










Safe Work Instruction	Issue date: 23/02/10
Bogie Trolley Transporter – Safe Operation	Review date: 30/01/11



Document No. SMS-06-SW-1307	Work description This SWI describes the safe work practices for the operation of the Bogie Trolley Transporter		
	Scope This SWI applies to the use of a Bogie Trolley Transporter by RSD staff at an XPT Maintenance Centre		
Review date 30/01/2011	References <ul style="list-style-type: none"> • OHS Act 2000 • OHS Regulations 2001 • Rail Safety Act 2008 • ASCC – National Standard for Manual Tasks 2007 • SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out • SMS-06-SW-1151 Overhead Travelling Crane - Safe Operation • SMS-06-SW-0812 Working in the Pit • SMS-06-SW-0400 Forklift Trucks • SMS-06-GD-0323 Personal Protective Equipment • SMS-06-SW-1248 Bogie System (02) - Safe Working • SMS-06-SW-0195 Safe Handling and Storage of Flammable and Combustible Liquids • SMS-05-SR-0027 Records management • SMS-16-FM-0401 Forklift Daily Inspection • SMS-16-FM-0715 Mobile Plant Periodic inspection • SMS-06-GD-0403 Plant Risk Assessment • SMS-06-GD-0001 Guide to Manual Handling • SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT. 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager	<ul style="list-style-type: none"> • Safety Footwear • High Visibility clothing • Safety eyewear • Protective gloves • Disposable overalls • Bump Hat, as required 	<ul style="list-style-type: none"> • Site specific induction • Manual Handling training • Rail Industry Safety Induction Rail industry Safety Induction (RISI) • Competent in the use of a Bogie Trolley Transporter • Competent in the fitting of lifting equipment to engineered lifting points 	<ul style="list-style-type: none"> • Forklift Certificate of Competency, as required • Certificate of Competency to operate a crane, as required
Tools and equipment required:			
<ul style="list-style-type: none"> • Forklift 			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO SMS-06-PR-0104 WORKPLACE RISK MANAGEMENT.			
	Note		
	Pre work brief and task risk assessment Ensure a pre-work brief and detailed task risk assessment is undertaken with all team members involved in the work activity. If any new/additional team members arrive any time later they must be briefed before they commence work.		

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	<p>Warning</p> <ul style="list-style-type: none"> The nature of this task exposes the operator and other personnel to crush/striking hazards resulting in significant injury and death if the correct processes have not been strictly complied with. Always work in accordance with <u>SMS-06-SW-1248 Bogie System (02) – Safe Working</u> and <u>SMS-06-SW-0400 Forklift Trucks</u>. Seek assistance from your Line Manager, as required This task requires considerable manual handling. Where possible use manual handling aids and/or seek assistance. Always work in accordance with manual handling training, refer to: <u>SMS-06-GD-0001 Guide to Manual Handling</u> Working near the pit carries a range of hazards including, slips trips & falls and head strikes. Always conduct work in the pit, in accordance with <u>SMS-06-SW-0812 Working in the Pit</u> The winch mechanism uses a special safety rope. Replacing it with an incorrect type of rope could result in serious injury to persons, should it break while pulling a bogie onto the transporter
<p>Competency</p>	<p>Staff are to be trained and supervised to ensure they carry out work in accordance with <u>SMS-06-SW-1248 Bogie System (02) – Safe Working</u></p>
<p>Sign out the Forklift</p>	<ul style="list-style-type: none"> Positioning of the transporter requires the use of a suitable forklift Carry out a pre-start check using: <u>SMS-16-FM-0401 Forklift Daily Inspection</u>, at least once per shift, or before each use if used less than once per shift The record of this inspection is to be provided to line management and retained in accordance with <u>SMS-05-SR-0027 Records management</u> Always operate the forklift in accordance with <u>SMS-06-SW-0400 Forklift Trucks</u>
<p>Site/Job Planning</p>	<ul style="list-style-type: none"> Follow all worksite procedures, e.g. Inductions and pre-work briefings Assess the plant you are working with carefully as this operation is a hazardous task, refer to: <u>SMS-06-GD-0403 Plant Risk Assessment</u> Ensure that the intended work area and the intended travel path is large enough for the forklift to operate safely in and is free of obstructions as well as slip, trip and fall hazards Locate the Bogie Trolley transporter Check the transporter has no “Out of Service” tags attached and it is free of damage Ensure it is free of slip trip and fall hazards When lifting the engine cover ensure it is securely held open to prevent hand entrapment injuries Check the fuel, oil and hydraulic fluid levels and is serviceable in accordance with <u>SMS-16-FM-0715 Mobile Plant Periodic Inspection</u> If refuelling of either vehicle is required always do so in accordance with <u>SMS-06-SW-0195 Safe Handling and Storage of Flammable and Combustible Liquids</u>, ensure that the have selected the correct PPE for this task refer to: <u>SMS-06-GD-0323 Personal Protective Equipment</u> Inspect the winch, tow rope and attached clamp for damage or poor condition Check the bogie lock pin is in position
	<p>Warning</p> <ul style="list-style-type: none"> Ensure there are a minimum of 2 persons for this task (one person as a spotter and the forklift driver) Failure to correctly tag damaged, malfunctioning or otherwise ‘not safe to use’ equipment could result in serious injury
<p>Move the Transporter</p>	<ul style="list-style-type: none"> Ensure all persons are clear of the transporter Check that your intended travel path is clear of persons and obstructions Position your spotter near the bogie storage area to keep it clear of people and obstructions, while the transporter is being positioned Using the fork lift, raise the transporter and move it to the bogie storage area 

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Position the Transporter	<ul style="list-style-type: none"> Position the transporter above the track, in front of the bogie to be transported With the assistance of the spotter lower the unit onto the track Withdraw the forklift tines and unfold the storage track section with them Park the forklift in a secure location applying the park brake fully Start the transporters engine and perform a function check of all operational controls, ensure that the warning horn is operational 	
	Warning <ul style="list-style-type: none"> <i>Operating the transporter exposes you to slip, trip, shear forces, and fall hazards. Maintain a safe distance from unprotected edges of the machine</i> 	
Position the Ram	<ul style="list-style-type: none"> Lower the jack lock and ensure that the jack lock has engaged fully With assistance unwind the bogie winch Attach the clamp securely to the bogie to be removed 	
Secure the bogie on the Transporter	<ul style="list-style-type: none"> Ensure all persons are clear, then winch the Bogie on to the transporter Always fit the lock pin to prevent movement of the bogie, during transportation to the Crane area Disconnect the winch clamp and with assistance rewind the rope Position the transporter at a suitable location under the Overhead Crane <p>The Overhead Crane should only be operated by competent persons and in accordance with SMS-06-SW-1151 Overhead Travelling Crane - Safe Operation, select appropriate PPE, refer to: SMS-06-GD-0323 Personal Protective Equipment</p>	
Remove the Bogie	<ul style="list-style-type: none"> Select and fit the correct bogie lifting gear Ensure all persons are clear, then raise the bogie clear of the transporter and lower it onto the track Disconnect the lifting gear and stow correctly Secure the bogie as required 	

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	Warning <ul style="list-style-type: none"> To prevent injury the Overhead Crane should only be operated by competent persons and in accordance with <u>SMS-06-SW-1151 Overhead Travelling Crane - Safe Operation</u> Ensure there are a minimum of 2 persons for this task(one spotter and the crane operator)
Remove	Move the transporter clear of the Overhead Crane Using the forklift, return the transporter to its stowage location
Clean Up	Check housekeeping to make sure the area is free of slips, trips and fall hazards Notify of completion, as required Check the transporter after use, for any signs of wear or damage
	Warning <ul style="list-style-type: none"> Never stow equipment that appears to be faulty, damaged or outside its inspection date. Immediately tag it as 'Out of Service' in accordance with <u>SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out</u> and inform your Line Manager as soon as practicable

Additional controls
Additional controls may be required, depending upon the work being carried out. Refer to the relevant SWMS or SWI's and seek assistance from your Line Manager, if required