

Manufacture - Cutting of Various Keys under Workshop Conditions.

Issue date: 09/04/08
Review date: 19/02/11

SWMS number: SMS-06-SW-0999	SWMS Name: Manufacture - Cutting of Various Keys under Workshop Conditions			SWMS Team : Signal Review Team
Custodian (Position): Signal Services & External Resources Manager	Assumptions: Site specific risks are addressed and assessed in pre- work briefing			Content reviewed by Technical expert (SME) and RailCorp safety professional (position including Div/Group) Signal Services & External Resources Manager & SEQ Coordinator Asset Management Group Commercial / Renewals
Approving Authority (Position): Safety and Quality Manager Commercial / Renewals	Equipment/Plant/Tools: <ul style="list-style-type: none"> Key & Key Blank Key Cutting Machine: US101 Silco Tech HBL Spanners 	Records/Reporting: <ul style="list-style-type: none"> Electrical Test Tags Signalling Work Instruction 001, Control of Security Keys. Regional Key Pool Engineering Standard TMG J048 	Permits/licences required: <ul style="list-style-type: none"> Locksmith Security Licence 	Personal Protective Equipment required: <ul style="list-style-type: none"> Safety Boots High Visibility Vests Hardhats Protective Clothing Safety Glasses <p>And as specified below.</p> <ul style="list-style-type: none"> Gloves Ear Plugs, Ear Muffs During all Site Works a FIRST AIDER MUST be Present
Applicable Standards, Codes of Practice and guidance: <ul style="list-style-type: none"> OH&S Act 2000 OH&S Regulation 2001 Rail Safety Regulation 2003 RailCorp Network Rules & Procedures RailCorp Safety Management System. MSDS for all chemicals and hazardous Substances used on site Engineering Standard TMG J048 Signalling Work Instruction 001, Control of Security Keys. EC14 – Guide to Electrical Workers Safety Equipment WorkCover NSW Plant Guide 	Inspection requirements Nil	Service schedule: Nil	Training/Certification required: <ul style="list-style-type: none"> Construction Industry Induction Track Safety Awareness or RISI (Rail Industry Safety Induction) 	

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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	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
2	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
3	Inspection of Key Cutting Machine	Loose Cutting Wheel / Disk	C+	Pre-Equipment Check / Inspection, tighten any loose Bolts / Screws	D	Locksmith	Work Around Elect. Equip. SMS-06-GD-0268
		Faulty Machine Guard	C-	Replace Guard	D		
4	<ul style="list-style-type: none"> • Place Key Blank & Key to be copied into Jig • Switch on Cutting Machine and trace Original Key • Remove New Cut Key & place into Nylon Brush to remove Burrs • Test Key in Lock before Issuing 	Metal Shavings in Eyes	B+	Use of PPE, Safety Glasses	D	Locksmith, Locksmiths Security Licence	PPE SMS-06-GD-0323 Work Around Elect. Equip. SMS-06-GD-0268 Noise Management SMS-06-GD-0273
		Electric Shock	A	Key Cutting Machines to be Electrical Tested & Tagged	D		
		Crush Fingers in Jig	C-	Carefully place Key & Key Blank into Jig. Use Correct Method for Key Cutting	D		
		Abrasion to Finger Tips	C+	*Note: When Operating Key Cutting Machine keep Fingers away from Cutting Wheel / Disk, <u>(Advisable not to wear Gloves at this Stage.)</u>	D		
		Hearing Damage from Machine Squealing	C-	Use of PPE, Hearing Protection	D		
		Metal Shavings in Eyes or Hands	C-	Use of PPE, Gloves, Safety Glasses	D	All Staff	PPE SMS-06-GD-0323
	Additional 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

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RailCorp Level 2 Risk Matrix - Regional & Local (Workplace)		Likelihood/Frequency							Definition for Use - Regional & Local level (Workplace)	
		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		
Consequence	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	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.		
	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	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.		
		F1	F2	F3	F4	F5	F6	To score the risk, follow the steps:		
>10 Fatalities	C6	Disastrous	B-	B+	A	A	A	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).		
2-10 Fatalities	C5	Catastrophic	C+	B-	B+	A	A	2. Identify the likelihood of this level of consequence occurring. (This is done after considering the effectiveness of the current controls in place)		
1 Fatality (2-10 Major Injuries)	C4	Critical	C-	C+	B-	B+	A	3. Score the risk using the combination of likelihood and consequence ranking.		
1 Major Injury	C3	Major	D	C-	C+	B-	B+	Note: Where there are a range of credible consequences which may lead to a different level of risks and/or where the controls may be different. It may be useful to score the risk more than once.		
1 or more Minor Injuries	C2	Minor	D	D	C-	C+	B-			
First aid treatment, or illness/injury not requiring treatment	C1	Negligible	D	D	D	C-	C+			