

# Protection Officer Performance Standard

## 1. Purpose

This standard prescribes the requirements for the safe and effective performance of employees and contractors undertaking protection of work on track activities in the Sydney Trains Network.

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## 2. Scope

This standard applies to all organisations and entities, including contractors that employ Qualified Workers who, as part of their duties, are required to perform or undertake protection of work on track.

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## 3. References

*Sydney Trains Network Rules and Network Procedures Training Standard*

*Sydney Trains Network Rules and Network Procedures Certification Standard*

*Sydney Trains Network Rules and Network Procedures*

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# Protection Officer Performance Standard

## 4. General

### Protection Officers

To be considered competent, Protection Officers must hold a recognised Rail Safety Worker Authorisation and have been assessed as competent to perform the following:

- establish and operate a safe system of work in accordance with the requirements of the *Network Rules and Network Procedures Training Standard*
- conduct safety assessments in accordance with *NWT 300 Planning work in the Rail Corridor*
- identify local hazards and implement suitable controls
- reference the *Lookout Working (LW) Prohibited Corridor Locations register*, to identify locations where LW is prohibited
- reference *Drivers Route Knowledge Diagrams* and *Worksite Protection Planning Diagrams* as guidance for developing Worksite Protection Plans
- complete the documentation required for work on track
- get a Corridor Safety Number (CSN) from Infrastructure Control (ICON) Corridor Safety
- arrange and implement the method of protection to separate workers and rail traffic and to protect against other hazards as set out in the Worksite Protection Plan
- confirm the identity and competence of workers
- deliver worksite protection pre-work briefings to workers.

# Protection Officer Performance Standard



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## NOTE

Safety assessments and associated Worksite Protection Plans must be validated onsite immediately before commencing work.

Diagrams and other guidance material must not be relied upon for accuracy until the accuracy of the information has been validated onsite.

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## 5. Planning the work

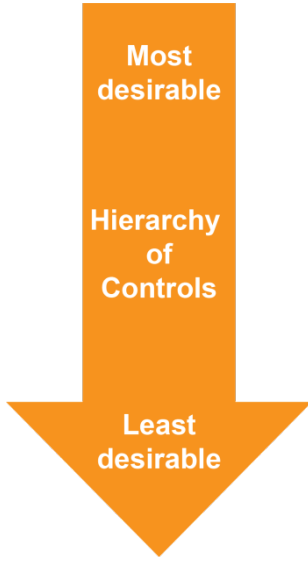
When planning and preparing for work to be carried out in the Danger Zone, Protection Officers must consider, amongst other factors:

- the type of work being carried out
- the Work on Track Rules for undertaking activities in the Rail Corridor
- the appropriate safety measures that will be needed to separate rail traffic from people working on or about the track.

# Protection Officer Performance Standard

## 6. Selecting the safety measure to be used

When selecting the appropriate safety measure for the work, consider the following controls in order of preference:



Control	Safety Measure	What to Consider
Excluding rail traffic (exclusive occupancy)	Local Possession Authority (LPA)	Although rail traffic not associated with the LPA is excluded from the area, protection of worksites is required.
	Track Occupancy Authority (TOA)	Although rail traffic not associated with the TOA is excluded from the area, protection of worksites is required.
	Absolute Signal Blocking (ASB)	Scope of work that can be performed is limited and only one worksite is permitted within the limits.
Manage the approach of rail traffic	Track Work Authority (TWA)	Requires resources and greater coordination between the PO and the Signaller. Use can be constrained due to potential operations impacts.
See Warn Move	Lookout Working	Required sighting distance must be assured and a safe place available prior to work starting.

The most desired safety measure that is practicable in the hierarchy of controls should be considered as the first choice.

# Protection Officer Performance Standard

## 7. Before starting work

Before starting work in the Danger Zone make sure that:

- a current worksite protection plan is in place for each intended worksite
- each plan is reviewed
- every worker is briefed and understands the protection arrangements
- a clear understanding is reached with the Signaller about the work to be carried out and the safety method to be used
- all requirements for the selected work method are met.

## 8. Competence

### **Protection Officers remaining current with latest updates**

Protection Officers must keep up-to-date with the latest information provided by Transport for NSW, Sydney Trains or NSW Trains, and the Sydney Trains Network Rules and Network Procedures. Protection Officers must also keep up-to-date with Safety Management System documents and other documents such as SafeTracks advisory notices that are relevant to the task of performing the role of a Protection Officer.

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# Protection Officer Performance Standard

## 9. Documentation

All workers whose work activities have the potential to encroach on the Danger Zone must have adequate information to ensure their safety. This information is recorded using Worksite Protection Pre-work Briefing forms and Worksite Protection Plans completed in accordance with:

- *NRF 014 Worksite Protection Pre-work Briefing*
- *NRF 015 Worksite Protection Plan.*

Retention of Safeworking forms and records must be kept in accordance with *NGE 204 Network communication*.

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## 10. Managing and monitoring of audio safety recordings

At some controlled locations like the Rail Operations Centre (ROC), signal boxes and ICON, voice recording facilities have been installed to allow the capture of safety-critical communications. If a Protection Officer calls the Signaller or the Network Controller, they should expect that their conversation will be recorded, and can be subject to monitoring and review.

Protection Officers are required to comply with the communications protocols as set out in *NGE 204 Network Communication, NPR 721 Spoken and written communication* and *NS-0919 Network Communication*.

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## 11. Effective date

16 July 2020