Safe Work Instruction

Lookout Working Worksite Protection for Vales Point and Eraring Network Maintenance Activities

DOCUMENT NO.	D2022/1422
WORK DESCRIPTION	**Routine network maintenance activities**
WPP Number	CC8B 10198
SCOPE:	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. Work activities include: • 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:	**Protection Officer:** Protection Officer Level 1 or higher **Lookout:** Engineering Hand signaller Level 1 or higher or Protection Officer Level 1 or higher.
SAFETY CONTROLS: Lookout working arrangements	The nominated worksite location for Lookout Working includes the **Up and Down Main lines** **Vales Point and Eraring Loops** 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. As work moves along the track, the Protection Officer must assess the new location and: • Establish and/or re-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:	Protection Officer assessment checklist must be completed before instructions in this SWI are followed. Tools and equipment required: • Protection Officer requires a phone to contact the Signaller. • Lookouts require a high-visibility arm sleeve and a whistle/horn.
FURTHER INFORMATION:	*NWT 300 Planning work in the Rail Corridor* *NWT 310 Lookout Working* *NPR 711 Using Lookouts* *NPR 751 Calculating Minimum Warning Time* *NPR 712 Protecting work from rail traffic on adjacent lines* *NGE 200 Walking in the Danger Zone* *NLA 314 Gosford to Broadmeadow* *Lookout Working Prohibited Locations Register*

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

Protection Officer assessment checklist	
Protection Officer's name:	**Yes** *(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: • 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.

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Worksite Protection Pre-work Briefing

Briefing date: / /

Protection Officer details

name	signature	contact No.

Work location:

Scope of work: **Routine network maintenance activities**

Worksite protection: **Lookout Working** 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**
• **Approaching 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 and Lookout
• **Live adjacent lines**	Lookouts must provide warning to workers when rail traffic is approaching from the adjacent line in either direction.	Protection Officer and 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 and 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 and 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 and 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 *NGE 200 Walking in the Danger Zone* to move to the worksite or safe place.	All

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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 Vales Point and Eraring Network Maintenance Activities	Transport Sydney Trains

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:

1. have been inducted to the site
2. are free from alcohol and drugs
3. are free from the effects of fatigue
4. hold the applicable and current Rail Safety Worker Authorisation, trade licence and/or induction record e.g. Construction Industry Induction
5. must wear the appropriate Personal Protective Equipment (PPE)
6. have been briefed on the contents of the Worksite Protection Plan
7. have been shown the Worksite Protection Plan diagram
8. understand the kinds and limits of worksite protection in place
9. have been briefed about any new hazards and controls identified during the final site inspection (*final site inspection must be conducted immediately before commencing work*)

Mark each check box below with a tick ☑ *if the item applies or a cross* ☒ *if the item does not apply.*

- ☐ have been informed of the requirements of the electrical permit (if required)
- ☐ have been briefed on the SWMS/SWIs/documented safe work practice for the job
- ☐ have been instructed in the controls recorded in this document and SWMS/SWIs
- ☐ have been made aware of any hazardous materials/substances on site
- ☐ have been briefed on Safety Data Sheets (SDS)
- ☐ have been briefed on the WHS Management plan
- ☐ 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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Lookout Working Worksite Protection for Vales Point and Eraring Network Maintenance Activities

Worksite Protection Plan – Lookout Working

Signaller Details

name	**Morisset Signal Box**	**02 4923 0919**
	Broadmeadow Signal Box	**02 4923 0901**

Protection Officer Details

name	signature	contact No.
RSW or RIW No.	designation	Planned duration

Workplace Supervisor details:

Type of work:

Worksite location

on the	**Up and Down Main lines**		
	Vales Point and Eraring Loops		
between	**V6 Signal**	and	**V3 and V5 Signals**
between	**E6 Signal**	and	**E3 and E5 Signals**

Worksite assessment

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

Warning method

Horn/Whistle | Voice/Touch

Minimum Warning Time Calculations

Maximum track speed ____ Km/h

Number of Lookouts used	1	Position of Lookouts	118.900 km	to	119.350 km
Number of additional Lookouts* used	1	Position of Lookouts	132.000 km	to	132.900 km

Note - Lookouts are relocated to positions within these KMs as workers move along the worksite.

See Time (S)		Move Time (M)		Safe Time			Track speed	Minimum Sighting Distance as calculated
2 sec	+	3 sec	+	10 sec	**= Minimum Warning Time (MWT)**	15 sec	115 km/h	480 metres
2 sec	+	3 sec	+	10 sec		15 sec	80 km/h	335 metres
2 sec	+	3 sec	+	10 sec		15 sec	25 km/h	105metres
					(S+M+10 sec = MWT)			

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: **Up and Down Cess**

Workers: **Up and Down Cess**

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.

Section 1 – Vales Point

INSTRUCTIONS:	1. Workers enter corridor via gate **N00 119.136 D** off **Wyee Road, Wyee**. 2. Protection Officer briefs workers about the worksite protection arrangements. 3. Protection Officer contacts **Morisset Signal Box** and tells the Signaller about the use of Lookout Working at **Vales Point** on the **Up and Down Main line and Vales Point Loop.** 4. Workers remain in **Down Main line** safe place until Protection Officer informs Lookouts are in place. 5. Establish Lookouts at designated locations. 6. Workers start work up to designated locations. 7. Workers move to safe place. 8. Re-establish Lookouts at next designated location 9. Repeat steps 6-8 until work is complete. 10. Workers move to a safe place. 11. Recall lookouts. 12. Workers exit worksite via gate **N00 119.136 D** off **Wyee Road, Wyee**. 13. Protection Officer contacts Morisset Signal Box to end Lookout Working.
ADDITIONAL DETAILS	<u>Adverse weather conditions</u> Weather conditions on the day may impede sighting distance. Protection Officers must ensure the required Minimum Sighting Distance is attainable by reassessing positions of lookouts. <u>Obstruction to Minimum Sighting Distance</u> 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	Lookout positions are reassessed throughout the worksite to achieve Minimum Sighting Distance.
ACESS GATES	**N00 119.136 D**

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Section 2 – Eraring

INSTRUCTIONS:	1. Workers enter corridor via gate **N00 132.669 U** on **Newstan-Eraring Private Coal Road, Eraring**. 2. Protection Officer briefs workers about the worksite protection arrangements. 3. Protection Officer contacts **Broadmeadow Signal Box** and tells the Signaller about the use of Lookout Working at **Eraring** on the **Up and Down Main lines and Eraring Loop.** 4. Workers remain in **Up Main line** safe place until Protection Officer informs Lookouts are in place. 5. Establish Lookouts at designated locations. 6. Workers start work up to designated locations. 7. Workers move to safe place. 8. Re-establish Lookouts at next designated location 9. Repeat steps 6-8 until work is complete. 10. Workers move to a safe place. 11. Recall lookouts. 12. Workers exit the worksite via gate **N00 132.669 U** on **Newstan-Eraring Private Coal Road, Eraring**. 13. Protection Officer contacts **Broadmeadow Signal Box** to end Lookout Working.
ADDITIONAL DETAILS	<u>Adverse weather conditions</u> Weather conditions on the day may impede sighting distance. Protection Officers must ensure the required Minimum Sighting Distance is attainable by reassessing positions of lookouts. <u>Obstruction to Minimum Sighting Distance</u> 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	Lookout positions are reassessed throughout the worksite to achieve Minimum Sighting Distance.
ACESS GATES	**N00 132.669 U**

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Diagram – Section 1: Vales Point

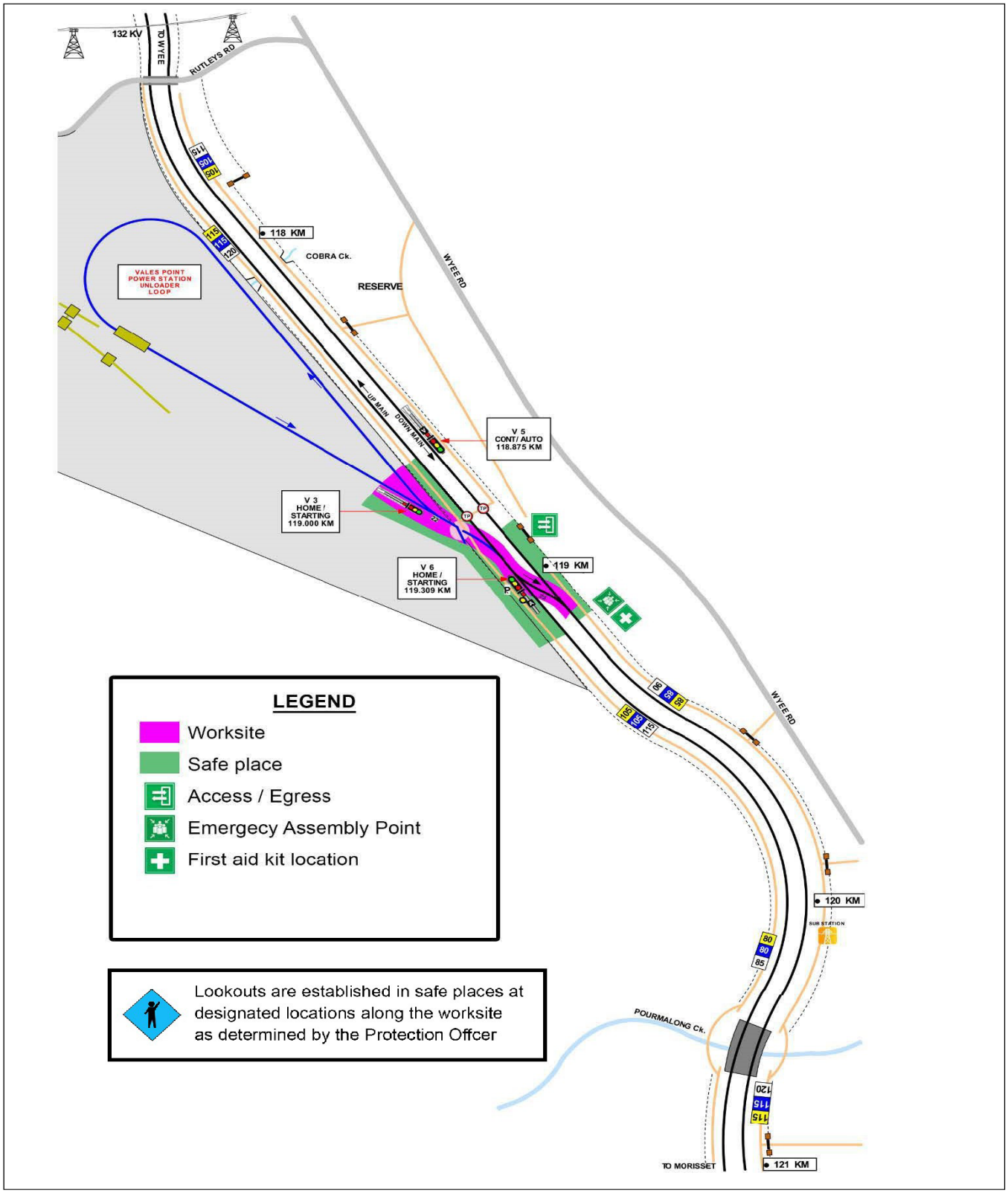

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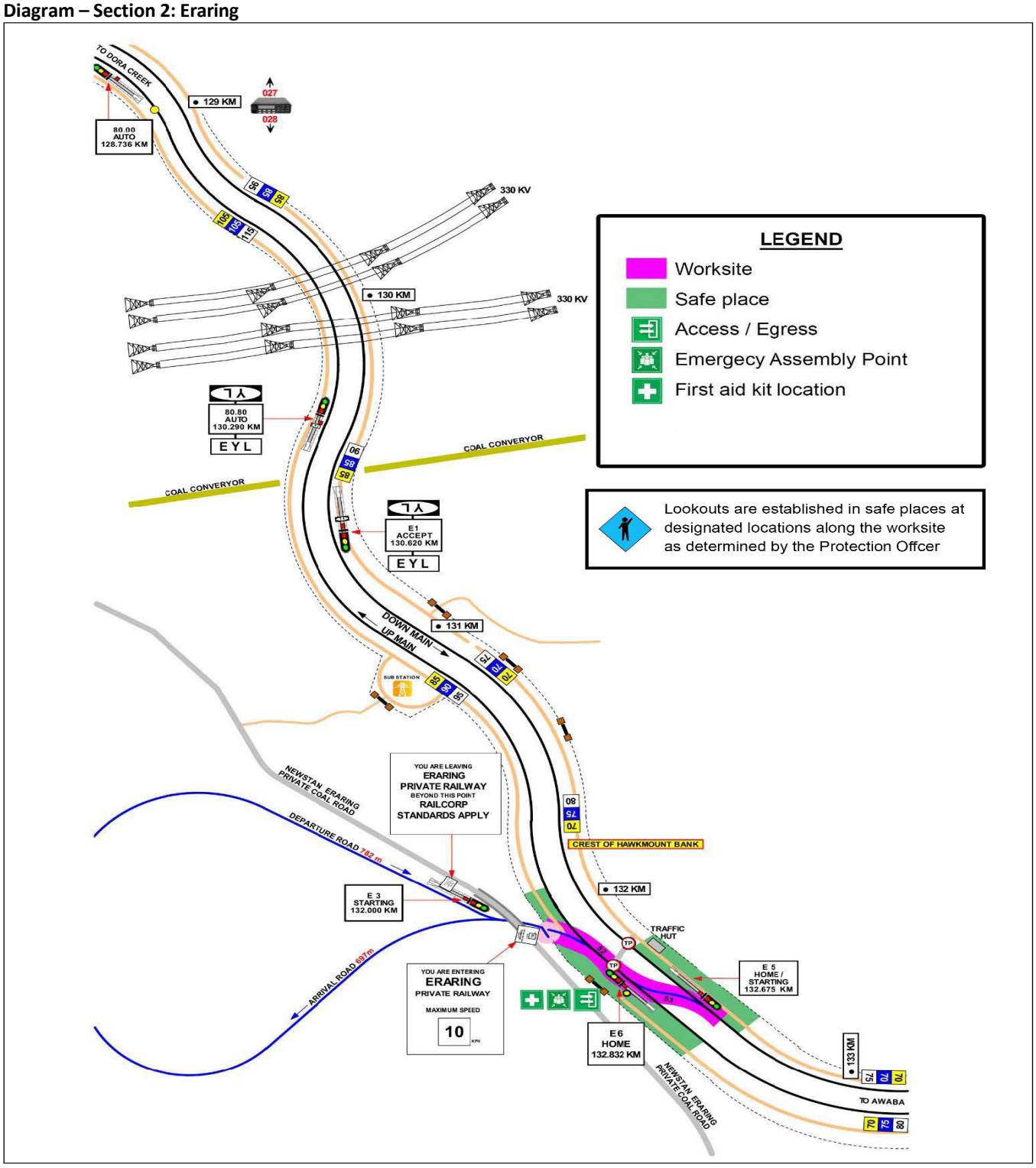
Diagram – Section 2: Eraring



Protection Officer's diary

Date	Time	Notes