

Introduction

MWT 300 Planning work in the Rail Corridor requires Protection Officers to consider a number of factors when making their safety assessment prior to commencing work.

One of the requirements in *MWT 300 Planning work in the Rail Corridor* is that the Protection Officer must keep records about protection arrangements.

The way that the Protection Officer records details about work in the Rail Corridor is by completing:

- *MRF 015A Worksite Protection Plan for LPA and TOA*, or
- *MRF 015C Worksite Protection Plan for Route Blocking*.

MRF 015A Worksite Protection Plan must be used for all work performed under *MWT 302 Local Possession Authority (LPA)* or *MWT 304 Track Occupancy Authority (TOA)*.

MRF 015C Worksite Protection Plan for Route Blocking must only be used for work performed under *MWT 308 Route Blocking*.

Completing a Worksite Protection Plan

A Worksite Protection Plan must be prepared:

- immediately prior to work on the day, or
- in advance of the work occurring, or
- in conjunction with a recognised Project Safety Management Plan or a Site-specific Safety Management Plan.

A Worksite Protection Plan form is not required if the activity is described in a recognised *Safe Work Method Statement (SWMS)* or *Safe Work Instruction (SWI)*, and:

- that document clearly describes the method of protection to be adopted based on the required safety assessment

forms

Worksite Protection Plans

- that document clearly describes the hazards and risks to performing the work, and that
- the Protection Officer has confirmed that the environment and the tasks have not changed such that the risk to performing the work would have changed.

The Protection Officer must address all the required fields on Worksite Protection Plan forms.



NOTE

When completing the Worksite Location section of a form related to a work on track authority or a work on track method for an adjacent line, enter the details of the adjacent line, not the line being worked on.

MRF 015A Worksite Protection Plan asks for a diagram/ map to be provided. The Protection Officer does not have to draw a diagram/ map. If preferred, the Protection Officer may attach a diagram/ map that is being used to help formulate the Worksite Protection Plan.

MRF 015C Worksite Protection Plan for Route Blocking does not have space for a diagram/ map on the form, so the Protection Officer must attach a diagram/ map used to formulate the Worksite Protection Plan.

Effective date

05 May 2019

Date:

Traffic Controller Details:

<input type="text" value="name"/>	<input type="text" value="TC board/ location"/>	<input type="text" value="contact no."/>
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Protection Officer Details:

<input type="text" value="name"/>	<input type="text" value="signature"/>	<input type="text" value="contact no."/>
<input type="text" value="RSW or RIW no."/>	<input type="text" value="designation"/>	Planned Duration: <input type="text"/>

Site Supervisor details:

Worksite protection (cross out not applicable) ☐ LPA ☐ TOA

Type of work:

Worksite Location (if completing this form for an adjacent line, enter the details of the adjacent line, not the line being worked on)

On the line(s)

☐ between and

☐ completely within

Notes:

Provide or attach a diagram/ map of the worksite protection arrangements:

1. Route Blocking Request

Date:

Protection Officer Details:

<input type="text" value="name"/>	<input type="text" value="signature"/>	<input type="text" value="contact no."/>
<input type="text" value="RSW or RIW no."/>	<input type="text" value="designation"/>	Planned Duration: <input type="text"/>

Type of work:

2 Worksite Location (if completing this form for an adjacent line, enter the details of the adjacent line, not the line being worked on)

On the line(s)

☐ between and

☐ completely within

3 Protection to be used (attach diagram/ map) (cross out if not applicable)

<input type="checkbox"/> Signal(s) at STOP with blocking facilities applied	<input type="checkbox"/> Points Secured	<input type="checkbox"/> Removal of ESML/ EOL key	<input type="checkbox"/> Removal of SPKS/ ZIKS key	<input type="text" value="Other"/>
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Where practicable, tell the Traffic Controller the signal(s) or point you have identified to protect the work ☐ Yes ☐ N/A

Protection is required from the adjoining Traffic Controller at:

4 Assurances

Confirm that all points of entry into the affected portion of track are protected and blocking facilities applied ☐

The last rail traffic to pass the protection was: The last known location of rail traffic is:

5 Authorisation

Repeat back the details recorded in item 3 and item 4 ☐

Route Blocking is authorised by the Traffic Controller.

<input type="text"/>	<input type="text" value="TC board/ location"/>	<input type="text" value="hh:mm hr"/>	<input type="text" value="dd / mm / 20 yy"/>
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Route Blocking no.

Notes:

6 Ending Route Blocking

Provide name and worksite location ☐ Provide Route Blocking Number ☐ Workers and equipment are clear of the Danger Zone ☐ Route Blocking ended at: