

# Manual Re-Sleeping

Issue date: 10/04/08

Review date: 18/02/11

<b>SWMS number:</b> SMS-06-SW-1058	<b>SWMS Name:</b> Manual Re-Sleeping			<b>SWMS Team:</b> Track Review Team
<b>Custodian (Position):</b> Track Works Manager Commercial / Renewals	<b>Assumptions:</b> Site Specific risks are addressed and assessed in pre-work briefing			
<b>Approving Authority (Position):</b> Safety and Quality Manager, Commercial / Renewals	<b>Plant/Equipment/Tools:</b> <ul style="list-style-type: none"><li>Flags</li><li>Detonators</li><li>Demarcation Fencing</li><li>Barricades</li><li>Construction Equipment</li><li>Signs</li><li>No-Spill Fuel Cans</li><li>Spill Response Kit</li><li>Crane / Lifting Equipment</li><li>Straps</li><li>Ties</li><li>Trolleys</li><li>Dumper</li><li>Machinery to move heavy/bulky items</li><li>Pigs Foot</li><li>Sledge Hammer</li><li>Clip Pullers</li><li>Markers</li><li>Sleeper Tongs</li><li>P2 Dust Mask</li><li>Watercart</li><li>Pelican Pick</li><li>Shovel</li><li>Petrol Powered Drill</li></ul>	<b>Records/Reporting:</b> <ul style="list-style-type: none"><li>Worksite Protection Plan</li><li>Pre-Work Brief</li><li>Induction</li><li>Plant Register</li><li>Daily Plant Checklist</li><li>Services Searches</li><li>Material Safety Data Sheets</li></ul>	<b>Permits/licences required:</b> <ul style="list-style-type: none"><li>Relevant Safeworking Certifications</li><li>Permit Holder QEL29</li><li>Power Outage Permit and Register</li></ul>	<b>Content reviewed by Technical expert (SME) and RailCorp safety professional (position including Div/Group)</b> Track Works Manager & SEQ Coordinator Asset Management Group Commercial / Renewals
		<b>Service schedule:</b> Team Leader	<b>Training/Qualifications required:</b> <ul style="list-style-type: none"><li>OH&amp;S General Induction for Construction Work in NSW</li><li>Track Safety Awareness and Electrical Awareness or</li><li>Rail Industry Safety Induction (RISI)</li><li>Applicable Plant and Safeworking competencies</li><li>Track Vehicle Operator Competency Training</li></ul>	
		<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 Act 2002</li><li>Rail Safety Regulation 2003</li><li>RailCorp Network Rules &amp; Procedures</li><li>RailCorp Safety Management System.</li><li>MSDS for all chemicals and hazardous Substances used on site</li><li>TMC211 – Track Geometry and Stability</li><li>TMC231- Sleepers</li><li>TMC241- Ballast</li><li>Asbestos Removal Documents (CUG)</li><li>Code of Practice for safe removal of Asbestos {NOHSC:2002 (1998)}</li><li>Standard Drawings</li></ul>	<b>MIMS or METRE Ref:</b> Nil	

SWMS Custodian: Track Works Manager Commercial Renewals

SWMS Approver: Safety Environment and Quality Manager Commercial Renewals

Number SMS-06-SW-1058

Prepared using SMS-06-TP-0026 v1.1; Custodian: Principal OHS Adviser; Approver: GM Safety Risk; Issue date: 18/06/06; Review date 18/06/09

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1 of 14

# Manual Re-Sleepering

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<ul style="list-style-type: none"><li>• EC14 – Guide to Electrical Workers Safety Equipment</li><li>• WorkCover NSW Plant Guide</li><li>• National Code of Practice for Manual Handling [NOHSC:2005]</li><li>• AS 2550.5-2002 Cranes, hoists and winches - Safe use - Mobile cranes</li></ul>		<b>Inspection requirements:</b> For Plant and Equipment inspections refer to Daily Plant Checklists accompanying the machine.		
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1	Set-up of Machinery / Track Access	Struck by Train	A	Operators to be made aware of extent of safe working area	C+	Protection Officer	Network Rules and Procedures
		Contact with live Overhead Wiring or other services	A	Maintain regulated clearances on wires at all times Isolate power where required	C+	All Staff	Work Around Elect. Equip. SMS-06-GD-0268 Electrical Permits SMS-06-EN-0577 Plant SMS-06-GD-0225
		Personnel struck by machinery	A	Implement Exclusion Zones Use reversing beepers Use ticketed operators Plan work to avoid site congestion	C-	Tem Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225
		Oil / Fuel leakage or loss	A	Plant to be inspected daily Use correct methods for filling machinery Maintain spill response kits on-site	C-	All Staff	Pre-Work Briefing SMS-06-FM-0163 Environmental Protection Plan Plant SMS-06-GD-0225
2	Delivery of Materials	Personnel Struck by Machinery	A	Implement Exclusion Zones Use reversing beepers Use ticketed operators	C+	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225
		Struck by load	A	Keep clear of suspended loads Use reversing beepers Use ticketed operators Exercise due care	C+	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225

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		Manual Handling Injuries	B+	Correct Manual Handling Techniques Rotate staff on repetitive tasks Use gloves if required	C-	Team Leader Work Group Leader All Staff	Manual Handling Guide SMS-06-GD-0001 PPE SMS-06-GD-0323
		Failure of Lifting Equipment from overloading	A	Competent operators to access loads carefully prior to lifting equipment to be properly maintained and marked	C-	WorkCover Ticketed Operator and Dogman TO IGGS A18-10-F003	Manual Handling Guide SMS-06-GD-0001 PPE SMS-06-GD-0323
		Plant Roll-Over	A	Ensure that outriggers or stabilisers in position prior to lifting	C-	Ticketed Operator	Pre-Work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225
		Noise from Plant	A	Implement Exclusion Zones Use appropriate plant with noise control measures Use ear protection	C-	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225
		Unstable Loads	A	Ensure materials are secured during transit Don't exceed safe working load of plant	C-	WorkCover Ticketed Operator and Dogman TO IGGS A18-10-F003	Pre-Work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225
3	Put equipment on trolley and/or carry to site	Unstable Loads	A	Ensure materials are secured during transit Don't exceed safe working load of plant	C+	Licence Competent	Pre-Work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225
4	Put equipment on trolley and/or carry to site (continued)	Runaway Trolley	A	Trolley to be fitted with braking system/drawbar to dumper	C-	Licence Competent	Plant SMS-06-GD-0225

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		Muscle Strain	B+	Correct Manual Handling Procedures "Back Safe" Training	C-	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 Manual Handling Guide SMS-06-GD-0001
5	Removes Dogs / Pins / Anchors	Manual Handling Injuries	B+	Correct Manual Handling Techniques Rotate staff on repetitive tasks Use gloves if required	C-	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 Manual Handling Guide SMS-06-GD-0001
		Struck by rail fastener	A	Be Aware Follow correct procedure for removing rail fasteners PPE	C-	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163
		Head injuries	B+	Hard Hats to be worn at all times Implement exclusion zone for workers not involved in the tasks	D	Team Leader Work Group Leader	Pre-Work Briefing SMS-06-FM-0163
		Eye injuries	B+	Eye protection to be worn at all times	D	All Staff	PPE SMS-06-GD-0323
		Cuts, scratches and abrasions	B+	Gloves to be worn as necessary	D		
6	Dig ballast away from sleeper	Contact with services	A	Locate services prior to starting work Service Searches to be on site and signed off Mark and/or isolate services as appropriate Maintain regulated clearances on electrical services	C-	Permit Holder QEL29 Team Leader Work Group Leader	Pre-Work Briefing SMS-06-FM-0163 Work Around Elect. Equip. SMS-06-GD-0268 Electrical Permits SMS-06-EN-0577 Plant SMS-06-GD-0225
		Damage to rail infrastructure	B+	Vigilance / Cover to protect	D	Competent Person	Pre-Work Briefing SMS-06-FM-0163

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7	Dig ballast away from sleeper	Flying objects	B+	Implement exclusion zone Wear eye protection	D	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 Plant Risk Assessment. SMS-06-GD-0403
		Cuts, Abrasions	B+	Use correct techniques Wear approved riggers gloves	D		
8	Jack rail UP	Trap fingers or feet under rail when jacking	B+	Person operating drop lever on jack to ensure all staff are clear of rail before proceeding	C+	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163
		Cuts, Abrasions	B+	Use correct techniques Wear approved riggers gloves	D	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 Manual Handling Guide SMS-06-GD-0001
		Manual Handling Injuries	B+	Correct manual handling techniques Rotate staff on repetitive tasks Use gloves if required	C-		
9	Remove Sleeper Plate	Manual Handling Injuries	B+	Correct manual handling techniques Rotate staff on repetitive tasks Use gloves if required	C-	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 Manual Handling Guide SMS-06-GD-0001
		Cuts and Abrasions	B+	Use correct techniques Use gloves if required	D	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 Manual Handling Guide SMS-06-GD-0001 PPE SMS-06-GD-0323
10	Remove Sleeper	Manual Handling Injuries	B+	Correct manual handling techniques Rotate staff on repetitive tasks Use gloves if required	C-	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 Manual Handling Guide SMS-06-GD-0001

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11	Remove Sleeper (continued)	Contact with Services	A	Locate services prior to starting work Service Searches to be on site and signed off Mark and/or isolate services as appropriate Maintain regulated clearances on electrical services	C-	Permit Holder QEL29 Team Leader Work Group Leader	Pre-Work Briefing SMS-06-FM-0163 Work Around Elect. Equip. SMS-06-GD-0268 Electrical Permits SMS-06-EN-0577 Plant SMS-06-GD-0225
		Damage to rail infrastructure	A	Vigilance / Cover to protect	C+	Competent Person	Pre-Work Briefing SMS-06-FM-0163
		Flying objects	A	Implement exclusion zone Wear eye protection	C-	Team Leader Work Group Leader	Pre-Work Briefing SMS-06-FM-0163
		Cuts and Abrasions	B+	Use correct techniques Use gloves if required	D	All Staff	Plant Risk Assessment. SMS-06-GD-0403
12	Clean Bed	Manual Handling Injuries	B+	Correct manual handling techniques Rotate staff on repetitive tasks Use gloves if required	C-	All Staff	Pre-Work Briefing SMS-06-FM-0163 Manual Handling Guide SMS-06-GD-0001
		Dust	B+	Implement exclusion zone Wear dust mask	C-	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 PPE SMS-06-GD-0323
13	Place New Sleeper	Manual Handling Injuries	B+	Correct manual handling techniques Rotate staff on repetitive tasks Use gloves if required	C-	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 Manual Handling Guide SMS-06-GD-0001

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14	Place New Sleeper (continued)	Contact with Services	A	Locate services prior to starting work Service Searches to be on site and signed off Mark and/or isolate services as appropriate Maintain regulated clearances on electrical services	C-	Permit Holder QEL29 Team Leader Work Group Leader	Pre-Work Briefing SMS-06-FM-0163 Work Around Elect. Equip. SMS-06-GD-0268 Electrical Permits SMS-06-EN-0577 Plant SMS-06-GD-0225
		Damage to rail infrastructure	A	Vigilance / Cover to protect	C+	Competent Person	Pre-Work Briefing SMS-06-FM-0163
		Flying objects	A	Implement exclusion zone Wear eye protection	C-	Team Leader Work Group Leader	Pre-Work Briefing SMS-06-FM-0163
		Cuts and Abrasions	B+	Use correct techniques Use gloves if required	D	All Staff	Plant Risk Assessment. SMS-06-GD-0403
		Dust	B+	Implement exclusion zone Wear dust mask	C-	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 PPE SMS-06-GD-0323
15	Pack Sleeper	Dust	B+	Implement exclusion zone Wear dust mask	C-	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 PPE SMS-06-GD-0323
		Cuts and Abrasions	B+	Use correct techniques Use gloves if required	D	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 Plant Risk Assessment. SMS-06-GD-0403
		Flying objects	A	Implement exclusion zone Wear eye protection	C-		



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16	Pack Sleeper (continued)	Manual Handling Injuries	B+	Correct manual handling techniques Rotate staff on repetitive tasks Use gloves if required	C-	All Staff	Pre-Work Briefing SMS-06-FM-0163 Manual Handling Guide SMS-06-GD-0001
17	Replace Sleeper Plate	Cuts, Scratches and Abrasions	B+	Use gloves if required	D	All Staff	Pre-Work Briefing SMS-06-FM-0163 PPE SMS-06-GD-0323
		Manual Handling Injuries	B+	Correct manual handling techniques Rotate staff on repetitive tasks Use gloves if required	C-	All Staff	Pre-Work Briefing SMS-06-FM-0163 Manual Handling Guide SMS-06-GD-0001
18	Drilling of Timbers	Manual Handling Injuries	B+	Correct manual handling techniques Rotate staff on repetitive tasks Use gloves if required	C-	All Staff	Pre-Work Briefing SMS-06-FM-0163 Manual Handling Guide SMS-06-GD-0001
		Eye injuries	A	Eye protection to be worn at all times	C-	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 PPE SMS-06-GD-0323
		Trousers getting tangled with drill	A	No loose clothing or hair in the vicinity of drilling machinery	C+	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 PPE SMS-06-GD-0323

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19	Stand and Knock down Dogs / Pins	Manual Handling Injuries	B+	Correct manual handling techniques Rotate staff on repetitive tasks Use gloves if required	C-	All Staff	Pre-Work Briefing SMS-06-FM-0163 Manual Handling Guide SMS-06-GD-0001
		Head injuries	A	Hard Hats to be worn at all times Implement exclusion zone for workers not involved in the tasks	C-	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 PPE SMS-06-GD-0323
		Eye injuries	A	Eye protection to be worn at all times	C-	All Staff	Pre-Work Briefing SMS-06-FM-0163 PPE SMS-06-GD-0323
20	Stand and Knock down Dogs / Pins (continued)	Struck by rail fastener	A	Be Aware Follow correct procedure for removing rail fasteners PPE	C-	All Staff	Pre-Work Briefing SMS-06-FM-0163
		Cuts, Scratches and Abrasions	B+	Use gloves if required	D	All Staff	Pre-Work Briefing SMS-06-FM-0163 PPE SMS-06-GD-0323
21	Put on Anchors	Struck by rail fastener	A	Be Aware Follow correct procedure for removing rail fasteners PPE	C-	All Staff	Pre-Work Briefing SMS-06-FM-0163

# Manual Re-Sleepering

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		Struck by Hammer	B+	Keep clear of work area if not involved in process Use correct technique	D		
		Hand Injuries (Laceration, Crush)	B+	Use correct techniques Use gloves as necessary	C-	All Staff	Pre-Work Briefing SMS-06-FM-0163 PPE SMS-06-GD-0323
		Noise from Equipment	B+	Use hearing protection	D		
		Manual Handling Injuries	B+	Correct manual handling techniques Rotate staff on repetitive tasks Use gloves if required	C-	All Staff	Pre-Work Briefing SMS-06-FM-0163 Manual Handling Guide SMS-06-GD-0001
		Noise from tightening bolts with impact wrench	B+	Use hearing protection	D	All Staff	Pre-Work Briefing SMS-06-FM-0163 PPE SMS-06-GD-0323
22	Box up ballast	Dust	B+	Implement exclusion zone Wear dust mask Water down material	C-	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 PPE SMS-06-GD-0323
23	Box up ballast (continued)	Cuts and Abrasions	B+	Use correct techniques Wear approved riggers gloves	D	Team Leader Work Group Leader	Pre-Work Briefing SMS-06-FM-0163 Plant Risk Assessment. SMS-06-GD-0403
		Flying objects	B+	Implement exclusion zone Wear eye protection	C-	All Staff	

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		Manual Handling Injuries	B+	Correct manual handling techniques Rotate staff on repetitive tasks Use gloves if required	C-	All Staff	Pre-Work Briefing SMS-06-FM-0163 Manual Handling Guide SMS-06-GD-0001
24	Remove Equipment / Redundant materials from site	Manual Handling Injuries	B+	Correct manual handling techniques Rotate staff on repetitive tasks Use gloves if required	C-	All Staff	Pre-Work Briefing SMS-06-FM-0163 Manual Handling Guide SMS-06-GD-0001
		Head injuries	A	Hard Hats to be worn at all times Implement exclusion zone for workers not involved in the tasks	C-	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 PPE SMS-06-GD-0323
		Eye injuries	A	Eye protection to be worn at all times	C-	All Staff	Pre-Work Briefing SMS-06-FM-0163 PPE SMS-06-GD-0323
25	Remove Equipment / Redundant materials from site (continued)	Struck by moving plant	A	Implement exclusion zones Use reversing beepers Use ticketed operators Plan work to avoid site congestion	C+	Team Leader Work Group Leader All Staff	Pre-Work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225

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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-	

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