

Worksite Protection Plan

RLS-PR-006

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1 Introduction

1.1 Purpose

The purpose of this instruction is to:

- Assist competent rail safety workers (CRSW) to prepare and compile Worksite Protection Plans for undertaking work in the ARTC rail corridor;
- Provide instruction to assist Competent Rail Safety Worker when preparing, explaining and retaining Worksite Protection Plans for ARTC worksites;
- Ensure that ARTC workers, are briefed on the content of Worksite Protection Plans prior to commencing work; and
- Explain when Worksite Protection Plans are required and describe how the forms are to be completed.

1.2 Scope

This document is applicable to all worksites within the ARTC rail corridor when work is being conducted. This document applies to all workers who are responsible for managing the worksite.

1.3 Procedure Owner

The General Manager Risk and Safety is the Procedure Owner and is the initial point of contact for all queries relating to this procedure.

1.4 Responsibilities

Managers are responsible for:

- Ensuring appropriate inductions have been undertaken prior to work commencing; and
- Ensure that a Worksite Protection Plan is compiled for each worksite by nominating a Competent Rail Safety Worker to prepare the Worksite Protection Plan and explain the protection to workers prior to the commencement of any work within the rail corridor.

Competent Rail Safety Worker is responsible for:

- Prepare the worksite protection plan in accordance with this instruction and the rules and procedures and retain as required by the ARTC Records management procedure.

NOTE: If also fulfilling the role of the Nominated worker delivering the Pre-Work brief, you must ensure that the duties of each role do not interfere with each other and that you have a full understanding of the following prior to completion the Worksite Protection Plan:

- the nature of the works to be undertaken;
- type of equipment / machinery to be used; and
- potential effect of works on track and / or adjacent lines.
- Brief all workers on worksite protection arrangements;
- Brief all workers prior to any change in worksite protection arrangements;

- Ensure workers and visitors understand the worksite protection arrangements as detailed in the worksite protection plan and have an opportunity to question protection arrangements that are not fully understood; and
- Review the Worksite Protection Plan when changes to work activities impact on the health and safety of workers.

The nominated worker delivering a Pre-Work Brief is responsible for:

- Ensure that a Worksite Protection Plan is compiled in conjunction with a Pre-Work Brief for each worksite and that protection has been explained to workers prior to the commencement of any work within the rail corridor.

Workers are responsible for:

- Actively participate during the delivery of the Worksite Protection Plan briefing;
- Question worksite protection arrangements that are not fully understood; and
- Sign off on the Pre-Work Brief form to acknowledge their understanding of the protection arrangements.

1.5 Subordinate Documents

The following documents are subordinate to this procedure:

- RLS-FM-006 Worksite Protection Plan Template
- RLS-FM-007 Worksite Log and Diary

1.6 Reference Documents

The following documents support this procedure:

- RLS-PR-005 Pre-Work Brief Procedure
- RLS-FM-005 Pre-work Brief Template
- ARTC Network Rules and Procedures
- NCOP Code of Practice for the Defined Interstate Rail Network
- TA20 – ARTC Code of Practice for the Victorian Main Line Operations
- RM-01 Risk Management Procedure
- PPP-03, Records Management Policy

1.7 Definitions

The following terms and acronyms are used within this document or subordinate documents:

Term or acronym	Description
ARTC	Australian Rail Track Corporation
CRSW	Competent Rail Safety Worker. Worker responsible to keep the worksite and workers safe. Known as: <ul style="list-style-type: none"> • Protection Officer in NSW and Queensland • Track Force Protection Coordinator in Victoria • Track Worker in Charge of Protection in South Australia and Western Australia
Danger Zone	Everywhere within 3 metres horizontally from the outermost rail and any distance above or below 3 metres.
Network Control	Guide and manage the movement of trains over the ARTC network. Respond to emergencies and other irregularities in accordance with the stipulated rules, regulations and instructions.
NCO	Network Control Officer
Rail Corridor	Everywhere within 15 metres of the outermost rails or <ul style="list-style-type: none"> • the boundary fence where boundary fences are provided and are closer than 15 metres, or • if the property boundary is less than 15 metres, the property boundary, or • a permanent structure such as a fence, wall or level crossing separating the operating rail corridor from leased or non-operational land.
T.S.A	Track Safety Awareness
Worker	Worker includes employees, contractors, subcontractors and labour hire companies.
WPP	Worksite Protection Plan
<i>New South Wales Only</i>	
PO	Protection Officer levels 1, 2, 3 and 4
PPO	Possession Protection Officer
LPA	Local Possession Authority
TOA	Track Occupancy Authority
TWA	Track Work Authority
CSB	Controlled Signal Blocking
LOW	Lookout Working
<i>Victoria Only</i>	
TFPC	Track Force Protection Coordinator
AO	Absolute Occupation

Term or acronym	Description
ASB	Absolute Signal Blocking
TWW	Track Warrant Working
TFP	Track Force Protection
<i>South Australia Only</i>	
TSA	Track Safety Awareness
TW	Track Worker
STW	Senior Track Worker
LP	Local Possession
TOA	Track Occupancy Authority
TWA	Track Work Authority
TRI	Train Running Information
NAR	No Authority Required

2 Worksite Protection Plan

2.1 Who is responsible for preparing the Worksite Protection Plan?

The Worksite Protection Plan must be prepared by a CRSW.

It is the responsibility of the CRSW to prepare and explain the Worksite Protection Plan to all workers working at a worksite within the rail corridor.

All workers under the control of the CRSW must be given an opportunity to question the worksite protection arrangements if it is not fully understood.

2.2 When is the Worksite Protection Plan required?

A Worksite Protection Plan is required to be completed on every occasion that work is being undertaken within the rail corridor.

Where a Worksite Protection Plan has been undertaken and a significant delay has been experienced in commencement of work, the Worksite Protection Plan must be reviewed with any changes recorded.

2.3 Who is to attend a Worksite Protection Plan briefing?

The CRSW is to ensure all persons working on the site receive a Worksite Protection Plan briefing and sign the Pre-Work Brief to validate their understanding of the protection arrangement.

In the event that there are multiple worksites utilising different methods of protection the CRSW holding the authority for the numerous worksites will ensure that the CRSW on each site are briefed on the protection arrangements. The CRSW on each site will ensure all workers on their respective sites receive a worksite protection briefing and sign the Pre-Work Brief to validate their understanding of the protection arrangements.

In the event the work is being undertaken by a single person they must sign the Pre-work Brief in conjunction with the Worksite Protection Plan.

2.4 Content of a Worksite Protection Plan

It is the responsibility of the CRSW to prepare and explain the Worksite Protection Plan to all workers and visitors who will be entering the rail corridor. The information contained in the Worksite Protection Plan covers:

CRSW must provide the following information:

- Name – The name of the CRSW responsible for preparing the Worksite Protection Plan to protect the workers on site;
- Signature – The signature of the CRSW;
- Contact Number – The phone number of the CRSW; and
- Competency Number – The CRSW's competency number.

Worksite Protection Method

- The Worksite Protection Method is grouped by state. Once the CRSW identifies which worksite protection method will be taken applied for the work activity they must circle the protection method relevant to the state in which the work will be undertaken; and

- If work is being conducted within the rail corridor but outside the danger zone the CRSW must circle “Outside Danger Zone” within box headed “OTHER”.

Network Control – the following information is confirmed with Network Control:

- Network Controller – The name of the Network Controller that the CRSW spoke to in regards to the worksite protection arrangements;
- Contact Number – The contact number for the Network Controller or the Officer in Charge of the shunting yard, or location;
- Network Control Board Location – The location where the network control board is situated;
- Date – The date on which the Worksite Protection Plan is required;
- Start Time – The time the protection is scheduled to commence;
- Finish Time – The time the protection is scheduled to finish;
- Authority Number – The authority number that is generated by the Network Controller and provided to the CRSW;
- Start/Signal Km – The track distance nearest to the capital city that identifies the start of the worksite;
- Finish/Signal Km – The track distance furthest from the capital city that identifies the finish of the worksite; and
- Scope/Type or work – the work that is scheduled to be undertaken whilst the worksite Protection Plan is in place.

Diagram – A detailed diagram of the worksite protection arrangements. This diagram will be will show protection arrangements and may be hand drawn or a diagram attached.

Site Supervisor – identifies the name of the person responsible for the site (if applicable).

Plant Supervisor – identifies the name of the person responsible for plant on the site (if applicable).

Warning Alarm – warning type used at site.

Handsignaller or Lookout Name – Identifies the name of the handsignaller or lookout person undertaking those responsibilities during the scheduled work;

Signal No or Kilometrage – Where the signal number or kilometrage that the handsignaller or lookout will be located.

2.5 Preparing a Worksite Protection Plan

Step	Section	Description & Instruction
1	CRSW	<p>The CRSW writes their name, contact number, certificate of competence or employee number,</p> <p>Verifies that the Pre-Work Brief date of work is accurate and signs the form.</p>
2	Appropriate Worksite Protection Method	<p>Based on the safety assessment and the potential of the work to intrude on the danger zone decide on one of the protecting methods to be applied to the track on which the work will be conducted and circle the relevant method of protection required to work safely..</p> <p>Consider the risks from other possible routes, signalled and un-signalled into the worksite and any adjacent lines and decide on the method of protection.</p> <p>Note: If you have not used the protection method within the last 3 months then review the rule and procedure.</p> <p><u>Within Shunting Yard:</u></p> <p>If working within shunting yards communication must be made with the Network Controller and / or the Terminal Coordinator where provided.</p> <p><u>Outside Danger Zone:</u></p> <p>Work being undertaken in the rail corridor but outside the danger zone requires the completion of a worksite protection plan. The method of working safely "Outside Danger Zone" must be circled and appropriate details completed.</p> <p>Note: Communication must be made with the Network Controller.</p>
3	Network Control	<p>All methods of protection require contact with the Network Controller.</p> <p><u>Details of Network Control Officer:</u></p> <p>The CRSW writes the name and contact phone number of the Network Controller who is responsible for the track where the work is to be conducted.</p> <p><u>The Network Controller board location</u></p> <p>The CRSW writes the location of the designated train control board title (NCCW, NCCS or NCCN)</p> <p><u>Authority Number</u></p> <p>The authority number field is for recording the authority provided by the Network Controller.</p> <p>NOTE: If a LPA, LP or Absolute Occupation is used record the CRSW name as opposed to the Network Controller.</p>
4	Scope of work	<p>Date of work.</p> <p>Start / finish times is the period of time the work on track protection method is implemented.</p>

		<p>Define the worksite location by kilometre and signal number if applicable.</p> <p>The scope is the type of work that is being performed at the worksite.</p>
5	<u>Diagram of the worksite:</u>	<p>The following items are listed above the worksite diagram field; handsignallers, lookouts, flags, lights, structures, signal numbers, track references etc. These items among others must be included where they impact on protection arrangements.</p> <p><u>Diagram</u></p> <p>A diagram of the worksite protection arrangements serves the following purpose:</p> <ul style="list-style-type: none"> • To familiarize the CRSW to a worksite within the rail corridor and to identify the track the work is on or near, the adjacent lines all routes into the worksite and to specify there treatment. To ensure that all points of entry to the worksite are appropriately protected to exclude rail traffic. • To display protection arrangements, in conjunction with the pre-work briefing, and to provide an opportunity to comment on the plan by workers and visitors. • Assist the CRSW to communicate accurate protection detail to the Network Controller. To assist a safe and effective handover process during a CRSW shift change.
6	<u>Handsignaller or lookout</u>	Identifies handsignaller or lookout and their location.

2.6 Mandatory items to be included in the Diagram

1. Reference to capital city in the top left hand corner of the grid;
2. An easily reached safe place;
3. The name of the track / tracks;
4. The worksite location defined whether or not in the danger zone by km, crossover numbers, point's number and signal number and
5. The name of locations or stations each side of worksite.

2.7 Additional Items to be identified

Where applicable items (not exhaustive) that pose a risk or impact on protection arrangements must be included are as follows:

1. The location of other worksites;
2. Safe passage to and from the worksite;
3. Location (km) and identification of handsignallers and lookouts;
4. Identification number of signals used for protection (blocking facilities applied);
5. Identification of affected signals;
6. Treatment of risks associated with adjacent line (adjacent line protection);

7. Treatment of risks associated with multiple signalled and unsignalled routes into the worksite;
8. Position of points clipped and locked indicating position (normal or reversed);
9. Location where there is no safe place such as platforms bridges tunnels cuttings embankments culverts stabled or stationary trains;
10. The location of level crossings and any possible impact on the operation of the level crossing warning equipment or protection arrangements;
11. Demarcation fencing and
12. Track configurations or objects that affect sighting distance.

The worksite diagram should be a schematic drawing with each track represented by a single line.

All fields in the top section of the Worksite Protection Plan form are mandatory.

Pre-existing schematic diagrams may be used instead of a free hand drawing on the Worksite Protection Plan provided a reference is made to the diagram on the Worksite Protection Plan and must be attached to the worksite protection plan if used.

Note: If using pre-existing schematic diagrams they must be check before using to ensure the infrastructure is correct in the field.

2.8 Changes to a Worksite Protection Plan

In the event that an additional Worksite Protection Plan briefing is required the CRSW is responsible for:

- Preparing a new Worksite Protection Plan.
- Providing the additional briefing to all workers on site; and
- If necessary the person responsible for managing the worksite will explain any changes to the Pre-Work Brief.

3 Recording Safety Critical Information

3.1 Worksite Log and Diary Record (NSW & Vic)

It is the responsibility of the CRSW to record safety critical information. This includes but not limited to communications with Network Controllers and handsignallers (in NSW and VIC only) regarding the management of the worksite.

Notes and comments

This information must be recorded within the notes and comments section of the Worksite Log and Diary form.

Train Information

This information must be recorded within the Train Information section of the Worksite Log and Diary form.

3.2 Worksite Log and Diary Record (SA & WA)

It is the responsibility of the Qualified Safe Worker to record safety critical information. This includes but not limited to communications with Network Controllers regarding the management of worksite.

Notes and comments

This information must be recorded within the notes and comments section of the Worksite Log and Diary form.

Train Running Information

This information must be recorded within the Train Running Information form (Form SW7) and does not need to be repeated on the Worksite Log and Diary

4 Record Keeping

4.1 Worksite Protection Plan / Worksite Log and Diary / Train Running Information

Each Team Leader, Work Group Leader or Supervisor must keep a record of the Worksite Protection Plan in the format of the approved Worksite Protection Plan Template and in accordance with ARTC's Records Management Policy.