

Partial Re-Sleeping

Issue date: 10/04/08

Review date: 17/02/11

SWMS number: SMS-06-SW-1051	SWMS Name: Partial Re-Sleeping			SWMS Team: Track Review Team
Custodian (Position): Track Works Manager Commercial / Renewals	Assumptions: Site specific risks are addressed and assessed in pre- work briefing			
Approving Authority (Position): Safety and Quality Manager, Commercial / Renewals	Equipment/Plant/Tools: <ul style="list-style-type: none"> Bobcat, Loader, Crane Truck, Excavators, Plant Magnet / Tie-handler / Tie scarifier / tie-crane, Trolleys. Spike puller/ Hand tools, trolleys, Pigs Feet, Steel Hooks and Hammer, Track Jack. Track Jewellery Tamper / Regulator / Mechanised Clippers / Compressor & Hand tools 	Records/Reporting: <ul style="list-style-type: none"> Worksite Protection Plan Pre-work Brief Fuel and Hydraulic Oil MSDS Daily Plant Checklist Process Control Plan No. TO0921 / TO0906, TO0907 & TO0908. Daily Site Record Form No.TS04 Infrastructure Certification and Handover Form 	Permits/licences required: <ul style="list-style-type: none"> Bobcat / Loader / Crane Truck / Excavators Operators Certificates TRMO Certificate, track vehicle certificate 	Content reviewed by Technical expert (SME) and RailCorp safety professional (position including Div/Group) Track Works Manager & SEQ Coordinator Asset Management Group Commercial / Renewals
Applicable Standards, Codes of Practice and guidance: <ul style="list-style-type: none"> OH&S Act 2000 OH&S Regulation 2001 Rail Safety Regulation 2003 RailCorp Network Rules & Procedures RailCorp Safety Management System. MSDS for all chemicals and hazardous Substances used on site TS3104, TS3105, TS3341, TS3342 PW52, PW53 National Code of Practice for Manual Handling [NOHSC:2005] WorkCover NSW Plant Guide 				
	MIMS or METRE Ref: 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	Lay out materials.	Dust, noise Hit by sleepers Hit by Plant Right Materials Concrete timbers Pandrol Clips	C-	Stand to side of plant Gloves, Hard Hat, Boots.	D	TRMO Certificate, track vehicle certificate	Plant SMS-06-GD-0225 Manual Handling Guide SMS-06-GD-0001 PPE SMS-06-GD-0323
2	Remove jewellery.	Back strain, Noise Hand jarring, `dust.	C-	Gloves and hearing and eye protection to be worn, manual handling minimised.	D	All Staff	PPE SMS-06-GD-0323
3	Remove sleeper.	Back strain Hand jarring Hit Noise Uneven surfaces.	C-	Gloves to be worn, manual handling minimised. Hearing protection to be worn as required	D	TRMO Certificate, track vehicle certificate	Manual Handling Guide SMS-06-GD-0001 PPE SMS-06-GD-0323 Workplace Risk Management SMS-06-PR-0104 Noise Management SMS-06-GD-0273
4	Replace sleeper.	Back strain Hand jarring Noise Hit.	C-	Manual handling minimised. Gloves to worn. Other staff to stand clear.	D	TRMO Certificate, track vehicle certificate (on - track plant)	Manual Handling Guide SMS-06-GD-0001 PPE SMS-06-GD-0323 Noise Management SMS-06-GD-0273
5	Install jewellery.	Back strain Hand jarring	C-	Manual handling minimised. Gloves to worn. Other staff to stand clear. For "Pandrol" type clips, place foot on clip, other staff to stand clear.	D	All Staff	Manual Handling Guide SMS-06-GD-0001 PPE SMS-06-GD-0323
6	Restore ballast profile and pack ballast underneath the sleeper if required	Back strain Hand jarring	C-	Manual handling minimised. Gloves to be worn. Use plant.	D	TRMO Certificate, track vehicle certificate (on - track plant)	Manual Handling Guide SMS-06-GD-0001 PPE SMS-06-GD-0323 Plant SMS-06-GD-0225
7	Resurface track by others. As specified by the scope of works.	Dust Flying Rocks Noise	C+	Personnel to remain outside exclusion zone.	D	Team Leader / Work Group Leader Track Vehicle Operator	Plant Risk Assessment. SMS-06-GD-0403 Noise Management SMS-06-GD-0273

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8	Collect redundant materials and stockpile	Back strain Hand jarring Noise Dust	C-	Manual handling minimised. Gloves to be worn. Use Plant.	D	TRMO Certificate, track vehicle certificate	Manual Handling Guide SMS-06-GD-0001 PPE SMS-06-GD-0323 Plant SMS-06-GD-0225 Noise Management SMS-06-GD-0273
9	Certify track	Slips, Trips & Falls	D	Only walk on track as needed.	D	PW52, PW53.	Certify track as per TS3104, TS3105 and scope of works.

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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						
			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
				F1	F2	F3	F4	F5	F6
Consequence			Incredible	Improbable	Remote	Occasional	Probable	Frequent	
>10 Fatalities	C6	Disastrous	B-	B+	A	A	A	A	
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-	

Definition for Use - Regional & Local level (Workplace)

Used for workplace hazards and safety risks that do not consider the whole of the network. Indicatively this matrix is appropriate for use where the hazards under consideration are up to 10% of the total network exposure. This includes regional and local workplace risk assessments.

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.

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.

To score the risk, follow the steps:

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).
2. Identify the likelihood of this level of consequence occurring. (This is done after considering the effectiveness of the current controls in place)
3. Score the risk using the combination of likelihood and consequence ranking.

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.