

## Safety Alert

# SA 17-291 Changes to Sydney Trains Network Procedure NPR 711 – Using Lookouts

	<p><b>Audience</b></p> <ul style="list-style-type: none"> <li>All TfNSW employees and contractors who are rail safety workers</li> </ul>	<p><b>Contact:</b></p> <p>Nick Mountford Director Safety, Quality, Environment and Risk 8265 6826</p>
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### What happened?

Sydney Trains have notified their intention to change RailSafe Work on Track Procedure NPR 711 Using Lookouts. The changes come into effect at 0001 hours on Sunday 12<sup>th</sup> November 2017.

Sydney Trains have issued SAFE NOTICE Telegram 2017 1042 to amend NPR 711. A copy of the SAFE NOTICE Telegram is appended to this Safety Alert. Sydney Trains have also issued SAFE TRACKS ST 2017 03 to explain the change and the reasons for doing so. A copy of this SAFE TRACKS is also appended to this Safety Alert.

The following information has been extracted and reproduced from the SAFE TRACKS:

*“Effective from 0001hr Sunday, 12<sup>th</sup> November 2017, Warning lights MUST NOT be used to provide warning of approaching rail traffic when using Lookouts.*

*This instruction applies to all tracks in the Sydney Trains Network unless specifically exempted in the Network Local Appendices.*

### Exempted areas

*There will be some areas exempted from this requirement. These areas will be detailed in the Network Local Appendices (NLA’s) available on the [RailSafe website](#).”*

### Actions Required

TfNSW requires its workers, project partners and delivery chain suppliers to comply at all times with the Sydney Trains RailSafe Network Rules and Procedures. In the case of workers using Lookouts, particular attention is drawn to the new requirements stated above.

TfNSW project managers and directors are required to distribute this Safety Alert and attachments to their rail delivery partners and supply chain representatives and to ensure this is included at relevant workplace briefings, toolbox talks and other communication methods

**Issued and authorised by the Director Safety, Quality, Environment and Risk, TfNSW**



Signature

Name: Nick Mountford, Director Safety, Quality, Environment and Risk  
Dated: 9 November 2017

**UNCLASSIFIED**

# SAFE Notice 2017 1042

## Telegram

**SYDNEY**

**8 NOVEMBER**

**1630 HOURS**

**TO:**

SYDNEY TRAINS

General Manager Network Operations

Manager RMC

Manager Signal Box Operations

RMC Sydney

Engineering and Maintenance Directorate Staff

Contractors

All Protection Officers

Signallers: All

**NPR 711 – USING LOOKOUTS**

Effective from 0001 hours Sunday, 12 November 2017, this Safe Notice Telegram cancels and replaces:

- NPR 711 – Using Lookouts

# Using Lookouts

## Introduction

Lookouts give warning about rail traffic movements to workers in the Danger Zone.



### WARNING

Lookouts give warning about, the approach of rail traffic and must not:

- work continuously at the same location for more than 60 minutes, or
- unless specified in the Network Local Appendices, use warning lights to warn of approaching rail traffic, or
- manage the passage of rail traffic, or
- do any other work.

## Equipment

Lookouts need:

- a high-visibility sleeve worn on the arm to give the ALL CLEAR handsignal
- two independent forms of effective communication with workers, and
- if necessary, an audible warning device.

## Placing Lookouts

### *Protection Officer*

1. Identify all possible points of entry into the worksite.
2. For each route leading to the worksite, calculate the Minimum Warning Time (MWT) and Minimum Sighting Distance (MSD) in accordance with *NPR 751 Calculating Minimum Warning Time*.
3. Determine the number of Lookouts needed to keep watch for rail traffic and give warning.
4. Place each Lookout in a safe place.



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### **NOTE**

The maximum number of Lookouts permitted in any running-direction is two.

The additional Lookout must stay within sight and hearing of the Lookout closer to the worksite.

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### **Worksites over a large area**

#### *Protection Officer*

1. Make sure that all workers and their equipment are in a safe place before repositioning the Lookout.
2. Reposition the Lookout to locations where minimum warning times and communication with the workers are maintained.
3. Make sure the Lookout is in position and the line is clear before allowing workers to move.

## Giving warning

### *Lookout*

1. Agree with the Protection Officer on how workers will be warned about the approach of rail traffic.



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### **NOTE**

Lookouts must not use radios or telephones to warn workers.

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2. Stand in a safe place where you can see approaching rail traffic and be within sight and hearing of the workers. If you cannot do both of these safely, tell the Protection Officer.
3. Keep a continuous lookout for the approach of rail traffic.
4. When rail traffic approaches, warn the workers immediately.
5. Only if workers and their equipment are in a safe place, face the approaching train or track vehicle and give the **ALL CLEAR** handsignal to the Driver or Track Vehicle Operator.
6. Wait for the Driver or Track Vehicle Operator to acknowledge the **ALL CLEAR** handsignal.
7. Make sure that the line is clear before telling the Protection Officer that it is safe for work to resume.
8. Tell the Protection Officer if you need to move from your designated position. Do not move from your position until:
  - all workers and their equipment are in a safe place, or
  - a new Lookout is in position.
9. Tell the Protection Officer if conditions such as visibility change.

**Network Procedures**

*NPR 703 Using Absolute Signal Blocking*

*NPR 751 Calculating Minimum Warning Time*

**SYDNEY, 8 NOVEMBER 2017**

**DIRECTOR SAFETY AND STANDARDS SYDNEY TRAINS**

Returned to Controlling Manager:    Date: .....    Signed: .....



*(Cut along this line and forward the detached receipt to your Controlling Manager)*

To Controlling Manager: .....

Received SAFE Notice No. 1042 – 2017    Date: .....    Signed: .....

Name (print): .....    Location: .....

*(Controlling Manager to retain this Acknowledgment of Receipt of the SAFE Notice for record purposes for 90 days.)*



This is an uncontrolled copy. Before use, make sure that this is the current version by visiting [www.railsafe.org.au/safe-tracks](http://www.railsafe.org.au/safe-tracks)

## NPR 711 Using Lookouts

**This information has been prepared to inform Sydney Trains and NSW Trains employees, contractors and other affected industry stakeholders about changes to using Warning lights in conjunction with Lookouts.**

Effective from 0001hr Sunday, 12th November 2017, Warning lights **MUST NOT** be used to provide warning of approaching rail traffic when using Lookouts.

This instruction applies to all tracks in the Sydney Trains Network unless specifically exempted in the Network Local Appendices.

### Exempted areas

There will be some areas exempted from this requirement. These areas will be detailed in the Network Local Appendices (NLA's) available on the [RailSafe website](http://www.railsafe.org.au).

In these areas worksites using Lookouts as a safety measure must not be established when rail traffic that does not reliably operate track circuits will operate.

Any established worksites using Lookouts as a safety measure must be cleared prior to allowing rail traffic that does not reliably operate track-circuits to enter these areas.

### Worksites established over large areas

Where worksites are established over a large area, the Minimum Warning Time must be continually reassessed for the location of the Lookout and the location where work is taking place.

If this assessment determines that the Lookout will need to be repositioned, all workers and equipment must clear the track until the Lookout is in place again in the new location.



### Responsibilities of Protection Officers

Whenever Lookouts are used, Protection Officers are reminded of the requirement to ensure that Lookouts:

- can provide sufficient warning to allow workers and equipment to move to and remain in a Safe Place for at least 10 seconds prior to the arrival of approaching rail traffic at the worksite
- remain within sight and hearing of the worksite
- keep watch for rail traffic approaching the worksite from any direction
- immediately warn workers if rail traffic approaches the worksite.

### Responsibilities of Lookouts

When performing the role of Lookout workers are reminded that they must:

- keep watch for rail traffic approaching the worksite from any direction
- immediately warn workers if rail traffic approaches the worksite.
- not work continuously at the same location for more than 60 minutes for more
- use two independent forms of effective communication with workers
- not do any other work.

### Can a Lookout use Warning lights as part of Absolute Signal Blocking (ASB) protection?

No, the ban for using Warning lights applies whenever Lookouts are used.

### Why have the use of Warning lights been banned for providing warning of approaching rail traffic when using Lookouts?

This requirement is in response to safety concerns highlighted by recent incidents involving the use of Warning lights by Lookouts.



See online for all  
Safeworking information

[www.railsafe.org.au](http://www.railsafe.org.au)