

Safe Work Instruction

Worksite Protection for St Leonards Up Siding track inspections and maintenance



DOCUMENT NO.	D2022/2792
WORK DESCRIPTION:	Track inspections and maintenance
WPP NUMBER:	CN4A1 11372
SCOPE:	<p>This SWI is only applicable for the worksite protection arrangements of the routine civil track inspections and maintenance activities performed by the City North Civil team in St Leonards Up Siding. Work activities include:</p> <ul style="list-style-type: none"> • Civil track inspections and measurements • Track maintenance • Points inspections and maintenance
AUTHORISATIONS:	<p>Protection Officer: Protection Officer Level 1 or higher</p> <p>Qualified Worker: Hand signaller Level 1 or higher</p>
SAFETY CONTROLS:	<p>The nominated worksite location for this protection is the St Leonards Up siding. NLA 304 Central – Hornsby, St Leonards Up siding, Work on track instructions. 2A points is clipped and locked to prevent rail traffic entry into the worksite location.</p>
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/Network Controller. • Protection Officer requires a standard point clip to clip and lock the points allowing entry into the siding.
FURTHER INFORMATION:	<p><i>NWT 300 Planning work in the Rail Corridor</i></p> <p><i>NPR 707 Clipping points</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 304 Central Hornsby</i></p>

Safe Work Instruction**Worksite Protection for St Leonards Up Siding track inspections and maintenance****Protection Officer assessment checklist**

Protection Officer's name:		Yes <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"> 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

Work location: **St Leonards Up siding**

Scope of work: **Track inspections and maintenance**

Worksite protection: **NLA 304 Central – Hornsby, St Leonards Up Siding, Work on track** 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	NLA 304 Central – Hornsby, St Leonards Up siding, Work on track implemented. Rail traffic is prevented from entering the worksite by clipping and locking 2A points in the normal position. Workers must remain within worksite limits.	Protection Officer
Adjacent live lines	Closest adjacent track is the Up Shore line and is to be treated as live. Designated work and walk areas as per Protection Officer's instructions. Workers must stay clear of the Up Shore line unless appropriate adjacent line protection is in place.	Protection Officer
Slips, trips, falls and hazards carrying equipment	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
Access to / Egress from worksite	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 and from the worksite or safe place.	All
Mobile phone distraction	Mobile phone usage is not allowed in the Danger Zone. Mobile phones may only be used in a safe place after informing the Protection Officer.	All

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Workplace Supervisor details

Emergency assembly point: SWMS/SWI Ref #:
 First aid kit location: 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

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 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) 	<ol style="list-style-type: none"> 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 (<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 v1.4, Custodian: Senior Safety Specialist Safety Systems; Approver: Director Safety and Standards; Issue date: 15/09/2020.

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Worksite Protection Plan

Signaller details

<input type="text" value="name"/>	<input type="text" value="TSDM North"/>	<input type="text" value="02 8218 1350"/>
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Protection Officer details

<input type="text" value="name"/>	<input type="text" value="signature"/>	<input type="text" value="contact 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="St Leonards Up siding"/>		
between	<input type="text" value="Clear of 2A Points"/>	and	<input type="text" value="End of Terminal Line (St Leonards Up Siding)"/>

The following are diagrams, notes, and detailed instructions. These are to be read and followed as part of this worksite protection plan.

INSTRUCTIONS:	<ol style="list-style-type: none">Workers enter rail corridor via gate N30 8.473 U.Protection Officer briefs workers about the worksite protection arrangements.Protection Officer contacts TSDM North to request worksite protection in St Leonards Up siding as per <i>NLA 304 Central – Hornsby, St Leonards Up siding, Work on track</i>.Once authorised by Network Controller, instruct Qualified Workers to clip and lock 2A points in the normal position to prevent rail traffic entry to the worksite.If applicable, prevent any stabled rail traffic within the siding from moving.Workers start work.After work is completed, move all workers and equipment into a safe place.Instruct Qualified Workers to remove point clip on 2A points.Protection Officer contacts TSDM North to return St Leonards Up Siding to service.
ADDITIONAL DETAILS	<p>When clipping and locking 2A points, safety measures must assess and implemented by the Protection Officer to make sure points clips being fitted is done safely.</p> <p>Also, when clipping and locking 2A points, it is critical that the Qualified Worker makes sure that the points are clipped and locked in the normal position to prevent the entry of rail traffic into the worksite.</p>

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WORKSITE AND ACCESS / EGRESS



Image 1: View of St Leonards Up siding from the End of Terminal Line.



Image 2: Access gate N30 8.473 U

POINTS CLIPPED AND LOCKED



Image 3: Example of 2A points clipped and locked in the normal position to prevent rail traffic entry into the worksite.



Image 4: View of Up Shore leading into the Up siding.

Diagram



