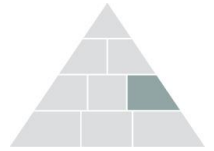


# Procedure

## Network Lockout

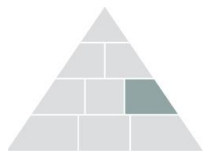
MD-19-337

QUEENSLAND RAIL OFFICIAL



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# 1 Purpose

This procedure sets the requirements for the implementation of Network Lockout, a process which is designed to help reduce the likelihood unintentional release of track protection while workers are working in the Danger Zone. 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 implemented in conjunction with the current SEMS requirements, specifically Queensland Network Rules and Procedures (QNRP) Standard MD-12-189 and Safety in Yards, Facilities, Sidings and Workshops Standard MD-10-175.

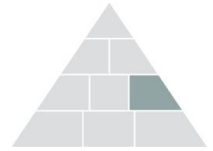
Network Lockout applies to all workers, including employees, contractors, third parties and business visitors.

This procedure does not apply:

- when using Personal Continual Vigilance
- erecting or removing infield protection
- erecting or removing workgroup delineation
- in the event of an Emergency
- initial response/assessment of a Condition Affecting the Network (CAN)
- work associated with the operation of rail traffic
- when working Alternate Proceed Authority (APA) or Proceed Authority / Restraint Authority / Written Authority for Rail Traffic.

## 1.1 Business or technical need

This procedure applies principles consistent to those within Lock out / tag out Process for plant and equipment Procedure MD-12-73 and the Separation of People and Plant Procedure MD-12-1049 and overlays the requirements of Queensland Network Rules and Procedures (QNRP) Standard MD-12-189 and Safety in Yards, Facilities, Sidings and Workshops Standard MD-10-175.



## 2 Requirements of this Procedure

### 2.1 Network Lockout Principles

#### 2.1.1 Planning works and network lockout

During the planning stage of work in the Danger zone 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.

The requirements for the person in charge of the workgroup must also be planned, this includes shift change overs and multi-workgroups scenarios.

#### 2.1.2 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.

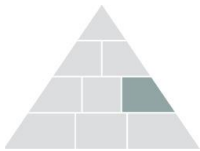
If the visitor has not completed the Network Lockout modularised training, the visitor must receive an SW62 Rail Corridor Induction Form MD-11-215 prior to receiving a visitor red personal lock and allowing them to access the Danger Zone. The Person in Charge of the Workgroup must keep a record of the 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 visitor red personal locks prior to leaving site.

#### 2.1.3 Network Lockout Secured safety measure

The secured safety measure is a collective term used to describe the following:

- The keys to the yellow equipment locks used to secure the workgroup delineation boards, stop signs or points clips; or
- Safeworking form; or
- The keys to the red workgroup locks used to secure the master lockbox in a linked lockbox scenario.



The secured safety measure is placed inside the lockbox.

Type of Track Protection	Secured Safety Measure QNRP
Track Authority with coded blocking facilities	SW08 Active Track Authority Form MD-11-299 <i>or</i> SW08M Active Track Authority Walking Inspections - Brisbane Form MD-19-230 <i>or</i> The keys to the Yellow Equipment Locks, locked to in-field protection or delineation boards
Track Authority without coded blocking facilities <i>or</i> Local Possession Authority	The keys to the Yellow Equipment Locks, locked to in-field protection or delineation boards <i>or</i> SW06 Local Possession Authority Form MD 11-156 <i>or</i> SW07 Worksite Permit Form MD-11-154
Working in a Yard, Facility, Siding or Workshop	SW60 Active Advice of work on/near the Track in Yards, Facilities, Sidings and Workshops Form <i>or</i> The keys to the Yellow Equipment Locks, locked to in-field protection or delineation boards
Lookout Working	SW01 Active Corridor Safety Planner and Assessment Form MD-11-279
Linked Lockbox	The keys to the Red Workgroup Lock or a linked Electronic Lock, locked into the Linked Lockbox

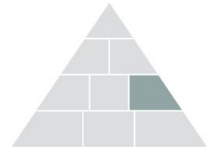
## 2.1.4 Pre-start briefing

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

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

## 2.1.5 Linked lockbox

The linked lockbox process provides efficiency to the teams working within; a Protection Method with multiple workgroups, associated rail traffic or track vehicles, or provide clear delineation of multi-disciplinary workgroups working together.



In a linked lockbox, the Person in Charge of the Workgroup (or delegate) holds the Master Lockbox with the secured safety measure for the overall track protection inside. When Electronic Lock is used the Electronic Lock will be applied to the Master Lockbox. Each Person in Charge of the Workgroup working within the protection applies a Red Workgroup Lock, representing their workgroup, onto the Master Lockbox or sets up a linked Electronic Lock. The key for the Red Workgroup Lock or the linked Electronic Lock then becomes the secured safety measure for the Workgroup Lockbox.

## **2.1.6 Lookout Working as a secondary form of protection**

In multiple workgroup scenarios, where individual workgroups do not hold the overall secured safety measure for the track protection, mobile workgroups who are unable to erect workgroup delineation boards for their worksite will use Lookout Working as a secondary form of protection while within the Track Authority limits.

In this scenario, the steps for implementing Network Lockout will be followed, with the active SW01 Corridor Safety Planner and Assessment Form MD-11-279 as the secured safety measure.

The processes for multiple workgroups are still required to be followed, as per Managing Multiple Workgroups Instruction MD-14-166.

## **2.1.7 Joining Workgroups**

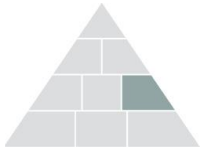
Workgroups joining must follow this Managing Multiple Workgroups Instruction MD-14-166 and implement the requirements set out in the Separation of people and mobile plant Procedure MD-12-1049.

## **2.1.8 Hand over**

### **2.1.8.1 Protection Officer hand over**

If a hand over for a Protection Officer occurs, the appropriate process must be followed as per Queensland Network Rules and Procedures (QNRP) Standard 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 to and remain in a safe place 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.



### 2.1.8.2 Person in charge of the workgroup handover

If a hand over 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 and the type of secured safety measure. 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.

## 2.1.9 Forced lock removal

### 2.1.9.1 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.

#### 2.1.9.1.1 Worker has not removed their personal lock - Worker is contactable

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) 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 Principal Contractor Incident Reporting Form MD-16-276 within 24 hours.

#### 2.1.9.1.2 Worker has not removed their personal lock - Worker is not contactable

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 unable to be contacted, the Person in Charge of the Workgroup must ensure the site is physically inspected to confirm the worker is not in the Danger Zone.



- 3) 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

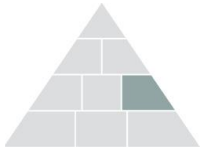
- 4) The Person in Charge of the Workgroup must ensure the Protection Officer informs the Network Control Officer that there is potentially a person in the Danger Zone.
- 5) The Person in Charge of the Workgroup can forcibly remove the lock from the lockbox.
- 6) For Queensland Rail works, the Person 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 Principal Contractor Incident Reporting Form MD-16-276.
- 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.

#### **2.1.9.2 Forced removal of a Red Workgroup Lock, Green Activation Lock or Yellow Equipment Lock**

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

- 1) Make all efforts to locate the key for the lock or unlock the lock.
- 2) The Person in Charge of the Workgroup can forcibly remove the lock/s from the lockbox or equipment.
- 3) For Queensland Rail works, the Person in Charge of the Workgroup must record the forced lock removal as a hazard in SafetySuite. 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 Principal Contractor Incident Reporting Form MD-16-276.





## 2.2 Network Lockout 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 in Network Lockout.

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.

Red locks used for Linked lockboxes must be uniquely labelled 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.

Electronic locks can be used as red personal locks. Combinations of red personal locks and electronic locks can be used on a lockbox. The electronic locks are to be used as per the MD-21-5 Electronic Lock Guideline.

### 2.2.2 Lockbox

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

The purpose of the lockbox is to contain the secured safety measure preventing track protection from being removed whilst workers are in the Danger Zone. The lockbox must 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.

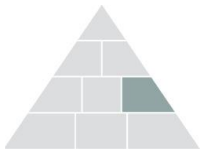
## 2.2.3 Workgroup Delineation Boards

A workgroup delineation board is a device which is locked to the rail with yellow equipment locks, used to identify the limits of a workgroup both to workers and operators of track vehicles. 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. If a track vehicle is working or travelling within the authority or permit, the workgroup delineation board must be erected placed in accordance with Separation of People and Mobile Plant Procedure MD-12-1049. If a track vehicle is not present within the authority or permit workgroup delineation boards are not required.

## 2.3 Procedure steps

### 2.3.1 How to implement Network Lockout

Responsibilities	Process Description
<b>Planner</b>	<b>1. Planning Network Lockout</b> 1.1. Network lockout must be considered and planned for work in the danger zone.
<b>Protection Officer</b>	<b>2. Implement track protection</b> 2.1. Implement the track protection in accordance QNRP or the Safety in Yards, Facilities, Sidings and Workshops Standard MD-10-175 2.2. Hand over the secured safety measure to the Person in Charge of the Workgroup
<b>Person in Charge of the Workgroup</b>	<b>3. Activate Network Lockout</b> 3.1. Conduct a Network Pre-Start Briefing with all workers 3.2. Secure the Secured Safety Measure inside the lockbox 3.3. Attach the Green Activation Lock to the lockbox 3.4. Instruct all workers to lock onto the lockbox before entering the Danger Zone
<b>Workers</b>	<b>4. Lock on</b> 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



## 2.3.2 How to remove Network Lockout

Responsibilities	Process Description
<b>Person in Charge of the workgroup</b>	<b>1. Complete work on track</b>  1.1. Ensure the 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
<b>Workers</b>	<b>2. Lock off</b>  2.1. All workers MUST remove their Red Personal Lock from the Lockbox and remain in a safe place
<b>Person in Charge of the Workgroup</b>	<b>3. De-activate network lockbox</b>  3.1. 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, and remove the secured safety measure  3.2. Notify the Protection Officer that all workers are in a safe place, have removed their Red Personal Lock from the Lockbox and the track is clear and fit for service. Return the Secured Safety Measure to allow for the track protection to be safely suspended or released.
<b>Protection Officer</b>	<b>4. Suspend or release track protection</b>  4.1. Suspend or release the Track Protection in consultation with the Network Control Officer as per the requirements of Queensland Network Rules and Procedures (QNRP) Standard MD-12-189.  <b>Note:</b> To reinstate track protection after suspending, repeat the process above.

## 2.4 Training Requirements

This procedure must be applied by workers trained in the use of Network Lockout. Network Lockout training is delivered through an online modularised training product.

Module One - Introduction to Network Lockout is for all workers working in the Danger Zone.  
Module Two - Managing Network Lockout is for Persons in Charge of the Workgroup (including delegate/s), Planners and Protection Officers.

Queensland Rail workers must complete the training via Learning Management System (LMS). Contractors and Third Parties must complete the training through the Rail Industry Worker (RIW) program.

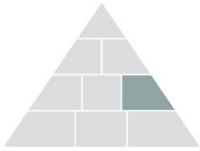


### 3 Terms and definitions

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>Person in Charge of the Workgroup</b>	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.	
<b>Master Lockbox</b>	A Master Lockbox holds the overarching track protection as the secured safety measure in scenarios where there are multiple workgroups using the linked lockbox application of Network Lockout.	
<b>Protection Method</b>	Track Authority, Local Possession Authority or where approved, Protection afforded by the system of Safeworking	

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



## 4 Document history

### Document Information

Current Version	6.1
First Released	24 December 2019
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Review Frequency	Biennial
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Document Authoriser	Chief Executive Officer (CEO)
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Document Owner / Approver	Safeworking Discipline Head
Content Developer*	Principal Adviser Safeworking
Review Stakeholders	SEQ, Regional, Major Projects Integration, Safety Risk and Assurance
Audience	All employees, contractors and consultants

\*Contact for further information

### Document Amendment History

Version	Date	Section(s) Amended	Summary of Amendment
6.1	11/11/2024	2.1.3	Secured Safety Measure – updated reference from Proposed QNRP V7 to QNRP
6.0	14/11/2022	Whole document	Revised document ownership details with minor grammatical changes
5.0	28/10/2021	Whole document	Non-Material language and formatting changes. Removal of QNRP V6 terminology.
		2.1.9.2	Inclusion of number 3.
		2.2.3	Workgroup Delineation Board requirements updated
		2.4	Addition of Network Lockout training requirements.
		Appendix 3	Removed – Network Lockout Transitional Arrangements

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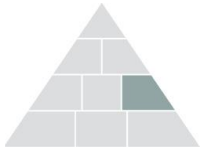


## 5 Appendices








### Appendix 1 – Related documents

#### Queensland Rail documents

Document type	Document title
<b>Principle</b>	N/A
<b>Standard</b>	MD-12-189 <a href="#">Queensland Network Rules and Procedures (QNRP)</a> MD-10-175 <a href="#">Safety in Yards, Facilities, Sidings and Workshops</a>
<b>Strategy / Plan</b>	N/A
<b>Specification / Framework</b>	N/A
<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> MD-12-1049 <a href="#">Separation of people and mobile plant</a>
<b>Instruction</b>	MD-14-166 <a href="#">Managing multiple workgroups</a> MD-21-5 <a href="#">Electronic Lock - Network Lockout</a>
<b>Guideline</b>	N/A
<b>Form / Template</b>	MD-11-279 <a href="#">Corridor Safety Planner and Assessment (SW01)</a> MD-11-299 <a href="#">Track Authority (SW08)</a> MD-19-230 <a href="#">Track Authority - Walking Inspections – Brisbane (SW08M)</a> MD-11-215 <a href="#">Rail Corridor Induction (SW62)</a> MD-14-168 <a href="#">Multiple Workgroup Register</a> MD-20-176 <a href="#">Network Lockout Assurance Activity</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>Electronic Lock</b>	<ul style="list-style-type: none"> <li>Refer to Electronic Lock - Network Lockout Instruction MD-21-5</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 or under rail clamp</li> <li>Able to be locked onto the rail</li> </ul>	