

# Pre-Work Brief & Worksite Protection Plan

COR-PR-029

## Applicability

ARTC Network Wide    SMS

## Publication Requirement

Internal/External

## Primary Source

RLS-PR-005 Pre-Work Brief (superseded)  
 RLS-PR-006 Worksite Protection Plan (superseded)

## Document Status

Version #	Date Approved	Prepared by	Reviewed by	Endorsed	Approved
1.3	27 July 2023	EHS Systems & Reporting Coordinator			GM Safety, Systems, Risk and Assurance

## Amendment Record

Amendment Version #	Date Approved	Clause	Description of Amendment
1.2	24 March 2023	1.3; 6	Updated Procedure Owner and initial contact role title; Corrected typo error
1.3	27 July 2023	6	Removed record keeping requirement for Notices, Waivers or Alerts

**Disclaimer**

This document has been prepared by ARTC for internal use and may not be relied on by any other party without ARTC's prior written consent. Use of this document shall be subject to the terms of the relevant contract with ARTC.

ARTC and its employees shall have no liability to unauthorised users of the information for any loss, damage, cost or expense incurred or arising by reason of an unauthorised user using or relying upon the information in this document, whether caused by error, negligence, omission or misrepresentation in this document.

**This document is uncontrolled when printed.**

Authorised users of this document should visit ARTC's intranet or extranet ([www.artc.com.au](http://www.artc.com.au)) to access the latest version of this document.

**Table of Contents**

**Table of Contents .....2**

**1 Introduction.....3**

1.1 Purpose .....3

1.2 Scope .....3

1.3 Procedure Owner .....3

1.4 Responsibilities .....3

1.5 Subordinate Documents.....7

1.6 Reference Documents .....7

1.7 Definitions.....7

**2 Worksite Safety Management Requirements .....10**

**3 Pre Work Brief.....12**

3.1 Team Member Induction Requirements.....12

3.2 When is a Pre Work Brief Required? .....12

3.3 Who must deliver the Pre Work Brief? .....12

3.4 Preparing and Delivering a Pre Work Brief .....13

**4 Worksite Protection Plan .....14**

4.1 Who is responsible for preparing the Worksite Protection Plan?.....14

4.2 When is the Worksite Protection Plan required? .....15

4.3 Preparing a Worksite Protection Plan .....15

4.4 Location Validation Requirements .....17

4.5 Mandatory items to be included in the Diagram.....18

4.6 Additional Items to be identified in the Diagram.....18

4.7 Changes to a Worksite Protection Plan .....19

4.8 Individual Working Alone (IWA) .....19

**5 Recording Safety Critical Information.....20**

5.1 Worksite Log and Diary.....20

**6 Record Keeping .....20**

**7 Monitoring and Inspection .....21**

# 1 Introduction

## 1.1 Purpose

The purpose of this procedure is to:

- Identify and define the roles and requirements that exist as part of the pre work brief process;
- Document the relationship between the pre work brief and worksite protection plan brief; and
- Identify and define the roles and requirements that exist as part of the worksite protection plan process.

## 1.2 Scope

This procedure is applicable to all work requiring entry within the ARTC rail corridor. This procedure applies to all ARTC workers and contractors who are responsible for managing worksites within the ARTC rail corridor.

## 1.3 Procedure Owner

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

## 1.4 Responsibilities

**Leaders** are responsible for:

- Ensuring appropriate inductions have been undertaken prior to work commencing;
- Confirming that team members have the appropriate RIW competencies or roles;
- Nominating a Site Supervisor (SS) to prepare and deliver the pre work brief prior to commencing the task, as detailed in this procedure and keeping a record of the pre work briefings held;
- Nominating a Protection Officer/Track Force Protection Coordinator/Track Worker in Charge of Protection (PO/TFPC/TW) to prepare the worksite protection plan and conduct a briefing to explain the protection in place to the work team prior to commencing any task in the rail corridor;
- Reviewing the quality of pre work briefs;
- Ensuring there is access to Safe Work Method Statements (SWMS) or other safety related documentation relevant to the task being undertaken;
- Ensure that workers are instructed in COR-PR-029, and any other relevant safety and operational guidelines, SWMS etc identified for work areas, tasks or activities.
- Ensure proper processes are in place to enable communication of changes occurs in a timely manner.

**Site Supervisor (SS)** is responsible for:

- Prepare and deliver the pre work brief to all team members that attend the site on the hazards and controls that exist at the worksite and alerting the worksite of any new hazards that arise throughout the shift;

- Providing teams with opportunity to identify and document any hazards that exist at the worksite;
- Providing teams with opportunity to identify and document any controls to be implemented to eliminate or contain hazards that exist at the worksite;
- Providing adequate information and allocating suitable time to the PO/TFPC/TW to allow a safe system of work to be developed encompassing the highest level of protection;
- Clarifying and questioning worksite protection arrangements that are not fully understood or to which team members think may not be adequate in managing the site risks;
- Having each team member sign the pre work briefing form (or if controls have been implemented removing the ability to sign, record the workers RIW card number) to acknowledge their understanding of health and safety issues and protection arrangements;
- Confirming controls as agreed and as set out in the pre work brief have been implemented and are in place;
- Confirming a trained first aider is on site and nominated within the pre work brief;
- Validating that the PO/TFPC/TW has implemented protection arrangements in accordance with the WPP prior to allowing team members to commence any task in the rail corridor; and
- Pausing to stop & think. In the event of an incident, near miss or change, the Site Supervisor is to document any such changes before re-briefing the team regarding any identified hazards and required controls prior to recommencing work.
- Implementing and monitoring adherence to Safe Work Method Statements and PPE requirements;
- Confirming worksite protection is in place and is suitable for the activity being undertaken;
- Monitoring the team's activities confirming that the work that is being performed is completed to relevant expectations, standards and workplace health and safety legislation;
- Validating team members including contractors are competent to complete the task;
- Confirming with the PO/TFPC/TW at completion of works, that the track is handed back fit for use and/or any restrictions have been notified to the Network Controller;
- In the event of an incident, immediately quarantining the site where required and notifying their line leader within one hour per relevant Business Unit Notification processes;
- Ensuring that the Network Controller is contacted immediately where required;
- Contact line leader to arrange drug and alcohol testing where applicable.
- Preparing the pre-work brief in accordance with this procedure and the relevant Notices, Waivers and Alerts.
- Reviewing the pre-work brief when changes to work activates resulting from a notice, waiver or alert.

**Protection Officer/Track Force Protection Coordinator/Track Worker in Charge of Protection (PO/TFPC/TW)** is responsible for:

- Ensuring controls are in place for prevention of unauthorised rail traffic from entering into the worksite protection limits;

- Conferring and providing adequate information to the Site Supervisor to allow a safe system of work to be developed encompassing the highest level of protection;
- Understanding the:
  - 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;
- Reviewing the related Network Information Books (NIBs) and validating the information contained within the NIBs on site;
- Preparing the worksite protection plan in accordance with this procedure and the relevant network rules and procedures;
- Placing or directing a qualified team member to place, all protection on site in the location represented within the worksite protection plan;
- Briefing all team members that attend the site on the worksite rail safety protection arrangements that are in place;
- Engaging with a second team member to verify the worksite location is correct against the NIBs, using relevant track and kms, signal, landmark or structure;
- Engaging with a second team member to verify the protection arrangements are in place and are as documented in the worksite protection plan;
- Confirming team members and visitors understand the worksite rail safety protection arrangements as detailed in the worksite protection plan and have an opportunity to clarify protection arrangements if not fully understood;
- Reviewing the worksite protection plan when changes to work activities increase the risk of team members being struck by rail traffic, or impacts the limits of protection; and
- Stopping all works and moving team members to a safe place prior to briefing the team of any change in worksite protection arrangements.
- Monitoring for new Notices, Waivers and Alerts.
- Preparing the worksite protection plan in accordance with this procedure and the relevant Notices, Waivers and Alerts.

Reviewing the worksite protection plan when changes to work activities resulting from a notice, waiver or alert.

**All Team Members** are responsible for:

- Clarifying pre work brief arrangements that are not fully understood or if the team member thinks the controls may not be adequate in managing the site risks;
- Clarifying worksite protection arrangements that are not fully understood or if the team members think the protection may not be adequate in managing the site risks;
- Signing the pre work brief form to acknowledge their understanding of health and safety issues, protection arrangements, site risks and controls and confirming their competency and fitness for work;
- Identifying and alerting the Site Supervisor of any hazards identified;

- When requested, assist by validating that the PO/TFPC/TW has implemented protection arrangements in accordance with the WPP prior to commencing work in the rail corridor;
- Implementing and working within the control measures for hazards identified during the PWB;
- Following all safety and operational guidelines including SWMS etc. and confirming the relevant controls are implemented prior to commencing work; and
- Pausing to stop & think in the event of an incident, near miss or change in plan, process or protection arrangements. Assess the change and notify the Site Supervisor prior to recommencing work.

## 1.5 Subordinate Documents

The following documents are subordinate to this procedure:

- COR-FM-058 Pre Work Brief Template
- COR-FM-059 Worksite Protection Plan Template
- COR-FM-060 Worksite Log and Diary.
- COR-FM-061 Worksite Protection Checklist
- EHS-WI-008 Individual Working Alone (IWA)

## 1.6 Reference Documents

The following documents support this procedure:

- 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
- RSK-PR-001- Risk Management
- WHS-WI-311 - Work Method Statements
- SYS-PR-001 Records Management Procedure.

## 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
Corridor Access Approval	A reference number allocated by ARTC to a work team that has pre-approval to enter the ARTC Corridor.
Danger Zone	Everywhere within 3m horizontally from the nearest rail and any distance above or below this 3m, unless a safe place exists or has been created.
Handsignaller	A Competent Worker who gives hand signals to Rail Traffic Crews.
IWA	Individual Working Alone
Leader	A Line Manager responsible for workers, which within ARTC can include but is not limited to an Area Manager, Project Manager, Project Engineer, Team Leader or Work Group Leader
Lookout	A PO/TFPC/TW responsible for keeping watch for approaching rail traffic, and for warning other workers to stand clear of the line before the arrival of rail traffic.
Network Control	The function responsible for managing train paths and issuing occupancy authorities.
NC	Network Controller. A Competent Worker who authorises, and may issue, occupancies and Proceed Authorities, and who manages train paths to ensure safe and efficient transit of rail traffic in the ARTC Network

Term or acronym	Description
Network Control Officer or NCO	A Network Controller for an unattended location, a Signaller or Network Controller for a controlled location, or a delegate carrying out some functions of a Network Controller or Signaller.
Officer in Charge	Person in charge of the shunting yard, or location (e.g. Terminal Coordinator);
PPE	Personal Protective Equipment
PO/TFPC/TW	<p>Team member responsible for preventing unauthorised rail traffic entering the worksite limits. The PO/TFPC/TW will populate and deliver the worksite protection brief.</p> <p>A PO/TFPC/TW is known as:</p> <ul style="list-style-type: none"> <li>• Protection Officer (PO) in NSW and Queensland;</li> <li>• Track Force Protection Coordinator (TFPC) in Victoria;</li> <li>• Track Worker in Charge of Protection in South Australia and Western Australia.</li> </ul>
PWB	Pre Work Brief
Rail Corridor	<p>Everywhere within 15 metres of the outermost rails or</p> <ul style="list-style-type: none"> <li>• the boundary fence where boundary fences are provided and are closer than 15 metres, or</li> <li>• if the property boundary is less than 15 metres, the property boundary, or</li> <li>• a permanent structure such as a fence, wall or level crossing separating the operating rail corridor from leased or non-operational land.</li> </ul>
REF	Review of Environmental Factors
RIW	<p>Rail Industry Worker</p> <p>Rail industry system allowing visibility and confirmation of role and competency of rail workers</p>
SWMS	Safe Work Method Statement
SS	<p>Site Supervisor</p> <p>Nominated team member ARTC or contractor responsible for managing worksite safety processes. The Site Supervisor will populate and deliver the pre work brief.</p>
Team member	Any person including ARTC employees, contractors, subcontractors, third parties labour hire employees or visitors to the worksite/location
WMS	Work Method Statement
WPP	Worksite Protection Plan
<b><i>New South Wales Only</i></b>	
PO	Protection Officer levels 1, 2, 3 and 4
PPO	Possession Protection Officer
LPA	Local Possession Authority
TOA	Track Occupancy Authority



Term or acronym	Description
TWA	Track Work Authority
ASB	Absolute Signal Blocking
LOW	Lookout Working
WIC	Work Inside the Corridor and outside the danger zone

***Victoria Only***

TFPC	Track Force Protection Coordinator
AO	Absolute Occupation
ASB	Absolute Signal Blocking
TWW	Track Warrant Working
TFP	Track Force Protection
LOW	Lookout Working

***South Australia (Wolseley to Tailem Bend), Western Australia, Dimboola (exclusive) western Victoria Only***

TW	Track Worker - Level 1 to Level 4
STW	Senior Track Worker – Safe Working Level 1
LP	Local Possession
TOA	Track Occupancy Authority
TWA	Track Work Authority
TRI	Train Running Information
LNAR	No Authority Required

## 2 Worksite Safety Management Requirements

Any work that is undertaken within the ARTC rail corridor will require an assessment of the risk to be completed. Any hazards that are identified must be eliminated or controlled prior to works commencing. For work within the ARTC rail corridor, this is completed in two ways:

- Pre Work Brief (PWB); and
- Worksite Protection Plan (WPP).

The below table identifies the risk assessment process, related form and who is responsible.

Document	Responsibility	When
COR-FM-058 Pre Work Brief Template	Site Supervisor	Prior to work commencing and on any change in controls, or identification of other hazards
COR-FM-059 Worksite Protection Plan Template	PO/TFPC/TW	Prior to work commencing and on any change in controls
COR-FM-060 Worksite Log and Diary	PO/TFPC/TW	Prior to work commencing and on any change in controls and for any other safety critical communications with NC, PPO, other worksite etc.
COR-FM-061 Worksite Protection Checklist	Leader or any worker	During any works undertaken within the rail corridor, providing assurance to the process

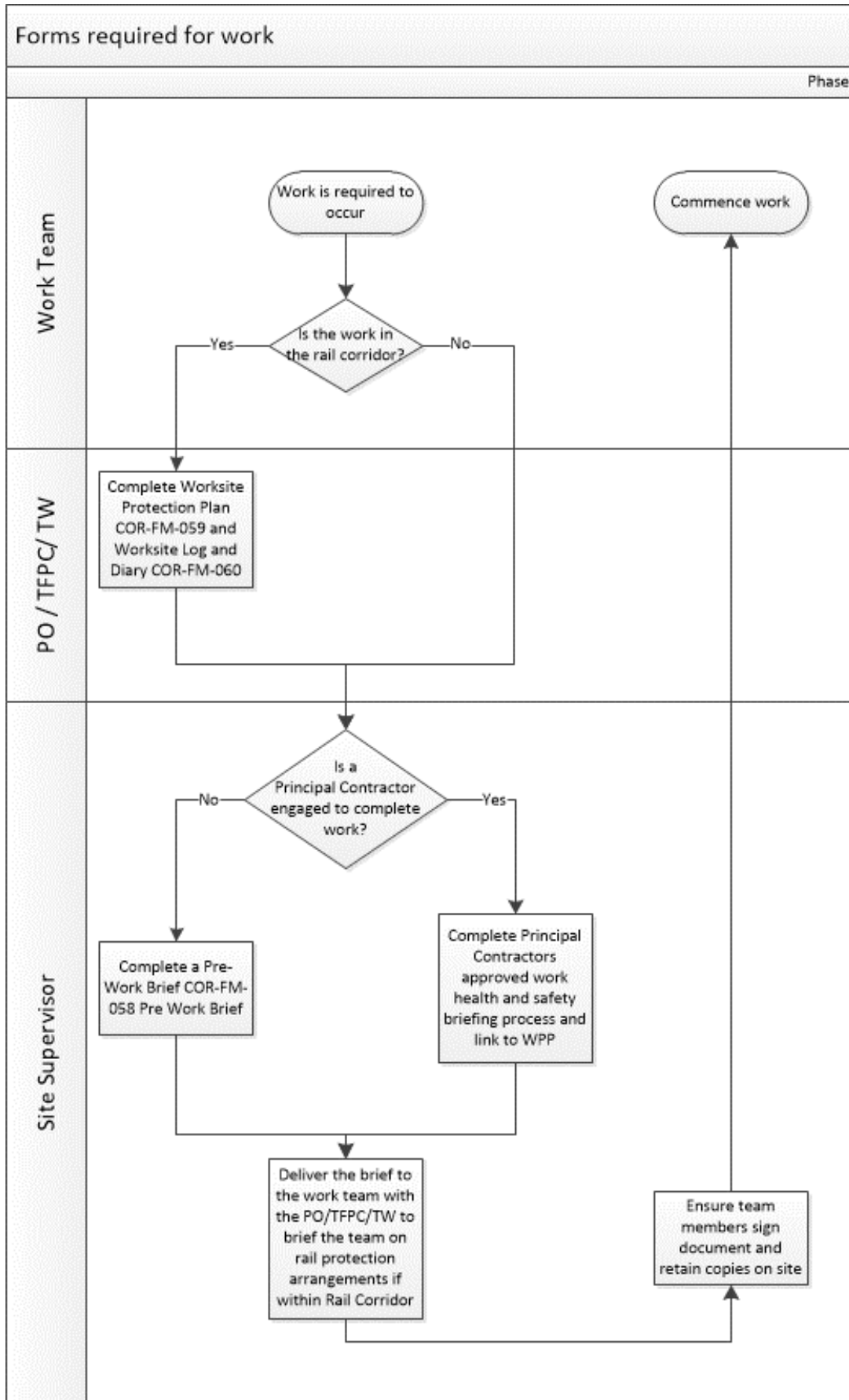
**NOTE:**

**Where a PO/TFPC/TW has been engaged solely to exclude rail traffic and is not also filling the role of Site Supervisor, there is no need for the PO/TFPC/TW to complete a PWB. In this circumstance the PO/TFPC/TW would only complete a WPP and the Site Supervisor would complete the PWB.**

**Site Supervisor and the PO/TFPC/TW may use either a paper copy or an electronic version of the pre work brief, worksite protection plan and the worksite log and diary.**

**PO/Site Supervisor will need to constantly monitor the impact of any notice, waiver or alert during the work period.**

**The flow chart on the following page articulates the roles, document and when they are required to be used.**



### 3 Pre Work Brief

#### 3.1 Team Member Induction Requirements

ARTC has an induction process in place to provide employees, contractors and consultants with critical information relevant to their engagement. This is articulated within [PEO-PR-002 Induction Procedure](#).

These induction requirements are further expanded when work is required to be undertaken within the ARTC rail corridor. Requirements related to work undertaken within the rail corridor are articulated within [RLS-PR-003 Protocol for Entering the Rail Corridor](#).

Specific projects, work activities or locations may have additional induction requirements.

#### 3.2 When is a Pre Work Brief Required?

A Pre Work Brief (PWB) is an additional requirement to induction training. This provides opportunity for all team members to be briefed and made aware of the risks and hazards that exist on site, as well as the controls that are in place to eliminate or contain them. It also presents opportunity for the work team to raise any hazards they identify, as well as nominate any further controls that should be in place prior to commencing work, to protect the team.

As a minimum requirement, pre work briefings must be performed at a minimum, at the start of each shift and prior to any work activities when working within the rail corridor.

Additional briefings must be conducted where:

- The hazards change from those identified in the initial briefing;
- The control measures change in type, timing, detail;
- Where different work is performed to the work that was planned;
- When the location of work changes, or
- Where a PWB has been undertaken and a significant delay has been experienced in commencement of work, the PWB must be reviewed with any changes recorded.

The pre work brief template or an equivalent approved document must be used as a hazard assessment tool for any high risk construction work undertaken outside of the rail corridor, for example activities undertaken within provisioning centres, or other ARTC worksites buildings or facilities.

#### 3.3 Who must deliver the Pre Work Brief?

A person must be nominated by a Leader as the Site Supervisor (SS), and it is this person who is to prepare and deliver a PWB to all team members who attend the location. The site supervisor is responsible for monitoring and managing worksite health and safety processes. The site supervisor uses the pre work brief to inform all team members so they understand the work activity being undertaken, including their roles and responsibilities

Where ARTC has appointed a Principal Contractor, with an approved work health and safety management system, there is no need to complete the 'site specific hazards and controls' section of the pre work brief. The contractors work health and safety management systems must be used

in place of the hazard and controls section of the PWB. If they are contained within that induction. Reference should be made on the pre work brief documentation that this has occurred. This is to remove duplication and inconsistency where hazards are incorporated within the site-specific induction.

Any additional hazards identified, or controls implemented should be documented and briefed to the team prior to commencing work.

### 3.4 Preparing and Delivering a Pre Work Brief

There are five sections that must be completed and included within a pre work brief.

Step	Section	Description & Instruction
1	<b>Site Details</b>	<p>Identifies the following information:</p> <ul style="list-style-type: none"> <li>• work location, date, time and scope;</li> <li>• name and signature of Site Supervisor;</li> <li>• name of PO/TFPC/TW;</li> <li>• name of allocated Plant Supervisor where applicable</li> <li>• the Network Controller’s emergency contact number;</li> <li>• nominated first aider’s name and location of the first aid kit;</li> <li>• emergency assembly point, as well as type of emergency warning alarm that is in place (and tested)</li> <li>• emergency services access point;</li> </ul>
2	<b>Hazard Identification</b>	<p>Common hazards that may need to be controlled. If it is identified that a hazard from this list has not been controlled (selected a grey square), workers must not commence work until the appropriate control measures are in place;</p>
3	<b>Site Specific Hazards &amp; Controls</b>	<p>Allows the Site Supervisor to identify and record site specific hazards against ARTC’s Fatal and Severe Risks matrix along with any other hazards (safety/environment/community/weather related) and associated controls implemented.</p> <p>Site Supervisor must identify the hazard before developing &amp; recording the controls to be implemented to contain the risk. The relevant fatal and severe risks can be ticked if relevant. Once identified as relevant, the risk must be controlled.</p> <p>The Site Supervisor must engage with all team members on site to identify any additional site-specific hazards and record these hazards on the pre work brief.</p> <p>Once site specific hazards have been identified, controls and Life Saving Behaviours that are required to be adopted will be recorded on the pre work brief and explained to all team members on site.</p> <p>Each team member has the opportunity and responsibility to identify hazards that they consider are a risk as well as related controls required.</p>
4	<b>Sign Off &amp; Verification</b>	<p>Must be signed by all team members operating under the control of the pre work brief. In the event the pre work brief is not to be signed, the Site Supervisor must document the workers Rail Industry Worker card number.</p>

		<p>This section verifies that all team members:</p> <ul style="list-style-type: none"> <li>• are free of alcohol and or and advised the site supervisor of any medication that may affect their ability to perform work safely;</li> <li>• Are free of the effects of fatigue or illness and are fit for work;</li> <li>• have been briefed on relevant safe work method statements, procedures, hazards and controls and had opportunity to identify any new hazards and controls to be implemented; and</li> <li>• have reviewed the worksite protection arrangements in place.</li> </ul>
5	<b>Change Management Assessment</b>	This is to be completed when a work group move location and the type and scope of work is not changing

The Site Supervisor is to ensure all sections of the pre work brief are completed and a worksite protection plan is prepared, implemented and a brief delivered by a PO/TFPC/TW . All team members attending the site must receive this briefing and sign the verification section, on the PWB, prior to commencing work. Each team member attending the site must record the sign in time in the column provided. When the work is complete, or when a team member is leaving site, the team member must record the sign out time in the column provided. The Site Supervisor will then inform the PO/TFPC/TW who may then commence handback of the worksite with the NC.

This requirement may be undertaken using electronic sign in and sign out facilities on site such as RIW and when used this must be documented on the pre work brief form. When a site is not physically signing the pre work brief, the Site Supervisor can record the workers RIW card number along with the sign in and sign out times in the pre work brief.

## 4 Worksite Protection Plan

### 4.1 Who is responsible for preparing the Worksite Protection Plan?

The worksite protection plan must be prepared, implemented, and communicated via briefing by a qualified PO/TFPC/TW. The primary role of the PO/TFPC/TW is to exclude rail traffic from the worksite, protecting the work team and preventing any unauthorised rail traffic from entering the worksite limits. This requires the PO/TFPC/TW to identify any entry points and put controls in place to prevent entry in line with the relevant Network Rules and Procedures. This must form part of the documented worksite protection plan. The PO/TFPC/TW must utilise the relevant [Network Information Books](#) (NIBs), Notices, Waivers or Alerts for the section of track where the worksite is to be located.

It is the responsibility of the PO/TFPC/TW to prepare and deliver the worksite protection brief to all team members working at a worksite, within the rail corridor this will occur as part of the ‘pre work brief’ undertaken by the Site Supervisor. This will be undertaken in conjunction with the pre work brief articulated in section 3.3.

All team members must be given an opportunity to clarify the worksite protection arrangements in place if not fully understood.

## 4.2 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.

When any change in protection arrangements occurs that alters the original protection plan, work must be stopped and the work team moved to a safe place. The PO/TFPC/TW must then re-brief the team on the modifications prior to the team recommencing work.

If there are multiple worksites utilising different methods of protection, a coordinating PO/TFPC/TW must be nominated and identified. The coordinating PO/TFPC/TW holds the overarching authority for the numerous worksites and will ensure that the PO/TFPC/TW on each individual worksite are aware of the protection arrangements.

## 4.3 Preparing a Worksite Protection Plan

Step	Section	Description & Instruction
1	<b>Worksite Details</b>	List the date the work is being undertaken  The start time the protection is scheduled to commence.  Define the worksite location by kilometre and signal number if applicable.  Site Supervisor Name and Phone number, identifies the team member nominated by the Leader responsible for monitoring and managing worksite health and safety processes
2	<b>PO/TFPC/TW</b>	PO/TFPC/TW Name – The name of the PO/TFPC/TW responsible for preparing the worksite protection plan to protect the workers on site;  RIW Number – The PO/TFPC/TW's Rail Industry Worker number.  Contact Number – The phone number of the PO/TFPC/TW; and  Signature – The signature of the PO/TFPC/TW;
3	<b>Network Control</b>	NC/PPO Name – The name of the Network Controller, Network Control Officer, Officer in Charge of the location (e.g. Terminal Coordinator), or Possession Protection Officer that the PO/TFPC/TW engaged with when obtaining the worksite protection arrangements. The word eTAP can be written here if there is no verbal engagement with the NC when using the eTAP application. Note: when using LOW or WIC within an LPA, the PO/TFPC/TW must contact the PPO and list the PPO name in this section  Contact Number – The contact number for the Network Controller, Possession Protection Officer, Network Control Officer or the Officer in Charge of the shunting yard, or location (e.g. Terminal Coordinator)  NC Board or PPO Location – The name of the network control board or location where the Possession Protection Officer is situated  Corridor Access Approval Number – the number obtained as part of planning process confirming entry to the corridor has been approved; and  Authority/eTAP Number – The authority number(s) that is generated by the Network Controller or the Electronic Track Access Protection (eTAP) application and provided to the PO/TFPC/TW
4	<b>Worksite Location Validation</b>	Identify and write the relevant network information book number used to formulate the map and confirm location

Step	Section	Description & Instruction
		<p>Identify and write the relevant track and kms used to validate the worksite location</p> <p>Identify and write the infrastructure used to validate the worksite location</p> <p>Utilise a second person to confirm and sign that the worksite is in the correct location and that the protection has been implemented as per the worksite protection plan.</p> <p>Use and write the validation methodology used.</p> <p>Identify any Notices, Waivers or Alerts that may impact the period of work.</p> <p>Section 5.4 further expands on location validation requirements.</p>
5	<b>Safe Working</b>	<p>Identify and write the name of the relevant network methodology being utilised to protect the worksite from unauthorised rail traffic entering.</p> <p>Based on the safety assessment undertaken by the PO/TFPC/TW and the potential of the work to intrude within the danger zone, the PO/TFPC/TW must identify the most appropriate methods of protection to be applied to the track/s on which the work will be conducted or is adjacent to, and write the relevant method of protection required to work safely.</p> <p>When deciding the method of protection, the PO/TFPC/TW must consider the risks from all possible routes, signalled and un-signalled into the worksite and any adjacent lines.</p> <p><b>The type of work being undertaken will also affect the final method of protection to be applied to effectively protect the work team and exclude rail traffic from the worksite limits.</b></p> <p>Work being undertaken in the rail corridor but outside the danger zone still requires the completion of a worksite protection plan. The method of working safely "Work in Corridor &amp; Outside Danger Zone" must be written and appropriate details completed.</p>
6	<b>Emergency Services Access Point</b>	<p>Identify and write the nearest cross street or identifiable feature.</p> <p>Working within the rail corridor presents a significant risk in the event of an emergency. If the need arises for emergency services to attend the location, it is important to clearly identify where emergency services will be met.</p> <p>Noting the nearest cross street or identifiable feature will support the PO/TFPC/TW to provide clear guidance to the network controller allowing emergency services to respond effectively.</p>
7	<b>Diagram of the worksite</b>	<p>A diagram of the worksite must be developed to reflect the location and protection that is in place. The diagram of the worksite must be developed using the relevant ARTC Network Information Book (NIB) for the section and show the full protection arrangements and all safety critical information. The following items must be included in the diagram where they impact on protection arrangements: handsignalers, lookouts, flags, stop boards, lights, structures, signal numbers, track references RTS, safe place, worksite etc.</p> <p>The purpose of developing a diagram of the worksite protection arrangements is:</p> <ul style="list-style-type: none"> <li>• To familiarise the PO/TFPC/TW 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 their treatment.</li> </ul>



Step	Section	Description & Instruction
		<ul style="list-style-type: none"> <li>• To ensure that all points of entry into the worksite are identified and isolated or appropriately protected.</li> <li>• To display protection arrangements, and to provide an opportunity for team members and visitors to clarify the plan.</li> <li>• Assist the PO/TFPC/TW to communicate accurate protection details to the Network Controller or Possession Protection Officer.</li> <li>• To assist a safe and effective handover process during a PO/TFPC/TW shift change.</li> </ul>

**4.4 Location Validation Requirements**

The PO/TFPC/TW must have the **worksite location**, and the **location of the worksite protection** validated by a second person from the work team, as correct and per the worksite protection plan.

This involves referencing a fixed piece of infrastructure in the field against what is documented within the relevant network information book. For a worksite, this needs to be a single fixed point that assures the PO/TFPC/TW and the work team that they are in the correct location.

Worksite protection can introduce further risk when applied over multiple tracks or at larger distances from the worksite. For this reason, it is mandatory that a second person must be able to validate with the PO/TFPC/TW of the correct implementation of the worksite protection as per the worksite protection plan. This validation must be completed using one of the following tools:

1. A second person can attend with the person placing the protection and using fixed infrastructure, validate it is in the correct locations, at the correct kms on the correct track; or
2. The person placing the protection can take a photo of the protection in place using the ARTC KM2ME application which captures the track kilometres; or
3. The person placing the protection can take a photo of the protection in place capturing a fixed identifiable landmark and reference this against the network information book

Whenever a photograph is used to support the secondary validation, it must be able to clearly show:

- The track the protection is placed on
- The track kilometres of the protection placed (if using KM2ME application)
- Visibly show fixed landmarks being used to validate the location to demonstrate the track kilometres where the protection is located

Whereby this cannot be contained in a single photo, multiple photos must be used to ensure the PO/TFPC/TW and second person can confirm the protection is in place as per the worksite protection pan. Where this cannot be confidently confirmed, a second person must attend and validate as per the plan.

#### 4.5 Mandatory items to be included in the Diagram

Step	Description & Instruction
1	Reference to closest relevant city/town in the top left corner of the grid
2	Safe passage to and from the worksite
3	An easily reached safe place
4	The identification name of the track or tracks
5	The worksite location defined (whether in the danger zone) by km, crossover numbers, point numbers and signal numbers
6	The name of locations or stations each side of worksite
7	Emergency assembly point

#### 4.6 Additional Items to be identified in the Diagram

Where applicable, items below that form part of protection arrangements must be included in the diagram:

Step	Description & Instruction
1	Locations of adjacent worksites
2	Location (km) and identification of handsignallers and lookouts
3	Locations of worksite protection (e.g. flags, rail track signals, point clips, stop signs)
4	Identification and location of protecting signals
5	Identification of affected signals
6	Identification and location of trackside structures and equipment (e.g. active and passive level crossings, bridges, platforms, culverts, signal gantries)
7	Protection of adjacent line(s)
8	Any exclusion zones/demarcation fencing (e.g. around working plant, overhead power, etc)
9	Locations where there is no safe place such as platforms, bridges, tunnels, cuttings, embankments, culverts, stabled or stationary trains
10	Identification and location of points clipped and locked indicating position (normal or reversed)
11	The location of level crossings and any possible impact on the operation of the level crossing warning equipment or protection arrangements
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 worksite protection plan form are mandatory except the Handsignaller and Lookout details where they are not used.

Where pre-existing schematic diagrams are used instead of a free hand drawing, it must be attached to the plan with a reference made to the attachment in the diagram area of the worksite protection plan noting the relevant NIB number.

All information within the diagrams must be validated at the job location before implementing protection to confirm the infrastructure is correct in the field. This must also occur when using ARTC's pre-existing NIBs schematic diagrams.

#### **4.7 Changes to a Worksite Protection Plan**

When any change in protection arrangements occurs that alters the original protection plan, work must be stopped, and the work team moved to a safe place. The PO/TFPC/TW must then re-brief the team on the modifications of the protection plan prior to the team recommencing work. The PO/TFPC/TW is then responsible for:

- Preparing a new worksite protection plan;
- Providing the additional briefing to all team members on site
- Having a second person verify and location changes; and
- If necessary the Site Supervisor will brief the team members of any required or additional changes to the pre work brief.
- Identifying any Notices, Waivers or Alerts that may impact the period of work.

#### **4.8 Individual Working Alone (IWA)**

Where a worker has been approved to work alone, they must utilise the process articulated within EHS-WI-008 Individual Working Alone (IWA).

## 5 Recording Safety Critical Information

### 5.1 Worksite Log and Diary

#### Safety Critical Information

It is the responsibility of the PO/TFPC/TW to record safety critical information regarding the management of the worksite. This includes communications with Network Controllers, PPOs, Coordinating PO/TFPC/TW's, adjacent worksites, Lookouts and Handsignallers and any other relevant people. Document any Notice, Waiver or Alert that has been identify the period of work.

The worksite log and diary COR-FM-061, must be maintained and all entries must be made as soon as reasonably practicable. It is not permissible to complete the worksite log and diary at the end of the shift/day. It must be maintained as the information is provided or comes to light.

This information must be recorded within the Safety Critical Information section of the worksite log and diary form.

#### Sighting Distance

A requirement of lookout working and using lookouts is the need to identify the minimum sighting distance needed to warn team members on track about approaching rail traffic. The minimum warning time must be calculated by the PO/TFPC/TW and recorded in the worksite log and diary. This minimum warning time must then be used to identify the minimum sighting distance required.

#### Change in Worksite Protection Plan

When a change occurs to the worksite protection plan, the changes, related conversations and time of briefing held with the team must be documented within the worksite log and diary.

#### Train Information

Within NSW and VIC, this information must be recorded within the Train Information section of the worksite log and diary form.

Within WA and SA, 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.

## 6 Record Keeping

Electronic or hard copy templates as described in section 3 can be used for worksite safety management requirements by Site Supervisors and PO/TFPC/TW's. On the completion of work and subsequent handback of track and removal of protection, the Site Supervisor must obtain a copy of the worksite protection plan and worksite log and diary from the PO/TFPC/TW and collate with the pre work brief. These documents (or electronic versions of) are then required to be submitted to the ARTC job owner or ARTC person responsible for the works. When works are completed by a third party, these safety critical documents will be provided to the relevant ARTC Business Unit Third Party Projects Manager.

The ARTC representative is then responsible for saving an electronic version of the documents. Each document will be saved for a minimum of 5 years to allow access, review, audit and submission to regulatory bodies whereby requested. If an incident has occurred, or there is regulatory interest in the event, the file should be duplicated and saved in a local file aligned with the relevant ARTC Business Unit Investigation and Reporting.

## 7 Monitoring and Inspection

Safe working provides a significant risk to ARTC. Work on track presents the risk of a team member being struck by rail traffic, reinforcing the importance of adequate protection to be implemented and in place at the worksite. To assure themselves work is completed safely, leaders are required to undertake safe work interactions with teams.

To directly target the risks associated with being struck by rail traffic and in an attempt to continuously improve, leaders can use the 'worksite protection checklist' COR-FM-061 to monitor and provide feedback to their teams. This tool allows leaders to validate the requirements of this procedure are implemented at the worksite.

The number and frequency of these inspections are to be determined as part of planning, and contractual arrangements where required.

Once complete, the 'worksite protection checklist' COR-FM-061 should be forwarded to the ARTC representative listed on the document who will save an electronic version of the document and provide a copy to the business unit safety team.