Pole Base Inspection and Maintenance

Issue date: 04/10/07
Review date: 04/10/10

SWMS number:
SMS-06-SW-0517

SWMS Name:
Pole Base Inspection and Maintenance

SWMS Team:
Steve Goodwin
Anne McDougal
Shane Brown
Craig Atchison
Colin Marshall
Phil Page
Alan Merritt
Eric Cheek
Mark Holmes
Kol Navidi
Michael Holt

Custodian (Position):
Business Systems Officer
Metro North Region
Michael Swadling

Assumptions:
Fine weather daylight hours with power on

Approving Authority (Position):
General Manager
Infrastructure Division

Applicable Standards, Codes of Practice and guidance:
- ESAA Guide to Electrical Safety Systems
- WorkCover Guide: Safe Working at Heights
- WorkCover CoP: Noise Management and Protection of Hearing at Work

Plant/Equipment/Tools:
- Height access equipment
- Timber preserving Chemicals
- Power drill
- Petrol
- Brush cutter
- Shovel
- Hand tools
- PDA (as required)
- Ladder or EWP
- Fall Arrest equipment

Records/Reporting:
Pole base inspection sheets (as required)
Pole hazard inspection form TEAMS 3

Permits/licences required:
SS access permit as required

Content reviewed by Technical expert (SME) and RailCorp safety professional (position including Div/Group)
Maintenance Manager, Electrical Illawarra
SEQ Systems Administrator

PPE required:
- Standard PPE
- Hearing protection (as required)
- Gloves
- Hard Hat

Inspection requirements
- Daily plant and equipment check as required

Service schedule:
E08023
E10003
E10009

MIMS or METRE Ref:

Training/Qualifications required:
Authorised Overhead Traction Worker
Pole inspectors Certificate
Manual Handling techniques

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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	Visually inspect pole	Strike by falling object	C+	Defined exclusion zones if practicable Wear hard hat	D	Team Member	Electrical Network Safety Rules (ENSR)
		Contact with electricity , fallen wires	B-	Defined exclusion zones if practicable Correct fallen / broken wire before continuing (refer SWMS number of OHW maintenance)	C-	Supervisor	
2	Inspect and maintain pole	Fall from heights	C-	Assess the pole before climbing Use EWP if practicable according to SWI Otherwise use ladder according to SWI Use Fall arrest / restraint according to SWI	D	Supervisor Supervisor Team member	 SWI: Elevating Work Platforms SWI: Step Platforms, Portable and Step Ladders SWI: Fall Arrest Systems (all)
		Manual Handling / Muscular Stress	B+	Manual Handling Training Use tools in accordance with SWI	B-	Team Manager Team Member	SWI Power Drill SWI Power Brush Cutters SWI Kanga Hammer
		Exposure to chemicals to treat timber	D	Use and handle in accordance with MSDS Use Gloves	D	Team Member	MSDS
		Noise from power tools	C+	Wear hearing protection	D	Team Member	
		Strike injury when maintaining pole	C+	Wear hard hat gloves Defined exclusion zones if practicable SWI for power tools	C-	Team Member	SWI Power Drill

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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)
		Contact with electricity (service)	C+	Visually inspect pole for service location Dig carefully by hand Use equipotential bonding if replacing down earth lead	C-	Supervisor	ENSR
		Bites & Stings	C+	Inspect and spray following MSDS Gloves	C-	Team Member	MSDS for insect spray
		Hit by Vehicle	C+	Use traffic control as per SMS	C-	Supervisor	

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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
		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-

Extreme
High
Medium
Low

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 liklihood 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 matricies).

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.

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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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