

## Lookout Working Worksite Protection for Albion Park

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| <b>DOCUMENT NUMBER</b>                                   | D2024/10330  |
| <b>WORK DESCRIPTION</b>                                  | Routine Network Maintenance Activities   |
| <b>WPP Number</b>  | SC56B 10118  |
| <b>SCOPE:</b>  | <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"> <li>Routine preventative and corrective work such as inspections and maintenance as appropriate for the type of protection being applied as part of this plan.</li> </ul>                       |
| <b>AUTHORISATIONS:</b>                                   | <p><b>Protection Officer:</b> Protection Officer Level 1 or higher</p> <p><b>Lookout:</b> Engineering Hand signaller Level 1 or higher or Protection Officer Level 1 or higher.</p>  |
| <b>SAFETY CONTROLS:<br/>Lookout working arrangements</b> | <p>The nominated worksite location for Lookout Working is a fixed worksite and includes the <b>South Coast Branch Line, Main Line and Loop Line at Albion Park</b></p> <p>The Protection Officer must:</p> <ul style="list-style-type: none"> <li>Establish Lookouts as required to watch for approaching rail traffic from all entry points</li> <li>Designate and instruct which safe places the workers are to use as the work is completed along the work route within the worksite limits.</li> </ul> |
| <b>PRESTART REQUIREMENTS:</b>                            | <p>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"> <li>Protection Officer requires a phone to contact the Signaller.</li> <li>Lookouts require a high-visibility arm sleeve and a whistle/horn.</li> </ul>   |
| <b>FURTHER INFORMATION:</b>                              | <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 418 Wollongong – Bomaderry (Nowra)</i></p> <p><i>Lookout Working Prohibited Locations Register</i></p>   |

**Lookout Working Worksite Protection for Albion Park**

**Protection Officer assessment checklist**

|   |                                     |                                    |
|---|-------------------------------------|------------------------------------|
| <b>Protection Officer's name:</b>   |                                     | <b>Yes</b><br><i>(Tick if Yes)</i> |
| This document has not expired 12 months beyond the issue date.  |                                     |                                    |
| SWI details and protection arrangements have been reviewed and validated for the assessed worksite location, including: <ul style="list-style-type: none"> <li>• On-site safety assessment has been completed for relevancy of works being undertaken</li> <li>• The required protection details, environment and tasks are unchanged from the details of this SWI</li> </ul> |                                     |                                    |
| 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.   |                                     |                                    |
| <b>Corridor Safety Number</b>   | <b>Protection Officer Signature</b> | <b>Date</b>                        |
|   |                                     |                                    |



**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.*

**Lookout Working Worksite Protection for Albion Park**

**Worksite Protection Pre-work Briefing**

Briefing date:

**Protection Officer details**

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 |
|--|---|--------------------------------|
| <b>Approaching rail traffic</b>  | Lookouts must be trained and competent to perform lookout duties.<br>Lookouts must be rotated if performing lookout duties for more than 60 minutes<br>Workers to remain within worksite limits as set out in this procedure.<br>Lookouts must be placed as per protection plan on page 8.<br>Workers are to stop work and move to a safe place immediately on being warned by the lookouts | Protection Officer and Lookout |
| <b>Live adjacent lines</b>   | Lookouts must provide warning to workers when rail traffic is approaching from the adjacent line in either direction.   | Protection Officer and Lookout |
| <b>Two - way running / multiple entry points into worksite</b>   | 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 |
| <b>Obstruction to Minimum Sighting Distance</b>  | 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 |
| <b>Adjoining/Surrounding Worksites</b>   | Lookouts must have two independent audible warning devices that can be heard by workers over any noise generated by adjoining/surrounding worksites.<br>Lookouts are to provide warning if their line of sight is obstructed by adjoining/surrounding worksites.  | Protection Officer and Lookout |
| <b>Access to / Egress from worksite</b>  | 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  | All                            |
| <b>Slips, trips, falls and hazards carrying equipment</b>  | 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                            |
| <b>Mobile phone</b>  | 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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# Lookout Working Worksite Protection for Albion Park

## Workplace Supervisor details

|      |             |
|------|-------------|
| name | contact No. |
|------|-------------|

Emergency assembly point: **Access Gate** SWMS/SWI Ref #: \_\_\_\_\_

First aid kit location: **Sydney Trains work vehicle** First aider: \_\_\_\_\_

## 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  \_\_\_\_\_ signature

## 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:

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. have been inducted to the site</li> <li>2. are free from alcohol and drugs</li> <li>3. are free from the effects of fatigue</li> <li>4. hold the applicable and current Rail Safety Worker Authorisation, trade licence and/or induction record e.g. Construction Industry Induction</li> <li>5. must wear the appropriate Personal Protective Equipment (PPE)</li> </ol> | <ol style="list-style-type: none"> <li>6. have been briefed on the contents of the Worksite Protection Plan</li> <li>7. have been shown the Worksite Protection Plan diagram</li> <li>8. understand the kinds and limits of worksite protection in place</li> <li>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>)</li> </ol> |
|---|--|

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

| Name | Signature | Time of briefing:<br>hh:mm | Amendment briefing:<br>hh:mm and initial |
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**Lookout Working Worksite Protection for Albion Park**

**Worksite Protection Plan – Lookout Working**

**Signaller details**

**Protection Officer details**

Planned duration

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.

|                     |   |                      |   |                  |                              |                    |          |  |
|---------------------|---|----------------------|---|------------------|------------------------------|--------------------|----------|--|
| 2 sec               | + | 3 sec                | + | 10 sec           | = Minimum Warning Time (MWT) | 15 sec             | 140 km/h | 584 metres                                     |
| 2 sec               | + | 3 sec                | + | 10 sec           |                              | 15 sec             | 100 km/h | 417 metres                                     |
| 2 sec               | + | 3 sec                | + | 10 sec           |                              | 15 sec             | 40 km/h  | 167 metres                                     |
| <i>See Time (S)</i> |   | <i>Move Time (M)</i> |   | <i>Safe Time</i> | <i>(S+M+10 sec = MWT)</i>    | <i>Track speed</i> |          | <i>Minimum Sighting Distance as calculated</i> |

**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.

**Lookout Working Worksite Protection for Albion Park**

**INSTRUCTIONS:**

1. Workers enter the rail corridor via Access Gate 100 102.940 D
2. Protection Officer briefs workers about the worksite protection arrangements.
3. Protection Officer contacts South Coast 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 100 102.940 D
12. Protection Officer contacts South Coast Panel to end Lookout Working.

**ADDITIONAL DETAILS**

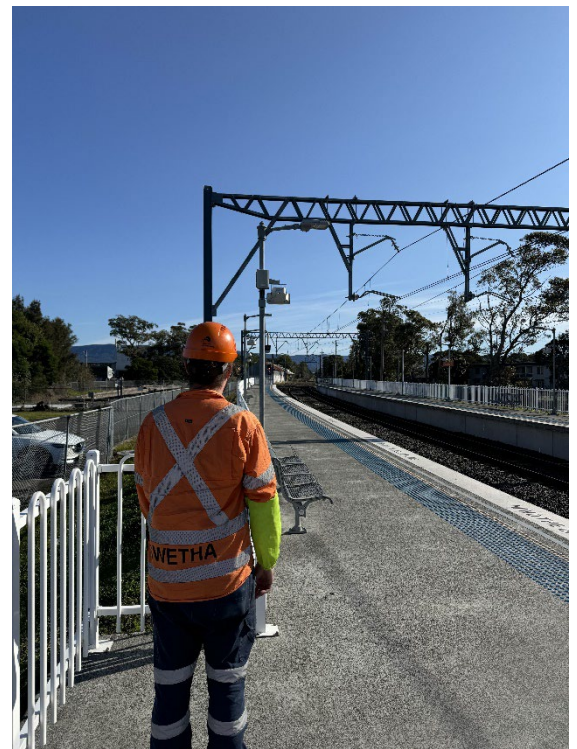
Obstruction to Minimum Sighting Distance

Stabled rail traffic on any tracks and conditions on the day may obstruct minimum sighting distance. 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.

**LOOKOUTS**



**Image 1:** Country Side Lookout facing Country Direction  
103.397Km



**Image 2:** Country Side Lookout facing City Direction  
103.195Km





Image 3: City Side Lookout facing City direction

102.953Km



Image 4: City side Lookout facing Country Direction

103.050Km



Access Gate



**Image 5: Access Gate 100 102.940 D on the Down side. Double Gate along Burroo Street Albion Park Rail**



Diagram

