








Safe Work Instruction	Issue date: 30/09/09
Tailbolt Coupler Change Tool – Safe Operation	Review date: 01/03/11

Document No. SMS-06-SW-1264	Work description This SWI describes the safe work practices for the operation of a Tailbolt Coupler Tool		
	Scope This SWI applies to a Tailbolt Coupler Tool use by RSD staff at an XPT Maintenance Centre		
Review date 01/03/11	References <ul style="list-style-type: none"> • OHS Act 2000 • OHS Regulations 2001 • Rail Safety Act 2008 • XPT 90 Day Inspection Schedule • ASCC – National Standard for Manual Tasks 2007 • SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out • SMS-12-OI-0886 Red Flagging Trains in stabling yards, depots and Maintenance Centres • SMS-06-SW-0812 Working in the Pit • SMS-06-SW-0400 Forklift Trucks • SMS-06-GD-0323 Personal Protective Equipment • SMS 06-SW-1249 Intercar Connectors System (03) - Safe Working • SMS-06-SW-1254 Diesel Fleet Inspections 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager	<ul style="list-style-type: none"> • Safety Footwear • High Visibility clothing • Safety eyewear • Protective gloves • Disposable overalls • Bump Hat, as required 	<ul style="list-style-type: none"> • Site specific induction • Manual Handling training • Rail Industry Safety Induction (RISI) • Electrical Safety Awareness • Competent in the fitting of lifting equipment to engineered lifting points 	<ul style="list-style-type: none"> • Forklift operators licence
Tools and equipment required:			
<ul style="list-style-type: none"> • Red Flag • Air & hand tools • Forklift • Tailbolt Coupler tool 			
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 <ul style="list-style-type: none"> • <i>The nature of this task exposes the operator and other personnel to crush/striking hazards resulting in significant injury and death if the correct processes have not been strictly complied with. Always work in accordance with SMS-06-SW-1249 Intercar Connectors System (03) – Safe Working and SMS-06-SW-0400 Forklift Trucks. Seek assistance from your Line Manager, as required</i> • <i>This task requires considerable manual handling. Where possible use manual handling aids and/or seek assistance. Always work in accordance with manual handling training</i> • <i>Working in the pit carries a range of hazards including, slips trips & falls and head strikes. Always conduct work in the pit, in accordance with SMS-06-SW-0812 Working in the Pit</i> • <i>Working on Tailbolt Couplers exposes you to compressed air hazards to prevent injury always work in accordance with SMS-06-SW-1249 Intercar Connectors System (03) – Safe Working</i> 		
Competency	Staff are to be trained and supervised to ensure they carry out work in accordance with SMS-06-SW-1249 Intercar Connectors System (03) – Safe Working		
Place Red Flag	To notify persons that work on the coupler is being carried out on the train, place your Red Flag in accordance with SMS-12-OI-0886 Red Flagging Trains in stabling yards, depots and Maintenance Centres Secure the car		

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Site/Job Planning	<p>Follow all worksite procedures, e.g. Inductions and pre-work briefings</p> <p>Ensure a pre-work brief and detailed Workplace risk assessment is undertaken with all team members involved in the work activity. If any new/additional team members arrive at any here after time they must be briefed before commencing work.</p> <p>Ensure that the intended work area is large enough for the forklift to operate safely in and is free of obstructions as well as slip, trip and fall hazards</p> <p>Locate the Tailbolt removal tool</p> <p>Check tool has no “Out of Service” tags attached and it is free of damage</p> <p>Check the forklift has had a pre-start inspection and is serviceable in accordance with <u>SMS-06-SW-0400 Forklift Trucks</u></p> <p>Confirm all electrical and pneumatic energies on the car have been isolated in accordance with <u>SMS-06-SW-1249 Intercar Connectors System (03) – Safe Working</u></p>	
	<p>Warning</p> <ul style="list-style-type: none"> • <i>Ensure there are four persons for this task (two persons in the pit, one person for communication and the forklift driver).</i> • <i>Failure to confirm that all electrical and pneumatic energies on the car have been isolated in accordance with <u>SMS-06-SW-1249 Intercar Connectors System (03) – Safe Working</u> could lead to serious injury or death</i> • <i>Always verify isolation has been achieved</i> • <i>The nature of this task exposes the operator and other personnel to crush/striking hazards resulting in significant injury and death if the correct processes have not been strictly complied with.</i> • <i>This task requires considerable manual handling. Where possible use manual handling aids and/or seek assistance. Always work in accordance with manual handling training</i> 	
Preparation for removal	<p>Remove rubber mounting assembly</p> <p>Using a fork lift, position the coupler changing tool over top of coupler keeping hands clear of pinch points</p> <p>Connect removable hooks to the coupler tool and around car underframe</p>	
Connect the Tool	<p>Reverse fork lift until the hooks are completely engaged around the car underframe</p>	

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Position the Ram	Position a ram so that the tail pin nut can be loosened and removed	
Withdraw the Coupler	Line up the coupler with the assistance of the forklift, undo holding nut and withdraw coupler from position	
	Note Carry out the required checks, measurements and inspections in accordance with the XPT 90 Day Inspection schedules for removal and installation.	
	Warning <ul style="list-style-type: none"> To prevent injury carry out all inspections in accordance with <u>SMS-06-SW-1254 Diesel Fleet Inspections</u> Ensure there are four persons for this task (two persons in the pit, one person for communication and the forklift driver). Failure to confirm that all electrical and pneumatic energies on the car have been isolated in accordance with <u>SMS-06-SW-1249 Intercar Connectors System (03) – Safe Working</u> could lead to serious injury or death 	
Coupler Replacement	Using a fork lift, position the coupler in line with the car. Insert the coupler / tail pin, half way into the car and fit plates Insert the coupler / tail pin the rest of the way into the car and fit plates Position the ram between the coupler changing tool to fully compress Refit the tail pin nut and tighten Slowly release and remove ram Disconnect hooks and withdraw the coupler changing tool. Re install rubber mounting assembly.	
	Warning Ensure there are four persons for this task (two persons in the pit, one person for communication and the forklift driver)	

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Clean Up	<p>Check housekeeping to make sure the area is free of slips, trips and fall hazards</p> <p>Remove your Red Flag in accordance with <u>SMS-12-OI-0886 Red Flagging Trains in stabling yards, depots and Maintenance Centres</u></p> <p>Notify of completion, as required</p> <p>Check the Tailbolt removal tool for any signs of wear or damage after use.</p>
	<p>Warning</p> <p><i>Never stow equipment that appears to be faulty, damaged or outside its inspection date. Immediately tag it as 'Out of Service' in accordance with <u>SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out</u> and inform your Line Manager as soon as practicable</i></p>

Additional controls
<ul style="list-style-type: none"> Additional controls may be required, depending upon the work being carried out. Refer to the relevant SWMS or SWI's and seek assistance from your Line Manager, if required