

# Using a Worksite Protection Plan

## Introduction

*NWT 300 Planning work in the Rail Corridor* requires Protection Officers to consider a number of factors when making their safety assessment prior to commencing work.

One of the requirements in *NWT 300 Planning work in the Rail Corridor* is that the Protection Officer must keep records about protection arrangements.

The Protection Officer records details about work in the Rail Corridor by completing:

- *NRF 015A Worksite Protection Plan* for work that is performed:
  - under *NWT 302 Local Possession Authority*, or
  - under *NWT 304 Track Occupancy Authority*, or
  - in Maintenance Centres or stabling yards.
- *NRF 015B Worksite Protection Plan* for work that is performed using *NWT 310 Lookout Working*, or
- *NRF 015C Worksite Protection Plan* for work that is performed under *NWT 308 Absolute Signal Blocking*, or
- *NRF 015D Worksite Protection Plan* for work that is performed under:
  - *NWT 306 Track Work Authority*, or
  - *NWT 320 Signal Key Switch Blocking*.

## Using a Worksite Protection Plan

### Completing a Worksite Protection Plan

A Worksite Protection Plan must be prepared:

- immediately prior to work on the day, or
- in advance of the work occurring, or
- in conjunction with a recognised *Project Safety Management Plan* or a *Site-specific Safety Management Plan*.

A Worksite Protection Plan form is not required if the activity is described in a recognised Safe Work Method Statement (SWMS) or Safe Work Instruction (SWI), and:

- that document clearly describes the method of protection to be adopted based on the required safety assessment
- that document clearly describes the hazards and risks of performing the work
- the Protection Officer has confirmed that the environment and the tasks have not changed such that the risk to performing the work would have changed.

The Protection Officer must address all the required fields on Worksite Protection Plans.



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#### NOTE

When completing the Worksite Location section of a form related to a work on track authority or a work on track method for an adjacent line, enter the details of the adjacent line, not the line being worked on.

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## Using a Worksite Protection Plan

### Diagrams and maps

Where a space is provided for a diagram or map on the form, the Protection Officer must:

- draw the diagram or map used to formulate the Worksite Protection Plan in the space provided, or
- attach the diagram or map used to formulate the Worksite Protection Plan.

### Rail traffic

The Protection Officer must record details of Train Running Information and rail traffic that are authorised to pass the worksite.

Where a table is provided for rail traffic movements on the form, the Protection Officer may use the table to record details of rail traffic.

## Network Forms

*NRF 015A Worksite Protection Plan*

*NRF 015B Worksite Protection Plan (Lookout Working)*

*NRF 015C Worksite Protection Plan (ASB)*

*NRF 015D Worksite Protection Plan (TWA/SKS)*

## Effective date

14 May 2023

network procedures

# Using a Worksite Protection Plan

**RailSafe** Worksite Protection Plan – NRF 015A

\_\_\_\_\_ / / \_\_\_\_\_

**Signaller Details**

_____ name	_____ location/panel	_____ contact No.
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**Protection Officer Details**

_____ name	_____ signature	_____ contact No.
_____ PSW or RIW No.	_____ designation	Planned duration _____

Workplace Supervisor details: \_\_\_\_\_

Worksite protection (cross out not applicable)  LPA  TOA  Work within a Maintenance Centre or stabling yard

Type of work: \_\_\_\_\_

**Worksite Location** (if completing this form for an adjacent line, enter the details of the adjacent line, not the line being worked on)

On the \_\_\_\_\_ line(s)  
between \_\_\_\_\_ and \_\_\_\_\_

**Notes**

\_\_\_\_\_

Provide or attach a diagram/map of the worksite protection arrangements.

\_\_\_\_\_

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FIGURE 1: NRF 015A Worksite Protection Plan

# Using a Worksite Protection Plan

**RailSafe Worksite Protection Plan – NRF 015B**

Signaller Details

name location/panel contact No.

Protection Officer Details

name signature contact No.

RSW or RIW No. designation Planned duration

Workplace Supervisor details:

Type of work:

**Worksite Location** (if completing this form for an adjacent line, enter the details of the adjacent line, not the line being worked on)

On the line(s)

between and

**Worksite Assessment**

Has the Lookout Working Prohibited Locations Register been consulted? Yes

**Warning method** (cross out if not applicable)

Handsignal Whistle/Horn Voice/Touch Other

**Minimum Warning Time Calculations**

Maximum track speed km/h

Number of Lookouts used Position of Lookouts km and km

Number of additional Lookouts\* used Position of Lookouts km and km

\* Add an additional 5 seconds of See Time if an additional Lookout is used

sec	+	sec	+	10 sec	= Minimum Warning Time (MWT)	sec	km/h	metres	Note - Additional MWT calculations can be recorded in NOTES below or in NRF 017 Protection Officer's Diary
sec	+	sec	+	10 sec		sec	km/h	metres	
sec	+	sec	+	10 sec		sec	km/h	metres	

See Time (S) Move Time (M) Safe Time (S+M+10sec=MWT) Track Speed Minimum Sighting Distance as calculated

**Where is the safe place identified for the Lookout(s) and the workers?**

Lookout(s):

Workers:

Ensure the workers have been briefed about these work details Yes

**Notes**

Provide or attach a diagram/map of the worksite protection arrangements.

**FIGURE 2:** NRF 015B Worksite Protection Plan (Lookout Working)

# Using a Worksite Protection Plan

## Worksite Protection Plan – NRF 015C

**1. ASB Request**

Protection Officer details

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

Type of work: \_\_\_\_\_

**2. Worksite Location** (if completing this form for an adjacent line, enter the details of the adjacent line, not the line being worked on)

On the \_\_\_\_\_ lines

from \_\_\_\_\_ Sigs to \_\_\_\_\_ Sigs terminal line

**3. Protection to be used (attach diagram/map)** (cross out if not applicable)

Signal/s at STOP with blocking facilities applied	Removal of ESML/EOL key	Points secured	Lookout
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**Minimum Warning Time Calculations when using Lookouts**

sec	+	sec	+	10 sec	= Minimum Warning Time (MWT)	sec	km/h	metres	Note - Add an additional 5 seconds of See Time if an additional Lookout is used.
sec	+	sec	+	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		

Protection is required from other Signallers at \_\_\_\_\_ location/panel \_\_\_\_\_ location/panel

**4. Assurances** (confirm the details provided by the Signaller)

All points of entry into the affected portion of track are protected and blocking facilities applied

The last rail traffic to pass the protection was \_\_\_\_\_ rail traffic ID The last known location of rail traffic is \_\_\_\_\_ location

Confirm that there is no approaching rail traffic between protection and worksite

**5. Authorisation**

Authorised by Signaller

name	location/panel	hr
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Protection number \_\_\_\_\_ Notes \_\_\_\_\_

**6. Temporarily suspending ASB**

Provide name and worksite location <input type="checkbox"/> Workers and equipment are clear of the Danger Zone <input type="checkbox"/> Provide protection number <input type="checkbox"/> ASB suspended at _____ hr	Provide name and worksite location <input type="checkbox"/> Workers and equipment are clear of the Danger Zone <input type="checkbox"/> Provide protection number <input type="checkbox"/> ASB suspended at _____ hr	Provide name and worksite location <input type="checkbox"/> Workers and equipment are clear of the Danger Zone <input type="checkbox"/> Provide protection number <input type="checkbox"/> ASB suspended at _____ hr
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**7. Re-establish ASB assurances**

The worksite location is identical <input type="checkbox"/> All points of entry into affected portion of track are protected and blocking facilities applied <input type="checkbox"/> The last rail traffic to pass the protection was _____ rail traffic ID The last known location of rail traffic is _____ location There is no approaching rail traffic between protection and worksite <input type="checkbox"/> ASB re-established at _____ hr Protection number _____	The worksite location is identical <input type="checkbox"/> All points of entry into affected portion of track are protected and blocking facilities applied <input type="checkbox"/> The last rail traffic to pass the protection was _____ rail traffic ID The last known location of rail traffic is _____ location There is no approaching rail traffic between protection and worksite <input type="checkbox"/> ASB re-established at _____ hr Protection number _____	The worksite location is identical <input type="checkbox"/> All points of entry into affected portion of track are protected and blocking facilities applied <input type="checkbox"/> The last rail traffic to pass the protection was _____ rail traffic ID The last known location of rail traffic is _____ location There is no approaching rail traffic between protection and worksite <input type="checkbox"/> ASB re-established at _____ hr Protection number _____
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**8. Ending**

Provide name and worksite location  Workers and equipment are clear of the Danger Zone  Provide protection number  Ended at \_\_\_\_\_ hr

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FIGURE 3: NRF 015C Worksite Protection Plan (ASB) page 1 of 2



# Using a Worksite Protection Plan

**RailSafe Worksite Protection Plan – NRF 015C**

<b>6. Temporarily suspending ASB</b> Provide name and worksite location <input type="checkbox"/> Provide name and worksite location <input type="checkbox"/> Provide name and worksite location <input type="checkbox"/> Workers and equipment are clear of the Danger Zone <input type="checkbox"/> Workers and equipment are clear of the Danger Zone <input type="checkbox"/> Workers and equipment are clear of the Danger Zone <input type="checkbox"/> Provide protection number <input type="checkbox"/> Provide protection number <input type="checkbox"/> Provide protection number <input type="checkbox"/> ASB suspended at <input type="text"/> hr ASB suspended at <input type="text"/> hr ASB suspended at <input type="text"/> hr		
<b>7. Re-establish ASB assurances</b> The worksite location is identical <input type="checkbox"/> The worksite location is identical <input type="checkbox"/> The worksite location is identical <input type="checkbox"/> All points of entry into affected portion of track are protected and blocking facilities applied <input type="checkbox"/> All points of entry into affected portion of track are protected and blocking facilities applied <input type="checkbox"/> All points of entry into affected portion of track are protected and blocking facilities applied <input type="checkbox"/> The last rail traffic to pass the protection was <input type="text"/> rail traffic ID The last rail traffic to pass the protection was <input type="text"/> rail traffic ID The last rail traffic to pass the protection was <input type="text"/> rail traffic ID The last known location of rail traffic is <input type="text"/> location The last known location of rail traffic is <input type="text"/> location The last known location of rail traffic is <input type="text"/> location There is no approaching rail traffic between protection and worksite <input type="checkbox"/> There is no approaching rail traffic between protection and worksite <input type="checkbox"/> There is no approaching rail traffic between protection and worksite <input type="checkbox"/> ASB re-established at <input type="text"/> hr ASB re-established at <input type="text"/> hr ASB re-established at <input type="text"/> hr Protection number <input type="text"/> Protection number <input type="text"/> Protection number <input type="text"/>		
Notes		
<b>6. Temporarily suspending ASB</b> Provide name and worksite location <input type="checkbox"/> Provide name and worksite location <input type="checkbox"/> Provide name and worksite location <input type="checkbox"/> Workers and equipment are clear of the Danger Zone <input type="checkbox"/> Workers and equipment are clear of the Danger Zone <input type="checkbox"/> Workers and equipment are clear of the Danger Zone <input type="checkbox"/> Provide protection number <input type="checkbox"/> Provide protection number <input type="checkbox"/> Provide protection number <input type="checkbox"/> ASB suspended at <input type="text"/> hr ASB suspended at <input type="text"/> hr ASB suspended at <input type="text"/> hr		
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Notes		

**FIGURE 4:** NRF 015C Worksite Protection Plan (ASB) page 2 of 2

network procedures

Using a Worksite Protection Plan

**RailSafe Worksite Protection Plan – NRF 015D**

TWA or  Signal Key Switch Blocking

**Protection Officer Details**

name signature contact No.

RSW or RIW No. designation Planned duration

Workplace Supervisor details:

Type of work:

**Worksite Location** (If completing this form for an adjacent line, enter the details of the adjacent line, not the line being worked on)

On the lines  
between and

**TWA worksite kilometre location**

from km to km  
from km to km

**Signal protection**  TWA or  Signal Key Switch Blocking

Sig Sig Sig Sig Sig Sig Sig Sig

**Minimum Warning Time Calculations when using Lookouts**

sec + sec + 10 sec = Minimum Warning Time (MWT) sec km/h metres

See Time (S) Move Time (M) Safe Time (S+M+10 sec=MWT) Train Speed Minimum Sighting Distance as calculated

**Handsignaller details**

1	name	Sig/km
2	name	Sig/km
3	name	Sig/km
4	name	Sig/km
5	name	Sig/km
6	name	Sig/km
7	name	Sig/km
8	name	Sig/km

**Assurances** (confirm the details provided by the Signaller)

The last rail traffic to pass the protection was rail traffic ID The last known location of rail traffic is location

Confirm that there is no approaching rail traffic between protection and worksite

**Signaller Details**

name location contact No.

**Notes**

Provide or attach a diagram/map of the worksite protection arrangements.

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FIGURE 5: NRF 015D Worksite Protection Plan (SKS/TWA) page 1 of 2



