

## ROUTINE NETWORK MAINTENANCE WORKSITE PROTECTION PLANS

### Purpose

This procedure defines the request and development process of routine network maintenance Worksite Protection Plans (WPPs) for regular use by local Protection Officers.

Routine network maintenance WPPs are:

- used on a regular basis for routine work. They are published in the form of a Safe Work Instruction (SWI); and
- conditions, hazards and protection arrangements are routinely assessed as unchanged from implementation to implementation.

Routine network maintenance WPPs communicate:

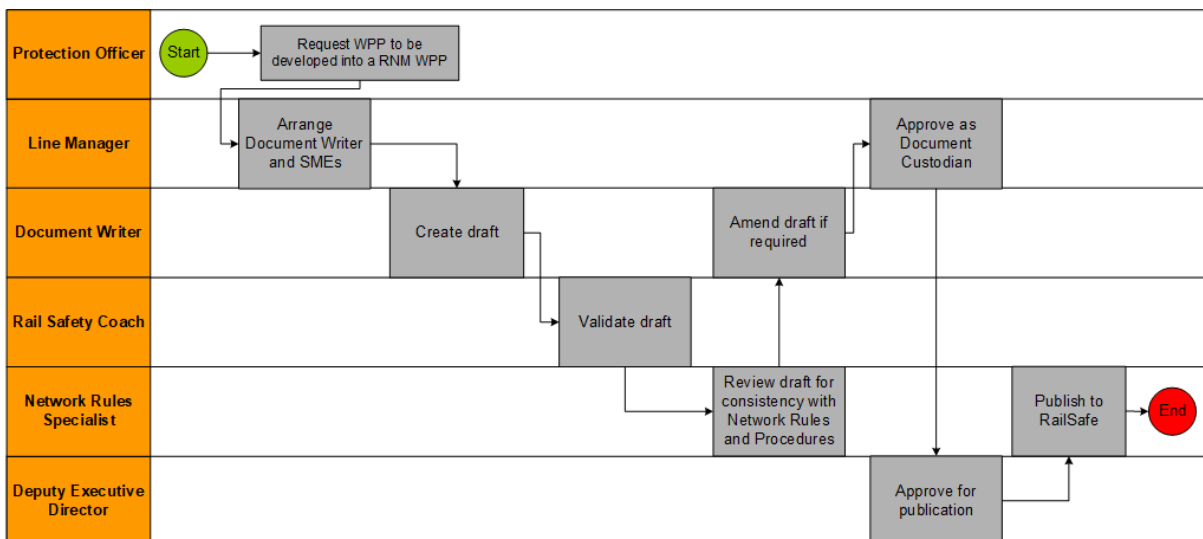
- worksite protection arrangements;
- limits of the worksite;
- safety hazards, risks and controls;
- locations of safe places, first aid kits, emergency assembly points, access and egress points; and
- methods of accessing and egressing the worksite.

### Scope

This procedure is applicable to Sydney Trains Line Managers who wish to have regularly used WPPs developed into a routine network maintenance WPP.

### Process flow

**NOTE:** All worksite protection plans must be developed in collaboration with end users. Representatives of Protection Officers and work views should be involved in the preparation of the plans both prior to and throughout this process.



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## Process description

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### 1. Planning the routine network maintenance WPP

Protection Officers (POs) that regularly use a specific WPP arrangement to protect a routine scope of work may request for the WPP to be developed into a routine network maintenance WPP through their Line Manager.

The **Line Manager** shall:

- arrange a Document Writer to complete a draft routine network maintenance WPP; and
- arrange subject matter experts (SMEs) to assist the Document Writer;

### 2. Create draft

The Document Writer develops the draft routine network maintenance WPP, which must include:

- details of the scope of work;
- summary of the protection arrangements;
- completed Worksite Protection Pre-work Briefing
- specific instructions on how to implement the work on track method or authority;
- references to Network Publications;
- any supporting local content applicable to the worksite protection plan, such as diagrams, photos, special instructions etc.
- a comprehensive break down for worksites that cover a large area;
- Protection Officer's assessment checklist; and
- specific requirements provided by SMEs.

The **Document Writer** shall:

- complete the routine network maintenance WPP using [SMS-06-TP-4317 SWI Template](#).
- make any required amendments to an existing routine network maintenance WPP.
- watermark the SWI with DRAFT and version number.

### 3. Review draft

The purpose of the review is to make sure that the protection arrangements outlined in the draft routine network maintenance WPP are effective and safe. Rail Safety Coaches are the nominated Safeworking subject matter experts to perform the review in consultation with Protection Officers and workers that will work under the plan.

The **Rail Safety Coach** shall:

- review the draft routine network maintenance WPP;
- make sure the routine network maintenance WPP:
  - is in accordance to the Network Rules and Procedures;
  - has protection arrangements that effectively protects the nominated worksite and scope of work;

- includes any special and/or specific instructions, such as how to access/egress the worksite;
  - is not missing any safety critical information; and
  - is practicable to be implemented routinely.
- review diagrams in the routine network maintenance WPP, making sure the following details are included:
    - worksite location;
    - protection arrangements and lookout positions;
    - locations of safe places;
    - locations of emergency assembly points, first aid kits and access/egress points; and
    - area specific special conditions or additional information that affect worksite protection.

Reviews of routine network maintenance WPPs that use Lookout Working must also consider positions of Lookouts as workers move along the worksite.

#### **4. Validation**

Rail Safety Coaches assess the draft routine network maintenance WPP by conducting review workshops and trials involving Protection Officers and others associated with the work scopes to be covered. Results are used to assist Rail Safety Coaches in providing assurances to Document Custodians and Document Approvers through:

- feedback collected from Protection Officers reviewing and implementing the draft routine network maintenance WPP; and
- observations of Protection Officers implementing the draft routine network maintenance WPP in trials.

The **Rail Safety Coach** shall:

- Conduct review workshop with local Protection Officers and other arranged SMEs if required. Some examples of other SMEs may include:
  - SEQR Professionals
  - SEQR Advisors
  - Technical leads and/or writers
  - Safeworking Trainers
- Commence trials of the draft routine network maintenance WPP with local Protection Officers;
- Complete [SMS-05-FM-4007 Document Review Form](#) using the recorded feedback and comments from the workshop and trials;
- Submit the review form and any requirement amendments to the Document Writer.

The **Document Writer** shall:

- Make any necessary amendments from the review workshop and trials;
- Submit the validated draft to the Network Rules Specialist.

The **Network Rules Specialist** shall:

- Review the draft for consistency with the requirements of the Network Rules and Procedures.
- Provide feedback to the submitting Document Writer if required.
- Add the WPP number to the validated draft; and
- Return the validated draft to the submitting Document Writer.

## 5. Endorsement and Approval

The reviewing Network Rules Specialist provides an assurance that the draft routine network maintenance WPP is consistent to the Network Rules and Procedures. This is required for document approval and publication to RailSafe.

The **Network Rules Specialist** shall:

- Add and complete an endorsement field on the [SMS-05-FM-4008 Request to Publish/Withdraw Form](#).
- Return the [SMS-05-FM-4008 Request to Publish/Withdraw Form](#) the submitting Document Writer.

Line Managers that are satisfied with the proposed routine network maintenance WPP may approve it to become the Document Custodian.

**Line Managers** shall:

- Complete [SMS-05-FM-4008 Request to Publish/Withdraw Form](#) as the Document Custodian

The relevant Deputy Executive Director is the Document Approver.

The **Deputy Executive Director** shall:

- Review the submitted documents and approve the routine network maintenance WPP.
- Make sure there is an endorsement from a Network Rules Specialist.
- Sign the submitted [SMS-05-FM-4008 Request to Publish/Withdraw Form](#) as the Document Approver.

## 6. Publication

The approved routine network maintenance WPP and the completed [SMS-05-FM-4008 Request to Publish/Withdraw Form](#) is submitted to the Document Controller in accordance to [SMS-05-OP-3004 Publish SMS Documents](#).

For publication onto RailSafe, notify the reviewing Network Rules Specialist.

## 7. Cyclic review and revision

Routine network maintenance WPPs have an annual review date from publication.

Line Managers are responsible for reviewing the document in accordance to [SMS-05-OP-3003 Modify and Review SMS Documents](#). Rail Safety Coaches or other SMEs may be delegated to conduct the review.

The purpose of the review is to make sure:

- The contents of the SWI is current, effective and practicable; and
- Identify changes to protection details, conditions and tasks.

**Line Managers** shall:

- Schedule a review workshop for local Protection Officers, Rail Safety Coach and other relevant SMEs;
- Review the routine network maintenance WPPs validity with current practices and requirements;
- Evaluate its effectiveness at fulfilling the current Protection Officer Safeworking needs;
- Determine if minor or major revisions are required;
- Determine if the SWI document needs to be withdrawn;
- Complete [SMS-05-FM-4007 Document Review Form](#) using information recorded above;
- Complete [SMS-05-FM-4006 Document Change Request Form](#) and relevant sections of the [SMS-05-FM-4008 Request to Publish/Withdraw Form](#);
- Arrange for a Document Writer to complete any amendments if required; and
- Send the Network Rules Specialists a copy of the completed forms and revised routine network maintenance WPP.

The **Network Rules Specialist** shall:

- Review the revised routine network maintenance WPP for consistency to the Network Rules and Procedures;
- Provide feedback to the submitting Document Writer if required;
- Add and complete an endorsement field on the [SMS-05-FM-4008 Request to Publish/Withdraw Form](#); and
- Return the [SMS-05-FM-4008 Request to Publish/Withdraw Form](#) to the submitting Line Manager.

The **Deputy Executive Director** shall:

- Review the submitted documents and approve the routine network maintenance WPP.
- Make sure there is an endorsement from a Network Rules Specialist.
- Sign the submitted [SMS-05-FM-4008 Request to Publish/Withdraw Form](#) as the Document Approver.
- Send the completed [SMS-05-FM-4008 Request to Publish/Withdraw Form](#) to the Document Controller in accordance to [SMS-05-OP-3004 Publish SMS Documents](#).

## Further information

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[NRF 014 Worksite Protection Pre-work Briefing](#)

[NRF 015 Worksite Protection Plan](#)

[SMS-05-OP-3003 Modify and Review SMS Documents](#)

[SMS-05-OP-3004 Publish SMS Documents](#)

[SMS-06-TP-4317 SWI Template](#)

[SMS-05-FM-4006 Document Change Request Form](#)

[SMS-05-FM-4007 Document Review Form](#)

[SMS-05-FM-4008 Request to Publish/Withdraw form](#)

## Document control

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Document custodian: Network Rules Specialist

Document approver: Director Network Standards, Systems and Quality

## Version history

Version	Effective Date	Change notes
1.0	14/08/2020	First release
1.1	11/10/2021	Revised process to include Document Writer role and expanded SME roles. Updated title of Document Approver.
1.2	14/07/2022	Revised process to review and publish. Added Network Rules endorsement. Changed Document Approver requirements.