Install And Remove Track Panels

Issue date: 10/04/08
Review date: 17/02/11

SWMS number:
SMS-06-SW-1046

SWMS Name:
Install And Remove Track Panels

SWMS Team:
Track Review Team

Custodian (Position):
Track Works Manager
Commercial / Renewals

Assumptions:

Site specific risks are addressed and assessed in pre- work briefing

Approving Authority (Position):
Safety and Quality Manager,
Commercial / Renewals

Content reviewed by Technical expert (SME) and RailCorp safety professional: (position including Div/Group)
Track Works Manager & SEQ Coordinator Asset Management Group
Commercial / Renewals

Applicable Standards, Codes of Practice and guidance:

- OH&S Act 2000
- OH&S Regulation 2001
- SMS and Network Rules
- 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
- Rail gap to be maintained as per AS1085

Equipment/Plant/Tools:

- Plant and Crane, Loader, Fork Lifts and Bobcats.
- Hand tools
- Oxy / LPG Cutting Equipment / Railsaws
- Water Carts / Knapsacks / Fire Extinguishers

Records/Reporting:

- Worksite Protection Plan
- Pre-work Brief
- Fuel and Hydraulic Oil MSDS
- Daily Plant Checklist

Permits/licences required:

- Dogman / Riggers Certificates
- Plant and Crane, Loader, Fork Lifts and Bobcats Certificates
- Rough Cutting Certificates

Inspection requirements
Nil

Service schedule:
Nil

MIMS or METRE Ref:
Nil

Training/Qualifications required:

- Construction Industry Induction
- Track Safety Awareness or

RISI (Rail Industry Safety Induction)

Personal Protective Equipment required:

- Safety Boots
- High Visibility Vests
- Hardhats
- Protective Clothing
- Safety Glasses

And as specified below.

- Gloves
- Welding Goggles / Spats / Gloves
- Dust Masks (as required)
- Hearing protection (as required)
- 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	Establish the length of track to be removed	SWL of panel for plant.	C-	Correct plant.	D	Team Leader / Work Group Leader , Plant Operator	Plant/Equip. Certificates Competency SMS-11-GD-0243
6	Install Anchor points and put temporary creep marks	Flying ballast	D	Correct tools and procedures.	D		As per Standard. Manual Handling Guide SMS-06-GD-0001
		Anchors snap	D	Spread staff along site.	D		
		Struck by train	C+	Lookouts	D	PO1 or above	
7	Determine the length of each panel to be removed	SWL for chains and plant.	C-	Dogman and riggers Chain correctly, Approved for use. Qualified. Maximum of 6m length or to Management Plant Specifications.	D	Current WorkCover Certificates	Plant SMS-06-GD-0225 Lifting Equipment Inspection SMS-16-FM-0089
8	Cut Rail	Sparks, small debris, noise, fire	C+	PPE, approved railsaw staff clear of railsaw operation. Watercarts	C-	Rough Cutting Tickets	Plant SMS-06-GD-0225
9	Lift Panel	Lifting equipment failure Struck by moving machinery and or rail panel Struck by jewellery	B+	All equipment shows SWL and implemented use guide to estimate weight of panel and include lifting gear. Staff stand clear of lifting equipment and moving material. Cranes to be supervised by qualified person. Hard hats worn. Centre of gravity assessed carefully. Lift only clear.	C-	Current WorkCover Certificate Dogman Rigger	Plant SMS-06-GD-0225 Lifting Equipment Inspection SMS-16-FM-0089

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10	Carry Panel	Panel Swings or falls Panel Break Up Fingers Caught	B-	Motions to be synchronised. Effective communications to be ensured during lifting. Axis on both cranes to be kept aligned in same direction, assess prevailing weather conditions. Stand clear.	C-	Current WorkCover Certificate Dogman Rigger	Plant SMS-06-GD-0225 Lifting Equipment Inspection SMS-16-FM-0089
11	Place Panel	Hit by loose material Hit Plant	C+	Staff stand clear, panel placed in designated area. By only Qualified staff.	D	WorkCover Certificate Dogman	Plant SMS-06-GD-0225
12	Installation of panels	Loose chains Hit by panels	C+	Staff stand clear, panel placed in designated area.	D	WorkCover Certificate	Same as 5, 6 and 7 above
13	Install using fish plates / bolts	Cuts/Abrasions, strains, fingers, noise	C+	Eye protection, ear. Work as pairs.	C-		PPE SMS-06-GD-0323 Manual Handling Guide SMS-06-GD-0001 Rail gap to be maintained as appropriate. Record rail gap, temperature and location of each joint on as per AS1085. At least 4 bolts on every joint at the end of each day
☐	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

RailCorp Level 2 Risk Matrix - Regional & Local (Workplace)		Likelihood/Frequency						
		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-

Extreme
High
Medium
Low

Definition for Use - Regional & Local level (Workplace)

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 liklihood 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 matricies).

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 or risks and/or where the controls may be different. It may be useful to score the risk more than once.