

# Track Jacking Operation using Track Jack

Issue date: 11/04/08

Review date: 18/02/11

<b>SWMS number:</b> SMS-06-SW-1068	<b>SWMS Name:</b> Track Jacking Operation using Track Jack			<b>SWMS Team:</b> Track Review Team
<b>Custodian (Position):</b> Track Works Manager Commercial / Renewals	<b>Assumptions:</b> Site specific risks are addressed and assessed in pre- work briefing			
<b>Approving Authority (Position):</b> Safety and Quality Manager, Commercial / Renewals	<b>Equipment/Plant/Tools:</b> <ul style="list-style-type: none"><li>Track Jack</li><li>Loader</li><li>Ballast</li></ul>	<b>Records/Reporting:</b> <ul style="list-style-type: none"><li>Worksite Protection Plan</li><li>Pre-work Brief</li><li>Services searches</li><li>Electrical Permits</li><li>Fuel and Hydraulic Oil MSDS</li><li>Daily Plant Checklist</li></ul>	<b>Permits/licences required:</b> <ul style="list-style-type: none"><li>Electrical Permit Holder</li><li>Track Jack / Loader Plant Operators Certificate</li></ul>	<b>Content reviewed by Technical expert (SME) and RailCorp safety professional (position including Div/Group)</b> Track Works Manager & SEQ Coordinator Asset Management Group Commercial / Renewals
<b>Applicable Standards, Codes of Practice and guidance:</b> <ul style="list-style-type: none"><li>OH&amp;S Act 2000</li><li>OH&amp;S Regulation 2001</li><li>SMS and Network Rules</li><li>RailCorp Safety Policy</li><li>RailCorp Network Rules &amp; Procedures</li><li>RailCorp Safety Management System.</li><li>MSDS for all chemicals and hazardous Substances used on site</li></ul>				
		<b>MIMS or METRE Ref:</b> Nil		

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Number	Step	Hazard or human error (Safety/Environmental hazards identified, including physical environment, human errors, plant and equipment)	Risk ranking before controls	Control (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk ranking after controls	Responsibility	Job step to be completed in accordance with (name associated documentation)
1	Supervisor undertakes site pre-work briefing and gives local induction.	Staff not Listening to Pre-Work Brief	B -	Identify all hazards, Staff to ensure they are properly Briefed as to risks involving Worksite.	D	Team Leader / Work Group Leader / All Staff	Pre-Work Briefing SMS-06-FM-0163
2	Supervisor verifies competence of personnel doing the task and currency of permits for work.	Expired Competency Cards & Permits, Unqualified type of Personnel for the Task.	B -	Visual Inspection of Personnel Competency Cards & Currency of Permits	D	Team Leader / Work Group Leader	Safety Training & Competence SMS-11-SR-0128
3	Review SWMS and confirm it is current.	Use of a SWMS that is out of date	C -	Ensure SWMS is current and up to date.	D	Team Leader / Work Group Leader	SWMS & SWI's SMS-06-PR-0023
4	Verify that plant and equipment for the task is fit-for-purpose.	Plant & Equipment kept in poor working condition	C +	Conduct a Daily Plant Checklist	D	All Staff	Plant SMS-06-GD-0225
5	Process	•		•			Pre work Briefing SMS-06-FM-0163 RailCorp Network Rules and Procedures
6	Place track jack on track	<ul style="list-style-type: none"> <li>Striking worker or object</li> <li>Electrocution</li> <li>Dropping / striking staff while lifting</li> </ul>	B+	<ul style="list-style-type: none"> <li>Location sensor fitted to track jack. Machine stops automatically</li> <li>Use restricted machine, power out permit or Authority to work under live power</li> <li>Area to be free of people around location of lift</li> </ul>	C-	Certified Track Jack Operator  All Staff	Plant SMS-06-GD-0225 Lifting Equipment Inspection SMS-16-FM-0089 Work Around Elect. Equip. SMS-06-GD-0268 Electrical Permits SMS-06-EN-0577
7	Lift track using track jack	<ul style="list-style-type: none"> <li>Derailment</li> <li>Striking worker or object</li> </ul>	B-	<ul style="list-style-type: none"> <li>Correct operation of plant. Clamps in place when lifting, clamps released when travelling. Lift cylinders clear of obstructions while travelling</li> <li>Location sensor fitted to track jack. Machine stops automatically. Staff clear of work location</li> </ul>	C-	Certified Track Jack Operator Team Leader / Work Group Leader	Plant SMS-06-GD-0225 Plant Risk Assessment SMS-06-GD-0403 PPE SMS-06-GD-0323

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8	Providing additional ballast to track.	<ul style="list-style-type: none"> <li>People being struck by loader</li> <li>Loader becoming unstable or rolling over</li> <li>Ballast striking person</li> <li>Striking live service</li> <li>Electrocution</li> </ul>	B+	<ul style="list-style-type: none"> <li>Staff kept clear of plant and ballast</li> <li>Service searches completed and staff aware</li> <li>Loader to operate within safe limits of plant and SWMS</li> <li>Use restricted machine, power out permit or Authority to work under live power</li> </ul>	C-	Certified Loader Operator  Team Leader / Work Group Leader / All Staff	Services Search Checklist SMS-06-FM-0384 Plant SMS-06-GD-0225 PPE SMS-06-GD-0323 Work Around Elect. Equip. SMS-06-GD-0268 Electrical Permits SMS-06-EN-0577
9	Site tidy up	<ul style="list-style-type: none"> <li>Loader becoming unstable or rolling over</li> <li>Ballast striking person</li> <li>Striking live service</li> </ul>	B	<ul style="list-style-type: none"> <li>Staff kept clear of plant and ballast</li> <li>Service searches completed and staff aware</li> <li>Loader to operate within safe limits of plant and SWMS</li> <li>Restrictions on powerout</li> </ul>	C-	Certified Loader Operator  Team Leader / Work Group Leader / All Staff	Plant SMS-06-GD-0225 PPE SMS-06-GD-0323 Work Around Elect. Equip. SMS-06-GD-0268 Electrical Permits SMS-06-EN-0577
	Site Specific Hazard						

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**NOTE: Each work group or team member must sign off on the SWMS to acknowledge they have been briefed about or instructed in the SWMS**

Team member name (Please print)	Team Member signature	Instructor/ Briefer name	Date	Team member name (Please print)	Team Member signature	Instructor/ Briefer name	Date

RailCorp Level 2 Risk Matrix - Regional & Local (Workplace)			Likelihood/Frequency						Definition for Use - Regional & Local level (Workplace)	
			Event Frequency	Less than once every 1000 years	Once every 100 to 1,000 years	Once every 10 to 100 years	Once every 1 to 10 years	More than once per year up to and including 10 times per year		More than 10 times per year
			Historical (Likelihood)	Unheard of in the rail industry	Has occurred once or twice in the rail industry	Has occurred many times in the rail industry, but not in NSW	Has occurred once or twice in NSW	Has occurred frequently in NSW		Has occurred frequently at specific locations
			Workplace Predictive (Likelihood)	Not expected to occur	May occur only in exceptional circumstances	Could occur at some time but not likely	You would expect it to occur at least once in the next 10 years performing similar activities	You would expect it to occur at least once this year performing similar activities		You would expect it to occur at least once this month performing similar activities
Consequence				F1	F2	F3	F4	F5	F6	
			Incredible	Improbable	Remote	Occasional	Probable	Frequent		
>10 Fatalities	C6	Disastrous	B-	B+	A	A	A	A	<p>To score the risk, follow the steps:</p> <p>1. Identify the magnitude of the credible consequence if the risk were to occur. If applicable, risks should be considered in terms of the safety (this matrix), commercial and environmental impact (using other matrices).</p> <p>2. Identify the likelihood of this level of consequence occurring. (This is done after considering the effectiveness of the current controls in place)</p> <p>3. Score the risk using the combination of likelihood and consequence ranking.</p> <p>Note: Where there are a range of credible consequences which may lead to a different level or risks and/or where the controls may be different. It may be useful to score the risk more than once.</p>	
2-10 Fatalities	C5	Catastrophic	C+	B-	B+	A	A	A		
1 Fatality (2-10 Major Injuries)	C4	Critical	C-	C+	B-	B+	A	A		
1 Major Injury	C3	Major	D	C-	C+	B-	B+	A		
1 or more Minor Injuries	C2	Minor	D	D	C-	C+	B-	B+		
First aid treatment, or illness/injury not requiring treatment	C1	Negligible	D	D	D	C-	C+	B-		