

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 is 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*.
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Worksite Protection Plan

Completing a Worksite Protection Plan

A Worksite Protection Plan must be prepared:

- immediately prior to work on the day, or
- in advance of the work occurring, or
- in conjunction with a recognised *Project Safety Management Plan* or a *Site-specific Safety Management Plan*.

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
- that document clearly describes the hazards and risks to performing the work
- the Protection Officer has confirmed that the environment and the tasks have not changed such that the risk to performing the work would have changed.

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



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.

Worksite Protection Plan

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 is 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.

Effective date

04 December 2022

pre-released

forms

Worksite Protection Plan

RailSafe **Worksite Protection Plan – NRF 015A**

_____ / /

Signaller Details

_____ name	_____ location/panel	_____ contact No.
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Protection Officer Details

_____ name	_____ signature	_____ contact No.
_____ RSW or RW/No	_____ designation	Planned duration _____

Workplace Supervisor details: _____

Worksite protection (cross out not applicable) LPA TOA Work within a Maintenance Centre or stabling yard

Type of work: _____

Worksite Location (if completing this form for an adjacent line, enter the details of the adjacent line, not the line being worked on)

On the _____ line(s)
between _____ and _____

Notes

Provide or attach a diagram/map of the worksite protection arrangements.

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Worksite Protection Plan



Worksite Protection Plan – NRF 015B

Signaller Details

name location/panel contact No

Protection Officer Details

name signature contact No

PSW or RIW No designation Planned duration

Workplace Supervisor details:

Type of work:

Worksite Location (if completing this form for an adjacent line, enter the details of the adjacent line, not the line being worked on)

On the line(s)

between and

Worksite Assessment

Has the Lookout Working Prohibited Locations Register been consulted? Yes

Warning method (cross out if not applicable)

Handsignal Whistle/Horn Voice/Touch Other

Minimum Warning Time Calculations

Maximum track speed km/h

Number of Lookouts used Position of Lookouts km and km

Number of additional Lookouts* used Position of Lookouts km and km

* Add an additional 5 seconds of See Time if an additional Lookout is used

sec	+	sec	+	10 sec	=	sec	km/h	metres
sec	+	sec	+	10 sec	=	sec	km/h	metres
sec	+	sec	+	10 sec	=	sec	km/h	metres

See Time (S) Move Time (M) Safe Time (S+M+10 sec = MWT) (S+M+10 sec = MWT) Track Speed Minimum Sighting Distance as calculated

Note - Additional MWT calculations can be recorded in NOTES below or in NRF 015 Protection Officer's Diary

Where is the safe place identified for the Lookout(s) and the workers?

Lookout(s):

Workers:

Ensure the workers have been briefed about these work details Yes

Notes

Provide or attach a diagram/map of the worksite protection arrangements.

Worksite Protection Plan

RailSafe Worksite Protection Plan – NRF 015C

1. ASB Request

Protection Officer details / /

Name	Signature	Contact No
RSW or RW No	Designation	Planned duration

Type of work: _____

2. Worksite Location (If completing this form for an adjacent line, enter the details of the adjacent line, not the line being worked on)

On the _____ lines

from _____ Sigs to _____ Sigs terminal line

3. Protection to be used (attach diagram/map) (cross out if not applicable)

Signal/s at STOP with blocking facilities applied	Removal of ESML/EOL key	Points secured	Lookout
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Minimum Warning Time Calculations when using Lookouts

sec	+	sec	+	10 sec	=	Minimum Warning Time (MWT)	sec	km/h	metres	Note - Add an additional 5 seconds of See Time if an additional Lookout is used
See Time (S)		Move Time (M)		Safe Time		(S+M+10sec = MWT)	Track Speed	Minimum Sighting Distance as calculated		

Protection is required from other Signallers at _____ location/panel _____ location/panel

4. Assurances (confirm the details provided by the Signaller)

All points of entry into the affected portion of track are protected and blocking facilities applied

The last rail traffic to pass the protection was _____ rail traffic ID. The last known location of rail traffic is _____ location.

Confirm that there is no approaching rail traffic between protection and worksite

5. Authorisation

Authorised by Signaller

Name	Location/panel	hr	/ /
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Protection number _____ Notes _____

6. Temporarily suspending ASB

Provide name and worksite location <input type="checkbox"/>	Provide name and worksite location <input type="checkbox"/>	Provide name and worksite location <input type="checkbox"/>
Workers and equipment are clear of the Danger Zone <input type="checkbox"/>	Workers and equipment are clear of the Danger Zone <input type="checkbox"/>	Workers and equipment are clear of the Danger Zone <input type="checkbox"/>
Provide protection number <input type="checkbox"/>	Provide protection number <input type="checkbox"/>	Provide protection number <input type="checkbox"/>
ASB suspended at _____ hr	ASB suspended at _____ hr	ASB suspended at _____ hr

7. Re-establish ASB assurances

The worksite location is identical <input type="checkbox"/>	The worksite location is identical <input type="checkbox"/>	The worksite location is identical <input type="checkbox"/>
All points of entry into affected portion of track are protected and blocking facilities applied <input type="checkbox"/>	All points of entry into affected portion of track are protected and blocking facilities applied <input type="checkbox"/>	All points of entry into affected portion of track are protected and blocking facilities applied <input type="checkbox"/>
The last rail traffic to pass the protection was _____ rail traffic ID	The last rail traffic to pass the protection was _____ rail traffic ID	The last rail traffic to pass the protection was _____ rail traffic ID
The last known location of rail traffic is _____ location	The last known location of rail traffic is _____ location	The last known location of rail traffic is _____ location
There is no approaching rail traffic between protection and worksite <input type="checkbox"/>	There is no approaching rail traffic between protection and worksite <input type="checkbox"/>	There is no approaching rail traffic between protection and worksite <input type="checkbox"/>
ASB re-established at _____ hr	ASB re-established at _____ hr	ASB re-established at _____ hr
Protection number _____	Protection number _____	Protection number _____

8. Ending

Provide name and worksite location Workers and equipment are clear of the Danger Zone Provide protection number Ended at _____ hr

forms

Worksite Protection Plan



Worksite Protection Plan – NRF 015C

6. Temporarily suspending ASB		
Provide name and worksite location <input type="checkbox"/>	Provide name and worksite location <input type="checkbox"/>	Provide name and worksite location <input type="checkbox"/>
Workers and equipment are clear of the Danger Zone <input type="checkbox"/>	Workers and equipment are clear of the Danger Zone <input type="checkbox"/>	Workers and equipment are clear of the Danger Zone <input type="checkbox"/>
Provide protection number <input type="checkbox"/>	Provide protection number <input type="checkbox"/>	Provide protection number <input type="checkbox"/>
ASB suspended at <input type="text"/> hr	ASB suspended at <input type="text"/> hr	ASB suspended at <input type="text"/> hr

7. Re-establish ASB assurances		
The worksite location is identical <input type="checkbox"/>	The worksite location is identical <input type="checkbox"/>	The worksite location is identical <input type="checkbox"/>
All points of entry into affected portion of track are protected and blocking facilities applied <input type="checkbox"/>	All points of entry into affected portion of track are protected and blocking facilities applied <input type="checkbox"/>	All points of entry into affected portion of track are protected and blocking facilities applied <input type="checkbox"/>
The last rail traffic to pass the protection was <input type="text"/> rail traffic ID	The last rail traffic to pass the protection was <input type="text"/> rail traffic ID	The last rail traffic to pass the protection was <input type="text"/> rail traffic ID
The last known location of rail traffic is <input type="text"/> location	The last known location of rail traffic is <input type="text"/> location	The last known location of rail traffic is <input type="text"/> location
There is no approaching rail traffic between protection and worksite <input type="checkbox"/>	There is no approaching rail traffic between protection and worksite <input type="checkbox"/>	There is no approaching rail traffic between protection and worksite <input type="checkbox"/>
ASB re-established at <input type="text"/> hr	ASB re-established at <input type="text"/> hr	ASB re-established at <input type="text"/> hr
Protection number <input type="text"/>	Protection number <input type="text"/>	Protection number <input type="text"/>

Notes

6. Temporarily suspending ASB		
Provide name and worksite location <input type="checkbox"/>	Provide name and worksite location <input type="checkbox"/>	Provide name and worksite location <input type="checkbox"/>
Workers and equipment are clear of the Danger Zone <input type="checkbox"/>	Workers and equipment are clear of the Danger Zone <input type="checkbox"/>	Workers and equipment are clear of the Danger Zone <input type="checkbox"/>
Provide protection number <input type="checkbox"/>	Provide protection number <input type="checkbox"/>	Provide protection number <input type="checkbox"/>
ASB suspended at <input type="text"/> hr	ASB suspended at <input type="text"/> hr	ASB suspended at <input type="text"/> hr

7. Re-establish ASB assurances		
The worksite location is identical <input type="checkbox"/>	The worksite location is identical <input type="checkbox"/>	The worksite location is identical <input type="checkbox"/>
All points of entry into affected portion of track are protected and blocking facilities applied <input type="checkbox"/>	All points of entry into affected portion of track are protected and blocking facilities applied <input type="checkbox"/>	All points of entry into affected portion of track are protected and blocking facilities applied <input type="checkbox"/>
The last rail traffic to pass the protection was <input type="text"/> rail traffic ID	The last rail traffic to pass the protection was <input type="text"/> rail traffic ID	The last rail traffic to pass the protection was <input type="text"/> rail traffic ID
The last known location of rail traffic is <input type="text"/> location	The last known location of rail traffic is <input type="text"/> location	The last known location of rail traffic is <input type="text"/> location
There is no approaching rail traffic between protection and worksite <input type="checkbox"/>	There is no approaching rail traffic between protection and worksite <input type="checkbox"/>	There is no approaching rail traffic between protection and worksite <input type="checkbox"/>
ASB re-established at <input type="text"/> hr	ASB re-established at <input type="text"/> hr	ASB re-established at <input type="text"/> hr
Protection number <input type="text"/>	Protection number <input type="text"/>	Protection number <input type="text"/>

Notes

Worksite Protection Plan



Worksite Protection Plan – NRF 015D

TWA or Signal Key Switch Blocking / /

Protection Officer Details

name	signature	contact No
RISW or RIW No	designation	Planned duration

Workplace Supervisor details: _____

Type of work: _____

Worksite Location (if you're using this form for an adjacent line, provide the details of the adjacent line, not the line being worked on)

On the _____ lines
between _____ and _____

TWA worksite kilometre location

from _____ km to _____ km
from _____ km to _____ km

Signal protection TWA or Signal Key Switch Blocking

Sig _____ Sig _____ Sig _____ Sig _____ Sig _____ Sig _____ Sig _____ Sig _____

Minimum Warning Time Calculations when using Lookouts

sec + sec + 10 sec = Minimum Warning Time (MWT) sec km/h metres

See Time (S) Move Time (M) Safe Time (S+M+10) sec=MWT See Speed Minimum lighting distance calculation

Note: Add an additional 5 seconds of See Time if an additional Lookout is used

Handsignaller details

1	name	Sig/km
2	name	Sig/km
3	name	Sig/km
4	name	Sig/km
5	name	Sig/km
6	name	Sig/km
7	name	Sig/km
8	name	Sig/km

Assurances (confirm that it meets the requirements of the Signaller)

The last rail traffic to pass the protection was _____ rail traffic ID. The last known location of rail traffic is _____ location.

Confirm that there is no approaching rail traffic between protection and worksite

Signaller Details

name	location	contact No
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Notes

Provide or attach a diagram/map of the worksite protection arrangements.

