





Safe Work Instruction	Issue date: 11/09/09
Crew & Passenger Amenities System (17): Safe Working	Review date: 01/02/11




Document no.	Work description		
SMS-06-SW-1256	<p>This SWI describes safe work practices related to the maintenance of components within the train's crew and passenger amenities system</p> <p>Scope</p> <p>This SWI describes the hazards and controls for work by RSD staff on Rollingstock crew and passenger amenities at Diesel Maintenance Centres</p> <p>This document does not replace technical "how to" documents such as Engineering Instructions, Manufacturers' instructions etc</p> <p>In addition to the inclusions of this document, all electrical work is to be carried out in accordance with SMS-06-GD-0268 Working Around Electrical Equipment</p>		
Review date	References		
01/02/11	<ul style="list-style-type: none"> • OHS Act 2000 • OHS Regulations 2001(Clause 64, 80, 81, 207 & 208) • Rail Safety Act 2008 • Cof Practice Low Voltage Electrical Work • AS 61010.1-2003 Safety requirements for electrical equipment for measurement, control & laboratory use • HB 187-2006 Guide to Selecting a Safe Multimeter • SMS-12-OI-0886 Red Flagging Trains in stabling yards, depots and Maintenance Centres • SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out • SMS-06-GD-0001 Guide to Manual Handling • SMS-06-GD-0268 Working Around Electrical Equipment • SMS-06-SW-0538 PPE for Electrical Work • SMS-06-SW-0269 Electric Shock Protocol • SMS-06-SW-0405 Handling Sharps • SMS-06-PR-0104 Workplace Risk Management • SMS-06-SW-1162 Portable Work Platform • SMS-06-SW-0264 Portable Ladders, Stepladders and Step Platforms • SMS-06-SW-0487 Entering Trains from Ballast • SMS-06-SW-0488 Climbing out of Trains onto Ballast 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager	<ul style="list-style-type: none"> • Gloves, as required • Safety Eyewear, as required 	<ul style="list-style-type: none"> • Rail Industry Safety Induction (RISI) • Site specific induction • Electrical Safety Awareness • Electrical Trade Certificate, as required • Manual Handling Training 	
Tools and equipment required			
<ul style="list-style-type: none"> • Red Flag • Personal Locks, Multi-locks (Hasps) and/or Danger tags, as required • Power tools as required • Hand tools 			
<p>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.</p>			

Safe Work Instruction	Issue date: 11/09/09
Crew & Passenger Amenities System (17): Safe Working	Review date: 01/02/11

	<p>Warning</p> <p>The following warnings apply throughout this SWI:</p> <ul style="list-style-type: none"> Isolation of relevant circuit, including the placement of a lock and/or tag in accordance with <u>SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out</u>, is required before any work on electrical components commences. Failure to correctly isolate electrical equipment before interacting with it could result in injury or death. Always verify isolation has been achieved before proceeding with work Working with power tools can be hazardous. Where possible use non-powered or battery operated tools. If power tools are required, always work in accordance with the relevant SWI, or manufacturer's instructions if no SWI is available
Competency	<p>Staff are to be trained and supervised to ensure they:</p> <ul style="list-style-type: none"> Transport required parts, tools and equipment to and from the work area using manual aids (such as trolleys) so as to minimise the risk of manual handling injuries Carry out the tasks in accordance with technical documents (eg. EIs) Implement necessary controls, in accordance with this document Work with Line Manager to identify any additional hazards and implement controls in accordance with relevant SWIs and other SMS components
Place Red Flag	To notify persons that work on the train is being carried out you must place your Red Flag in accordance with <u>SMS-12-OI-0886 Red Flagging Trains in stabling yards, depots and Maintenance Centres</u>
Investigate Work Required	<p>Once the Red Flag is in place, inspect the relevant component to determine the work required</p> <p>Identify the relevant tools, equipment and parts that will be required</p> <p>Identify any other relevant SWIs (eg. SWIs for relevant tools) that will document hazards and their controls</p> <p>Collect identified items from the store and transport to the location using manual handling aids (eg. trolleys)</p> <p>Where possible, climb in and out of the cars from platforms. If it is necessary to access from floor level or ballast always do so in accordance with <u>SMS-06-SW-1162 Portable Work Platform</u>, <u>SMS-06-SW-0264 Portable Ladders, Stepladders and Step Platforms</u>, or <u>SMS-06-SW-0487 Entering Trains from Ballast</u> and <u>SMS-06-SW-0488 Climbing out of Trains onto Ballast</u></p>
	<p>Note</p> <ul style="list-style-type: none"> Should testing/fault finding on live electrical equipment and or wiring be required, this is only to be carried out by: <ul style="list-style-type: none"> Qualified electricians or apprentices under their direct supervision, when: Competent in the requirements of electrical shock protocol in accordance with <u>SMS-06-SW-0269 Electric Shock Protocol</u> Wearing all the PPE for electrical work in accordance with <u>SMS-06-SW-0538 PPE for Electrical Work</u> Using approved electrical test equipment (e.g. a multimeter that complies with AS 61010.1-2003)
Isolation – Electrical Energy, as required	<p>Before commencing any work on crew or passenger amenities, isolation is required to protect from injury or death. The isolation required may vary, depending upon the work, and should be determined in conjunction with relevant technical documents and, if in doubt, in conjunction with the Line Manager</p> <p>However, to protect from electrical energy within the crew & passenger system always</p> <ul style="list-style-type: none"> Access the Control Panel and Isolate electrically by switching the electrical switch and circuit breaker and Apply personal locks, multi-locks and/or tags to all isolations, in accordance with <u>SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out</u>
	<p>Note</p> <p>If due to its design, it is currently not possible to apply a lock or tag to a switch or circuit breaker:</p> <ul style="list-style-type: none"> Isolate the circuit Lock or seal (using tape) the Control Panel Attach a Danger Tag to the Control Panel door
	<p>Warning</p> <ul style="list-style-type: none"> Failure to correctly isolate all energy sources could result in serious injury or death. Always verify that isolation has been achieved and, if in doubt, seek assistance from your Line Manager

Safe Work Instruction	Issue date: 11/09/09
Crew & Passenger Amenities System (17): Safe Working	Review date: 01/02/11

Isolation – Train Movement	Even if the work required does not include electricity (eg. sleeping amenities), protection against train movement is required, therefore in addition to the red flag always: <ul style="list-style-type: none"> Shut down the engine and apply the park brake fully Apply local road isolation (e.g. lock the boom gate, position the stop board and position chocks)
	To protect from the movement of Diesel Trains you must always: <ul style="list-style-type: none"> Shut down the engine and apply the park brake fully Apply local road isolation (e.g. lock the boom gate, position the stop board and position chocks)

Carry Out Amenity System Work	Once isolation and other relevant controls have been put in place, carry out the relevant work
	Warning Crew & Passenger Amenities work has a number of general hazards. These include...
	<ul style="list-style-type: none"> Manual handling injury when handling larger components such as tables or bedding, as well as components mounted in difficult to reach positions. To prevent injury seek assistance. Additionally, keep your back straight and avoid stretching, bending and over reaching in accordance with your training Stick injuries from hidden syringes or other contaminated sharps hidden in sleeping compartments, footrests or other concealed areas. Never reach into an area you cant see, wear gloves, as required and only handle sharps in accordance with <u>SMS-06-SW-0405 Handling Sharps</u>
	Note <ul style="list-style-type: none"> Always carry out work in accordance with relevant technical documents (eg. EIs)
Reinstate the electrical circuit, as required	Before reinstating any power always check for a Red Flag and ensure equipment is safe to reinstate Look for and inform other personnel that may be affected by reinstating the circuit
	Warning <ul style="list-style-type: none"> <i>Only remove your own isolation. The removal of another persons lock and / or tag may result in their injury or death. Offenders will be subject to strict disciplinary action and may be subject to prosecution by the regulator</i>
Function Test	Ensure correct installation of any replaced electrical components by function testing
Clean, Exit and remove Red Flag	Remove old components and tools. Clean up any waste or spills Dispose of all any waste in designated bin(s) <i>Remove your Red Flag in accordance with <u>SMS-12-OI-0886 Red Flagging Trains in Stabling Yards, Depots and Maintenance Centres</u></i>
Notify	Notify the Line Manager (supervisor or foreman) of completion, as required

Additional controls	
<ul style="list-style-type: none"> <i>Other controls may be necessary, depending upon the work being carried out. Refer to relevant SWIs</i> <i>If you identify additional hazards and / or controls relevant to this SWI, notify your Safety Facilitator or Line Manager as soon as practicable, so they can be noted and used to continuously improve this document</i> 	