

Installation of Pits

Issue date: 08/04/08
Review date: 20/02/11

SWMS number: SMS-06-SW-1027	SWMS Name: Installation of Pits	SWMS Team: Signal Review Team	
Custodian (Position): Signal Services & External Resources Manager	Assumptions: Site specific risks are addressed and assessed in pre- work briefing		
Approving Authority (Position): Safety and Quality Manager Commercial / Renewals	Equipment/Plant/Tools: <ul style="list-style-type: none"> Gas detector and confined space equipment Gaddick Lifting Device Portable Secure Ladder. Appropriate handtools, Knives, Hacksaws, Cable Jointing Equipment 	Records/Reporting: <ul style="list-style-type: none"> Worksite Protection Plan Pre-work Brief Site Specific Management Plan Confined Spaces Checklist 	Permits/licences required: <ul style="list-style-type: none"> Confined Spaces Certificate Confined Spaces Entry Permit
Applicable Standards, Codes of Practice and guidance: <ul style="list-style-type: none"> OH&S Act 2000 OH&S Regulation 2001 Rail Safety Regulation 2003 RailCorp Safety Policy RailCorp Network Rules & Procedures RailCorp Safety Management System. MSDS for all chemicals and hazardous Substances used on site SC11 20 00 00 SP. AS/NZS 2865:2001 Safe working in a confined space 	Inspection requirements Nil	Service schedule: Nil	Training/Qualification required: <ul style="list-style-type: none"> Construction Industry Induction Track Safety Awareness or RISI (Rail Industry Safety Induction) And as specified below. <ul style="list-style-type: none"> TDTD197B BCC2002B
		MIMS or METRE Ref: Nil	Personal Protective Equipment required: <ul style="list-style-type: none"> Safety Boots High Visibility Vests Hardhats Protective Clothing Safety Glasses And as specified below. <ul style="list-style-type: none"> Fall Arrest Devices Gloves Sunscreen Lotion During all Site Works a FIRST AIDER MUST be Present

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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	Supervisor undertakes site pre-work briefing and gives local induction.	Staff not Listening to Pre-Work Brief	B -	Identify all hazards, Staff to ensure they are properly Briefed as to risks involving Worksite.	D	Team Leader / Work Group Leader / All Staff	Pre-Work Briefing SMS-06-FM-0163
2	Supervisor verifies competence of personnel doing the task and currency of permits for work.	Expired Competency Cards & Permits, Unqualified type of Personnel for the Task.	B -	Visual Inspection of Personnel Competency Cards & Currency of Permits	D	Team Leader / Work Group Leader	Safety Training & Competence SMS-11-SR-0128
3	Review SWMS and confirm it is current.	Use of a SWMS that is out of date	C -	Ensure SWMS is current and up to date.	D	Team Leader / Work Group Leader	SWMS & SWI's SMS-06-PR-0023
4	Verify that plant and equipment for the task is fit-for-purpose.	Plant & Equipment kept in poor working condition	C +	Conduct a Daily Plant Checklist	D	All Staff	Plant SMS-06-GD-0225
5	Remove Lid	Muscle Injury	B-	Clear area before lifting. Warm up stretch. Don't over strain. Use correct manual handling techniques. Use correct lid lifter devices e.g. gaddick lifter.	D	TDTD197B	Manual Handling Guide SMS-06-GD-0001 PPE SMS-06-GD-0323
		Ultra Violet injuries	B	Use P.P.E i.e. Sunscreen, Hat, Sunglasses. Take breaks.	D	BCC2002B	Workplace Risk Management SMS-06-PR-0104
6	Entry into pits	Asphyxiation/ Explosion/ Leaking Gases	A	Only staff with "Confined Spaces" training to be used and all rules to be adhered to.	D	BCC2002B	Confined Spaces SMS-06-GD-0035 Confined Space Checklist SMS-06-FM-0038
7	Working in Pits	1. Chronic Back Damage	A	Access cable pit via installed ladder steps or portable secure ladder. Joint the cables outside of pit where possible. Use suitable seat. 'Rest' elbows on knees for relief, this should take the strain off the lower back. Don't do any heavy manual labour immediately after jointing. Stretch at regular intervals.	C+		SC11 20 00 00 SP. Manual Handling Guide SMS-06-GD-0001 PPE SMS-06-GD-0323
<input type="checkbox"/>	Site specific hazards						

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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

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	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.
		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	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.
Consequence			Incredible	Improbable	Remote	Occasional	Probable	Frequent	
>10 Fatalities	C6	Disastrous	B-	B+	A	A	A	A	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.
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	To score the risk, follow the steps:
1 Major Injury	C3	Major	D	C-	C+	B-	B+	A	
1 or more Minor Injuries	C2	Minor	D	D	C-	C+	B-	B+	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).
First aid treatment, or illness/injury not requiring treatment	C1	Negligible	D	D	D	C-	C+	B-	