

Work Instruction - Operations	<b>HITACHI</b> 
<b>UNAUTHORIZED PERSONS TRACKSIDE WORK INSTRUCTION</b>	

**Work description:** This work instruction establishes the responsibilities and instructions for all Honolulu Rail Transit Project (H RTP) encountering a trespasser on or about the tracks during testing and commissioning activities and reflects the current system status where the OCC and the Access Control Intrusion Detection system is not fully functional. The work instruction will be updated during the commissioning period (i.e. when OCC will be fully operational) and then for the O&M period.

**Scope:** This document is applicable for the Operation and Maintenance Services on the HRH

**References:** HNL-01003 Construction Health & Safety Plan, HNL-01012 Site Safety & Security Plan, HNL-09100 Roadway Worker Protection Manual, HNL-01016 Dynamic Section Safety Plan, HNL-09023 O&M Provider - Accident and Incident Notification, Reporting and Investigation Plan

PPE and precautions	Competencies or qualifications	Licenses or permits required
Nil	On-Site Coordinator (OSC), Commissioning Train Operator / OTE Operator, Train Controller, TES Technician, TES Technician	Nil
<b>Tools and equipment required</b>		
Nil		

<b>Confirm Report</b>	Upon discovery, or if alerted to a trespasser accessing or being on or about the tracks, personnel shall: <ul style="list-style-type: none"> <li>Immediately notify Traffic Control Officer (Train Controller by radio stating the nature of the condition and provide the following information: <ul style="list-style-type: none"> <li>Caller identification</li> <li>Location (track designation, line identification and relation to a station)</li> <li>Any other relevant detail about the intrusion</li> </ul> </li> </ul>
<i>On-Site Coordinator (OSC)</i>	The OSC upon observing or being alerted to the event, shall: <ul style="list-style-type: none"> <li>Notify the Train Controller with the information cited above</li> <li>Command the Commissioning Train Operator /OTE Operator to safely stop the train</li> <li>Remain in communications with the Train Controller</li> </ul>
<i>Commissioning Train Operator /OTE Operator</i>	The Commissioning Train Operator /OTE Operator, when detects unauthorized personnel or upon OSC instruction, shall: <ul style="list-style-type: none"> <li>Safely stop the train/OTE and do not initiate any further movement until further notice from Train Controller</li> <li>Turn off the train battery trough one of the battery insertion/disinsertion switches (3S01) located in M1 and M2</li> </ul>

<b>Protect and Stabilize Site</b>	
<i>Train Controller</i>	Upon the report from the OSC, the Train Controller shall: <ul style="list-style-type: none"> <li>Stop any train and OTE movement over the affected area on both tracks</li> <li>Instruct TES technicians to de-energize third rail over the affected area (both tracks)</li> <li>Make a general announcement advising of the affected area and that no train and OTE will be allowed to proceed through until further notice. Hold all transmissions unless the transmission is an emergency</li> <li>Make initial notifications as per HNL-09023 O&amp;M Provider - Accident and Incident Notification, Reporting and Investigation Plan</li> <li>Inform the Construction Safety and Security Manager and the O&amp;M HSE Manager about the intrusion</li> <li>Upon confirmation from TES technicians that third rail power is removed, dispatch the OSC located in the vicinity of the intrusion to reach the unauthorized personnel and clear the concerned area</li> <li>If necessary, call for police/security staff intervention to clear the site</li> </ul>

<b>Approved By:</b>	<input type="checkbox"/> Director, Operations and Maintenance	<input type="checkbox"/> Department Manager	<input type="checkbox"/> Manager, HSE (Operations and Maintenance)
<b>Signature:</b>			
<b>Date:</b>			

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<i>OSC</i>	<p>The OSC must:</p> <ul style="list-style-type: none"> <li>• Upon Train Controller request and upon confirmation that the area is de-energized, reach the affected area and take unauthorized personnel out of tracks</li> <li>• Maintain contact with Train Controller and inform them about the site clearance progress. Inform Train Controller if third parties' intervention is required (e.g. police/security staff) and do not take any action that may endanger his/her own safety</li> <li>• Once the trespasser is removed from the area, perform a sweep of the area (by walk) and inform Train Controller about the results. Report any evident detail that may help subsequent investigations (e.g. cut in the fences, etc.)</li> </ul>
<i>TES Technician</i>	<p>The TES Technician shall:</p> <ul style="list-style-type: none"> <li>• Upon Train Controller instruction, de-energize the third rail over the affected location</li> <li>• Check with the hot stick that the power has been removed</li> <li>• Report back to OCC when complete</li> </ul>
<i>Commissioning Train Operator</i>	<p>The Commissioning Train Operator in the affected area shall:</p> <ul style="list-style-type: none"> <li>• Upon de-energization, turn off train batteries through one of the battery insertion/disinsertion switches (3S01) located in M1 and M2</li> </ul>

<b>Investigations</b>	Investigations shall be conducted as per HNL-09023 O&M Provider - Accident and Incident Notification, Reporting and Investigation Plan
<b>Clear and Resume</b>	
<i>Train Controller</i>	<p>Upon site clearance completion, the Train Controller shall:</p> <ul style="list-style-type: none"> <li>• Instruct the OSC to perform a sweep of the area (by walk)</li> <li>• Upon successful completion of the sweep and upon confirmation from OSC that no-one is anymore on or about the tracks in the concerned location, instruct TES personnel to energize the third rail over the affected area</li> <li>• Upon energization, authorize trains/OTE circulation</li> </ul>
<i>OSC</i>	<p>OSC shall:</p> <ul style="list-style-type: none"> <li>• Sweep the area (by walk) and inform Train Controller about the results</li> </ul>
<i>Commissioning Train Operator</i>	<p>The Commissioning Train Operator shall:</p> <ul style="list-style-type: none"> <li>• Wait until the Train Controller provides again the authorization to move the train/OTE</li> </ul>
<i>TES Technician</i>	<ul style="list-style-type: none"> <li>• Upon instruction from Train Controller, energize the affected area.</li> </ul>