

This is an uncontrolled copy. Before use, make sure that this is the current version by visiting www.railsafe.org.au/safe-tracks

Using a Signal Key Switch

This information has been prepared to reinforce the correct practices when using a Signal Key Switch for NWT 320 Signal Key Switch Blocking and NWT 306 Track Work Authority.

A Signal Key Switch is a device housed within a dedicated box attached to selected automatic signals throughout the Sydney Trains Network.

When the dedicated box is opened, an instruction sign is displayed and when the Key is removed the signal will display STOP.

This allows the signal to then be used to safely exclude rail traffic from a designated area.



FIGURE 1: Opened Signal Key Switch Box

Authority to remove the key

Handsignaller

When instructed by the Protection Officer, the Handsignaller contacts the Signaller to ask for authority to remove the key.



Signaller

When a request to remove a key is received from a Handsignaller, the Signaller must:

- make sure that there is no rail traffic approaching a signal that is affected by the removal of the key, and
- if safe, authorise the Handsignaller to remove the key.



NOTE

Removal of the Key will affect the aspects of signals before the protecting signal.

Removing the key

Handsignaller

After receiving authority to remove the key the Handsignaller unlocks and opens the dedicated box and removes the key.

The Handsignaller then confirms with the Signaller that the signal is displaying STOP.

The Handsignaller then tells the Protection Officer that:

- the key has been removed, and
- the signal is displaying STOP.

Before entering the Danger Zone



WARNING

The Signaller and Protection Officer must complete the following assurances only after the Handsignaller has confirmed that the key has been removed and the signal displays STOP.

Protection Officer

Before allowing workers to enter the Danger Zone, the Protection Officer must confirm with the Signaller:

- the identification number of the last rail traffic to enter the affected portion of track and its last known location, and
- that there is no approaching rail traffic between the protection and the identified worksite location.

Restoring the Key

Protection Officer

If the protection is no longer needed the Protection Officer will request the Handsignaller to restore the key.



WARNING

Handsignallers must not restore the key unless directed to do so by the Protection Officer.

Handsignaller

When requested by the Protection Officer to restore the key the Handsignaller must:

- return the key to switch, and
- if no longer required, close and lock the dedicated box, and
- tell the Protection Officer that the key has been restored.

Additional resources

A [tutorial video](#) for using a signal key switch is available to be viewed from [learning resources on RailSafe](#).