

procedures

NPR 015 Using a Worksite Protection Plan

Introduction

NWT 300 Planning work in the Rail Corridor requires Protection Officers to consider a number of factors when making their safety assessment prior to commencing work.

One of the requirements in *NWT 300 Planning work in the Rail Corridor* is that the Protection Officer must keep records about protection arrangements.

The Protection Officer records details about work in the Rail Corridor by completing:

- *NRF 015A Worksite Protection Plan* for work that is performed:
 - under *NWT 302 Local Possession Authority*, or
 - under *NWT 304 Track Occupancy Authority*, or
 - in Maintenance Centres or stabling yards.
- *NRF 015B Worksite Protection Plan* for work that is performed using *NWT 310 Lookout Working*, or
- *NRF 015C Worksite Protection Plan* for work that is performed under *NWT 308 Absolute Signal Blocking*, or
- *NRF 015D Worksite Protection Plan* for work that is performed under:
 - *NWT 306 Track Work Authority*, or
 - *NWT 320 Signal Key Switch Blocking*.

Completing a Worksite Protection Plan

A Worksite Protection Plan must be prepared before work commences.

The Protection Officer must address all the required fields on Worksite Protection Plans.

**Note**

When completing the Worksite Location section of a form related to a work on track authority or a work on track method for an adjacent line, enter the details of the adjacent line, not the line being worked on.

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A Worksite Protection Plan form is not required if the activity is described in a recognised Safe Work Method Statement (SWMS) or Safe Work Instruction (SWI), and:

- that document clearly describes the method of protection to be adopted based on the required safety assessment, and
- that document clearly describes the hazards and risks of performing the work, and
- a Protection Officer has confirmed:
 - that the details contained in the SWMS or SWI have not changed, and
 - that the described method of protection is still adequate for the environment and task.

Diagrams and maps

Where a space is provided for a diagram or map on the form, the Protection Officer must:

- draw the diagram or map used to formulate the Worksite Protection Plan in the space provided, or
- attach the diagram or map used to formulate the Worksite Protection Plan.

Rail traffic

The Protection Officer must record details of Train Running Information and rail traffic that are authorised to pass the worksite.

Where a table is provided for rail traffic movements on the form, the Protection Officer may use the table to record details of rail traffic.

Related Documents

NRF 015A	Worksite Protection Plan
NRF 015B	Worksite Protection Plan LW
NRF 015C	Worksite Protection Plan ASB
NRF 015D	Worksite Protection Plan TWA and SKS