

TRANSPORT

Digital PO Workbook Cheatsheet

Network Rules, Network Standards, Systems and Quality
SEQR Sydney Trains

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OFFICIAL

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Dashboard and navigation

- 1 Global navigation appears on every page allowing you to easily navigate to different sections quickly.
- 2 The **Logout** button lets you sign out of your account and close your session.
- 3 Breadcrumbs are clickable links that show your location in the system.
- 4 Shortcuts to your workbooks and the diagrams tool.
- 5 The dashboard tab.
- 6 The **My Workbooks** tab.
- 7 An overview of your user details.
- 8 Edit your user details by clicking on the pencil icon.
- 9 The blue buttons to key features:
 - Dashboard:** takes you to the main page where you can see everything at a glance
 - Create Workbook:** lets you start a new workbook from scratch
 - My Workbooks:** lists all your workbooks in one place
 - Address Book:** displays all users in the system
 - Diagrams:** takes you to the diagrams function.
- 10 **My Contacts:** quickly contact key people.

RailSafe Dashboard Create workbook My workbooks Address book Diagrams Logout

Dashboard > Dashboard

Workbooks Diagrams

Welcome back Lori

Dashboard My Workbooks

Lori Smith Edit

Title: Protection Officer
Email:
Phone: 0292191136
Manager: Bruce.Butt@transport.nsw.gov.au

RIW Number: 73270963
Work Location: Burwood
Safeworking Designation: PO3

Create workbook My Workbooks Address book Diagrams

My Contacts

Uma Yeole	Manager / Supervisor	uma.yeole@transport.nsw.gov.au	0403120229
Kenny Nguyen	Protection Officer	kenny.nguyen@transport.nsw.gov.au	0405159995

My workbooks

- 1 My Workbooks tab.
- 2 Search for a workbook (name your workbooks clearly for easy retrieval).
- 3 Filter by workbook status:
Preplanning: planning your worksite protection
In Progress: worksite in progress
Complete: worksite has been completed and closed off.
- 4 Favourite workbooks appear at the top of your list in a grey box.
- 5 The **Edit** button allows you to edit and update an existing workbook.
- 6 The **Delete** button lets you permanently remove a workbook that you've created.
- 7 The **Clone** button lets you make a copy of a workbook.
- 8 The **Share** button lets you give other people access to a workbook that you've created.
- 9 The **Favourite** button lets you mark a workbook as a favourite for easy access later. Appears in a grey box at the top of your list of workbooks.
- 10 The **View** button lets you open and see the contents of a workbook that you've created.

The screenshot shows the 'My Workbooks' section of the RailSafe dashboard. At the top, there is a navigation bar with 'RailSafe' logo, 'Dashboard', 'Create workbook', 'My workbooks', 'Address book', 'Diagrams', and a 'Logout' button. Below this is a dark header with 'Welcome back Lori' and icons for 'Workbooks' and 'Diagrams'. The main content area has two tabs: 'Dashboard' and 'My Workbooks' (marked with a red circle 1). Under 'My Workbooks', there is a search bar labeled 'Search Workbooks' with a text input field 'Workbook name' (marked with a red circle 2). To the right is a 'Status' filter dropdown menu (marked with a red circle 3) showing options: 'Filter by Status', 'All workbooks', 'Preplanning', 'In Progress', and 'Complete'. Below the search and filter is a 'Showing 1-5 of 8' indicator and a 'Filter by' dropdown. The main list shows two workbook entries. The first entry, 'Sydenham Test WB', is highlighted in a grey box (marked with a red circle 4) and includes 'Last updated: 12/04/23' and 'Status: In Progress'. Below it are buttons for 'Edit' (5), 'Delete' (6), 'Clone' (7), 'Share' (8), 'Favourite' (9), and 'View' (10). The second entry, '15-03-23 Test Airport Line JM', also shows 'Last updated: 05/04/23' and 'Status: In Progress' with similar action buttons.

Create workbooks

- 1 The **Workbook Name** is the title you give your workbook and it's important to make it meaningful for easy access after saving.
- 2 Your details like your name are automatically pre-filled for you.
- 3 The **date** you created the workbook. This cannot be changed once you save it, but you can modify the date in any of the six forms included in the workbook until you close a workbook.
- 4 **Protection Type:** choose the type of worksite protection you are planning.
- 5 Choose which **Worksite Protection Plan** form you would like to include in the workbook. The Pre-work Briefing and PO diary are automatically included in all workbooks.
- 6 **Create workbook:** this button saves the title, date, and selected forms. The workbook is then saved in pre-planning status and added to your **My Workbooks** list.

The screenshot shows the 'Create Workbook' form in the RailSafe system. The form is titled 'Create Workbook' and is located under the 'My Workbooks' section. The form fields are as follows:

- Workbook Name:** A text input field with a red circle '1' next to it.
- Protection Officer's Name:** A text input field with the value 'Lori Smith' and a red circle '2' next to it.
- Date Created:** A text input field with the value '16/04/2023' and a red circle '3' next to it.
- Protection Type:** A dropdown menu with the label 'Select protection type' and a red circle '4' next to it. The dropdown is open, showing the following options: Local Possession Authority, Track Occupancy Authority, Track Work Authority, Absolute Signal Blocking, Lookout Working, and Signal Key Switches.
- What forms would you like to be part of this workbook?:** A section with a red circle '5' next to it, containing several checkboxes:
 - NRF 014 - Worksite Protection Pre-work Briefing
 - NRF 017 - Protection Officer's Diary
 - NRF 015A - Worksite Protection Plan
 - NRF 015B - Worksite Protection Plan for Lookout Working
 - NRF 015C - Worksite Protection Plan ASB
 - NRF 015D - Worksite Protection Plan (TWA and SKS)
- Create workbook:** A button at the bottom right with a red circle '6' next to it.

Edit workbooks

- 1 The **Workbook Name** appears in the header, breadcrumbs and the top of the workbook details.
- 2 Your details like your name are automatically pre-filled for you.
- 3 The **date** you created the workbook. This cannot be changed once you save it, but you can modify the date in any of the six forms included in the workbook until you close a workbook.
- 4 **Protection Type:** choose the type of worksite protection you are planning.
- 5 NRF 014 and NRF 017 are **default forms** in the workbook and cannot be removed.
- 6 You can **edit, view, print or delete** the Worksite Protection Plan forms . You cannot delete your default forms.
- 7 Choose from the Worksite Protection Plan forms based on the type of protection you are doing and **add** to your workbook.
- 8 To save your work, use the **save button**. The first save puts the workbook in 'pre-planning' status. The button changes to **submit** and after submitting, the workbook is 'in progress'.
- 9 Once you **close** your workbook, you can't edit or delete it, but you can still view, print, clone, or share it..

RailSafe Dashboard Create workbook My workbooks Address book Diagrams Logout

My Workbooks > Sefton Station 23 April Night Work

1 Sefton Station 23 April Night Work

Workbook Name: Sefton Station 23 April Night Work **1**

Protection Officer's Name: Lori Smith **2**

Date Created: 07/12/2022 **3**

Protection Type: Track Work Authority **4**

Forms in this workbook:

NRF 014 - Worksite Protection Pre-work Briefing **5**

Edit View Print Delete

NRF 015A - Worksite Protection Plan **6**

Edit View Print Delete

NRF 017 - Protection Officer's Diary **7**

Edit View Print Delete

Print all forms Print

Other forms:

NRF 015B - Worksite Protection Plan for Lookout Working Add **7**

NRF 015C - Worksite Protection Plan ASB Add

NRF 015D - Worksite Protection Plan (TWA and SKS) Add

Please note that only forms not already in this workbook can be added, and any changes need to be saved before forms can be edited.

Save **8** Close Workbook **9**

Address book

- 1 My Contacts:** this tab lists everyone you have added to your address book.
- 2 Directory:** this tab lists everyone who has registered in the system.
- 3 Search Directory:** search for someone specific who is registered in the system.
- 4 Check box:** add users by clicking on the checkbox against their name.
- 5 View:** Click on the view button to get more details about a user.
- 6 Add button:** add users by clicking on the button against their name which adds them to your contact list. The checkbox button will automatically check if you use this button.
- 7 Select all:** add all users by clicking on the checkbox at the bottom of the screen.
- 8 Add user/s:** You can select and add all names at once by clicking "select all" or "add" at the bottom of the screen, where the names are counted.

The screenshot shows the RailSafe Address Book interface. At the top, there is a navigation bar with the RailSafe logo and links for Dashboard, Create workbook, My workbooks, Address book, and Diagrams. A Logout button is also present. Below the navigation bar, the page title is 'Address Book'. The main content area is divided into two tabs: 'My contacts' (1) and 'Directory' (2). A search bar (3) is located below the tabs. The Directory tab displays a list of users with checkboxes (4) and 'Add' buttons (6). The user 'David Brown' is selected, and a 'View' button (5) is visible next to his name. At the bottom of the list, there is a 'Select all' checkbox (7) and an 'Add 1' button (8).

Diagrams search

- 1 Use the **Search** box to look for the Line or Station. A drop down of suggestions will appear below the search field.
- 2 **Filter** search results by diagram type.
- 3 Your **Search** results appear in a list with cards displaying diagram type, stations, effective date, and version number for DRKDs.
- 4 Click the **Select** button to proceed once you've found the right map/diagram pack. You will need to choose pages you need for your worksite protection plan.
- 5 You can **Add** a book to your favourites or bookmark list by clicking on the bookmark icon.
After selecting a DRKD or WPPD, you will need to choose the specific pages you need for your worksite protection plan.

Find your Diagrams

Search for the **Line** or **Station** on which your worksite is located

str

Main Suburban (WPPD)
Station: Strathfield
Main South Line (DRKD)
Station: Strathfield
Main North (Hunter) Line (DRKD)
Station: Grasstree

Refine search results by:

Diagram type

All Diagrams

All Diagrams
DRKD
WPPD

Showing 1–10 of 56

Airport Line - Central to Wollli Creek
Stations: Central, Domestic Airport, Green Square, International Airport, Mascot, Turrella, Wollli Creek
Effective Date: August 2022
Version: 4.27
Supplied by Sydney Trains Location Services
gis.support@transport.nsw.gov.au

DRKD

Bankstown Line - Sydenham to Birrong and Sefton Park Jct - M24
Stations: Bankstown, Belmore, Birrong, Campsie, Canterbury, Dulwich Hill, Hurlstone Park, Lakemba, Marrickville, Punchbowl, Regents Park, Sydenham, Wiley Park, Yagoona
Effective Date: July 2022
Supplied by Sydney Trains Location Services
gis.support@transport.nsw.gov.au

WPPD

Bankstown Line - Sydenham to Sefton Park Junction
Stations: Bankstown, Belmore, Birrong, Campsie, Canterbury, Dulwich Hill, Hurlstone Park, Lakemba, Marrickville, Punchbowl, Sydenham,

Diagrams select

- 1 Breadcrumbs:** clickable links that show your location in the system.
- 2 My Plans:** list of previously saved diagrams.
- 3 Diagram/Map Name:** name of book of maps or diagrams.
- 4 Kilometre range:** POs can choose to automatically select pages by entering their worksite KMs or manually select pages using the cards or preview option.
- 5 All Pages:** default list with all pages from map/diagram book. Each card displays key information for that page and a select button.
- 6 Selected Pages:** the pages you select from the book will appear in this tab as a list of cards. Each card has buttons for selecting, edit and preview.
- 7 Preview tool:** use the preview tool to view the page you selected. Use red left/right arrows to navigate between pages or edit button to start marking up the diagram/map.
- 8 Map details:** choose the type of worksite protection you are planning.
- 9 Select Function:** select the page you want to markup.

RailSafe Dashboard Create workbook My workbooks Address book Diagrams Logout

Find your Diagrams > Airport Line - Central to Wollie Creek - M26

Airport Line - Central to Wollie Creek - M26

Enter the Kilometres where your worksite will start and finish

5 6 Select Range

WPPD Diagrams designed by Sydney Trains Location Services for the purpose of Worksite Protection Planning. Please report all errors or any feedback to gis.support@transport.nsw.gov.au

All Pages Selected Pages

M26 09
Stations:
KMs: 4.515km to 5.114km
Selected Edit

M26 10
Stations: Mascot
KMs: 5.114km to 5.715km
Selected Edit

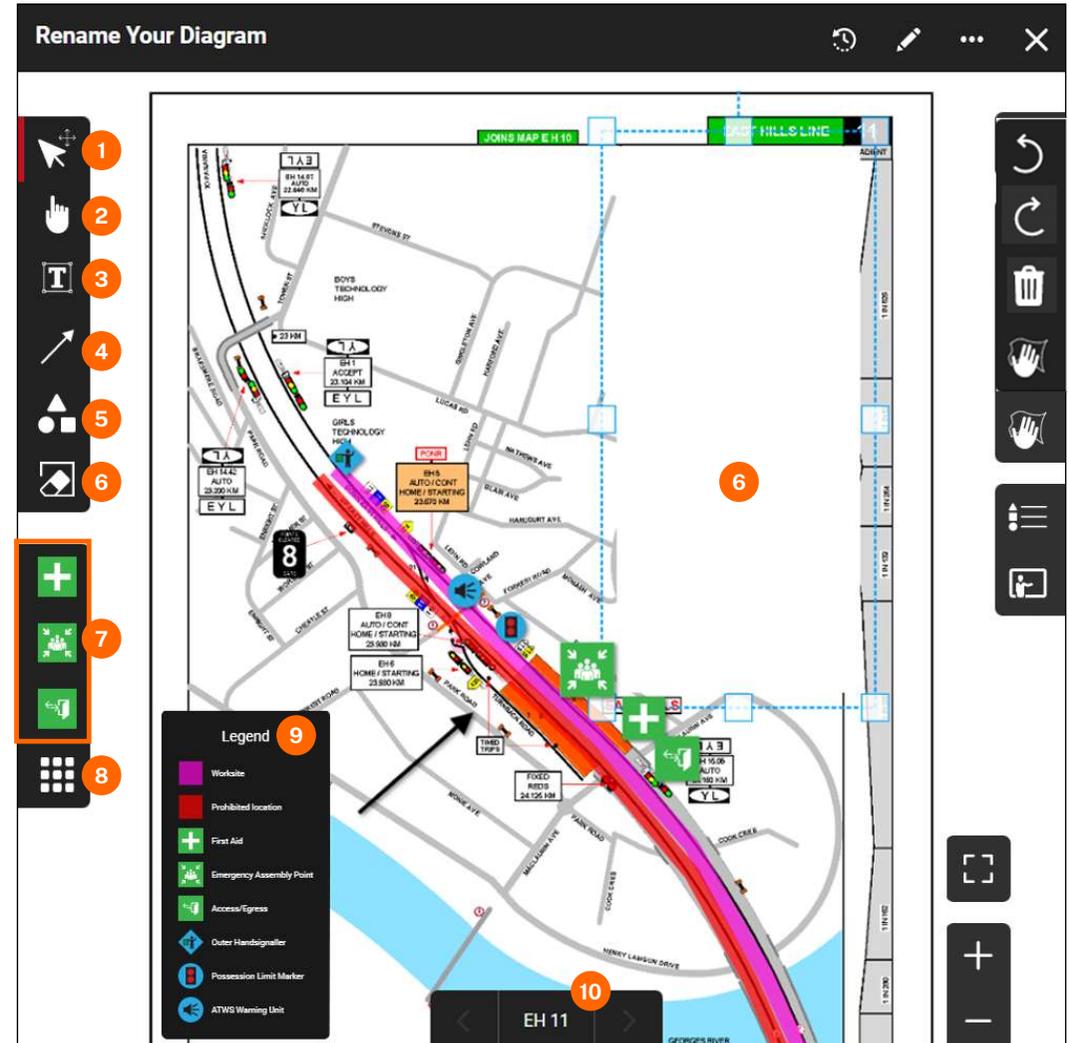
Airport Line - Central to Wollie Creek - M26
WPPD

UNCONTROLLED WHEN PRINTED

Page M26 11
Stations:
KMs: 5.715km to 6.323km
Selected Edit

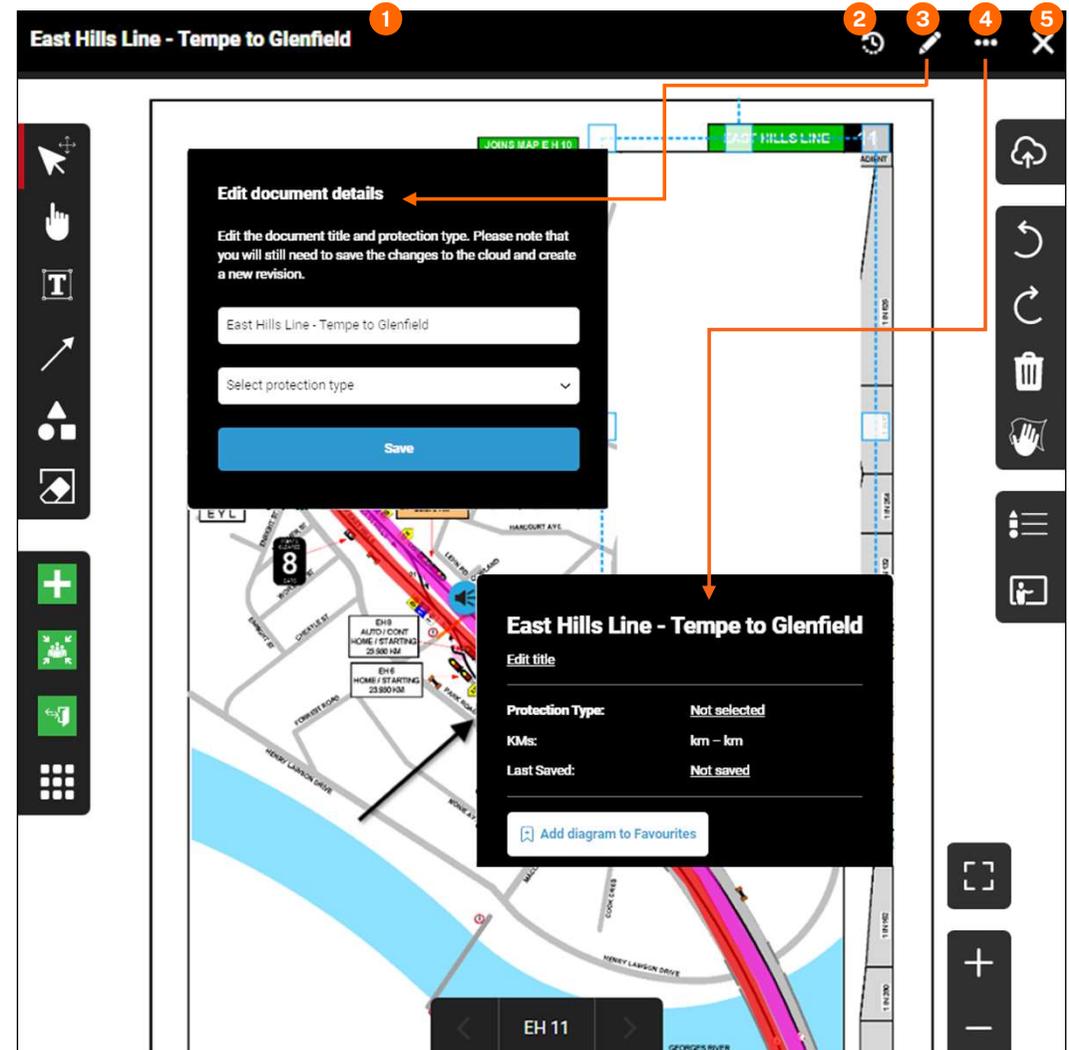
Diagrams functions

- 1 Pointer:** click on and select objects within the diagram and move objects around.
- 2 Pan:** let's you move the diagram in any direction, making it easy to navigate and view different parts of the diagram.
- 3 Text:** add text using different backgrounds for the type of worksite protection being used. You can move it anywhere on the map/diagram.
- 4 Arrow:** draw an arrow to point to another element. Each click adds another point on the line.
- 5 Draw an element:** use this to add coloured elements to your worksite plan.
- 6 Eraser:** remove unwanted map features below the markup.
- 7 Primary icons:** Add first aid, emergency assembly point (EAP) and access/egress icons to your page.
- 8 All icons:** use this tool to add all other icons to your page.
- 9 Legend:** displays a legend of the elements used on this page.
- 10 Book page number:** displays the map/diagram acronym and page number (East Hills Page 11 – EH 11).



Diagrams global menu

- 1 Title:** This is the title of your map plan and appears on every map page you select.
- 2 Version history:** go to version history to restore a previously "Save to cloud" version.
- 3 Edit document details:** change the title of your plan by typing over the default title. Change your protection type using the drop down options.
- 4 More options:** allows you to change details and gives you a snapshot of the plan including the last time saved and the KM range for WPPDs.
- 5 Close:** use the X function to close the diagram window. This takes you to the main Diagrams search page.



Edit profile

- 1 Upload your photo:** click on the link to change or upload an image using content from your local device.
- 2 Your name details:** type in your first and last name.
- 3 Change User Type:** use the drop down list to select or change your user type.
- 4 Email:** your work email address.
- 5 Password:** input your chosen password. The password rules are listed below the password field.
- 6 Organisation:** your organisation's name.
- 7 RSW/RIW or Gold Card Number:** your track access card like RSW/RIW or gold card.
- 8 Safeworking designation:** your level of safeworking competency.
- 9 Your work contact details:** your phone contact details and the main location of your place of work.
- 10 Safety Contacts:** add your rail safety coach or manager email addresses here.
- 11 Mandatory fields:** * all fields marked with an asterisk must be filled out.
- 12 Save button:** use this to save your details.

The screenshot shows the 'Edit Profile' page in the RailSafe system. The page has a dark header with the 'RailSafe' logo and navigation links: Dashboard, Create workbook, My workbooks, Address book, Diagrams, and a Logout button. Below the header, the page title 'Edit Profile' is centered. The form is divided into several sections:

- Profile Summary:** Includes a photo placeholder (1) with the text 'Update your photo'.
- Name Fields:** 'First name*' (2) with the value 'Lori' and 'Last name*' (3) with the value 'Smith'.
- User Type:** 'Current user type' is 'Protection Officer'. A 'Change User Type' dropdown (3) is open, showing options: 'Protection Officer' (selected), 'Rail Safety Coach', 'Manager / Supervisor', and 'Auditor'.
- Email:** 'Email*' (4) with the value 'lori.smith@somewhere.com.au'.
- Password:** 'Password' (5) and 'Re-enter password' fields.
- Work Details:** 'Organisation*' (6) is 'Sydney Trains', 'RSW/RIW or Gold Card Number*' (7) is '73270963', 'Safeworking Designation*' (8) is 'PO3', 'Contact number*' (9) is '0292191136', and 'Work location*' is 'Burwood'.
- Safety Contacts:** A section titled 'Safety Contacts' with three email fields: 'Rail Safety Coach Contact Email*' (10) with 'jacqueline.marcus@transport.nsw.gov.au', 'Rail Safety Coach 2 Contact Email (Optional)' with 'kenny.nguyen@transport.nsw.gov.au', and 'Manager/Supervisor Contact Email (Optional)' (11) with 'Bruce.Butt@transport.nsw.gov.au'. A note '*Mandatory fields' is present.
- Save Button:** A blue 'SAVE' button (12) at the bottom right.

At the bottom of the screenshot, a note reads: 'Image for training purposes only; does not represent actual application.'