

# Platform Renewals-Terminate and or Relocate Services

Issue date: 19/10/10

Review date: 14/06/13

<b>SWMS number:</b> SMS-06-SW-0967	<b>SWMS Name:</b> Platform Renewals-Terminate and or Relocate Services			<b>SWMS Team:</b> Civil Construction Review Team
<b>Custodian (Position):</b> Services Manager Civil	<b>Assumptions:</b> Site specific risks are addressed and assessed in pre- work briefing			
<b>Approving Authority (Position):</b> Civil Electrical Works Manager Infrastructure Renewals	<b>Equipment/Plant/Tools:</b> <ul style="list-style-type: none"><li>Hand Truck, Trolley, Forklift, Pallet Jack, Backhoe</li><li>Hand Tools &amp; Power Tools</li><li>Ladder, Scaffolding</li><li>Signs, Demarcation Fencing, Markers</li><li>Fire Extinguisher</li><li>Pipe Glue, Sealants, Concrete</li></ul>	<b>Records/Reporting:</b> <ul style="list-style-type: none"><li>Worksite Protection Plan</li><li>Pre-work Brief</li><li>Site Specific Management Plan</li><li>Electrical Test Tags</li><li>Hazardous Substance Register</li><li>Services searches</li><li>Electrical Permits</li></ul>	<b>Permits/licences required:</b> <ul style="list-style-type: none"><li>Electrical Permit Holder</li><li>Electricians Licence</li><li>Forklift / Backhoe Operator Certificate</li><li>Scaffolding Certificate</li></ul>	<b>Content reviewed by Technical expert (SME) and RailCorp safety professional (position including Div/Group)</b> Services Manager Civil and Safety facilitator, Safety Support Services Division.
<b>Applicable Standards, Codes of Practice and guidance:</b> <ul style="list-style-type: none"><li>OH&amp;S Act 2000</li><li>OH&amp;S Regulation 2001</li><li>Rail Safety Regulation 2003</li><li>RailCorp Network Rules &amp; Procedures</li><li>RailCorp Safety Management System.</li><li>MSDS for all chemicals and hazardous Substances used on site</li><li>Electrical Safety Instructions</li><li>SAA Wiring Rules</li><li>Working near Overhead Power Lines</li><li>EC14 – Guide to Electrical Workers' Safety Equipment</li><li>Code of Practice for the Management and Control of Asbestos in Workplaces [NOHSC:2018]</li></ul>	<b>Inspection requirements</b> Nil	<b>Service schedule:</b> Nil	<b>Qualification required:</b> <ul style="list-style-type: none"><li>Construction Industry Induction</li><li>RISI (Rail Industry Safety Induction)</li></ul> And as specified below. <ul style="list-style-type: none"><li>Authorised Electrical Person</li></ul>	
				<b>Personal Protective Equipment required:</b> <ul style="list-style-type: none"><li>Safety Boots</li><li>High Visibility Vests</li><li>Hardhats</li><li>Protective Clothing</li><li>Safety Glasses or Face Shield</li></ul> And as specified below. <ul style="list-style-type: none"><li>Gloves</li><li>During all Site Works a FIRST AIDER MUST be Present</li></ul>

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1	Disconnect And Relocate Power From Light Posts (By suitably Qualified persons)	Electrocution	B+	Terminate utilities prior to removal. Licensed electrician.	C-	Licensed Electrician	SSMP, Pre work Briefing SMS-06-FM-0163 Electrical Equipment SMS-06-GD-0268
		Electric Shock	B+	All electrical equipment to be tagged /tested, earth leakage units to be used with all tools. Equipment to be fitted with effective safe guards. Correct use of PPE	C-	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 Electrical Equipment SMS-06-GD-0268
		Fall From Ladder	B+	Stable ground; don't stand on top rung, correct size and type for task.	C+	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 Ladder /Step Ladders SMS-06-SW-0264
		Muscle Strain	B-	Correct manual handling procedures. "back-safe" training. Plant to move heavy and/or bulky items. As per Risk assessment.	C+	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
		Head Injuries	C-	Hard hats to be worn at all times implement exclusion zone for workers not involved in tasks	D	Team Leader Work Group Leader All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Eye Injuries	C-	Eye protection to be worn at all times.	D	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
2	Disconnect And/Or Relocate Water (By suitably Qualified persons)	Contact With Services	B+	Carry out services search before work, locate and mark services prior to starting work. Use qualified plant operators, hand dig close to services, Pot hole to locate services if required	C+	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 Excavation & Earthworks SMS-06-GD-0378
		Crushed Fingers	B+	Keep fingers clear	C+	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Contact With Live O/H Wires	A	Maintain regulated clearances on wires at all times. Isolate power when in side Safe approach distance (SAD).	C+	Qualified Permit Holder QEL29/MEI61 Team Leaders Work Group Leaders All Staff	Electrical Equipment SMS-06-GD-0268 Electrical Permits SMS-06-EN-0577
		Electric Shock	B+	All electrical equipment to be tagged /tested, earth leakage units to be used with all tools. Equipment to be fitted with effective safe guards. Correct use of PPE	C-	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 Electrical Equipment SMS-06-GD-0268

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		Back Injury / Muscle Strain	B-	Correct manual handling procedures. "back-safe" training. Plant to move heavy and/or bulky items. As per Risk assessment.	C+	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
		Use Of Hazardous Materials E.G.: Pipe Glue, Sealants, Concrete Etc.	B-	Refer to MSDS and/or manufacturers instructions before using. Avoid spills. Use PPE. Identification and separation of flammable materials. Use in ventilated areas.	C-	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 MSDS Hazardous Substances SMS-06-GD-0199
3	Disconnect And/Or Relocate Other Platform Utilities (By suitably Qualified persons)	Contact With Services	B+	Carry out services search before work, locate and mark services prior to starting work. Use qualified plant operators, hand dig close to services, Pot hole to locate services if required	C+	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 Excavation & Earthworks SMS-06-GD-0378
		Crushed Fingers	B+	Keep fingers clear	C+	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Contact With Live O/H Wires	A	Keep clearances at all times. Be aware. Power out permit	C+	Qualified Permit Holder QEL29/MEI61 Team Leaders Work Group Leaders All Staff	Electrical Equipment SMS-06-GD-0268 Electrical Permits SMS-06-EN-0577
		Electric Shock	B+	All electrical equipment to be tagged /tested, earth leakage units to be used with all tools. Equipment to be fitted with effective safe guards. Correct use of PPE	C-	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 Electrical Equipment SMS-06-GD-0268
		Back Injury / Muscle Strain	B-	Correct manual handling procedures. "back-safe" training. Plant to move heavy and/or bulky items. As per Risk assessment.	C+	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
		Head Injuries	C-	Hard hats to be worn at all times implement exclusion zone for workers not involved in tasks	D	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Eye Injuries	C-	Eye protection to be worn at all times.	D	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323

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4	Relocation And/Or Removal Of Station Fittings	Contact With Services	B+	Carry out services search before work, locate and mark services prior to starting work. Use qualified plant operators, hand dig close to services, Pot hole to locate services if required	C+	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 Excavation & Earthworks SMS-06-GD-0378
		Head Injuries	C-	Hard hats to be worn at all times implement exclusion zone for workers not involved in tasks	D	Team Leader Work Group Leader All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Eye Injuries	C-	Eye protection to be worn at all times.	D	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Crushed Fingers	B+	Keep fingers clear	C+	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Contact With Live O/H Wires	A	Maintain regulated clearances on wires at all times. Isolate power when in side Safe approach distance (SAD).	C+	Qualified Permit Holder QEL29/MEI61 Team Leaders Work Group Leaders All Staff	Electrical Equipment SMS-06-GD-0268 Electrical Permits SMS-06-EN-0577
		Electric Shock	B+	All electrical equipment to be tagged /tested, earth leakage units to be used with all tools. Equipment to be fitted with effective safe guards. Correct use of PPE	C-	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 Electrical Equipment SMS-06-GD-0268
		Back Injury / Muscle Strain	B-	Correct manual handling procedures. "back-safe" training. Plant to move heavy and/or bulky items. As per Risk assessment.	C+	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
		Use Of Hazardous Materials E.G.: Pipe Glue, Sealants, Concrete Etc.	B-	Refer to MSDS and/or manufacturers instructions before using. Avoid spills. Use PPE. Identification and separation of flammable materials. Use in ventilated areas.	C-	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 MSDS Hazardous Substances SMS-06-GD-0199
5	Relocation And/Or Removal Of Fences	Contact With Services	B+	Carry out services search before work, locate and mark services prior to starting work. Use qualified plant operators, hand dig close to services, Pot hole to locate services if required	C+	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 Excavation & Earthworks SMS-06-GD-0378

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		Head Injuries	C-	Hard hats to be worn at all times implement exclusion zone for workers not involved in tasks	D	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Eye Injuries	C-	Eye protection to be worn at all times.	D	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Crushed Fingers	B+	Keep fingers clear	C+	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Contact With Live O/H Wires	A	Maintain regulated clearances on wires at all times. Isolate power when in side Safe approach distance (SAD).	C+	Qualified Permit Holder QEL29/MEI61 Team Leaders Work Group Leaders All Staff	Electrical Equipment SMS-06-GD-0268 Electrical Permits SMS-06-EN-0577
		Electric Shock	B+	All electrical equipment to be tagged /tested, earth leakage units to be used with all tools. Equipment to be fitted with effective safe guards. Correct use of PPE	C-	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 Electrical Equipment SMS-06-GD-0268
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		Use Of Hazardous Materials E.G.: Pipe Glue, Sealants, Concrete Etc.	B-	Refer to MSDS and/or manufacturers instructions before using. Avoid spills. Use PPE. Identification and separation of flammable materials. Use in ventilated areas.	C-	Team Leaders Work Group Leaders All Staff	SSMP, Pre work Briefing SMS-06-FM-0163 MSDS Hazardous Substances SMS-06-GD-0199

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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



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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
Consequence			F1	F2	F3	F4	F5	F6
			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.