

DOCUMENT NO.	D2023/3332
WORK DESCRIPTION	To be used when performing routine network maintenance on Otford crossovers
WPP Number	SC25A2 10119
SCOPE:	<p>This SWI is applicable for the worksite protection arrangements using a Track Occupancy Authority (TOA) concerning routine network maintenance, defect management and repair of assets within the limits specified below and in the attached plan by South Coast Territory maintenance teams.</p> <p>Work activities include:</p> <ul style="list-style-type: none"> • Routine preventative and corrective work such as inspections and maintenance as appropriate for the type of protection being applied as part of this plan.
AUTHORISATIONS:	<p>Protection Officer: Protection Officer Level 2 or higher.</p> <p>Placing TOA Protection: Handsignaller Level 1 or higher, or Protection Officer Level 1 or higher.</p>
SAFETY CONTROLS – Track Occupancy Authority (TOA)	<p>The TOA limits are from:</p> <ul style="list-style-type: none"> • WG 709 U signal and WG 690 U signal on the Up Illawarra line. • WG 707 D signal and WG 688 D signal on the Down Illawarra line. <p>The nominated worksite location is between:</p> <ul style="list-style-type: none"> • WG 699 U Signal and WG 694 U Signal on the Up Illawarra • WG 697D Signal and WG 692 D Signal on the Down Illawarra <p>Protection is placed at:</p> <ul style="list-style-type: none"> • Railway Track Signal protection and Worksite Protection Markers at 51.860 KM and 53.550 KM.
PRESTART REQUIREMENTS:	<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"> • Protection Officer requires a phone to contact the Signaller. • Qualified Workers clipping and locking points require • Qualified Workers placing protection require: <ul style="list-style-type: none"> - 12 x Railway Track Signals - 4 x Worksite Protection Markers
FURTHER INFORMATION:	<p><i>NWT 300 Planning work in the Rail Corridor</i></p> <p><i>NWT 304 Track Occupancy Authority</i></p> <p><i>NPR 702 Using a Track Occupancy Authority</i></p> <p><i>NPR 707 Clipping points</i></p> <p><i>NRF 002 Track Occupancy Authority (TOA)</i></p> <p><i>NPR 712 Protecting work from rail traffic on adjacent lines</i></p> <p><i>NGE 200 Walking in the Danger Zone</i></p> <p><i>NLA 410 Sutherland to Wollongong</i></p>

Protection Officer assessment checklist

Protection Officer's name:		Yes (Tick if Yes)
This document has not expired 12 months beyond the issue date.		
On-site safety assessment has been completed and additional hazards and controls recorded on the pre-work briefing (Page 3).		
SWI details and protection arrangements have been reviewed and validated for the assessed worksite location.		
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.

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
Approaching rail traffic	TOA implemented.	Protection Officer
Adjacent live lines	Designated work and walk areas as per Protection Officer's instructions. All work must stop when warned by Protection Officer until rail traffic has passed.	Protection Officer
Mobile phone distraction	Mobile phone usage is only allowed in the Danger Zone when required for work purposes. Other than being used for work purposes, mobile phones may be used only in a safe place after informing the Protection Officer.	All

Safe Work Instruction

TOA Worksite Protection for Otford Crossovers



Workplace Supervisor details

name contact No.

Emergency assembly point: Access Gate SWMS/SWI Ref #:

First aid kit location: Sydney Trains work vehicle First aider:

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

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
2. are free from alcohol and drugs
3. are free from the effects of fatigue
4. hold the applicable and current Rail Safety Worker Authorisation, trade licence and/or induction record e.g. Construction Industry Induction
5. must wear the appropriate Personal Protective Equipment (PPE)
6. have been briefed on the contents of the Worksite Protection Plan
7. have been shown the Worksite Protection Plan diagram
8. understand the kinds and limits of worksite protection in place
9. have been briefed about any new hazards and controls identified during the final site inspection (final site inspection must be conducted immediately before commencing work)

Mark each check box below with a tick [x] if the item applies or a cross [x] if the item does not apply.
[] have been informed of the requirements of the electrical permit (if required)
[] have been briefed on the SWMS/SWIs/documentated safe work practice for the job
[] have been instructed in the controls recorded in this document and SWMS/SWIs
[] have been made aware of any hazardous materials/substances on site
[] have been briefed on Safety Data Sheets (SDS)
[] have been briefed on the WHS Management plan
[] have been briefed on the hazards of adjoining worksites/processes.

Table with 4 columns: Name, Signature, Time of briefing: hh:mm, Amendment briefing: hh:mm and initial. Multiple empty rows for participant data.

Worksite Protection Plan – Track Occupancy Authority

Signaller details

<input type="text" value="name"/>	Wollongong North Panel	02 4223 5446
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Protection Officer details



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

Workplace Supervisor details:

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

Worksite Location		
On the	<input type="text" value="Up Illawarra"/>	
between	<input type="text" value="WG 699U"/>	and <input type="text" value="WG 694 U"/>
	<input type="text" value="Down Illawarra"/>	
	<input type="text" value="WG 697 D"/>	<input type="text" value="WG 692 D"/>

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

INSTRUCTIONS:	<ol style="list-style-type: none"> 1. Workers enter the rail corridor via I00 52.895 U access gate off Lady Carrington Rd Otford 2. Protection Officer conducts the worksite protection pre-work briefing. 3. Protection Officer contacts the Signaller at Wollongong North Panel and requests TOA. 4. Instruct Qualified Workers to place Railway Track Signal protection and Worksite Protection Markers at 51.860 KM and 53.550 KM on the Up and Down Illawarra lines. 5. Protection Officer informs the workplace supervisor that it is safe for work to start. 6. Workers start work. 7. After all work is completed, move all workers and equipment into a safe place. 8. Instruct Qualified Workers to remove Railway Track Signal protection, Worksite Protection Markers and from the TOA. 9. Workers egress the rail corridor via I00 52.895 U access gate off Lady Carrington Rd Otford 10. After all protection is removed, Protection Officer contacts the Signaller Wollongong North Panel that work is complete, all protection has been removed from the line, workers and equipment are clear of the Danger Zone and if any restrictions have been applied to fulfil the TOA.
ACCESS/EGRESS:	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Image 1: Helensburgh Side TOA Limit</p> </div> <div style="text-align: center;">  <p>Image 2: Thirroul Side TOA Limit</p> </div> </div>

Diagram

