

## Safe Work Instruction

### Lookout Working Worksite Protection for Mortdale Maintenance Centre Routine Network Maintenance Activities



<b>DOCUMENT NO.</b>	D2022/3676
<b>WORK DESCRIPTION</b>	Routine network maintenance activities - MMC-Lookout Working
<b>WPP Number</b>	CS10B 10896
<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 – Lookout Working arrangements:</b>	<p>The nominated worksite location for Lookout working includes <b>All tracks at the Mortdale Maintenance Centre between Termination (Shunt Neck and End of terminal line (MMC Shed)</b></p> <p>The nominated worksite location for Lookout Working is a moving worksite, where workers are working along the track within the limits of the nominated worksite location up to the where the Lookout is established.</p> <p>As work moves along the track, the Protection Officer must assess the new location and:</p> <ul style="list-style-type: none"> <li>Establish and/or re-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>NGE 200 Walking in the Danger Zone</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>Lookout Working prohibited locations register.</i></p> <p><i>Lookout Working Prohibited Location Register Mortdale Yard Site Induction</i></p> <p><i>NLA 400 Central to Sutherland</i></p>

**Safe Work Instruction****Lookout Working Worksite Protection for Mortdale Maintenance Centre  
Routine Network Maintenance Activities****Protection Officer assessment checklist**

<b>Protection Officer name:</b>		<b>Yes</b> (Tick if Yes)
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.*

**Safe Work Instruction****Lookout Working Worksite Protection for Mortdale Maintenance Centre  
Routine Network Maintenance Activities****Worksite Protection Pre-work Briefing**Briefing date:  /  / **Protection Officer details** name signature contact No.Work location: **All Tracks within Mortdale Maintenance Centre**Scope of work: **Routine network maintenance activities**Worksite protection: **Lookout Working** Refer to Worksite Protection Plan for details

<b>Hazards</b> (e.g., Site specific hazards identified, including physical environment, human errors, plant and equipment)	<b>Controls</b> (to be implemented to eliminate or reduce the risk to the lowest practicable level)	<b>Person responsible for Control</b>
<b>Approaching rail traffic</b>	Lookouts must be trained and competent to perform lookout duties. Lookouts must be rotated if performing lookout for extended periods of time. Workers to remain within worksite limits as set out in this procedure. Lookouts must be placed as per protection plan on page 8. Workers are to stop work and move to a safe place immediately on being warned by the lookouts	Protection Officer & Lookout
<b>Adjacent live lines</b>	Lookouts must provide warning to workers when rail traffic is approaching from the adjacent line in either direction.	Protection Officer & Lookout
<b>Two - way running / multiple entry points into worksite</b>	Lookouts must be placed watching each direction before work starts. Lookouts are to warn workers of approaching rail traffic, including rail traffic entering, stabling or travelling within the worksite. Workers are to stop work and move to a safe place once warned.	Protection Officer & 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 & 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. Lookouts are to provide warning if their line of sight is obstructed by adjoining/surrounding worksites.	Protection Officer & Lookout
<b>Access to / Egress from worksite</b>  <b>Slips, trips, falls and hazards carrying equipment.</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.  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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#### Workplace Supervisor details

<input type="text" value="name"/>		<input type="text" value="contact No."/>	
Emergency assembly point:	<b>Car park of Maintenance Centre</b>	SWMS/SWI Ref #:	<input type="text"/>
First aid kit location:	<b>Shift Manager Office</b>	First aider:	<input type="text"/>

#### 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 ☐

#### 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:

- |   |   |
|---|---|
| 1. have been inducted to the site   | 6. have been briefed on the contents of the Worksite Protection Plan  |
| 2. are free from alcohol and drugs  | 7. have been shown the Worksite Protection Plan diagram   |
| 3. are free from the effects of fatigue   | 8. understand the kinds and limits of worksite protection in place  |
| 4. hold the applicable and current Rail Safety Worker Authorisation, trade licence and/or induction record e.g. Construction Industry Induction | 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> ) |
| 5. must wear the appropriate Personal Protective Equipment (PPE)  |   |

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

Name	Signature	Time of briefing: hh:mm	Amendment briefing: hh:mm and initial

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#### Worksite Protection Plan – Lookout Working

##### Signaller Details

<input type="text" value="name"/>	<input type="text" value="Hurstville Panel"/>	<input type="text" value="02 8568 3436"/>
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##### Mortdale Shift Manager Details

<input type="text" value="name"/>	<input type="text" value="Mortdale Maintenance Centre"/>	<input type="text" value="02 9563 7805"/>
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##### Protection Officer Details

<input type="text" value="name"/>	<input type="text" value="signature"/>	<input type="text" value="No."/>
<input type="text" value="RSW or RIW No."/>	<input type="text" value="designation"/>	Planned duration <input type="text"/>

Workplace Supervisor details:

Type of work:

#### Worksite Location

On the	<input type="text" value="All Tracks within Mortdale Maintenance Centre"/>			
All tracks within MMC includes	<ul style="list-style-type: none"><li>• 1-10 Roads</li><li>• 11-12 Elevated Road</li><li>• Wash Road</li></ul>	<ul style="list-style-type: none"><li>• Loop Road</li><li>• Arrival and Departure Road</li></ul>	<ul style="list-style-type: none"><li>• Shunting Neck</li><li>• Neck Road</li></ul>	
between	<input type="text" value="End of terminal line (shunting neck)"/>	and	<input type="text" value="End of terminal line (MMC Shed)"/>	

#### Worksite Assessment

Has the Lookout Working Prohibited Locations Register been consulted? Yes ☐

#### Warning method

<input type="text" value="Whistle/Horn"/>	<input type="text" value="Voice/Touch"/>
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#### Minimum Warning Time Calculations

Maximum track speed

Number of Lookouts used  Position of Lookouts  to

Number of additional Lookouts\* used  Position of Lookouts

**Note** - Lookouts are relocated to positions within these km's as workers move along the worksite.

2 sec	+	3 sec	+	10 sec		15 sec	35 km/h	146 metres
2 sec	+	3 sec	+	10 sec	= Minimum Warning Time (MWT)	15 sec	15 km/h	63 metres
2 sec	+	3 sec	+	10 sec		15 sec	8 km/h	34 metres
See Time (S)		Move Time (M)		Safe Time	(S+M+10 sec = MWT)		Track speed	Minimum Sighting Distance as calculated

**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.

### INSTRUCTIONS:

1. Access **Mortdale Yard**: Enter via Access Gate off **Hurstville Road**, or Train Crewing Access Gate (**100 17.158 D**) off **Coleborne Ave**.
2. The Protection Officer will brief all workers regarding the worksite protection arrangements.
3. The Protection Officer and all workers must Sign in at the **Mortdale Yard Security Office** or via **Sine Pro App** off **Hurstville Road**.
4. The Protection Officer will contact **Hurstville Panel** to notify the Signaller about the initiation of Lookout Working on **All Tracks** at the entry end of **Mortdale Maintenance Centre**.
5. The Protection Officer must Sign on with both **Mortdale Shift Manager** and the **Shunter**.
6. Lookouts must be established at designated locations.
7. Workers will proceed to their designated work locations.
8. Workers move to safe places.
9. Re-establish the Lookouts at the next designated locations and begin work.
10. Repeats steps 7-10 until the work is complete.
11. Workers must move to a safe place at the conclusion of the task.
12. Lookouts are to be recalled when the work is complete.
13. The Protection Officer will Sign off with both **Mortdale Shift Manager** and **Shunter**.
14. The Protection Officer and All Workers are required to Sign Out at the **Mortdale Yard Security Office & Sine Pro App**.
15. Exit via the Train Crewing access gate (**100 17.158 D**) off Coleborne or through the Mortdale Maintenance Centre carpark off **Hurstville Road**.
16. The Protection Officer will formally end Lookout Working by contacting the **Hurstville Panel** and informing the Signaller that all work has been completed and all workers and equipment are in a safe place.

### ADDITIONAL DETAILS

#### Obstruction to Minimum Sighting Distance

Stable rail traffic may impede the minimum sighting distance requirements for Lookouts. Upon identifying this hazard, workers are required to cease work and move to a designated safe area. Work can only resume once the Protection Officer has conducted an assessment and repositioned the Lookouts to ensure the required minimum sighting distance is met.

#### Multiple entry points

Tracks should be treated as bidirectional, with Lookouts positioned to monitor rail traffic from both directions. Rail traffic on adjacent tracks may also obstruct the minimum sighting distance requirements. In such cases, workers must cease work and relocate to a safe area until the Protection Officer conducts an assessment and repositions the Lookouts to ensure the minimum sighting distance is met.

#### Signaller and Yard Master Limits

Protection Officers should be aware of the boundaries between the Signaller's and Yard Master's authority. **STOP** signs placed next to each track indicate the point where the Signaller's authority ends, and the Yard Master's authority begins. Before commencing work in that area, the Protection Officer must consult with the appropriate individual to ensure proper coordination and safety.

#### Lookout Working Prohibited Locations - (For Illawarra Main Lines)

*Up and Down Illawarra's Between 16.000km and 19.246km – Inadequate Sighting Distance and No Safe Place.*

*Lookout Working Prohibited on Main Line. Higher form of protection required to access Up and Down Illawarra's.*

*Protection Officer to ensure all workers and equipment keep clear when working on the adjacent tracks.*



IMAGES

Image 3: Mortdale yard Security Office



Image 4: Mortdale Yard Shift Manager's Office to the Left



IMAGES

Image 5: Mortdale Yard Shift Manager's Office



Image 6: View towards 1 & 2 platforms Mortdale. SM1036 signal indicating the start of the Signaller's limits.



LOOKOUTS

Image 7: View towards MMC Shed. Inclusive of **STOP** signs indicating the end of the signaller's authority and the beginning of the Yard Master's authority.

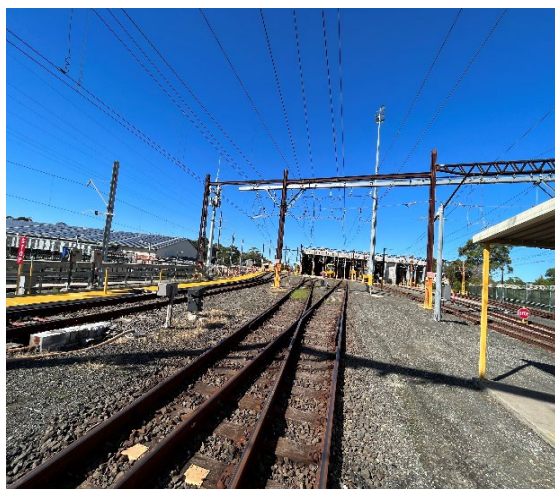
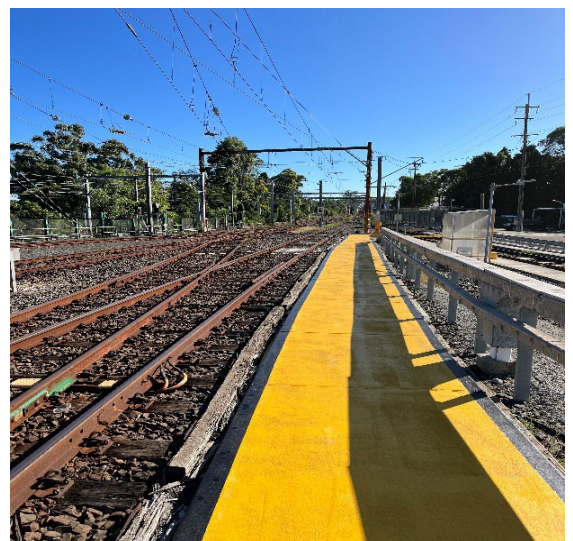


Image 8: View towards Platform 1 & 2 Mortdale



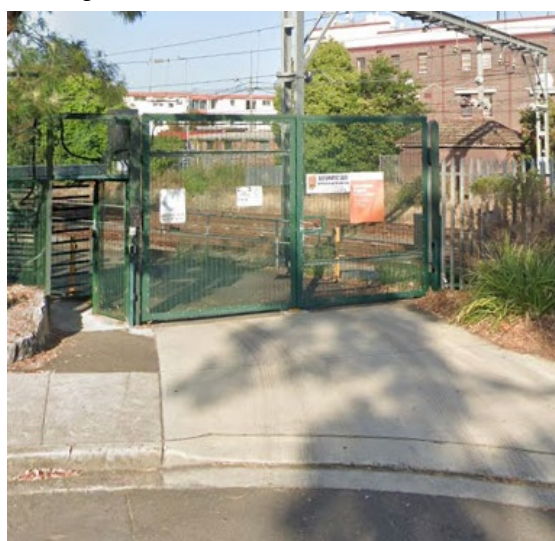


ACCESS/  
EGRESS

Image 1: Mortdale Yard Access off Hurstville Road.



Image 2: Mortdale Yard Access of Coleborne Ave



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### Protection Officer's diary

[illegible]