

# Manual Re-Sleepering

Issue date: 10/04/08  
Review date: 18/02/11

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| <b>SWMS number:</b><br>SMS-06-SW-1058  | <b>SWMS Name:</b><br>Manual Re-Sleepering  | <b>SWMS Team:</b><br>Track Review Team   |  |  |
| <b>Custodian (Position):</b><br>Track Works Manager<br>Commercial / Renewals   | <b>Assumptions:</b><br>Site Specific risks are addressed and assessed in pre-work briefing   | <b>Content reviewed by</b><br><b>Technical expert (SME) and</b><br><b>RailCorp safety professional</b><br>(position including Div/Group)<br>Track Works Manager & SEQ<br>Coordinator Asset<br>Management Group<br>Commercial / Renewals  |  |  |
| <b>Approving Authority (Position):</b><br>Safety and Quality Manager,<br>Commercial / Renewals   | <b>Plant/Equipment/Tools:</b> <ul style="list-style-type: none"> <li>• Flags</li> <li>• Detonators</li> <li>• Demarcation Fencing</li> <li>• Barricades</li> <li>• Construction Equipment</li> <li>• Signs</li> <li>• No-Spill Fuel Cans</li> <li>• Spill Response Kit</li> <li>• Crane / Lifting Equipment</li> <li>• Straps</li> <li>• Ties</li> <li>• Trolleys</li> <li>• Dumper</li> <li>• Machinery to move heavy/bulky items</li> <li>• Pigs Foot</li> <li>• Sledge Hammer</li> <li>• Clip Pullers</li> <li>• Markers</li> <li>• Sleeper Tongs</li> <li>• P2 Dust Mask</li> <li>• Watercart</li> <li>• Pelican Pick</li> <li>• Shovel</li> <li>• Petrol Powered Drill</li> </ul> | <b>Records/Reporting:</b> <ul style="list-style-type: none"> <li>• Worksite Protection Plan</li> <li>• Pre-Work Brief</li> <li>• Induction</li> <li>• Plant Register</li> <li>• Daily Plant Checklist</li> <li>• Services Searches</li> <li>• Material Safety Data Sheets</li> </ul> | <b>Permits/licences required:</b> <ul style="list-style-type: none"> <li>• Relevant Safeworking Certifications</li> <li>• Permit Holder QEL29</li> <li>• Power Outage Permit and Register</li> </ul>   |  |
| <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 Act 2002</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>• TMC211 – Track Geometry and Stability</li> <li>• TMC231- Sleepers</li> <li>• TMC241- Ballast</li> <li>• Asbestos Removal Documents (CUG)</li> <li>• Code of Practice for safe removal of Asbestos {NOHSC:2002 (1998)}</li> <li>• Standard Drawings</li> </ul> |  | <b>Service schedule:</b><br>Team Leader  | <b>Training/Qualifications required:</b> <ul style="list-style-type: none"> <li>• OH&amp;S General Induction for Construction Work in NSW</li> <li>• Track Safety Awareness and Electrical Awareness or</li> <li>• Rail Industry Safety Induction (RISI)</li> <li>• Applicable Plant and Safeworking competencies</li> <li>• Track Vehicle Operator Competency Training</li> </ul> | <b>Personal Protective Equipment required:</b> <ul style="list-style-type: none"> <li>• Steel Capped Lace-Up Safety Boots</li> <li>• High Visibility Orange Vest</li> <li>• Hard Hats</li> <li>• Heavy Duty Safety Glasses</li> <li>• Protective Clothing</li> <li>• Hearing Protection (as required)</li> <li>• Gloves (as required)</li> <li>• Dust Masks (as required)</li> </ul> |

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| <ul style="list-style-type: none"><li>• EC14 – Guide to Electrical Workers Safety Equipment</li><li>• WorkCover NSW Plant Guide</li><li>• National Code of Practice for Manual Handling [NOHSC:2005]</li><li>• AS 2550.5-2002 Cranes, hoists and winches - Safe use - Mobile cranes</li></ul> |  | <p><b>Inspection requirements:</b><br/>For Plant and Equipment inspections refer to Daily Plant Checklists accompanying the machine.</p> |  |  |
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|--------|------------------------------------|---|------------------------------|--|-----------------------------|---|--|
| 1      | Set-up of Machinery / Track Access | Struck by Train   | A                            | Operators to be made aware of extent of safe working area  | C+                          | Protection Officer                            | Network Rules and Procedures   |
|        |                                    | Contact with live Overhead Wiring or other services   | A                            | Maintain regulated clearances on wires at all times<br>Isolate power where required                                | C+                          | All Staff                                     | Work Around Elect. Equip.<br>SMS-06-GD-0268<br>Electrical Permits<br>SMS-06-EN-0577<br>Plant<br>SMS-06-GD-0225 |
|        |                                    | Personnel struck by machinery   | A                            | Implement Exclusion Zones<br>Use reversing beepers<br>Use ticketed operators<br>Plan work to avoid site congestion | C-                          | Team Leader<br>Work Group Leader<br>All Staff | Pre-Work Briefing<br>SMS-06-FM-0163<br>Plant<br>SMS-06-GD-0225   |
|        |                                    | Oil / Fuel leakage or loss  | A                            | Plant to be inspected daily<br>Use correct methods for filling machinery<br>Maintain spill response kits on-site   | C-                          | All Staff                                     | Pre-Work Briefing<br>SMS-06-FM-0163<br>Environmental Protection Plan<br>Plant<br>SMS-06-GD-0225                |
| 2      | Delivery of Materials              | Personnel Struck by Machinery   | A                            | Implement Exclusion Zones<br>Use reversing beepers<br>Use ticketed operators                                       | C+                          | Team Leader<br>Work Group Leader<br>All Staff | Pre-Work Briefing<br>SMS-06-FM-0163<br>Plant<br>SMS-06-GD-0225   |
|        |                                    | Struck by load  | A                            | Keep clear of suspended loads<br>Use reversing beepers<br>Use ticketed operators<br>Exercise due care              | C+                          | Team Leader<br>Work Group Leader<br>All Staff | Pre-Work Briefing<br>SMS-06-FM-0163<br>Plant<br>SMS-06-GD-0225   |

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|--------|---|---|------------------------------|---|-----------------------------|--|--|
|        |   | Manual Handling Injuries  | B+                           | Correct Manual Handling Techniques<br>Rotate staff on repetitive tasks<br>Use gloves if required              | C-                          | Team Leader<br>Work Group Leader<br>All Staff                    | Manual Handling Guide<br>SMS-06-GD-0001<br>PPE<br>SMS-06-GD-0323               |
|        |   | Failure of Lifting Equipment from overloading   | A                            | Competent operators to access loads carefully prior to lifting equipment to be properly maintained and marked | C-                          | WorkCover<br>Ticketed Operator and Dogman<br>TO IGGS A18-10-F003 | Manual Handling Guide<br>SMS-06-GD-0001<br>PPE<br>SMS-06-GD-0323               |
|        |   | Plant Roll-Over   | A                            | Ensure that outriggers or stabilisers in position prior to lifting  | C-                          | Ticketed Operator  | Pre-Work Briefing<br>SMS-06-FM-0163<br>Plant<br>SMS-06-GD-0225                 |
|        |   | Noise from Plant  | A                            | Implement Exclusion Zones<br>Use appropriate plant with noise control measures<br>Use ear protection          | C-                          | Team Leader<br>Work Group Leader<br>All Staff                    | Pre-Work Briefing<br>SMS-06-FM-0163<br>Plant<br>SMS-06-GD-0225                 |
|        |   | Unstable Loads  | A                            | Ensure materials are secured during transit<br>Don't exceed safe working load of plant                        | C-                          | WorkCover<br>Ticketed Operator and Dogman<br>TO IGGS A18-10-F003 | Pre-Work Briefing<br>SMS-06-FM-0163<br>Plant<br>SMS-06-GD-0225                 |
| 3      | Put equipment on trolley and/or carry to site             | Unstable Loads  | A                            | Ensure materials are secured during transit<br>Don't exceed safe working load of plant                        | C+                          | Licence<br>Competent   | Pre-Work Briefing<br>SMS-06-FM-0163<br>Plant<br>SMS-06-GD-0225                 |
| 4      | Put equipment on trolley and/or carry to site (continued) | Runaway Trolley   | A                            | Trolley to be fitted with braking system/drawbar to dumper  | C-                          | Licence<br>Competent   | Plant<br>SMS-06-GD-0225  |

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|        |                               | Muscle Strain   | B+                           | Correct Manual Handling Procedures<br>"Back Safe" Training   | C-                          | Team Leader<br>Work Group Leader<br>All Staff              | Pre-Work Briefing<br>SMS-06-FM-0163<br>Manual Handling Guide<br>SMS-06-GD-0001  |
| 5      | Removes Dogs / Pins / Anchors | Manual Handling Injuries  | B+                           | Correct Manual Handling Techniques<br>Rotate staff on repetitive tasks<br>Use gloves if required   | C-                          | Team Leader<br>Work Group Leader<br>All Staff              | Pre-Work Briefing<br>SMS-06-FM-0163<br>Manual Handling Guide<br>SMS-06-GD-0001  |
|        |                               | Struck by rail fastener   | A                            | Be Aware<br>Follow correct procedure for removing rail fasteners<br>PPE  | C-                          | Team Leader<br>Work Group Leader<br>All Staff              | Pre-Work Briefing<br>SMS-06-FM-0163   |
|        |                               | Head injuries   | B+                           | Hard Hats to be worn at all times<br>Implement exclusion zone for workers not involved in the tasks  | D                           | Team Leader<br>Work Group Leader<br>All Staff              | Pre-Work Briefing<br>SMS-06-FM-0163<br>PPE<br>SMS-06-GD-0323  |
|        |                               | Eye injuries  | B+                           | Eye protection to be worn at all times   | D                           |  |   |
|        |                               | Cuts, scratches and abrasions   | B+                           | Gloves to be worn as necessary   | D                           |  |   |
| 6      | Dig ballast away from sleeper | Contact with services   | A                            | Locate services prior to starting work<br>Service Searches to be on site and signed off<br>Mark and/or isolate services as appropriate<br>Maintain regulated clearances on electrical services | C-                          | Permit Holder<br>QEL29<br>Team Leader<br>Work Group Leader | Pre-Work Briefing<br>SMS-06-FM-0163<br>Work Around Elect. Equip.<br>SMS-06-GD-0268<br>Electrical Permits<br>SMS-06-EN-0577<br>Plant<br>SMS-06-GD-0225 |
|        |                               | Damage to rail infrastructure   | B+                           | Vigilance / Cover to protect   | D                           | Competent Person   | Pre-Work Briefing<br>SMS-06-FM-0163   |

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|--------|-------------------------------|---|------------------------------|--|-----------------------------|---|---|
| 7      | Dig ballast away from sleeper | Flying objects  | B+                           | Implement exclusion zone<br>Wear eye protection  | D                           | Team Leader<br>Work Group Leader<br>All Staff | Pre-Work Briefing<br>SMS-06-FM-0163<br><br>Plant Risk Assessment. SMS-06-GD-0403                            |
|        |                               | Cuts, Abrasions   | B+                           | Use correct techniques<br>Wear approved riggers gloves   | D                           |   |   |
| 8      | Jack rail UP                  | Trap fingers or feet under rail when jacking  | B+                           | Person operating drop lever on jack to ensure all staff are clear of rail before proceeding      | C+                          | Team Leader<br>Work Group Leader<br>All Staff | Pre-Work Briefing<br>SMS-06-FM-0163   |
|        |                               | Cuts, Abrasions   | B+                           | Use correct techniques<br>Wear approved riggers gloves   | D                           | Team Leader<br>Work Group Leader<br>All Staff | Pre-Work Briefing<br>SMS-06-FM-0163<br><br>Manual Handling Guide<br>SMS-06-GD-0001                          |
|        |                               | Manual Handing Injuries   | B+                           | Correct manual handling techniques<br>Rotate staff on repetitive tasks<br>Use gloves if required | C-                          |   |   |
| 9      | Remove Sleeper Plate          | Manual Handling Injuries  | B+                           | Correct manual handling techniques<br>Rotate staff on repetitive tasks<br>Use gloves if required | C-                          | Team Leader<br>Work Group Leader<br>All Staff | Pre-Work Briefing<br>SMS-06-FM-0163<br><br>Manual Handling Guide<br>SMS-06-GD-0001                          |
|        |                               | Cuts and Abrasions  | B+                           | Use correct techniques<br>Use gloves if required   | D                           | Team Leader<br>Work Group Leader<br>All Staff | Pre-Work Briefing<br>SMS-06-FM-0163<br><br>Manual Handling Guide<br>SMS-06-GD-0001<br>PPE<br>SMS-06-GD-0323 |
| 10     | Remove Sleeper                | Manual Handling Injuries  | B+                           | Correct manual handling techniques<br>Rotate staff on repetitive tasks<br>Use gloves if required | C-                          | Team Leader<br>Work Group Leader<br>All Staff | Pre-Work Briefing<br>SMS-06-FM-0163<br><br>Manual Handling Guide<br>SMS-06-GD-0001                          |

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|--------|----------------------------|---|------------------------------|--|-----------------------------|---|---|
| 11     | Remove Sleeper (continued) | Contact with Services   | A                            | Locate services prior to starting work<br>Service Searches to be on site and signed off<br>Mark and/or isolate services as appropriate<br>Maintain regulated clearances on electrical services | C-                          | Permit Holder QEL29<br>Team Leader<br>Work Group Leader | Pre-Work Briefing SMS-06-FM-0163<br>Work Around Elect. Equip. SMS-06-GD-0268<br>Electrical Permits SMS-06-EN-0577<br>Plant SMS-06-GD-0225 |
|        |                            | Damage to rail infrastructure   | A                            | Vigilance / Cover to protect   | C+                          | Competent Person  | Pre-Work Briefing SMS-06-FM-0163  |
|        |                            | Flying objects  | A                            | Implement exclusion zone<br>Wear eye protection  | C-                          | Team Leader<br>Work Group Leader                        | Pre-Work Briefing SMS-06-FM-0163<br>Plant Risk Assessment. SMS-06-GD-0403   |
|        |                            | Cuts and Abrasions  | B+                           | Use correct techniques<br>Use gloves if required   | D                           | All Staff   |   |
| 12     | Clean Bed                  | Manual Handling Injuries  | B+                           | Correct manual handling techniques<br>Rotate staff on repetitive tasks<br>Use gloves if required   | C-                          | All Staff   | Pre-Work Briefing SMS-06-FM-0163<br>Manual Handling Guide SMS-06-GD-0001  |
|        |                            | Dust  | B+                           | Implement exclusion zone<br>Wear dust mask   | C-                          | Team Leader<br>Work Group Leader<br>All Staff           | Pre-Work Briefing SMS-06-FM-0163<br>PPE SMS-06-GD-0323  |
| 13     | Place New Sleeper          | Manual Handling Injuries  | B+                           | Correct manual handling techniques<br>Rotate staff on repetitive tasks<br>Use gloves if required   | C-                          | Team Leader<br>Work Group Leader<br>All Staff           | Pre-Work Briefing SMS-06-FM-0163<br>Manual Handling Guide SMS-06-GD-0001  |

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|--------|-------------------------------|---|------------------------------|--|-----------------------------|---|---|
| 14     | Place New Sleeper (continued) | Contact with Services   | A                            | Locate services prior to starting work<br>Service Searches to be on site and signed off<br>Mark and/or isolate services as appropriate<br>Maintain regulated clearances on electrical services | C-                          | Permit Holder QEL29<br>Team Leader<br>Work Group Leader | Pre-Work Briefing SMS-06-FM-0163<br>Work Around Elect. Equip. SMS-06-GD-0268<br>Electrical Permits SMS-06-EN-0577<br>Plant SMS-06-GD-0225 |
|        |                               | Damage to rail infrastructure   | A                            | Vigilance / Cover to protect   | C+                          | Competent Person  | Pre-Work Briefing SMS-06-FM-0163  |
|        |                               | Flying objects  | A                            | Implement exclusion zone<br>Wear eye protection  | C-                          | Team Leader<br>Work Group Leader                        | Pre-Work Briefing SMS-06-FM-0163<br>Plant Risk Assessment. SMS-06-GD-0403   |
|        |                               | Cuts and Abrasions  | B+                           | Use correct techniques<br>Use gloves if required   | D                           | All Staff   |   |
|        |                               | Dust  | B+                           | Implement exclusion zone<br>Wear dust mask   | C-                          | Team Leader<br>Work Group Leader<br>All Staff           | Pre-Work Briefing SMS-06-FM-0163<br>PPE SMS-06-GD-0323  |
| 15     | Pack Sleeper                  | Dust  | B+                           | Implement exclusion zone<br>Wear dust mask   | C-                          | Team Leader<br>Work Group Leader<br>All Staff           | Pre-Work Briefing SMS-06-FM-0163<br>PPE SMS-06-GD-0323  |
|        |                               | Cuts and Abrasions  | B+                           | Use correct techniques<br>Use gloves if required   | D                           | Team Leader<br>Work Group Leader<br>All Staff           | Pre-Work Briefing SMS-06-FM-0163<br>Plant Risk Assessment. SMS-06-GD-0403   |
|        |                               | Flying objects  | A                            | Implement exclusion zone<br>Wear eye protection  | C-                          |   |   |

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| 16     | Pack Sleeper (continued) | Manual Handling Injuries  | B+                           | Correct manual handling techniques<br>Rotate staff on repetitive tasks<br>Use gloves if required | C-                          | All Staff                                     | Pre-Work Briefing<br>SMS-06-FM-0163<br>Manual Handling Guide<br>SMS-06-GD-0001 |
| 17     | Replace Sleeper Plate    | Cuts, Scratches and Abrasions   | B+                           | Use gloves if required   | D                           | All Staff                                     | Pre-Work Briefing<br>SMS-06-FM-0163<br>PPE<br>SMS-06-GD-0323                   |
|        |                          | Manual Handling Injuries  | B+                           | Correct manual handling techniques<br>Rotate staff on repetitive tasks<br>Use gloves if required | C-                          | All Staff                                     | Pre-Work Briefing<br>SMS-06-FM-0163<br>Manual Handling Guide<br>SMS-06-GD-0001 |
| 18     | Drilling of Timbers      | Manual Handling Injuries  | B+                           | Correct manual handling techniques<br>Rotate staff on repetitive tasks<br>Use gloves if required | C-                          | All Staff                                     | Pre-Work Briefing<br>SMS-06-FM-0163<br>Manual Handling Guide<br>SMS-06-GD-0001 |
|        |                          | Eye injuries  | A                            | Eye protection to be worn at all times   | C-                          | Team Leader<br>Work Group Leader<br>All Staff | Pre-Work Briefing<br>SMS-06-FM-0163<br>PPE<br>SMS-06-GD-0323                   |
|        |                          | Trousers getting tangled with drill   | A                            | No loose clothing of hair in the vicinity of drilling machinery                                  | C+                          | Team Leader<br>Work Group Leader<br>All Staff | Pre-Work Briefing<br>SMS-06-FM-0163<br>PPE<br>SMS-06-GD-0323                   |

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| 19     | Stand and Knock down Dogs / Pins             | Manual Handling Injuries  | B+                           | Correct manual handling techniques<br>Rotate staff on repetitive tasks<br>Use gloves if required    | C-                          | All Staff                                     | Pre-Work Briefing<br>SMS-06-FM-0163<br>Manual Handling Guide<br>SMS-06-GD-0001 |
|        |  | Head injuries   | A                            | Hard Hats to be worn at all times<br>Implement exclusion zone for workers not involved in the tasks | C-                          | Team Leader<br>Work Group Leader<br>All Staff | Pre-Work Briefing<br>SMS-06-FM-0163<br>PPE<br>SMS-06-GD-0323                   |
|        |  | Eye injuries  | A                            | Eye protection to be worn at all times  | C-                          | All Staff                                     | Pre-Work Briefing<br>SMS-06-FM-0163<br>PPE<br>SMS-06-GD-0323                   |
| 20     | Stand and Knock down Dogs / Pins (continued) | Struck by rail fastener   | A                            | Be Aware<br>Follow correct procedure for removing rail fasteners<br>PPE                             | C-                          | All Staff                                     | Pre-Work Briefing<br>SMS-06-FM-0163  |
|        |  | Cuts, Scratches and Abrasions   | B+                           | Use gloves if required  | D                           | All Staff                                     | Pre-Work Briefing<br>SMS-06-FM-0163<br>PPE<br>SMS-06-GD-0323                   |
| 21     | Put on Anchors                               | Struck by rail fastener   | A                            | Be Aware<br>Follow correct procedure for removing rail fasteners<br>PPE                             | C-                          | All Staff                                     | Pre-Work Briefing<br>SMS-06-FM-0163  |

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|        |                            | Struck by Hammer  | B+                           | Keep clear of work area if not involved in process<br>Use correct technique                      | D                           |   |  |
|        |                            | Hand Injuries (Laceration, Crush)   | B+                           | Use correct techniques<br>Use gloves as necessary  | C-                          | All Staff                                     | Pre-Work Briefing<br>SMS-06-FM-0163<br>PPE<br>SMS-06-GD-0323                   |
|        |                            | Noise from Equipment  | B+                           | Use hearing protection   | D                           |   |  |
|        |                            | Manual Handling Injuries  | B+                           | Correct manual handling techniques<br>Rotate staff on repetitive tasks<br>Use gloves if required | C-                          | All Staff                                     | Pre-Work Briefing<br>SMS-06-FM-0163<br>Manual Handling Guide<br>SMS-06-GD-0001 |
|        |                            | Noise from tightening bolts with impact wrench  | B+                           | Use hearing protection   | D                           | All Staff                                     | Pre-Work Briefing<br>SMS-06-FM-0163<br>PPE<br>SMS-06-GD-0323                   |
| 22     | Box up ballast             | Dust  | B+                           | Implement exclusion zone<br>Wear dust mask<br>Water down material                                | C-                          | Team Leader<br>Work Group Leader<br>All Staff | Pre-Work Briefing<br>SMS-06-FM-0163<br>PPE<br>SMS-06-GD-0323                   |
| 23     | Box up ballast (continued) | Cuts and Abrasions  | B+                           | Use correct techniques<br>Wear approved riggers gloves   | D                           | Team Leader<br>Work Group Leader<br>All Staff | Pre-Work Briefing<br>SMS-06-FM-0163<br>Plant Risk Assessment<br>SMS-06-GD-0403 |
|        |                            | Flying objects  | B+                           | Implement exclusion zone<br>Wear eye protection  | C-                          |   |  |

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| Number | Step   | Hazard or human error<br>(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<br>In accordance with (name associated documentation) |
|--------|--|---|------------------------------|--|-----------------------------|---|--|
|        |  | Manual Handling Injuries  | B+                           | Correct manual handling techniques<br>Rotate staff on repetitive tasks<br>Use gloves if required                   | C-                          | All Staff                                     | Pre-Work Briefing<br>SMS-06-FM-0163<br>Manual Handling Guide<br>SMS-06-GD-0001 |
| 24     | Remove Equipment / Redundant materials from site             | Manual Handling Injuries  | B+                           | Correct manual handling techniques<br>Rotate staff on repetitive tasks<br>Use gloves if required                   | C-                          | All Staff                                     | Pre-Work Briefing<br>SMS-06-FM-0163<br>Manual Handling Guide<br>SMS-06-GD-0001 |
|        |  | Head injuries   | A                            | Hard Hats to be worn at all times<br>Implement exclusion zone for workers not involved in the tasks                | C-                          | Team Leader<br>Work Group Leader<br>All Staff | Pre-Work Briefing<br>SMS-06-FM-0163<br>PPE<br>SMS-06-GD-0323                   |
|        |  | Eye injuries  | A                            | Eye protection to be worn at all times   | C-                          | All Staff                                     | Pre-Work Briefing<br>SMS-06-FM-0163<br>PPE<br>SMS-06-GD-0323                   |
| 25     | Remove Equipment / Redundant materials from site (continued) | Struck by moving plant  | A                            | Implement exclusion zones<br>Use reversing beepers<br>Use ticketed operators<br>Plan work to avoid site congestion | C+                          | Team Leader<br>Work Group Leader<br>All Staff | Pre-Work Briefing<br>SMS-06-FM-0163<br>Plant<br>SMS-06-GD-0225                 |

## Manual Re-Sleepering

Issue date: 10/04/08  
Review date: 18/02/11

**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**

| RailCorp Level 2 Risk Matrix - Regional & Local (Workplace)    |                                   | Likelihood/Frequency            |   |  |   |  |   |   | Definition for Use - Regional & Local level (Workplace)  |
|--|-----------------------------------|---------------------------------|---|--|---|--|---|---|--|
|  |                                   | 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   |  |
| Consequence  | 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                                       | 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. |  |
|  | 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  |   |  |
| >10 Fatalities   | C6                                | Disastrous                      | B-  | B+   | A   | A  | A   | A   | To score the risk, follow the steps:   |
| 2-10 Fatalities  | C5                                | Catastrophic                    | C+  | B-   | B+  | A  | A   | A   | 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). |
| 1 Fatality (2-10 Major Injuries)                               | C4                                | Critical                        | C-  | C+   | B-  | B+   | A   | A   | 2. Identify the likelihood of this level of consequence occurring. (This is done after considering the effectiveness of the current controls in place)   |
| 1 Major Injury   | C3                                | Major                           | D   | C-   | C+  | B-   | B+  | A   | 3. Score the risk using the combination of likelihood and consequence ranking.   |
| 1 or more Minor Injuries                                       | C2                                | Minor                           | D   | D  | C-  | C+   | B-  | B+  | Note: Where there are a range of credible consequences which may lead to a different level of risk and/or where the controls may be different. It may be useful to score the risk more than once.                            |
| First aid treatment, or illness/injury not requiring treatment | C1                                | Negligible                      | D   | D  | D   | C-   | C+  | B-  |  |