

Safe Work Instruction	Issue date: 26/02/08
Replacement and reconfiguration of Station Passenger Information (SPI) equipment	Review date: 05/02/11

Document no. SMS-06-SW-0955	Work description Replacement and Reconfiguration of SPI equipment.		
	Scope Replacement, commissioning and maintenance of SPI equipment on stations and signal boxes.		
Review date 4/2/2011	References <ul style="list-style-type: none"> AS/NZS 1892.5:2000 Portable ladders Occupational Health & Safety Regulations 2001 Rail Safety Act 2002 Work Cover Code of Practice - O.H. & S. Induction for Construction Work WorkCover Guide – Safe Working at Heights WorkCover Code of Practice – Low Voltage Electrical work. SMS-06-GD-0001 Guide to Manual Handling SMS-06-GD-0323 Personal Protective Equipment SMS-06-FM-0163 Pre-Work Briefing SMS-06-GD-0242 Managing Workplace Violence SMS-06-FM-0178 Workplace Violence Hazard Profile SMS-06-SW-0264 Portable Ladders, Stepladders and Step Platforms SMS-06-SW-0422 Use of Fixed and Portable Extendable Barricades SMS-06-GD-0268 Working Around Electrical Equipment SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out SMS-06-FM-0307 Plant Hazard ID and Risk Assessment SMS-06-SW-0479 Power Drills 		
Responsible supervisor PROJECT ENGINEER	PPE and precautions <ul style="list-style-type: none"> Safety boots High visibility vests Eye protection when applicable Masks when applicable Gloves when applicable Hearing protection when applicable Hard Hats when applicable. 	Competencies or qualifications <ul style="list-style-type: none"> Familiarisation with the relevant equipment. RISI Rail Safety Workers Certificate OHS construction induction training certificate. 	Licences or permits required Forklift Licence for warehouse work.
Tools and equipment required General tools (Allen Key, screw driver, drawings), Non-conductive measuring tapes, Hand and battery operated tools such as drills, lighting and labellers, Platform Ladders, Trolley and Forklift (used at warehouse).			
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.			




Warning

Never touch exposed electrical cables and always treat any electrical cable as if it is live.

- Live work prohibited.
- Ensure that any equipment that is being worked on is unplugged and de-energised from the main power source.
- If any equipment is hard wired de-energise it from the mains and use locks for duration of works.
- Use multimeter to confirm that there is no current before commencing any work.

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Pre-work procedures	The following steps are to be followed prior to commencement of any work onsite.
	<ul style="list-style-type: none"> Obtain necessary drawings, keys and tools for the job before attending site. Confirm with Protection Officer the scope of work and arrange for PO to be engaged when necessary. Incorporate list of items i.e. Drawings, keys and necessary tools to be taken to site. Check hazardous locations register and avoid identified hazards at specified site. Notify the station in advance and confirm arrangements for site access and induction. Utilise available equipment such as forklifts and trolleys to minimise muscle strain. Inform Station Manager of Work. All personnel in work crew to sign on at Station Manager's office prior to starting work. Supervisor to ensure all personnel have undergone Project/Site Induction and have Rail Industry Safety Induction Certificate (RISI) and WorkCover Construction Induction Certificate (Green Card) with them on site. Pre-work Briefing & Safe Work Instruction to be explained and discussed with all personnel prior to commencing work. Ensure the pre-work briefing and local induction are completed. Briefing and introduction with other contractors/Supervisors working in the vicinity of SPI works. Ensure barricades are available onsite when applicable Verify that plant and equipment for the task is fit-for-purpose.

Work Procedures		<u>1.Loading, unloading and transporting equipment from SPI work shop</u> <ul style="list-style-type: none"> Correct lifting methods, bend at knees, hold objects close to body, 2 people to lift loads etc. Utilise available equipment such as forklifts and trolleys to minimise muscle strain.
		<u>2. Use of non-conductive step platform and barricading site</u> <ul style="list-style-type: none"> If the worksite is close to public, ensure that it has been properly and visibly barricaded. Use an extra person to stabilise step platform whilst in use.
		 Warning: Do not use metal or wire reinforced ladders for electrical work. <u>3. Assess the equipment configuration</u> <ul style="list-style-type: none"> Incorporate list of specific equipment included in PWB for replacement and reconfiguration.

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Work Procedures Continued	<p><u>4. RailCorp procedures for Lock Out/Tag Out for all Plant and equipment hazards.</u></p> <ul style="list-style-type: none"> Isolate circuits before commencing work. LOTO procedures must be adhered to in accordance with OHS Reg 2001, chapter 4, 4.2. Double check the above procedure to ensure the possibilities for human error have been identified addressed and minimised. Having ensured the power is off before the replacement of equipment and re-routing of power cabling, replace equipment as required. <p><u>5. Verify / Validate the reconfiguration of equipment</u></p> <ul style="list-style-type: none"> Troubleshoot equipment and make notes of current configuration as required to minimise future routing confusion. <p><u>6. Reroute data cables, if required</u></p> <ul style="list-style-type: none"> Troubleshoot equipment and make notes of current configuration as required to minimise future routing confusion. Document and label new configuration using labeller. <p><u>7. Assess the cable labelling and rectify, if required</u></p> <ul style="list-style-type: none"> Troubleshoot equipment and make notes of current configuration as required to minimise future routing confusion. Document and label new configuration using labeller.
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Clean up of work area	<ul style="list-style-type: none"> Put rubbish into an industrial container and dispose of properly. Make visual check of area and surrounds for people and any hazards. Use a second person to verify if vision is obscured in any area. Wash hands. Refer to SMS Personal Protective Equipment. Refer to SMS Manual Handling.
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<p>Additional controls</p> <p><i>The following controls are to be used for the above work steps 1-7 inclusive:</i></p> <ul style="list-style-type: none"> Refer to SMS Manual Handling, how to avoid risks associated with muscle strain. Refer to SMS Personal Protective Equipment Controls as per SMS Personal Protective Equipment concerning safety vests, safety boots, eye protection, gloves, masks, hearing protection and hard hats. Refer to SWI Extendable Barrier to minimise risks around worksite. Refer to SMS Working Around Electrical Equipment. Refer to SWI for working with portable ladders, stepladders and Step Platforms. Refer to controls in SMS procedure for LOTO. 	
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