

DOCUMENT NO.	D2023/10108
WORK DESCRIPTION	Routine network maintenance activities –XPT Centre– Lookout Working (moving worksite)
WPP Number	CS21B 11524
SCOPE:	<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"> 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 1 or higher</p> <p>Lookout: Engineering Hand signaller Level 1 or higher or Protection Officer Level 1 or higher.</p>
SAFETY CONTROLS – Lookout Working arrangements:	<p>The nominated worksite location for Lookout working includes All tracks within XPT Maintenance Centre between 742 Points and End of terminal line.</p> <p>The nominated worksite location for Lookout Working is a moving worksite, where workers are working along the track within the limits of the nominated worksite location up to the where the Lookout is established.</p> <p>As work moves along the track, the Protection Officer must assess the new location and:</p> <ul style="list-style-type: none"> Establish Lookouts as required to watch for approaching rail traffic from all entry points Designate and instruct which safe places the workers are to use as the work is completed along the work route within the worksite limits.
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. Lookouts require a high-visibility arm sleeve and a whistle / horn.
FURTHER INFORMATION:	<p><i>NWT 300 Planning work in the Rail Corridor</i></p> <p><i>NWT 310 Lookout Working</i></p> <p><i>NGE 200 Walking in the Danger Zone</i></p> <p><i>NPR 711 Using Lookouts</i></p> <p><i>NPR 751 Calculating Minimum Warning Time</i></p> <p><i>NPR 712 Protecting work from rail traffic on adjacent lines</i></p> <p><i>Lookout Working prohibited locations register</i></p> <p><i>Lookout Working Prohibited Location Register XPT Yard Site Induction</i></p> <p><i>NLA 400 Central to Sutherland</i></p> <p><i>NLA 402 Sydenham</i></p>

Safe Work Instruction**Lookout Working Worksite protection plan for XPT Maintenance Centre
Routine Network Maintenance Activities****Protection Officer assessment checklist**

Protection Officer name:		Yes <i>(Tick if Yes)</i>
This document is still current at the time of its application? (Up to 12 months from the document issue date)		
SWI details and protection arrangements have been reviewed and validated for the assessed worksite location, including: <ul style="list-style-type: none"> • On-site safety assessment has been completed for relevancy of works being undertaken • The required protection details, environment and tasks are unchanged from the details of this SWI 		
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.

Safe Work Instruction

**Lookout Working Worksite protection plan for XPT Maintenance Centre
Routine Network Maintenance Activities**



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"> Approaching rail traffic 	Lookout working implemented, using lookouts watching for approaching rail traffic. 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 the protection plan attached to this document. 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"> Adjacent live lines 	Lookouts must provide warning to workers when rail traffic is approaching from the adjacent line in either direction.	Protection Officer & Lookout
<ul style="list-style-type: none"> Two - way running / multiple entry points into worksite 	Lookouts must be placed watching each direction before work starts. Lookouts are to warn workers of approaching rail traffic, including rail traffic entering, stabling or travelling within the worksite. Workers are to stop work and move to a safe place once warned.	Protection Officer & Lookout
Obstruction to Minimum Sighting Distance	Lookouts must provide warning to the workers whenever their line of sight is obstructed by passing rail traffic. Workers must stop work and move to a safe place and reassess positioning and method	Protection Officer & Lookout
Adjoining/Surrounding Worksites	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
Access to / Egress from worksite Slips, trips, falls and hazards carrying equipment	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
Mobile phone	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



Safe Work Instruction

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Workplace Supervisor Details

name contact No. Emergency assembly point: Car park of Maintenance Centre SWMS/SWI Ref #: First aid kit location: Shift Manager Office / Sydney Trains 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 data entry.

Safe Work Instruction

Lookout Working Worksite protection plan for XPT Maintenance Centre
Routine Network Maintenance Activities



Worksite Protection Plan – Lookout Working

Signaller details

name Sydenham Panel 02 8568 3430

Mortdale Shift Manager details

name XPT Maintenance Centre 02 9563 7741

Protection Officer details

name signature No. RSW or RIW No. designation Planned duration

Workplace Supervisor details:

Type of work:

Worksite Location

On the All Tracks within XPT Maintenance Centre
All tracks within MMC includes: No.1 Servicing Road, No.2 Servicing Road, Dock Siding, No.1 Refuelling Road, No.2 Refuelling Road, Wash Shed
between 742 Points and End of terminal line

Worksite Assessment

Has the Lookout Working Prohibited Locations Register been consulted? Yes

Warning method

Whistle/Horn Voice/Touch

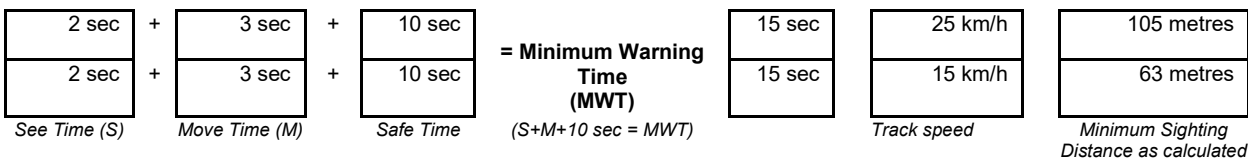
Minimum Warning Time Calculations

Maximum track speed 25 km/h

Number of Lookouts used 1 Position of Lookouts 5.630 km to 6.350 km

Number of additional Lookouts* used 1 Position of Lookouts - km To - km

Note - Lookouts are relocated to positions within these KMs as workers move along the worksite.



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: Up and Down cess, Open 6 foots, behind fixed, structures and designated walkways

Workers: Up and Down cess, Open 6 foots, behind fixed, structures and designated walkways

Ensure the workers have been briefed about these work details Yes

Diagrams, notes, and detailed instructions are over the next pages. These are to be read and followed as part of this worksite protection plan for Lookout Working.

**Lookout Working Worksite protection plan for XPT Maintenance Centre
Routine Network Maintenance Activities**

INSTRUCTIONS:

1. Worker’s access **XPT Maintenance Centre** via Security Gate off **Way Street**.
2. Workers **sign on with Security guard** and then enter via security gate into XPT Carpark.
3. Protection Officer briefs workers about the worksite protection arrangements.
4. Protection Officer signs on with XPT **shift Manager and speaks to shunters**.
5. Protection Officer contacts **Sydenham Panel** to inform the Signaller of the use of Lookout Working on **All Tracks** at the city entry end of **XPT Maintenance Centre** if intruding pass **SM618 Signal**.
6. Establish lookout at designated locations.
7. Workers start work up to designated locations.
8. Workers move to safe places.
9. Re-establish the Lookouts at the next designated locations.
10. Repeats steps 6-10 until the work is complete.
11. Workers move to a safe place.
12. Recall Lookouts.
13. Protection Officer to Sign off with **XPT Shift Manager and Shunter**.
14. Workers egress the worksite via **XPT access pad gate and security gate**.
15. Protection Officer and workers are to **Sign Out at the XPT Yard Security Office**.
16. Protection Officer contacts **Sydenham Panel** to end Lookout working, if signed on with signaller.

ADDITIONAL DETAILS

Obstruction to Minimum Sighting Distance

Stabled rail traffic may obstruct the Lookouts minimum sighting distance requirements. When this hazard is identified, workers must stop work and move to a safe place until the Protection Officer makes an assessment and repositions Lookouts to achieve the required Minimum Sighting Distance.

Multiple entry points

Tracks are to be treated as bidirectional. Lookouts are placed to watch for rail traffic approaching from both directions. Rail traffic movements on other tracks may also obstruct minimum sighting distance requirements. When this is identified, workers must stop work and move to a safe place until the Protection Officer makes an assessment and repositions Lookouts to achieve the required Minimum Sighting Distance.

Signaller and Yard Master Limits

Protection Officers should be aware of the limits of the Signaller and Yard Master. Where or if there are STOP signs marks the limit of the where the Signaller’s authority ends, and the Yard Master’s authority begins. The Protection must speak to the appropriate person prior to commencing work in that area.

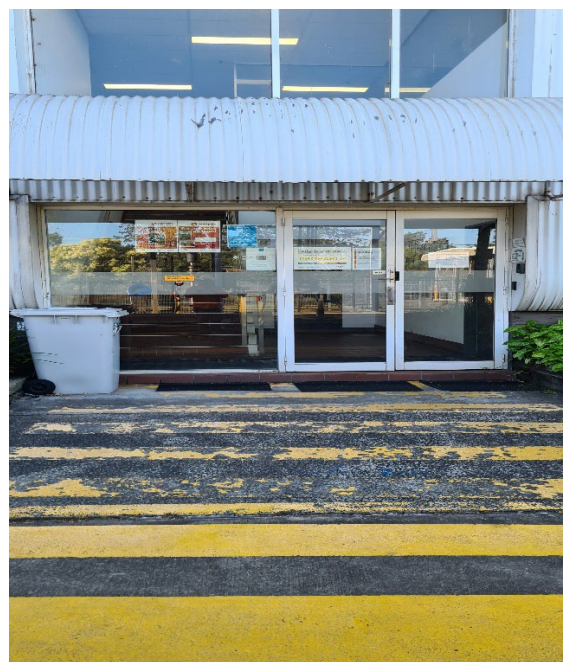
SM618 shunt signal gives the authority to the driver to proceed out of XPT yard and **SM613 Shunt signal** gives the authority to proceed into XPT Centre.

IMAGES

Image 1: XPT yard Security Office



Image 2: XPT Main entrance into office



IMAGES

Image 3: XPT Yard Shift Manager's Office



Image 4: XPT Shunters Room



LOOKOUTS

Image 5: View towards City End of XPT Yard



Image 6: View towards Country End of XPT Yard termination Line



Diagram

