

DOCUMENT NO.	D2021/836
WORK DESCRIPTION	Routine network maintenance activities
WPP Number	CC1B 10454
SCOPE:	<p>This SWI is applicable for the worksite protection arrangements using lookout working concerning routine network maintenance, defect management and repair of assets within the limits specified below and in the attached plan.</p> <p>Work activities include:</p> <ul style="list-style-type: none"> Routine preventative and corrective work such as inspections and maintenance as appropriate for the type of protection being applied as part of this plan.
AUTHORISATIONS:	<p>Protection Officer: Protection Officer Level 1 or higher</p> <p>Lookout: Engineering Hand signaller Level 1 or higher or Protection Officer Level 1 or higher.</p>
SAFETY CONTROLS: Lookout working arrangements	<p>The nominated worksite location for Lookout Working is a fixed worksite and includes the:</p> <ul style="list-style-type: none"> Up Main Down Main Up Refuge Loop Back Road <p>The Protection Officer must:</p> <ul style="list-style-type: none"> Establish Lookouts as required to watch for approaching rail traffic from all entry points Designate and instruct which safe places the workers are to use as the work is completed along the work route within the worksite limits.
PRESTART REQUIREMENTS:	<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. Lookouts require a high-visibility arm sleeve and a whistle/horn.
FURTHER INFORMATION:	<p><i>NWT 300 Planning work in the Rail Corridor</i></p> <p><i>NWT 310 Lookout Working</i></p> <p><i>NPR 711 Using Lookouts</i></p> <p><i>NPR 751 Calculating Minimum Warning Time</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 320 Broadmeadow - Newcastle Interchange</i></p> <p><i>Lookout Working Prohibited Locations Register</i></p> <p><i>NLA314</i></p>

Protection Officer assessment checklist

Protection Officer's name:		Yes (Tick if Yes)
This document has not expired 12 months beyond the issue date.		
SWI details and protection arrangements have been reviewed and validated for the assessed worksite location, including: <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.

Safe Work Instruction

Lookout Working Worksite Protection for Awaba Routine Network Maintenance Activities



Worksite Protection Pre-work Briefing

Briefing date: / /

Protection Officer details

name signature contact No.

Work location:

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

Worksite protection: **Lookout Working** Refer to Worksite Protection Plan for details

Hazards (e.g. environment, plant, equipment, human error)	Controls (to be implemented to eliminate or reduce the risk to the lowest practicable level)	Person responsible for Control
Approaching rail traffic	Lookouts must be trained and competent to perform lookout duties. Lookouts must be rotated if performing lookout for extended periods of time Workers to remain within worksite limits as set out in this procedure. Lookouts must be placed as per protection plan on page 8. Workers are to stop work and move to a safe place immediately on being warned by the lookouts	Protection Officer and Lookout
Live adjacent lines	Lookouts must provide warning to workers when rail traffic is approaching from the adjacent line in either direction.	Protection Officer and Lookout
Two - way running / multiple entry points into worksite	One Lookout placed watching each direction before work starts. Lookouts are to warn workers of approaching rail traffic, including rail traffic entering or travelling within the worksite. Workers are to stop work and move to a safe place.	Protection Officer and Lookout
Obstruction to Minimum Sighting Distance	Lookouts must provide warning to the workers whenever their line of sight is obstructed by passing rail traffic. Workers must stop work and move to a safe place and reassess positioning and method	Protection Officer and Lookout
Adjoining/Surrounding Worksites	Lookouts must have two independent audible warning devices that can be heard by workers over any noise generated by adjoining/surrounding worksites. Lookouts are to provide warning if their line of sight is obstructed by adjoining/surrounding worksites.	Protection Officer and Lookout
Access to / Egress from worksite	Access and egress points must be agreed prior to entering the danger zone, consideration should be given to ease of access and safest possible entry and exit points.	All
Slips, trips, falls and hazards carrying equipment	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 the worksite or safe place.	All
Mobile phone	Mobile phones use is not permitted in the danger zone unless being used by maintenance staff for critical maintenance communications or recording of defects.	All

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A final site inspection has been conducted immediately before commencing work, and any new hazards and controls have been included.

Lookout Working Worksite Protection for Awaba Routine Network Maintenance Activities



Safe Work Instruction

Lookout Working Worksite Protection for Awaba Routine Network Maintenance Activities



Worksite Protection Plan – Lookout Working

Signaller Details

name Broadmeadow 02 4923 0901

Protection Officer Details

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

Workplace Supervisor details:

Type of work:

Worksite location

on the

Up Main

Down Main

Up Refuge Loop

Back Road

between

A1 signal

and

A20 signal

Worksite assessment

The Lookout Working Prohibited Locations Register been consulted Yes ☐

Warning method

Horn

Whistle

Voice

Minimum Warning Time Calculations

Maximum track speed 130 km/h

Number of Lookouts used 2 Position of Lookouts 136.000 km and 140.000 km

Number of additional Lookouts* used Position of Lookouts km and km

* Add an additional 5 seconds See Time if an additional Lookout is used

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

2 sec	+	3 sec	+	10 sec		15 sec	130 km/h	542 metres
2 sec	+	3 sec	+	10 sec	= Minimum Warning Time (MWT)	15 sec	80 km/h	334 metres
2 sec	+	3 sec	+	10 sec		15 sec	25 km/h	104 metres
See Time (S)		Move Time (M)		Safe Time	(S+M+10 sec = MWT)	Track speed		Minimum Sighting Distance as calculated

Note – Additional MWT calculations can be recorded in the Protection Officer's Diary.

Where are the safe places identified for the Lookouts and the workers?

Lookouts: Up Cess when working on the Up refuge loop, Up main North or Back Road
 Down Cess when working on the Down main north

Workers: Up Cess when working on the Up refuge loop, Up main north line or Back Road
 Down Cess when working on the Down main north

Ensure the workers have been briefed about these work details Yes ☐

Diagrams, notes, and detailed instructions are over the next pages. These are to be read and followed as part of this worksite protection plan for Lookout Working.

Lookout Working Worksite Protection for Awaba Routine Network Maintenance Activities

INSTRUCTIONS:

1. Workers enter the rail corridor
2. Protection Officer briefs workers about the worksite protection arrangements.
3. Protection Officer contacts **Broadmeadow Panel** and tells the Signaller about the use of Lookout Working.
4. Establish Lookouts at designated locations.
5. Workers start work up to designated locations.
6. Workers move to safe place.
7. Re-establish Lookouts at next designated location.
8. Repeat steps 4-7 until work is complete.
9. Workers move to a safe place.
10. Recall lookouts.
11. Workers egress the worksite
12. Protection Officer contacts Broadmeadow Panel to end Lookout Working.

ADDITIONAL DETAILS

Obstruction to Minimum Sighting Distance

Stabled rail traffic on any tracks and conditions on the day may obstruct minimum sighting distance. When this hazard is identified, workers must stop work and move to a safe place until the Protection Officer makes an assessment and relocates lookouts to achieve the required minimum sighting distance.

Two-way running

The Up Refuge Loop is to be treated as two-way running; rail traffic movements can occur in any direction at any time. If rail traffic travelling on the Down main obstructs the view of the Lookout in the Up Cess, workers must stop work and move to safe place until the Lookout can achieve the required Minimum Sighting Distance.

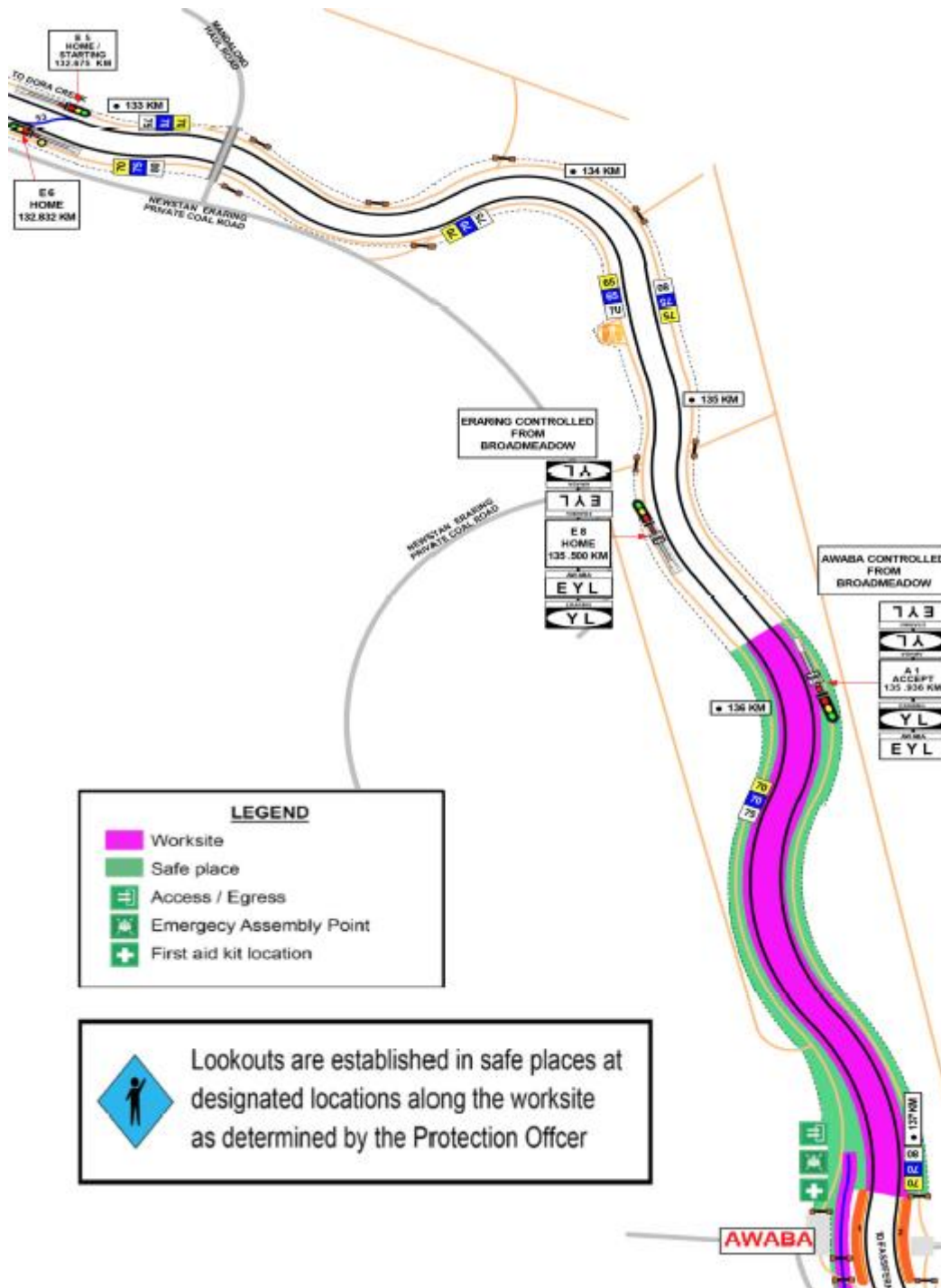
Rail traffic may travel through 56 points from the Up Main to the Down Main in the wrong running direction. Workers must move to a safe place when Lookouts provide warning for either direction.

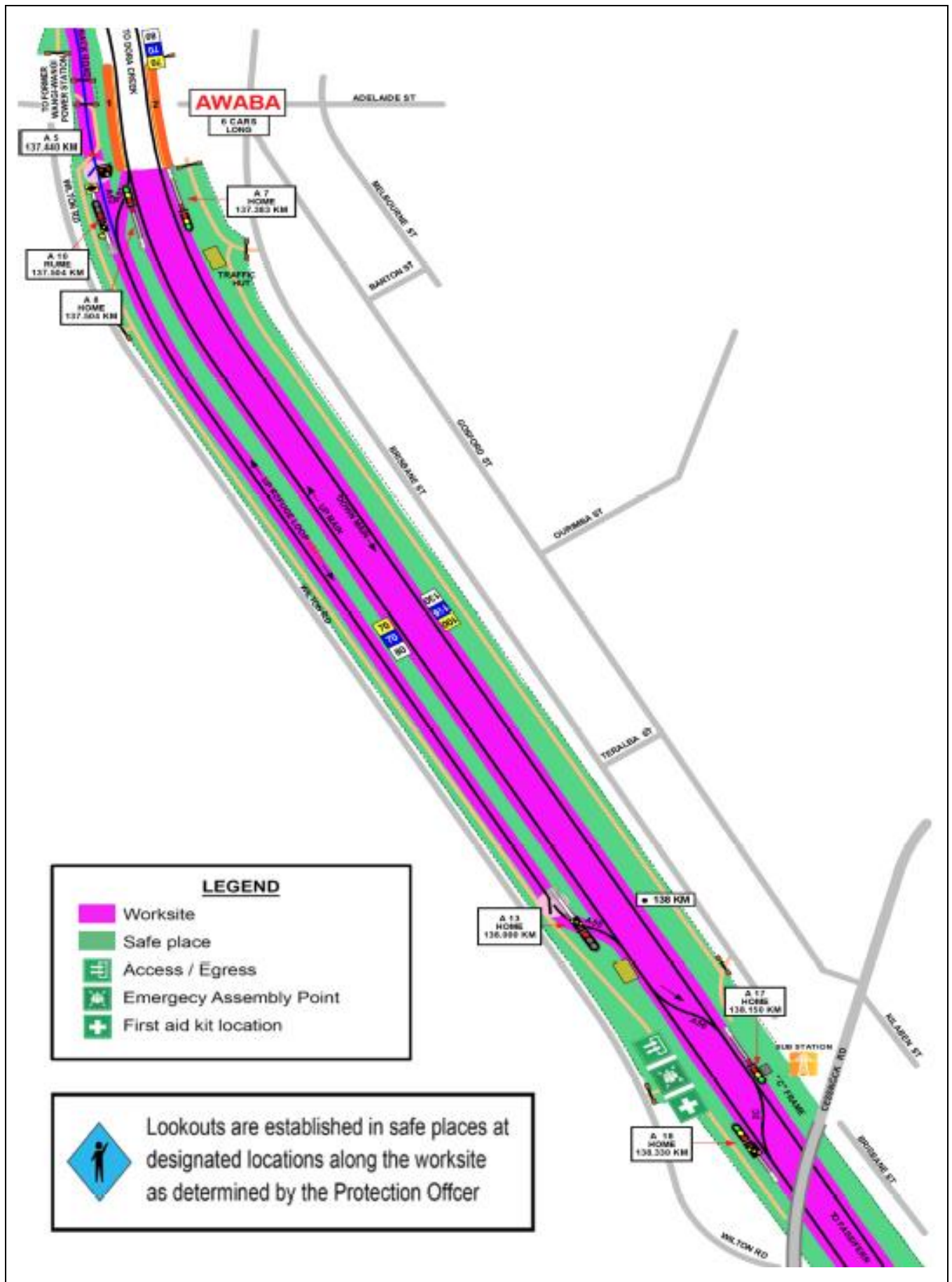
Rail traffic may traverse through C Frame from any direction. If rail traffic approaches in any direction, all must stop work and move to a safe place until both Lookouts have achieved the required Minimum Sighting Distance.

Adverse weather conditions

Conditions on the day may impede sighting distance. Protection Officers must ensure the required Minimum Sighting Distance is attainable by reassessing positions of Lookouts.

Lookout Working Worksite Protection for Awaba Routine Network Maintenance Activities





SWI Custodian: Maintenance Operation Manager Central Coast Territory
SWI Approver: Associate Director Network Operation **UNCONTROLLED COPY WHEN PRINTED**