

# Possession Notice

7

## Continuously Improving Possession Performance

### Worksite Safety in Possessions

This Possession Notice has been prepared to inform both Sydney Train's employees and contractors about the controls to improve worksite safety in possessions with attention to improved scope definition, planning and working near adjoining or adjacent live tracks.

#### Background

Since January 2013 there have been a number of worksite protection incidents associated with work being carried out under Local Possession Authority (LPA).

A number of common issues have been identified:

- Workers working or walking on or near adjoining or adjacent live tracks wrongly thinking that they are protected by the LPA;
- Movement of track machines and work trains into worksites without the knowledge or authorisation of the Protection Officer of the worksite being entered;
- Incidents on worksites where there has been a late change in planned scope.

To prevent these types of incidents continuing the following additional controls are to be implemented.

#### Work Planning & Approval Process

All scopes submitted to the Works Coordination Meeting (WCM) must be adequately defined and include accurate location (or if moving), tracks affected, access and work train requirements, to ensure effective planning and coordination.

Only work which has been submitted and approved at the WCM will be included in the approved Possession Work Program for the weekend. Scope of any kind submitted after the WCM will only be accepted if justified in accordance with PDM-200-PR-01 Late

Scope Request procedure (refer AS&DC SharePoint site) dated 10th July 2013.

Combined Worksites must be identified and responsibility for SafeWorking and/or safety planning and management allocated at the WCM. All outstanding planning issues from the WCM must be completed by the Finalisation Meeting (FM) held 4 weeks prior to the possession.

#### Maps/Diagrams

All maps / diagrams used to assist in planning worksite protection must be checked for accuracy by the Protection Officer, who must also verify possession limits / live tracks / asset configuration onsite prior to the start of work.

#### Live Track Interfaces

Adjacent and adjoining tracks not within the LPA limits must be identified and assessed for the potential to impact worksites within the LPA and the worksites potential to encroach on the live tracks.

Supervisors / Representatives should carry out a site inspection of identified worksites to assist in the development of a plan which sets out the controls to mitigate the risk of live track interfaces including access in accordance with NWT 300 and NWT 302. The plan must be presented and reviewed at the Finalisation Meeting.

#### For all work near, adjacent or adjoining live tracks during possessions:

1. The Worksite Supervisor must ensure controls to manage live track interfaces are:
  - Documented and presented at the FM.
  - Are briefed to the all POs for inclusion in the Worksite Protection Plan (WPP).

- Are implemented as proposed.
2. The PO must ensure that:
    - The WPP and pre work briefing includes adequate controls regarding live track protection and the requirements of this Possession Notice.
    - Where practical the WPP is reviewed by a qualified worker regarding the adequacy of the live track constraints and protection for the worksite (including access).
  3. The NAM must include the agreed live track constraints/controls in the Possession Work Program for the designated worksites.

**Worktrain & Track Machine Movements**

Supervisors must ensure any pilots for work trains and track machine operators associated with their work are inducted to the possession and have copies of the Possession Works Program and possession notes.

Pilots of Work Trains & Track Machines must:

1. Be inducted to the possession and have a full copy of all worksites, contacts and possession notes available onsite.
2. Gain authorisation from the applicable PO **BEFORE** entering or moving within any worksite.
3. Contact the PPO if they are unable to contact the PO before entering any worksite.

**Verification of Worksite by PPO**

When booking worksites on to the possession, the PPO or delegate must cross reference details to ensure job ID, scope and supervisor/Protection Officer names are consistent with prepossession notes. If these do not align then the work group will be denied access into the possession.

Any variations to worksite scopes and contacts must be assessed by the Possession Manager for determination.

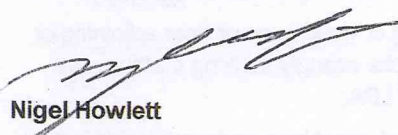
**Managers please ensure that these instructions are provided to all Supervisors and Qualified Workers.**

**More Information**

For any questions about this Possession Notice, please contact the Possession Improvement Team on 8922 0327.



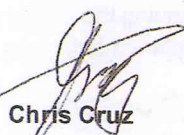
**Grant Burton**  
A/GM | Asset Management  
Date: 23 June 2014



**Nigel Howlett**  
GM | Network Maintenance



**Wes Heron**  
GM | Major Works



**Chris Cruz**  
GM | SEQR Maintenance