



Protection Officer Performance Standard CNS-005

LINKING
COMMUNITIES.

CONNECTING
CUSTOMERS.

Document Control

Approval

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1 Purpose

This standard prescribes requirements for the safe and effective performance of employees and contractors undertaking protection of work on track activities in the UGL Regional Linx (UGLRL) Country Regional Network (CRN).

2 Scope

This standard applies to all organisations and entities, including contractors that employ Competent Workers who, as part of their duties, are required to perform or undertake protection of work on track in the UGLRL CRN.

3 General

3.1 Work on Track Principles

The following principles provide a link between this Standard and more specific document development, such as the Network Rules and Network Procedures:

- People must have access to a safe place when in the Danger Zone
- When in the Danger Zone, all workers must be protected
- Rail traffic and people should always be separated
- If rail traffic cannot be separated from people, they must be managed to ensure the safety of people on track
- Work planned for the Rail Corridor must be assessed for safety and its potential to intrude on the Danger Zone
- Workers must be competent for the tasks they are to perform
- Workers must be briefed about hazards within the Rail Corridor
- Workers must be informed about the methods of working, and the means of protecting workers from risks, including:
 - Moving rail traffic
 - Electrical hazards
 - Rail traffic on adjacent lines.

4 Pre-work plans and briefings

Pre-work plans and briefings are required:

- When specified by this standard, or
- When specified by a line manager

Line managers must make sure that Protection Officers conduct pre-work plans and briefings when required.

4.1 Worksite protection

The Protection Officer is responsible for including all worksite protection details of the Pre-work plan and Briefing.

The contents of the Pre-work plan and briefing must cover all worksite protection arrangements to be used at a work location.

As a minimum include:

- The locations of safe places
- Location and type of protection
- The date the work is being performed
- Name and contact number of the Protection Officer
- The Protection Officer's competency number
- The name/s of the Network Control Officer
- Network Control Officer emergency number
- Worksite location and the type of work being performed
- Distance limits of the worksite
- State of the weather on the day concerned
- Diagram of the worksite
- Protection arrangements applied at the worksite
- Names and locations of worksite protection staff employed as part of the worksite protection
- Signal post numbers and locations
- Emergency access and egress
- First aid location
- Emergency assembly point

4.2 Documentation

Pre-work plans and briefings must be documented using CNRF 014 Pre-work Plan and Briefing.

Pre-work plans and briefings must be saved electronically and submitted to UGLRL for auditing.

Hard copies of the Pre-work plans and briefings must be kept for 90 days.

4.3 Delivery of briefing

Pre-work briefings must be delivered in a way which engages the team. The Protection Officer delivering the briefing must provide guidance and direction to the team and ensure the briefing is:

- Understood
- Comprehensive, and
- Treated by everyone as a serious matter.

The Protection Officer must ask each work group to describe:

- The work to be performed
- The protection to be employed
- The work health and safety risks to be managed as part of the work.

The Protection Officer must encourage members of the work team to be vigilant as work progresses and to report any:

- Changes in work conditions which increase risks
- Additional hazards
- Safer ways of doing a task
- Part of the briefing that is unclear or they do not understand.



WARNING

Protection Officers must make sure that employees or contractors who arrive at the worksite after the initial briefing receive a pre-work briefing before commencing work.

4.4 Changes during work

Protection Officers must be vigilant to identify any of the following as work progresses:

- Changes in work conditions or scope of work which increase risks
- Additional hazards
- Risk controls that are more effective
- Controls which are not adequate or cannot be applied.

If the Protection Officer becomes aware of changes to the work or work environment, they must review the protection plan and pre-work brief (or safe work procedure if appropriate) to record any changes.

When a worksite remains in place for more than one day or shift, Protection Officers must make sure the worksite is assessed daily or at change of shift to identify any:

- Changes in work conditions
- Changes in work methods
- Changes in personnel
- Additional hazards
- More effective controls.

After assessing the worksite and making the required changes to the protection plan and pre-work briefing, the Protection Officer must communicate the changes to the work team or new personnel who require briefing.

4.5 Change of Protection Officer

When there is a change of Protection Officer, the incoming Protection Officer must check the existing Worksite Protection Plan and pre-work brief to review and identify any changes to hazards or controls. If a new Worksite Protection Plan is required a new pre-work brief must also be prepared and delivered.

If additional hazards and controls are identified which do not warrant a new Worksite Protection Plan, the Protection Officer must brief affected persons and document the changes.

If no changes are required to the Worksite Protection Plan or pre-work briefing, the incoming Protection Officer must note acceptance of the plan and brief in the Protection Officers Log or Diary.

4.6 Communicating and recording changes

When changes to a Worksite Protection Plan are required, the Protection Officer must make sure that all affected persons are briefed on the changes by either:

- Delivering a new pre-work plan and briefing, or
- Amending the existing pre-work plan and briefing form to show the nature and time of the amendment and the personnel briefed on the change.

The decision to either amend an existing pre-work plan and briefing or prepare and deliver a new briefing depends on the level of risk to be controlled and the complexity of the changes to be communicated.

4.7 Participant acknowledgment

Work team members must actively participate in the pre-work briefing process by:

- Raising any concerns about hazards or controls
- Joining discussions
- Asking questions to clarify any uncertainty.

Protection Officers must make sure that all personnel who attend pre-work briefings complete a start card.

By completing a start card personnel are acknowledging that they:

- Have received and understood the pre-work brief
- Are free from the effects of drugs, alcohol, and fatigue
- Hold current certificates of competence, trade licence and/or induction record.

Persons delivering briefings must emphasise that personnel are acknowledging understanding of the content when they complete their start card and invite participants to ask for clarification if they have any doubts.

5 Completing required documentation

Protection Officers are required to complete, as a minimum, CNRF 014 Pre-work Plan and Briefing including the Worksite Protection Plan.

CNRF 014 Pre-work Plan and Briefing requires a diagram to be provided. The Protection Officer may draw a Worksite Protection Plan or, if more suitable, attach a diagram detailing the protection arrangements. The attached diagram must be kept with the Worksite Protection Plan.

6 Retention of documentation

Protection Officers must keep their documentation in accordance with the UGLRL Network Rules and Procedures requirements. These records must be kept for 90 days and reviewed prior to destruction.

Completed Worksite Protection Plans are also evidence of current and recent performance in implementing worksite protection for the Protection Officer and can be used to support ongoing competence management and assessment.

7 Submitting Worksite Protection Plans

UGLRL requires Protection Officers to electronically submit their worksite protection plans for review. This review is used to gather data about the type and volume of worksite protection being implemented in the CRN. It is also used to identify issues relating to the quality of plans being submitted and any training or other improvements that might be required for Protection Officers.

8 Communications

UGLRL Network Rules and Network Procedures provide for the use of safety critical communication protocols, including using standard terms and in some circumstances, the phonetic alphabet.

These requirements are referenced in the following documents:

- CNGE 204 Network Communication
- CNPR 721 Spoken and written communication
- CNS 002 Network Communication Standard

8.1 Managing and monitoring of audio safety recordings

The UGLRL Network Control Centre has voice recording facilities and all communication with the Network Control Centre is recorded. If a Protection Officer calls the Network Control Officer, they should expect that their conversation will be recorded and can be subject to monitoring and review.

Protection Officers are required to comply with the communications protocols as set out in CNGE 204 Network Communication, CNPR 721 Spoken and written communication and CNS 002 Network Communication Standard.

8.2 Keeping records of communication with the Network Control Officer

UGLRL Network Rules require the Protection Officer to keep written records of communications with the Network Control Officer regarding protection arrangements using the Protection Officers Diary, Network Form CNRF 017.