

# Termination of Phones

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

<b>SWMS number:</b> SMS-06-SW-1029	<b>SWMS Name:</b> Termination of Phones	<b>SWMS Team:</b> Signal Review Team	
<b>Custodian (Position):</b> Signal Services & External Resources Manager	<b>Assumptions:</b> Site specific risks are addressed and assessed in pre- work briefing	<b>Content reviewed by Technical expert (SME) and RailCorp safety professional</b> (position including Div/Group) Signal Services & External Resources Manager & SEQ Coordinator Asset Management Group Commercial / Renewals	
<b>Approving Authority (Position):</b> Safety and Quality Manager Commercial / Renewals	<b>Equipment/Plant/Tools:</b> <ul style="list-style-type: none"> <li>Appropriate handtools, Knives with Protective Guard,</li> <li>Electrical lock out / tag system</li> </ul>	<b>Records/Reporting:</b> <ul style="list-style-type: none"> <li>Worksite Protection Plan</li> <li>Pre-work Brief</li> </ul>	<b>Permits/licences required:</b> Nil
<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 Regulation 2003</li> <li>RailCorp Network Rules &amp; Procedures</li> <li>RailCorp Safety Management System.</li> <li>National Code of Practice for Manual Handling [NOHSC:2005 (1990)]</li> </ul>	<b>Inspection requirements</b> Nil	<b>Service schedule:</b> Nil	<b>Training/Capability required:</b> <ul style="list-style-type: none"> <li>Construction Industry Induction</li> <li>Track Safety Awareness or RISI (Rail Industry Safety Induction)</li> </ul> And as specified below. <ul style="list-style-type: none"> <li>ICTTC068B</li> <li>ICTTC008B</li> </ul>
		<b>MIMS or METRE Ref:</b> Nil	<b>Personal Protective Equipment required:</b> <ul style="list-style-type: none"> <li>Safety Boots</li> <li>High Visibility Vests</li> <li>Hardhats</li> <li>Protective Clothing</li> <li>Safety Glasses</li> </ul> And as specified below. <ul style="list-style-type: none"> <li>Sunscreen Lotion</li> <li>Kevlar Gloves, LV electrical insulated gloves</li> <li>During all Site Works a FIRST AIDER MUST be Present</li> </ul>

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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	Terminate Wires/Cable	Knife cut	B+	Only cutting knives with a protective guard device as a minimum can be used.	C+	ICTTC068B ICTTC008B	PPE SMS-06-GD-0323
				Use Kevlar cut resistant gloves if required for extra cut protection. Where possible cut away from yourself			
		Slip, trip and fall	B+	Use safe access / egress points.	C-	All Staff	Workplace Risk Management SMS-06-PR-0104
		Electric shock	A	A cable must be de-energised. Wear low voltage insulated gloves when attaching earth's to sheathed / removing sheath arrests. Use of lock out / tag system to be reviewed.	D	Team Leader / Work Group Leader / All Staff	Work Around Elect. Equip. SMS-06-GD-0268 Danger Tags Electrical Equip. SMS-06-EN-0599
		Ultra Violet injuries	B	Use P.P.E i.e. Sunscreen, Hat, Sunglasses. take breaks	D	All Staff	PPE SMS-06-GD-0323
		Eye injury	C-	Wear mandatory eye protection.	D		
<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**

Team member name (Please print)	Team Member signature	Instructor/ Briefer name	Date	Team member name (Please print)	Team Member signature	Instructor/ Briefer name	Date

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RailCorp Level 2 Risk Matrix - Regional & Local (Workplace)		Likelihood/Frequency							<u>Definition for Use - Regional &amp; Local level (Workplace)</u>  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 of risks and/or where the controls may be different. It may be useful to score the risk more than once.
		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-	