Sydney Trains

Worksite Protection Guidelines

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CONTENTS

1. Introduction

1.1 Purpose

The purpose of this manual is to provide a step by step guide for Protection Officers (POs), Rail Safety Coaches and other stakeholders on best practise in implementing Worksite Protection on the Sydney Trains Network.

The guidelines presented in this document will be used as the basis for assessing the capability of all POs to carry out their responsibilities under the Network Rules and Procedures.

1.2 Scope

The scope of this Worksite Protection Guidelines document is the core process of implementing Worksite Protection (as per TfNSW Training).

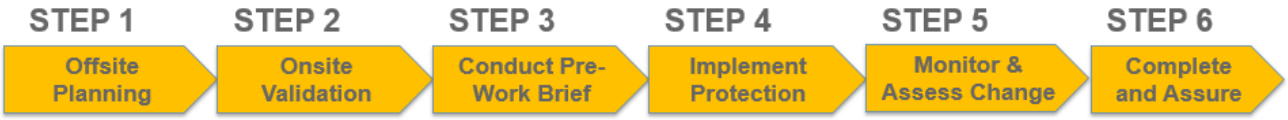

Figure 1.2.1 Worksite Protection Core Process

1.3 Governance

The primary role of the Rail Corridor Safety team is to provide Sydney Trains with the assurance that PO capability levels are being maintained (refer Figure 1.3.1 below).

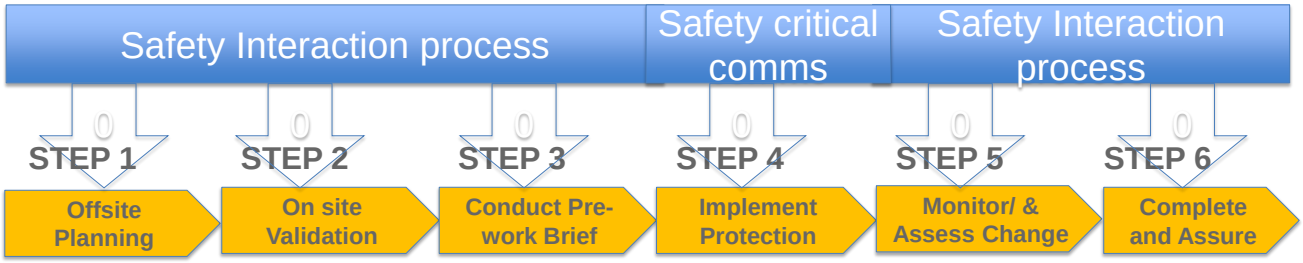

Figure 1.3.1 Governance of the Implementing Worksite Protection process

PO capability monitoring is achieved by conducting periodic checks with the POs and assessing their performance against pre-determined checklists.

The checklists are used to identify areas of improvement which are then remedied by one on one coaching with the POs.

1.4 Business Rules

1.4.1 Compliance to Network Rules

The Network Rules and Procedures (refer https://railsafe.org.au/) are the governing set of rules and procedures for working on the Sydney Trains Network and must be adhered to at all times.

These Worksite Protection Guidelines are intended to enhance the Network Rules and Procedures and how to better follow them, not to work around or replace them.

In the event that any statement in this manual is discovered to potentially conflict with a Network Rule or Procedure, the Network Rule or Procedure shall take precedence and the matter shall be reported immediately to the Senior Manager Rail Corridor Safety for resolution.

If there is ever a conflict between safety and production, POs shall stop work and re-assess the current level of protection for adequacy. If you need further assistance, contact the local Rail Safety Coach.

1.4.2 Conditions under which Protection Officers may implement Worksite Protection

The Network Rules and Network Procedures Certification Standard prescribes:

- the competency requirements recognised by Sydney Trains to implement worksite protection on the Sydney Trains Network; and
- provides guidance on the issue, withdrawal and cancellation of Rail Safety Worker (RSW) authorisations.

1.5 Definitions, Terms and Acronyms

Term or Acronym	Meaning
ATWS	*Automated Train Warning System*
CPO	*Coordinating Protection Officer*
CSO	*Corridor Safety Officer*
CSS	*Coridor Safety System*
CSN	*Corridor Safety Number*
DRKD	*Drivers Route Knowledge Diagram*
HS	*Hand Signaller*
LWPLR	*Lookout Working Prohibited Location Register*
NLA	*Network Local Appendices*
PO	*Protection Officer*
QW	*Qualified Worker*
RTS	*Railway Track Signals*
RNMWPP	*Routine Network Maintenance Worksite Protection Plan*
TVO	*Track Vehicle Operator*
WP Brief	*Worksite Protection Pre–work Brief*
WP Docs	*Worksite Protection Documents*
WP Diagram	*Worksite Protection Diagram*
WP Plan	*Worksite Protection Plan*
WPPD	*Worksite Protection Planning Diagram*

Table 1.5.1: Definitions, Terms and Acronyms

2. Worksite Protection Core Process

2.1 Description

The **Worksite Protection Core Process** is aligned to the TfNSW Protection Officer (PO) training courses and can be visualised as being broken down into a series of activities.

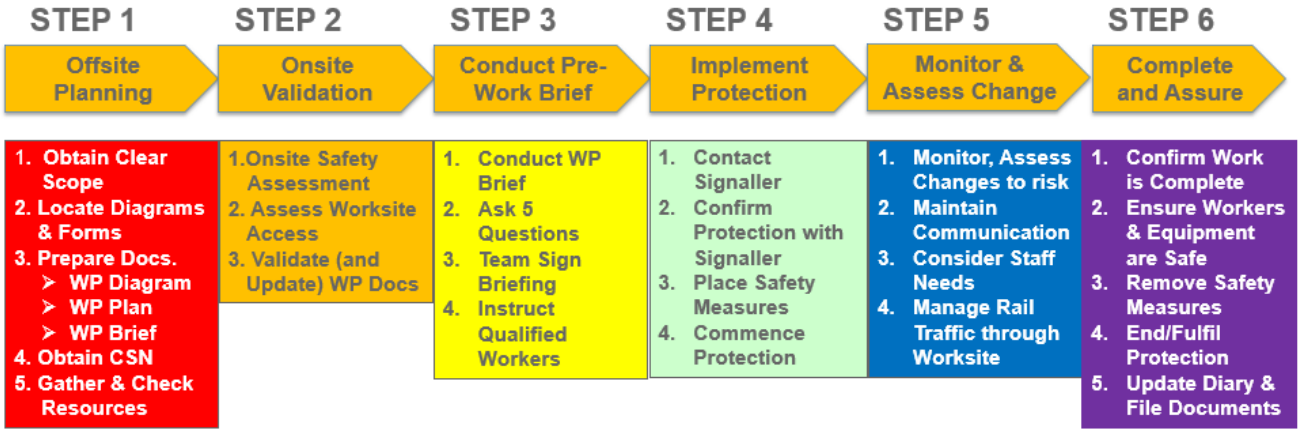

Figure 2.1.1 Activity view of the Worksite Protection Core Process

This document provides further explanation for these activities, together with hints and tips to implement them in accordance with Sydney Trains requirements.

2.2 Responsibilities and Accountabilities

RESPONSIBILITIES AND AUTHORITIES MATRIX FOR IMPLEMENTING PROTECTION PROCESS					
Process step	**Protection Officer**	**Signaller**	**Handsignaller**	**Workplace Supervisor**	**Workers on track**
Offsite Planning	R/A			C	
Onsite validation	R/A			C	
Conduct WP Pre-work Brief	R/A		C	C	C
Implement protection	R/A	R/A/C	R/A/C	C	C
Monitor & assess change	R/A	C	R/A/C	R/C	R/C
Complete & assure	R/A	R/A/C	C	C	I
Responsible for				R	
Accountable for				A	
Support to				S	
Communicate with				C	
Inform				I	

Figure 2.2.1 Responsibilities and Accountabilities matrix for the Worksite Protection Core Process

3. STEP 1 Offsite Planning

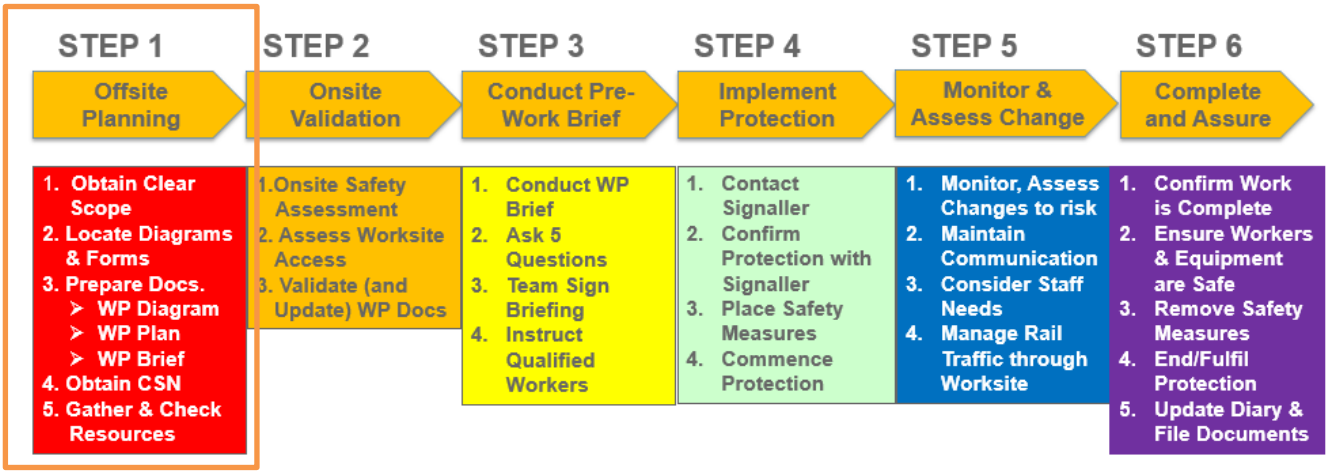

Figure 3.1. Activity breakdown for Offsite Planning

3.1 Obtain clear scope

Number	Task	Key Point	Reason
1	Obtain scope of work	Obtain the following details from the requestor: 1. Type of work; 2. Worksite location; and 3. Resources. e.g. No. of people, type of equipment, etc…	To have a clear understanding of the work that needs to be protected. To ensure you can pre plan the type of worksite protection, protection equipment and people resources required to protect the work team.

3.2 Locate Diagrams and Forms

Number	Task	Key Point	Reason
1	Obtain Worksite Protection Diagram (WP Diagram)	The following WP Diagram styles are available for use: 1. Drivers Route Knowledge Diagrams (DRKD) are best used for longer worksites (more than 1.5 km) (refer Attachment 3.7.2) 2. Worksite Protection Planning Diagrams (WPPD) are best used for shorter, more complex worksites (refer Attachment 3.7.3) 3. Hand drawn diagrams are acceptable provided they are legible and cover the main requirements in this guideline (refer Attachment 3.7.4)	A WP Diagram helps plan for, and brief workers about, worksite protection. Selecting the right WP Diagram helps provide a clear illustration of the worksite location and aids in deciding the adequateprotection. e.g. If one style of WP Diagram looks congested, consider using an alternative style that improves readability.
2	Obtain Worksite Protection Plan (WP Plan)	Use either a WP Plan form (Refer to NRF 015), or a RNMWPP from RailSafe (Refer to RNMWPP Library).	Forms help to implement worksite protection in a standard manner.
3	Obtain Worksite Protection Pre-work Brief (WP Brief)	Use either a WP Brief form (Refer to NRF 014) , or a RNMWPP from RailSafe (Refer to RNMWPP Library). In situations where the PO is also the Workplace Supervisor, use NRF014.	NRF014 contains briefing content specifically designed for worksite protection.
4	Confirm form versions	Confirm that versions for any pre-developed or previously downloaded forms are current.	To assist following current processes.

3.3 Prepare Worksite Protection Documents (WP Docs)

3.3.1 Worksite Protection Diagram (WP Diagram)

Number	Task	Key Point	Reason
NOTE	For a pre-developed WP Diagram, confirm worksite location and protection details	Pre-developed WP Diagrams are often kept for use as reference or templates. Where available and appropriate, use Routine Network Maintenance Worksite Protection Plans, particularly in preference to using other pre-developed WP Diagrams When using a pre-developed WP Diagram it is essential to confirm: • the worksite location details match the area where the work will be conducted; • worksite protection arrangements are appropriate for the scope of works. **NOTE:** Refer to Lookout Working Prohibited Location Register (LWPLR) when considering Lookout Working. Where details differ, update or complete a new WP Diagram.	Workers can be exposed to risk if the arrangements based on past examples are used without proper re-assessment and validation each and every time. An error in worksite location or protection arrangements may translate to an error in protection and risk to workers.
1	Identify worksite location	Highlight the worksite location for each line on the WP Diagram (refer Attachment 3.6.1).	To identify where personnel and equipment will be located in or near the danger zone.
2	Determine method of protection	There are many considerations when selecting the appropriate method(s) of protection for work that has potential to intrude the Danger Zone. Refer to NWT 300, LWPLR, and Network Local Appendices (NLA's) to assist with selection of the appropriate method of protection for the specific work. If unsure discuss with a Rail Safety Coach, Signaller or Network Rules Specialist.	To establish and maintain separation between rail traffic and workers.
3	Identify Key Safety Components	Add mandatory and protection method specific Key Safety Components to the WP Diagram (refer Attachment 3.6.1).	To plan for and brief workers about the hazards and controls related to the risk of workers in path of rail traffic for the work. Visual representation provides situational awareness and therefore aids the safety of workers. Access & egress to the Danger Zone must be discussed and agreed upon before entering the Danger Zone.
4	Prepare legend	Include a legend on the WP Diagram (refer Attachment 3.6.1).	To help people understand the WP Diagram and provide consistency.

3.3.2 Worksite Protection Plan (WP Plan)

Number	Task	Key Point	Reason
NOTE	For a pre-developed WP Plan, confirm: • scope of work details; • worksite protection arrangements	Pre-developed WP Plans are often kept for use as reference or templates. Where available and appropriate, use Routine Network Maintenance Worksite Protection Plans, particularly in preference to using other pre-developed WP Plans When using a pre-developed WP Plan it is essential to confirm: • the scope of work details (type, location & resources) match the work being performed; • worksite protection arrangements are appropriate for the scope of works. **NOTE:** Refer to Lookout Working Prohibited Location Register (LWPLR) when considering Lookout Working) • hazards and controls reflect the work Where details differ, update and initial the changes or complete a new form.	Workers can be exposed to risk if the arrangements based on past examples are used without proper re-assessment and validation each and every time. An error in worksite location or protection arrangements may translate to an error in protection and risk to workers.
1	Compile WP Plan	Use the information from the WP Diagram and the Scope of Works to fill in the details of the WP Plan. For each different method of protection refer to: • Local Possession Authority (Refer to NWT302) • Track Work Authority (Refer to NWT306) • Track Occupancy Authority (Refer to NWT304) • Signal Key Switch Blocking (Refer to NWT320) • Absolute Signal blocking (Refer to NWT308) • Lookout Working (Refer to NWT 310) • Working in Maintenance Centres and stabling yards (Refer to NWT300)	To ensure that all Rail Safety hazards and controls have been comprehensively mitigated.
2	Validate WP Plan against WP Diagram	Same information needs to be on both documents	To develop a robust worksite safety plan.

3.3.3 Worksite Protection Pre-Work Brief (WP Brief)

Number	Task	Key Point	Reason
NOTE	For a pre-developed WP Brief, confirm: • scope of work details; • worksite protection arrangements • hazards and controls	Pre-developed WP Briefs are often kept for use as reference or templates. Where available and appropriate, use Routine Network Maintenance Worksite Protection Plans, particularly in preference to using other pre-developed WP Briefs When using a pre-developed WP Brief it is essential to confirm: • the scope of work details (type, location & resources) match the work being performed; • worksite protection arrangements are appropriate for the scope of works • Hazards and controls reflect the work Where details differ, update and initial the changes or complete a new form.	Workers can be exposed to risk if the arrangements based on past examples are used without proper re-assessment and validation each and every time. An error in worksite location, protection arrangements, hazards or controls may translate to an error in protection and risk to workers.
1	Compile PO & worksite protection details	Add details for the PO, and copy the scope, location and protection details from the WP Diagram & WP Plan	To prepare a briefing that aligns with the WP Diagram and WP Plan.
2	List hazards & controls	List all hazards & controls. Refer to Attachment 3.6.5 e.g. **Hazard** — Struck by rail traffic; **Control** — Lookout working	To ensure that all known hazards for the specified worksite protection have been identified and controlled.

3.4 Obtain Corridor Safety Number (CSN)

Number	Task	Key Point	Reason
1	Call CSS for WP Plan review	Call ICON Corridor Safety Officer (CSO) (phone: 8922 0002 OR 1800 444 822) • Identify name and request a CSN. • Answer questions asked by the (CSO). e.g. Name, worksite location, protection type, etc…	To confirm that mandatory fields on the WP Plan have been completed and meet standards.
2	Record CSN	Record the CSN in the notes section of the WP Plan. e.g. CSN 140047	The CSN may be needed prior to implementing worksite protection.
3	Make corrections	Update any corrections identified by the CSO. **NOTE:** Strike through & initial corrections	To ensure WP documents contain correct information and has been validated.

3.5 Gather and Check Resources

Number	Task	Key Point	Reason
1	Complete Resources Checklist	Identify the quantity and types of resources that are needed to protect the worksite.	To plan and prepare for protection.
2	Gather and check resources	Use the Resources Checklist to confirm that all relevant resources are available, and are tested, inspected or within compliance dates. (Refer to figure 3.5.1)	So that equipment is on hand and operational prior to arriving on site.

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Resources Checklist **(To be completed by PO)**

	Resource	Number required	Available & in date
Resources required	☐ Lookout/s	_____	☐
	☐ Audible warning device	_____	☐
	☐ Point clips	_____	☐
	☐ SL locks	_____	☐
	☐ Railway Track Signals	_____	☐
	☐ Worksite Protection Marker	_____	☐
	☐ Possession Protection Marker	_____	☐
	☐ Yellow Delineation Marker	_____	☐
	☐ Red / Green - flags / lights (Circle)	_____	☐
	☐ Handsignaller - Inner / Outer (Circle)	_____	☐
	☐ Radios	_____	☐
May 2021 V1.0	☐ ATWS	_____	☐

Figure 3.5.1 Resources Checklist

3.6 Attachments

3.6.1 WP Diagram Legend

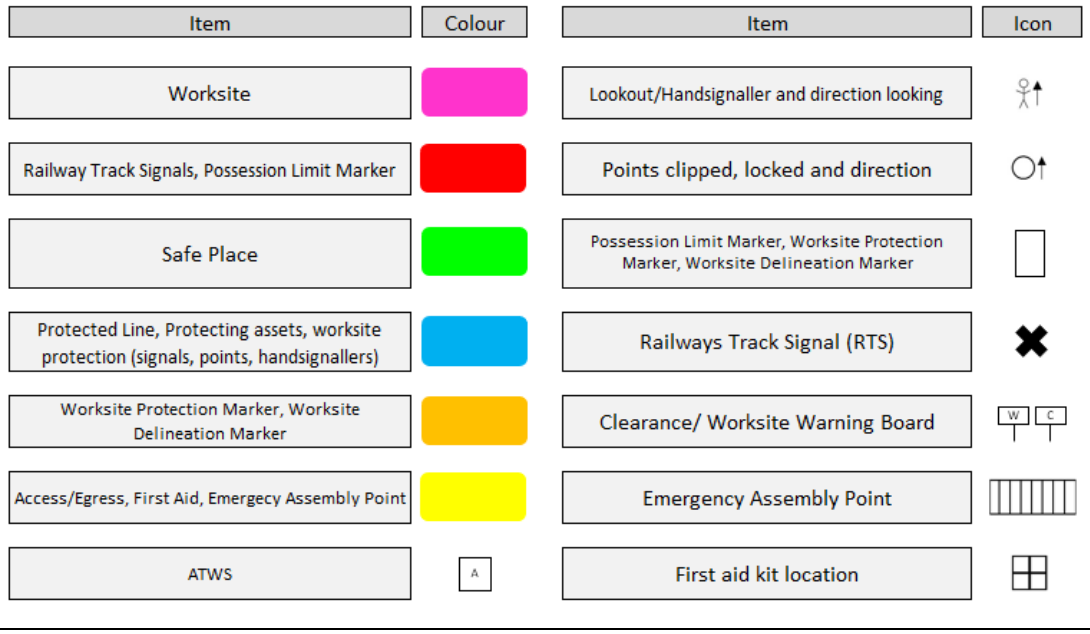
Number	Description	Detail	
1	Key safety components	Mandated items	Worksite, Safe Place, Access/Egress, Emergency Assembly Point, First Aid
		LW	Lookout positions, ATWS
		ASB	Signals, Points, Lookout positions
		TOA	RTS, Worksite Protection Markers, Points, Point clips (showing direction of travel), Signals, Hi-rail direction of travel
		TWA	Handsignallers, RTS, Point clips (showing direction of travel), Clearance boards, Worksite warning board, Signals
		SKS Blocking	Signal, Handsignaller
		LPA	Signals, RTS, Possession limit markers, Point clips (showing direction of travel), Worksite protection markers
		Working within LPA	RTS, worksite protection markers, Delineation markers, Point clips (showing direction of travel)
		Work in Maintenance Facilites and Stabling Yards	Point clips (showing direction of travel), Signals
2	Diagram legend		

Figure 3.6.1 WP Diagram Hand Drawn Legend

3.6.2 Sample DRKD

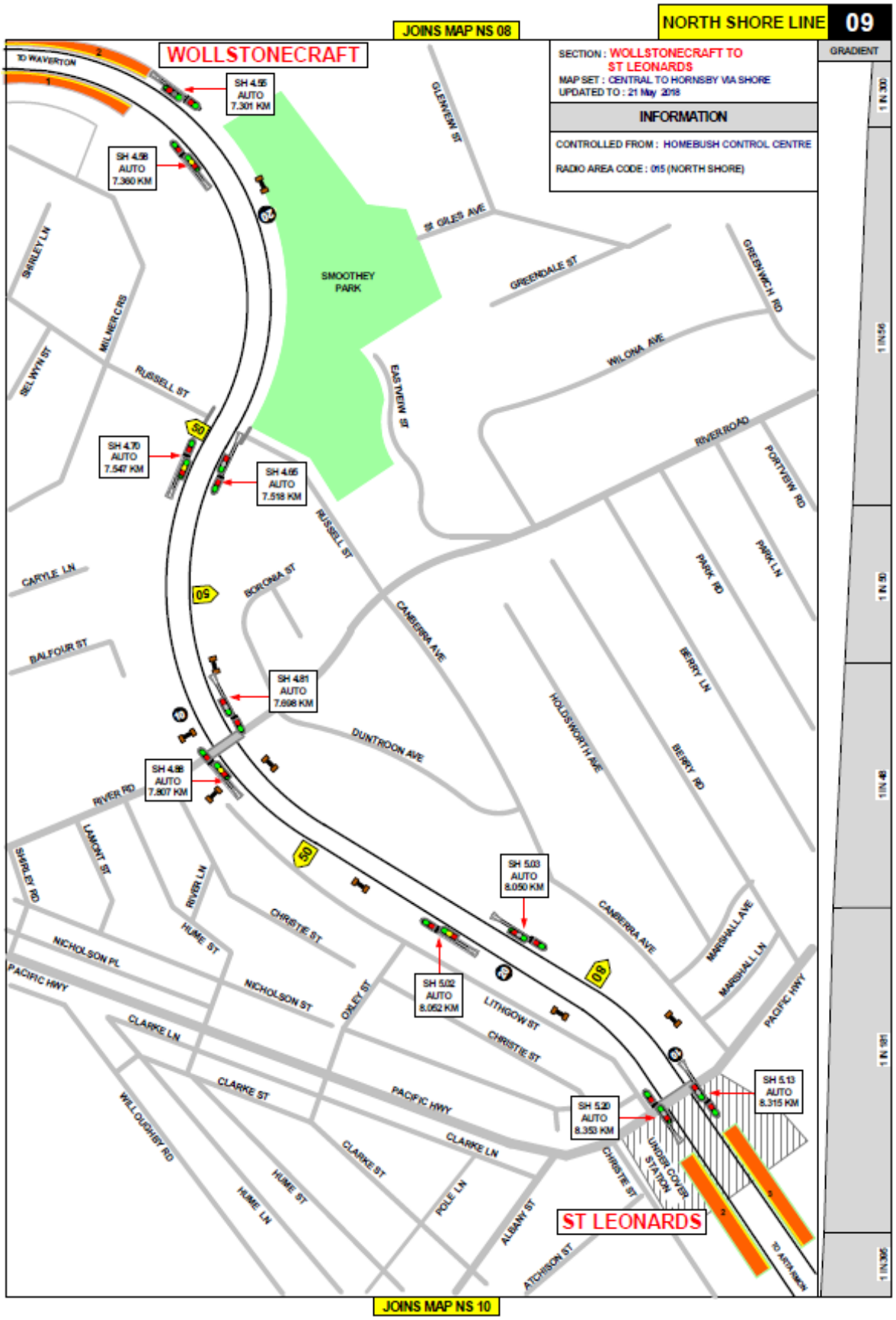


Figure 3.6.2 Sample DRKD

3.6.3 WPPD

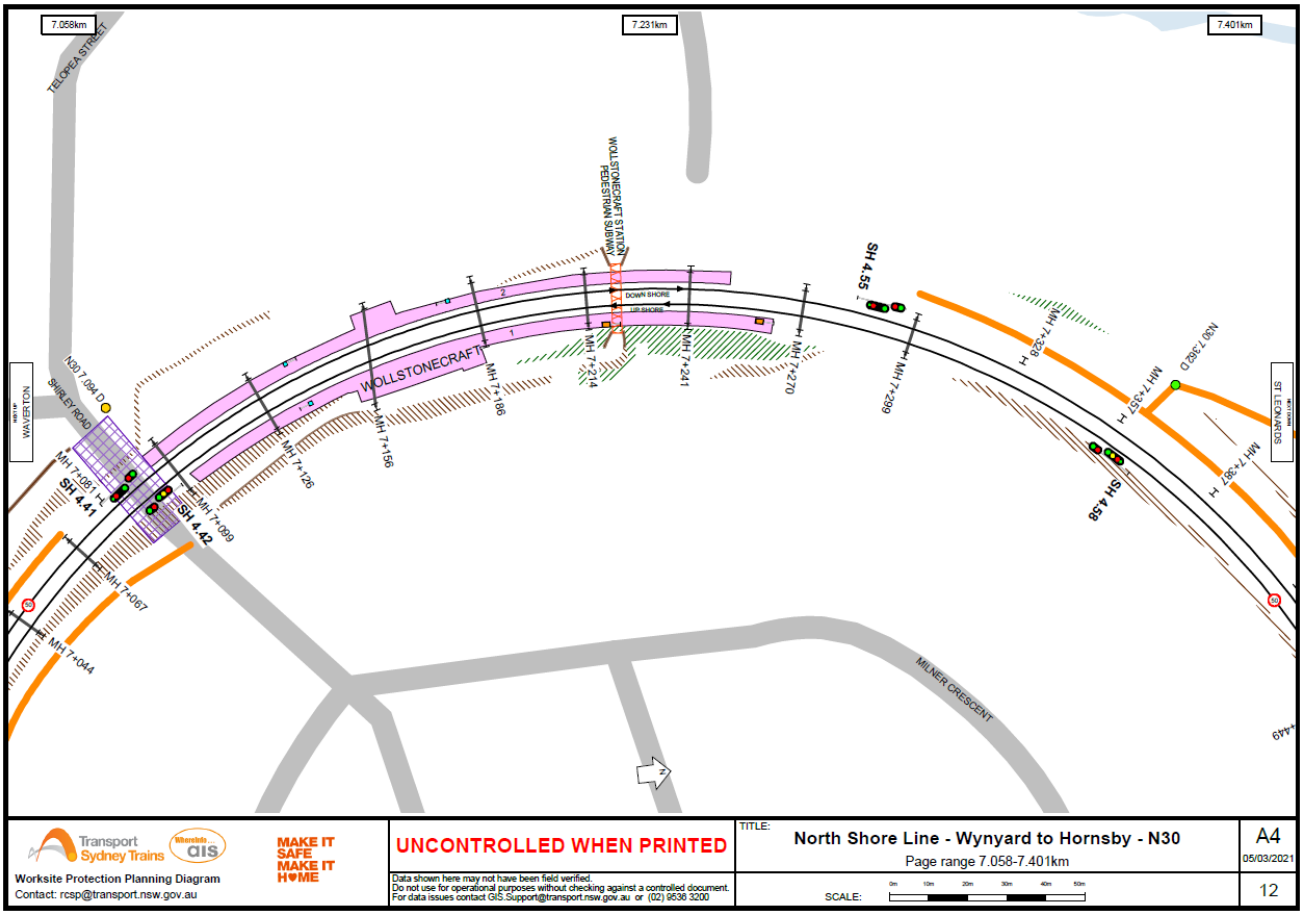


Figure 3.6.3 Sample WPPD

3.6.4 Sample Hand Drawn Diagram

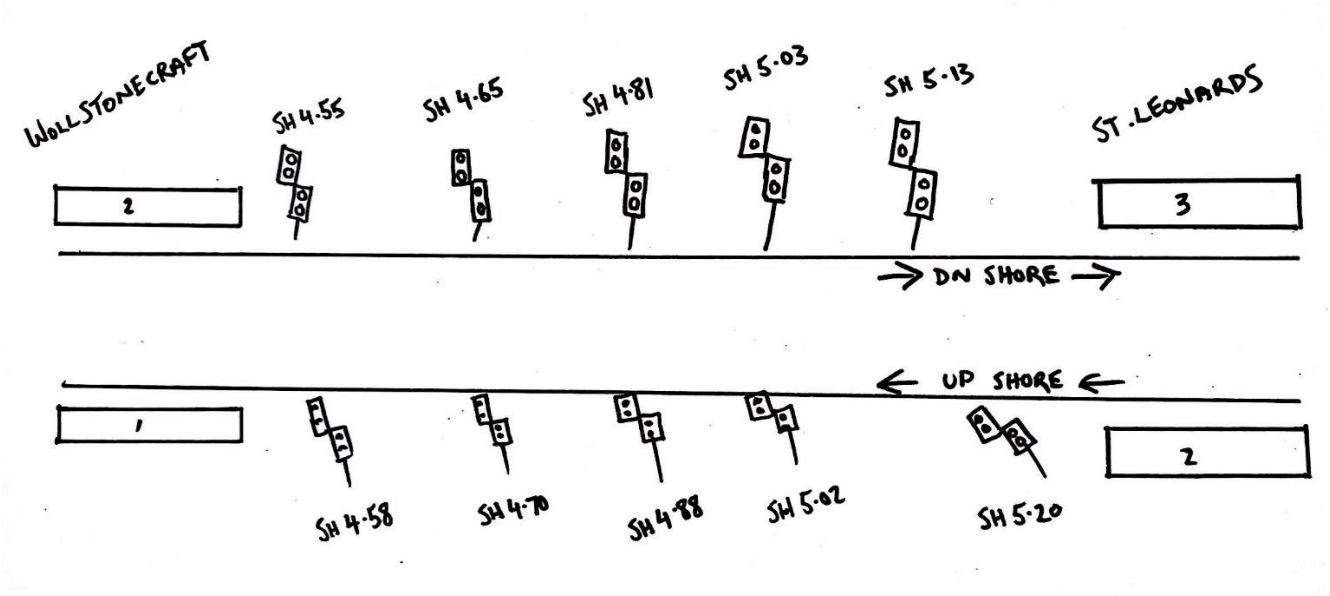


Figure 3.6.4 Hand Drawn WPPD

3.6.5 Sample Hazards, Controls, and Person responsible for Control

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**
Struck by rail traffic	Lookout Working implemented. Workers to remain within worksite limits.	Protection Officer
Adjacent live lines	Designated work and walk areas as per Protection Officer's instructions. All work is to stop and workers moved to a safe place when warned by Lookout or Protection Officer.	Protection Officer
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 are to provide warning to the workers whenever their line of sight is obstructed by passing rail traffic. Workers are to stop work and move to a safe place.	Protection Officer & Lookout
Other obstructions to Minimum Sighting Distance (MSD)	Protection Officer and Lookout assess and verify new locations to achieve MSD. Workers must remain in a safe place until Lookouts can be positioned or a higher form of protection is in place.	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

Figure 3.6.5 Sample Hazards, Controls, and Person responsible for Control

4. STEP 2 Onsite Validation

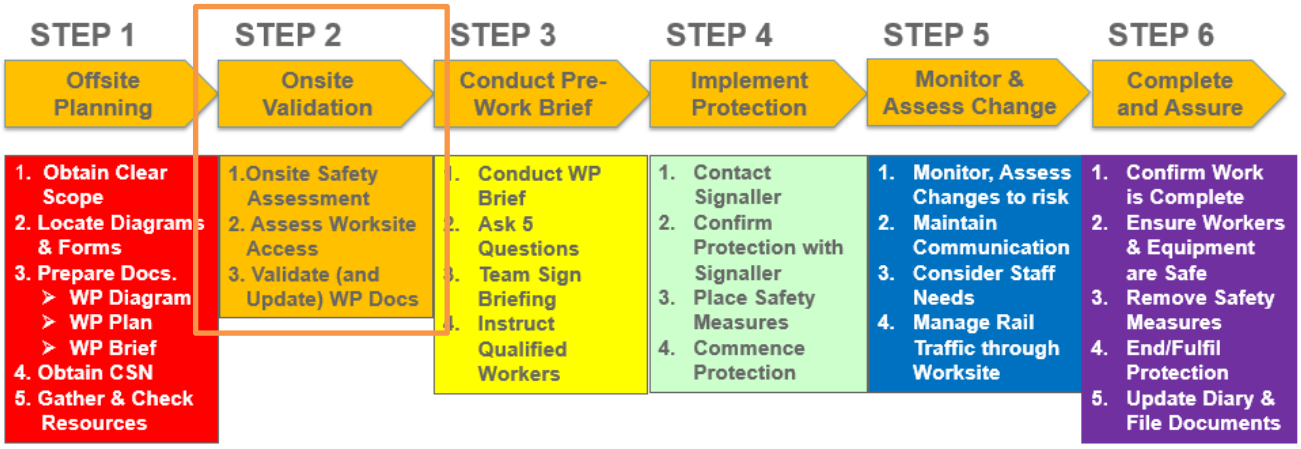


Figure 4.1 Step 2 Onsite Validation

4.1 Onsite Safety Assessment (Vehicles & Plant)

Number	Task	Key Point	Reason
1	Assess safety of vehicles & plant moving near the Danger Zone	When entering the Rail Corridor, jointly assess the potential for vehicles & plant to encroach the Danger Zone with the Workplace Supervisor. When driving or manouvering alongside the track: • Hazards, such as pooled water, may hide large pot hole causing loss of control. • Avoid driving into limited spaces.	To identify hazards and the controls when moving vehicles & plant near the Danger Zone
2	Brief workers about safely moving vehicles & plant near the Danger Zone	Add hazards and controls to the WP Brief: e.g. • Walk the journey first, noting or removing any hazards if possible before driving. • Use a spotter, or do not continue. • If vegetation is too dense, do not continue and advise the vegetation management team. • Drive at an appropriate speed and be vigilant. • Be aware of Train Driver perception • Cross at designated level crossings.	To confirm that workers know the controls being utilised to reduce the likelihood of incidents and crashes attributed to vehicles & plant near the Danger Zone

4.2 Assess Worksite Access (People & equipment)

Number	Task	Key Point	Reason
1	Assess safety of people & equipment moving near the Danger Zone	When inside the Rail Corridor, jointly assess the potential for people & equipment to encroach the Danger Zone with the Workplace Supervisor. When walking or congregating alongside the track be aware of: • Encroaching the Danger Zone • Train Driver perception	To identify hazards and the controls when people & equipment are moving near the Danger Zone
2	Brief workers about safely moving people & equipment near the Danger Zone	Add hazards and controls to the WP Brief: e.g. • Place a spotter • Use temporary fencing or barriers e.g. vehicles to separate workers from the Danger Zone	To confirm that workers know the controls for managing people and equipment near the Danger Zone

4.3 Validate (and update) WP Docs

Number	Task	Key Point	Reason
1	Take WP Docs on site	Ensure WP Docs are in hand.	For something to check against.
2	Validate location using WP Diagram	**Right vicinity** Confirm you are where you should be, to perform the work according to your diagram • Check your location against your diagram • Check the boundary gate sign matches the location on your diagram. e.g. Gate sign **101.536 D** (101.536kms Down side **Right track** Confirm you have identified the right track • Make sure your diagram is the right way around by referencing increasing/decreasing stanchion numbers on site. • Locate the track you wish to access by counting the number of tracks from where you are standing and matching it with your diagram. **Right spot** Confirm exact location using at least 3 assets. **NOTE:** More than one of the same asset type may be used. • OHW stanchion numbers • Signal numbers • Points numbers • Survey plaque track names and kms • Station platform names & numbers • Km and 1/2km markers **If Unsure ??** • **Don't go on track!** Contact a Rail Safety Coach or the Workplace Supervior	Use identifying labels in the field and compare them with identifying labels on the diagram to provide confidence that you are where you should be. If the diagram is the wrong way around, there is the possibility that you will end up in the wrong location. Using 3 individual assets, rather than 1 or 2, provides greater confidence that all of the information matches and that the location has been validated with greater confidence.
3	Inspect site for new hazards	Planning documents do not show all potential hazards or conditions that may exist on site. Inspect the worksite to identify new hazards or conditions that might impact the plan. Consider for example: • Placing/removing protection • Obstructions to nominated safe places • Noise affecting warning devices or communication • Trees or obstacles hindering sighting distance, etc…	Information in documents may be incomplete or inaccurate posing risks to the workers. Development of the documents may have been incomplete because of unfamiliarity with the worksite. The site has changed since the last document update or a new hazard is apparent at the worksite. To identify all hazards at the site and implement a adequate controls.
4	Validate protection is appropriate	Consider if anything found onsite (any new or changed hazards) require a change to protection. **STOP:** Do not proceed if site conditions mean the initial plans cannot be implemented or are no longer appropriate.	To implement protection arrangements that are appropriate for the work being performed and the actual site conditions.
5	Update WP Docs	Prepare new documents or add missing information. Make corrections by striking through with a single line and initialling.	To reflect the actual worksite conditions.
6	Obtain acknowledgement from Workplace Supervisor	Obtain the signature of the Workplace Supervisor prior to delivering the briefing.	So the Workplace Supervisor can acknowledge the safety assessment has been completed to manage the hazards associated with rail traffic for the planeed scope of work.

5. STEP 3 Conduct Pre-work Brief (WP BRIEF)

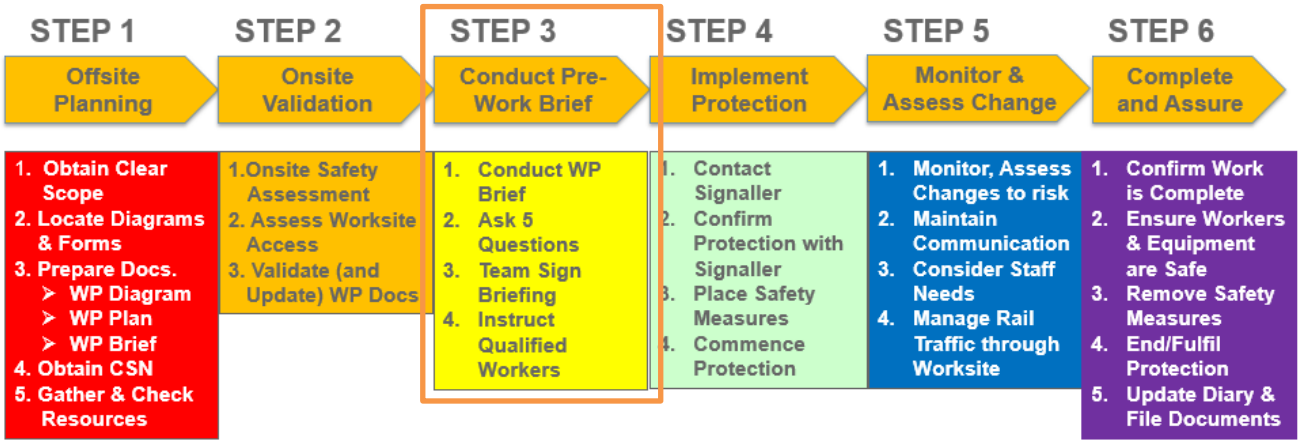


Figure 5.1 Step 3 Conduct Pre Work Brief

5.1 Conduct Pre-Work Brief (WP BRIEF)

Number	Task	Key Point	Reason
1	Check RSW Cards for Safeworking Qualified Workers	Confirm the identity and competence of Qualified Workers undertaking Safeworking duties relevant to the protection being implemented.	To ensure people undertaking Safeworking duties are appropriately qualified.
2	Engage the workers & deliver the WP Brief with the Workplace Supervisor	Get the attention of the workers. e.g. "Hi everyone, I'm (name) your PO today and will brief you on the protection arrangements" "The Workplace Supervisor is (name…) and will briefing you about hazards and controls for the work" Advise that if they have questions, you'll answer as you go or at the end of the briefing. Ask questions to check engagement.	Stating your role helps clarify who is responsible for what. Team members can be distracted, or not engaged for many reasons. Asking questions gives people the opportunity to participate and an indication of their understanding.
3	Brief listed hazards & controls	Read out the work details and type of protection. Explain the Hazards, Controls and People responsible.	To communicate the hazards and controls that have been considered.
4	Show WP Diagram & WP Plan	**SHOW** the WP Diagram. Focus on: • where it is safe to work on track. • where the safe place is and how they will be warned to move there.	The WP Diagram provides a visual representation and orientation of the worksite. This supports their situational awareness and understanding. The WP Plan details the controls used to keep workers away from rail traffic.
5	Ask questions	Ask if they have any questions. Ask some questions to confirm their knowledge.	To clear up any misunderstanding or correct ommissions or errors.
6	Update WP Docs	Add any missing information. Strike through and initial any corrections.	To have a correct assessment.
7	Brief Workplace Supervisor details	No need to repeat if already conveyed by the Workplace Supervisor. Required if the PO is also the Workplace Supervisor.	To communicate responsibilities.
8	Consider participant acknowledgements	Occasionally mention the participant acknowledgements to refresh awareness for the workers.	There may be a new worker in the Team. To help maintain awareness.

Tips for delivering briefings		
Tip	**Key Point**	**Reason**
Prepare	Read through the documents to understand the key details	The better prepared you are, the more confident you will sound.
Use a confident tone	To gain respect and engage the group. Enthusiasm will influence the rest of the group. Respond to questions in a strong confident tone.	The more confident, the better the engagement.
Use Appropriate Body Language	Use an upright posture Make eye contact with the group. Point to various physical landmarks and hazards.	The more animated and interesting the presentation the more confident and better the engagement.
Raise and Lower Voice	This breaks the monotony and also commands attention.	People's attention naturally drifts. They are alerted to the slightest and most subtle changes.
Provide Supporting Evidence	Use the WP Docs to emphasise points of interest	Brings credibility to the presentation and demonstrates that the PO has done a lot of work to keep them safe.
Use the power of SILENCE.	Taking a pause breaks the monotony and gives you time to collect your thoughts	Silence raises the tension level and people wonder "What is next?"Typically members of the work group may be distracted and not paying attention.
Ask questions to check they've listened	Occasionally some people do not listen. On these rare occasions, regain their attention and re-iterate where necessary. Explain that the PO's job is to get them home safely and to do that, they all need to listen. Then re-start the brief.	Paying attention to the briefing may be the difference between life and death.

Figure 5.1 Tips for delivering briefings

5.2 Ask 5 Questions

Number	Task	Key Point	Reason
1	Ask 5 questions	Ask 5 Questions to check if workers have understood. 1. What method of protection are we working under? 2. What are the limits of the worksite protection? 3. Where is the safe place? 4. How will you be warned and move to a safe place if needed? 5. What are the hazards in this environment? **NOTE:** If responses to these questions are unsatisfactory, repeat the relevant parts of the briefing.	To test whether the key aspects of the briefing have been effectively communicated.

5.3 Team Sign the Briefing

Number	Task	Key Point	Reason
1	Obtain workers signatures	Ask the workers to sign the briefing.	Signing evidences that the briefing took place with the workers.

5.4 Instruct Qualified Workers (QW)

Number	Task	Key Point	Reason
1	Instruct Qualified Workers	Instructions will be relevant to the protection being implemented. (Refer to Attachments 9.2 to 9.8)	So that qualified workers know their role in protecting workers.
2	Update PO Diary?	Consider recording relevant instructions given to the Qualified Workers	To record relevant information

6. STEP 4 Implement Protection

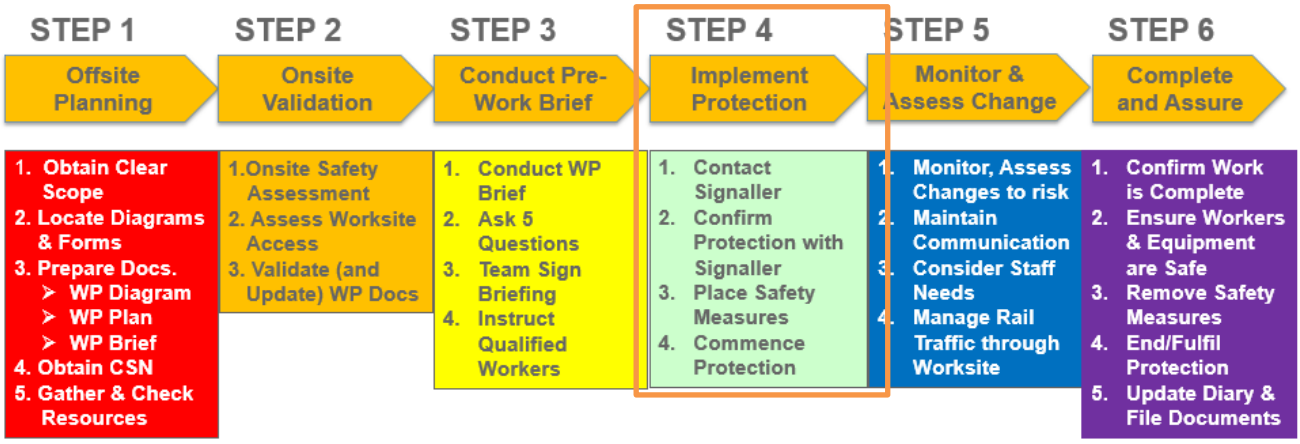


Figure 6.1 STEP 4 Implement Protection

6.1 Contact Signaller

Number	Task	Key Point	Reason
1	Prepare for the call	Have WP Docs ready for reference. **NOTE:** Figure 6.2 provides Tips for Safety Critical Communication (SCC).	This prepares you to have a clear and concise conversation.
2	Call & confirm Signal Panel	Refer to the Signal Box Phone List on RailSafe.	To ensure that you speak with the correct Signal Panel.
3	Identify name	State name and PO Level.	So the Signaller knows who they are talking with.
4	Request protection	Be clear and unambiguous when communicating: • the type of protection needed; • the relevant line(s); • the suburb. Be patient, allow them time to understand the request and obtain the required forms.	This provides enough information to make an initial assessment of the request. NOTE: They are often managing other conflicting priorities.

6.2 Confirm Protection with Signaller

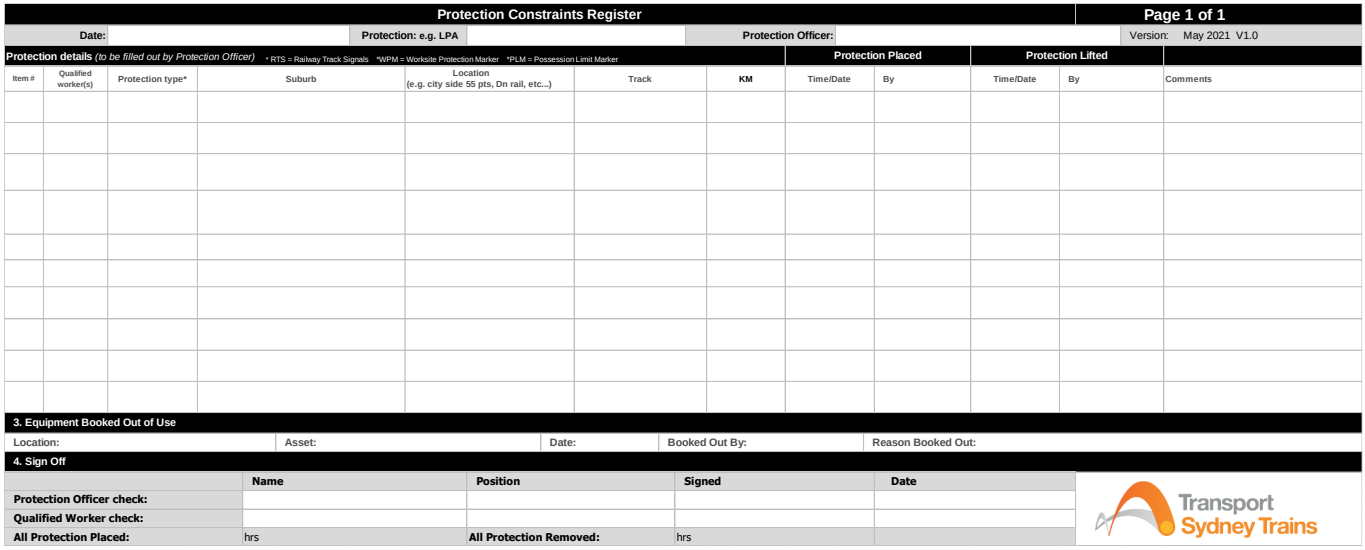
Number	Action	Key Point	Reason
1	Advise & confirm Worksite Location	Read and confirm the worksite location as written on the WP Plan.	An error at this point may result in workers being unprotected.
2	Advise & confirm protection arrangements	Use the protection plan as a guide and the WP Diagram for reference when discussing the protection arrangements.	To ensure that the protecting assets for the worksite are identified and confirmed.
3	Confirm & record assurances	Progressively confirm small chunks of information throughout the conversation.	To improve the chance of noticing an error in communication.
4	Confirm & record authorisation	Update and initial any changes to the protection arrangements after reaching agreement.	The final arrangements need to be correctly communicated to the workers.
5	Update PO Diary?	Consider recording relevant information discussed with the Signaller.	To record relevant information

Tips for safety critical communication		
Tip	**Key Point**	**Reason**
Know the requirements	Be familiar with the requirements of: NGE 204 Network Communications; NPR721 Spoken and written communications; and NS 0919 Network Communications	Keep the conversation brief, clear and unambiguous. No unnecessary chat about "how people are" etc
Prepare before calling	Know what you are going to say. Use your documentation to plan for the conversation	To follow the lead communicator and answer questions clearly and consicely.
Repeat back!	Repeat back what you believe you heard about the safety critical information provided.	Repeating back allows confirmation that information was effectiviely communicated. E.g. Signal or points numbers, track names and locations, train or track vehicle numbers, protection numbers, phone numbers, times, etc…
Pace yourself	Don't rush	It helps both parties understand what has been said.
Ask questions	If you're unsure of anything, ask a question to clarify	Uncertainty may contribute to a safety error.
Use phonetics	Use phonetic alphabet and say numbers singularly	To ensure safety critical aspects such as Signals, Points and Train identifiers are communicated unambiguously and clearly.
Seek clarification	If something is missed ask for clarification	Ask for information that is missed to be repeated back. Use phonetics and speak slowly.
Have all key stakeholders been included?	Have you communicated with all the required parties?	Ensure that all parties involved in the conversation have understood the content of the conversation.

Figure 6.2 Tips for safety critical communication

6.3 Place Safety Measures

Number	Task	Key Point	Reason
1	Communicate with relevant stakeholders	Request approval to access the Danger Zone from stakeholders such as Signallers, Yard Masters, Network Controllers, Possession Protection Officers, Coordinating Protection Officers, etc.. depending on the leve of protection.	To receive the relevant approval
2	Implement PO Safety Measures	Provide Qualified Workers with guidance for placing Safety Measures. A Protection Constraints Register is a useful tool that may be used. (Refer Figure 6.3.1) Examples of good practice follow: • ATWS (refer Attachment 9.1) • Work Train / Track vehicle spotters (refer Attachment 9.2) • Handsignallers (refer Attachment 9.3) • Lookouts (refer Attachment 9.4) • Work train / Track vehicle pilots. (refer Attachment 9.6). • Point clips (refer Attachment 9.7) • RTS, Worksite Protection Markers / Possession limit markers / Delineation Markers (refer Attachment 9.8)	Most protection methods require some Safety Measures to keep workers safe.
3	Advise stakeholders that PO Safety Measures are in place	Notify relevant stakeholders once the Safety Measures have been implemented: e.g. Signallers, Yard Masters, Network Controllers, Possession Protection Officers, Coordinating Protection Officers, etc.. depending on the level of protection.	For safety and operational reasons.
4	Update PO Diary?	Consider recording relevant information about placing safety measures	To record relevant information



Protection Constraints Register — Page 1 of 1

Date: | Protection: e.g. LPA | Protection Officer: | Version: May 2021 V1.0

Protection details *(to be filled out by Protection Officer)* * RTS = Railway Track Signals *WPM = Worksite Protection Marker *PLM = Possession Limit Marker

							Protection Placed		Protection Lifted		
Item #	Qualified worker(s)	Protection type*	Suburb	Location (e.g. city side 55 pts, Dn rail, etc...)	Track	KM	Time/Date	By	Time/Date	By	Comments

3. Equipment Booked Out of Use

Location:	Asset:	Date:	Booked Out By:	Reason Booked Out:

4. Sign Off

	Name	Position	Signed	Date
Protection Officer check:				
Qualified Worker check:				
All Protection Placed:	hrs	All Protection Removed:	hrs	

Transport Sydney Trains

Figure 6.3 Protection Constraint Register

6.4 Commence Protection

Number	Task	Key Point	Reason
1	Advise Workplace Supervisor protection is in place	Work commences in the Danger Zone	The Workplace Supervisor has assurance from the PO and can instruct workers to commence work.

7. STEP 5 Monitor and Assess Change

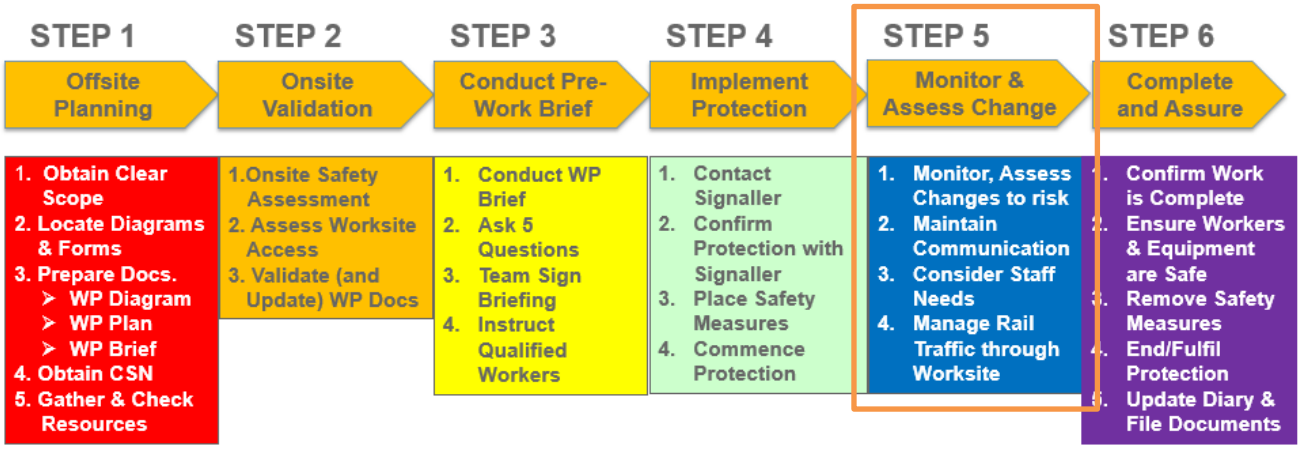


Figure 7.1 STEP 5 Monitor and Assess Changes to Risk

7.1 Monitor and Assess Change

Number	Task	Key Point	Reason
1	Notice a new or changed hazard	Be aware of new hazards or changes to hazards. E.g Changing weather conditions, changes in visibility due to fog, light levels or moving vehicles, excessive noise, unexpected traffic on the network, changes in personnel etc.	To respond in a timely manner.
2	Stop Work	When conditions change presenting a new or increased risk to the workers in the danger zone, instruct the Workplace Supervisor to STOP work immediately.	A change in conditions may increase the risk of being struck by rail traffic in the danger zone.
3	Confirm workers & equipment are in a safe place	Ensure all workers and equipment are removed from the danger zone.	To avoid an incident which may occur when planning next steps to control the hazard.
4	Conduct safety assessment	Identify any new hazards and put appropriate controls in place.	To determine the appropriate control of the risk to the workers and equipment
5	Update WP Docs & implement new controls	Add the new hazards & controls to the WP Docs. Implement controls in accordance with the updated WP Docs.	To provide a complete briefing to the workers about the hazards and controls to be adopted to keep workers safe.
6	Re-brief workers	Re-brief the workers of the new hazards identified and the controls implemented to mitigate them	To confirm that the workers are aware of the new controls in place.
7	Sign amended briefing	Enter the time of the amended briefing and initial.	To record the timeline of events.

7.2 Maintain Communication

Number	Task	Key Point	Reason
1	Maintain effective communication	Maintain effective communication with the Workplace Supervisor / PPO / CPO etc… at all times. e.g. Test & check that chosen forms of communication such as radios, mobile phones etc … work as intended on site. **NOTE:** Be in a safe place when using communication devices.	To provide immediate communication in the case of an emergency. For efficiency and to prevent frustration that may lead to error. Situational awareness can be lost when using communication devices leading to potential injury.

7.3 Consider Staff Needs

Number	Task	Key Point	Reason
1	Consider needs of Qualified Workers	When implementing protection, consider and plan for the needs of the Qualified Workers, including: • How long they will be there, breaks and rotation • Access to the location: Do they need to walk in the Danger Zone? Do they have vehicles to get there or will they be driven? etc... • Equipment to control environmental hazards (huts, chairs, umbrellas, water etc...) • Constant monitoring of how staff are coping, and managing the protection.	To provide Qualified Workers with the best chance of doing everything they need to do, and do it safely.

7.4 Manage Rail Traffic through the worksite

Number	Task	Key Point	Reason
1	Plan to clear the line	If rail traffic is to travel through the worksite: • Plan with the Workplace Supervisor to make the line safe, and remove equipment, workers and protection.	To keep the rail network running efficiently
2	Arrange to clear the line	Arrange with the Workplace Supervisor to: • make the line safe for rail traffic; • move workers and equipment to a Safe Place.	To keep workers and equipment safe
3	Confirm the line is clear	Confirm with the Workplace Supervisor that: • the line is safe for rail traffic; • workers and equipment are in a Safe Place	To prepare for the safe passage of rail traffic
4	Arrange for rail traffic to pass	Request the Qualified Workers to: • advise the Driver or Pilot of the appropriate speed; • remove the protection to allow rail traffic to Proceed; • replace protection immediately after each rail traffic has passed.	To allow rail traffic to pass through the worksite. To ensure the workers are protected before commencing work
5	Confirm protection is in place	Confirm that protection is in place	To prevent rail traffic entering the worksite.
6	Confirm work may recommence	Confirm with the Workplace Supervisor that work may recommence.	To allow continuation of the work
7	Update PO Diary?	Consider recording relevant information about managing rail traffic through the worksite e.g. discussion about track speed with the Workplace Supervisor	To record relevant information

8. STEP 6 Complete and Assure

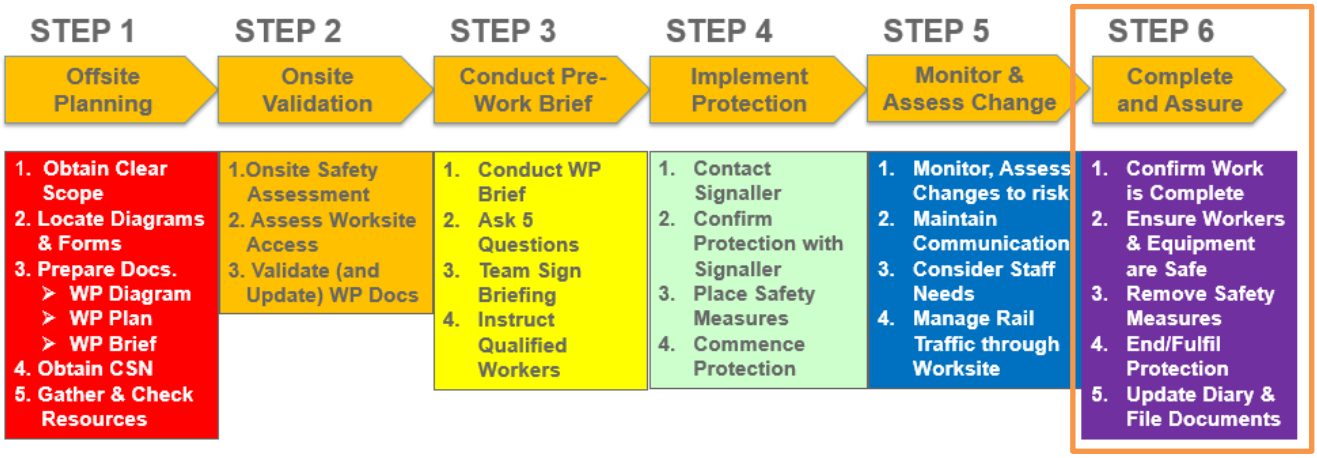


Figure 8.1 STEP 6 Complete and Assure

8.1 Confirm Work is Complete

Number	Task	Key Point	Reason
1	Confirm work is complete	Ask the Workplace Supervisor whether: • work is complete? • the line is certified and available for use? • there are any operational restrictions?	To relay relevant operational advice to the Signaller.

8.2 Ensure Workers and Equipment are Safe

Number	Task	Key Point	Reason
1	Confirm workers & equipment are in a Safe Place	Confirm that workers & equipment: • are clear of the Danger Zone; • will to remain in a Safe Place.	To keep workers and equipment safe.

8.3 Remove Safety Measures

Number	Task	Key Point	Reason
1	Instruct Qualified Workers to remove PO Safety Measures	Instructions Qualified Workers about which PO Safety Measures they are to remove.	To ensure all PO Safety Measures are removed.
2	Confirm when removed & Qualified Workers are in a safe place	Instruct Qualified Workers to advise when the removal of Safety Measures is complete and they are in a Safe Place	To reduce the chance of leaving PO Safety Measures on track and ensure workers are safe.

8.4 End/Fulfil Protection

Number	Task	Key Point	Reason.
1	Identify name & worksite location	Advise the Signaller of your name and the worksite location	To provide the Signaller with situational awareness
2	Request to End/Fulfil protection	Request the protection to be Ended / Fulfilled and convey the protection number	To provide the Signaller with the reason for the call
3	Advise workers & equipment clear of the Danger Zone	Confirm with the Signaller that there are no workers or equipment in the Danger Zone	To clarify with the Signaller that there will be no risk to workers or rail traffic
4	Advise Signaller of restrictions	Advise Signaller of any new operational restrictions after the work on track has been completed. e.g. a remaining track defect may need a speed restriction to manage safety risk until rectified.	So the Signaller knows how to safely operate rail traffic.
5	Record time protection Ended/Fulfilled	Record the time that protection was Ended/Fulfilled protection.	So the Signaller can bring the network back into operation.

8.5 Update Diary and File Documents

Number	Task	Key Point	Reason
1	Update PO Diary?	Update the PO Diary with important events.	To record relevant information.
2	File WP DOCS	File all Worksite Protection documents in accordance with the Workplace Surpervisors requirements.	Network Rules and Procedures require WP DOCS to be securely retained for a minimum of 30 days.

9. Appendix - Checklists

9.1 ATWS Checklist

ATWS Setup Checklist

Location/Workplace:					Date:
Workplace Manager:					
Safety Coach:					
Sstage	**Activity**	**Title**	**Response**	**ok?**	**Action Plan if non-conforming**
0.0 Preparation	0.1	Before the day of setting up the ATWS ensure that batteries have been charged and that the system is functional and all parts are in their boxes.			
1.0 Establish Work Scope and Location	1.1	Confirm scope with TL and EGL	From: To:		
	1.2	Calibrate Minimum Warning Distance	MWD:		
	1.3	Load Truck			
	1.4	Drive to Site			
	1.5	Arrive at Site			
2.0 Make Ready the Site	2.1	Put Lookout Working in place			
	2.2	Remove Equipment from truck			
	2.3	Setup Tripod			
	2.4	Check Foot width is 12.50 mm.	Actual reading: (mm)		
	2.5	Dig a small hole to house the lead and the sensor			
	2.6	Run the lead under the rail (protection)			
	2.7	Attach sensor to the rail			
	2.9	Check height of sensor (range 40 -45mm	Actual reading: (mm)		
3.0 Initiaisation Test	3.0	Connect Battery to ZPS			
	3.1	Turn key seitch on			
	3.2	Hold down 'CAL' button for 3 seconds			
	3.3	Wait for flashing green light to go to a solid green light			
	3.4	Run calibration plate over the sensor in right running direction			
	3.5	Wait for steady blue light to go off the screen			
	3.6	Run calibration plate over the sensor in wrong running direction			
	3.7	Wait for steady blue light to go off the screen			
	3.8	Lock the unit			
	3.9	Remember the number of the unit			
	3.9.1	T1 ok. Reject the rest.			
	3.9.2	Check that the buttons are flashing and the screen says 'waiting for Control unit'			
	3.9.3	Lock the machine and take keys			
	3.9.4	Write down the number of the machine.			
4.0 Calibrate Sender Unit	4.1	Travel from Sender Unit to actual work site			
	4.2	Set up ZPW (Erect stand)			
	4.3	Calibrate Sender Unit			
	4.4	Status ok - Sender Unit			

Figure 9.1.1 ATWS Setup checklist

9.2 Useful tips when using a Track Vehicle Spotter

Number	Task	Key Point	Reason
1	Identify the Spotter	Introduce Spotter to the Track Vehicle Operator (TVO). Visually identify them.	To establish rapport. To confirm responsibility.
2	Agree objectives	Identify nearby workers, points, plant, equipment and obstructions. Confirm limits of movement	To prevent injury, derailment and damage. To provide a safe back-up in case audible warning systems fail or are not available.
3	Implement engineering controls	Utilise all available engineering controls to restrict the movement of the vehicle e.g. Collision detection, etc…	To reduce potential for human error.
4	Agree Spotter location	Within clear sight of the TVO. In a safe place.	To aid clear communication and safety of the spotter.

5	Agree communication	The TVO and Spotter need to agree about the communication to be used to control movement	To ensure safe movement of the track vehicle..
6	Confirm communication effectiveness	Test 2 forms of communication between the TVO and Spotter. Consider effectiveness of communication and any background noise	To provide reliable and effective communication prior to commencing work.

9.3 Tips when using a Handsignaller (HS)

Number	Task	Key Point	Reason
NOTE	Refer to relevant NWR&P	NGE 202	.
1	Confirm (HS) Qualifications	Check that their Rail Safe Working (RSW) card shows they are appropriately qualified.	Only Qualified Workers are permitted to perform the role of a Handsignaller. The NWR&P Training & Certification Standards identify appropriately Qualified Workers.
2	Meet with the HS	Meet with the HS after the WP BRIEF.	To ensure the HS understands their duties. To instruct each HS one on one.
3	Provide a copy of the WP Diagram	If a hard copy is not available, photograph and send by text.	To provide context and help improve situational awareness.
4	Confirm their location	Use the WP Diagram to: • Make sure the HS understands the Signal number or kms where they will be located. • Highlight the access gate for the HS to access their position. Check if the HS is familiar with area and knows how to access the location. If not take them to the location. • Remind them to check Right vicinity, Right track, Right Spot. (Refer to 4.3.2)	To provide clear understanding and situational awareness.
5	Provide a copy of the relevant “movements allowed” table for the type of TWA	Refer NPR 702 Movements Allowed table on RailSafe. There are different tables, use the table relevant to the TWA being implemented.	As a reference.
6	Verify understanding of the “movements allowed” table	Ask the HS questions to check their understanding of the “movements allowed” table. If there is not clear understanding, request help from a Rail Safety Coach.	A great refresher for the HS. Provides confidence for the Team.
7	Check equipment	Confirm that: • the HS has the correct equipment & information e.g. Radios, Nominated channel, spare battery, RTS, telephone numbers of other Qualified Workers. • communication with the Signaller and PO is effective.	Equiptment that is not working correctly can compromise safety of the site and cause frustration and delays.
8	Request a final radio check	Once at their location, confirm effective communication.	To establish clear and reliable communications with the PO and Signaller.

9.4 Tips when using a Lookout

Number	Task	Key Point	Reason
NOTE	Refer to relevant NWR&P	NPR711 NWT310 NPR751	
1	Confirm Lookout Qualifications	Check that their Rail Safe Working (RSW) card shows they are appropriately qualified.	Only Qualified Workers may be a Lookout. The NWR&P Training & Certification Standards specify the requirements.
2	Meet with the Lookout	Meet separately after the pre-work brief	To ensure the lookout understands their duties. To instruct each lookout one on one.
3	Agree Lookout location	Agree on a location that is: • Safe • Within sight and hearing of the workers • Has sufficient sighting distance	To keep the Lookout safe. To provide effective communication. To achieve the Minimum Warning Time (MWT).
4	Discuss MWT	Discuss distance needed for sight of rail traffic from the Lookout position.	The Lookout knows the correct sighting distance to be maintained.
5	Agree how workers will be warned.	Test that two forms of communication are working and will be effective. Consider things such as background noise from nearby traffic etc…	Effective communication is needed in case one device fails.
6	Identify a safe route	Agree the safest way for the Lookout to get to their position.	To keep the Lookout safe.
7	Test devices on site	Test that workers can clearly hear both warning devices from the Lookouts position.	To provide effective warning
8	Confirm sighting distance	Confirm that the Lookout has the required sighting distance.	To achieve sufficient warning
9	Consider additional Lookout	If minimum sighting distance is not achieved, assess for an additional Lookout. Add 5 seconds to the “see time” to calculate new sighting distance. If this cannot be achieved then Lookout Working (LW) must not be implemented. Refer to NPR 751 – Calculating Minimum Warning Time	It may be possible to implement LW if an additional Lookout is used.
10	Re-position Lookout for moving worksites	Move workers to a Safe Place. Recalculate MWT, MSD and update WP DOCS to show ALL of the Lookout positions The PO Diary may be used to record calculations Repeat tasks 1 to 8 above	To keep workers safe whilst repositioning the Lookout. To achieve sufficient MWT. To provide an option if you run out of space on NRF015.

9.5 Tips with Track Vehicle Operators (TVOs)

Number	Task	Key Point	Reason
NOTE	Refer to relevant NWR&P	NPR748	
1	Confirm (TVO) Qualifications	Check that their Rail Safe Working (RSW) card shows they are appropriately qualified.	Only TVOs are permitted to operate track vehicles. The NWR&P Training & Certification Standards specify the requirements.
2	Meet with the TVO	Meet separately from the pre-work brief	To discuss the specific details of operating the track vehicle wthin the protected worksite
3	Advise the limits of movement	Discuss the: • line and limits of their working location • discuss not to pass signals at STOP unless otherwise advised by the PO • discuss that they will be piloted if they need to cross points	To prevent collision with: - rail traffic on the live line - travelling work train/track vehicle - adjacent work train/track vehicle To prevent derailment at points Worker in path of work train/track vehicle

9.6 Tips when using a Pilot for rail traffic

Number	Task	Key Point	Reason
NOTE	Refer to relevant NWR&P	NPR710 Piloting Rail Traffic	Pilots may be required to accompany Drivers and Track Vehicle Operators (TVOs) to direct rail traffic movements.
1	Confirm Pilot Qualifications	Arrange for a Qualified Worker who holds: • Handsignaller Leve l2; or • PO Level 2, 3 or 4	Only suitably Qualified Workers are permitted to pilot rail traffic.
2	Advise the journey details	• Where to meet the rail traffic • Limits of the authority • How entry and exit will be authorised for the Authority • Locations of Handsignallers • Where the journey will start and end • Where to change lines • Locations of worksites • Operating restrictions and conditions Consider: • Other rail traffic within the Authority • Altered track geometry	The Pilot needs an understanding of the conditions and restriction to plan how they will direct the rail traffic movements on the journey.
3	Confirm route knowledge	The Pilot needs to have: • Knowledge of the route • Effective communication with the Signaller	To convey the unique conditions within the Authority to Drivers and TVOs, enabling safe passage.
4	Confirm communications	The Pilot needs appropriate equipment The Pilot needs contact details for: • Relevant Signallers • PPO/Work Train Coordinators • All relevant CPOs and POs	To establish and maintain effective communication with all key stakeholders along the route for: • Efficient passage • Emergency situations.

5	Advise journey protocols	The Pilot is to:
		• Establish and maintain effective communication
		• Obtain authority to enter and exit the Authority
		• Confirm points are correctly set and secured before traversing them
		• Tell the Driver or TVO about worksite locations
		• Follow all Handsignaller instructions
		• Obtain PPO, CPO and PO authority to remove protection (if no Handsignaller)
		• Remove or arrange to remove protection before passing its location
		• Replace or arrange to replace protection after passing its location
		• Tell the PPO, CPO & PO when:
		  • protection has been replaced
		  • the authority or a worksite is entered
		• Request the PPO, CPO or PO for:
		  • authority for any movement
		  • assurance that the intended route is clear with no conflicting movement
		• Obtain the Signallers authority to exit the Authority
		• Record relevant details including entry and exit for each worksite and the Authority.
			When rail traffic arrives at the protection, advise the Pilot to “hold for further instruction”

9.7 Tips when using Point Clips

Number	Task	Key Point	Reason
NOTE	Refer to relevant NWR&P	NPR707 Clipping Points	Point clips are used to secure points.
1	Confirm Qualified Worker (QW) Qualifications	Check that their Rail Safe Working (RSW) card shows they are appropriately qualified.	Only Qualified Workers are permitted to use point clips. The NWR&P Training & Certification Standards identify appropriately Qualified Workers
2	Meet with the QW	Meet separately from the pre-work brief	To convey the detailed information specific for clipping point.
3	Advise the locations for points clips	• Provide the QW with a copy of the WP Diagram and Constraints register. • Discuss the safest way to get to the designated locations • Check their understanding	To clearly detail the location for each point clip
4	Check they know where to find the point clips	Located near the set of points and have the corresponding numbers for the points to be secured.	To ensure the correct point clips are used.
5	Confirm the QW has the appropriate key	An SL key, or XL key if authorised	
6	Discuss safe access with the QW	• Discuss that a Spotter or protection will be provided if the QWs assessment identifies the need. • Identify their Safe Places prior to placing the protection	
NOTE	Check their understanding of clipping points	**Before fitting clips that:** • the work can be done safely • authority to clip the points has been given • the Signaller has given assurance the points will not be operated • points to be clipped are in the required position • switch blade is tightly against the stock rail, and • that the point clips to be used is the correct type for the set of points to be clipped. **Fitting point clips:** • fit the point clips at the correct position for that set of points • make sure the point clips is fitted as close as possible to the tapered end of the switch blade • make sure the point clips is fitted to the underside of the rail and between the sleepers • lock the point clips using an SL lock, or if authorised, using an XL lock **Checking point clips have been fitted correctly:** • The barrel nut of the point clips is positioned outside the four-foot • The point clips is secured tightly and cannot be moved by hand • The set of points are properly closed • The route is correct before allowing rail traffic to travel	The QW may not have clipped points for some time.
8	QW to confirm location	Remind them to check Right vicinity, Right track, Right Spot. (Refer to 4.3.2)	To ensure situational awareness and that protection is applied in the correct location.
9	QW to await PO instructions	The PO will advise when protection may be placed	
10	QW confirm points have been secured	Advise the PO about the details of the points that have been secured	To confirm the worksite protection controls have been implemented.

9.8 Tips for Placing Railway Track Signals (RTS), Worksite Protection Markers, Possession Limit Markers and Delineation Markers.

Number	Task	Key Point	Reason
NOTE	Refer to relevant NWR&P	NPR 700 Using a Local Possession Authority NPR 701 Using a Track Occupancy Authority NPR 702 Using a Track Work Authority NPR 709 Using Rail Track Signals	RTS are used to warn Drivers and Track Vehicle Operators (TVOs). The number of RTS explosions indicate what drivers must do.
1	Confirm Qualified Worker (QW) Qualifications	Check that their Rail Safe Working (RSW) card shows they are appropriately qualified.	Only Qualified Workers are permitted to place RTS. The NWR&P Training & Certification Standards identify appropriately Qualified Workers.
2	Meet with the QW	Meet separately from the pre-work brief	To focus on the information specific for placing RTS, worksite protection markers, possession limit markers and delineation markers.

3	Advise the locations for Safety Measures	• Provide the QW with a copy of the WP Diagram and Constraints register.
		• Discuss the safest way to get to the designated locations
		• Check their understanding e.g.
		  • Ask QWs to explain which rail the RTS will be placed on. (Left hand rail facing approach of rail traffic into the worksite.)
		  • The position of markers (middle of the four foot)
			To clearly communicate the designated locations

4	Check the equipment	Ask the QW to check: • there is enough equipment • the equipment is to standard and that lights work. • The RTS expiry date	
5	Discuss safe access with the QW	• Discuss that a Spotter or protection will be provided if the QWs assessment identifies the need. • Identify their Safe Places prior to placing the protection	
6	Give QW a copy of the constraints register & WP Diagram	Constraint register & WP Diagram to be on site and in hand with the QW.	To validate the locations on site.
7	QW to confirm location	• Remind them to check Right vicinity, Right track, Right Spot. (Refer to 4.3.2)	To ensure situational awareness and that protection is applied in the correct location.
8	QW to await PO instructions	The PO will advise when protection may be placed	
9	Confirm after placement	The QW advises that: • the protection has been placed • they are in a Safe Place.	Work cannot proceed until it has been confirmed that protection is in place.