

<b>SWMS number:</b> SMS-06-SW-0909	<b>SWMS Name:</b> Brick Paving	<b>SWMS Team:</b> Ross Bearman Steve Inglis Laurie Serrao	
<b>Custodian (Position):</b> Safety and Systems Manager Buildings and Sidings	<b>Assumptions:</b> This SWMS only covers repair to paved areas, not new paving installation This SWMS is read in conjunction with SWMS - Maintenance and Inspection of Railcorp Stations	<b>Content reviewed by Technical expert (SME) and RailCorp safety professional (position including Div/Group)</b> Building Maintenance Manager West – Infrastructure/Asset Management Safety and systems Manager – Infrastructure/Asset Management	
<b>Approving Authority (Position):</b> General Manager Infrastructure	<b>Plant/Equipment/Tools:</b> <ul style="list-style-type: none"> <li>Measuring tapes, squares, string/chalk lines and rulers</li> <li>Hammers, tile cutters, pincers, hand saws</li> <li>Chisels, shovels, buckets</li> <li>Compressors, generators, blowers and fixtures</li> <li>Mobile phone</li> </ul>	<b>Records/Reporting:</b> Report to Station Manager on arrival at site. SMR	<b>Permits/licences required:</b> Nil
<b>Applicable Standards, Codes of Practice and guidance:</b> <ul style="list-style-type: none"> <li>NSW OH&amp;S Regulation 2001</li> <li>NSW OH&amp;S Act 2000</li> <li>NSW Rail Safety Act 2002</li> <li>Rail Safety Regulation 2003</li> <li>Codes of practice:                     <ul style="list-style-type: none"> <li>-Cutting and drilling concrete and other masonry products</li> <li>-control of workplace hazardous substances</li> <li>-manual handling</li> </ul> </li> </ul>	<b>Inspection requirements</b> Pre start checklist for compressor and generator	<b>Service schedule:</b> Nil  <b>MIMS or METRE Ref:</b> Nil	<b>PPE required:</b> <ul style="list-style-type: none"> <li>Safety Boots with toe protection compliant with AS 2210.3</li> <li>Safety Glasses compliant with AS 1337</li> <li>High visibility orange safety vest/clothing compliant with AS 1906.4</li> <li>Hard Hats compliant with AS 1801</li> <li>gloves</li> </ul> <b>Training/Qualifications required:</b> <ul style="list-style-type: none"> <li>WorkCover OH&amp;S General Induction</li> <li>Rail Industry Safety Induction (RISI)</li> <li>Competent building tradesperson</li> <li>Site safety Induction</li> </ul>

# Brick Paving

Issue date: 09/05/08

Review date: 01/10/10

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	<b>Site Preliminaries</b>	Not comply with Railcorp OH&S safety requirements.	B-	Read and comply with instructions in the Railcorp safety documentation / induction process	D	Site Supervisor / Workteam	SWMS Maintenance and inspection of Railcorp Stations
		Not conduct Induction / Pre work brief	B	Staff briefed on SWMS – maintenance and inspection of stations	C+	Site Supervisor / Workteam	SMS -11-SR-0218 Safety Induction
		Not confirm scope of work Injury to self and others	B	Confirm scope of work with workplace manager.	C+	Site Supervisor / Workteam	
2	Plan and prepare work area	Safeworking hazards	B-	Implement control measures based on a Worksite Protection assessment	C-	Workgroup	Railcorp Network Rules
		Slips and falls on uneven surfaces	B	Identify hazards and brief staff	C+	Workgroup	
		Stockpiles (sand. Pavers, waste)	B	Stack materials in an orderly manner Ensure stockpiles are contained (haybales or other approved method)	D	Workgroup	
		Danger to the public	B	Only authorised persons allowed in worksite. Use Barricades and signage at entry points to restrict access. Liaise with area supervisor on alternative access if required	C+	Workgroup	
3	Signage / barricade requirements are identified and installed	Slips/falls	B-	Identify hazards and include in Pre work briefing	C-	Workgroup	SMS -11-SR-0218 Safety Induction
		Cuts and abrasions		Use gloves			
4	Paving materials are transported to site and stored for use.	Manual handling	B-	Follow safe manual handling work procedures	C-	Workgroup	SMS -06-GD-0001 Manual Handling
		Back strain					
5	Excavate and prepare work area	Slips/falls	C+	Identify hazards and include in Pre work briefing	D	Workgroup	Excavate to required depth, allowing for base and thickness of paving to finished level.

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		Manual handling	B	Discuss the safest way to move pavers in a safe manner. Use approved lifting devices where possible	C+	Workgroup	
	Using hand tools (picks, shovels, crow bars)	Flying objects, dust,	C+	Use approved safety footwear, eyewear and gloves	D	Workgroup	
		Excavation hazards	C+	Identify any new hazards to site supervisor	D	Workgroup	
6	Commence paving: - spread grounding material / sand - lay paving - apply finishing sand	Repetitive strain	C+	Take regular breaks. Rotate staff if possible	D	Workgroup	
		Cuts and abrasions from sharp / uneven edges	B	Identify hazards and use safety glasses and gloves.	D	Workgroup	
		Use of hand tools	C+	Use in a competent manner	D	Workgroup	
		Use of concrete saw / mechanical compactor	B	Only competent workers to use machine Use approved hearing protection.	D	Workgroup	SWI for Concrete saw and Mechanical Compactor
7	Apply concrete for edging as required	Respiratory damage from contact with cement products  Dermatitis	B-	Mix in a manageable quantity to minimise dust. Use gloves, safety glasses and P2 dust mask.	C+	Workgroup	Hazardous Substances register
8	Clean up.	Dust	C+	Identify hazards and include in Pre work briefing	C-	Workgroup	
		Slips and trips	B	Remove all excess materials from site. Identify any new hazards and inform staff.	C+	Supervisor / Workgroup	
9	Conduct handover inspection	Area not in fit condition for return to service	B-	Qualified person to clear area.	C-	Qualified Building Maintenance person	

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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**

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	
Consequence		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	As an example, the Level 2 scale would be used when examining the risk of slips, trips and falls on specific RailCorp platforms within a region or at a particular station, or the risk of fire within a depot.
			F1	F2	F3	F4	F5	F6	
Incredible	Improbable	Remote	Occasional	Probable	Frequent				
>10 Fatalities	C6	Disastrous	B-	B+	A	A	A	A	There are 3 options for descriptors which can be used to determine the frequency category. One set of descriptors is provided for frequency, one for historical likelihood, and one for predictive likelihood in the workplace. Choose the most appropriate.
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-	