

Installation and Maintenance of Token Boards

Issue date: 11/04/08
Review date: 19/02/11

SWMS number: SMS-06-SW-1003	SWMS Name: Installation and Maintenance of Token Boards			SWMS Team : Signal Review Team
Custodian (Position): Signal Services & External Resources Manager	Assumptions: Site specific risks are addressed and assessed in pre- work briefing			Content reviewed by Technical expert (SME) and RailCorp safety professional (position including Div/Group) Signal Services & External Resources Manager & SEQ Coordinator Asset Management Group Commercial / Renewals
Approving Authority (Position): Safety and Quality Manager Renewals	Equipment/Plant/Tools: <ul style="list-style-type: none"> Hand Tools specific for Electrical Components Safety Tags, Tag Out sign with contact details Barriers 	Records/Reporting: <ul style="list-style-type: none"> Worksite Protection Plan Pre-work Brief Electrical Test Tags Safety Tag Out Procedures MSDS on chemicals. Sign Out Procedures 	Permits/Licences required : <ul style="list-style-type: none"> Interlocking Fitter 	Personal Protective Equipment required: <ul style="list-style-type: none"> Safety Boots High Visibility Vests Hardhats Protective Clothing Safety Glasses Gloves And as specified below. <ul style="list-style-type: none"> During all Site Works a FIRST AIDER MUST be Present
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 Signalling Maintenance Procedures Technical Maintenance Plan Signal Engineering Standards RailCorp Safety Management System. WorkCover NSW Plant Guide EC14 – Guide to Electrical Workers Safety Equipment AS 2550.10 -2006 Cranes, hoists and winches -safe use- Elevating work Platforms National Code of Practice for Manual Handling [NOHSC:2005] 	Inspection requirements: Nil	Service schedule: Nil	Training Qualification required: <ul style="list-style-type: none"> Construction Industry Induction Track Safety Awareness or RISI (Rail Industry Safety Induction) And as specified below.	

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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	Access , Egress and Working on site	Hit by Train	C -	Pre-work Brief including Worksite Protection Plan, Site Induction and Inspection Arrange site access with running foremen. Ensure sign on to depot safety register	D	Worksite Protection Officer Running Foremen	Network Rules & Procedures, Safety Knowledge Management SMS-18-SR-0098
		Slips, trips and falls	C+	Pre-work Brief to identify potential hazards	D	Worksite Protection Officer	Workplace Risk Management SMS-06-PR-0104
		Injury from vehicles and plant equipment	C+	Provide a Site Plan detailing safe access paths, parking and location of facilities	D	Worksite Protection Officer	Plant SMS-06-GD-0225
6	Test / repair / replace Token Board components as required	Electric Shock from Overhead Wiring	B+	No working on platform unless power is isolated & Locked Out by withdrawing Master Key. Visual display of Tag Out sign	D	Interlocking fitter, All Staff	Danger Tags Electrical Equip. SMS-06-EN-0599
		Shock from use of electrical hand tools.	B-	Use care with hand tools & Visual Inspection, Electrical Tool Test Tags.	D	All Staff	Work Around Elect. Equip. SMS-06-GD-0268
		Eye/ hand injuries from power tools	C-	Use of PPE – Gloves Use care with Tools, Correct PPE	D	All Staff	PPE SMS-06-GD-0323

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		Falling from Elevated platforms or Working at Heights to install locks	C+	Stay within appropriate work area marked with barriers and demarcation.	D	Team Leader Height Safety Training Card	Working at Heights SMS-06-GD-0240 PPE SMS-06-GD-0323
		Lifting Heavy Token Boards	C+	Team Lift Required			Manual Handling SMS-06-GD-0001
7	Clean up site	Use of chemicals / hazardous substances	C+	MSDS on chemicals. Use PPE, gloves, eye protection	C-	All Staff	Hazardous Substances SMS-06-GD-0199 PPE SMS-06-GD-0323
7	Clean up site (Cont.....)	Risk of Electrocution when restoring power	C-	Power to be restored using proper Procedures. Safety Tag to be removed by Owner.	D	Team Leader , Work Group Leader	Danger Tags Electrical Equip. SMS-06-EN-0599
8	Sign Out & Hand back to Running supervisor	Injury from live equipment	C-	Workers must sign out once work has finished to ensure Safe Restoration of power	D	Team Leader , Work Group Leader	Danger Tags Electrical Equip. SMS-06-EN-0599

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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

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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		
Consequence	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	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.		
	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	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.		
		F1	F2	F3	F4	F5	F6	To score the risk, follow the steps:		
>10 Fatalities	C6	Disastrous	B-	B+	A	A	A	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).		
2-10 Fatalities	C5	Catastrophic	C+	B-	B+	A	A	2. Identify the likelihood of this level of consequence occurring. (This is done after considering the effectiveness of the current controls in place)		
1 Fatality (2-10 Major Injuries)	C4	Critical	C-	C+	B-	B+	A	3. Score the risk using the combination of likelihood and consequence ranking.		
1 Major Injury	C3	Major	D	C-	C+	B-	B+	Note: Where there are a range of credible consequences which may lead to a different level of risks and/or where the controls may be different. It may be useful to score the risk more than once.		
1 or more Minor Injuries	C2	Minor	D	D	C-	C+	B-			
First aid treatment, or illness/injury not requiring treatment	C1	Negligible	D	D	D	C-	C+	B-		