

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 is 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*.
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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 to 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 Plan forms.



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.

forms

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.
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Effective date

29 September 2019

pre-released

Worksite Protection Plan



Worksite Protection Plan – NRF 015A

Signaller Details

name location/panel contact No.

Protection Officer Details

name signature contact No.

RSW 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.



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 Worksite Protection Hazardous Locations Register been consulted? Yes

Warning method (cross out if not applicable)

Handsignal
 Whistle/Horn
 Voice/Touch
 Other

Minimum Warning Time Calculation when using Lookouts

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
sec	+	sec	+	10 sec		sec	km/h	metres
sec	+	sec	+	10 sec		sec	km/h	metres
<small>See Time (S)</small>		<small>Move Time (M)</small>		<small>Safe Time</small>	<small>(S+M+10 sec = MWT)</small>	<small>Track Speed</small>		<small>Minimum Sighting Distance as calculated</small>

Note - Additional MWT calculations can be recorded in NOTES below or in NRF 017 Protection Officer's Diary

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.

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:

Minimum Warning Time Calculation when using Lookouts

sec	+	sec	+	10 sec						Note - Add an additional 5 seconds of See Time if an additional Lookout is used
See Time (S)		Move Time (M)		Safe Time	= Minimum Warning Time (MWT)	sec	km/h	metres		
					(S+M+10 sec = MWT)	sec	km/h	metres	Minimum Sighting Distance as calculated	

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 line(s)

between and

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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Where practicable, tell the Signaller the signal(s) or points you have identified to protect the work Yes NA

Protection is required from other Signaller(s) 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

<input style="width: 95%;" type="text"/> name	<input style="width: 95%;" type="text"/> location/panel	<input style="width: 95%;" type="text"/> 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 <input style="width: 20%;" type="text"/> 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 <input style="width: 20%;" type="text"/> 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 <input style="width: 20%;" type="text"/> 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 <input style="width: 20%;" type="text"/> rail traffic ID The last known location of rail traffic is <input style="width: 20%;" type="text"/> location There is no approaching rail traffic between protection and worksite <input type="checkbox"/> ASB re-established at <input style="width: 20%;" type="text"/> hr Protection number <input style="width: 20%;" type="text"/>	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 <input style="width: 20%;" type="text"/> rail traffic ID The last known location of rail traffic is <input style="width: 20%;" type="text"/> location There is no approaching rail traffic between protection and worksite <input type="checkbox"/> ASB re-established at <input style="width: 20%;" type="text"/> hr Protection number <input style="width: 20%;" type="text"/>	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 <input style="width: 20%;" type="text"/> rail traffic ID The last known location of rail traffic is <input style="width: 20%;" type="text"/> location There is no approaching rail traffic between protection and worksite <input type="checkbox"/> ASB re-established at <input style="width: 20%;" type="text"/> hr Protection number <input style="width: 20%;" type="text"/>
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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

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 <input type="text"/> 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 <input type="text"/> 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 <input type="text"/> hr
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 <input type="text"/> rail traffic ID 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"/> ASB re-established at <input type="text"/> hr Protection number <input type="text"/>	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 <input type="text"/> rail traffic ID 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"/> ASB re-established at <input type="text"/> hr Protection number <input type="text"/>	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 <input type="text"/> rail traffic ID 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"/> ASB re-established at <input type="text"/> hr Protection number <input type="text"/>

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 <input type="text"/> 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 <input type="text"/> 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 <input type="text"/> hr
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Notes

Worksite Protection Plan



Worksite Protection Plan – NRF 015D

TWA or Signal Key Switch Blocking

 / /

Protection Officer Details

<input type="text"/> name	<input type="text"/> signature	<input type="text"/> contact No.
<input type="text"/> RSW or RIW No.	<input type="text"/> designation	Planned duration <input type="text"/>

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

Handsignaller Details

1	<input type="text"/> name	<input type="text"/> Sig/km
2	<input type="text"/> name	<input type="text"/> Sig/km
3	<input type="text"/> name	<input type="text"/> Sig/km
4	<input type="text"/> name	<input type="text"/> Sig/km
5	<input type="text"/> name	<input type="text"/> Sig/km
6	<input type="text"/> name	<input type="text"/> Sig/km
7	<input type="text"/> name	<input type="text"/> Sig/km
8	<input type="text"/> name	<input type="text"/> 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

<input type="text"/> name	<input type="text"/> location	<input type="text"/> contact No.
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Notes

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

