

# 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.

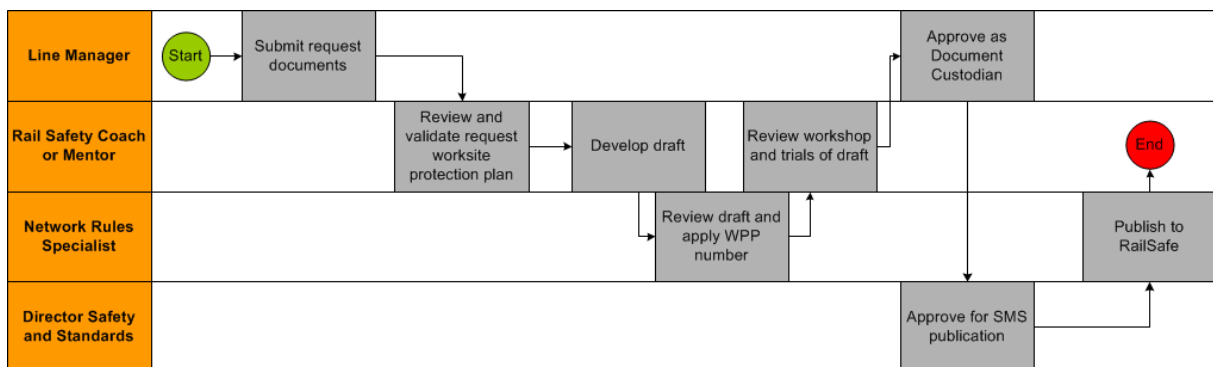
Routine network maintenance WPPs communicate:

- 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



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## Process description

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### 1. Submit request documents

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 routine network maintenance WPP through their Line Manager.

The **Line Manager** shall:

- complete the routine network maintenance WPP request form;
- attach a used and completed WPP that is being requested to be developed; and
- submit the request form and to the Rail Safety Coach or Mentor.

### 2. Review and validate requested WPP

The purpose of the Safeworking review and validation is to make sure that the protection arrangements outlined in submitted WPP are effective and safe. Rail Safety Coaches and Mentors are the nominated Safeworking subject matter experts to conduct the review.

Upon receiving the request documents, the **Rail Safety Coach** or **Mentor** shall:

- review the attached WPP;
- make sure the attached WPP:
  - is in accordance to the Network Rules and Procedures;
  - has protection arrangements that effectively protects the nominated worksite and scope of work;
  - includes safety critical information recorded in permanent form;
  - 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 attached 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 WPPs that use Lookout Working must also consider:

- Routes and movements of workers over a large worksite;
- Positions of lookouts as workers move along the worksite;

The purpose of the validation is to confirm the protection arrangements outlined in the submitted WPP can be implemented effectively and safely.

To validate the submitted WPP, the **Rail Safety Coach** or **Mentor** shall:

- Observe the next work that uses the same WPP details and arrangements; or
- provide documentation of Rail Safety Coach and Mentor activities that cover the scope of work and WPP.
- complete the validation section of the request form.

### **3. Develop draft**

The reviewing Rail Safety Coach or Mentor, the developed routine network maintenance worksite protection plan 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
- any changes to protection arrangements, conditions and environment found on review of the SWI.

The **Rail Safety Coach** or **Mentor** shall:

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

#### **4. Consultation, review and trials**

Rail Safety Coaches and Mentors assess the effectiveness of the developed SWI by conducting consultation workshops and trials. Results are used to assist Rail Safety Coaches and Mentors in providing assurances to Document Custodians and Document Approvers through:

- feedback collected from Protection Officers reviewing and implementing the SWI;
- review feedback from Network Rules specialists; and
- observations of Protection Officers implementing the SWI.

The **Rail Safety Coach** or **Mentor** shall:

- Submit the SWI to a Network Rules Specialist for consultation and WPP number;
- Conduct review workshop with local Protection Officers, Safety Professional and other relevant Safeworking stakeholders;
- Commence trials of the SWI with local Protection Officers;
- Complete [SMS-05-FM-4007 Document Review Form](#) using the recorded feedback and comments from the workshop and trials;
- Remove the TRIAL watermark and add a DRAFT watermark; and
- Submit all documents to the Line Manager.

The **Network Rules Specialist** shall:

- Review the watermarked SWI;
- Provide feedback to the submitting Rail Safety Coach or Mentor;
- Generate a WPP number to add to the SWI; and
- Return the SWI to the submitting Rail Safety Coach or Mentor.

#### **5. Document Custodian and approval**

Line Managers that are satisfied with the proposed routine network maintenance worksite protection plan may approve to become the Document Custodian. The Director of Safety and Standards is the Document Approver.

**Line Managers** shall:

- Complete [SMS-05-FM-4008 Request to Publish/Withdraw Form](#) as the Document Custodian; and
- Provide the completed of [SMS-05-FM-4008 Request to Publish/Withdraw Form](#) to the Rail Safety Coach of Mentor

The **Rail Safety Coach** or **Mentor** shall:

- Add their details to the completed [SMS-05-FM-4008 Request to Publish/Withdraw Form](#) as the subject matter expert, along with any other relevant subject matter experts consulted; and
- Submit the form and draft routine network maintenance worksite protection plan to the Director of Safety and Standards for approval.

The **Director of Safety and Standards** shall:

- Review the submitted documents and approve the routine network maintenance worksite protection plan.
- Sign the submitted [SMS-05-FM-4008 Request to Publish/Withdraw Form](#) as the Document Approver.

## 6. Publication

The approved routine network maintenance worksite protection plan 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 a Network Rules Specialist and provide a copy of the approval form and routine maintenance worksite protection plan.

## 7. Cyclic review and revision

Routine Network Maintenance Worksite Protection Plans 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 Mentors 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 or Mentor and other relevant subject matter experts;
- Review the routine network maintenance worksite protection plan's validity with current practices and needs;
- 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](#); and
- Send the Document Controller and Network Rules Specialists a copy of the forms and revised routine network maintenance worksite protection plan for publication.

## 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 Safety and Standards  
 Review date: 14/08/2023

### Version history

Version	Effective Date	Change notes
1.0	14/08/2020	First release

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