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| Issue:           | 4                   |
| Date:            | 04 September 2010   |
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## Infrastructure Maintenance Planning Handbook – Guidance on Safety Critical roles in a maintenance only possession or worksite

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## 1 Purpose

This process is to assist line managers when allocating safety critical roles to front line staff for pre-planned and reactive works

## 2 Scope

Includes: All worksites and possessions.

*NOTE The contents of this instruction are guidance only. However, there must be a clear safety justification where the recommended limits are to be exceeded.*

## 3 Preparation

### 3.1 Tools and equipment required:

- Pre-possession (PICOP) briefing pack (See module 11).

### 3.2 Work planning considerations:

- Weekly Plan
- WON
- WEN
- SSOW plans

## 4 Process

### 4.1 General Information

#### 4.1.1

The following control matrices are to assist line managers when allocating safety critical roles to front line staff for pre-planned and reactive works. The effective discharge of PICOP, ES, COSS, CC and MC duties is critical in the management of track safety.

#### 4.1.2

The defined limits shall be utilised as guidance to the maximum allowable duties that can be undertaken by one individual. Consideration shall always be given to the safe system of work, whether the person undertaking the safety critical duty can undertake the work and how the management of work can be facilitated. The control matrices should be referred to for all work that is required to be carried out in possessions booked via the WON.

### 4.2 Maximum allowable combined responsibilities to be undertaken by a PICOP

Table 1 specifies the maximum allowable combined responsibilities to be undertaken by a PICOP.

*NOTE 1 : The term PICOP includes Senior PICOP where relevant.*

*NOTE 2: When OTP (for example, RRVs, RMMMs, Unimogs) access and egress within a worksite is controlled by the ES **not the PICOP***