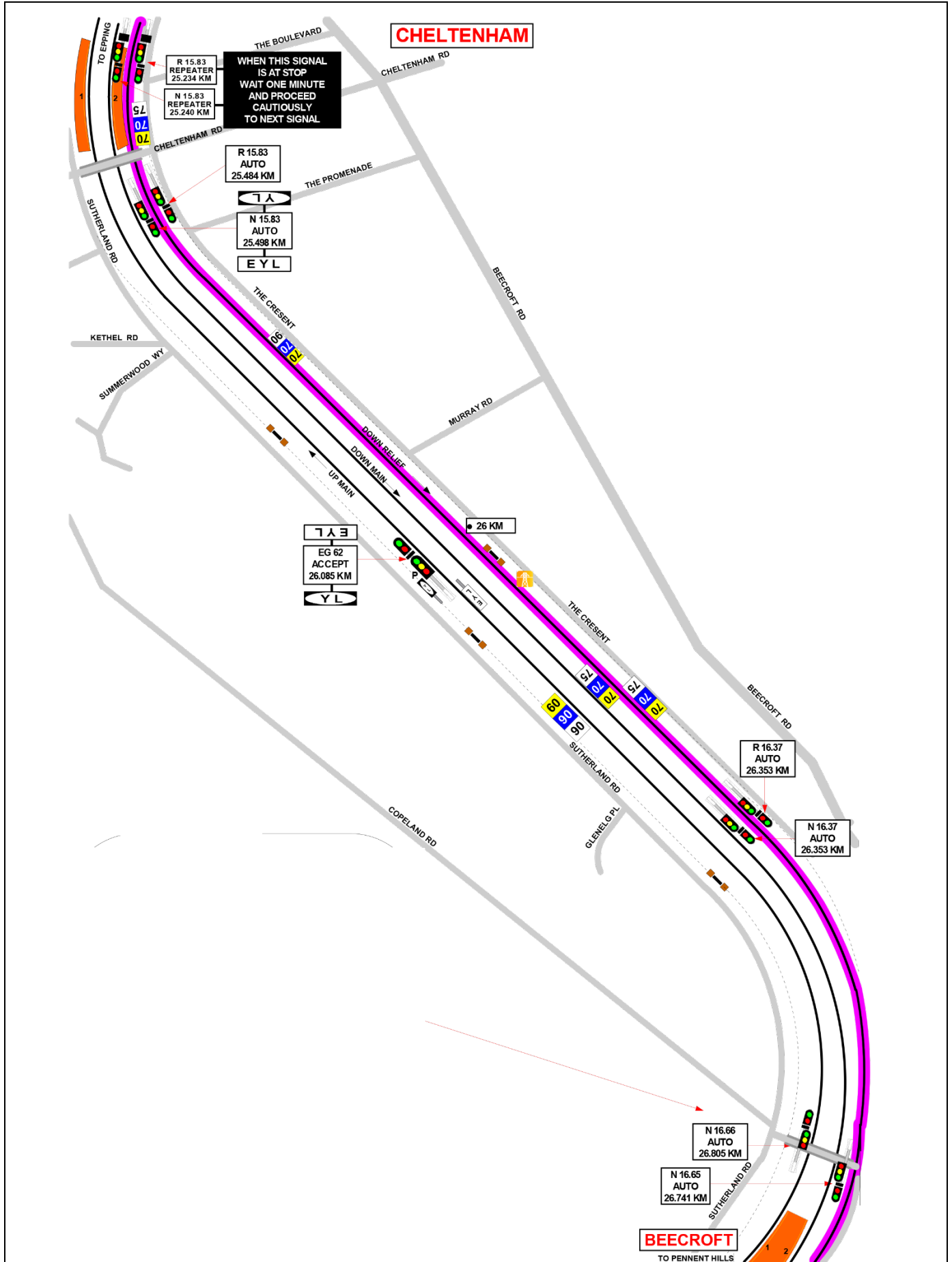


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Diagram continued

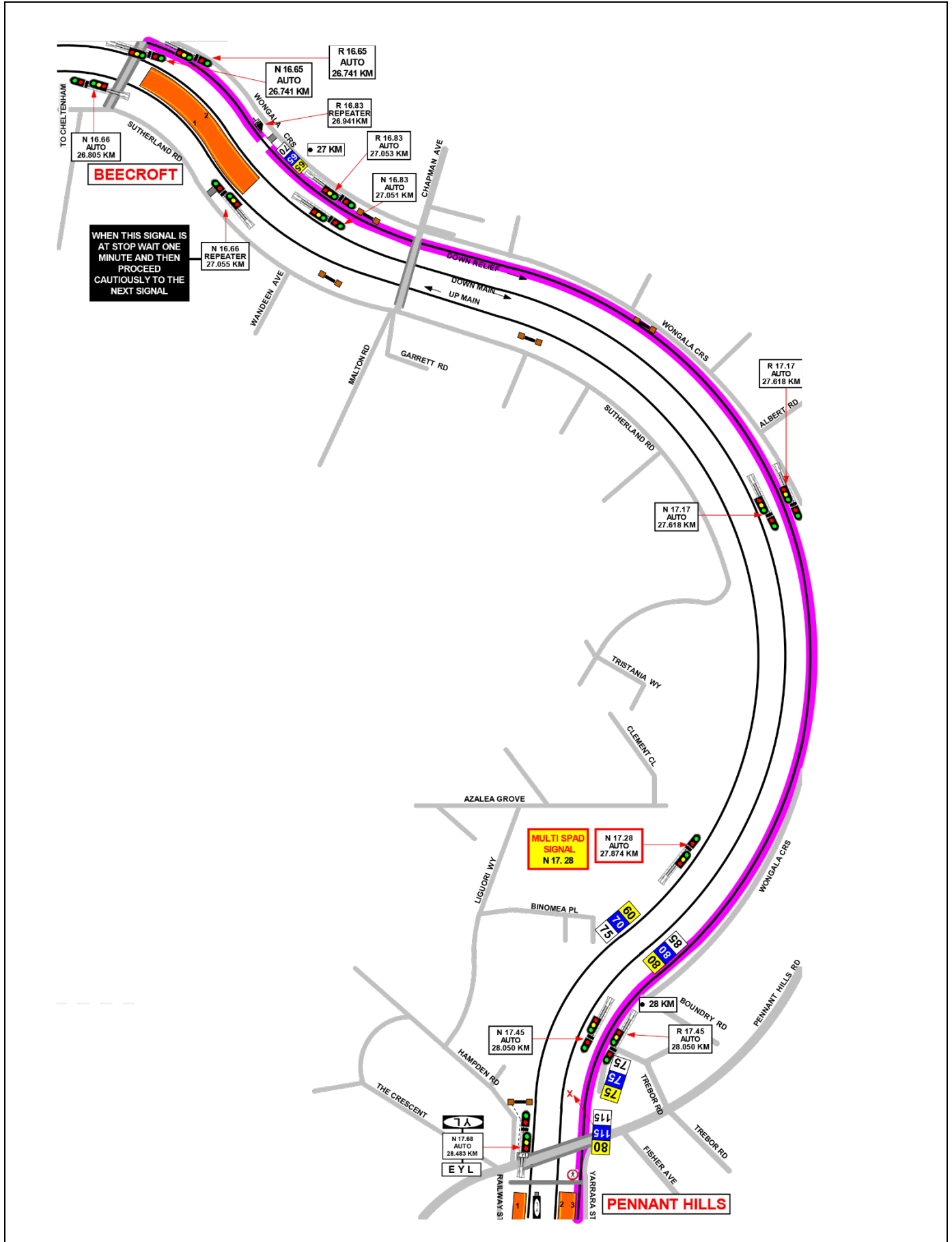


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Diagram continued



Diagram

