

WELCOME

TRACK WORKER STRUCK BY A PASSENGER TRAIN: SHARED LEARNING

LAVERTON INCIDENT PRE-WORK BRIEFS

TOOLBOX 3



MetroSafe



OBJECTIVE

To welcome and clarify the goal of the session.

As we talk about the Pre-Work Brief process today, we will focus on the importance of this to ensure that we can reach our goal of Zero Harm.

WELCOME

Today's session is the third of ten toolbox talks.

Today's session focuses on the Pre-Work Brief:

- What it is
- Who delivers the brief
- Your accountabilities during the briefing process

Housekeeping rules – Phones off, duration of session (approximately 25 minutes).

Link to our goal of Zero Harm. **(What does this mean to the group?)**

WHY WE ARE HERE

Emphasise – Safety Starts with us. Everyone is responsible for ensuring that the safest working environment is created and maintained while performing all tasks in the rail environment.

Emphasise – Safety starts with each one of us. Safety is an attitude that should be adapted to all aspects of our lives, not just when we are at work.

Encourage to always Speak up for Safety – recognise and call out unsafe behaviours and situations.

OUR SAFETY PLEDGE

LAVERTON INCIDENT: PRE-WORK BRIEFS

OUR SAFETY PLEDGE

I WILL ENSURE THAT I HAVE UNDERSTOOD ALL THE HAZARDS AND CONTROLS IN THE WORK AREA AND HAVE A CLEAR UNDERSTANDING OF THE WORK AND POSITION OF SAFETY PRIOR TO SIGNING THE PRE-WORK BRIEF.

ZERO HARM

OBJECTIVE

To clarify and emphasise our Safety Pledge and ensure participant understanding.

READ

I will ensure that I have understood all the hazards and controls in the work area and have a clear understanding of the worksite protection and Position of Safety (POS) prior to signing the Pre-Work Brief.

DISCUSS

Pose question to group:

1. What would you do if you were unsure of any method of protection or controls that had been put in place?
 - Discuss the process for asking questions during the briefing process at the worksite. When? How?
2. What does it mean to sign on to the Pre-Work Brief?
 - Discuss the importance of signing on and understanding all required information.

INTRODUCTION

An important part of working in the rail network is attending and understanding the Pre-Work Brief. The Pre-Work Brief provides a summary of the important safety information relating to the hazards and controls associated with the task.

This booklet provides clear information about the importance of the Rail Safety Pre-Work Brief and how it related to the Laverton incident.

This is the third of ten toolbox talks created to share learnings with industry.



OBJECTIVE

To set the tone and introduce the concept and importance of the Pre-Work Brief.

READ

An important part of working in the rail network is attending and understanding the Pre-Work Brief. The Pre-Work Brief provides a summary of the important safety information relating to the hazards and controls associated with the task.

DISCUSS

Ask the group to **provide examples of hazards** associated with working in the rail environment:

- Examples could include weather, electrical, trains, equipment etc.

Link to: **the purpose of the Pre-Work Brief is to:**

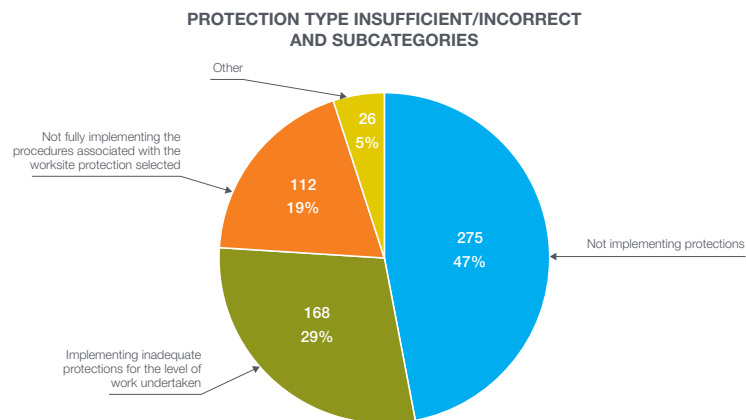
- Provide communication and recognition of hazards prior to and when performing work in the rail environment
- Provide discussion of controls that are in place to ensure the safety of all RSW's in the rail environment
- Demonstrate understanding of the accountabilities of all RSW's involved in the task

LAVERTON INCIDENT: PRE-WORK BRIEFS

RELATED STATISTICS

The Australian Transport Safety Bureau (ATSB) identified 581 occurrences where the protection applied was either insufficient or incorrect between July 2009 and July 2014. This was the most commonly featured safe work on track category.

The breakdown of these occurrences include:



SOURCE: AUSTRALIAN TRANSPORT SAFETY BUREAU (2017), SAFE WORK ON TRACK ACROSS AUSTRALIA, ANALYSIS OF INCIDENT DATA, 2009 - 2014
[HTTPS://WWW.ATSB.GOV.AU/MEDIA/5773636/RI-2014-011_FINAL.PDF](https://www.atsb.gov.au/media/5773636/RI-2014-011_FINAL.PDF), P. 12

OBJECTIVE

To discuss the number of incidents that occurred out in the rail network relating to safe working.

DISCUSS

- Between July 2009 and July 2014, the ATSB reported on 581 incidents where the protection applied was either insufficient or incorrect.

Discuss breakdown:

- 47% due to no protection being implemented
- 29% due to inadequate protection
- 19% due to protection not being fully implemented

Ask students:

- What would inadequate protection mean?
- Discuss importance of waiting for TFPC to set protection prior to works beginning.

LAVERTON INCIDENT SUMMARY

TRACK WORKER STRUCK BY A PASSENGER TRAIN

On the morning of Friday 2 October 2015, a workgroup was assembling track-side in Laverton, Victoria. They planned to undertake dog spike removal works in preparation for re-sleepering of a section of track on the Altona Loop Line.

At around 0910, the supervisor for the works commenced marking the track to identify those dog spikes to be removed. He was working in a track crossover about 400 meters on the Melbourne side of Laverton Railway Station. A lookout had been placed for his protection.

At about 0916, a Metro Trains Melbourne suburban commuter train arrived at Laverton station, bound for Flinders Street Station in central Melbourne. After its scheduled stop, the train departed Laverton and approached the worksite. The lookout observed the train, warned workers of its approach and signalled to the driver that the track was clear. However, as the train took the crossover, the supervisor was foul of the track, and was struck by the train that was travelling at about 59 km/h. The supervisor suffered serious injuries.

OBJECTIVE

To provide the required background knowledge in regards to the Laverton Incident of 2015 and how it links to the importance of the Pre-Work Brief.

READ

On the morning of Friday 2 October 2015, a workgroup was assembling track-side in Laverton, Victoria. They planned to undertake dog spike removal works in preparation for re-sleepering of a section of track on the Altona Loop Line.

At around 0910, the supervisor for the works commenced marking the track to identify those dog spikes to be removed. He was working in a track crossover about 400 meters on the Melbourne side of Laverton Railway Station. A lookout had been placed for his protection.

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Summarise:

1. In late 2015, a track worker was struck by a passenger train while performing work in the rail network. This occurred due to several safe working and communication errors
2. The supervisor suffered serious injuries as a result of this incident. One of the factors that contributed to this terrible accident was the incorrect procedure followed in regards to the Pre-Work Brief Process.

LAVERTON INCIDENT: PRE-WORK BRIEFS

LAVERTON INCIDENT SUMMARY

SHARED LEARNINGS – PRE WORK BRIEF

1

All Rail Safety Workers (RSW's) must clearly understand, attend and sign on to the relevant Pre-Work Brief prior to entering the rail corridor to commence work.

2

The Track Force Protection Coordinator (TFPC) must confirm that the Work Group Supervisor (WGS) and all RSW's have a clear understanding of the Position of Safety (POS).

3

All RSW's must not enter the danger zone without authorisation from the TFPC.

4

All RSW's must have a clear understanding of the worksite protection measures that have been implemented by the TFPC.

5

RSW's are to immediately head to a POS once audible warnings have been raised and remain in the POS until authority has been obtained from the TFPC.

OBJECTIVE

Introduce the concept of 5 key learnings around the importance of the Pre-Work Brief.

READ AND CLARIFY

Read out each point and then discuss the following before moving onto the next point:

1. **All RSW's must clearly understand, attend and sign on to the relevant Pre-Work Brief prior to entering the rail corridor to commence work.**

Emphasise it is more than just signing on before work. RSW's must attend and understand everything that is said to them during the Pre-Work Brief Process.

Link to 'Speak Up for Safety' – emphasise the importance of asking questions if unsure of the information or instructions.

2. **The TFPC must confirm that the Work Group Supervisor (WGS) and RSW's have a clear understanding of the Position of Safety (POS).**

Definition of Position of Safety: Is a place where people or equipment cannot be struck by rail traffic.

3. **All RSW's must not enter the danger zone without authorisation from the TFPC.**

Emphasise the importance of having to wait for authorisation to ensure that the required worksite protection is in place.

4. **All RSW's must have a clear understanding of the worksite protection measures that have been implemented by the TFPC.**

Emphasise the importance of understanding the worksite protection so an understanding of train movement is maintained while performing work in the network.

5. **RSW's are to immediately head to a POS once audible warnings have been raised and remain in the POS until authority has been obtained from the TFPC.**

Ask students to provide examples of verbal warnings that can be used to alert of the approach of rail traffic.

Emphasise the importance of knowing which warning is being used to alert of the approach of rail traffic; and of remaining in the POS until the TFPC provides clearance to re-enter the danger zone.

WHAT ARE RAIL SAFETY PRE-WORK BRIEFS?

A Rail Safety Pre-Work Brief is completed prior to any work commencing in the rail corridor.

It is a component of the Rail Safety Worksite Hazard Assessment (RSWHA) and is a formal briefing to the Protection Team, WGS and RSW's within the worksite.

This brief outlines the worksite protection arrangements, hazards in the work area, emergency procedures, communication methods, electrical isolations, fitness for duty and the POS.

Prior to work commencing in the rail corridor, the TFPC must complete a RSWHA and conduct a Rail Safety Pre-Work Brief. The TFPC must also contact the Track Access Desk advising of the location of the works, the intended protection arrangements and the number of RSW's involved in the task.

The TFPC must obtain permission from the Track Access Desk to enter the rail corridor. All RSW's must have attended and signed on to the relevant Pre-Work Brief prior to entering the rail corridor and must wait until the TFPC approves entry for the works to commence.



OBJECTIVE

To ensure all RSW's understand what a Rail Safety Pre-Work Brief is.

READ

A Rail Safety Pre-Work Brief is completed prior to any work commencing in the rail corridor.

It is a component of the Rail Safety Worksite Hazard Assessment (RSWHA) and is a formal briefing to the Protection Team, WGS and RSW's within the worksite.

This brief outlines the worksite protection arrangements, hazards in the work area, emergency procedures, communication methods, electrical isolations, Fitness for Duty and the POS.

Prior to work commencing in the rail corridor, the TFPC must complete a RSWHA and conduct a Rail Safety Pre-Work Brief. The TFPC must also contact the Track Access Desk advising of the location of the works, the intended protection arrangements and the number of RSW's involved in the task.

The TFPC must obtain permission from the Track Access Desk to enter the rail corridor. All RSW's must have attended and signed on to the relevant Pre-Work Brief prior to entering the rail corridor and must wait until the TFPC approves entry for the works to commence.

QUESTION TO STUDENTS

1. What is the purpose of the Pre-Work Brief?

- Discussion surrounding working in the rail environment and importance of communication and continued awareness of hazards and controls to maintain safety.

2. When is the Pre-Work Brief delivered?

- Discussion surrounding the importance of attending the **Pre-Work Brief before entering** the rail corridor.

3. As a RSW, what are the most important things you find out at the Pre-Work Brief?

- Discuss the importance of knowing the POS, what hazards exist, emergency evacuation points, isolations etc.

LAVERTON INCIDENT: PRE-WORK BRIEFS

WHO DELIVERS RAIL SAFETY PRE-WORK BRIEFINGS?

The TFPC is responsible for delivering the Rail Safety Pre-Work Brief to the WGS and the Protection Team (Lookouts and Handsignallers). The TFPC must ensure that the WGS and Protection Team have a clear understanding of the POS and all the hazard and control measures that need to be put in place for the intended worksite.

The WGS is responsible for delivering the Work Group Supervisor Pre-Work Briefing to all RSW's involved in the task. The Work Group Supervisor Pre-Work Briefing contains information about the hazards and controls including intended worksite

protection methods for the task.

The TFPC must be present during the Work Group Supervisor Pre-Work Briefing to ensure that all relevant information has been delivered by the WGS.



ZERO HARM

OBJECTIVE

To ensure all RSW's understand the briefing process and who is responsible for briefing them.

READ

The TFPC is responsible for delivering the Rail Safety Pre-Work Brief to the WGS and the Protection Team (Lookouts and Handsignallers). The TFPC must ensure that the WGS and Protection Team have a clear understanding of the POS and all the hazard and control measures that need to be put in place for the intended worksite.

The WGS is responsible for delivering the Work Group Supervisor Pre-Work Briefing to all RSW's involved in the task. The Work Group Supervisor Pre-Work Briefing contains information about the hazards and controls including intended worksite protection methods for the task.

The TFPC must be present during the Work Group Supervisor Pre-Work Briefing to ensure that all relevant information has been delivered by the WGS.

DISCUSS

- **The current briefing process.** When it occurs? How it occurs?
- **If facilitator is a WGS, provide examples of how you ensure understanding of all members of the workgroup during delivery of the brief** (eye contact, facial expressions, questions and answers, body language)
- **Provide suggestions of how you could adapt the Pre-Work Brief if your workgroup had limited English speaking skills** (interpreter, acting out scenarios, slowing down speech)

MY ROLE AT PRE-WORK BRIEFS

All RSW's must attend the relevant Pre-Work Brief, have an understanding of the hazards and controls, and be given the opportunity to ask for any clarification prior to signing on to the Pre-Work Brief.

It is my pledge as a RSW that when I sign on to the relevant Pre-Work Brief, I declare that:

- I have attended the brief
- I am qualified in my role
- I hold a valid Rail Industry Worker (RIW) card or equivalent
- I understand the tasks and hazards that are associated with the worksite
- I understand the intended controls that will be put in place prior to works commencing
- I am wearing the correct Personal Protective Equipment (PPE) associated with the works

- I am free from the impairment of drugs, alcohol and fatigue
- I have a clear understanding of the POS and the communication methods that are to be used

All RSW's have a responsibility to Speak Up for Safety if there are any concerning matters that may need to be raised at any stage.



OBJECTIVE

To ensure all RSW's understand their role and accountabilities at the Rail Safety Pre-Work Brief.

READ

All RSW's must attend the relevant Pre-Work Brief, have an understanding of the hazards and controls, and be given the opportunity to ask for any clarification prior to signing on to the Pre-Work Brief.

It is my pledge as a RSW that when I sign on to the relevant Pre-Work Brief, I declare that:

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- I am wearing the correct Personal Protective Equipment (PPE) associated with the works
- I am free from the impairment of drugs, alcohol and fatigue
- I have a clear understanding of the POS and the communication methods that are to be used

All RSW's have a responsibility to Speak Up for Safety if there are any concerning matters that may need to be raised at any stage.

DISCUSS

1. **Ask members what it means to them when they sign on to the Pre-Work Brief?**
 - Ensure that the discussion is had on where this piece of paper could end up (court).
2. **Provide the opportunity to go through the Pre-Work Brief and offer the chance to ask any questions.**
3. **Emphasise that you are personally accountable to ensure your competencies are up to date and the importance of having your card with you at all times.**
4. **Emphasise the importance of notifying the WGS if you're unwell or have had to take medications – explain about site requirements and how this notification could occur.**

GLOSSARY

All Right Hand Signal:

The All Right hand signal is one arm held in the horizontal position. By night a white light held steady.

Australian Transport Safety Bureau (ATSB):

The **ATSB** is Australia's national transport safety investigator.

Danger Zone:

Is all space within 3 metres horizontally from the nearest rail and any distance above or below this zone including being on the line, unless a Position of Safety exists or can be created.

Flagman/Handsignaller:

Is a rail safety worker who displays hand signals to the operators of rail traffic movements. A Handsignaller is also referred to as a Flagman.

Metro Trains Melbourne (MTM):

Metro Trains Melbourne, known colloquially as simply Metro, is the franchised operator of the suburban railway network in Melbourne, Australia. Metro Trains Melbourne is a joint venture between MTR Corporation, John Holland Group and UGL Rail.

Office of the National Rail Safety Regulator (ONRSR):

An independent body corporate established under the Rail Safety National Law (South Australia) Act 2012. The primary objectives of the ONRSR are to encourage and enforce safe railway operations and to promote and improve national rail safety.

Protection Officer (PO):

The qualified worker responsible for rail protection (NSW, SA, QLD, WA).

Position of Safety (POS):

Is a place where people or equipment cannot be struck by rail traffic.

Rail Safety Pre-Work Briefing:

Is a formal briefing on the worksite protection arrangements provided by the Track Force Protection Coordinator to all rail safety workers associated with the worksite protection and the Work Group Supervisor.

Rail Safety Worksite Hazard Assessment (RSWHA):

Is an assessment of the rail safety hazards to determine the method/level of protection requirement for a worksite.

Rail Safety Worker (RSW):

Is a person who has carried out, is carrying out or is about to carry out, rail safety work, and includes:

- a) a person who is employed or engaged by a rail operator to carry out rail safety work
- b) a person engaged by a person (other than by a rail operator) to carry out rail safety work
- c) a trainee
- d) a volunteer.

Track Access Desk (TAD):

Provides a single approval point for access by internal and external stakeholders requiring track access within the Rail Corridor and Danger Zone.

Track Force Protection Coordinator (TFPC):

Is the person appointed to assess and implement worksite protection arrangements on site.

Track Force Protection:

Track force protection is a method of protecting work on track between rail traffic movements.

Work Group Supervisor (WGS):

Is the individual ultimately responsible for the supervision of the programmed activities within a Work Site.

Work Group Supervisor Pre-Work Briefing:

Is a formal briefing on the task related activities provided by the Work Group Supervisor to the work group and Track Force Protection Coordinator.

FURTHER INFORMATION AND SAFETY PLEDGE



FURTHER INFORMATION

If you require any further information, please discuss with your supervisor.

INFORMATION SOURCES

- Australian Transport Safety Bureau (2017), Safe work on track across Australia, Analysis of incident data, 2009 - 2014
- Australian Transport Safety Bureau (ATSB), Rail Occurrence Investigation, RO-2015-019, Final 24 August 2016
- MTM General Operating Procedures
- MTM Planning Worksite Protection in the Rail Corridor
- MTM Rail Safety Worksite Hazard Assessment
- MTM RSWHA Briefing Note

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OBJECTIVE

Commitment to the pledge from all participants.

Advise participants that further information about the incident is available.

READ

Restate the pledge: **I will ensure that I have understood all the hazards and controls in the work area and have a clear understanding of the worksite protection and POS prior to signing the Pre-work Brief.**

DISCUSS

Leader commits to the pledge by providing a summary of the importance of the Pre-Work Brief process.

Ask each person:

1. What are you accountable for prior to signing on to the Pre-Work Brief?
2. What does it mean to you to sign on to the Pre-Work Brief?

Highlight where support or further information can be obtained.