

Installation of Pits

Issue date: 08/04/08

Review date:20/02/11

SWMS number: SMS-06-SW-1027	SWMS Name: Installation of Pits			SWMS Team: Signal Review Team
Custodian (Position): Signal Services & External Resources Manager	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">Gas detector and confined space equipmentGaddick Lifting DevicePortable Secure Ladder.Appropriate handtools, Knives, Hacksaws, Cable Jointing Equipment	Records/Reporting: <ul style="list-style-type: none">Worksite Protection PlanPre-work BriefSite Specific Management PlanConfined Spaces Checklist	Permits/licences required: <ul style="list-style-type: none">Confined Spaces CertificateConfined Spaces Entry Permit	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
Applicable Standards, Codes of Practice and guidance: <ul style="list-style-type: none">OH&S Act 2000OH&S Regulation 2001Rail Safety Regulation 2003RailCorp Safety PolicyRailCorp Network Rules & ProceduresRailCorp Safety Management System.MSDS for all chemicals and hazardous Substances used on siteSC11 20 00 00 SP.AS/NZS 2865:2001 Safe working in a confined space				
		MIMS or METRE Ref: Nil		Personal Protective Equipment required: <ul style="list-style-type: none">Safety BootsHigh Visibility VestsHardhatsProtective ClothingSafety Glasses And as specified below. <ul style="list-style-type: none">Fall Arrest DevicesGlovesSunscreen LotionDuring all Site Works a FIRST AIDER MUST be Present

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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	Remove Lid	Muscle Injury	B-	Clear area before lifting. Warm up stretch. Don't over strain. Use correct manual handling techniques. Use correct lid lifter devices e.g. gaddick lifter.	D	TDTD197B	Manual Handling Guide SMS-06-GD-0001 PPE SMS-06-GD-0323
		Ultra Violet injuries	B	Use P.P.E i.e. Sunscreen, Hat, Sunglasses. Take breaks.	D	BCC2002B	Workplace Risk Management SMS-06-PR-0104
6	Entry into pits	Asphyxiation/ Explosion/ Leaking Gases	A	Only staff with "Confined Spaces" training to be used and all rules to be adhered to.	D	BCC2002B	Confined Spaces SMS-06-GD-0035 Confined Space Checklist SMS-06-FM-0038
7	Working in Pits	1. Chronic Back Damage	A	Access cable pit via installed ladder steps or portable secure ladder. Joint the cables outside of pit where possible. Use suitable seat. 'Rest' elbows on knees for relief, this should take the strain off the lower back. Don't do any heavy manual labour immediately after jointing. Stretch at regular intervals.	C+		SC11 20 00 00 SP. Manual Handling Guide SMS-06-GD-0001 PPE SMS-06-GD-0323
<input type="checkbox"/>	Site specific hazards						

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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.