

Installation and Maintenance of Token Boards

Issue date: 11/04/08

Review date: 19/02/11

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|---|---|---|--|---|
| 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 | | | |
| 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 | 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 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. | |
| | | MIMS or METRE Ref: Nil | | |

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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 |

SWMS Custodian: Signals Services & External Resources Manager

SWMS Approver: Safety Environment & Quality Manager Commercial Renewals

Number SMS-06-SW1003

Prepared using SMS-06-TP-0026 v1.1; Custodian: Principal OHS Adviser; Approver: GM Safety Risk; Issue date: 18/06/06; Review date 18/06/09

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Version: 1. 0

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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 | D | | 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

| 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 | | | | | | <u>Definition for Use - Regional & Local level (Workplace)</u> 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. | |
|---|----|--------------|-----------------------------------|---------------------------------|---|--|---|--|---|---|
| | | | 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- | | |