

# SWMS - Civil inspections and maintenance work on the Right of Way, outside the danger zone of the railway track.

Issue date: 04/10/07

Review date: 04/10/10

<b>SWMS number:</b> SMS-06-SW-0772	<b>SWMS Name:</b> Civil inspections and maintenance work on the Right of Way, outside the danger zone of the rail track.			<b>SWMS Team:</b> John Jobson Livio Radman Trevor Hicks Dragan Sukara Jeff Cross
<b>Custodian (Position):</b> Business Systems Officer, Illawarra Region. Peter Sharpe.	<b>Assumptions:</b> Fine weather, daylight hours, rail tracks operational with OHW power live. Staff have had Regional Induction.			<b>Content reviewed by Technical expert (SME) and RailCorp safety professional</b> (position including Div/Group)
<b>Approving Authority (Position):</b> General Manager, Infrastructure Maintenance.	<b>Plant/Equipment/Tools:</b> <ul style="list-style-type: none"> <li>Track Inspection tools</li> <li>Track maintenance tools.</li> <li>Minor plant and equipment.</li> <li>Mobile off track plant.</li> <li>Ropes and harnesses.</li> <li>Needle stick kit.</li> </ul>	<b>Records/Reporting:</b> <u>Inspection work.</u> Applicable inspection report form and current defect exceedence form.  <u>Maintenance work.</u> Scope of work, and production report form.	<b>Permits/licences required:</b> <b>Where required:-</b> <ul style="list-style-type: none"> <li>Plant operator competency as required.</li> <li>Lev 3 Chemcert certification.</li> <li>Confined space certificate.</li> <li>Industrial rope access II.</li> <li>Minor Plant operator competency as required.</li> </ul>	<b>PPE required:</b> <ul style="list-style-type: none"> <li>Steel Cap Boots</li> <li>Safety Glasses</li> <li>Long sleeve shirt as required.</li> <li>Long trousers as required.</li> <li>High visibility safety Vest</li> <li>Hard Hat</li> <li>Gloves as required.</li> <li>Spats as required.</li> <li>Chaps as required</li> <li>Face shield as required</li> <li>Welding goggles as required.</li> <li>Dust mask, respirator as required.</li> <li>Disposable overalls as required.</li> <li>Ear protection as required.</li> <li>Broad brim hat as required.</li> </ul>
<b>Applicable Standards, Codes of Practice and guidance:</b> <ul style="list-style-type: none"> <li>WorkCover Code of Practice, for the storage and handling of Dangerous Goods, 2005.</li> <li>National Code of Practice for Manual Handling NOHSC:2005 (1990).</li> <li>WorkCover Code of Practice: Moving plant on construction sites.</li> <li>WorkCover Code of Practice: Noise Management, and Protection of hearing at work.</li> <li>WorkCover Guide: Safe working at heights.</li> </ul>	<b>Inspection requirements</b> <ul style="list-style-type: none"> <li>Electrical equipment has current test tag.</li> <li>Daily plant check.</li> <li>Daily harness check.</li> <li>Industrial ropes and harness current certification tag.</li> <li>Pre work check of tools and equipment.</li> </ul>	<b>Service schedule:</b> SSC 310 – Right of way examination.  <b>MIMS or METRE Ref:</b> See attached MIMS standard job listing.	<b>Training/Qualifications required:</b> <ul style="list-style-type: none"> <li>Applicable competency for the task being carried out. Obtained from the Railcorp Infrastructure Engineering Manuals, TMC 101 Track Service Schedules and TMC 110 Structures Service Schedules.</li> <li>Railcorp Infrastructure Engineering Manuals Track Manuals - TMC 202 to 251, and Structures Manuals – TMC 300, 301, 302.</li> </ul>	

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1.	Visual inspection and walking.	Slips, trips, falls and fall from heights.	B+	Conduct on site risk assessment, and identify hazards to be avoided. Stay safe distance from drops, eg cutting edges, culverts etc. Only walk on track when essential. Correct footwear.	B-	Worksite supervisor Team member	SMS -06-SW-0527. Safety footwear.
		Contact with toxins from spiders, wasps, snakes, ticks, etc.	C+	Inspect before commencing work. Wear Gloves.	C+	Team Member.	SMS-06-SW-0530. Protective gloves.
		Cuts, abrasions, allergic reactions from vegetation.	B-	Wear gloves. Wear eye protection. Long pants and sleeves as required. Identify potential hazards.	C+	Team Member.	SMS-06-SW-0530. Protective gloves. SMS-06-SW-0529. Eye protection.
		Needle stick injury.	B-	Identify possible needle stick locations. Wear gloves. Dispose of needles with needle stick kit.	C+	Worksite supervisor.	SWI: Needle stick kit. SMS-06-SW-0530. Protective gloves.
		Repetitive strain injury.	B-	Rest periods as required.	C+	Worksite supervisor.	
		UV exposure.	B+	Apply 30 plus, sunscreen at required intervals, after referring to MSDS. Wear long sleeve shirt if required. Wear broad brim hat if required.	C+	Team Member.	SMS-06-SW-0537. Sunscreen.
		Injuries from other work activity in the vicinity.	B+	Contact other worksite supervisor before entering worksite and obtain induction before entering.	B-	Worksite supervisor.	
2.	Measuring and recording.	Electrical hazard from overhead transmission lines.	C-	Only non conductive tapes to be used. Identify possible hazards.	C-	Team Member	SMS-06-GD-0268. Working around electrical infrastructure.
		Repetitive strain injury.	B-	Rest periods as required. Rotate task.	C-	Worksite supervisor.	

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		Inhaling of toxic vapours from spray can paint.	D	Required MSDS – Aerosol paint. Use PPE- Dust mask. Stand up wind of spray point.	D	Team Member	MSDS – Aerosol paint. SMS-06-SW-0535. Respiratory protection.
3.	Unloading/loading tools and equipment from vehicle.	Manual handling.	C+	Correct manual handling techniques. Team Lifts. Use mechanical aids as required.	C-	Team Member	SMS-06-GD-0001. Guide to Manual Handling.
		Contact with sharp objects.	C+	Remove or blunt if possible. Wear gloves.	C-	Team Member.	SMS-06-SW-0530. Protective gloves.
		Crush injury.	B-	Correct manual handling techniques. Team lifts. Orderly loading of truck. Use mechanical lifting device where possible. Stay clear of moving equipment such as tail gate loaders and lifting devices.	C+	Team Member	SMS-06-GD-0001. Guide to Manual Handling.
		Incorrect loading of truck resulting in roll over, equipment/plant/tools coming of vehicle.	B+	All equipment/plant and tools to be secured. Balanced loading of truck.	B-	Worksite supervisor Truck driver.	
		Electric shock from overhead power lines or wiring.	B+	Staff to have been trained in Electrical Awareness or RISI. Maintain Electrical clearances. Obtain Electrical Isolation permit prior to commencing work if required.	B-	Team Member.	SMS-06-GD-0268. Working around electrical infrastructure.
		Slips, trips, falls and fall from heights.	B+	Correct manual handling techniques. Team lifts. Orderly loading of truck. Get on and off truck using steps provided.	B-	Worksite supervisor Team member	SMS-06-GD-0001. Guide to Manual Handling.

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4.	Use of non powered hand tools.	Cuts and abrasions from tools.	C-	Staff instructed before work, or previously deemed competent in safe use of hand tool.  Work in accordance with applicable SWI. Wear gloves.	C-	Worksite supervisor.  Team Member	SWI: Applicable to tool being used.  SMS-06-SW-0530. Protective gloves.
	Muscular strain	Muscular strain	C+	Staff instructed before work, or previously deemed competent in safe use of hand tool.	C-	Team Member.	SWI: Applicable to tool being used.
	Repetitive strain injury.	Repetitive strain injury.	B-	Rest periods as required.  Staff instructed before work, or previously deemed competent in safe use of hand tool.	C+	Worksite supervisor.  Team Member.	SWI: Applicable to tool being used.
	Crush injury from hand tools.	Crush injury from hand tools.	C+	Staff instructed before work, or previously deemed competent in safe use of hand tool.  Work in accordance with applicable SWI. Swing hammers away from body parts.	C+	Worksite supervisor.  Team Member	SWI: Applicable to tool being used.
	Struck by tool.	Struck by tool.	C+	Eye protection PPE.  Hard hat PPE as required.  Keep safe distance between workers.  Staff instructed before work, or previously deemed competent in safe use of hand tool.	C-	Team Member.  Worksite supervisor.	SMS-06-SW-0529. Eye protection.  SMS-06-SW-0532. Protective helmets.
	Sudden release of tool.	Sudden release of tool.	C+	Eye protection PPE.  Hard hat PPE as required.  Keep safe distance between workers.  Staff instructed before work, or previously deemed competent in safe use of hand tool.	C-	Team Member.  Worksite supervisor.	SMS-06-SW-0529. Eye protection.  SMS-06-SW-0532. Protective helmets.
	Electric shock from hand digging, or driving object into ground.	Electric shock from hand digging, or driving object into ground.	C-	No digging without service searches.	C-	Worksite supervisor.	SMS-06-SW-0384. Service search.  Dial B4U Dig.

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5.	Use of powered, minor plant, equipment and hand tools.	Manual handling.	C+	Correct manual handling techniques. Team Lifts. Use mechanical aids as required.	C-	Team Member	SMS-06-GD-0001. Guide to Manual Handling.
		Repetitive strain injury.	B-	Rest periods as required. Staff instructed before work, or previously deemed competent in safe use of hand tool.	C+	Worksite supervisor. Team Member.	SWI: Applicable to tool being used.
		Hearing damage.	B-	Hearing protection PPE.	C-	Team Member.	Hearing protection PPE.
		Contact with sharp edges.	C+	PPE - Wear gloves. Periodic check of tools and equipment.	C-	Team Member.	SMS-06-SW-0530. Protective gloves.
		Cuts, burns and abrasions from plant and equipment.	B-	Staff instructed before work, or previously deemed competent in safe use of hand tool.  Work in accordance with applicable SWI.	C+	Worksite supervisor. Team Member	SWI: Applicable to tool being used.  SMS-06-SW-0225. Plant.
		Cut by chainsaw.	B-	Work in accordance with applicable SWI.  Qualified chainsaw operator only to operate chainsaws.	C+	Worksite supervisor. Team Member	SWI: Applicable to tool being used.  SMS-06-SW-0225. Plant.
		Crush injuries.	C+	Staff instructed before work, or previously deemed competent in safe use of equipment.  Use of appropriate SWI or instruction manual.  Be aware of pinch points.	C-	Worksite supervisor. Team Member.	SWI: Applicable to tool being used.
		Struck by flying object eg broken tool, ballast, vegetation, rubbish etc.	C+	Eye protection PPE. Hard hat PPE.  Keep safe distance between workers.  Periodic check of tools.  Clean rubbish from area.	C-	Team Member.	SMS-06-SW-0529. Eye protection.  SMS-06-SW-0532. Protective helmets.

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		Public hit by flying objects from grass cutting tool.	B+	Identify hazards/rubbish. Warning signs where applicable. Protective guards around cutting tools.	C-	Worksite supervisor.	
		Entanglement in moving plant or equipment.	C-	Staff instructed before work, or previously deemed competent in safe use of equipment.  Use of appropriate SWI or instruction manual.  Loose clothing not to be worn. Loose jewellery not to be worn. Loose or long hair to be bundled and tied.	C-	Worksite supervisor.  Team Member.	SWI: Applicable to tool being used.
		Contact with hot objects.	C+	Defined hot work area where required.  Staff instructed before work, or previously deemed competent in safe use of hand tool.  Work in accordance with applicable SWI.	C+	Worksite supervisor.  Team Member	
		Repetitive strain injury	B-	Rest periods as required.  Staff instructed before work, or previously deemed competent in safe use of hand tool.	C+	Worksite supervisor.	
		Electric shock from overhead power lines or wiring.	B+	Staff to have been trained in Electrical Awareness.  Maintain Electrical clearances.  Obtain Electrical Isolation permit prior to commencing work if required.	B-	Worksite supervisor.	SMS-06-GD-0268. Working around electrical infrastructure.

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5.		Electrical shock from powered portable equipment.	B+	Staff instructed before work, or previously deemed competent in safe use of equipment.  All generators to be fitted with an earth leakage device.  Use of appropriate SWI or instruction manual.  Good housekeeping of worksite.	C+	Worksite supervisor.  Team Member.	SWI: Applicable to tool being used.  SMS-06-SW-0225. Plant.
		Electric shock or explosion from underground services.	C-	No digging without service searches.	C-	Worksite supervisor.	SMS-06-SW-0384. Service search.  Dial B4U Dig.
6.	Use of Off Track Plant with operator.	Struck by moving plant and injuries from pinch points on plant.	B-	Movement beepers on plant.  Flashing light on plant.  Do not approach plant without gaining operator's attention.  Use plant pilot when required.  Keep safe distance from working plant.	B-	Worksite supervisor.  Team Member.	SMS-06-SW-0225. Plant.
		Fall from EWP or man bucket.	C-	Identify, and avoid identified hazards.  Attached climbing according to SWI.  Use portable ladder according to SWI.  Use EWP according to SWI.  Use cherrypicker according to SWI.	C-	Team Member.	SMS-06-GD-0240. Working at heights.  SWI: Fall Arrest Systems (all).  SWI: Fixed ladders.  SWI: EWP.  SWI: Cherrypicker.

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		Entanglement in moving plant or equipment.	C-	Staff instructed before work, or previously deemed competent in safe use of equipment.  Use of appropriate SWI or instruction manual.  Loose clothing or jewellery not to be worn. Loose or long hair to be bundled and tied. Appropriate PPE.	C-	Worksite supervisor.  Team Member.	SWI: Applicable to plant being used.
		Struck by flying objects.	B-	Eye protection PPE. Hard hat PPE.  Keep safe distance from working plant. Do not approach plant without gaining operator's attention.  Do not walk directly behind moving plant.	C+	Team Member.	SMS-06-SW-0529. Eye protection.  SMS-06-SW-0532. Protective helmets.
		Injury from high pressure water blaster.	B-	SWI: High pressure water blaster. Eye protection PPE.  Keep safe distance from working plant. Do not approach plant without gaining operator's attention.	C+	SWI: High pressure water blaster.  SMS-06-SW-0529. Eye protection.	SWI: High pressure water blaster.  SMS-06-SW-0529. Eye protection.
		Public hit by flying objects from grass slashing machine.	B+	Identify hazards/rubbish. Warning signs where applicable. Protective guards around cutting tools.	C-	Worksite supervisor.	SMS-06-SW-0225. Plant.
		Hearing damage.	B-	Hearing protection PPE.	C-	Team Member.	SMS-06-GD-0531. Hearing protection.
		Loss of control of working/moving plant, eg Slashers and graders.	B-	Assess site conditions. Provide observer as required. Daily plant check.	C+	Worksite supervisor. Plant operator.	SMS-06-SW-0225. Plant.

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		Electric shock from overhead power lines or wiring.	B+	Staff to have been trained in Electrical Awareness. Maintain Electrical clearances. Obtain Electrical Isolation permit prior to commencing work if required.	B-	Worksite supervisor. Team Member. Worksite Supervisor.	SMS-06-GD-0268. Working around electrical infrastructure.
		Electric shock or explosion from underground services.	B+	No digging without service search.	B-	Worksite supervisor.	SMS-06-SW-0384. Service search. Dial B4U Dig.
7.	Use of chemical and paints.	Eye and skin irritation from chemicals or paints.	C+	Eye protection. Disposable overalls as required. Wear gloves as required. Use applicable MSDS.	C-	Team Member.	SMS-06-SW-0529. Eye protection. SMS-06-SW-0530. Protective gloves. MSDS: Applicable to chemical being used.
		Inhalation of fumes from chemicals and spray paints.	C+	Wear required respiratory protection As per MSDS.	C-	Team Member.	SMS-06-SW-0535. Respiratory protection.
		Tripping over spray gun air hoses.	C-	Keep an orderly worksite.	D	Team Member.	
8.	Vegetation poisoning.	Eye and skin irritation from chemicals.	C+	Eye protection. Disposable overalls as required. Chemcert Level 3 training. Use applicable MSDS.	C-	Team Member.	SMS-06-SW-0529. Eye protection. MSDS: Applicable to chemical being used.
		Inhalation, ingestion or absorption of chemicals.	B-	Wear PPE as required in MSDS. Residual herbicides not to be used. Use only Railcorp approved herbicides. Chemcert Level 3 training.	C-	Team Member.	MSDS: Applicable to chemical being used.
		Manual handling of back packs.	C+	Correct manual handling techniques. Seek help to put on/take off back pack.	C-	Team Member.	SMS-06-GD-0001. Guide to Manual Handling.

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		Injury to public from overspray.	B-	Assess wind condition before and during work. Assess location of nearby public. Chemcert Level 3 training.	C-	Team Member.	
9.	Rubbish or debris removal.	Needle stick injury.	B-	Identify possible needle stick locations. Wear gloves. Dispose of needles with needle stick kit.	C+	Worksite supervisor.	SWI: Needle stick kit. SMS-06-SW-0530. Protective gloves.
		Cuts, abrasions, infection, allergic reactions from rubbish.	B-	Wear gloves and eye protection. Long pants and sleeves as required. Identify potential hazards. Use tongs to pick up minor rubbish.	C+	Team Member.	SMS-06-SW-0530. Protective gloves. SMS-06-SW-0529. Eye protection.
		Manual handling of rocks, rubbish etc.	C+	Correct manual handling techniques.	C-	Team Member.	SMS-06-GD-0001. Guide to Manual Handling.
		Exposure to dumped asbestos.	B-	Assess rubbish before removal. If asbestos found call Railcorp asbestos hotline – 82022200.	C+	Worksite Supervisor. Team Member.	SMS-06-GD-0228. Hazardous Materials. SMS-06-FM-0108. Asbestos Removal Work Specification. SMS-06-FM-0117. Asbestos removal work plan.
		Explosion or fire from dumped object.	B-	Assess rubbish before removal.	C+	Worksite Supervisor. Team Member.	
10.	Working on or near public roads or footpaths.	Struck by road traffic, an/or causing a road traffic accident.	A	Road traffic management according to SMS.	C+	Worksite supervisor.	SMS-06-SW-0372. Work on or near public roads. SMS-06-SW-0369. Worksite traffic management. SMS-06-SW-0370. Worksite traffic plan.

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		Aggravated person from the public, commuter or resident.	D	Advertise work with signage. Provide defined exclusion zones with bollards and tape. Employ security at dangerous locations.	D	Worksite supervisor.	SMS-06-SW-0242. Managing workplace violence.
		Injury to public	A	Pedestrian traffic management according to SMS.	C+	Worksite supervisor.	SMS-06-SW-0372. Work on or near public roads.
11.	Working at heights.	Fall from ladder, ledge or cutting face.	C-	Identify, and avoid identified hazards. Attached climbing according to SWI. Use portable ladder according to SWI. SWI: Abseiling.	C-	Team Member.	SMS-06-GD-0240. Working at heights. SWI: Fall Arrest Systems (all). SWI: Fixed ladders. SWI: Abseiling.
12.	Tree lopping and fallen branch removal.	Use of powered hand tools.		See item 5 above.		Team Member.	
		Struck by falling cut limb.	C+	SWI: Tree lopping.	C-	Team Member.	SMS-06-GD-0250. Tree Lopping. SWI: Tree lopping.
		Manual handling of cut timber.	C+	Correct manual handling techniques.	C-	Team Member.	SMS-06-GD-0001. Guide to Manual Handling.
13	Cleaning out sumps.	Sump is assessed as a confined space with associated hazards.	B+	Carry out inspection or maintenance as per confined space procedures.	C-	Worksite supervisor.	SMS-06-GD-0035. Confined spaces.
14.	Pack up worksite	Work incomplete.	C+	Carry post work inspection.	D	Worksite supervisor.	

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## MIMS STANDARD JOBS LISTING.

Std Job Code	Activity Description	Std Job Code	Activity Description	Std Job Code	Activity Description
P00C06	RIGHT OF WAY(Description of Work Req'	P23006	EXAMINATION OF WATER ENERGY CONTROL S	P23010	EXAMINATION OF TRASH RACKS
P00C14	FIRE HAZARD REDUCTION	P23007	STRUCTURAL EXAM OF WATER CONTROL SYST	P23011	STRUCTURAL EXAMINATION OF TRASH RACKS
P00E15	EMERGENCY RIGHT OF WAY INSPECTION	P23008	EXAMINE SEDIMENTATION BASINS	P23012	DRAINAGE EXAM-NON OPERATIONAL LINES
P15015	EXAMINATION OF FENCES AND GATEWAYS	P23009	STRUCTURAL EXAM OF SEDIMENTATION BASI	P29001	EXAMINATION OF RIGHT OF WAY (A)
P29002	EXAMINATION OF RIGHT OF WAY (B)	P29005	TRACK & ROW EXAM-NON OPERATING LINES	P29800	REPAIR ACCESS ROADS
P29003	GRADE ACCESS ROADS / FIRE BREAKS	P29006	PRE-OPERATIONAL EXAM-NON OPERATING LI		

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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)  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 of risks and/or where the controls may be different. It may be useful to score the risk more than once.
		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	
Consequence		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		
>10 Fatalities	C6	Disastrous	B-	B+	A	A	A	A	
2-10 Fatalities	C5	Catastrophic	C+	B-	B+	A	A	A <th data-kind="ghost"></th>	
1 Fatality (2-10 Major Injuries)	C4	Critical	C-	C+	B-	B+	A	A <th data-kind="ghost"></th>	
1 Major Injury	C3	Major	D	C-	C+	B-	B+	A <th data-kind="ghost"></th>	
1 or more Minor Injuries	C2	Minor	D	D	C-	C+	B-	B+ <th data-kind="ghost"></th>	
First aid treatment, or illness/injury not requiring treatment	C1	Negligible	D	D	D	C-	C+	B-	