



# Procedure

## Network Lockout

MD-19-337

QUEENSLAND RAIL OFFICIAL



# Document history

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# 1 Purpose

This procedure sets the requirements for the Network Lockout implementation which is designed to help reduce the likelihood of a high consequence trackside incident where workers are left in the danger zone without track protection. Network Lockout requires all people working in the Danger Zone to personally lock onto a lockbox, once track protection has been implemented and the appropriate secured safety measure has been placed into the lockbox.

Network Lockout must be undertaken in conjunction with the current Queensland Network Rules and Procedures (QNRP) MD-12-189 for working in the Danger Zone.

Network Lockout applies to all workers, including employees, contractors, third parties and business visitors while working in the Danger Zone.

## 1.1 Business or technical need

Network Lockout is split into two application types; Simple and Complex.

Simple Application of Network Lockout has been implemented throughout the Queensland Rail Business and now applies to all workers, Queensland Rail employees, contractors and third parties.

The Complex Application of Network Lockout is currently under trial and documented within Section 2.7 Part 2: Complex application of Network Lockout of this procedure.

Before implementing Network Lockout, workers are required to attend the Network Lockout Workshop and complete the Network Lockout Toolbox Talk detailing changes made during Network Lockout consultation. Once the online workshop has been viewed, each individual worker must complete Network Lockout - Online Training Assessment Form MD-20-65.

Workers who are visiting a worksite and have not completed the required Network Lockout training will be required to attend a Network Lockout Briefing Instruction MD-19-352. Further detail on how to manage visitors who are required to enter the danger zone can be found in section 2.3 Visitors of this procedure.



## 1.2 Scope

The Network Lockout procedure, detailed in this document, applies to Working in the Danger Zone under a Work on Track Authority (WOTA) or a Means of Protection.

This procedure does not apply to the following scenarios:

- Walking in the Danger Zone, as per QNRP definition
- In the event of an Emergency
- Alternate Proceed Authority (APA) or Proceed Authority / Restraint Authority / Written Authority for Rail Traffic Form

## 2 Requirements of this procedure

### 2.1 Planning and application

#### 2.1.1 Planning works

During the planning stage of work which requires accessing the danger zone, under a WOTA or Means of Protection, Network Lockout must be considered. This pre-planning must ensure that there is an appropriate amount of time and equipment available to ensure the correct implementation of Network Lockout, as per this procedure.

#### 2.1.2 Order of application

Prior to commencing the Network Lockout process for work within the Danger Zone, a pre-start briefing needs to have been conducted with the workgroup and track protection must have been implemented by a qualified Protection Officer. The order of these two tasks is not impacted by the Network Lockout process but both are required to be completed prior to Network Lockout commencing.

#### 2.1.3 Pre-start Briefing

The Person in Charge of the Workgroup must ensure that the following information is recorded within the pre-start briefing:

- Indicate who the Person in Charge of the Workgroup is for each lockbox,
- Type of secured safety measure is being utilised, and,
- If the secured safety measure is workgroup delineation boards, the location of the boards.

### 2.2 Required Equipment

Specifications of the network lockout equipment is described in Appendix Two.



## 2.2.1 Locks

Red Personal Locks, Yellow Equipment Locks and Green Activation Locks are used within the Network Lockout process.

Locks used for Network Lockout must:

- Be the appropriate colour (red, yellow or green) as per the procedure requirements
- Uniquely keyed
- Key retaining (key cannot be removed from lock without the lock being returned to the locked state)
- Labelled with “Danger – Do Not Remove”

All Red Personal Locks must have the worker’s name and phone number recorded on the lock. The worker’s name and phone number must always be legible.

Visitor Red Personal Locks must be uniquely labelled (e.g. Visitor #1, Visitor #2), to allow for them to be assigned to an individual for the shift.

Yellow Equipment Locks and their keys should be labelled in a way that allows them to be matched up.

## 2.2.2 Workgroup Lockbox

The Workgroup Lockbox can be a lockbox, lockboard, or a lockbag. Lockbox is the common term used for all types.

The purpose of the Workgroup Lockbox is to contain the Secured Safety Measure, which can be either keys for Yellow Equipment Locks or Safeworking forms, preventing Track Protection from being removed whilst workers are in the danger zone. The lockbox must effectively contain the Secured Safety Measure, eliminating the risk of them being removed whilst locks remain attached. The combined capacity of the Lockbox and Hasps must be sufficient for the workgroup size.

The Workgroup Lockbox is managed by the Person in Charge of the Workgroup for the duration of the work.

## 2.2.3 Workgroup Delineation Boards

Workgroup delineation boards are the responsibility of the Person in Charge of the Workgroup. The Person in Charge of the Workgroup can direct another worker to erect the workgroup delineation board, as no qualification or training is required to complete this task.



## 2.3 Visitors

The Person in Charge of the Workgroup is responsible for all visitors entering their worksite. The Person in Charge of the Workgroup must have enough visitor Red Personal Locks for the number of expected visitors to the site.

If the visitor has not completed the Network Lockout Workshop the person in charge of the workgroup must deliver the Network Lockout Briefing Instruction MD-19-352 to the visitor prior to issuing a visitor red personal lock and allowing them to access the Danger Zone. The Person in Charge of the Workgroup must keep a record of the name and phone number of the workers who are using visitor locks. This can be done by using the pre-start briefing to note which visitor lock is being utilised by the individual.

Visitors are to return their Red Personal Locks prior to leaving site.

Completing the Network Lockout Briefing Instruction MD-19-352 does not replace the requirement for individuals to complete the Network Lockout Workshop training and receive their own Personal Red Lock.

## 2.4 Hand Over

### 2.4.1 Protection Officer shift change

If a shift change for a Protection Officer occurs, the appropriate hand over process must be followed as per Queensland Network Rules and Procedures (QNRP) MD-12-189.

If this requires the handover of safeworking forms, which are being utilised as the secured safety measure, all personnel on site will be required to move and remain out of the Danger Zone and remove their locks from the lockbox for the duration of the Protection Officer handover. Once the handover is complete and the safeworking forms are placed back into the lockbox, the Person in charge of the Workgroup must activate the lockbox with the Green Activation Lock, before workers can once again lock on and commence working within the danger zone.

### 2.4.2 Person in Charge of the Workgroup shift change

If a shift change for a Person in Charge of the Workgroup occurs, a detailed hand over must be completed, to inform the incoming Person in Charge of the Workgroup of all relevant details such as location of Workgroup Delineation Boards. The Lockbox and associated Green Activation Lock and key must be handed over to the incoming Person in Charge of the Workgroup once the handover is complete.



## 2.5 Forced Lock Removal

### 2.5.1 Forced removal of personal lock

**Warning:** Do not attempt to remove another person’s Red Personal Lock. Report to the Person in charge of the Workgroup. Red Personal Locks are for protection of people against injury. Removal of another person’s lock other than by the Person in charge of the Workgroup is a serious safety breach.

#### 2.5.1.1 Worker has not removed their personal lock

The Person in charge of the Workgroup shall carry out the following steps:

- 1) Make all efforts to locate or contact the owner of the Red Personal Lock. This includes calling the person via phone or radio.
- 2) If the person is contacted and can remove their personal lock, have them do so, no further action is required.
- 3) If the person is contacted and cannot remove their lock with their key, then the Person in charge of the Workgroup may forcibly remove their lock.
- 4) The Person in charge of the Workgroup shall contact the relevant person, as per the below table, to inform of the situation prior to proceeding with the removal of another person’s Red Personal Lock.

	All workgroups within SEQ	Queensland Rail Workgroups within Regional	Principal Contractor workgroups within Regional
<b>Contact</b>	Network Shift Asset Manager (NSAM) <b>07 3606 5511</b>	Relevant Queensland Rail Level 5 Manager	Queensland Rail Representative

- 5) For Queensland Rail works, the Person in charge of the Workgroup must record the forced lock removal in SafetySuite as a hazard. In the case of Principal Contractor works, the forced lock removal must be reported as a hazard to the Queensland Rail Representative as per the incident reporting process, including the submittal of a Project Delivery Contractor Incident Reporting Form MD-16-276 within 24 hours.
- 6) For Queensland Rail workers, the Person in charge of the Workgroup must provide the removed lock and the SafetySuite number to the level 5 manager.





### 2.5.1.2 Worker cannot be contacted

- 1) The Person in charge of the Workgroup must verify that any work is completed, and the track is deemed safe and fit for service.
- 2) If the work is complete and the track is deemed safe and fit for service.
- 3) The Person in charge of the Workgroup must ensure the site is physically inspected to confirm the worker has left site.
- 4) The Person in charge of the Workgroup shall contact the relevant person, as per the below table, to inform of the situation and gain authorisation to proceeding with the removal of another person's Red Personal Lock.

	All workgroups within SEQ	Queensland Rail Workgroups within Regional	Principal Contractor workgroups within Regional
<b>Contact</b>	Network Shift Asset Manager (NSAM) <b>07 3606 5511</b>	Relevant Queensland Rail Level 5 Manager	Queensland Rail Representative

- 5) The Person in Charge of the Workgroup must ensure the Protection Officer informs the Network Control Officer that there is potentially a person in the corridor
- 6) The Person in charge of the Workgroup can remove the lock from the lockbox.
- 7) For Queensland Rail works, the Person in charge of the Workgroup must record the forced lock removal in SafetySuite as a hazard. In the case of Principal Contractor works, the forced lock removal must be reported as a hazard to the Queensland Rail Representative as per the incident reporting process, including the submittal of a Project Delivery Contractor Incident Reporting Form MD-16-276.
- 8) For Queensland Rail workers, the Person in charge of the Workgroup must provide the removed lock and the SafetySuite number to the level 5 manager.

### 2.5.2 Forced removal of Green Activation Lock or Yellow Equipment Lock

- 1) The Person in charge of the Workgroup must verify that any work has stopped, and the track is deemed safe and fit for service.
- 2) All Red Personal Locks must be removed from the Lockbox.
- 3) All efforts must be made to find the key/s or contact the worker holding the key
- 4) If the work is complete and the track is deemed safe and fit for service, the Person in charge of the Workgroup shall contact the relevant person, as per the table below, to inform of the situation and gain authorisation to proceed with the removal of the lock/s.



	All workgroups within SEQ	Queensland Rail Workgroups within Regional	Principal Contractor Workgroups within Regional
<b>Contact</b>	Network Shift Asset Manager (NSAM) <b>07 3606 5511</b>	Relevant Queensland Rail Level 5 Manager	Queensland Rail Representative

- 5) The person in charge of the workgroup can remove the lock/s from the lockbox or equipment.
- 6) The person in charge of the workgroup must record the forced lock removal as a hazard in SafetySuite.
- 7) For Queensland Rail workers, the Person in charge of the Workgroup must provide the removed lock and the SafetySuite number to the level 5 manager. In the case of Principal Contractor, the forced lock removal must be reported as a hazard to the Queensland Rail Representative as per the incident reporting process, including the submittal of a Project Delivery Contractor Incident Reporting Form MD-16-276 within 24 hours.



## 2.6 Part 1: Simple Application of Network Lockout

Simple application of Network Lockout is defined as all activities that require workers to lock onto one Lockbox only. This applies when working under the following Work on Track Authorities or Means of Protection: Absolute Signal Block (ASB), / Electronic Authority System Blocking (EASB), Track Occupancy Authority (TOA), Track Work Authority (TWA), or Lookout Working.

### 2.6.1 Simple Application - Secured Safety Measures

Type of Work on Track Authority or Means of Protection	Secured Safety Measure
<b>TWA</b>	The keys to the Yellow Equipment Locks
<b>TOA</b>	Completed Track Occupancy Authority Form SW08 MD-11-299 <b>or</b> Track Occupancy Authority Walking Inspections - Brisbane SW08M MD-19-230 <b>or</b> The keys to the Yellow Equipment Locks
<b>ASB/EASB</b>	Absolute Signal Blocking / Electronic Authority System Blocking Form SW09 MD-11-300
<b>Lookout Working</b>	Completed Corridor Safety Planner and Assessment Form SW01 MD-11-279
<b>SW60 (working in a yard)</b>	SW60 <b>or</b> The keys to the Yellow Equipment Locks

### 2.6.2 Simple Application - Procedure steps

#### 2.6.2.1 Managing Network Lockout - Track Occupancy Authority (TOA), Absolute Signal Block (ASB) and Electronic Absolute Signal Block (EASB)

This methodology is to be used when a TOA (with or without in-field protection) is for a single workgroup. In the case of a TOA for a single workgroup, only one secured safety measure (the safeworking form or the Yellow Equipment Lock Keys) is required to be secured within the Lockbox.

Responsibilities	Process Description
<b>Protection Officer</b>	<ol style="list-style-type: none"> <li><b>Commencing network lockout - TOA, ASB or EASB*</b> <ol style="list-style-type: none"> <li>Implement the TOA, ASB, or EASB in accordance QNRP</li> <li>Hand over the secured safety measure, safeworking Form or keys to the yellow equipment locks, to the person in charge of the workgroup.</li> </ol> </li> </ol>
<b>Person in charge of the Workgroup</b>	<ol style="list-style-type: none"> <li><b>Activate network lockout</b> <ol style="list-style-type: none"> <li>*Conduct a Network Pre-Start Briefing with all workers.</li> <li>Secure the relevant secured safety measure; Track Occupancy Authority Form (SW08) or Track Occupancy Authority Walking Inspections Brisbane (SW08M), keys to the yellow equipment locks, or the Absolute</li> </ol> </li> </ol>



Responsibilities	Process Description
	<p>Signal Blocking Electronic Authority System Blocking Form (SW09), within the workgroup lockbox</p> <p>2.3. Attach the Green Activation Lock to the Workgroup Lockbox</p> <p>2.4. Instruct all workers, including self, to lock onto the Workgroup Lockbox</p> <p>2.5. Authorise workers to commence work once locked on</p> <p>*Step 1. And 2.1 are interchangeable</p>
<b>Workers</b>	<p><b>3. Lock on</b></p> <p>3.1. All workers working in the Danger Zone MUST lock their Red Personal Lock onto the activated Lockbox before commencing work in the Danger Zone.</p>
<b>Person in charge of the Workgroup</b>	<p><b>4. Suspend or release TOA, ASB, or EASB.</b></p> <p>4.1. Ensure the Workgroup Lockbox is positioned in the designated safe place. Instruct all workers to move to, and remain in, a safe place and remove Red Personal Locks from the Lockbox</p>
<b>Workers</b>	<p><b>5. Lock off</b></p> <p>5.1. All workers MUST remove their Red Personal Lock from the Lockbox and remain in a safe place.</p>
<b>Person in charge of the Workgroup</b>	<p><b>6. Remove workgroup protection</b></p> <p>6.1. Once satisfied everyone in the workgroup is in a safe place and the track condition is deemed to be fit for service, remove the Green Activation Lock from the Workgroup Lockbox</p> <p>6.2. Notify the Protection Officer that all workers are in a safe place, have removed their Red Personal Lock from the Workgroup Lockbox and the track is clear and fit for service.</p> <p>6.3. Return the secured safety measure to the Protection Officer</p>
<b>Protection Officer</b>	<p><b>7. Suspend or release TOA, ASB or EASB.</b></p> <p>7.1. Suspend or fulfil the TOA, ASB, EASB in consultation with the Network Control Officer as per the requirements of QNRP.</p> <p>NOTE: To reinstate the TOA, ASB or EASB, repeat the process above.</p>

### 2.6.2.2 Managing Network Lockout - Track Work Authority (TWA) for single workgroups

Responsibilities	Process Description
<b>Protection Officer</b>	<p><b>1. Commencing network lockout – TWA (single workgroup) *</b></p> <p>1.1. Implement the TWA in accordance QNRP</p> <p>1.2. Lock the points <b>or</b> the stop boards with the Yellow Equipment Locks</p> <p>1.3. Hand over the keys to the yellow equipment locks to the person in charge of the workgroup.</p>
<b>Person in charge of the workgroup</b>	<p><b>2. Implement Network Lockout for the workgroup</b></p> <p>2.1. *Conduct a Network Pre-Start Briefing with all workers, identify the workgroup or worksite limit</p>



Responsibilities	Process Description
	<p>2.2. Secure the relevant secured safety measure; keys to the yellow equipment locks, within the workgroup lockbox.</p> <p>*Step 1. And 2.1 are interchangeable</p>
<p><b>Person in charge of the Workgroup</b></p>	<p><b>3. Activate the Lockbox</b></p> <p>3.1. Attach the Green Activation Lock to the Workgroup Lockbox</p> <p>3.2. Instruct all workers, including self, to lock onto the Workgroup Lockbox</p> <p>3.3. Authorise workers to commence work once locked on</p>
<p><b>Workers</b></p>	<p><b>4. Lock on</b></p> <p>4.1. All workers working in the Danger Zone MUST lock their Red Personal Lock onto the activated Lockbox before commencing work in the Danger Zone</p>
<p><b>Person in charge of the Workgroup</b></p>	<p><b>5. Suspend or release TWA.</b></p> <p>5.1. Ensure the Workgroup Lockbox is positioned in a safe place. Instruct all workers to move to, and remain in, a safe place and remove Red Personal Locks from the Lockbox</p>
<p><b>Workers</b></p>	<p><b>6. Lock off</b></p> <p>6.1. All workers MUST remove their Red Personal Lock from the Lockbox and remain in a safe place</p>
<p><b>Person in charge of the Workgroup</b></p>	<p><b>7. Remove workgroup protection</b></p> <p>7.1. Once satisfied everyone in the workgroup is in a safe place and the track is deemed to be fit for service, remove the Green Activation Lock from the Workgroup Lockbox</p> <p>7.2. Notify the Protection Officer that all workers are in a safe place, have removed their Red Personal Lock from the workgroup lockbox and the track is clear and fit for service or any restrictions that are in place</p> <p>7.3. Return the secured safety measure to the Protection Officer</p>
<p><b>Protection Officer</b></p>	<p><b>8. Suspend or release TWA.</b></p> <p>8.1. Suspend or fulfil the TWA in consultation with the Network Control Officer as per the requirements of QNRP.</p>



### 2.6.2.3 Managing Network Lockout – Lookout Working

Responsibilities	Process Description
<b>Protection Officer</b>	<p><b>1. Commencing network lockout - Lookout Working</b></p> <p>1.1. Implement the Lookout Working in accordance QNRP</p> <p>1.2. Handover the completed Trackside Safety Protection Planner (SW01) to the person in charge of the workgroup</p>
<b>Person in charge of the Workgroup</b>	<p><b>2. Activating network lockout</b></p> <p>2.1. Conduct a Network Pre-Start Briefing with all workers, explaining that the Lookout's instructions are to be followed at all times</p> <p>2.2. Secure the completed Trackside Safety Protection Planner (SW01) inside workgroup lockbox</p> <p>2.3. Attach the Green Activation Lock to the Workgroup Lockbox</p> <p>2.4. Instruct all workers to lock onto the Workgroup Lockbox</p>
<b>Workers</b>	<p><b>3. Lock on</b></p> <p>3.1. All workers working in the Danger Zone MUST lock their Red Personal Lock onto the activated Lockbox before commencing work in the Danger Zone</p> <p>3.2. Obey all instructions by the Lookout</p>
<b>Workers</b>	<p><b>4. Move to a safe place</b></p> <p>4.1. When instructed to by the Lookout, move to, and remain in, a safe place</p> <p>4.2. Workers are not required to remove their Red Personal Lock from the Lockbox when waiting in a safe place to return to the danger zone</p>
<b>Person in charge of the Workgroup</b>	<p><b>5. Complete work on track</b></p> <p>5.1. Ensure the Workgroup Lockbox is positioned in a safe place. Instruct all workers to move to, and remain in, a safe place and remove Red Personal Locks from the Lockbox</p>
<b>Workers</b>	<p><b>6. Lock off</b></p> <p>6.1. All workers MUST remove their Red Personal Lock from the Lockbox and remain in a safe place</p>
<b>Person in charge of the Workgroup</b>	<p><b>7. Remove workgroup protection</b></p> <p>7.1. Once satisfied everyone in the workgroup is in a safe place and the track is deemed fit for service, remove the Green Activation Lock from the Workgroup Lockbox</p> <p>7.2. Notify the Protection Officer that all workers are in a safe place, have removed their Red Personal Lock from the Workgroup Lockbox and the track is clear and fit for service. Return the completed Trackside Safety Protection Planner (SW01) to the Protection Officer.</p>
<b>Protection Officer</b>	<p><b>8. Finalise using Lookout</b></p> <p>8.1. Fulfil the lookout working requirements in consultation with the Network Control Officer as per the requirements of QNRP.</p>



#### **2.6.2.4 Managing Network Lockout – Within a Yard, Facility, Siding or Workshop**

When working within a Yard, Facility, Siding or Workshop, a copy of the SW60 form or the yellow lock keys are secured within the lockbox as the Secure Safety Measure.

## **2.7 Part 2: Complex Application of Network Lockout**

Complex application of Network Lockout is defined as all activities that require workers to lock onto more than one lockbox and / or incorporates on-track vehicles, track machines, work trains and their movements through a worksite. Complex application also includes any work conducted under a Local Possession Authority (LPA).

Some work on track scenarios can change from a simple to complex application of Network Lockout due to a number of factors, such as: introducing track machines, working across multiple lines, or multiple workgroups within a WOTA. In these instances, the simple steps for implementing Network Lockout in these scenarios will not be repeated within this section of the procedure. Rather, the relevant additional information will be included as well as a reference to the relevant simple application sections.

### **2.7.1 Multiple workgroups**

Multiple Workgroups planning to work in the danger zone under the protection of an LPA, TOA, or TWA must be authorised and documented on the Multiple Workgroup Register MD-14-168 by the Protection Officer as per Managing Multiple Workgroups Instruction MD-14-166.

When there is a requirement for a workgroup to work in an area within the danger zone already covered by an established workgroup, then the proposed work activity must be assessed by the Person in Charge of the Workgroup and/or Protection Officer. The number of workgroups permitted must align to section 2.1 of Managing Multiple Workgroups Instruction MD-14-166.

#### **2.7.1.1 On Track Vehicles**

When a workgroup activity requires an on track vehicle all workers within the lockbox workgroup must be directly associated with this work. In this scenario, it is not appropriate to allow a second workgroup to enter the worksite within the workgroup delineation boards.



## 2.7.2 Complex Application - Secured Safety Measures

Type of Work on Track Authority or Means of Protection	Secured Safety Measure
<b>LPA, TWA, TOA (multiple workgroups)</b>	The keys to the Yellow Equipment Locks
<b>TOA</b>	Completed Track Occupancy Authority Form SW08 MD-11-299 <b>or</b> Track Occupancy Authority Walking Inspections - Brisbane SW08M MD-19-230 <b>or</b> The keys to the Yellow Equipment Locks
<b>ASB/EASB</b>	Absolute Signal Blocking / Electronic Authority System Blocking Form SW09 MD-11-300
<b>Lookout Working</b>	Completed Corridor Safety Planner and Assessment Form SW01 MD-11-279

## 2.7.3 Complex Application - Procedure Steps

### 2.7.3.1 Managing Network Lockout - Track Occupancy Authority (TOA), Absolute Signal Block (ASB) and Electronic Absolute Signal Block (EASB)

The implementation of Network Lockout for a TOA (single workgroup), ASB or EASB can become complex if the work being completed requires work in the danger zone of multiple tracks. In this case, there are two (2) options for the application of Network Lockout

Option 1: Implement Network Lockout utilising one (1) lockbox to secure all relevant secured safety measures; or

Option 2: Implement Network Lockout utilising multiple lockboxes to secure the relevant secured safety measure associated to each track requiring work in the danger zone

Utilising multiple lockboxes detailed in option 2 above will allow track protection to be suspended for one track, but not another.

In this scenario, workers will be required to move out of the danger zone of the track for which the protection requires to be suspended and follow the instructions outlined within section 2.6.2.1. By having separate lockboxes for the multiple tracks, it will allow work to continue to be completed on the protected track, due to the associated lockbox remaining locked with the secure safety measure inside.

To achieve this, workers will be required to have enough red personal locks to lock onto the number of lockboxes required for the work being completed. Workers will only be required to lock on to the lockboxes associated with tracks they are required to work within the danger zone.





Safe separation of workers and rail traffic operating on adjacent live track must be erected as per QNRP and the Protecting work from rail traffic on adjacent lines procedure MD-20-39.

Refer to section 2.6.2.1 Managing Network Lockout – Track Occupancy Authority (TOA), Absolute Signal Block (ASB) and Electronic Absolute Signal Block (EASB) for a step by step outline of implementing the Network Lockout procedure.

### 2.7.3.2 Managing Network Lockout - Local Possession Authority (LPA), Track Work Authority (TWA) and Track Occupancy Authority (TOA) for multiple workgroups

This method of managing Network Lockout is only to be applied when working under an LPA, TWA or TOA with infield protection when there are multiple workgroups, resulting in the requirement for workgroup delineation boards to be erected. When a single workgroup is working under a Protected TOA, the methodology outlined in section 2.6.2.2 Managing Network Lockout – Single Workgroup Track Occupancy Authority (TOA), Absolute Signal Block (ASB) and Electronic Absolute Signal Block (EASB) must be followed.

Responsibilities	Process Description
<b>Protection Officer</b>	<p><b>1. Commencing network lockout - LPA, TWA, TOA*</b></p> <p>1.1. Implement the TOA, LPA or TWA in accordance QNRP</p> <p>1.2. Where applicable, consult and confirm with the Person in charge of the Workgroup and ensure workgroup details on the Multiple Workgroup Register are correct</p>
<b>Person in charge of the workgroup</b>	<p><b>2. Implement Network Lockout for the workgroup</b></p> <p>2.1. Conduct a Network Pre-Start Briefing with all workers, identify the location of the workgroup delineation boards*</p> <p>2.2. Erect the workgroup delineation boards, once track protection is in place</p> <p>2.3. Lock the workgroup delineation device with the Yellow Equipment Locks</p> <p>2.4. Attach an information label to the Yellow Equipment Lock or Workgroup Delineation Boards with contact details for Person/s in charge of the workgroup. Ensure the keys for each lock are labelled clearly so they are sent back to the correct lock at the time of removal.</p> <p>2.5. Place the keys to the Yellow Equipment Locks in the workgroup lockbox</p> <p><b>*Step 1 and 2.1 are interchangeable</b></p>
<b>Person in charge of the Workgroup</b>	<p><b>3. Activate the Lockbox</b></p> <p>3.1. Attach the Green Activation Lock to the Workgroup Lockbox</p> <p>3.2. Instruct all workers, including self, to lock onto the Workgroup Lockbox</p> <p>3.3. Authorise workers to commence work once locked on</p>
<b>Workers</b>	<p><b>4. Lock on</b></p> <p>4.1. All workers working in the Danger Zone MUST lock their Red Personal Lock onto the activated Lockbox before commencing work in the Danger Zone</p>



Responsibilities	Process Description
<b>Person in charge of the Workgroup</b>	<p><b>5. Suspend or release TOA, TWA or LPA.</b></p> <p>5.1. Ensure the Workgroup Lockbox is positioned in a safe place. Instruct all workers to move to, and remain in, a safe place and remove Red Personal Locks from the Lockbox</p>
<b>Workers</b>	<p><b>6. Lock off</b></p> <p>6.1. All workers MUST remove their Red Personal Lock from the Lockbox and remain in a safe place</p>
<b>Person in charge of the Workgroup</b>	<p><b>7. Remove workgroup delineation</b></p> <p>7.1. Once satisfied everyone in the workgroup is in a safe place and the track is deemed to be fit for service, remove the Green Activation Lock from the Workgroup Lockbox</p> <p>7.2. Collect the keys to the Yellow Equipment Locks from the Workgroup Lockbox</p> <p>7.3. Workgroup delineation to be unlocked and removed from track</p> <p>7.4. Notify the Protection Officer that all workers are in a safe place, have removed their Red Personal Lock from the workgroup lockbox, all workgroup delineation equipment is removed, and the track is clear and fit for service or any restrictions that are in place</p>
<b>Protection Officer</b>	<p><b>8. Suspend or release TOA, TWA or LPA.</b></p> <p>8.1. Suspend or fulfil the TOA, TWA or LPA with the Network Control Officer/Protection Officer/Possession Protection Officer as per the requirements of QNRP.</p> <p>8.2. Where required, update the Multiple Workgroup Register.</p>

### 2.7.3.3 Managing Network Lockout - Lookout as a secondary form of protection

Workgroups within a TOA, TWA or LPA using Lookout as a secondary form of track protection, all steps outlined within section 2.6.2.3 Managing Network Lockout - Lookout Working must be followed.

Workgroups must contact the Person in Charge of the Workgroup when they are entering an area protected by workgroup delineation boards. The contact details for the Person in Charge of the Workgroup can be found on an information tag attached to the Yellow Equipment Lock on the workgroup delineation board.

If the workgroup joining an existing area defined by workgroup delineation boards cannot practically lock onto the existing lockbox, lookout can be used as a secondary protection method after authority has been provided and a briefing has been given by the person in charge of the workgroup.



### 3 Terms and definitions

The following key terms and definitions are unique to this Procedure. Please refer to the [Business Glossary](#) for other terms not included in this section.

Term	Definition	Source <sup>1</sup>
<b>Secured Safety Measure</b>	<p>The secured safety measure is a collective term used to describe the following:</p> <ul style="list-style-type: none"><li>• The keys to the yellow equipment locks used to secure the workgroup delineation, stop signs or Points clips, or,</li><li>• Work on track authority form, or</li><li>• The trackside safety protection planner.</li></ul> <p>When network lockout requirements are applied, the secured safety measure is placed inside the workgroup lockbox and secured by the green activation lock to protect workers when working in the Danger Zone.</p>	
<b>Workgroup Delineation Board</b>	<p>A device locked to the rail 100meters from the workgroup, used to identify the limits of a workgroup both to workers and operators of on track vehicles.</p>	
<b>Person in charge of the Workgroup</b>	<p>The “Person in charge of the Workgroup” means the relevant representative who has direct control over and is responsible for the workgroup or the work program performed by that workgroup.</p>	
<b>Simple Application of Network Lockout</b>	<p>Simple application of Network Lockout is defined as all activities that require workers to lock onto one Lockbox only. This applies when working under the following Work on Track Authorities or Means of Protection: Absolute Signal Block (ASB), / Electronic Authority System Blocking (EASB), Track Occupancy Authority (TOA), Track Work Authority (TWA), or Lookout Working.</p>	
<b>Complex Application of Network Lockout</b>	<p>Complex application of Network Lockout is defined as all activities that require workers to lock onto more than one lockbox and / or incorporates on-track vehicles, track machines, work trains and their movements through a worksite. Complex application also includes any work conducted under a Local Possession Authority (LPA).</p>	
<b>On track vehicles</b>	<p>A collective term used for rolling stock, other than a train, that operates on the track including track machines, section cars and road-rail vehicles.</p>	

<sup>1</sup> Where left blank, Source is not applicable.



## 4 Appendices







### Appendix 1 – Related documents

#### Queensland Rail documents

Document type	Document title
<b>Principle</b>	NA
<b>Standard</b>	MD-12-189 <a href="#">Queensland Network Rules and Procedures (QNRP)</a>
<b>Strategy / Plan</b>	NA
<b>Specification / Framework</b>	NA
<b>Procedure</b>	MD-12-73 <a href="#">Lock out / tag out process for plant and equipment</a> MD-18-342 <a href="#">Incident Reporting, Notification and Investigation</a> MD-20-39 <a href="#">Protecting work from rail traffic on adjacent lines Procedure</a>
<b>Instruction</b>	MD-19-351 <a href="#">Network Lockout Trial - Toolbox Talk</a> MD-19-352 <a href="#">Network Lockout Briefing</a> MD-14-166 <a href="#">Managing multiple workgroups Instruction.</a>
<b>Guideline</b>	NA
<b>Form / Template</b>	MD-14-168 <a href="#">Multiple Workgroup Register</a> MD-11-279 <a href="#">Corridor Safety Planner and Assessment SW01</a> MD-11-300 <a href="#">Absolute Signal Blocking Electronic Authority System Blocking Form SW09</a> MD-11-299 <a href="#">Track Occupancy Authority Form SW08</a> MD-19-230 <a href="#">Track Occupancy Authority Walking Inspections – Brisbane SW08M</a> MD-20-65 <a href="#">Network Lockout – Online Training Assessment</a>



## Appendix 2 – Lockout Equipment

Equipment Type	Description	
<b>Red Personal Lock</b>	<ul style="list-style-type: none"><li>• Red</li><li>• Uniquely keyed</li><li>• Key retaining</li><li>• Labelled with “Danger – Do Not Remove”</li></ul>	
<b>Yellow Equipment Lock</b>	<ul style="list-style-type: none"><li>• Yellow</li><li>• Uniquely keyed</li><li>• Key retaining</li><li>• Labelled with “Danger – Do Not Remove”</li></ul>	
<b>Green Activation Lock</b>	<ul style="list-style-type: none"><li>• Green</li><li>• Uniquely keyed</li><li>• Key retaining</li><li>• Labelled with “Danger – Do Not Remove”</li></ul>	
<b>Hasp</b>	<ul style="list-style-type: none"><li>• A device to allow for extra locks to be attached to a Lockbox</li></ul>	
<b>Lockbox</b>	<ul style="list-style-type: none"><li>• A box, bag or board which ensures its contents cannot be removed whilst locks/hasps are attached</li><li>• Allows for attachment of hasps and locks</li><li>• Combined capacity of the Lockbox and Hasps must be sufficient for the workgroup size</li></ul>	 
<b>Workgroup Delineation Boards</b>	<ul style="list-style-type: none"><li>• Fitted with an Integral railtop clamp</li><li>• Able to be locked onto the rail</li></ul>	