

## Lookout Working Worksite Protection for Kiama Points Routine Network Maintenance Activities

<b>DOCUMENT NO.</b>	D2023/7915
<b>WORK DESCRIPTION</b>	Routine Network Maintenance Activities
<b>WPP Number</b>	SC30B 10118
<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: Lookout working arrangements</b>	<p>The nominated worksite location for Lookout Working is a fixed worksite and includes the <b>South Coast Branch Line, Main Line at Kiama, Loop Line at Kiama, Turntable Siding &amp; Down Siding between 45.5 Home and 45.6 Home</b></p> <p>The Protection Officer must:</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>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 418 Wollongong – Bomaderry (Nowra)</i></p> <p><i>Lookout Working Prohibited Locations Register</i></p>

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**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"> <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.		
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.*

**Worksite Protection Pre-work Briefing**

Briefing date:

**Protection Officer details**

name  signature  contact No.

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



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Worksite Protection Plan – Lookout Working

Signaller details

name South Coast Panel 02 4223 5766

Protection Officer details

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

Workplace Supervisor details:

Type of work: Routine Network Maintenance Activities

Worksite location on the South Coast Branch Line, Main Line and Loop Line, Down Siding and Turntable Siding between 45.5 Home Signal and 45.6 Home Signal

Worksite assessment

The Lookout Working Prohibited Locations Register been consulted Yes

Warning method

Horn Whistle

Minimum Warning Time Calculations

Maximum track speed 90 km/h

Number of Lookouts used 2 Position of Lookouts 118.880 km to 119.460 km

Number of additional Lookouts\* used 0 Position of Lookouts km to 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.

Table showing MWT calculations: See Time (S) + Move Time (M) + Safe Time = Minimum Warning Time (MWT). Includes columns for Track speed and 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: Cess/Platform/Drivers Walkways

Workers: Cess/Structures/Drivers Walkways

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 Kiama Points Routine Network Maintenance Activities

**INSTRUCTIONS:**

1. Workers enter the rail corridor via **Access gate I00 119.427 D Bong Bong Street**
2. Protection Officer briefs workers about the worksite protection arrangements.
3. Protection Officer contacts **South Coast 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 6-8 until work is complete.
9. Workers move to a safe place.
10. Recall lookouts.
11. Workers egress the worksite via **I00 119.427 D Bong Bong Street**
12. Protection Officer contacts **South Coast 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.

**LOOKOUTS**



**Image 1:** Lookouts view from Platform 1 facing Wollongong (Workers on 52 points)



**Image 2:** Lookouts view from Down Cess adjacent to 53 points facing Wollongong

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Image 3: Lookouts view from Down Cess adjacent to 54 points facing Wollongong



Image 4: Lookouts view from Down Cess Facing Wollongong on the Wollongong Side of 51 points

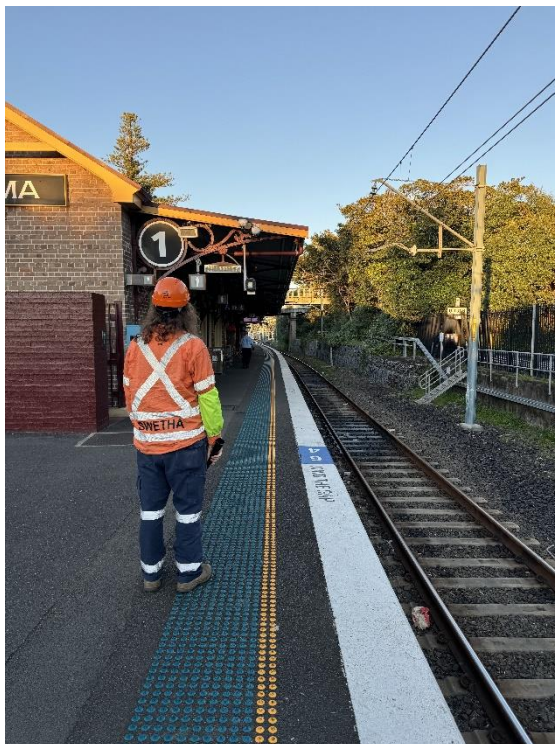


Image 5: Lookouts view from Platform 1 facing Berry

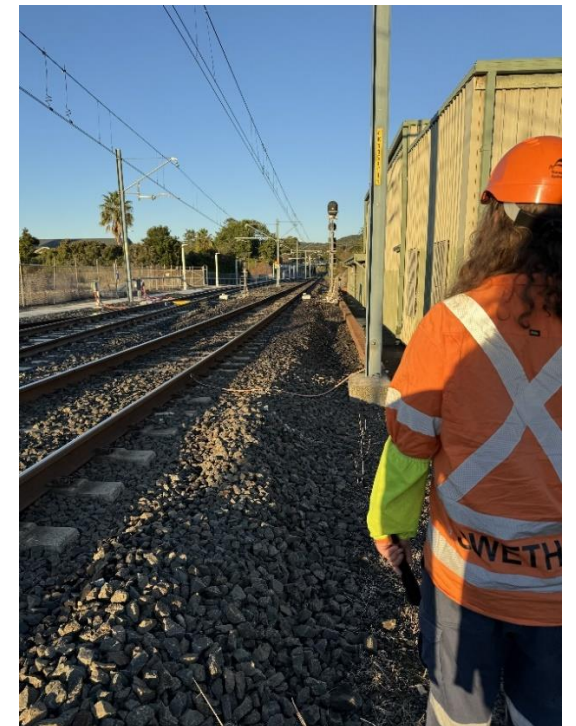


Image 6: Lookouts view from Up Cess adjacent to 54 points facing Berry

Diagram

↔ Tracks are Bidirectional / Two-way running  
Workers and Lookouts must be vigilant for rail traffic from both directions

Lookouts are established in safe places at designated locations along the worksite as determined by the Protection Officer

**LEGEND**

- Worksite
- Safe place
- Access / Egress
- Emergency Assembly Point
- First aid kit location

