



Country Network Standard CNS 1450

Protection Officer Performance Standard

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1 Purpose

This standard prescribes John Holland Rail's requirements for the safe and effective performance of employees and contractors undertaking protection of work on track activities in the Country Regional Network (CRN).

2 Scope

This standard applies to all John Holland Rail Business Groups and 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 CRN.

3 General

3.1 Work on Track Principles

The John Holland Rail, safeworking principles been developed to provide a coherent guidelines to ensure work on track is conducted safety.

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 Competence

4.1 Protection Officers

Protection Officers must hold a recognised RTO or John Holland Rail issued certificate of competency for work on the CRN and be certified as competent in the following:

- establishing and operating a safe system of work in accordance with the requirements of the Safeworking Certification and Training Standard
- arranging and implementing the method of protection from rail traffic and other hazards as set out in the Worksite Protection Plan (WPP)
- conducting a safety assessment and completing a worksite protection plan and other required work on track documentation

- confirming the identity and competence of workers
- briefing workers to:
 - identify the location of safe place(s)
 - explain the method of protection from rail traffic, including lines that are open and the direction of traffic
 - identify the people responsible for worksite safety such as lookouts and handsignallers
 - explain what to do if the job needs or worksite conditions change
 - explain emergency arrangements
 - protect the line in an emergency.

4.2 Protection Officers remaining current with latest updates

Protection Officers must keep up to date with the latest information on John Holland Rail Network Rules and Network Procedures, John Holland Rail Safety Management System documents and other documents such as advisory notices that are relevant to the task of performing the role of a Protection Officer.

5 Informing workers via use of the Pre-Work Briefing form

All workers whose duties require them to work in the Rail Corridor must have adequate information to ensure their safety. This information is provided via the use of a CNRF 014 Pre-Work Plan and Briefing form.

A Protection Officer's primary duty is to keep the worksite and the workers safe from being struck by rail traffic. A Protection Officer must be satisfied that other work will not interfere with protection duties.

On any worksite all workers are required to be briefed on both the protection measures in place (by the Protection Officer) and the work to be performed (by the work supervisor).

The Protection Officer must tell the workers about the kinds and limits of the protection in place before work begins and if the protection arrangements change.

The work supervisor is the person responsible for supervising the work being performed and must tell the workers about the risks and hazards associated with performing the work.

The Protection Officer usually delivers the pre-work briefing in conjunction with the work supervisor.

In situations where the Protection Officer is also the work supervisor, the Protection Officer can deliver both the worksite protection pre-work briefing and the briefing on the work to be performed.

The details of how the Protection Officer and work supervisor deliver the pre-work briefing are contained in CNS 1419 Pre-work Plan and Briefings and CNRF 014 Pre-work Plan and Briefings. CNS1419 Pre-work Plan and Briefing also provides guidance for the minimum standard of information that must be represented on the Worksite Protection Plan.



WARNING

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

6 Completing required documentation

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

- Guidance on completing the form is provided in CNS1419 Pre-work Plan and Briefing and CNRF 014 Pre-work Plan and Briefing.
- 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.

7 Retention of documentation

Protection Officers must keep their documentation in accordance with the John Holland Rail 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.

8 Submitting Worksite Protection Plans

John Holland Rail 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.

9 Communications

John Holland Rail 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 005 Network Communication Standard

9.1 Managing and monitoring of audio safety recordings

The Mayfield Network Control Centre has voice recording facilities and all communication with the Network Control Centre are 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 005 Network Communication Standard.

9.2 Keeping records of communication with the Network Control Officer

John Holland Rail Network Rules require the Protection Officer to keep written records of communications with the Network Control Officer regarding protection arrangements using the Protection Officer's Diary, Network Form CNRF 017.

10 References

CNS 002 Safeworking Certification and Training Standards

CNS 005 Network Communication Standard

CNS 1419 Pre-work Plan and Briefing

CNS 0664 Rail Industry Corridor Induction

CNRF 014 Pre-work Plan and Briefing

CNGE 204 Network Communication

CNPR 721 Spoken and written communication