

TOA Worksite Protection for North Sydney Car Sidings routine network maintenance activities

DOCUMENT NO.	D2020/8565
WORK DESCRIPTION	Routine network maintenance activities
WPP Number	CE3A2 LBY11374
SCOPE:	<p>This SWI is applicable for the worksite protection arrangements using a Track Occupancy Authority (TOA) 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 2 or higher</p> <p>Qualified Worker: Handsignaller Level 1 or higher or Protection Officer Level 1 or higher.</p>
SAFETY CONTROLS – Track Occupancy Authority (TOA)	<p>The TOA limits are from Waverton terminations to North Sydney Car Sidings terminations on the North Sydney Car Sidings branch line.</p> <p>After obtaining a TOA from the North Shore Panel Signaller, Qualified Workers clip and lock 600 points to exclude rail traffic from the worksite and TOA.</p> <p>The Protection Officer holding the TOA must not establish more than one worksite in the TOA.</p>
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 clipping and locking points require 1 point clip and an SL lock.
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>NPR 707 Clipping points</i></p> <p><i>NRF 002 Track Occupancy Authority (TOA)</i></p> <p><i>NLA 306 North Sydney</i></p>

Protection Officer assessment checklist

Protection Officer's name:		Yes (Tick if Yes)
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.

Safe Work Instruction



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Worksite Protection Pre-work Briefing

Briefing date:

Protection Officer details

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	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
Stabled rail traffic within the worksite	Qualified Worker contacted to confirm there is no stabled rail traffic. If stabled rail traffic within a siding is not associated with the TOA, three Railway track signals and worksite protection marker must be placed immediately in front of the stabled rail traffic to prevent unintended movements within the TOA.	Protection Officer
Adjoining / surrounding worksites	Only one worksite is authorised for the TOA	Protection Officer
Electrical infrastructure	Electrical infrastructure is to be treated as live and workers must maintain a safe approach distance as instructed by the Protection Officer or Workplace Supervisor.	Protection Officer and Workplace Supervisor
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.	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



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Workplace Supervisor details

name	contact No.
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Emergency assembly point: **Lavender Cres access gate** SWMS/SWI Ref #: _____

First aid kit location: **Vehicle or training room** 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:

- | | |
|---|--|
| <ol style="list-style-type: none"> 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) | <ol style="list-style-type: none"> 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 (<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 briefed on the SWMS/SWIs/documentated safe work practice for the job
<input type="checkbox"/> have been instructed in the controls recorded in this document and SWMS/SWIs | <input type="checkbox"/> have been made aware of any hazardous materials/substances on site
<input type="checkbox"/> have been briefed on Safety Data Sheets (SDS)
<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

Prepared using SMS-06-TP-4317 v1.5, Custodian: Senior Safety Specialist Safety Systems; Approver: Director Safety and Standards; Issue date: 19/08/2021

Safe Work Instruction

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Worksite Protection Plan – Track Occupancy Authority

Signaller Details

<input type="text" value="name"/>	North Shore Panel	9701 1528
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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

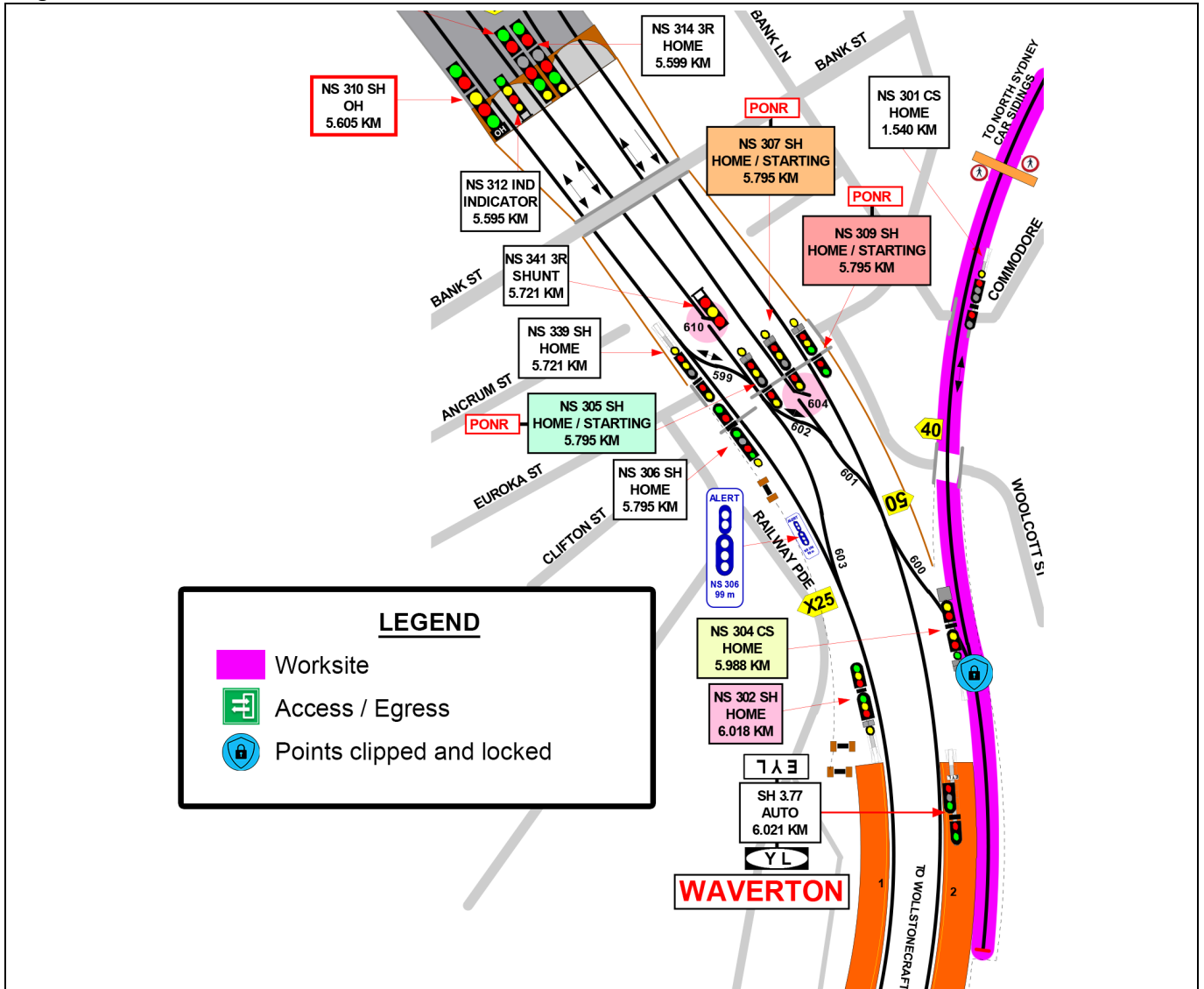
On the

between and

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

INSTRUCTIONS:	<ol style="list-style-type: none"> 1. Protection Officer contacts the Qualified Worker at North Sydney Car Sidings to confirm there is no stabled rail traffic or arrange for stabled rail traffic to be prevented from moving. 2. Protection Officer contacts the Signaller at North Shore Panel to request TOA. 3. Once TOA is authorised, instruct Qualified Workers to clip and lock 600 points to exclude rail traffic from the worksite and TOA. 4. Once 600 points is clipped and locked, inform the workplace supervisor that it is safe for work to start. 5. After all work is completed, move all workers and equipment into a safe place. 6. Instruct Qualified Workers to remove the point clips from 600 points. 7. Protection Officer contacts the Signaller at North Shore Panel to fulfil the TOA.
ADDITIONAL DETAILS	When clipping and locking 600 points, it is critical that the Qualified Worker makes sure that the points are clipped and locked in the correct position that excludes rail traffic from the worksite and TOA.
ACCESS GATES	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Image 1: Union Street access gate. M29 6.172 D</p> </div> <div style="text-align: center;">  <p>Image 2: Lavender Crescent access gate. M29 7.279 D</p> </div> </div>

Diagram



CLIPPING AND LOCKING 600 POINTS



Image 3: 600 points clipped and locked to prevent rail traffic entering the worksite

Diagram cont.

