

ASDC Coordinated Worksite Requirements.

This information has been prepared to inform Asset Scheduling & Delivery Coordination (ASDC) employees, or any other Sydney Trains employees or external contractors engaged by ASDC who are involved with the planning, development or allocation of coordinated worksites in LPAs.

Background

Information was referred to the ASDC Management team in relation to 2 alleged incidents which occurred on recent and separate Configuration track possessions. Both allegations related to Coordinated Worksites (CW) and the failure to comply with Network Rules and Procedures within a LPA. One incident involved the incorrect application of Coordinated Worksites in relation to PSN 004-2019 (no RTS protection, lights or flags) whilst the other incident related to the lack of knowledge by the Coordinating Protection Officer (CPO) on the location of individual worksites within the CW and the subsequent advice given to the individual worksite.

These allegations were elevated to the reporting officer's senior line management and to Safety Environment and Risk. Whilst no detailed investigation has occurred in relation to the alleged incidents, this Possession Notice is published to highlight and reinforce certain requirements in relation to Coordinated Worksites and the need to fully comply with Network Rules and Procedures.

Requirement

All AS&DC staff, (or any other Sydney Trains employees or external contractors engaged by ASDC) who are involved with the planning, development or allocation of coordinated worksites within LPAs must:

- Identify scope locations that are less than 500 metres.
- At the earliest opportunity nominate Project Owners to be responsible for CWs and ensure that those Project Owners are aware of and formally (email) accept their responsibility.
- Ensure all CWs are set up in PACT by nominating:
 - CW boundary protection locations.
 - Minimum separation distance of 500 metres between neighboring CW.
 - Fixed worksites within the defined Coordinated Worksite parameters are clearly identified by the applicable Coordinated Worksite Identifier.
 - If 500 metres separation between CWs cannot be achieved raise the issue with management
- Ensure that only "Fixed" on track worksites are included in CWs.
- A PDF copy of each Sign On Sheets for *Coordinated Worksite* and *Coordinated Worksite Summary* sheet is to be extracted from PACT and is emailed to each responsible CPO and Project Owner. These PDF copies should be provided prior to or on the day of the pre-possession meeting. An A3 size track diagram should be developed and emailed to the CPO to visually show the CW locations.
- Remind Project Owners at relevant meetings to notify their nominated CPO of the requirement to:
 - Notify the PPO when adjustment of protection locations is required when worksites finish work.
 - Arrange to provide Sign On and Coordinated Worksite Summary sheets to first shift CPO.
 - Attach worksite information tags to RTS, lights and flag protection.

The Final Word

Each and every person, whether they are AS&DC staff, other Sydney Trains staff or contractors who are involved with the planning, developing or allocation of coordinated worksites has a responsibility to work in a safe manner and to be aware of and comply with all applicable rules, procedures and instructions.

AS&DC Program Coordinators are to ensure that this Notice is highlighted and discussed with any members within the ASDC business unit responsible for the planning, developing or allocating coordinated worksites within LPAs.



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