

# Safe Work Instruction

Lookout Working Worksite Protection for Lithgow Bravo Frame routine network maintenance activities



<b>DOCUMENT NO.</b>	D2022/4077
<b>WORK DESCRIPTION</b>	Routine network maintenance activities
<b>WPP Number</b>	WT4B 10178
<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  <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 Main West line &amp; Down Main West line</b> between <b>96.7 Signal to 97.0 Signal</b></p> <p>The Protection Officer must:</p> <ul style="list-style-type: none"> <li>Establish Lookouts as required to watch for approaching rail traffic from all entry points</li> <li>Establish a Lookout for each track work is being performed on to a maximum of two tracks being worked on at the same time</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 218 Lithgow</i></p> <p><i>Lookout Working Prohibited Locations Register</i></p>

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### Protection Officer assessment checklist

Protection Officer's name:		Yes (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.		
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.*

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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
<ul style="list-style-type: none"> <li><b>Struck by rail traffic</b></li> </ul>	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 protection plan Workers are to stop work and move to a safe place immediately on being warned by the lookouts	Protection Officer & Lookout
<ul style="list-style-type: none"> <li><b>Adjacent live lines</b></li> </ul>	Lookouts must provide warning when rail traffic is approaching from the adjacent line in either direction.	Protection Officer & Lookout
<b>No safe place in platform limits</b>	Workers must not enter the Danger Zone within the platform limits of Lithgow Station.	All
<b>Two-way running / multiple entry points into worksite</b>	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 & Lookout
<b>Obstruction to Minimum Sighting Distance</b>	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 & 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 are to provide warning if their line of sight is obstructed by adjoining/surrounding worksites.	Protection Officer & Lookout
<b>Access to / Egress from worksite</b>  <b>Slips, trips, falls and hazards carrying equipment</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.  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

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<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

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**Workplace Supervisor details**

name	contact No.
Emergency assembly point: <b>Nearest access gate</b>	SWMS/SWI Ref #: <input style="width: 80%;" type="text"/>
First aid kit location: <b>Vehicle</b>	First aider: <input style="width: 80%;" 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

signature
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**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"> <li>1. have been inducted to the site</li> <li>2. are free from alcohol and drugs</li> <li>3. are free from the effects of fatigue</li> <li>4. hold the applicable and current Rail Safety Worker Authorisation, trade licence and/or induction record e.g. Construction Industry Induction</li> <li>5. must wear the appropriate Personal Protective Equipment (PPE)</li> </ol> | <ol style="list-style-type: none"> <li>6. have been briefed on the contents of the Worksite Protection Plan</li> <li>7. have been shown the Worksite Protection Plan diagram</li> <li>8. understand the kinds and limits of worksite protection in place</li> <li>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></li> </ol> |
|---|--|

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)<br><input type="checkbox"/> have been briefed on the SWMS/SWIs/ documented safe work practice for the job<br><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<br><input type="checkbox"/> have been briefed on Safety Data Sheets (SDS)<br><input type="checkbox"/> have been briefed on the WHS Management plan<br><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

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**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**

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.

2 sec	+	3 sec	+	10 sec	= Minimum Warning Time (MWT)	15 sec	85 km/h	354 metres
2 sec	+	3 sec	+	10 sec		15 sec	75 km/h	312 metres
2 sec	+	5 sec	+	10 sec		17 sec	75 km/h	354 metres
2 sec	+	3 sec	+	10 sec		15 sec	70 km/h	292 metres
7 sec	+	5 sec	+	10 sec		22 sec	70 km/h	428 metres
2 sec	+	3 sec	+	10 sec		15 sec	25 km/h	104 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.

**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

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

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## INSTRUCTIONS:

1. Protection Officer briefs workers about the worksite protection arrangements.
2. Protection Officer contacts **Lithgow Yard Box Panel** and tells the Signaller about the use of Lookout Working between **96.7 Signal to 97.0 Signal** on **Up & Down Main West Lines**
3. Workers enter rail corridor via gate **W00 156.047 U**, located on the Up side off **Railway Parade**.
4. Protection Officer places Lookouts watching for rail traffic approach in both directions at the designated locations.
5. Workers start work up to where Lookouts are located or where they can't effectively warn workers.
6. Workers move to a safe place.
7. Repeat steps 4 – 6 until workers complete work from **97.0 Signal** finishing at **96.7 Signal**.
8. Once work is complete, all workers move into a safe place.
9. Protection Officer recalls Lookouts.
10. Protection Officer contacts the Signaller at **Lithgow Yard Box Panel** to end Lookout Working

## ADDITIONAL DETAILS

### Two-way running / multiple entry points

Lithgow Yard is a two-way running area. Rail traffic movements can occur in any direction.

A Lookout is placed watching both directions and must provide warning for any rail traffic approach. Workers must move into a safe place when Lookouts provide a warning regardless of which line the rail traffic is approaching on.

### Obstruction to Lookout's Minimum Sighting Distance

Lookout must provide warning to workers when Minimum Sighting Distance is impeded by rail traffic on adjacent lines. All workers must remain in a safe place until Lookout can re-establish Minimum Sighting Distance.

## LOOKOUTS



Image 1: View of Down direction Lookout at 155.515 KM in the 6 foot.



Image 2: View of Up direction Lookout at 156.010 KM in the Down Cess.

## KEY LOCATIONS



Image 3: Access/egress gate W00 156.047 U and Emergency Assembly Point.

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**INSTRUCTIONS:**  
**96.6 Signal Maintenance**

1. Protection Officer briefs workers about the worksite protection arrangements.
2. Protection Officer establishes Lookout and additional Lookout watching for rail traffic approach at the designated locations on Lithgow Platform. (See below and diagram)
3. Workers start work
4. Workers move to a safe place.
5. Repeat steps 3 – 4 until workers complete work at **96.6 Signal**
6. Once work is complete, all workers move into a safe place.
7. Protection Officer recalls Lookouts.

**ADDITIONAL DETAILS**

Two-way running / multiple entry points  
Lithgow Yard is a two-way running area. Rail traffic movements can occur in any direction.  
A Lookout is placed watching both directions and must provide warning for any rail traffic approach. Workers must move into a safe place when Lookouts provide a warning regardless of which line the rail traffic is approaching on.

Obstruction to Lookout’s Minimum Sighting Distance  
Lookout must provide warning to workers when Minimum Sighting Distance is impeded by rail traffic on adjacent lines and also by passengers on the platform.  
All workers must remain in a safe place until Lookout can re-establish Minimum Sighting Distance.  
No safe place within platform limits  
There is no easily accessible safe place for workers in the Danger Zone within Lithgow Station platform limits.  
Workers must not enter the Danger Zone within the platform limits.

**LOOKOUTS**



Image 1: View of Up direction Additional Lookout at 155.690 KM on Lithgow platform.

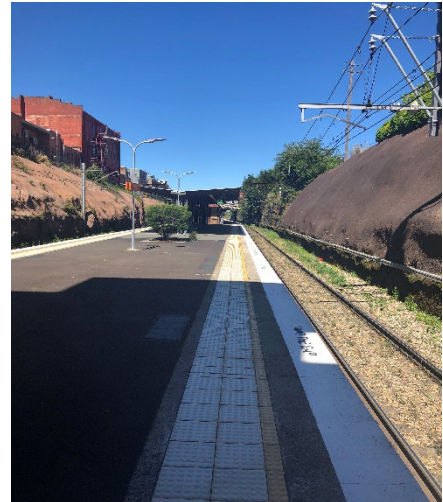


Image 2: View of Up direction Lookout at 155.690 KM on Lithgow platform.

**KEY LOCATIONS**



Image 3: Safe place for work at 96.6 Signal



Image 4: Work Location at 96.6 Signal



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## Diagram

