

Network Lockout Implementation

Purpose

Network Lockout has been introduced to prevent the unintentional release of track protection, while workers are still on track.

The purpose of this toolbox talk is to provide an overview of the changes that were made to the Network Lockout Procedure, briefing and workshop, based on feedback that was received during the trial period. Stage 1 (Simple Application) of Network Lockout has now been implemented throughout Queensland Rail. Stage 2 (Complex Application) of Network Lockout is currently being trialled throughout Queensland Rail to ensure it is safely and efficiently implemented.

This toolbox talk is to be delivered in a workshop environment to all personnel who have completed the Network Lockout training, to ensure all changes are communicated and understood by everyone implementing Network Lockout in the workplace. The supporting documents which are referred to in this TBT can be found on the Network Lockout Hub Page.

Simple vs. Complex Application

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 Lockout Working.

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) or the use of a Multiple Workgroup Register.

Note: If a risk assessment determines that a complex application of Network Lockout is required do not implement Network Lockout unless it is specifically planned as part of the Stage 2 Trial.

Summary of changes based on consultation

- The Person in Charge of the Workgroup is responsible for the workgroup Lockbox and Green Activation Lock
- Ensure that the most up to date version of MD-19-352 Network Lockout Briefing is used on site, as slight changes have been made to this document to provide further explanation of the equipment associated with the Network Lockout Process
- There must be a Person in Charge of the Workgroup for each lockbox
- The following information must be included within the workgroup prestart briefing:
 - Indicate whether the application of Network Lockout is simple or complex
 - 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.
- When undertaking work on track under Lookout Working, personnel are not required to remove their Red Personal Locks each time they move outside the Danger Zone, if they are planning to re-enter the Danger Zone to continue work.
- Workers are required to move to a safe place prior to removing their Red Personal Locks
- When using the safeworking form as the Secured Safety Measure over multiple shifts, all workers will be required to remove their Red Personal Locks and remain outside the Danger Zone for the duration of the Protection Officer handover process
- 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
- Workgroup delineation boards are not the same as the signs used for infield protection
- The installation of workgroup delineation boards is the responsibility of the Person in Charge of the Workgroup, who is able to delegate the task of erecting these boards to other personnel within their workgroup
- Installation of workgroup delineation boards should only occur once track protection is in place
- There is no qualification or training required to erect Workgroup delineation boards
- When applying a Yellow Equipment Locks to workgroup delineation boards ensure that an information tag is attached to the lock which states the names, contact number and shift times (if applicable) for all Person/s in Charge of the Workgroup

Toolbox talk

- Conditions Affecting the Network (CAN) which are addressed under a WOTA or Means of Protection require Network Lockout to be applied
- Contacts for forced lock removal:

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

- When a forced lock removal is required, for a worker who cannot be contacted, the Person in Charge of the Workgroup must ensure that the Protection Officer and Network Control Officer is informed that there is potentially a person in the corridor.
- All forced lock removals required by SEQ Network Assets personnel will require authorisation from the Network Asset Shift Manager (NSAM)
- The complex application of Network Lockout will only be applied in accordance with the Stage 2 Network Lockout Trial plan
- 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 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 the procedure. 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.

Toolbox talk

- If using lookout as a secondary form of protection to simple process must be followed for Managing Network Lockout - Lookout Working. Workgroups must contact the Person in Charge of the Workgroup when they are entering an area protected by workgroup delineation boards.

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.

- Hasps must correctly be applied to the lockbox. Hasps must be connected through the hole of the lockbox or another hasp's lock hole.
- Locks must be locked through a lockbox or hasp hole. Locks are not to be locked onto any other lock.

Toolbox talk

Quiz questions

How well did you listen?

Workplace managers and supervisors must verify workers understanding by asking these quiz questions.

This quiz is to be completed as a work group prior to individuals signing off the TBT.

Question 1:

Who is responsible for the implementation of the Network Lockout process?

Answer:

- The Person in Charge of the Workgroup

Question 2:

What Network Lockout information should be included within the prestart briefing

Answer:

1. Who the Person in Charge of the Workgroup is
2. What the secured safety measure is
3. The location of the delineation boards (if applicable)

Question 3:

What information should be included on the Information Tags attached for the Yellow Equipment Locks

Answer:

- The name, contact number and shift times for the Person in Charge of the Workgroup

Question 4:

What is the intention of Network Lockout

Answer:

- To prevent the unintentional release of track protection

