

## Lookout Working Worksite Protection for XPT Maintenance Centre Routine Network Maintenance Activities

<b>DOCUMENT NO.</b>	D2023/10108
<b>WORK DESCRIPTION</b>	Routine network maintenance activities –XPT Centre– Lookout Working (moving worksite)
<b>WPP Number</b>	CS21B 11524
<b>SCOPE:</b>	<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"> <li>Routine preventative and corrective work such as inspections and maintenance as appropriate for the type of protection being applied as part of this plan.</li> </ul>
<b>AUTHORISATIONS:</b>	<p><b>Protection Officer:</b> Protection Officer Level 1 or higher</p> <p><b>Lookout:</b> Engineering Hand signaller Level 1 or higher or Protection Officer Level 1 or higher.</p>
<b>SAFETY CONTROLS:</b> <b>Lookout working arrangements</b>	<p>The nominated worksite location for Lookout working includes <b>All tracks within XPT Maintenance Centre between 742 Points and End of terminal line.</b></p> <p>The nominated worksite location for Lookout Working is a moving worksite, where workers are working along the track within the limits of the nominated worksite location up to the where the Lookout is established.</p> <p>As work moves along the track, the Protection Officer must assess the new location and:</p> <ul style="list-style-type: none"> <li>Establish Lookouts as required to watch for approaching rail traffic from all entry points</li> <li>Designate and instruct which safe places the workers are to use as the work is completed along the work route within the worksite limits.</li> </ul>
<b>PRESTART REQUIREMENTS:</b>	<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"> <li>Protection Officer requires a phone to contact the Signaller.</li> <li>Lookouts require a high-visibility arm sleeve and a whistle/horn.</li> </ul>
<b>FURTHER INFORMATION:</b>	<p><i>NWT 300 Planning work in the Rail Corridor</i></p> <p><i>NWT 310 Lookout Working</i></p> <p><i>NGE 200 Walking in the Danger Zone</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>Lookout Working prohibited locations register</i></p> <p><i>Lookout Working Prohibited Location Register XPT Yard Site Induction</i></p> <p><i>NLA 400 Central to Sutherland</i></p> <p><i>NLA 402 Sydenham</i></p>

**Protection Officer assessment checklist**

<b>Protection Officer's name:</b>		<b>Yes</b> <i>(Tick if Yes)</i>
This document has not expired 12 months beyond the issue date.		
SWI details and protection arrangements have been reviewed and validated for the assessed worksite location, including: <ul style="list-style-type: none"> <li>• On-site safety assessment has been completed for relevancy of works being undertaken</li> <li>• The required protection details, environment and tasks are unchanged from the details of this SWI</li> </ul>		
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.		
<b>Corridor Safety Number</b>	<b>Protection Officer Signature</b>	<b>Date</b>



**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 XPT Maintenance Centre Routine Network Maintenance Activities**



**Worksite Protection Pre-work Briefing**

Briefing date:

**Protection Officer details**

Work location:

Scope of work:

Worksite protection:  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
<b>Approaching rail traffic</b>	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
<b>Live adjacent lines</b>	Lookouts must provide warning to workers when rail traffic is approaching from the adjacent line in either direction.	Protection Officer and Lookout
<b>Two - way running / multiple entry points into worksite</b>	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
<b>Obstruction to Minimum Sighting Distance</b>	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
<b>Adjoining/Surrounding Worksites</b>	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
<b>Access to / Egress from worksite</b>	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
<b>Slips, trips, falls and hazards carrying equipment</b>	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
<b>Mobile phone</b>	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

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



**Safe Work Instruction**

**Lookout Working Worksite Protection for XPT Maintenance Centre Routine Network Maintenance Activities**



**Worksite Protection Plan – Lookout Working**

**Signaller Details**

<input type="text" value="name"/>	<input type="text" value="Sydenham Panel"/>	<input type="text" value="02 8568 3430"/>
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**Mortdale Shift Manager details**

<input type="text" value="name"/>	<input type="text" value="XPT Maintenance Centre"/>	<input type="text" value="02 9563 7741"/>
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**Protection Officer Details**

<input type="text" value="name"/>	<input type="text" value="signature"/>	<input type="text" value="contact No."/>
<input type="text" value="RSW or RIW No."/>	<input type="text" value="designation"/>	Planned duration <input type="text"/>

Workplace Supervisor details:

Type of work:

**Worksite Location**

On the

All tracks within MMC includes

- No.1 Servicing Road
- No.2 Servicing Road
- Dock Siding
- No.1 Refuelling Road
- No.2 Refuelling Road
- Wash Shed

between  and

**Worksite assessment**

The Lookout Working Prohibited Locations Register been consulted Yes

**Warning method**

**Minimum Warning Time Calculations**

Maximum track speed

Number of Lookouts used  Position of Lookouts  and

Number of additional Lookouts\* used  Position of Lookouts  and

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

<input type="text" value="2 sec"/>	+	<input type="text" value="3 sec"/>	+	<input type="text" value="10 sec"/>	=	<b>Minimum Warning Time (MWT)</b>	<input type="text" value="15 sec"/>	<input type="text" value="25 km/h"/>	<input type="text" value="105 metres"/>
<input type="text" value="2 sec"/>	+	<input type="text" value="3 sec"/>	+	<input type="text" value="10 sec"/>			<input type="text" value="15 sec"/>	<input type="text" value="15 km/h"/>	<input type="text" value="63 metres"/>
<i>See Time (S)</i>		<i>Move Time (M)</i>		<i>Safe Time</i>		<i>(S+M+10 sec = MWT)</i>		<i>Track speed</i>	<i>Minimum Sighting Distance as calculated</i>

**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:

Workers:

**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 XPT Maintenance Centre Routine Network Maintenance Activities**

**INSTRUCTIONS:**

1. Worker’s access **XPT Maintenance Centre** via Security Gate off **Way Street**.
2. Workers **sign on with Security guard** and then enter via security gate into XPT Carpark.
3. Protection Officer briefs workers about the worksite protection arrangements.
4. Protection Officer signs on with **XPT shift Manager and speaks to shunters**.
5. Protection Officer contacts **Sydenham Panel** to inform the Signaller of the use of Lookout Working on **All Tracks** at the city entry end of **XPT Maintenance Centre** if intruding pass **SM618 Signal**.
6. Establish lookout at designated locations.
7. Workers start work up to designated locations.
8. Workers move to safe places.
9. Re-establish the Lookouts at the next designated locations.
10. Repeats steps 6-10 until the work is complete.
11. Workers move to a safe place.
12. Recall Lookouts.
13. Protection Officer to Sign off with **XPT Shift Manager and Shunter**.
14. Workers egress the worksite via **XPT access pad gate and security gate**.
15. Protection Officer and workers are to **Sign Out at the XPT Yard Security Office**.
16. Protection Officer contacts **Sydenham Panel** to end Lookout working, if signed on with signaller.

**ADDITIONAL DETAILS**

**Obstruction to Minimum Sighting Distance**

Stabled rail traffic may obstruct the Lookouts minimum sighting distance requirements. When this hazard is identified, workers must stop work and move to a safe place until the Protection Officer makes an assessment and repositions Lookouts to achieve the required Minimum Sighting Distance.

**Multiple entry points**

Tracks are to be treated as bidirectional. Lookouts are placed to watch for rail traffic approaching from both directions. Rail traffic movements on other tracks may also obstruct minimum sighting distance requirements. When this is identified, workers must stop work and move to a safe place until the Protection Officer makes an assessment and repositions Lookouts to achieve the required Minimum Sighting Distance.

**Signaller and Yard Master Limits**

Protection Officers should be aware of the limits of the Signaller and Yard Master. Where or if there are STOP signs marks the limit of the where the Signaller’s authority ends, and the Yard Master’s authority begins. The Protection must speak to the appropriate person prior to commencing work in that area.

**SM618 shunt signal** gives the authority to the driver to proceed out of XPT yard and **SM613 Shunt signal** gives the authority to proceed into XPT Centre.

**IMAGES**

**Image 1: XPT yard Security Office**



**Image 2: XPT Main entrance into office**

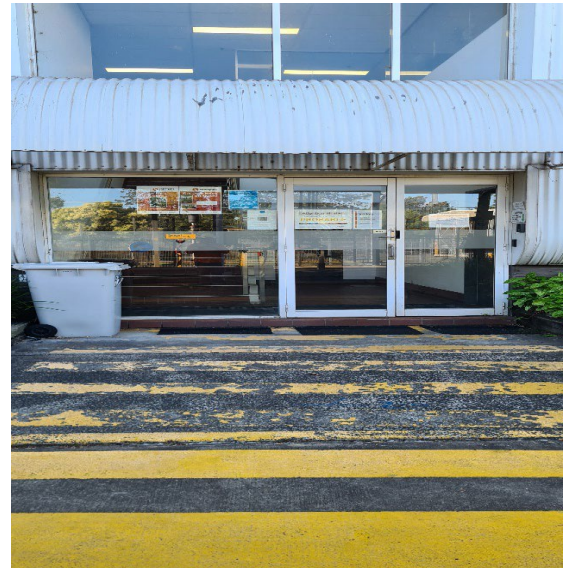


Image 3 XPT Yard Shift Manager's Office



Image 4: XPT Shunters Room



Image 5: View towards City End of XPT Yard



Image 6: View towards Country End of XPT Yard termination Line



Diagram

