

# Ground Maintenance at Communication Sites

Issue date 14/10/10

Review date: 06/09/13

<b>SWMS number:</b> SMS-06-SW-0676	<b>SWMS Name:</b> Ground Maintenance at Communication Sites			<b>SWMS Team:</b> <ul style="list-style-type: none"><li>• Steven Grant – Wireless &amp; Systems Operations Manager</li><li>• Fred Devadoss – Safety Facilitator</li><li>• Andrew Boardman - Technical Specialist</li><li>• Graham Payne – Technical Specialist</li><li>• Andrew Outerbridge – Wireless &amp; Systems Operations Centre Supervisor</li></ul>
<b>Custodian (Position):</b> Wireless & Systems Operations Manager	<b>Assumptions:</b> N/A			
<b>Approving Authority (Position):</b> Asset Management & Maintenance Manager	<b>Plant/Equipment/Tools:</b> <ul style="list-style-type: none"><li>• Brushcutter</li><li>• Lawn Mower</li><li>• Weed sprayer</li></ul>	<b>Records/Reporting:</b> <ul style="list-style-type: none"><li>• Plant Risk Assessments for Lawn Mowers and Brushcutters.</li><li>• Hazardous Substance Risk Assessment for Herbicide.</li></ul>	<b>Permits/licences required:</b> For contact with chemicals - ChemCert AQF3	<b>Content reviewed by Technical expert (SME) and RailCorp safety professional (position including Div/Group)</b> <ul style="list-style-type: none"><li>• Safety Facilitator, Safety Support Services Division</li><li>• Technical Specialist, Communications &amp; Control Systems Division</li></ul>
<b>Applicable Standards, Codes of Practice and guidance:</b> <ul style="list-style-type: none"><li>• OHS Regulation 2001</li><li>• Rail Safety Act 2002</li><li>• National Code of Practice for Manual Handling [NOHSC: 2005 (1990)]</li><li>• WorkCover NSW Plant Guide</li><li>• WorkCover NSW Code of Practice - Noise Management &amp; Protection of Hearing at Work</li><li>• AS/NZS 1269: 2005 Occupational Noise Management</li><li>• AS 1940 The storage and handling of flammable and combustible liquids</li><li>• AS 4939 - 2001: Non-reusable personal use containers for the collection and disposal of hypodermic needles and syringes.</li></ul>				
	<b>Inspection requirements</b> <ul style="list-style-type: none"><li>• Monthly housekeeping inspection of plant and serviced when required.</li></ul>	<b>Service schedule:</b> <ul style="list-style-type: none"><li>• Civil Maintenance - 6 monthly inspections.</li></ul>	<b>Training/Qualifications required:</b> <ul style="list-style-type: none"><li>• Rail Industry Safety Induction (RISI)</li><li>• OHS Construction Induction Training Card</li></ul>	<b>PPE required:</b> <ul style="list-style-type: none"><li>• Safety Boots</li><li>• High Visibility Vest</li><li>• Protective Clothing</li><li>• Safety Glasses or Face Shield</li><li>• Protective Gloves (PVC or Rubber)</li><li>• Protective Gloves (Cut resistant or Leather)</li><li>• Hearing Protection (Ear muffs or Earplugs)</li></ul>
		<b>MIMS or METRE Ref:</b> N/A		

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1	Access worksite and setup equipment	Struck by train	A	Check hazardous locations register. Where required apply appropriate worksite protection. PPE: High Visibility Vest	C-	Protection Officer Team Member	SMS-06-GD-0223 Hazardous Rail Corridor Locations SMS-06-GD-0323 Personal Protection Equipment
		Slips, trips and falls	B-	Awareness of terrain. PPE: Safety Boots	C-	Team Member	SMS-06-GD-0323 Personal Protection Equipment
		Contact with sharp objects (eg. Syringes)	B+	Inspection of site prior to commencement of work. Sharps container and tongs to be on-site in case sharps/needles are found and can be disposed of safely. PPE: Protective Gloves (Cut resistant or Leather).	C-	Team Member	SMS-06-GD-0323 Personal Protection Equipment SMS-06-SW-0405 Handling Sharps
		Bites and stings (eg. Snakes, spiders, insects)	B+	Inspection of site prior to commencement of work. Fumigate as required Work in accordance with MSDS. PPE: Safety Boots, Protective Gloves (Cut resistant or Leather).	C-	Team Member	SMS-06-GD-0323 Personal Protection Equipment
		Manual Handling	B-	Follow the correct bending and lifting techniques: keep back straight, elbows in and bend at the knees. Team lifting for heavy loads.	C-	Team Member	SMS-06-GD-0001 Guide to Manual Handling
2	Clear vegetation with brushcutter	Exposure to noise	B-	PPE: Hearing Protection (Ear muffs or Earplugs)	D	Team Member	SMS-06-GD-0273 Noise Management SMS-06-GD-0323 Personal Protection Equipment

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2	Clear vegetation with brushcutter (cont.)	Muscular strain	B-	Follow the correct bending and lifting techniques: keep back straight, elbows in and bend at the knees. Use both hands to operate Brushcutter. Maintain a good footing and balance when operating tool.	C-	Team Member	SMS-06-GD-0001 Guide to Manual Handling SMS-06-SW-0319 Using Petrol Powered Brushcutters
		Contact with brushcutter blades	B+	Make sure brushcutter is fitted with a guard Keep end of brushcutter away from limbs. Wear clothing that protects from scrapes and scratches and allows freedom of movement. Maintain a good footing and balance when operating tool. PPE: Safety Boots.	C-	Team Member	SMS-06-PR-0225 Plant SMS-06-GD-0323 Personal Protection Equipment SMS-06-SW-0319 Using Petrol Powered Brushcutters
		Hit by flying object (rocks, debris)	B+	Isolate other employees / public from the area. Wear clothing that protects from scrapes and scratches and allows freedom of movement. Avoid touching rocks, debris and gravel with rotating blade. PPE: Safety Glasses or Face Shield.	C-	Team Member	SMS-06-GD-0323 Personal Protection Equipment SMS-06-SW-0319 Using Petrol Powered Brushcutters
3	Clear vegetation with lawn mower	Muscular strain	B-	Use both hands to operate lawn mower. Maintain a good footing and balance when operating tool. Mow advancing forward so you can see where you're going and will not twist your back. Work slowly and patiently when mowing tall grass or tough weeds.	C-	Team Member	SMS-06-GD-0001 Guide to Manual Handling

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3	Clear vegetation with lawn mower (cont.)	Contact with rotating blades	B-	Make sure guards and shields are in place. Stay clear of the blade housing and the discharge chute. Shut off the engine before unclogging, servicing or adjusting the mowers and before removing the grass catcher. PPE: Safety Boots.	C-	Team Member	SMS-06-PR-0225 Plant
		Hit by flying object (rocks, debris)	B-	Wear clothing that protects from scrapes and scratches and allows freedom of movement. Conduct a pre-mowing inspection of the area and remove any debris, rocks or other items that could become a projectile. PPE: Safety Glasses or Face Shield.	C-	Team Member	SMS-06-GD-0323 Personal Protection Equipment
4	Spray Herbicide	Muscular strain	B-	Follow the correct bending and lifting techniques: keep back straight, elbows in and bend at the knees. Maintain a good footing and balance when operating weed sprayer.	C-	Team Member	SMS-06-GD-0001 Guide to Manual Handling
		Contact with chemicals (Herbicide)	B+	PPE: Safety glasses or chemical goggles, Protective Gloves (PVC or Rubber) To prevent contact with chemical, apply close to surface and not into oncoming wind. Do not touch your eyes while working with chemicals. Make sure there is access to water and soap. Wash hands thoroughly after working with chemicals.	C+	Team Member	SMS-06-GD-0199 Dangerous Goods and Hazardous Substances SMS-06-SW-0195 Safe Handling and Storage of Flammable and Combustible Liquids SMS-06-GD-0323 Personal Protection Equipment

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5	Remove equipment, clean up and vacate site.	Manual Handling	B-	Follow the correct bending and lifting techniques: keep back straight, elbows in and bend at the knees. Team lifting for heavy loads.	C-	Team Member	SMS-06-GD-0001 Guide to Manual Handling
		Slips, trips and falls	B-	Awareness of terrain. PPE: Safety Boots	C-	Team Member	SMS-06-GD-0323 Personal Protection Equipment

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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-		
			<b>Definition for Use - Regional &amp; Local level (Workplace)</b>							
			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.							