

<b>DOCUMENT NO.</b>	D2022/1804
<b>WORK DESCRIPTION</b>	Routine network maintenance activities – FMC (lookout working) – Moving Worksite
<b>WPP Number</b>	CW5B 10159
<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</p> <p><b>Lookout:</b> Handsignaller Level 1 or higher, Protection Officer Level 1 or higher.</p>
<b>SAFETY CONTROLS – Lookout Working arrangements:</b>	<p>The nominated worksite location for Lookout Working includes the <b>Up and Down Flemington Goods lines, Up and Down Homebush Bay East Fork lines, Arrival Road, Departure Road, Transfer Road, Shunting Neck, A Road and No. 13 Road, between ST307UG Signal / ST328 Signal and 322 Signal.</b></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"> <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>NGE 200 Walking in the Danger Zone</i></p> <p><i>NLA 502 Sefton Park Junction</i></p> <p><i>Lookout Working Prohibited Locations Register</i></p>

**Safe Work Instruction****Lookout Working Worksite Protection for Flemington Maintenance Centre -  
routine network maintenance activities****Protection Officer assessment checklist**

<b>Protection Officer name:</b>		<b>Yes</b> (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: <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 Flemington Maintenance Centre - routine network maintenance activities****Worksite Protection Pre-work Briefing**Briefing date:  /  / **Protection Officer details**

<input type="text"/> name	<input type="text"/> signature	<input type="text"/> contact No.
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Work location:

**Up and Down Flemington Goods lines, Up and Down Homebush Bay East Fork lines, Arrival Road, Departure Road, Transfer Road, Shunting Neck, A Road and No. 13 Road, between ST307UG Signal / ST328 Signal and 322 Signal**

Scope of work:

**Routine network maintenance activities**

Worksite protection:

**Lookout Working**

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>Struck by rail traffic</b></li> </ul>	<p>Lookouts must be trained and competent to perform lookout duties.</p> <p>Lookouts must be rotated if performing lookout for extended periods of time</p> <p>Workers to remain within worksite limits as set out in this procedure.</p> <p>Lookouts must be placed as per the protection plan attached to this document. .</p> <p>Workers are to stop work and move to a safe place immediately on being warned by the lookouts</p>	Protection Officer and Lookout
<ul style="list-style-type: none"> <li><b>Live adjacent lines</b></li> </ul>	<p>Lookouts must provide warning to workers when rail traffic is approaching from the adjacent line in either direction.</p>	Protection Officer and Lookout
<b>Two - way running / multiple entry points into worksite</b>	<p>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.</p>	Protection Officer and Lookout
<b>Obstruction to Minimum Sighting Distance</b>	<p>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</p>	Protection Officer and Lookout
<b>Adjoining/Surrounding Worksites</b>	<p>Lookouts must have two independent audible warning devices that can be heard by workers over any noise generated by adjoining/surrounding worksites.</p> <p>Lookouts are to provide warning if their line of sight is obstructed by adjoining/surrounding worksites.</p>	Protection Officer and Lookout
<b>Access to / Egress from worksite</b>  <b>Slips, trips, falls and hazards carrying equipment</b>	<p>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.</p> <p>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.</p>	All
<b>Mobile phone</b>	<p>Mobile phones use is not permitted in the danger zone unless being used by maintenance staff for critical maintenance communications or recording of defects.</p>	All

## Lookout Working Worksite Protection for Flemington Maintenance Centre - routine network maintenance activities

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## Safe Work Instruction

### Lookout Working Worksite Protection for Flemington Maintenance Centre - routine network maintenance activities



#### Workplace Supervisor details

<input type="text" value="name"/>		<input type="text" value="contact No."/>	
Emergency assembly point:	<b>Nearest access gate</b>	SWMS/SWI Ref #:	<input type="text"/>
First aid kit location:	<b>Site vehicle/Flemington Maintenance Centre</b>	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

## Safe Work Instruction

### Lookout Working Worksite Protection for Flemington Maintenance Centre - routine network maintenance activities



#### 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 – Sections 1 and 2

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.

<input type="text" value="2 sec"/>	+	<input type="text" value="3 sec"/>	+	<input type="text" value="10 sec"/>	<b>= Minimum Warning Time (MWT)</b>  (S+M+10 sec = MWT)	<input type="text" value="15 sec"/>	<input type="text" value="40 km/h"/>	<input type="text" value="170 metres"/>
<input type="text" value="2 sec"/>	+	<input type="text" value="3 sec"/>	+	<input type="text" value="10 sec"/>		<input type="text" value="15 sec"/>	<input type="text" value="15 km/h"/>	<input type="text" value="65 metres"/>
<input type="text" value="sec"/>	+	<input type="text" value="sec"/>	+	<input type="text" value="10 sec"/>		<input type="text" value="sec"/>	<input type="text" value="km/h"/>	<input type="text" value="metres"/>
See Time (S)		Move Time (M)		Safe Time			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 of are over the next pages. These are to be read and followed as part of this worksite protection plan for Lookout Working.

## Safe Work Instruction

### Lookout Working Worksite Protection for Flemington Maintenance Centre - routine network maintenance activities



#### Section 1 – 634B (Catch Point), 637, 638A, 639A, 639B, 640AB and 641CD Points

##### INSTRUCTIONS:

1. Workers enter the rail corridor via the access gate M78 14.700 U at Old Depot on Courallie Ave.
2. Protection Officer briefs workers about the worksite protection arrangements.
3. Protection Officer contacts Flemington Panel and tells the Signaller about the use of Lookout Working near Flemington Maintenance Centre.
4. Protection Officer places Lookouts watching for rail traffic approach in both directions at the following designated locations.

#	Work location	Lookout designated location	Watching direction
1	634B, 637, 639A and 641AB points	Raised platform with railings adjacent to <b>ST328 Signal</b>	City
2	637 and 641AB points	Landing of stairs from access gate <b>M78 14.700 U</b>	Country, from Up and Down Flemington Goods lines
2	634B and 639A points	At <b>ST309 Signal</b>	Country, from Flemington Maintenance Centre
1	638A, 639B, 640AB and 641CD points	At <b>ST 309 Signal</b>	City
2	638A, 639B, 640AB and 641CD points	At <b>14.789 KM</b>	Country

(# - is the Lookout's designation and shows where the Lookout is re-established as the work moves along the worksite)

5. Workers start work, working up to the designated Lookout location.
6. Workers move to a safe place.
7. Repeat steps 4 - 6 until all work is complete.
8. Protection Officer recalls Lookouts and ensures everyone is in a safe place.
9. If there is no more work to be completed, all workers exit the rail corridor using access gate M78 14.700 U. Protection Officer contacts the Signaller at Flemington Panel to end Lookout Working.
10. If work is required to be continued, follow the steps in Section 2.

##### ADDITIONAL DETAILS

###### Two-way running

Rail traffic movements can occur in any direction at any time.

A Lookout is established for each direction of rail traffic approach and must provide warning for any rail traffic approach.

Workers must move into a safe place upon a Lookout providing warning regardless of which line the rail traffic is approaching on.

##### LOOKOUTS



**Image 1:** Lookout position on raised platform near ST328 Signal, looking towards City side.



**Image 2:** Lookout standing on stairway coming from Access/Egress Gate.

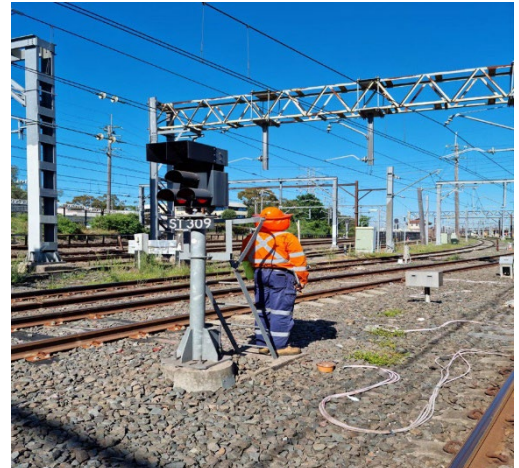


## Safe Work Instruction

### Lookout Working Worksite Protection for Flemington Maintenance Centre - routine network maintenance activities

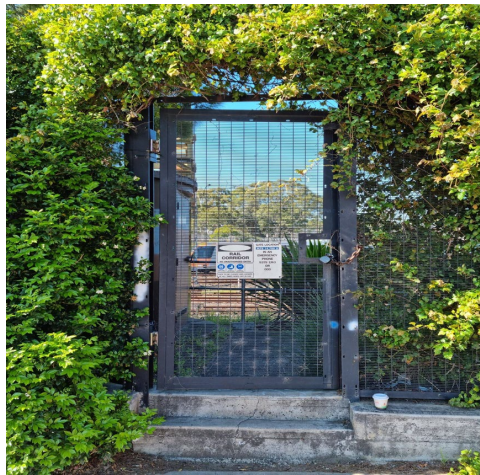


**Image 3:** Lookout standing on Stairway coming from Access/Egress Gate



**Image 4:** Lookout position at ST309 Signal looking towards Country (Flemington Maintenance Centre).

#### ACCESS / EGRESS AND EMERGENCY ASSEMBLY POINT



**Image 5:** Access/Egress Gate.



**Image 6:** Access/Egress Gate M78 14.700 U – Courallie Ave.



## Safe Work Instruction

### Lookout Working Worksite Protection for Flemington Maintenance Centre - routine network maintenance activities



Section 2 – 644A, 638B, 640C, 646, 647A, 644B, 650A, 649B, 652A, 650B, 647B, 649A, 651A, 652A, 652A, 651B, 653B, 654 and 655 points

#### INSTRUCTIONS:

- Workers enter the rail corridor from Section 1.
- Protection Officer places Lookouts watching for rail traffic approach in both directions at the following designated locations

#	Work location	Lookout designated location	Watching direction
2	644A, 638B, 640C, 646, 647A, 644B and 650A points	At <b>14.789 KM</b>	City
1	644A, 638B, 640C, 646, 647A, 644B and 650A points	At <b>14.842 KM</b> , near mesh adjacent to Up Homebush Bay East Fork	Country, from Flemington Maintenance Centre and Up Homebush Bay East Fork
2	649B, 652A, 650B, 647B and 649A points	At <b>ST317 Signal</b>	City
1	649B, 652A, 650B, 647B and 649A points	At <b>14.908 KM</b>	Country, from Flemington Maintenance Centre and Up Homebush Bay East Fork
2	651A, 652A, 652A, 651B, 653B, 654 and 655 points	At <b>14.889 KM</b>	City
1	651A, 652A, 652A, 651B, 653B, 654 and 655 points	At <b>14.970 KM</b>	Country, from Flemington Maintenance Centre and Up Homebush Bay East Fork

(# - is the Lookout's designation and shows where the Lookout is re-established as the work moves along the worksite)

- Workers start work, working up to the designated Lookout location.
- Workers move to a safe place.
- Repeat steps 2 – 4 until work is completed.
- Recall Lookouts.
- All workers exit the rail corridor using access gate M78 14.700.
- Protection Officer contacts the Signaller at Flemington Panel to end Lookout Working.

#### ADDITIONAL DETAILS

##### Two-way running

Rail traffic movements can occur in any direction at any time.

A Lookout is established for each direction of rail traffic approach and must provide warning for any rail traffic approach.

Workers must move into a safe place upon a Lookout providing warning regardless of which line the rail traffic is approaching on.

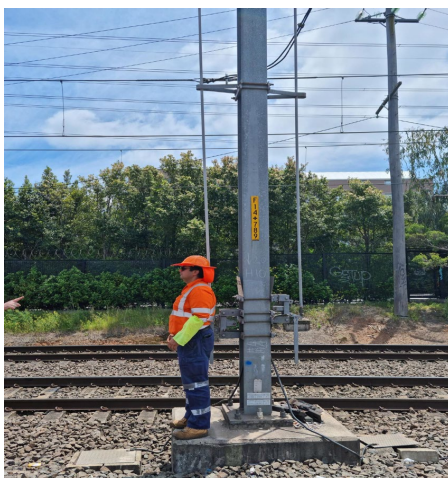


Image 7: Lookout at 14.789 KM, looking towards City.



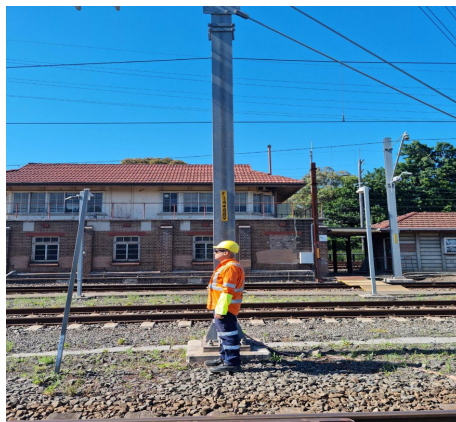
Image 8: Lookout near the mesh close to 14.842 KM, looking towards Country



**Image 9:** Lookout at 317 Signal, looking towards City



**Image 10:** Lookout at 14.908 KM, looking towards Country



**Image 11:** Lookout at 14.889 KM, looking towards City



**Image 12:** Lookout at 14.970 KM, looking towards Country

# Safe Work Instruction

## Lookout Working Worksite Protection for Flemington Maintenance Centre - routine network maintenance activities



### Diagram

