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| Safe Work Instruction | Issue date: 13/02/08 |
| Retrieving items from track at stations | Review date: 20/01/11 |

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| Document no. SMS-06-SW-0797 | Work description Retrieving items from track at stations | | |
| | Scope Retrieving items from the track at RailCorp Stations, from platform level and danger zone. | | |
| Review date 20/01/11 | References SMS-06-GD-0001 Guide to Manual Handling Network Rules NWT 300 – Planning work in Rail Corridor Network Rules NWT 310 – No Authority Required Network Rules NWT 308 – Control Signal Blocking <ul style="list-style-type: none"> 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 – Retrieving Items from track at stations 29 August 2007 | | |
| Responsible supervisor | PPE and precautions | Competencies or qualifications | Licences or permits required |
| Line Manager | High visibility vest | RISI – Rail Industry Safety Induction Protection Officer | N/A |
| Tools and equipment required | | | |
| Long handled tongs | | | |
| 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

Work planned for the Rail Corridor must be assessed for safety and its potential to intrude on the Danger Zone. When using the long tongs to retrieve an item, the employee encroaches the danger zone.




Work in the Danger Zone must not begin before a Protection Officer (Safeworking Qualified Worker e.g. Station Manager or Duty Manager) has put the required safety measures in place:

Network Rules NWT 300 – Planning work in Rail Corridor

Network Rules NWT 310 – No Authority Required


Network Rules NWT 308 - Control Signal Blocking

Effective communication with the Network Control Officer must be maintained

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| Preparation | <p>Check the long handled tongs is in good condition and the nippers are operating correctly.</p> <p>Carry the long handled tongs parallel to the ground.</p> <p>Two methods can be used to retrieve items from the tracks. The method used will depend on the circumstances outlined below.</p> |
| |  <p>Warning The applicable safeworking rules must be strictly followed.</p> |

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| No Authority Required Method – retrieve item with long tongs from platform level | <p>Two employees are required to undertake this task.</p> <p>One employee to retrieve the item from the tracks and one employee to act as a lookout, which normally would be the Protection Officer.</p> <p>The employee must be able to remove themselves, the long handled tongs and the item being retrieved to a safe place immediately.</p> <p>Only then can the employee retrieve the item with the long tongs.</p> <p>While retrieving the item with the long tongs:</p> <ul style="list-style-type: none"> Do not overreach to access the item If the item is too heavy or cannot be reached, the Controlled Signal Blocking Method must be applied Keep the long tongs close to your body, use correct lifting techniques, limit bending and twisting of your body. Use your arms to lift, not your back. |
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| Controlled Signal Blocking Method (CSB) – retrieving the item from the danger zone | <p>One employee is required to undertake this task</p> <p>Control Signal Blocking – CSB must be applied during the following circumstances:</p> <ul style="list-style-type: none"> • The item to be retrieved is heavy • The item cannot be safely reached with the tongs • Visibility is poor and the item cannot be seen from platform level • The task cannot be carried out safely <p>Only then can the employee retrieve the item with the long tongs or,</p> <p>If the employee is required to walk on the track to retrieve the item the following must occur:</p> <ul style="list-style-type: none"> • The employee is to walk to the end of the platform • Access the track through the access gate or ramp available • Walk in the “4-foot” to access the item • Retrieve the item • And return back the same way to the platform <p>When the task is complete and no persons are in the danger zone:</p> <ul style="list-style-type: none"> • The Protection Officer must contact and inform the Signaller <hr/> <div>  <div> <p>Warning</p> <p><i>Have awareness of the rail traffic on the adjacent lines</i></p> <p><i>Make sure effective communication is always available</i></p> <p><i>Do not rush or run while walking in the danger zone</i></p> </div> </div> |
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