

Safe Work Instruction

Lookout Working Worksite Protection for Thornleigh to Pennant Hills routine network maintenance activities



DOCUMENT NO.	D2023/10082
WORK DESCRIPTION	Routine network maintenance activities - Thornleigh to Pennant Hills (LW moving worksite)
WPP Number	CN11B 10001
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: Hand signaller Level 1 or higher, Protection Officer Level 1 or higher</p>
SAFETY CONTROLS – Lookout working arrangements:	<p>The nominated worksite location for Lookout Working includes the North Up Main and North Down Main.</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 and/or re-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>A 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>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>NGE 200 Walking in the Danger Zone</i></p> <p><i>NLA 320 Broadmeadow - Newcastle Interchange</i></p> <p><i>Lookout Working Prohibited Locations Register</i></p>

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Protection Officer assessment checklist

Protection Officer's name:		Yes (Tick if Yes)
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 for Thornleigh to Pennant Hills routine network maintenance activities****Worksite Protection Pre-work Briefing**Briefing date: / / **Protection Officer details**

<input type="text"/> name	<input type="text"/> signature	<input type="text"/> contact No.
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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 	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 protection plan on page 8. Workers are to stop work and move to a safe place immediately on being warned by the lookouts	Protection Officer and Lookout
<ul style="list-style-type: none"> Live adjacent lines 	Lookouts must provide warning to workers when rail traffic is approaching from the adjacent line in either direction.	Protection Officer and Lookout
Two - way running / multiple entry points into worksite	One Lookout placed watching each direction before work starts. Lookouts are to warn workers of approaching rail traffic, including rail traffic entering or travelling within the worksite. Workers are to stop work and move to a safe place.	Protection Officer and 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 and 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 and 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

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Workplace Supervisor details

<input type="text" value="name"/>		<input type="text" value="contact No."/>	
Emergency assembly point:	Nearest access gate	SWMS/SWI Ref #:	<input type="text"/>
First Aid kit location:	In vehicles/station	First aider:	<input type="text"/>

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 ☐

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

Mark each check box below with a tick ☒ if the item applies or a cross ☒ if the item does not apply.

- | | |
|--|---|
| <input type="checkbox"/> have been informed of the requirements of the electrical permit (if required) | <input type="checkbox"/> have been made aware of any hazardous materials/substances on site |
| <input type="checkbox"/> have been briefed on the SWMS/SWIs/documented safe work practice for the job | <input type="checkbox"/> have been briefed on Safety Data Sheets (SDS) |
| <input type="checkbox"/> have been instructed in the controls recorded in this document and SWMS/SWIs | <input type="checkbox"/> have been briefed on the WHS Management plan |
| | <input type="checkbox"/> have been briefed on the hazards of adjoining worksites/processes. |

Name	Signature	Time of briefing: hh:mm	Amendment briefing: hh:mm and initial

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Worksite Protection Plan – Lookout Working

Signaller details

Protection Officer details

Workplace Supervisor details:

Type of work:

Worksite location

On the

between and

Worksite Assessment

Has the Lookout Working Prohibited Locations Register been consulted? Yes ☐

Warning method

Minimum Warning Time Calculations

Maximum track speed

Number of Lookouts used Position of Lookouts to

Number of additional Lookouts* used Position of Lookouts To

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

<input type="text" value="2 sec"/>	+	<input type="text" value="3 sec"/>	+	<input type="text" value="10 sec"/>		<input type="text" value="15 sec"/>	<input type="text" value="115 km/h"/>	<input type="text" value="480 metres"/>
<input type="text" value="2 sec"/>	+	<input type="text" value="3 sec"/>	+	<input type="text" value="10 sec"/>		<input type="text" value="15 sec"/>	<input type="text" value="100 km/h"/>	<input type="text" value="417 metres"/>
<input type="text" value="2 sec"/>	+	<input type="text" value="3 sec"/>	+	<input type="text" value="10 sec"/>	= Minimum Warning Time (MWT)	<input type="text" value="15 sec"/>	<input type="text" value="40 km/h"/>	<input type="text" value="167 metres"/>
<input type="text" value="2 sec"/>	+	<input type="text" value="3 sec"/>	+	<input type="text" value="10 sec"/>		<input type="text" value="15 sec"/>	<input type="text" value="80 km/h"/>	<input type="text" value="334 metres"/>
See Time (S)		Move Time (M)		Safe Time	(S+M+10 sec = MWT)		Track speed	Minimum Sighting Distance as calculated

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:

Workers:

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

INSTRUCTIONS:

1. Workers enter the rail corridor via **Access Gate N00 29.989 at Thornleigh**
2. Protection Officer briefs workers about the worksite protection arrangements.
3. Protection Officer contacts Epping Panel and tells the Signaller about the use of Lookout Working.
4. Establish Lookouts at designated locations.
5. Workers start work up to designated locations.
6. Workers move to safe place.
7. Re-establish Lookouts at next designated location.
8. Repeat steps 6-8 until work is complete.
9. Workers move to a safe place.
10. Recall lookouts.
11. Workers egress the worksite via **Access Gate N00 29.989 at Thornleigh**.
12. Protection Officer contacts Epping Panel to end Lookout Working.

ADDITIONAL DETAILS

Obstruction to Minimum Sighting Distance

Stabled rail traffic on the Up Refuge Loop may obstruct the Lookout's 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 relocates Lookouts to achieve the required Minimum Sighting Distance

No safe place within Thornleigh station platform limits

Workers must not enter the Danger Zone within the limits of Thornleigh station platforms.

LOOKOUTS



Image 1: View towards Country end Platform 2 Thornleigh

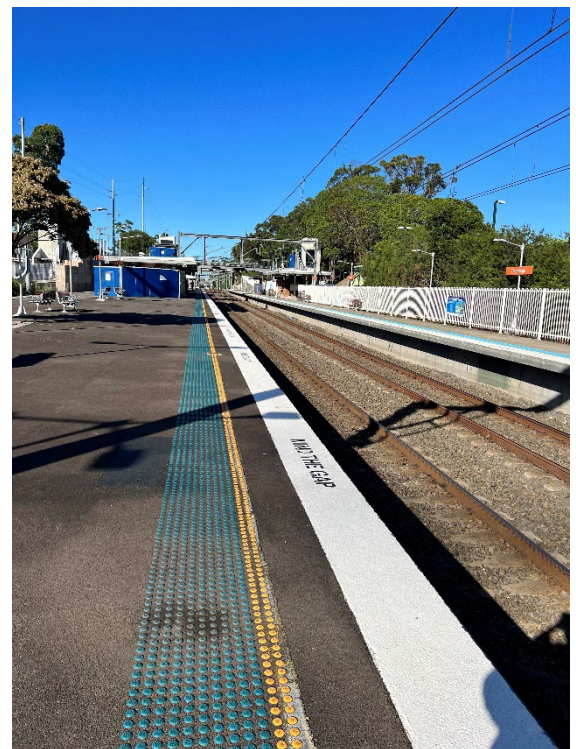


Image 2: View towards City end Platform 2 Thornleigh



Image 3: Top View towards Country end Platform 2 Thornleigh

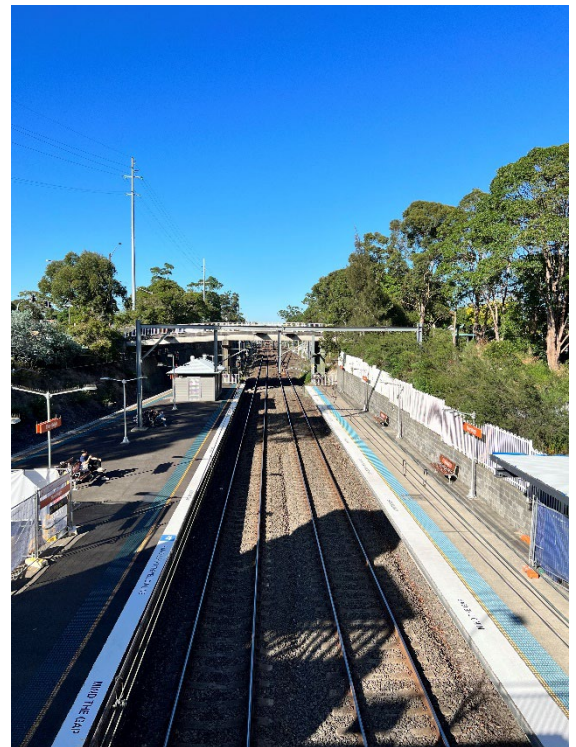


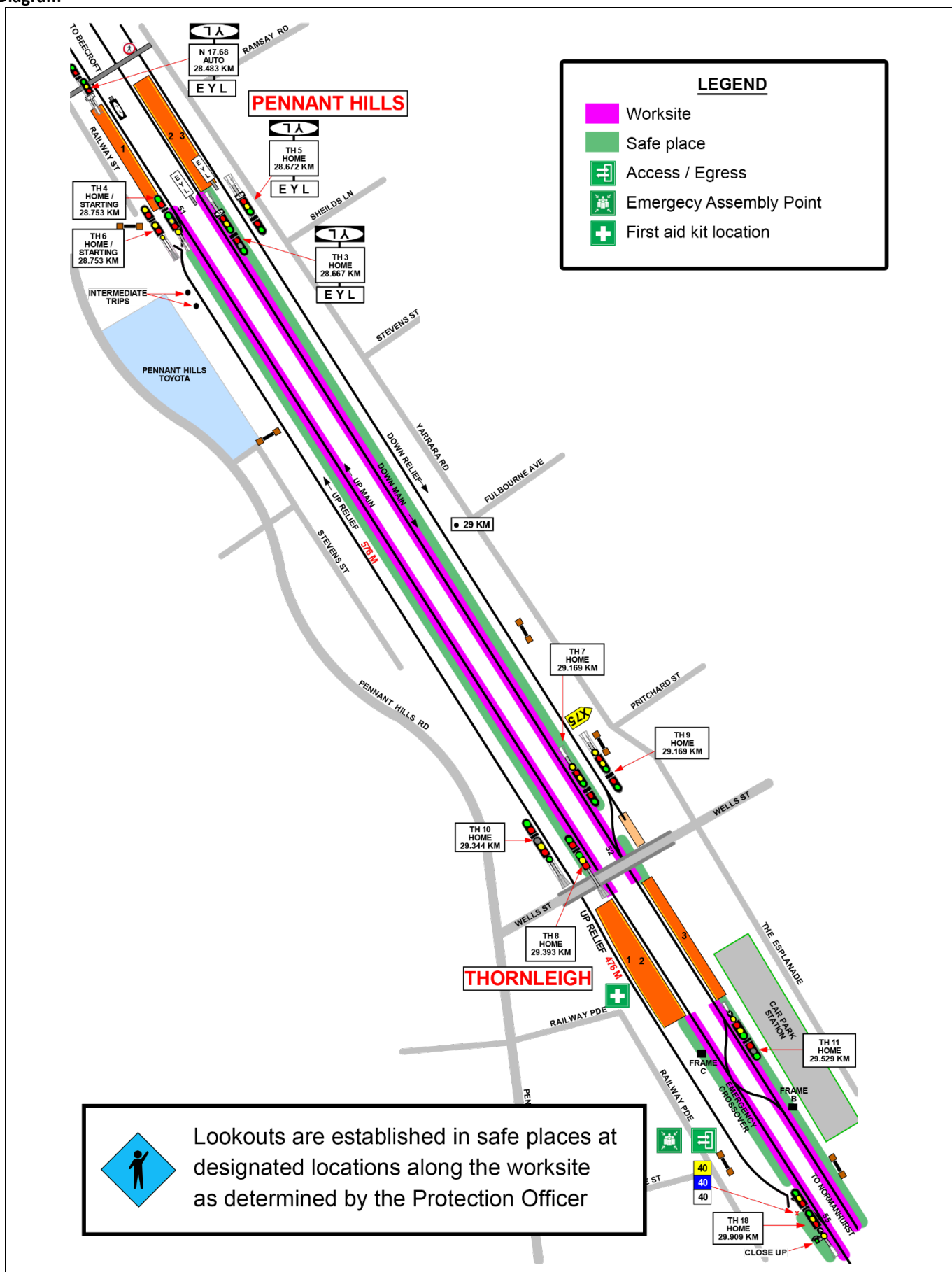
Image 4: Top View towards City end Platform 2 Thornleigh

ACCESS /
EGRESS



Image 5: Access Gate N00 29.989 at Thornleigh on the Up Cess.

Diagram



Protection Officer's diary

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