


Safe Work Instruction	Issue date: 23/7/2009
Operating Large Levers in Signal Box	Review date: 23/7/2012


Document no.	Work description: Operating large levers in Signal Box		
SMS-06-SW-1381	Scope: This instruction is to assist staff in operating large levers in signal box using correct manual handling techniques in order to minimise the risk of injuries.		
Review date	References		
23/07/20012	<ul style="list-style-type: none"> SMS-06-GD-0001 Guide to Manual Handling SMS-16-SR-0057 Inspection and Testing OHS Regulation 2001 chapter 5 Plant OHS Regulation 2001 clause 9 Employer to identify hazards OHS Regulation 2001 clause 10 Employer to assess risks OHS Regulation 2001 clause 11 Employer to eliminate or Control Risk Manual Handling Risk Assessment – Hamilton Signal Box 5th April, 2008 Safety Risk Management: SMS-06-SR-0030 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager (Signal Box Manager, Network Operations Superintendent)	Enclosed footwear	Safeworking competency Site familiarisation (LTA) Local induction	NA
Tools and equipment required			
Optional: Lever cloth to operate the handle			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT.			

	Warning
	<p>Prior to undertaking task conduct a visual risk assessment of worksite</p> <p>Ensure there is no loose objects surrounding the lever/s</p> <p>Ensure vigilance is maintained whilst viewing track diagram and manoeuvring of lever</p> <p>Use correct manual handling techniques</p> <p>Do not wear loose clothing when operating levers. For example, ties and long necklaces</p> <p>Use lever cloth to operate the handle if required</p> <p>Beware of Pinch & Crush Hazards</p>


Lever types	<p>Red Lever: Operates Signals</p> <p>Blue Lever: Point locking bar</p> <p>Black Lever: Moves points/switches</p> <p>White: Spare lever</p>
--------------------	---

Lever pre use check	<ul style="list-style-type: none"> Assess the track circuit diagram and ensure that the area is free of rail traffic and no opposing movements set up that would prevent the movement of a particular lever. Before use, ensure work area is clear from obstruction and that no persons are in close proximity.
----------------------------	---

Operating levers	<p>Step 1. Use two hands to grip lever</p> <p>Step 2. Grasp release switch with dominant right or left hand</p> <p>Step 3. Grasp top of lever with opposing hand</p> <p>Step 4. Apply pressure to the lever using equal distribution of weight to support the push/pull manoeuvre action and place in desired position</p> <p>Step 5. Maintain vigilance when stepping away from frame after movement is finalised</p>
-------------------------	--

Reporting of lever faults or failures	 <p>Warning: A fault could be where a lever is not making contact with a particular electrical circuit which will prevent the required function of that lever from occurring. If a fault affects the operations of the network, notify the Train Controller and Infrastructure Operations Centre (IOC)</p>
--	--

Additional controls
<ul style="list-style-type: none"> Ensure employee's maintain vigilance at all times Ensure employee's are aware of location of first aid kit Ensure employee's are aware of injury/incident reporting procedures - information located on the Safety Notice Board/Flip Chart

	<p>Warning: Staff with special needs (Permanent or Temporary)</p> <p>If a staff member is on permanent or temporary modified duties, supervisors must refer to the employees return to work plan to ensure adherence to medical restriction/s</p>
---	--