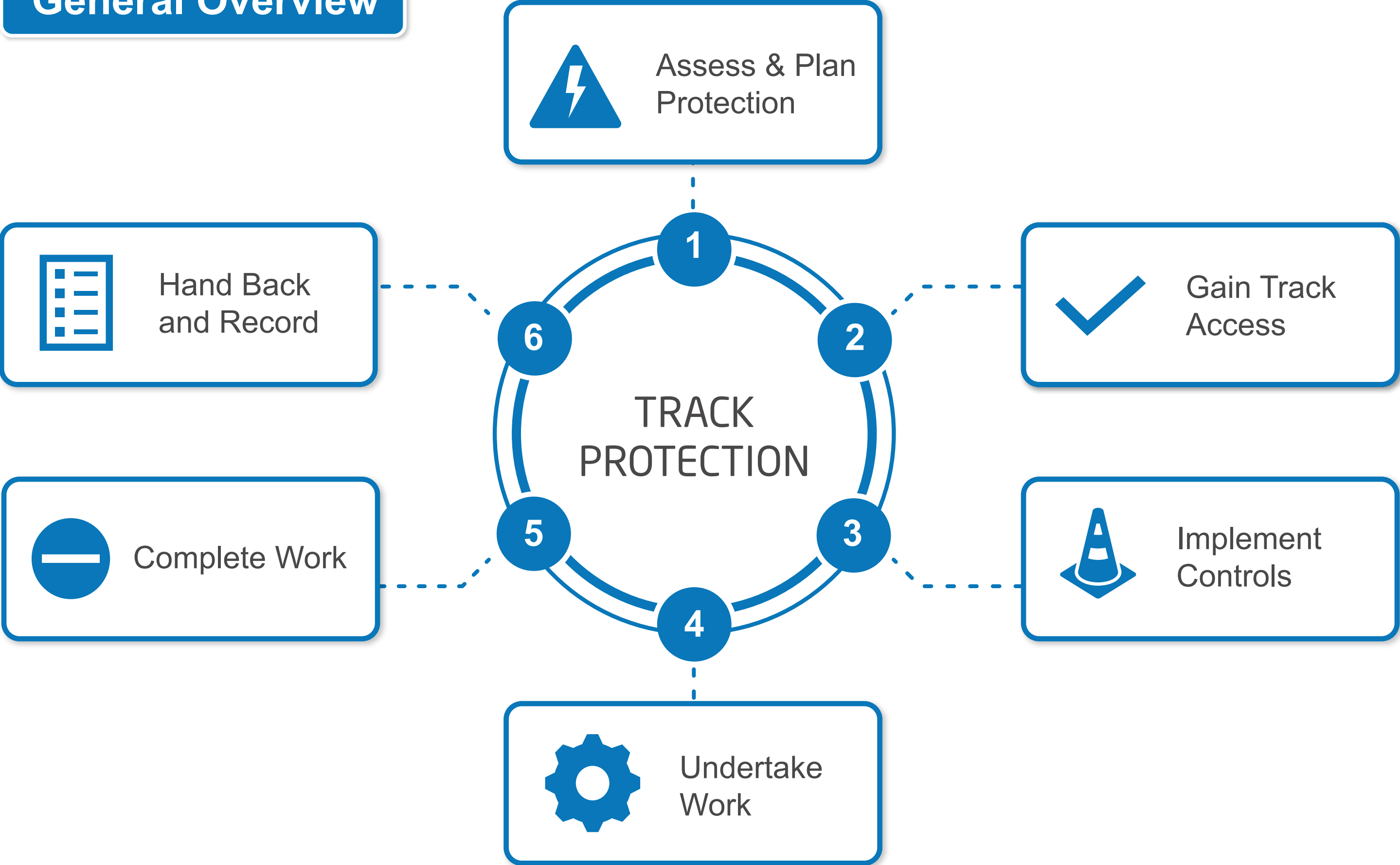


Track Protection Guidebook

CORE PROCESS

SUPPORT PROCESSES

General Overview

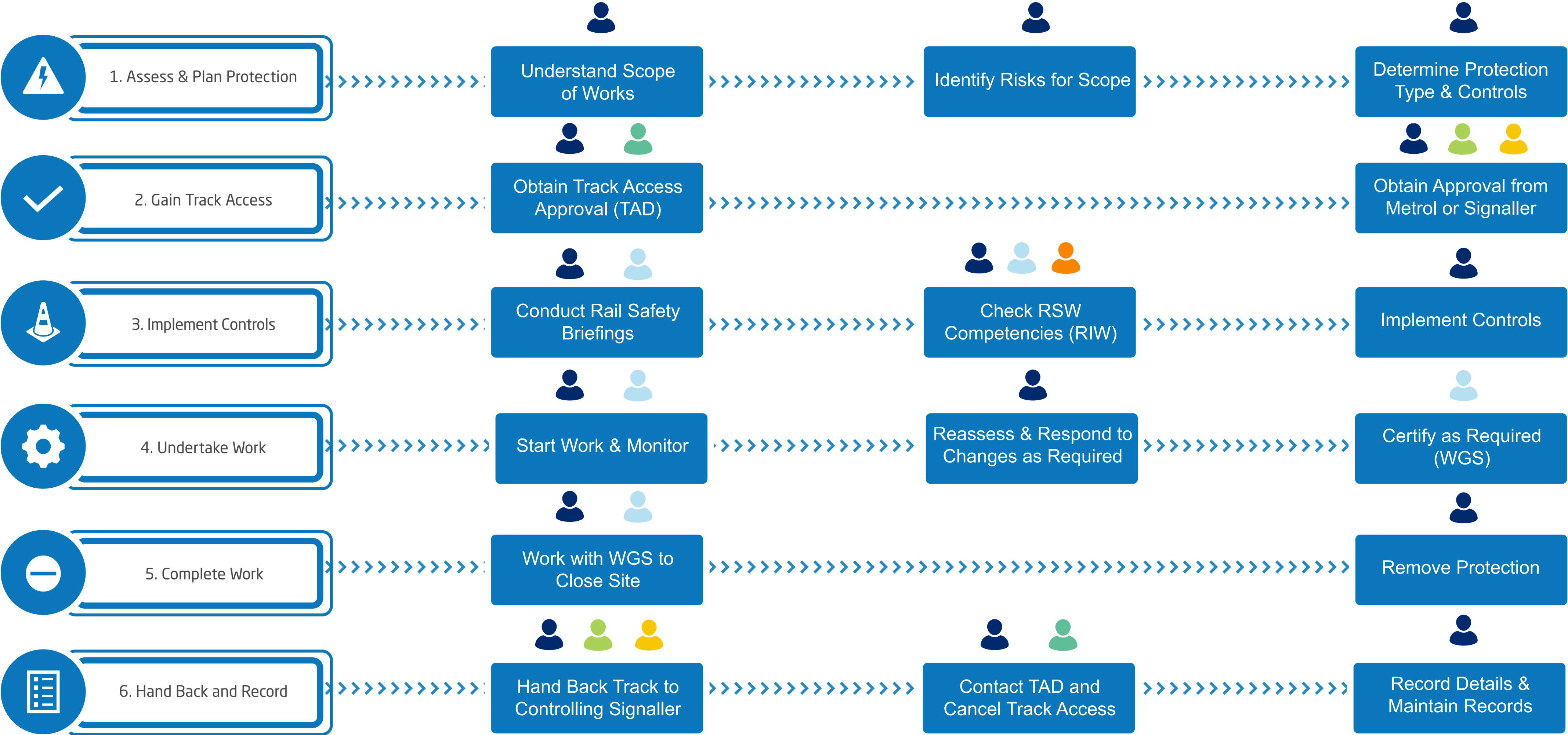


- RIW
- Record and File
- Report Incident
- Audit and Improve

ROLES

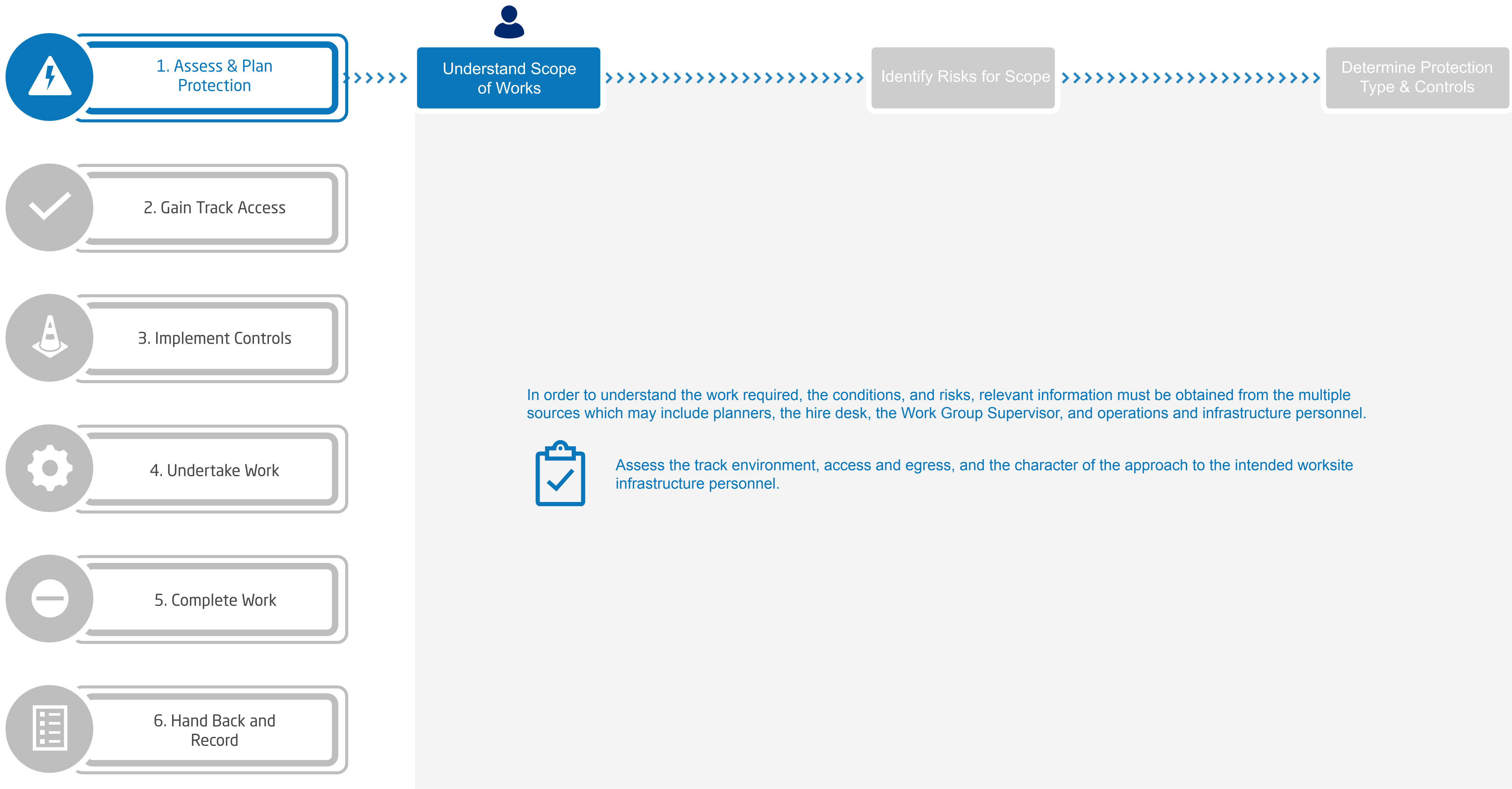
- TFPC
- WGS
- RSW
- Access Desk
- Metrol
- Signaller





INTERFACING PERSONS







2. Gain Track Access

3. Implement Controls

4. Undertake Work

5. Complete Work

6. Hand Back and Record

A Rail Safety Worksite Hazard Assessment (RSWHA) must be conducted prior to any work commencing in the rail corridor, to determine the appropriate protection requirements for the worksite and to ensure worksite protection personnel are not exposed to hazards.



Assess the track environment, access and egress, and the character of the approach to the intended worksite.



[RSWHA Form L4-OPS-FOR-014](#) and



[RSWHA Briefing Note L4-OPS-GDL-002](#)



If form L4-OPS-FOR-014 was pre-completed, confirm acceptance of the method of protection based on own assessment, or revise the RSWHA and the method of protection selected accordingly.



1. Assess & Plan Protection



Identify Scope of Works



Identify Risks for Scope



Determine Protection Type & Controls

2. Gain Track Access

3. Implement Controls

4. Undertake Work

5. Complete Work

6. Hand Back and Record

Minor task <div> L1-SQE-PRO-054</div>	Major task <div> L1-SQE-PRO-054</div>
Is a light maintenance task that can be ceased immediately on the approach of rail traffic to enable the staff to reach a Position of Safety (POS) prior to rail traffic reaching the work site. The task may only be performed through the use of light powered/non-powered hand tools that can be removed easily and immediately from the track by one person without mechanical assistance.	Is a task involving the use of equipment which could not be completed under the definition of ‘Minor Task.’
Select Method of Protection for <i>Minor</i> Task:	Select Method of Protection for <i>Major</i> Task:
Absolute Signal Blocking Used to undertake limited activities on track using controlled absolute signals set to stop and blocking facilities applied.	Absolute occupation Closes a defined portion of track for a specified period.
Enhanced Lookout Protection Uses the signalling system to reduce the speed of approaching rail traffic to achieve the required minimum sighting distance.	Booking out of track Closes a defined portion of running line during an emergency, or for maintenance activities within a siding.
Lookout Protection Utilises the provision of a Lookout(s) to advise of the approach of rail traffic to a worksite.	Securing points for protection Creates a POS within the Danger Zone by securing the points to route rail traffic away.
	Using a Train for Protection A method of protection which allows for a stationary train to be used in order to create a POS.
	Track Force Protection Utilises hand signallers to protect an obstruction on track.



1. Assess & Plan Protection

2. Gain Track Access

3. Implement Controls

4. Undertake Work

5. Complete Work

6. Hand Back and Record

Identify Scope of Works

Identify Risks for Scope

Determine Protection Type & Controls

< Absolute Signal Blocking

This method of protection enables working in the Danger Zone using Absolute Signal Blocking (ASB) to exclude rail traffic from a portion of track. It applies to Controlled Absolute fixed signals situated on the Metro Trains lease and operated by Metro signalling complexes.

ASB may be used only: (1) for walking/visual inspections; (2) for the securing of points associated with the protection of an Absolute Occupation or Booked Out Track; (3) for work using light powered and non-powered hand tools which can be easily and immediately removed from the track by one person without mechanical assistance; and (4) to allow road vehicles to directly cross the track.

- Determine the type of work being undertaken and assess the potential impact on services on the network.
 Form L4-OPS-FOR-014
- Assess the risks and conditions associated with the work by undertaking a Rail Safety Worksite Hazard Assessment (RSWHA).
 L1-SQE-PRO-054 s.3 Briefing Note L4-OPS-GDL-002
- Plan and determine appropriate level of protection.
 L1-SQE-PRO-054
- Identify and verify the location of the proposed work with the Signaller.
 L1-SQE-PRO-067 s.6&14
- Choose protection for defined ASB limits.
 L1-SQE-PRO-067 s.10

- Request ASB.
 L1-SQE-PRO-067 s.7
- Implement the protection and controls.
 L1-SQE-PRO-067
- Maintain effective communication with worksite protection personnel, Work Group Supervisors, Signallers, Train Controllers, Track Vehicle Operators and Train Drivers, etc.
 L1-SQE-PRO-067 s.7
- Finish work under ASB.
 L1-SQE-PRO-067 s.13



1. Assess & Plan Protection

2. Gain Track Access

3. Implement Controls

4. Undertake Work

5. Complete Work

6. Hand Back and Record

Identify Scope of Works

Identify Risks for Scope

Determine Protection Type & Controls

< Lookout Protection

If a safety assessment indicates it is safe, some work may be done in the Danger Zone without a work on track authority. If Absolute Signal Blocking (ASB) is not available, Lookout Protection can be used for the protection of minor tasks where the required sighting distances can be achieved. The key risk is that rail traffic cannot be controlled.

- Determine the type of work being undertaken and assess the potential impact on services on the network.

[L1-SQE-PRO-054 s.3](#)
- Assess the risks and conditions associated with the work by undertaking a Rail Safety Worksite Hazard Assessment (RSWHA).

[RSWHA Form L4-OPS-FOR-014](#)
 [Briefing Note L4-OPS-GDL-002](#)
- Plan and determine appropriate level of protection.

[L1-SQE-PRO-054](#)
- Determine if sighting distances can be achieved.

[L1-SQE-PRO-054 s.17](#)
- Determine the number/locations of Lookouts and/or ATWS and other warning equipment needed to protect the work.
- Implement Lookout Protection.

[L0-SQE-PRO-037 s.5](#)
- Monitor changes in the work and conditions to ensure that minimum warning times and communication with the Lookouts can be maintained.
- Maintain effective communication with worksite protection personnel, Work Group Supervisors, Signallers, Train Controllers, Track Vehicle Operators and Train Drivers, etc.

[L0-SQE-PRO-032](#)



1. Assess & Plan Protection



Identify Scope of Works



Identify Risks for Scope



Determine Protection Type & Controls

2. Gain Track Access

3. Implement Controls

4. Undertake Work

5. Complete Work

6. Hand Back and Record

Enhanced Lookout Protection

Enhanced Lookout Protection is to be used for the protection of minor tasks where conventional Lookout protection would otherwise be the most appropriate method, but the required sighting distances cannot be achieved. Enhanced Lookout Protection is primarily designed to reduce the speed of approaching rail traffic through the use of absolute or automatic signals held at the 'Stop' position in order to achieve required sighting distances for Lookout Protection.

- Determine the type of work being undertaken and assess the potential impact on services on the network.

[L1-SQE-PRO-054 s.3](#)
-
- Assess the risks and conditions associated with the work by undertaking a Rail Safety Worksite Hazard Assessment (RSWHA).

[RSWHA Form L4-OPS-FOR-014](#)

[Briefing Note L4-OPS-GDL-002](#)
-
- Implement Enhanced Lookout Protection.

[L0-SQE-PRO-039 s.12](#)
-
- Determine Enhanced Lookout method.

[L0-SQE-PRO-039 s.11](#)



1. Assess & Plan Protection

2. Gain Track Access

3. Implement Controls

4. Undertake Work

5. Complete Work

6. Hand Back and Record

Identify Scope of Works

Identify Risks for Scope

Determine Protection Type & Controls

< Absolute occupation

An Absolute Occupation closes a defined portion of track for a specified period in order to carry out inspections, repairs, maintenance, upgrade work, improvements, additions or any other works which could interfere with the services on the network.

- Determine the type of work being undertaken and assess the potential impact on services on the network.

L1-SQE-PRO-054 s.3
- Assess the risks and conditions associated with the work by undertaking a Rail Safety Worksite Hazard Assessment (RSWHA).

RSWHA Form L4-OPS-FOR-014

Briefing Note L4-OPS-GDL-002
- Plan and determine appropriate level of protection.

L1-SQE-PRO-054
- Use an approved method of protection.

L1-SQE-PRO-067 s.6&14

1994 Book of Rules, s.15
- Determine the required distance of the safety overlap in agreement with the Operations Delivery Support.
- Implement the protection and controls.

L0-OPS-PRO-017
- Maintain effective communication with worksite protection personnel, Work Group Supervisors, Signallers, Train Controllers, Track Vehicle Operators and Train Drivers, etc.

L1-SQE-PRO-067 s.7
- Coordinate with the Work Group Supervisor in closing the work site.

L1-SQE-PRO-054 s.13



1. Assess & Plan Protection



Identify Scope of Works



Identify Risks for Scope



Determine Protection Type & Controls

2. Gain Track Access

3. Implement Controls

4. Undertake Work

5. Complete Work

6. Hand Back and Record

< Booking out of track



Determine the type of work being undertaken and assess the potential impact on services on the network.



[L1-SQE-PRO-054 s.3](#)



Assess the risks and conditions associated with the work by undertaking a Rail Safety Worksite Hazard Assessment (RSWHA).



[RSWHA Form L4-OPS-FOR-014](#)



[Briefing Note L4-OPS-GDL-002](#)



Implement the protection and controls.



[Book of Rules s.15 \(Rule 22\)](#)



Maintain effective communication with worksite protection personnel, Work Group Supervisors, Signallers, Train Controllers, Track Vehicle Operators and Train Drivers, etc.



[L0-SQE-PRO-032](#)



1. Assess & Plan Protection



Identify Scope of Works



Identify Risks for Scope



Determine Protection Type & Controls

2. Gain Track Access

3. Implement Protection

4. Undertake Work

5. Complete Work

6. Hand Back and Record

< Securing points for protection

This method is designed to route rail traffic to ensure a position of safety is created for a work group working in the danger zone and can be applied in conjunction with other forms of protection.

Approved methods of securing points include:

- 1. Application of a lockable point clip or lock bar secured by a unique padlock.
- 2. Points physically inhibited in operations by a Signal Maintenance Technician (SMT).



Determine if Securing the Points is the most appropriate method of protection



[L1-SQE-PRO-040 s.5](#)



Assess the risks and conditions associated with the work by undertaking a Rail Safety Worksite Hazard Assessment (RSWHA).



[RSWHA Form L4-OPS-FOR-014](#)



[Briefing Note L4-OPS-GDL-002](#)



Implement Securing Points for protection.



[L1-SQE-PRO-040 s.5](#)



Maintain effective communication with worksite protection personnel, Work Group Supervisors, Signallers, Train Controllers, Track Vehicle Operators and Train Drivers, etc.



[L0-SQE-PRO-032](#)



1. Assess & Plan Protection



Identify Scope of Works



Identify Risks for Scope



Determine Protection Type & Controls

2. Gain Track Access

3. Implement Controls

4. Undertake Work

5. Complete Work

6. Hand Back and Record

< Using a Train for Protection



Determine if Using a Train for Protection is suitable and check that the train can provide protection and a Position of Safety (POS) at the intended worksite.



[L1-SQE-PRO-038 s.8](#)



Assess the risks and conditions associated with the work by undertaking a Rail Safety Worksite Hazard Assessment (RSWHA).



[RSWHA Form L4-OPS-FOR-014](#)



[Briefing Note L4-OPS-GDL-002](#)



Implement Using a Train for Protection.



[L1-SQE-PRO-038 s.8](#)



Maintain effective communication with worksite protection personnel, Work Group Supervisors, Signallers, Train Controllers, Track Vehicle Operators and Train Drivers, etc.



[L0-SQE-PRO-032](#)



Complete works and advise the Driver, the Network Controller, and Track Access Desk that the worksite is clear and that the train can be returned to operational use.



[L1-SQE-PRO-038 s.8](#)



1. Assess & Plan Protection



Identify Scope of Works



Identify Risks for Scope



Determine Protection Type & Controls

2. Gain Track Access

3. Implement Controls

4. Undertake Work

5. Complete Work

6. Hand Back and Record

< **Track Force Protection**



Determine the type of work being undertaken and assess the potential impact on services on the network.



[L1-SQE-PRO-054 s.3](#)



Assess the risks and conditions associated with the work by undertaking a Rail Safety Worksite Hazard Assessment (RSWHA).



[RSWHA Form L4-OPS-FOR-014](#)



[Briefing Note L4-OPS-GDL-002](#)



Plan Track Force Protection depending on the following areas:



a)



Country regions
[Book of Rules s.15 Rule 3](#)

b)



Suburban area
[Book of Rules s.15 Rule 4](#)

c)



Inner suburban area
[Book of Rules s.15 Rule 6](#)

d)



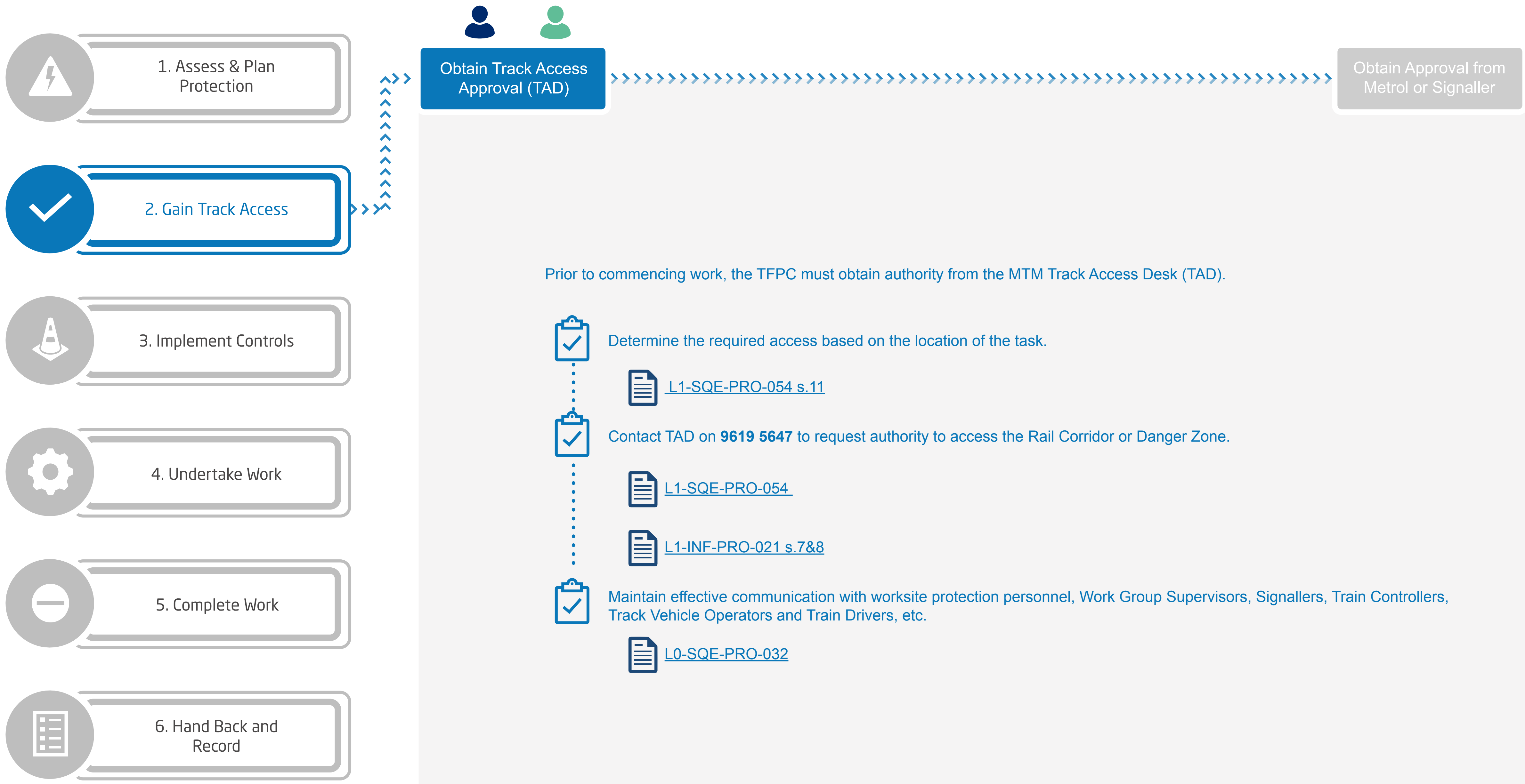
Implement the protection and controls.
[Book of Rules s.15 \(Rules 3,4,6\)](#)



Maintain effective communication with worksite protection personnel, Work Group Supervisors, Signallers, Train Controllers, Track Vehicle Operators and Train Drivers, etc.



[L0-SQE-PRO-032](#)





1. Assess & Plan Protection

2. Gain Track Access

3. Implement Controls

4. Undertake Work

5. Complete Work

6. Hand Back and Record

Obtain Track Access Approval (TAD)

Obtain Approval from Metrol or Signaller

The TFPC must contact the Controlling Signaller to:

- Discuss the work and protection plan;
- Identify and seek up-to-date train running information from the relevant Train Controller or Signaller for the area; and
- Communicate the information to all worksite protection personnel.



Provide the Controlling Signaller with a description of activities to be performed and protection plan.



[L1-SQE-PRO-054](#)



Communicated to TAD any amendments made to method of protection.



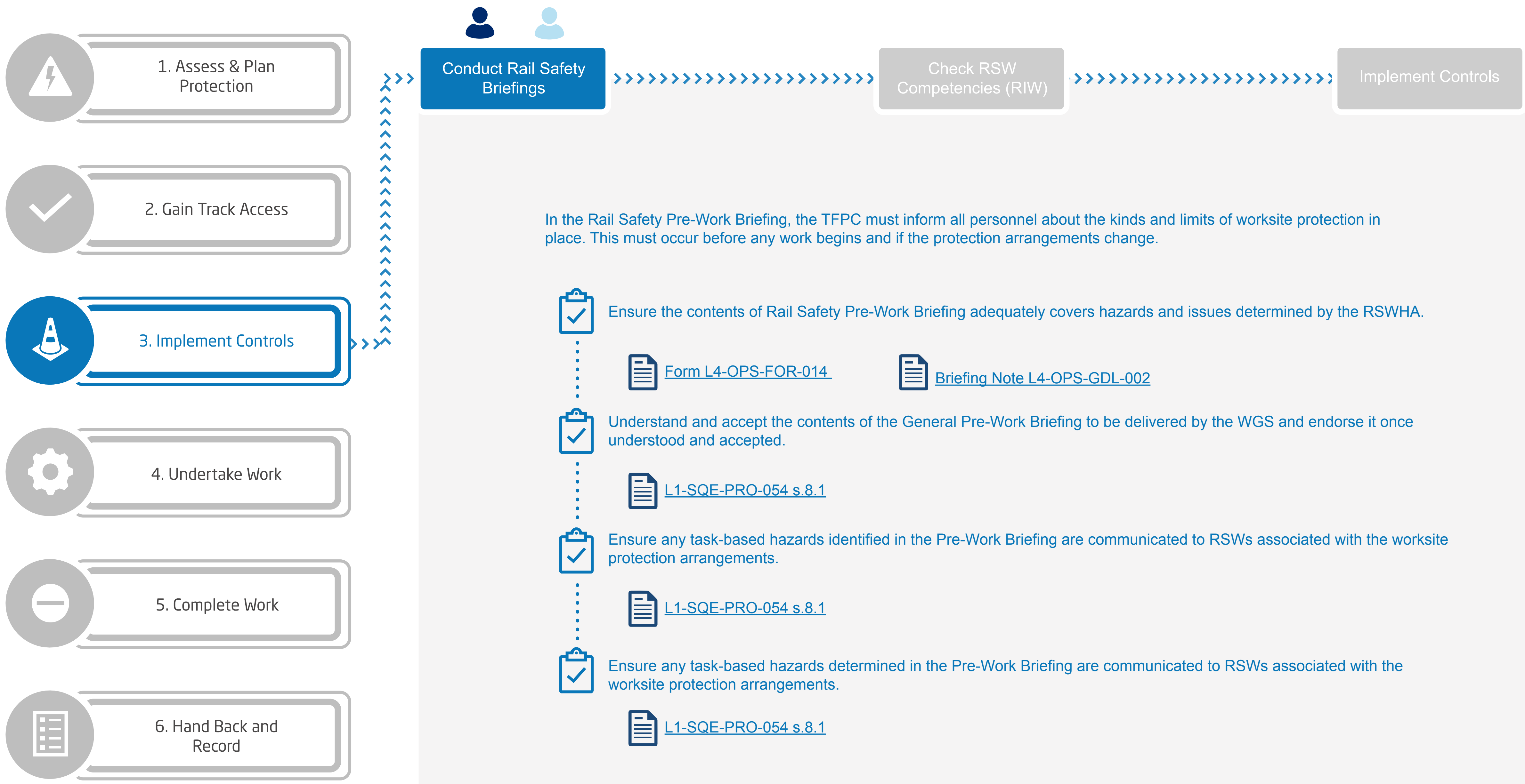
[L1-SQE-PRO-054](#)

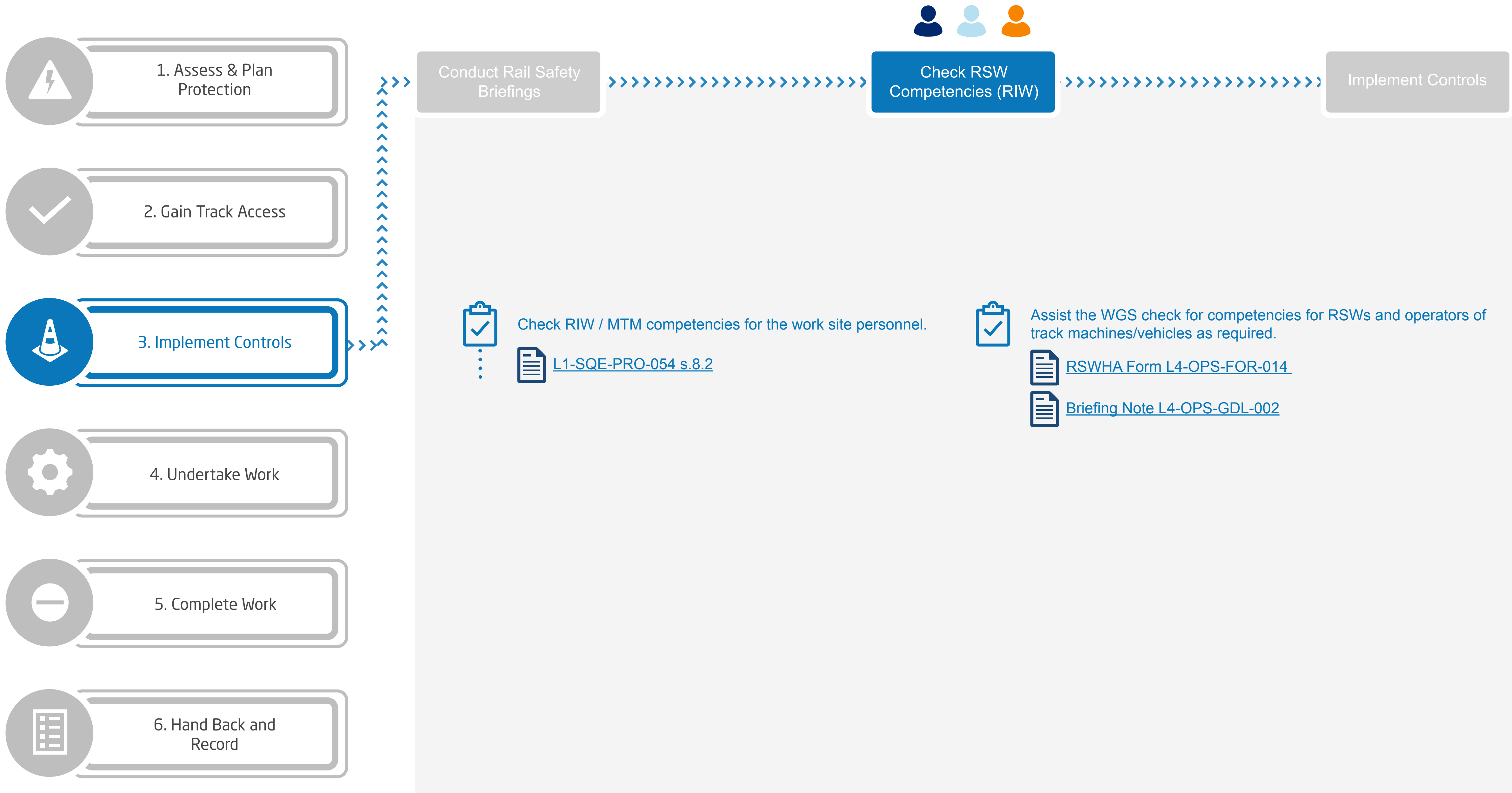


Maintain effective communication with worksite protection personnel, Work Group Supervisors, Signallers, Train Controllers, Track Vehicle Operators and Train Drivers, etc.



[L0-SQE-PRO-032](#)










1. Assess & Plan Protection



2. Gain Track Access



3. Implement Controls



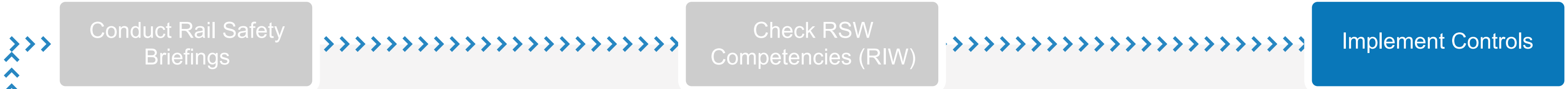
4. Undertake Work



5. Complete Work



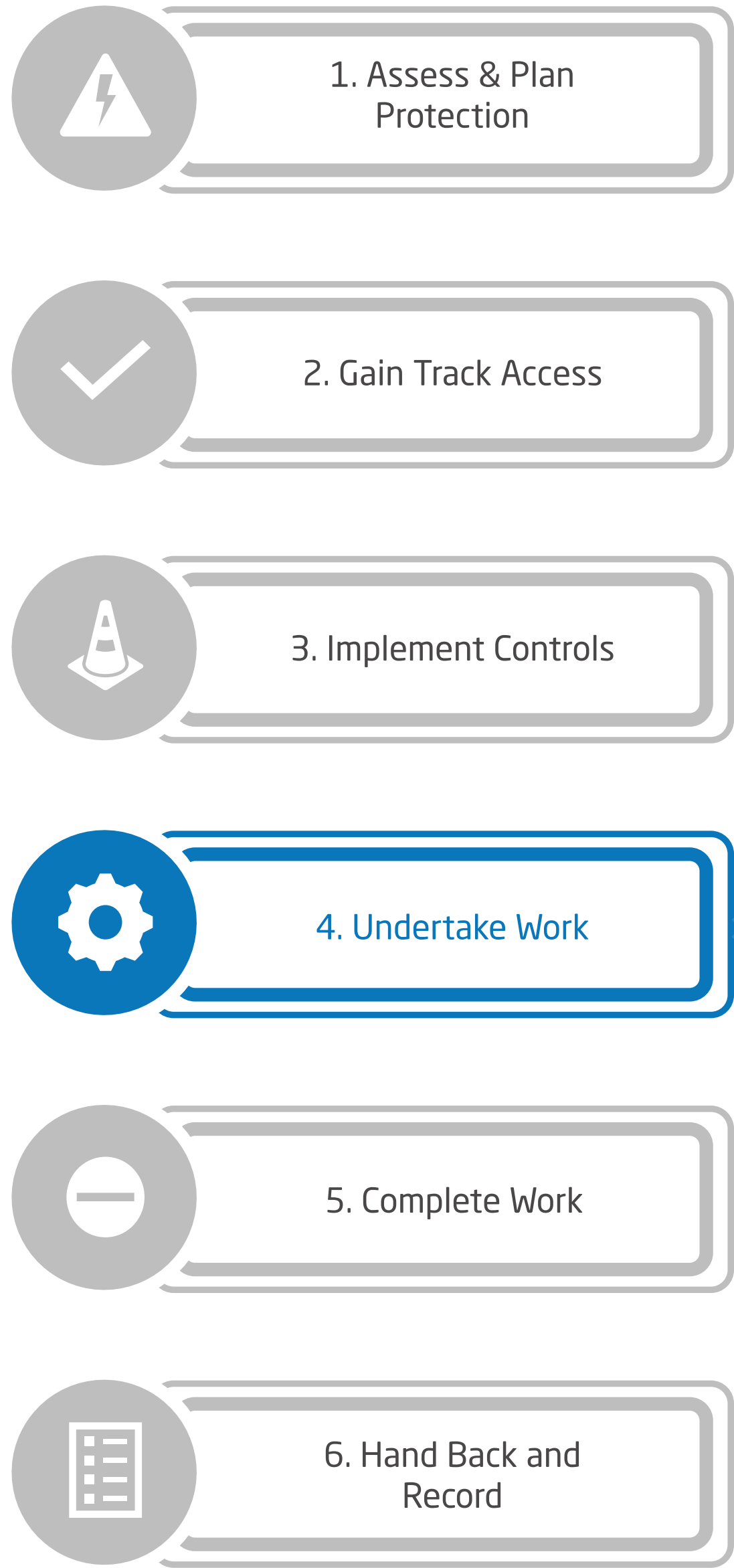
6. Hand Back and Record



Implement protection as per the selected protection method.



[L1-SQE-PRO-054](#)



While the WGS is responsible for the work and any certification required, the TFPC needs to monitor and review to ensure that the worksite protection and controls are still adequate, particularly if conditions have changed.



Assess the track environment, taking into consideration all aspects associated with access, egress and the character of the approach to the intended worksite.



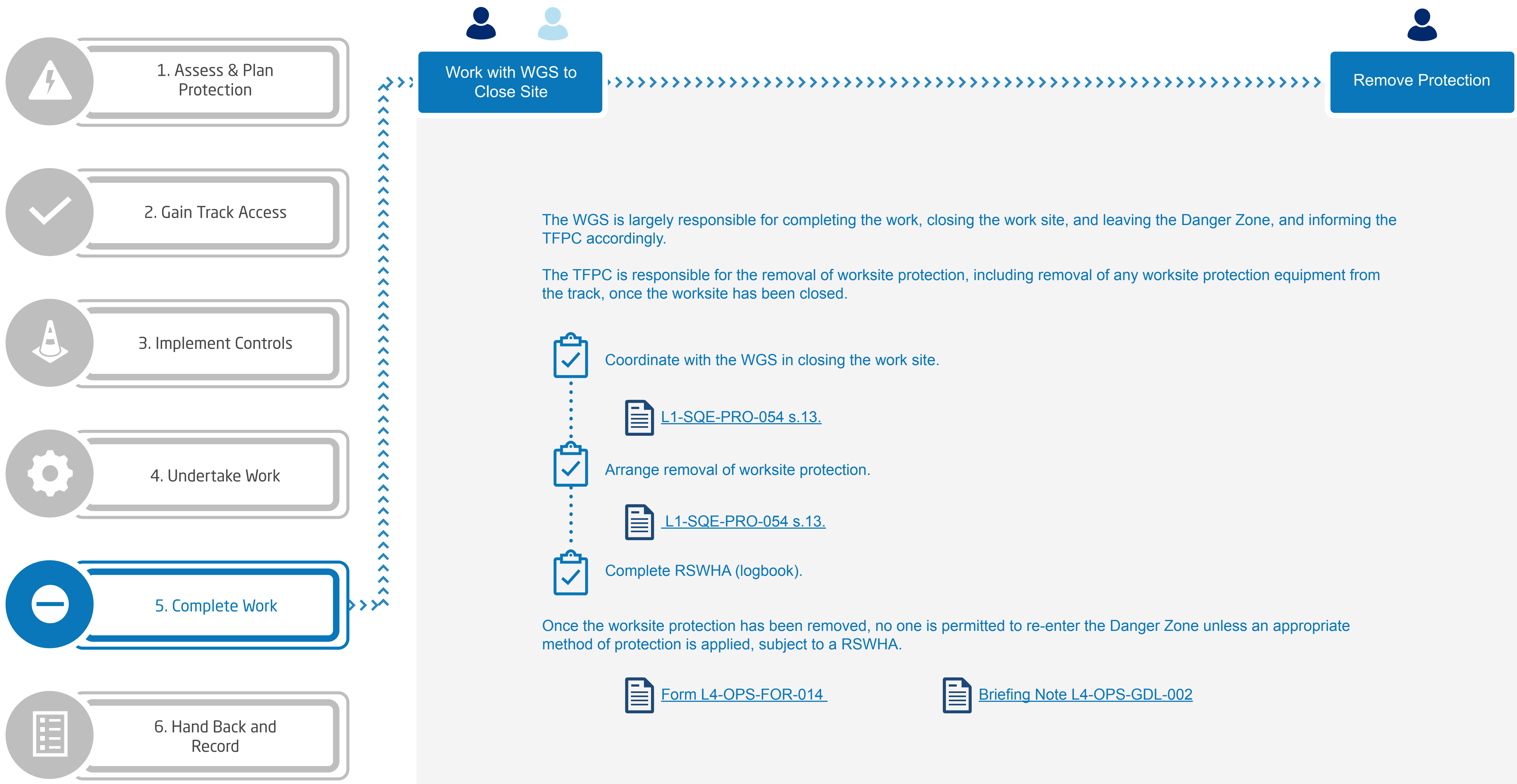
[L1-SQE-PRO-054 s.8.1](#)

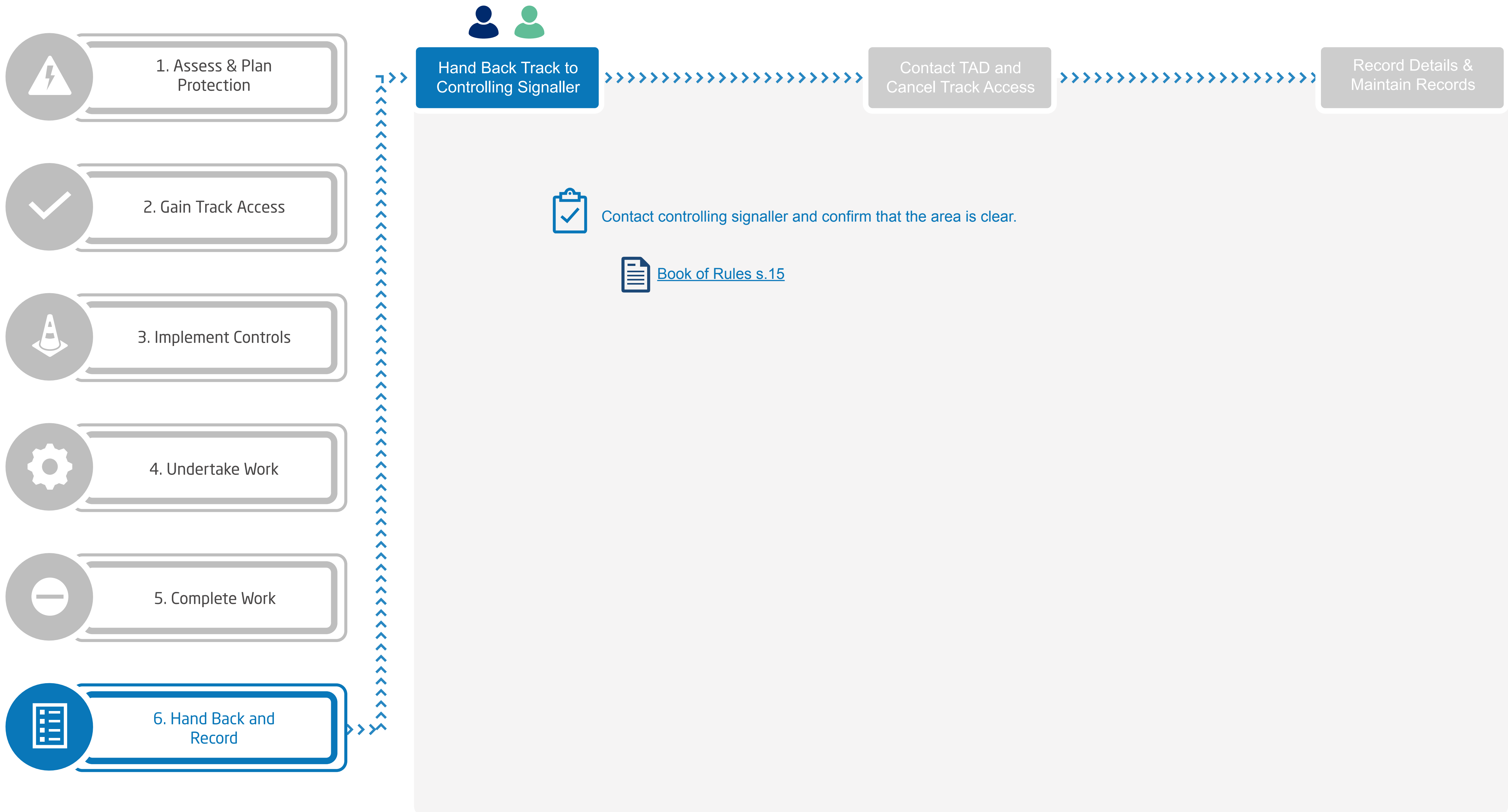


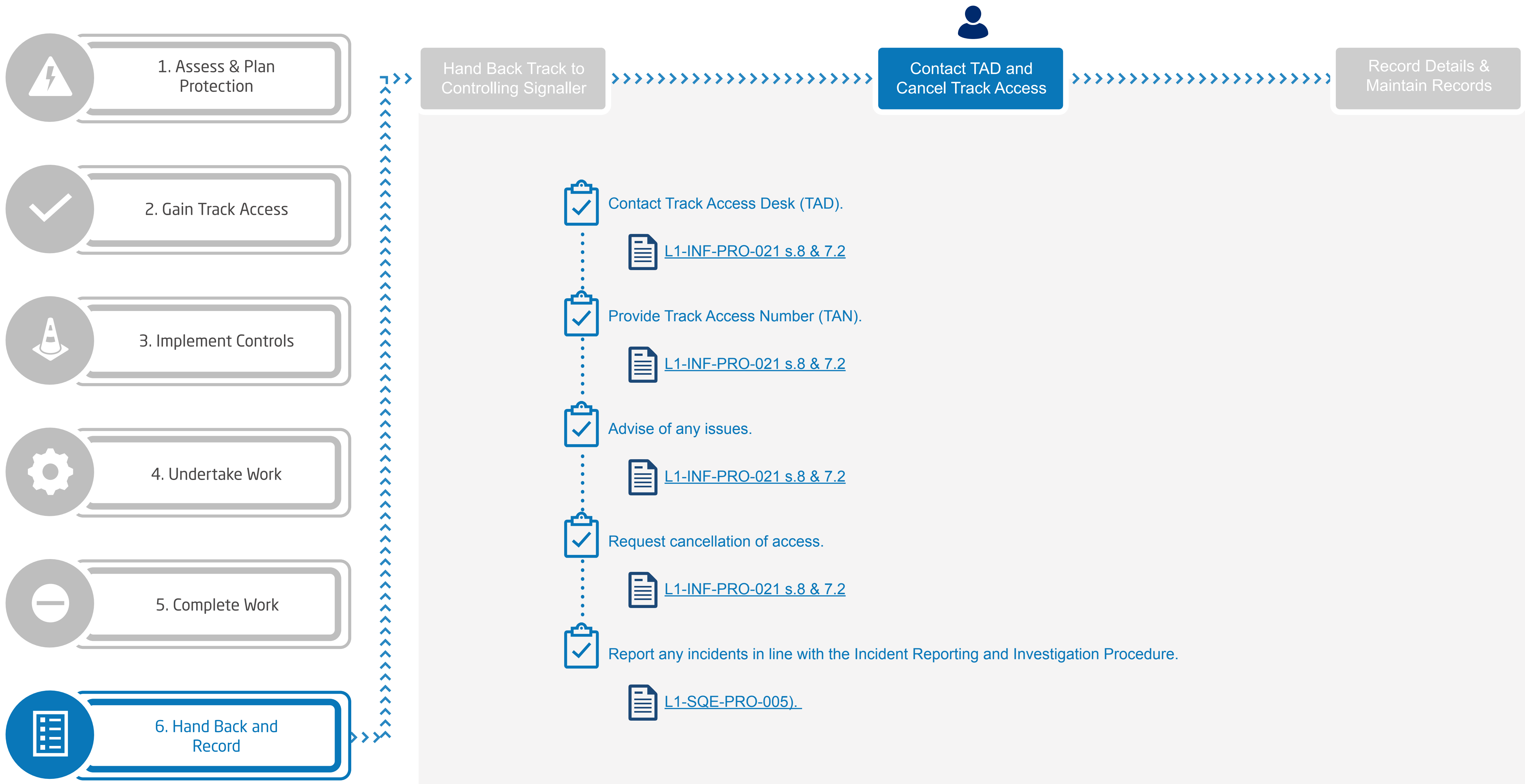
Manage any personnel and equipment involved in the worksite protection, as well as identify a POS for these



[L1-SQE-PRO-054 s.8.1](#)









1. Assess & Plan Protection

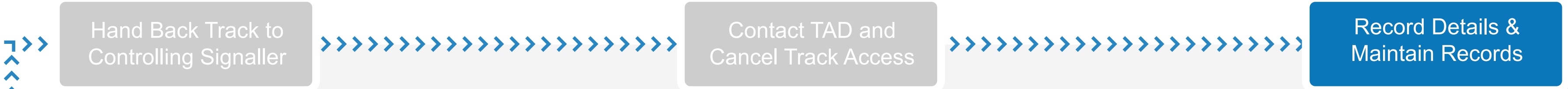
2. Gain Track Access

3. Implement Controls

4. Undertake Work

5. Complete Work

6. Hand Back and Record



Worksite protection records and RSWHA to be held on file.



[L1-SQE-PRO-054 s.16](#)



[Book of Rules s.31](#)