

# Lookout Working Worksite Protection for City Circle routine network maintenance activities

<b>DOCUMENT NO.</b>	D2021/29550
<b>WORK DESCRIPTION</b>	Routine network maintenance activities – City Circle (Lookout working)
<b>WPP Number</b>	CE2B 10169
<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><b>City Inner and City Outer Lines</b> from <b>Central Station</b> through to <b>Circular Quay Station</b> and looping back to <b>Central Station</b>.</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 and/or Protection Officer Level 1 or higher.</p>
<b>SAFETY CONTROLS – Lookout Working arrangements:</b>	<p>The nominated worksite location is:</p> <p><b>Up and Down City Inner &amp; Up and Down City Outer Lines</b> between <b>SY 377 DCO Signal</b> and <b>SY 350 CO 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> <li>Make sure workers are not walking in more than 2 person groups. Groups must be space 10m apart.</li> <li>Instruct Lookouts to use warning lights to provide as a safety measure when inside tunnel areas</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>NGE 200 Walking in the Danger Zone</i></p> <p><i>NPR 711 Using Lookouts</i></p> <p><i>NPR 751 Calculating Minimum Warning Time</i></p> <p><i>NPR 712 Protecting work from rail traffic on adjacent lines</i></p> <p><i>NLA 104 City Circle</i></p> <p><i>Lookout Working Prohibited Locations Register</i></p>

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## Protection Officer assessment checklist

Protection Officer's name:		<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>		
This document has not expired 12 months beyond the issue date.		
<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 City Circle routine network maintenance activities



### Worksite Protection Pre-work Briefing

Briefing date:  /  /

#### Protection Officer details

name  signature  contact No.

Work location:

Scope of work:

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
<b>Approaching rail traffic</b>	Lookouts must be trained and competent to perform lookout duties. Lookouts must be rotated if performing lookout duties 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 & Lookout
<b>Adjacent live lines</b>	Lookouts must provide warning to workers when rail traffic is approaching from the adjacent line in either direction.	Protection Officer & Lookout
<b>Obstruction to Minimum Sighting Distance</b>	Lookouts must provide warning to the workers whenever their line of sight is obstructed by passing rail traffic and/or any other obstructions. Workers must stop work and move to a safe place and reassess positioning and method.	Protection Officer & Lookout
<b>Adjoining / surrounding worksites</b>	Lookouts must have two independent audible warning devices that can be heard by workers over any noise generated by adjoining/surrounding worksites. Lookouts must provide warning if their line of sight is obstructed by adjoining/surrounding worksites.	Protection Officer & Lookout
<b>Refuge limitations (Man holes)</b>	Workers must not walk in more than 2 person groups. Groups must be spaced 10m apart. Protection Officer will designate each individual's refuge safe place to move to when the Lookout provides warning.	Protection Officer
<b>No easily reachable Safe Place within station platform limits</b>	No work or walking through station platform limits. Higher level of protection required to access.	All
<b>Access to / Egress from worksite</b>	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
<b>Mobile phone distraction</b>	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

[illegible]

### Workplace Supervisor details

## Safe Work Instruction

# Lookout Working Worksite Protection for City Circle routine network maintenance activities



<input type="text" value="name"/>		<input type="text" value="contact No."/>
Emergency assembly point:	<input type="text" value="Access Gate"/>	SWMS/SWI Ref #: <input type="text"/>
First aid kit location:	<input type="text" value="Sydney Trains work vehicle"/>	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

## Worksite Protection Plan – Lookout Working

## Safe Work Instruction

# Lookout Working Worksite Protection for City Circle routine network maintenance activities



### Signaller details

East Panel

02 9701 1581

### Protection Officer details

 name signature contact No. RSW or RIW No. designation

Planned duration

Workplace Supervisor details:

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

### Worksite location

On the  Up and Down City Outer and City Inner lines

between  SY 377 DCO Signal and  SY 350 CO Signal

### Worksite assessment

Has the Lookout Working Prohibited Locations Register been consulted? Yes ☐

### Warning method

Whistle/Horn

Voice/Touch

### Minimum Warning Time Calculations

Maximum track speed  40 km/h

Number of Lookouts used  1 Position of Lookouts  0.020 km to  5.924 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.

<input type="text"/> 2 sec	+	<input type="text"/> 3 sec	+	<input type="text"/> 10 sec		<input type="text"/> 15 sec	<input type="text"/> 40 km/h	<input type="text"/> 167 metres
<input type="text"/> 2 sec	+	<input type="text"/> 3 sec	+	<input type="text"/> 10 sec	= Minimum Warning Time (MWT)	<input type="text"/> 15 sec	<input type="text"/> 30 km/h	<input type="text"/> 125 metres
<input type="text"/> sec	+	<input type="text"/> sec	+	<input type="text"/> 10 sec		<input type="text"/> sec	<input type="text"/> km/h	<input type="text"/> metres
See Time (S)		Move Time (M)		Safe Time	(S+M+10 sec = MWT)	Track speed		Minimum Sighting Distance as calculated

**Note** – Additional MWT calculations can be recorded in the Protection Officer's Diary.

Warning lights used do not exceed a MWT of 20 seconds Yes ☐

### Where are the safe places identified for the Lookouts and the workers?

Lookouts:  Cess, man holes, designated structures and wide 6 foot, Walkways at Circular Quay

Workers:  Cess, man holes, designated structures and wide 6 foot, Walkways at Circular Quay

Ensure the workers have been briefed about these work details Yes ☐

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

## Lookout Working Worksite Protection for City Circle routine network maintenance activities

### INSTRUCTIONS:

1. Protection Officer contacts East Panel to tell the Signaller of the use of Lookout Working in the City Circle.
2. Workers enter the rail corridor via any station in the City Circle or via access pads at Circular Quay and Goulburn Street Portal.
3. Place Lookouts at designated locations.
4. Workers start work up to the position of the Lookout.
5. Workers move to designated safe places.
6. Re-establish Lookouts at the next designated locations.
7. Repeats steps 4 - 6 until the work is complete.
8. Move workers into a designated safe place.
9. Move Lookouts into a safe place and egress the worksite at the designated exit location.
10. Protection Officer Ends Lookout Working by contacting East Panel to tell the Signaller that work is complete and all workers and equipment are in a safe place.

### ADDITIONAL DETAILS

#### Refuge limitations (man holes)

Man hole safe places have limited space for up to 2 persons. Workers must not walk in more than 2 person groups. Groups must be spaced 10m apart.

The Protection Officer must designate which man holes are to be used by whom when the Lookout warns of approaching rail traffic.

#### Lookout Working Prohibited Locations

City Circle- All tracks between 0.000 KM to 5.892 KM - Lookout Working Prohibited in platform areas.

There are no safe places in the platform areas. Workers must stop work and move onto the platform when the workers reach the station platforms.

The Up and Down Shore, Up and Down City Inner, and Down City Outer lines between 0.035 KM to 0.481 KM is a Lookout Working Prohibited Location due to lack of achievable MWT.

### WARNING LIGHTS

Warning lights may be used as a safety measure within tunnel areas in accordance with *NLA 104 – City Circle*.

### PHOTOS



Image 1: Example of warning light at Goulbourn Street Portal

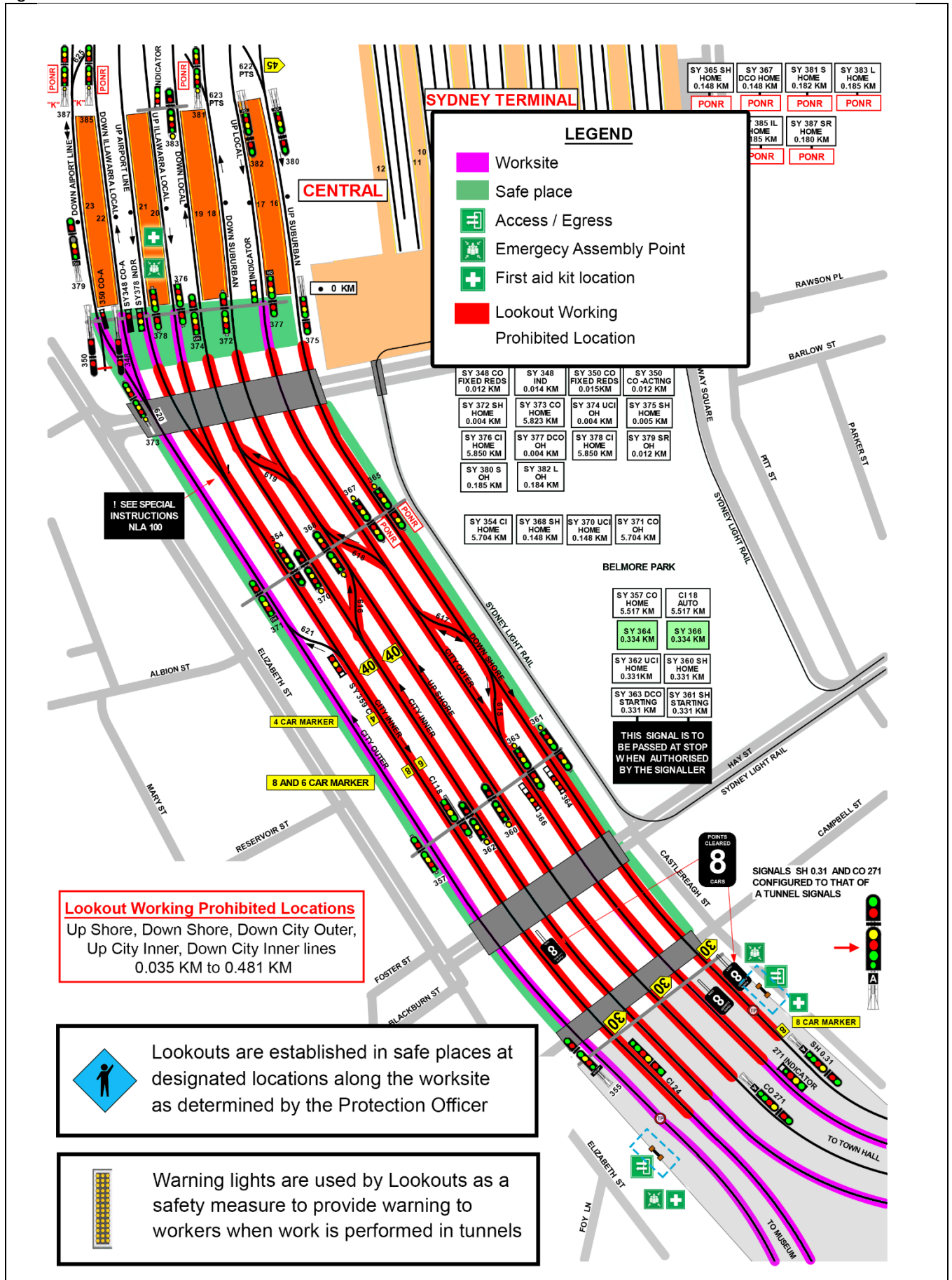


Image 2: Access by the pad at Circular Quay



## Lookout Working Worksite Protection for City Circle routine network maintenance activities

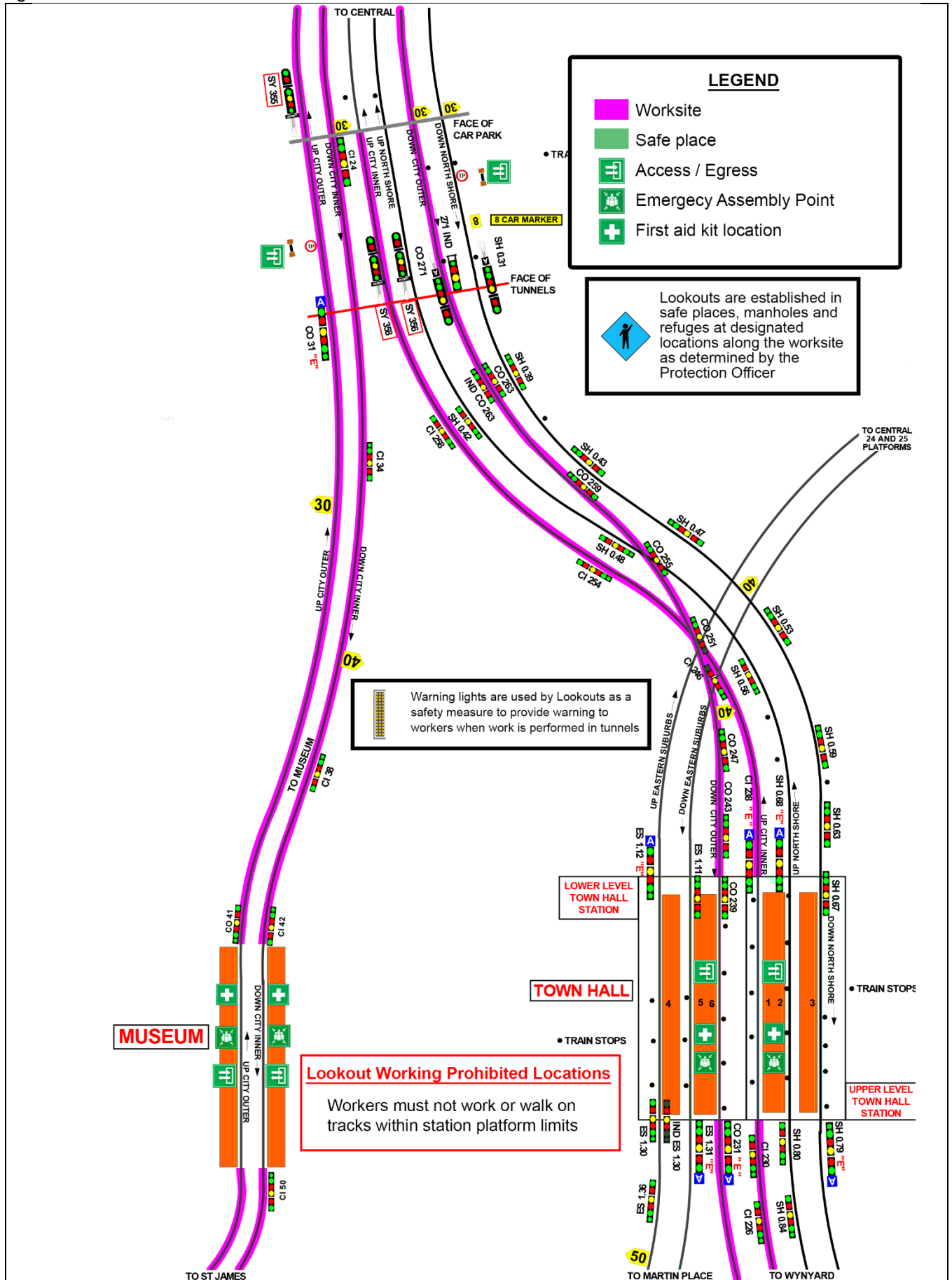
### Diagram





## Lookout Working Worksite Protection for City Circle routine network maintenance activities

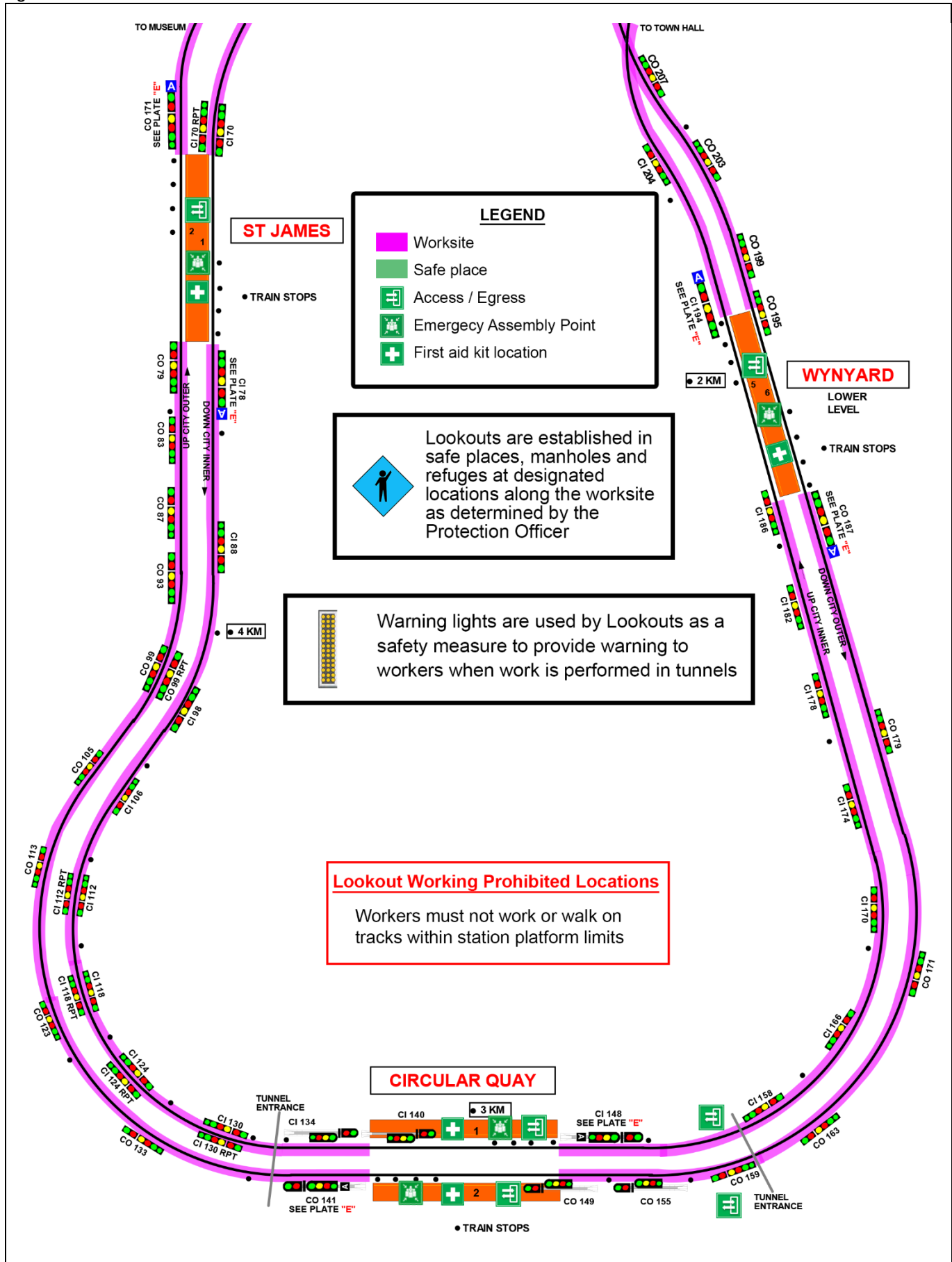
**Diagram cont.**





# Lookout Working Worksite Protection for City Circle routine network maintenance activities

Diagram cont.





### Protection Officer's diary

[illegible]