

DOCUMENT NO.	D2022/1800
WORK DESCRIPTION	Routine network maintenance activities – Clyde (lookout working) – Moving Worksite
WPP Number	CW2B 10439
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 and Down Main, Up Storage Siding, Down Through Rd, No. 4 Grid Siding, Back Platform Rd, MIS Siding and Run Round Rd. between Signal M12.44 Signal and Ground Frame B at MTPV Sidings.</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 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 206 Clyde and Granville</i></p> <p><i>Lookout Working Prohibited Locations Register</i></p>

Safe Work Instruction**Lookout Working Worksite Protection for Clyde - Routine Network
Maintenance activities****Protection Officer assessment checklist**

Protection Officer name:		Yes <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"> • 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.

Safe Work Instruction

Lookout Working Worksite Protection for Clyde - Routine Network Maintenance activities



Worksite Protection Pre-work Briefing

Briefing date: / /

Protection Officer details

name signature contact No.

Work location: **Clyde - Up and Down Main, Up Storage Siding, Down Through Rd, No. 4 Grid Siding, Back Platform Rd, MIS Siding and Run Round Rd. between Signal M12.44 Signal and Ground Frame B at MTPV Sidings**

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

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"> Struck by 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 the protection plan attached to this document. . 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"> Live adjacent lines 	Lookouts must provide warning to workers 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 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

Safe Work Instruction

**Lookout Working Worksite Protection for Clyde - Routine Network
Maintenance activities**



Safe Work Instruction



Lookout Working Worksite Protection for Clyde - Routine Network
Maintenance activities

Workplace Supervisor details

name: contact No.:

Emergency assembly point: SWMS/SWI Ref #:

First aid kit location: 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

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:

- | | |
|---|---|
| <ol style="list-style-type: none">1. have been inducted to the site2. are free from alcohol and drugs3. are free from the effects of fatigue4. hold the applicable and current Rail Safety Worker Authorisation, trade licence and/or induction record e.g. Construction Industry Induction5. must wear the appropriate Personal Protective Equipment (PPE) | <ol style="list-style-type: none">6. have been briefed on the contents of the Worksite Protection Plan7. have been shown the Worksite Protection Plan diagram8. understand the kinds and limits of worksite protection in place9. 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>) |
|---|---|

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

Safe Work Instruction

Lookout Working Worksite Protection for Clyde - Routine Network Maintenance activities



Worksite Protection Plan – Lookout Working

Signaller details

name [] Clyde Signal Box [] 02 9848 9211 []

Protection Officer details

name [] signature [] contact No. []
RSW or RIW No. [] designation [] Planned duration []

Workplace Supervisor details: []

Type of work: []

Worksite location (tick the tracks that apply)

On the Up Main line [] Down Main line []
Up Storage siding [] Down Through Road []
No. 4 Grid siding [] Back Platform Road []
Run Round Road [] MIS Sidings []
between M12.44 Signal [] and Ground Frame B at MTPV Sidings []

Worksite assessment

Has the Lookout Working Prohibited Locations Register been consulted? Yes []

Warning method

Horn/Hooter [] Whistle [] Voice []

Minimum Warning Time Calculations – Sections 1, 2 and 3

Maximum track speed [80 km/h]
Number of Lookouts used [2] Position of Lookouts [20.170] to [20.777] km
Number of additional Lookouts* used [-] Position of Lookouts [-] km To [-] km

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

Table with 6 columns: See Time (S), Move Time (M), Safe Time, Minimum Warning Time (MWT), Track speed, Minimum Sighting Distance as calculated. Includes formula (S+M+10 sec = MWT)

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?


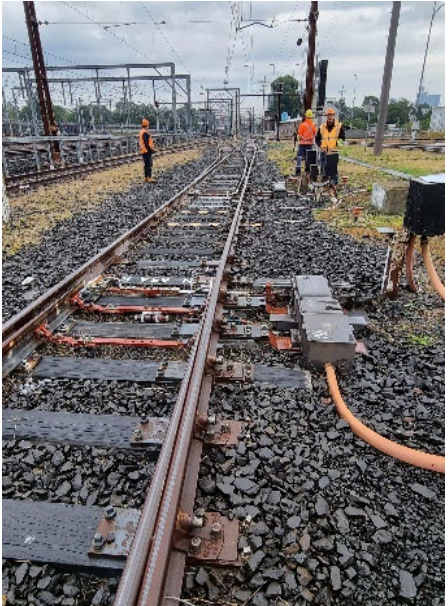
Lookouts: [Cess]

Workers: [Cess]

Ensure the workers have been briefed about these work details Yes []

Diagrams, notes and detailed instructions of Sections 1, 2 and 3 are over the next pages. These are to be read and followed as part of this worksite protection plan for Lookout Working.

Section 1 – 65A, 64A, 64B, 63A, 61, 60A and 60B Points

<p>INSTRUCTIONS:</p>	<ol style="list-style-type: none"> 1. Workers enter the rail corridor at Clyde Signal Box. 2. Protection Officer briefs workers about the worksite protection arrangements. 3. Protection Officer contacts Clyde Signal Box and tells the Signaller about the use of Lookout Working at Clyde Signal Box. If required, inform Auburn Panel about the Lookout Working details with Clyde Signal Box. 4. Workers enter rail corridor via the Cess next to Clyde Signal Box 5. Establish Lookouts for work on 65A and 64A points at R24L Signal watching both directions. 6. Establish Lookouts for work on 60A and 61points at 75R Signal watching both directions. 7. Establish Lookouts for work on 60B, 63A and 64B points at 20.337 KM watching both directions. 8. Workers start work, working up to the designated Lookout location. 9. Workers move to a safe place. 10. Re-establish Lookouts as required as per steps 5-7 until work is complete and workers moved to a safe place. 11. Recall Lookouts. 12. Continue to Section 2 instructions, if required. Otherwise all workers exit the rail corridor via the nearest Access/Egress gate and the Protection Officer ends Lookout Working with any contacted Signallers.
<p>ADDITIONAL DETAILS</p>	<p><u>Two-way running / multiple entry points</u></p> <p>Rail traffic movements can occur in any direction at any time.</p> <p>A Lookout is established for each direction of rail traffic approach and must provide warning for any rail traffic approach.</p> <p>Workers must move into a safe place upon a Lookout providing warning regardless of which line the rail traffic is approaching on.</p>
<p>LOOKOUTS</p>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Image 1: Lookout positions at 64A and 65A points.</p> </div> <div style="text-align: center;">  <p>Image 2: Lookout positions at 60A and 61 points.</p> </div> </div>

Lookout Working Worksite Protection for Clyde - Routine Network
Maintenance activities

ACCESS /
EGRESS AND
EMERGENCY
ASSEMBLY
POINT



Image 3: Rail corridor access at Clyde Signal Box.



Image 4: Emergency Assembly Point at Clyde Signal Box.

Section 2 – 56A, 59, 62A, and 63B Points

INSTRUCTIONS:

1. Workers enter the rail corridor at Clyde Signal Box or from Section 1
2. If required, Protection Officer briefs workers about the worksite protection arrangements.
3. If required, Protection Officer contacts Clyde Signal Box and tells the Signaller about the use of Lookout Working at Clyde Signal Box. If required, inform Auburn Panel about the Lookout Working details with Clyde Signal Box.
4. Established Lookouts for work on **56A, 59, 62A and 63B** watching both directions.
5. Workers start work, working up to the designated Lookout location.
6. Workers move to a safe place once work is completed.
7. Recall Lookouts.
8. Continue to Section 3 instructions, if required. Otherwise all workers exit the rail corridor via the nearest Access/Egress gate and the Protection Officer ends Lookout Working with any contacted Signallers.

ADDITIONAL
DETAILS

Two-way running / multiple entry points
As per Section 1.

LOOKOUTS



Image 5: Lookout position at 56A points. Watching rail traffic approach from the Country direction.



Image 6: Lookout position at 56A points. Watching rail traffic approach from the City direction.



Image 7: Lookout view at 59 points. Watching rail traffic approach from the City direction.



Image 8: Lookout view at 62A points. Watching rail traffic approach from the City direction.

Lookout Working Worksite Protection for Clyde - Routine Network Maintenance activities



Image 9: Lookout view at **62A points**. Watching rail traffic approach from the Country direction.

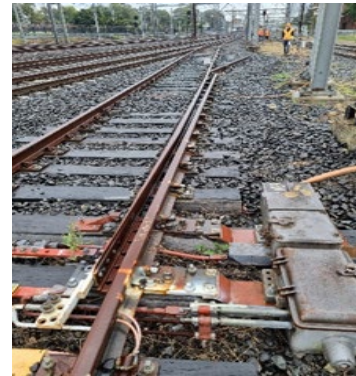


Image 10: Lookout view at **63B points**. Watching rail traffic approach from the Country direction.

Section 3 – 47A, 47B, 48A, 48B, 55A, 55B, 56B and 62B points

INSTRUCTIONS:

1. Workers enter the rail corridor at Clyde Signal Box or from Section 1
2. If required, Protection Officer briefs workers about the worksite protection arrangements.
3. If required, Protection Officer contacts Clyde Signal Box and tells the Signaller about the use of Lookout Working at Clyde Signal Box. If required, inform Auburn Panel about the Lookout Working details with Clyde Signal Box.
4. Established Lookouts for work on **56B** and **62B points** watching both directions.
5. Established Lookouts for work on **47A, 48A** and **55A points** watching both directions.
6. Established Lookouts for work on **56B** and **62B points** watching both directions.
7. Established Lookouts for work on **55B points** watching both directions.
8. Workers start work, working up to the designated Lookout location.
9. Workers move to a safe place.
10. Re-establish Lookouts as required as per steps 4-7 until work is complete and workers moved to a safe place.
11. Recall Lookouts.
12. Continue to Section 2 instructions, if required. Otherwise all workers exit the rail corridor via the nearest Access/Egress gate and the Protection Officer ends Lookout Working with any contacted Signallers.

ADDITIONAL DETAILS

Two-way running / multiple entry points
As per Section 1.

LOOKOUTS

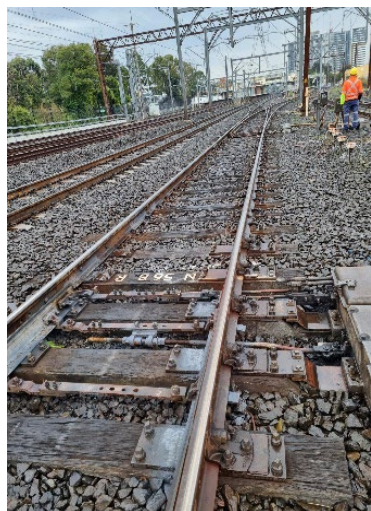


Image 12: Lookout position at **56B points**

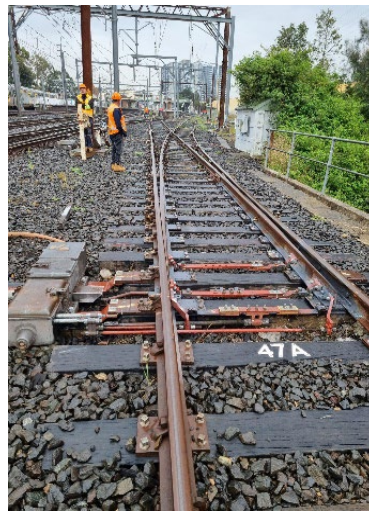


Image 13: Lookout position at **47A points**

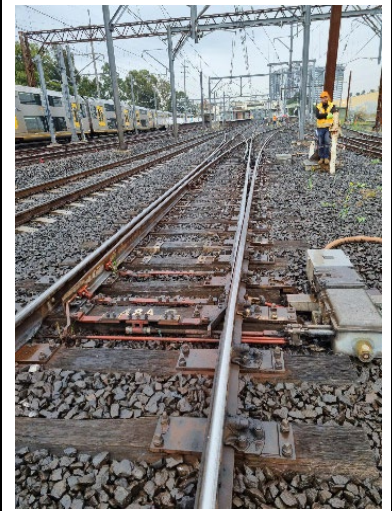


Image 14: Lookout position at **48A points**



Image 15: Lookout position at 47B / 48B points.

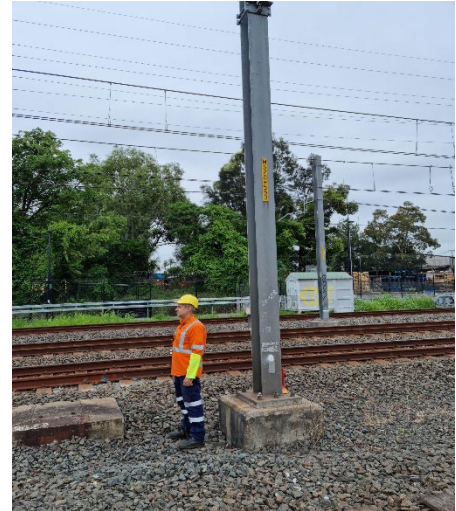
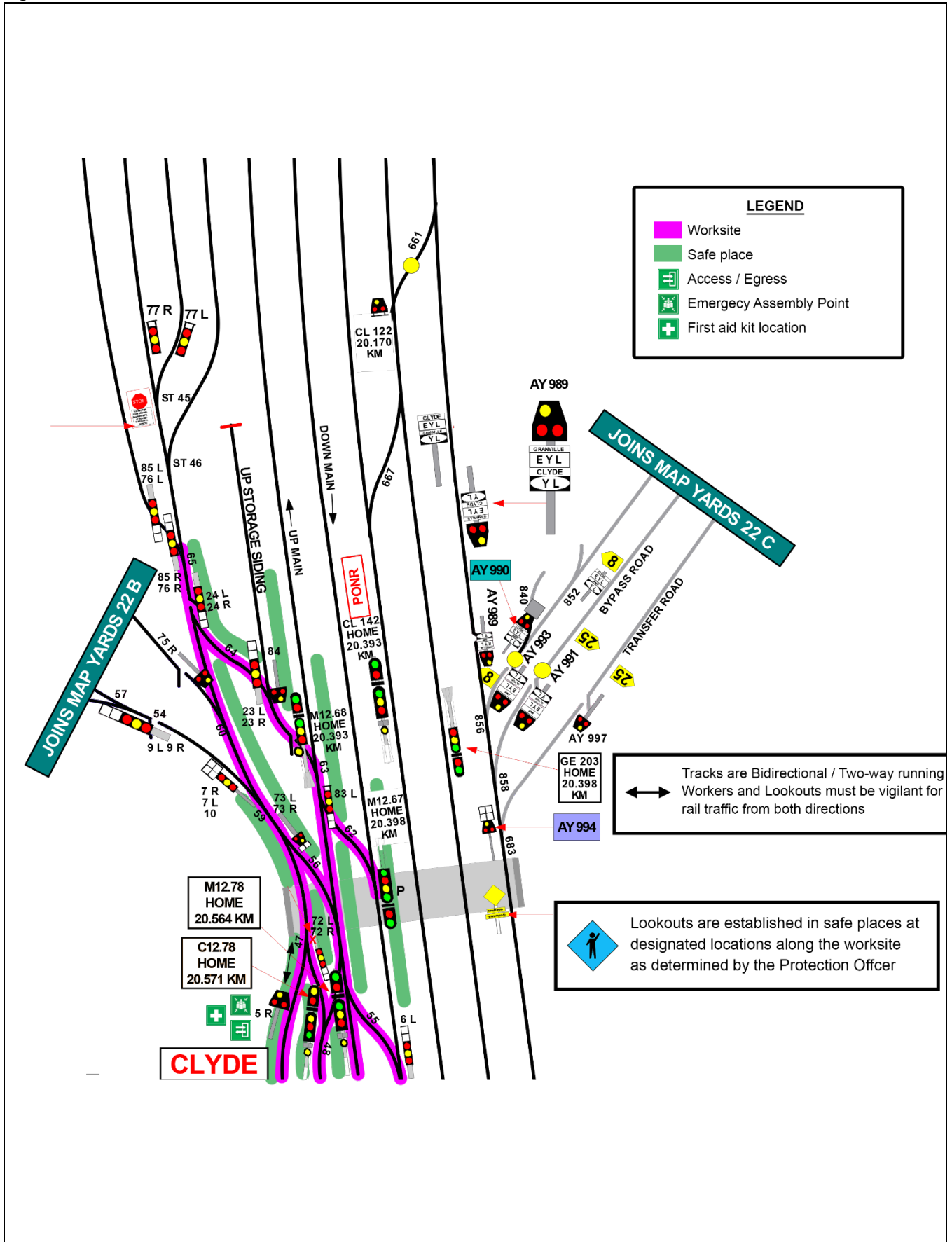


Image 16: Lookout position at 20.533 KM

Diagram



Safe Work Instruction

**Lookout Working Worksite Protection for Clyde - Routine Network
Maintenance activities**



Diagram cont.

