

MANAGING A PROTECTED WORK AREA

JOB AID

SINGLE WORK SITE

(Issue **3** – April **2025**)

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SECTION 1

WORK SITE REGISTER & LOCK ON / OFF

WORK SITE REGISTER

TS90

Work Site Limits		RPO or Site Protector	Date
From	To		
205.35	205.80	John Smith	14 / 09 / 14

- I have been briefed on protection, work site limits, the Safe Place and rail hazards.
- I am aware I must report to the Work Site protector before leaving the Work Site.

	Name / Hi-Rail Call Sign	Contact Number	On Site & Briefed				
			Time	Initials			
P	John Smith	021 323 456	0830	JS			
1.	Tom Brown	027 594 3421	0830	TB			
2.	Digger 60352		0830	RD			
3.	Ross Dixon	021 777 999	0830	RD			
4.							
5.							
6.							
7.							
8.							
9.							
Signing On Work Site Register							

RPO signs in
on "P" row.

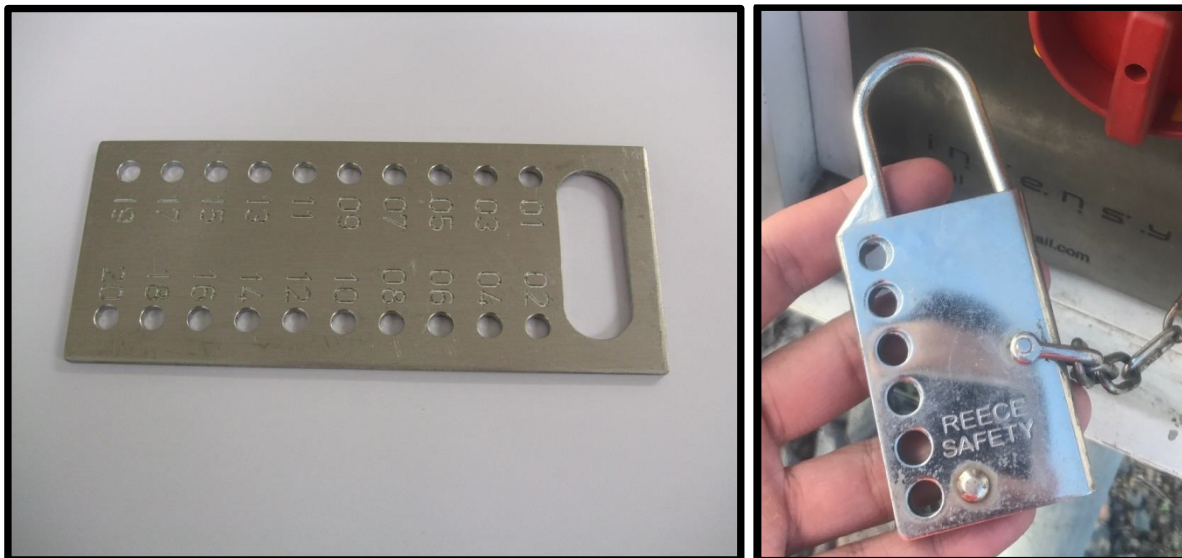
All vehicles fouling
track to be signed in
by vehicle **Driver**.

Include "Call Sign"
(registration if no
call sign).

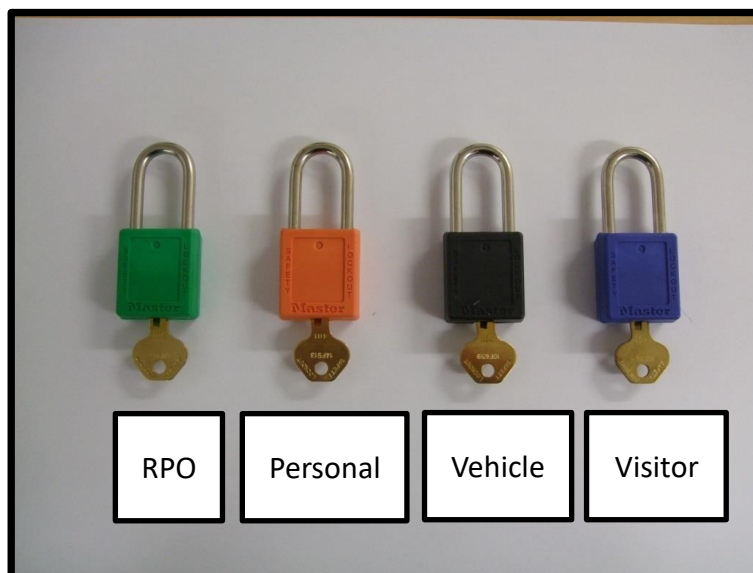
Padlocks taken out of use:

Lock ID	Time "Out of Use"	New Lock ID	RPO Signature	User Signature

LOCK ON FRAME / HASP & PADLOCKS

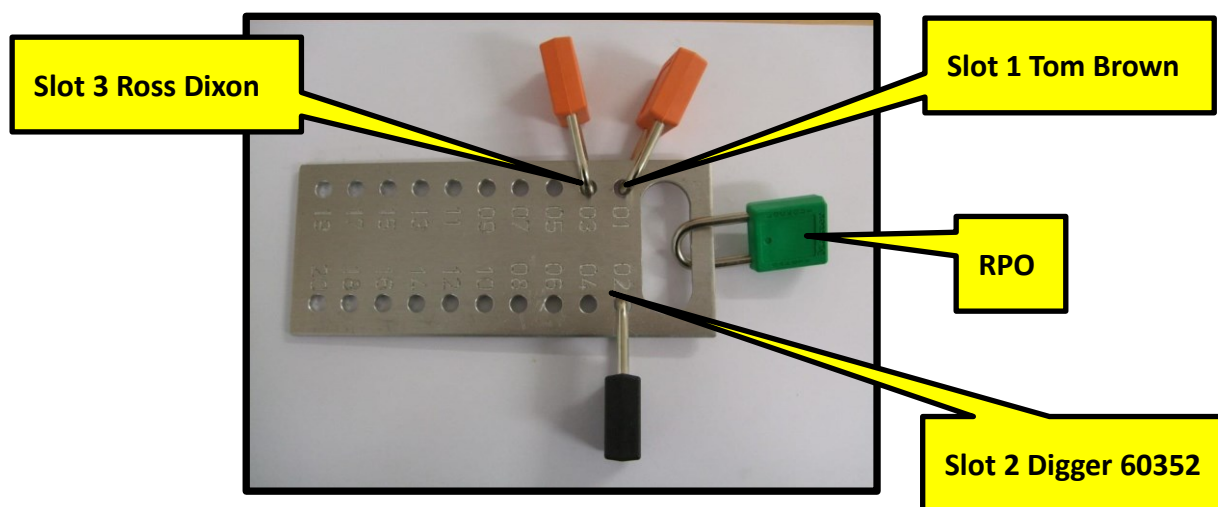


[Lock On Frame / Hasp]



[Padlock Colours]

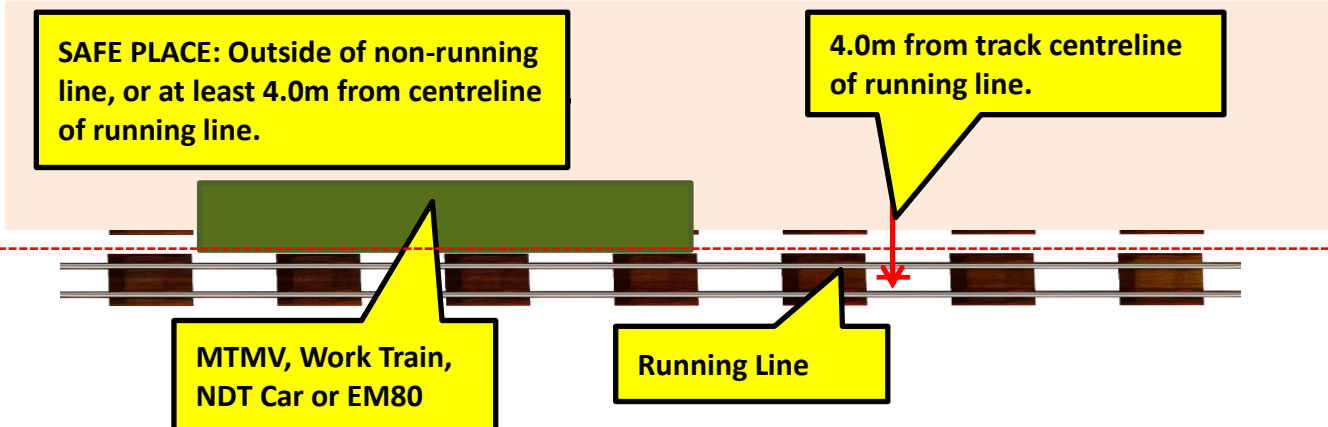
LOCKING ON TO START WORK



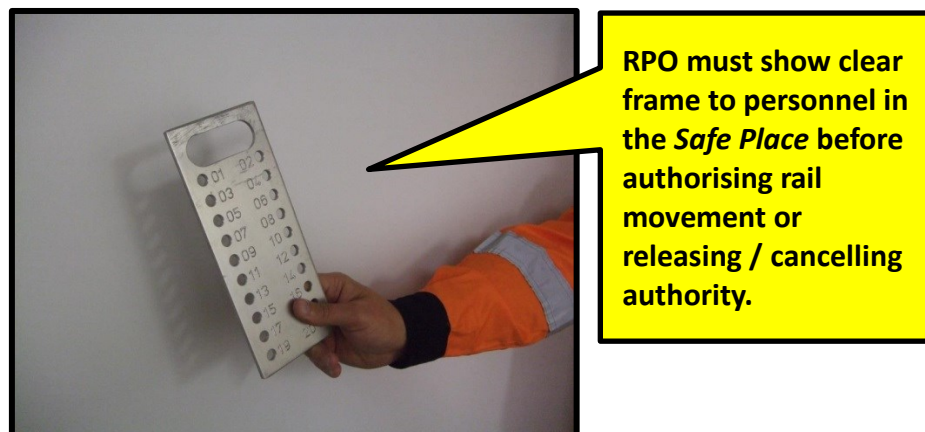
P	<i>John Smith</i>	<i>021 323 456</i>	<i>0830</i>	<i>JS</i>			
1.	<i>Tom Brown</i>	<i>027 594 3421</i>	<i>0830</i>	<i>TB</i>			
2.	<i>Digger 60352</i>		<i>0830</i>	<i>RD</i>			
3.	<i>Ross Dixon</i>	<i>021 777 999</i>	<i>0830</i>	<i>RD</i>			

1	The frame must not be made available for Lock On until the RPO has entered a work site “start” time in the TS92 or has obtained a Mis.71 or Mis.88 authority: - At the start of work, or - When authorising work to resume after a rail movement.
2	THE RPO MUST NOT LEAVE THE WORK SITE WITHOUT MAKING IT
3	WARNING Personnel must retain their personal padlock key and <i>must not</i> give it other persons <i>under any circumstances.</i>
4	All personnel / vehicles, including visitors, must be <i>Locked On</i> before leaving the <i>Safe Place</i>.

EXCLUSIONS FROM LOCKING ON

1	A person working alone. If any additional person(s) joins the Work Site the frame must be used.
2	When on foot or making minor work corrections (e.g., replacing a fish-plate bolt) a maximum of 3 rail personnel working in close proximity on the same activity, when working with a Track Occupancy Authority.
3	Rail personnel operating Work Trains and Mobile Track Maintenance Vehicles. If required to leave the vehicle in a Work Site that has multi tracks, one being used as a Running Line, they must lock on, or lock off in the Safe Place outside the MTMV, Work Train, NDT Car and EM80. NOTE: Must remain at least 4.0m from the track centreline of the running line in accordance with TS01 Protection Arrangements. This includes MTMV personnel who are marking out cables on the main that the machine is working on.  SAFE PLACE: Outside of non-running line, or at least 4.0m from centreline of running line. 4.0m from track centreline of running line. MTMV, Work Train, NDT Car or EM80 Running Line
4	Operators / Drivers of other rail movements passing through a Protected Work Area e.g., Track Inspector.
5	A <u>supervised</u> vehicle driver picking up / delivering material at a designated location clear of the track and on the same side as the road access.
6	When working behind and approved barrier. If personnel or vehicles are required to cross a maintenance crossing within the work site, it must be controlled by a barrier or by the RPO before authorising rail movements.

LOCKING OFF FOR RAIL MOVEMENTS / AT COMPLETION OF WORK



1	The frame must not be made available for Lock Off until the RPO has returned to the Safe Place.
2	All vehicles secured must be in safe mode clear of the track, all personnel, including visitors, must return to the Safe Place, and all Locked Off.
3	The RPO must not remove the green RPO padlock until all other padlocks have been removed.
4	The RPO must show the clear frame to personnel in the Safe Place before authorising rail movements or releasing / cancelling the protection authority. At least one other person must see and acknowledge the clear frame.
5	The RPO must maintain a view of the track and Safe Place until the movement(s) passes.

WARNING

When locked off persons / vehicles must not re-enter the corridor

WORK SITE REGISTER

TS90

Work Site Limits		RPO or Site Protector	Date
From	To		
205.35	205.80	John Smith	14 / 09 / 14

- I have been briefed on protection, work site limits, the Safe Place and rail hazards.
- I am aware I must report to the Work Site protector before leaving the Work Site.

	Name / Hi-Rail Call Sign	Contact Number	On Site & Briefed			Off Site	
			Time	Initials		Time	Initials
P	John Smith	021 323 456	0830	JS			
1.	Tom Brown	027 594 3421	0830	TB		1030	TB
2.	Digger 60352		0830	RD			
3.	Ross Dixon	021 777 999	0830	RD			
4.							
5.							
6.							
7.							
8.							
9.							

Sign off before leaving Work Site.

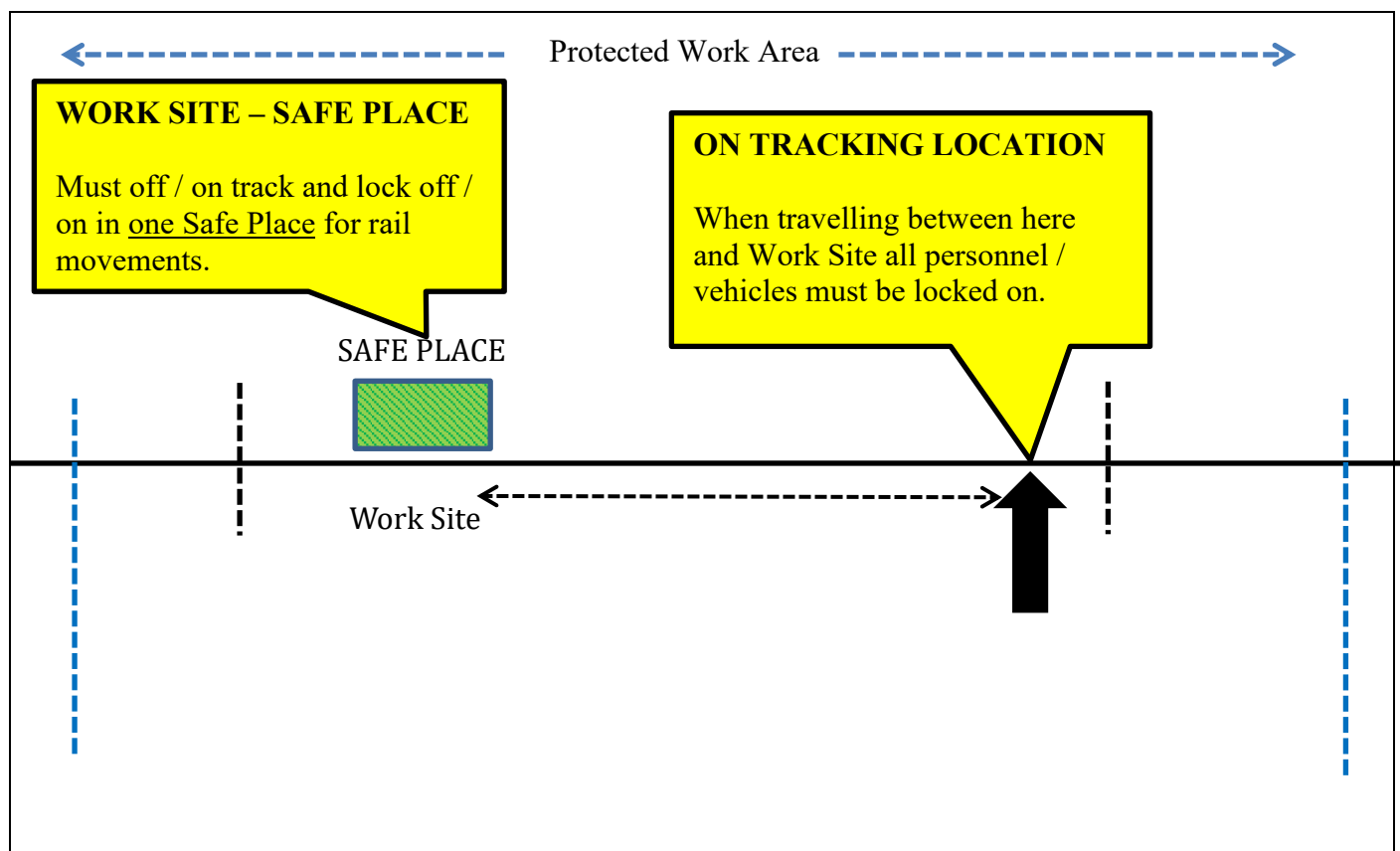
Ensure personal / vehicle padlocks
are removed.

**Signing Off
Work Site Register**

Padlocks taken out of use:

Lock ID	Time "Out of Use"	New Lock ID	RPO Signature	User Signature

VEHICLES ON/OFF TRACKING, REMOTE FROM RAIL PROTECTOR'S LOCATION AT START & COMPLETION OF WORK



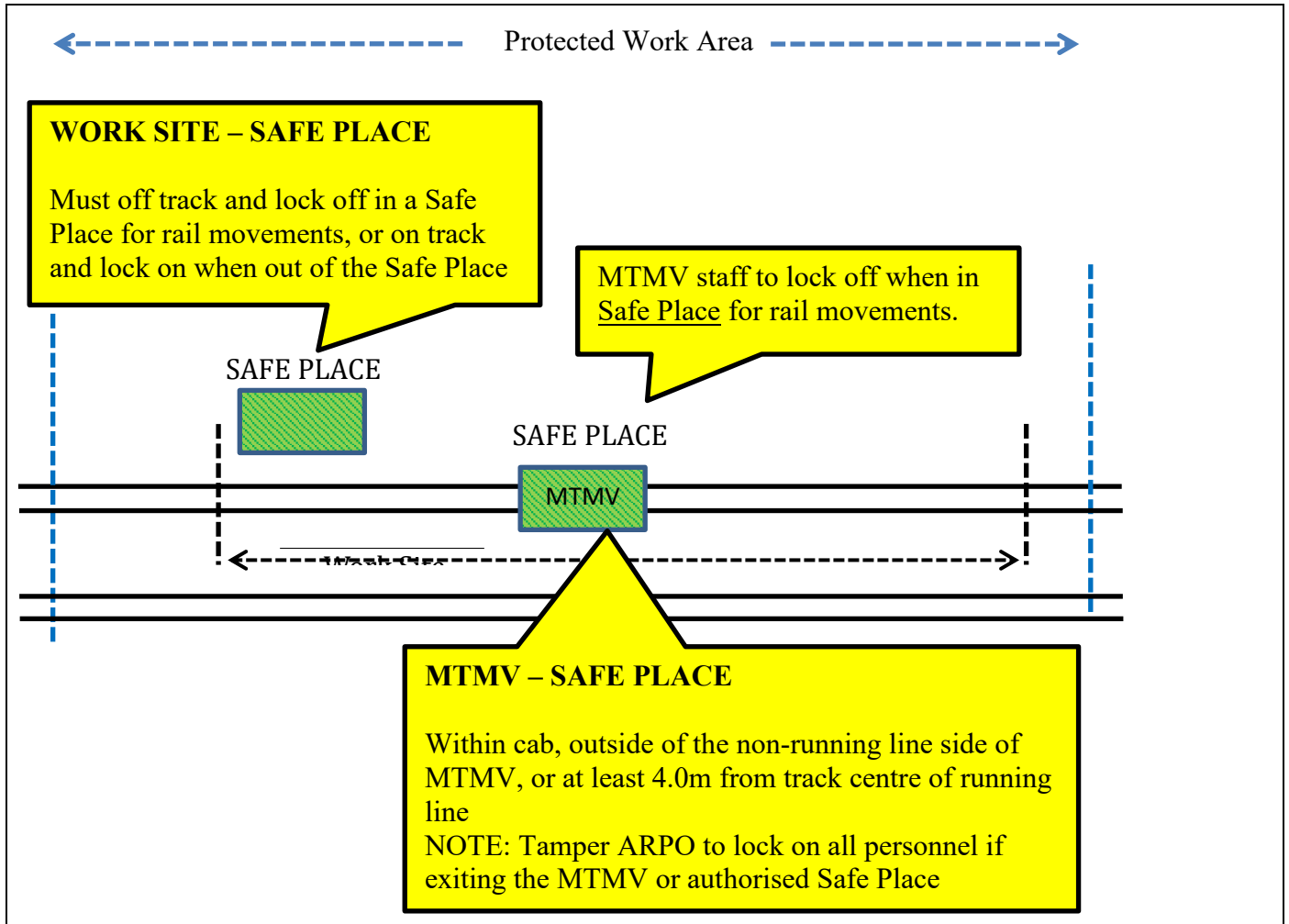
Locking On / Off Options

1.	Personnel & vehicle lock on / off at RPO location travelling to / from on-tracking location by road clear of track, or
2.	RPO travels to / from on-tracking location to lock on / off personnel & vehicle.

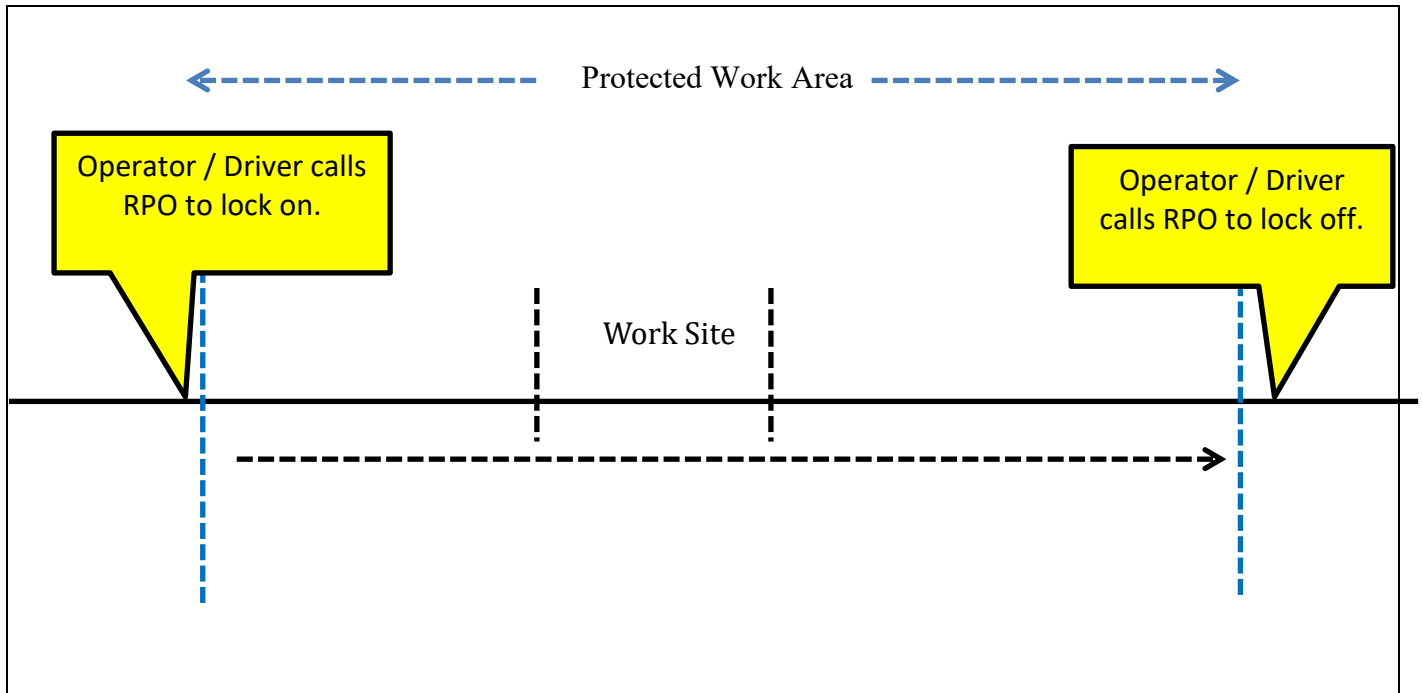
WARNING

If vehicles required to off track and lock off at remote on-tracking location when clearing for rail movements, Multiple Work Site procedures must be applied (2 x Safe Places).

MTMV LOCK ON / OFF OPTIONS



**RAIL MOVEMENT PASSING THROUGH PROTECTED WORK AREA
ON RAIL PROTECTION OFFICER'S TRACK WARRANT**

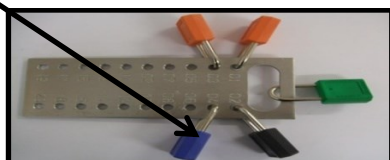


RAIL MOVEMENT PASSING THROUGH PROTECTED WORK AREA ON RAIL PROTECTION OFFICER'S TRACK WARRANT

ENTER Protected Work Area:

Action		By		✓
1	Operator / Driver calls RPO.	D	RPO	
2	RPO: - Briefs Operator / Driver on Mis.88 and work site location. - Enters Operator's./ Driver's name, vehicle ID, and the time on TS90	RPO		

➔	4.	<i>John Smith</i>	60398	1030	—			
3	RPO attaches visitor padlock to frame / authorises movement.						RPO	



EXIT Protected Work Area:

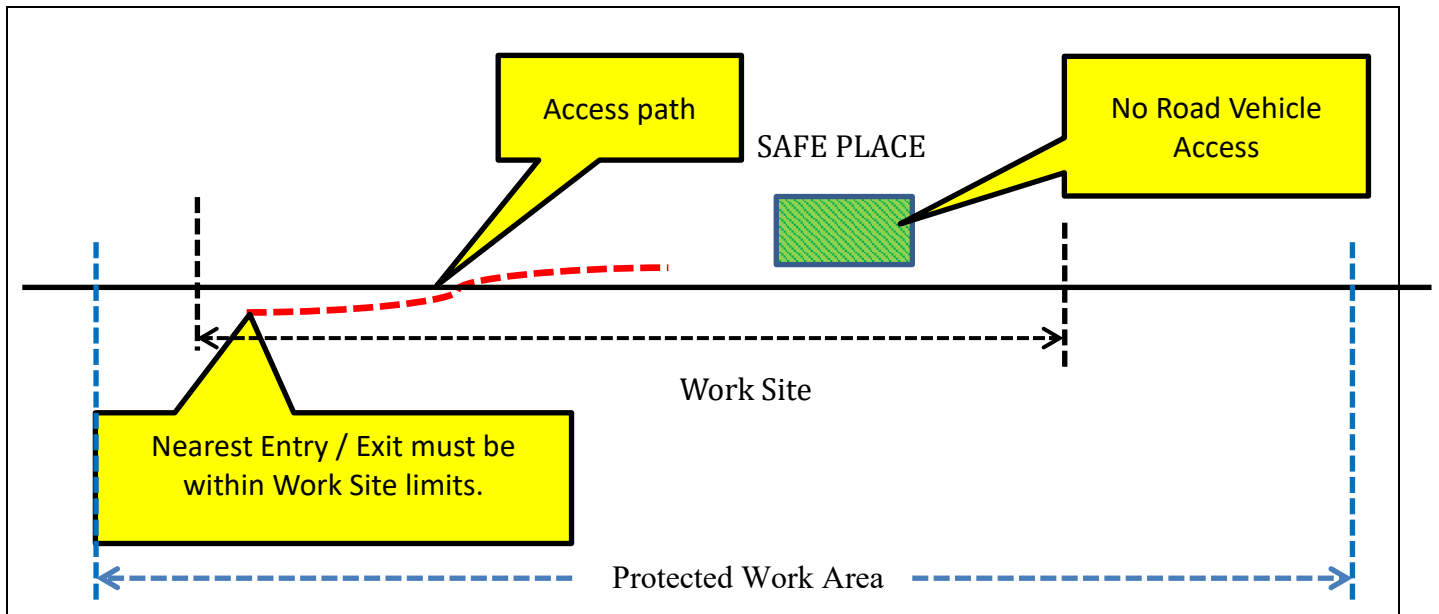
4	Operator / Driver communicates clearance. RPO enters time on TS90 and removes visitor padlock .						D	RPO	
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4.	<i>John Smith</i>	60398	1030	—		1055	—
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ENTRY / EXIT ON FOOT, REMOTE FROM RAIL PROTECTOR'S LOCATION

NOTE: USE OF ITD IN A PROTECTED WORK AREA IS A BANNED ACTIVITY



WARNING:

This procedure must not be used if the RPO can travel to the entry / exit location to complete the Work Site Register and Lock-On Frame procedures.

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ENTRY / EXIT ON FOOT, REMOTE FROM RAIL PROTECTOR'S LOCATION

ENTRY:

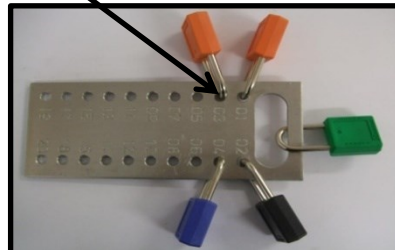
P = Person

	Action	By		✓
1	Person requiring entry calls RPO .	P	RPO	
2	RPO: - Briefs person on work site hazards. - Enters person's name, contact details and the time on TS90	RPO		

➔

4.	<i>Ray Morris</i>	<i>027 465 123</i>	<i>1030</i>				
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3	RPO attaches visitor padlock to frame.	RPO	
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4	Person proceeds directly to RPO.	P	
5	Person initials TS90 , and Replaces the padlock with their personal padlock, <u>or</u> Takes possession of the visitor padlock key.	P	

↓

4.	<i>Ray Morris</i>	<i>027 465 123</i>	<i>1030</i>	<i>RM</i>			
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ENTRY / EXIT ON FOOT, REMOTE FROM RAIL PROTECTOR'S LOCATION

EXIT:

Action		By		✓
1	Person advises RPO / Site Protector of intention to leave .	P	RPO	
2	Person removes personal padlock <u>or</u> hands back visitor padlock key and initials TS90 .	RPO		



4.	Ray Morris	027 465 123	1030	RM		RM
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3	RPO attaches visitor padlock (or leaves visitor padlock (attached)).	RPO		
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4	Person proceeds directly to a Safe Place outside of the Work Site.	P		
5	Person communicates clearance. RPO enters time on TS90 and removes visitor padlock .	P	RPO	



4.	Ray Morris	027 465 123	1030	RM		1145	RM
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WORK SITE REGISTER

TS90

Work Site Limits		RPO or Site Protector	Date
From	To		
205.35	205.80	John Smith	14 / 09 / 14

- I have been briefed on protection, work site limits, the Safe Place and rail hazards.
- I am aware I must report to the Work Site protector before leaving the Work Site.

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2.	Digger 60352		0830	RD			
3.	Ross Dixon	021 777 999	0830	RD			
4.	Tom Brown	027 594 3421	0830	TB			
5.							

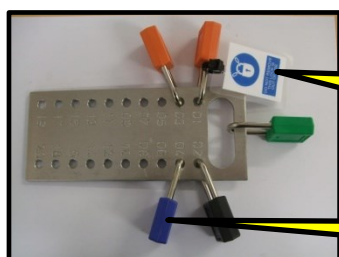
Padlock "Out of Use"

Lost Key / Defective Padlock

Issued with Visitor Padlock

Padlocks taken out of use:

Lock ID	Time "Out of Use"	New Lock ID	RPO Signature	User Signature
Tom Brown	1135	Visitor # 1	JS Smith	TJ Brown



Attach an "out of use" tag to the padlock.

Visitor Padlock
Attached

PERSON (S) LEAVING WORK SITE NOT LOCKING OFF

1	Person to be contacted by RPO and requested to return and sign / lock off.
2	WARNING: Rail movements must not be authorised to enter the Protected Work Area until the above have been completed.
3	
4	
	If authorised by the Network Control Manager the person(s) padlock may be taken "out of use".

WORK SITE REGISTER

TS90

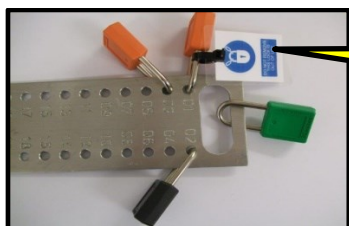
Work Site Limits		RPO or Site Protector	Date
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			Time	Initials		Time	Initials
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1.	Tom Brown	027 594 3421	0830	TB			
2.	Digger 60352		0830	RD			
3.	Ross Dixon	021 777 999	0830	RD			
4.							
5.							
Padlock "Out of Use" Not removed when leaving Work Site Authorised by Network Control Manager							

Padlocks taken out of use:

Lock ID	Time "Out of Use"	New Lock ID	RPO Signature	User Signature
Tom Brown	1535		JS Smith	R. Thomas NCM



Attach an "out of use" tag to the padlock.

NCM name

SECTION 2

MANAGING SINGLE WORK SITES

Mis.71 & Mis.88

Single Work Site - Pre-Start

[Blocking / Track Warrant Control]

Action		By		✓
1	Work Site Access identified.	RPO	WS	
2	Safe Place identified.	RPO	WS	
3	TS90 Work Site Register / Lock-On Frame prepared.	RPO		
4	Worksite Briefing protection / rail specific hazards completed.	RPO		
5	All personnel / vehicles signed on to Work Site Register .	RPO		
6	Protected Work Area protection established.	RPO		

NOTE:

**Sign in, brief and lock on persons joining Work Site during shift.
Sign out and lock off persons leaving.**

RPO = Rail Protection Officer

WS = Work Supervisor

LH = Lock Holder

Single Work Site - Start / Clear / Resume

[Blocking / Track Warrant Control]

Action		By	✓
Start:			
1	Mis71 / Mis88 obtained from train control.	RPO	
2	RPO authorises work to start by attaching green padlock to frame handle.	RPO	
3	All personnel / vehicles Lock On before leaving Safe Place.	LH	
4	RPO checks TS90 and frame to ensure all padlocks have been attached .	RPO	
Clear for Rail Movement:			
1	All vehicles secured in safe mode clear of track and personnel instructed to return to Safe Place and Lock Off .	RPO	LH
2	RPO makes frame available at Safe Place for all personnel and vehicles to Lock Off .	RPO	
3	All personnel and vehicles Lock Off .	LH	
4	RPO removes green padlock / displays clear frame to personnel.	RPO	
5	RPO enters clear time on Mis.71 / Mis.88 .	RPO	
6	RPO releases Mis.71 / Mis.88	RPO	
7	RPO maintains view of Safe Place and Track	RPO	
Resume after Rail Movement:			
1	Mis.71 / Mis.88 obtained from train control.	RPO	
2	RPO authorises work to start by attaching green padlock to frame handle.	RPO	
3	All personnel / vehicles Lock On before leaving Safe Place.	LH	
4	RPO checks TS90 and frame to ensure all padlocks have been attached .	RPO	

Single Work Site - Completion of Work

[Blocking / Track Warrant Control]

Action		By		✓
1	All remaining personnel and vehicles instructed to return to Safe Place and Lock Off .	RPO	LH	
2	RPO makes frame available at Safe Place for all personnel and vehicles to be Locked Off .	RPO		
3	All personnel and vehicles Lock Off .	LH		
4	RPO removes green padlock / displays clear frame to personnel.	RPO		
5	RPO enters clear time on Mis.71 / Mis.88	RPO		
6	All personnel sign out on TS90 .	LH		
7	RPO releases Mis.71/ Mis.88 .	RPO		

WARNING

When locked off persons / vehicles must *not* re-enter the corridor

SECTION 3

MANAGING SINGLE WORK SITES

Compulsory Stop Protection / Lockout Zones

Single Work Site - Pre-Start

[Compulsory Stop Protection / Lockout Zones]

Action		By		✓
1	Work Site Access identified.	RPO	WS	
2	Safe Place identified.	RPO	WS	
3	TS90 Work Site Register / Lock On Frame prepared.	RPO		
4	TS92 Protected Work Area Log Book prepared.	RPO		
5	Worksite Briefing protection / rail specific hazards completed.	RPO		
6	All personnel / vehicles signed on to Work Site Register .	RPO		
7	Protected Work Area protection established.	RPO		

NOTE:

Sign in, brief and lock on persons joining Work Site during shift.

Sign out and lock off persons leaving

Instances of persons leaving a Work Site without signing off must be reported and logged as an incident.

RPO = Rail Protection Officer

WS = Work Supervisor

LH = Lock Holder

[Compulsory Stop Protection / Lockout Zones]

Action		By	✓
Start:			
1	Compulsory Stop protection in place, or Lockout Zone(s) locked out.	RPO	
2	RPO enters “Start” time in TS92.	RPO	
3	RPO authorises work to start by attaching green padlock to Lock On Frame handle.	RPO	
4	All personnel / vehicles Lock On before leaving <i>Safe Place</i> .	LH	
5	RPO checks TS90 and Lock On Frame to ensure all padlocks have been attached .	RPO	
Clear for Rail Movement:			
1	All vehicles secured in safe mode clear of track and personnel instructed to return to Safe Place and Lock Off .	RPO	LH
2	RPO makes Lock On Frame available at Safe Place for all personnel and vehicles to Lock Off .	RPO	
3	All personnel and vehicles Lock Off .	LH	
4	RPO removes green padlock / displays clear Lock On Frame to personnel.	RPO	LH
5	RPO enters clear time on TS92.	RPO	
6	RPO authorises - Rail movement to pass boards, or - Release of lockout zone(s) Enters time rail movement authorised or lockout(s) released on TS92.	RPO	
7	RPO maintains view of Safe Place and Track	RPO	
Resume after Rail Movement:			
1	Confirm rail movement cleared beyond Work Site, or Lockout Zone(s) locked out.	RPO	
2	Repeat “Start” steps 2 to 5, as above.	RPO	

Single Work Site - Completion of Work

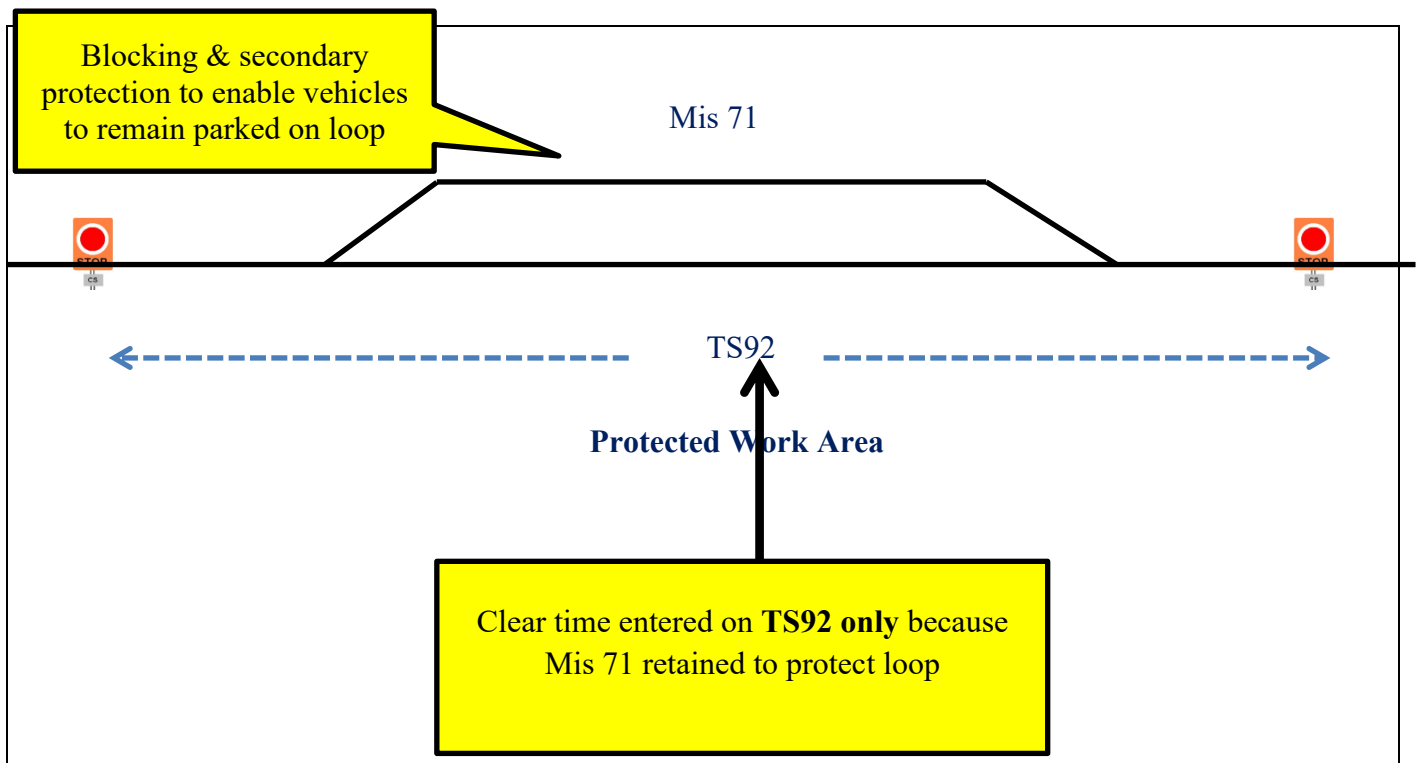
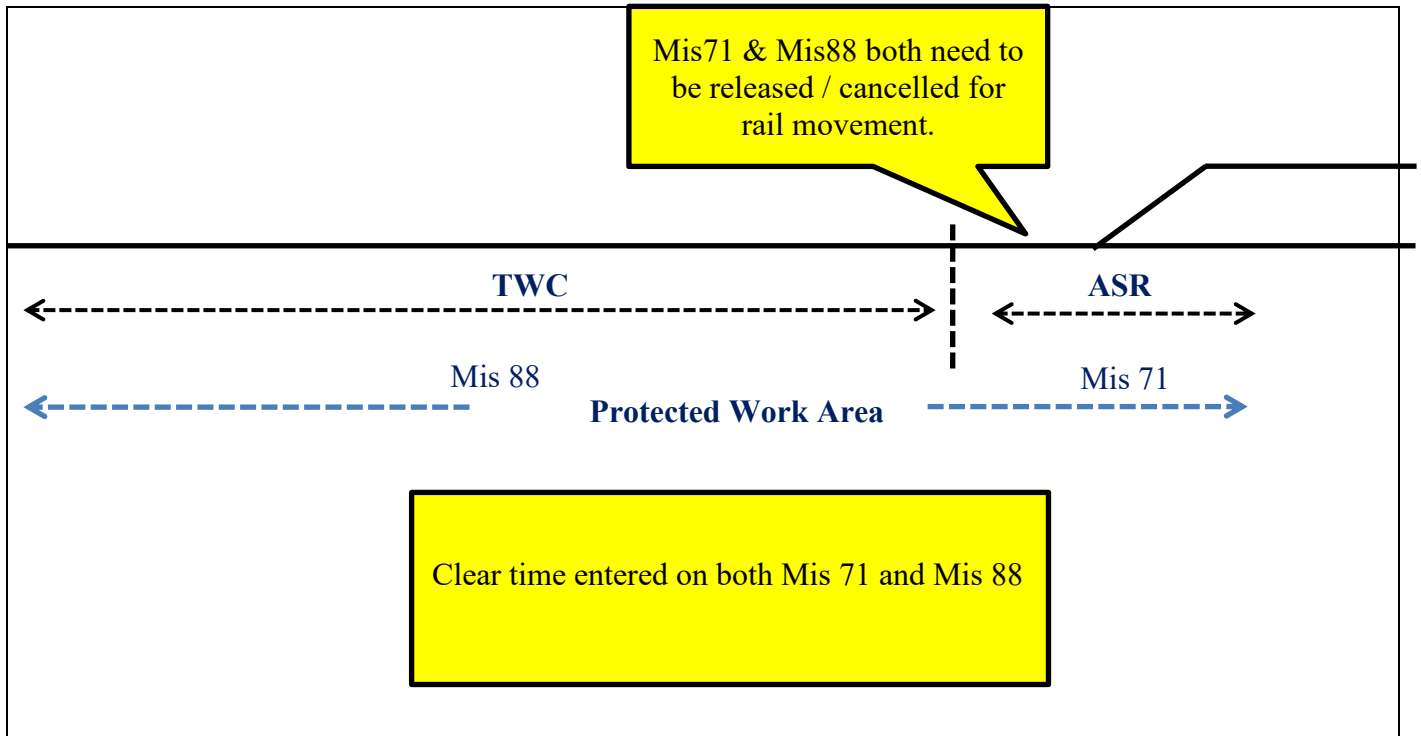
[Compulsory Stop Protection / Lockout Zones]

Action		By		✓
1	All remaining personnel and vehicles instructed to return to Safe Place and Lock Off .	RPO	LH	
2	RPO makes Lock On Frame available at Safe Place for all personnel and vehicles to be Locked Off .	RPO		
3	All personnel and vehicles Lock Off .	LH		
4	RPO removes green padlock / displays clear Lock On Frame to personnel.	RPO	LH	
5	RPO enters clear time on TS92.	RPO		
6	All personnel sign out on TS90.	LH		
7	RPO - Authorises removal of Compulsory Stop protection and advises train control when compete. - Authorises release of lockout zone (s).	RPO		

WARNING

When locked off persons / vehicles must *not* re-enter the corridor

Recording Clearances – Multiple Documents



Single Work Site - Protected Work Area Logbook

TS92

Date	22 / 08 / 14	Protected Work Area	8RA / RB Waiouru	to	4LA / 4LB Tangiwai	Line	NIMT
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Work Site Clearance crosscheck

Rail Movement ID						Starting	
Request to enter Protected Work Area (hrs)							
Work Site Start <i>Tango Charlie</i> 1)		0850	Indicates work site is authorised to occupy track.				
All Locked Off in Safe Place & Work Site clear (hrs)							
Activities	Start						
	Clear at						
	Start						
	Clear at						
Speed Restriction (TSR)							
Authority to Enter Protected Work Area / Lockout Zones released (hrs)							
Radio Call Sign				Protected Work Area Clearance at		hrs	date

1) **Compulsory Stop** – time erected then time train(s) cleared work site / **Lockout Zone (s)** – time all applied.

Single Work Site - Protected Work Area Logbook

TS92

Date	22 / 08 / 14	Protected Work Area	8RA / RB Waiouru	to	4LA / 4LB Tangiwhāi	Line	NIMT
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Work Site Clearance crosscheck

Rail Movement ID		215	Clearing for Rail Movements			
Request to enter Protected Work Area (hrs)		1015				
Work Site Start <i>Tango Charlie</i> 1)		0850	When requested to clear for rail movement enter rail movement ID and time requested.			
All Locked Off in Safe Place & Work Site clear (hrs)		1010				
Activities	Start					
	Clear at		If no speed restriction mark ✕			
	Start					
	Clear at					
Speed Restriction (TSR)		25	All the boxes above must be completed or crossed out if not used, <u>before</u> Authorising			
Authority to Enter Protected Work Area / Lockout Zones released (hrs)		1020				
Radio Call Sign			Protected Work Area Clearance at		hrs	date

1) **Compulsory Stop** – time erected then time train(s) cleared work site / **Lockout Zone (s)** – time all applied.

Single Work Site - Protected Work Area Logbook

TS92

Date	22 / 08 / 14	Protected Work Area	8RA / RB Waiouru	to	4LA / 4LB Tangiwai	Line	NIMT
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Work Site Clearance crosscheck

Rail Movement ID		215				Recording Other Safety Critical Activities	
Request to enter Protected Work Area (hrs)		1015					
Work Site Start <i>Tango Charlie</i> 1)		0850	1035				
All Locked Off in Safe Place & Work Site clear (hrs)		1010					
Activities	<i>Ngauruhoe Rd</i> Start	0835	1040				
	<i>Xing</i> Clear at	1000					
	Start						
	Clear at						
Speed Restriction (TSR)		25					
Authority to Enter Protected Work Area / Lockout Zones released (hrs)		1020					
Radio Call Sign				Protected Work Area Clearance at		hrs	date

1) **Compulsory Stop** – time erected then time train(s) cleared work site / **Lockout Zone (s)** – time all applied.

When one box entered:

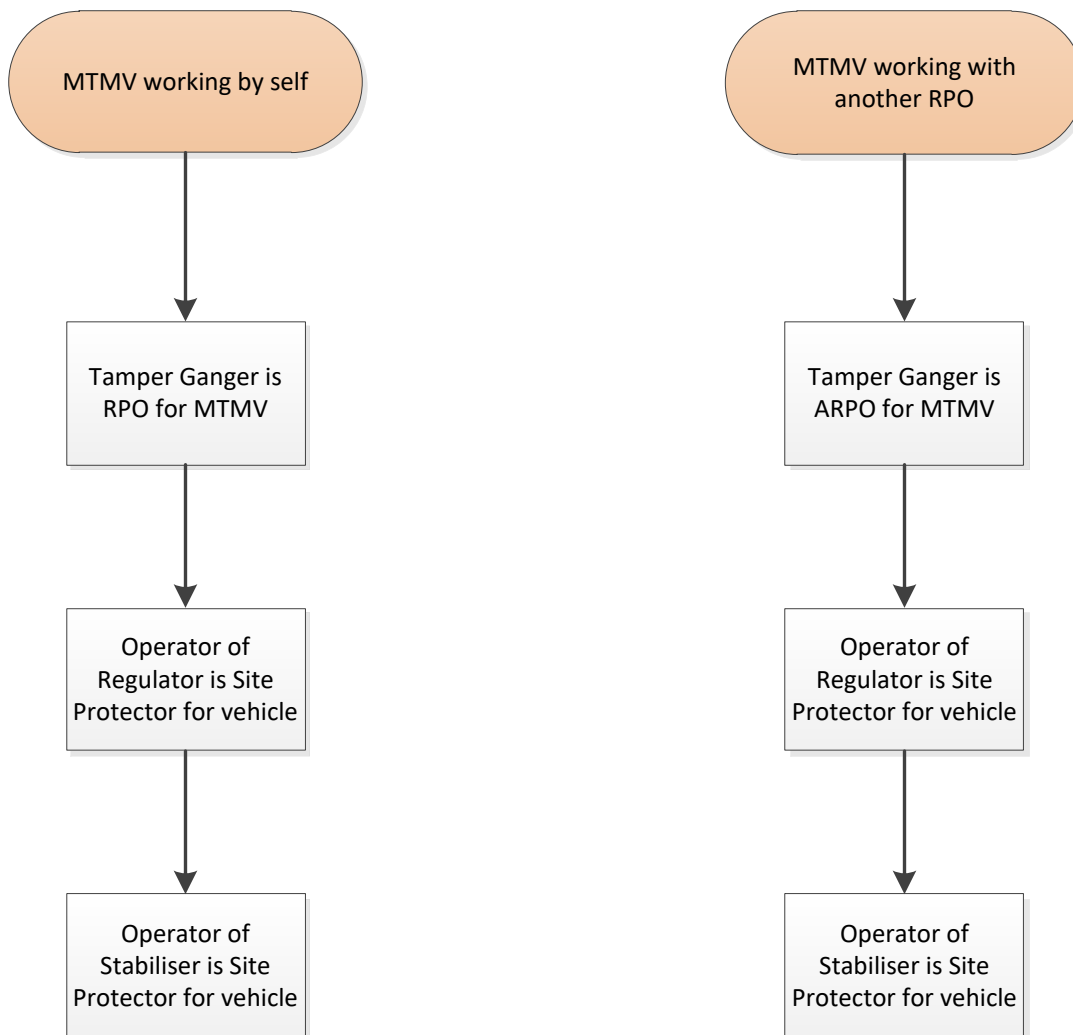
- Level crossing alarms set to "manual".
- Clear time entered when restored to "automatic".

Rail Protection Officer Handover

Action		✓
1	Protection arrangements.	
2	Location of work activities and speed restrictions.	
3	Location of <i>Safe Place</i>	
4	Communication method /s.	
5	Hazards and potential risks.	
6	Review & handover EF202 electrical hazard forms (where applicable)	
7	Emergency procedures.	
8	TS92 / Mis71 / Mis88 work site status.	
9	TS90 details (hand over Work Site Register)	
10	Lock On Frame – check status.	
11	Sign handover page in TS92 and hand over book.	
12	RPO details advised to Train Control and also Traction Control (when applicable)	

Managing a Protected Work Area Job Aid – Single Work Site

MTMV – RPO / ARPO /SP Roles



When personnel are not in a Safe Place, vehicle must operate a frame

Safe Place for MTMV:

- Within cab
- On field side of MTMV, or
- At least 4.0m from track centre of running line