Maintain Train Stop

0755

<table>
<tr><td>SWMS number:
SMS-06-SW-0755</td><td colspan="3">SWMS Name:
Maintain Train Stop</td><td rowspan="2">SWMS Team:
Garry Leamey
Michael Douglas
Michael Robinson
David Read
David Colusso
Tony Heuston</td></tr>
<tr><td>Custodian (Position):
Manager Signals Maintenance
Jim Zeaiter</td><td colspan="3">Assumptions:
For Maintenance and corrective activities
Mandatory PPE must be worn.
Includes fixed and mechanical types</td></tr>
<tr><td rowspan="2">Approver (Position):
General Manager Infrastructure</td><td>Plant/Equipment/Tools:
• Multimeter
• Insulation Tester
• Train stop gauge
• Hand Tools</td><td>Records/Reporting:
• Teams 3
• Monthly Return SF-J017</td><td>Permits/licences required:
Railcorp Licensed Signal Electrician and Signal Mechanical personnel as listed in TMG A1415</td><td rowspan="2">Content reviewed by Technical expert (SME) and RailCorp safety professional (position including Div/Group)
Snr Signal Engineer West
Safety Facilitator, Safety Support Services Division</td></tr>
<tr><td rowspan="2">Applicable Standards, Codes of Practice and guidance:
• Code of Practice for Manual Handling 2005
• Code of Practice for Risk Assessment 2001
• Code of Practice for Storage & Handling of Dangerous Goods 2005
• Induction for Construction Work: National Code of Practice
• Manual J</td><td rowspan="2"></td><td rowspan="2"></td><td rowspan="2">PPE required:
• Gloves as required</td></tr>
<tr><td>Inspection requirements
• Testers and meters have current calibration tag
• Visual inspection of hand tools before use</td><td>Service schedule:
See attached Service Schedule listing</td><td>Training/Qualifications required:
Signal Electrician, and Signal Mechanical

RISI
WorkCover General Induction</td></tr>
</table>

Maintain Train Stop

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	Advise Signal Box	Miscommunication	B+	Use correct communication protocols	C-	Worksite Protection Officer, Pre work briefer	Network Rules
2	Worksite Assessment	Struck by Train	B+	Suitable Worksite Protection	C+	Worksite Protection Officer	Network Rules
		Slip, Trip, Fall	C+	Inspection of Site	C-	Pre work briefer, Workgroup members	
		Needle stick injury	C+	SWI for handling sharps	C-	Pre work briefer, Workgroup members	SMS-06-SW-0405
		Environmental Factors	C+	Implement EMS Environmental procedures	C-	Pre work briefer, Workgroup members	Refer to applicable EMS guidelines
3	Access Worksite	As for Step 2		As for Step 2		Pre work briefer, Workgroup members	
		Bites, Stings by Wasps / Spiders / Vermin	C-	Check for signs when opening & arrange removal when found. First Aid	D	Pre work briefer, Workgroup members	
		Manual Handling	C+	Correct Manual handling Techniques, Team lift	C-	Pre work briefer, Workgroup members	
4	Maintain, Test & Certify Equipment	Skin / Eye irritation from Substances, Lubricants or vapours	C+	Controls as per MSDS	D	Pre work briefer, Workgroup members	MSDS Information
		Manual Handling	C+	Correct Manual handling Techniques, Team lift	C-	Pre work briefer, Workgroup members	
		Sudden release of energy when tools slip	C-	Instruction to new starters on correct techniques	D	Pre work briefer, Workgroup members	
		Crushed by moving parts and pinch points	C+	Minimise exposure and instruct staff of potential hazard	C-	Pre work briefer, Workgroup members	
		Burns from hot equipment, JAE train stop clutch	C-	Brief staff, check and avoid hot areas, wear gloves where required.	D	Pre work briefer, Workgroup members	
		Contact with Electricity (low voltage)	B-	Awareness of sources of Electricity	C+	Pre work briefer, Workgroup members	
		Bites, Stings by Wasps / Spiders / Vermin	C-	Check for signs when opening & arrange removal when found. First Aid	D	Pre work briefer, Workgroup members	
		Contact with compressed air	C+	Awareness of compressed air Safety glasses	C-	Pre work briefer, Workgroup members	
5	Clean up worksite	Poor Housekeeping	D	Inspect and clean site	D	Pre work briefer, Workgroup members	

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)
		Manual Handling	C+	Correct Manual handling Techniques, Team lift	C-	Pre work briefer, Workgroup members	
		Waste Disposal	C-	Use correct SMS Disposal Procedure	D	Pre work briefer, Workgroup members	
6	Egress Worksite	As for step 3		As for step 3		Pre work briefer, Workgroup members	
7	Advise Signal Box at Completion of activities	Miscommunication	B+	Use correct communication protocols	C-	Worksite Protection Officer, Pre work briefer	Network Rules

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

JA WET SUMP	JA DRY SUMP	JAH WET SUMP	JAH DRY SUMP	JAE	MECH	FIXED
SC 07 21 01 00 SS-01	SC 07 21 03 00 SS-01	SC 07 22 01 00 SS-01	SC 07 22 02 00 SS-01	SC 07 23 05 00 SS-01		
SC 07 21 01 00 SS-02	SC 07 21 03 00 SS-02	SC 07 22 01 00 SS-02	SC 07 22 02 00 SS-02	SC 07 23 05 00 SS-02		
SC 07 21 01 00 SS-03	SC 07 21 03 00 SS-03	SC 07 22 01 00 SS-03	SC 07 22 02 00 SS-03	SC 07 23 05 00 SS-03		
SC 07 21 01 00 SS-04	SC 07 21 03 00 SS-04	SC 07 22 01 00 SS-04	SC 07 22 02 00 SS-04	SC 07 23 05 00 SS-04		
SC 07 21 01 00 SS-04E	SC 07 21 03 00 SS-04E	SC 07 22 01 00 SS-04E	SC 07 22 02 00 SS-04E	SC 07 23 05 00 SS-04E		

Legend

JA Wet	Westinghouse JA (wet sump)
JA Dry	Westinghouse JA (dry sump)
JAH Wet	Westinghouse JAH (wet sump)
JAH Dry	Westinghouse JAH (dry sump)
JAE	Westinghouse JAE
MECH	Mechanical Drive
FIXED	Fixed Train Stop

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.