

DOCUMENT NO.	D2021/1024		
WORK DESCRIPTION	Routine network maintenance activities		
WPP Number	SC1B 10118	SAP Code	
SCOPE:	<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"> Routine preventative and corrective work such as inspections and maintenance as appropriate for the type of protection being applied as part of this plan. 		
AUTHORISATIONS:	<p>Protection Officer: Protection Officer Level 1 or higher Lookout: Engineering Hand signaller Level 1 or higher or Protection Officer Level 1 or higher.</p>		
SAFETY CONTROLS: Lookout working arrangements	<p>The nominated worksite location for Lookout Working is a fixed worksite and includes the South Coast Branch Line, Up Siding & Down Siding between BE 3 Signal and BE 7 Signal</p> <p>The Protection Officer must:</p> <ul style="list-style-type: none"> Establish Lookouts as required to watch for approaching rail traffic from all entry points Designate and instruct which safe places the workers are to use as the work is completed along the work route within the worksite limits. 		
PRESTART REQUIREMENTS:	<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"> Protection Officer requires a phone to contact the Signaller. Lookouts require a high-visibility arm sleeve and a whistle/horn. 		
FURTHER INFORMATION:	<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 320 Broadmeadow - Newcastle Interchange</i></p> <p><i>Lookout Working Prohibited Locations Register</i></p> <p><i>NLA 418 Wollongong – Bomaderry (Nowra)</i></p>		

Protection Officer assessment checklist

Protection Officer's name:		Yes (Tick if Yes)
This document is still current at the time of its application? (Up to 12 months from the document issue date)		
SWI details and protection arrangements have been reviewed and validated for the assessed worksite location, including: <ul style="list-style-type: none"> On-site safety assessment has been completed for relevancy of works being undertaken The required protection details, environment and tasks are unchanged from the details of this SWI 		
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.		
Corridor Safety Number	Protection Officer Signature	Date



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 Berry Signals routine network maintenance activities



Worksite Protection Pre-work Briefing

Briefing date: / /

Protection Officer Details

name signature contact No.

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
<ul style="list-style-type: none"> Struck by rail traffic 	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
<ul style="list-style-type: none"> Live adjacent lines 	Lookouts must provide warning to workers when rail traffic is approaching from the adjacent line in either direction.	Protection Officer & Lookout
Two - way running / multiple entry points into worksite	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 & Lookout
Obstruction to Minimum Sighting Distance	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
Adjoining/Surrounding Worksites	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
Access to / Egress from worksite Slips, trips, falls and hazards carrying equipment	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

Mobile phone	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

Safe Work Instruction



Lookout Working Worksite Protection for Berry Signals routine network maintenance activities

Workplace Supervisor Details

name	contact No.
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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"> 1. have been inducted to the site 2. are free from the effects of alcohol/drugs/fatigue 3. hold the applicable and current Rail Safety Worker Authorisation, trade licence and/or induction record e.g. Construction Industry Induction 4. wear the appropriate Personal Protective Equipment (PPE) 	<ol style="list-style-type: none"> 5. have been briefed on the contents of the Worksite Protection Plan 6. have been shown the Worksite Protection Plan diagram 7. understand the kinds and limits of worksite protection in place 8. 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>)
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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 briefed on the SWMS/SWIs/documentated safe work practice for the job <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 <input type="checkbox"/> have been briefed on Safety Data Sheets (SDS) <input type="checkbox"/> have been briefed on the WHS Management plan <input type="checkbox"/> have been briefed on the hazards of adjoining worksites/processes.
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Name	Signature	Time of briefing: hh:mm	Amendment briefing: hh:mm and initial

Prepared using SMS-06-TP-4317 v1.5, Custodian: Senior Safety Specialist Safety Systems; Approver: Director Safety and Standards; Issue date: 19/08/2021

Safe Work Instruction

Lookout Working Worksite Protection for Berry Signals routine network maintenance activities



Worksite Protection Plan – Lookout Working

Signaller Details

Protection Officer Details

Planned duration

Workplace Supervisor details:

Type of work:

Worksite Location

On the
 On the
 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	+	5 sec	+	10 sec	= Minimum Warning Time (MWT)	17 sec	90 km/h	425 metres
2 sec	+	5 sec	+	10 sec		17 sec	80 km/h	378 metres
2 sec	+	5 sec	+	10 sec		17 sec	50 km/h	237 metres
2 sec	+	5 sec	+	10 sec		17 sec	40 km/h	189 metres
See Time (S)		Move Time (M)		Safe Time	(S+M+10 sec = MWT)	Track speed		Minimum Sighting Distance as calculated

* Add an additional 5 seconds of See Time if an additional Lookout is used

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 Berry Signals routine network maintenance activities

INSTRUCTIONS:

1. Workers enter the rail corridor via **Berry station customer entrance**
2. Protection Officer briefs workers about the worksite protection arrangements.
3. Protection Officer contacts **Berry 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 5-8 until work is complete.
9. Workers move to a safe place.
10. Recall lookouts.
11. Workers egress the worksite via **Berry Station Customer Service**
12. Protection Officer contacts **Berry 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: View of Up direction Lookout at **140.920 KM**
(Next to 140.920KM Post)



Image 2: View of Down direction Lookout at **140.920 KM**
(Next to 140.920KM Post)



Image 3: View of Up direction Lookout at **141.074 KM**
(Next to D1 Signal)



Image 4: View of Down direction Lookout at **141.074 KM**
(Next to D1 Signal)



Image 5: View of Up direction Lookout at **141.197 KM**
(Next to BE 7 Signal)



Image 6: View of Down direction Lookout at **141.197 KM**
(Next to BE 7 Signal)



Image 7: View of Up direction Lookout at **140.790 KM**
(Adjacent BE 4 Signal)



Image 8: View of Down direction Lookout at **140.700 KM**
(Adjacent 140.700KM Post)



Image 9: View of Up direction Lookout at **140.700 KM**
(Adjacent 140.700KM Post)



Image 10: View of Down direction Lookout at **140.570 KM**
(Next to BE 3 Signal)

Lookout Working Worksite Protection for Berry Signals routine network maintenance activities

Diagram



