









Safe Work Instruction	Issue date: 09/09/09
Catering Equipment System (16): Safe Working	Review date: 09/01/11

Document no.	Work description		
SMS-06-SW-1252	<p>This document describes safe work practices related to the maintenance of components within the train Catering Equipment system</p> <p>Scope</p> <p>This document describes the hazards and controls for working on Rollingstock catering equipment This document does not replace technical 'how to' documents such as Engineering Instructions, Manufacturers' instructions etc</p>		
Review date	References		
09/01/11	<ul style="list-style-type: none"> • OHS Act 2000 • Rail Safety Act 2008 • OHS Regulations 2001(Clause 64, 80, 81, 207 & 208) • Code of Practice Low Voltage Electrical Work • AS 61010.1-2003 Safety requirements for electrical equipment for measurement, control & laboratory use • HB 187-2006 Guide to Selecting a Safe Multimeter • SMS-12-OI-0886 Red Flagging Trains in stabling yards, depots and Maintenance Centres • SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out • SMS-06-GD-0001 Guide to Manual Handling • SMS-06-GD-0268 Working Around Electrical Equipment • SMS-06-SW-0274 Electrical Equipment Selection Inspection Testing • SMS-06-SW-0538 PPE for Electrical Work • SMS-06-SW-0269 Electric Shock Protocol • SMS-06-SW-0264 Portable Ladders, Stepladders and Step Platforms • SMS-06-SW-0487 Entering Trains from Ballast • SMS-06-SW-0488 Climbing out of Trains onto Ballast • SMS-06-SW-1130 Electrical Isolation of Diesel Sets 		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
Line Manager	<ul style="list-style-type: none"> • Safety Footwear • Protective Gloves as required • Safety Eyewear as required 	<ul style="list-style-type: none"> • Rail Industry Safety Induction (RISI) • Site specific induction • Electrical Safety Awareness • Competent in the use of this SWI • Competent in the use of relevant technical documents (eg. EIs) • Electrical Trade certificate, as required • Manual Handling Training 	<ul style="list-style-type: none"> • A/C Refrigerant Licence as required • Plumbers Licence as required
Tools and equipment required			
<ul style="list-style-type: none"> • Red Flag • Personal Locks, Multi-locks (Hasps) and/or Danger tags, as required • Powered tools • Hand tools 			
<p>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.</p>			
<div>  <div> <p>Warning</p> <p><i>The following warnings apply throughout this SWI:</i></p> <ul style="list-style-type: none"> • <i>Many of the catering equipment are fed by electrical energy sources. Failure to isolate before working on this equipment could result in serious injury or death</i> • <i>Working with powered tools can be hazardous. Where possible use non-powered or battery operated tools. If powered tools are required, always work in accordance with the relevant SWI or manufacturers</i> </div> </div>			

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	<p><i>instructions, if no SWI is available</i></p> <ul style="list-style-type: none"> Always remove all metal wrist, hand and neck jewellery and chains to prevent them becoming conductors should they come in contact with a live piece of equipment which could result in serious injury or death 	
Competency	<p>Staff are to be trained and supervised to ensure they:</p> <ul style="list-style-type: none"> Transport required parts, tools and equipment to and from the work area using manual aids (such as tool bags, trolleys etc) so as to minimise the risk of manual handling injuries Carry out the tasks in accordance with technical documents (eg. EIs, manufacturer's instructions) Implement necessary controls, in accordance with this document Work with Line Manager to identify any additional hazards and implement controls in accordance with relevant SWIs and other SMS components 	
Place Red Flag	<p>To notify persons that catering equipment work is being carried out on the train you must place a Red Flag in accordance with SMS-12-OI-0886 Red Flagging Trains in stabling yards, depots and Maintenance Centres</p>	
Investigate Work Required	<p>Inspect the relevant equipment to determine the work required Identify any other relevant SWIs (eg. SWIs for relevant tools) that will document hazards and their controls Identify the relevant tools, equipment and parts that will be required Collect identified items from the store and transport to the location using manual handling aids (eg. trolleys) Where possible, climb in and out of the cars from platforms. If it is necessary to access from ballast always do so in accordance with SMS-06-SW-0487 Entering Trains from Ballast and SMS-06-SW-0488 Climbing out of Trains onto Ballast</p>	
	<p>Note</p> <ul style="list-style-type: none"> Should testing/fault finding on live electrical equipment and or wiring be required, this is only to be carried out by: <ul style="list-style-type: none"> Qualified electricians or apprentices under their direct supervision and when: Competent in the requirements of electrical shock protocol in accordance with SMS-06-SW-0269 Electric Shock Protocol Wearing all the PPE for electrical work in accordance with SMS-06-SW-0538 PPE for Electrical Work Using approved electrical test equipment (e.g. a multimeter that complies with AS 61010.1-2003) 	
Isolation	<p>Before commencing any work on catering equipment, isolation is required as per SMS-06-SW-1130 Electrical Isolation of Diesel Sets to protect from injury or death. The isolation required may vary, depending upon the work, and should be determined in conjunction with line management, however the following is mandatory</p>	
	<p>To protect from the movement of Diesel Trains, in addition to the red flag, you must always</p> <ul style="list-style-type: none"> Take control of the road (eg. place chocks, lower boom gate and/or place a Stop board at the front of the train) 	
	<p>To protect from electrical energy you must always</p> <ul style="list-style-type: none"> Turn off the relevant equipment at the General Purpose Outlet (GPO) and remove plug, or If working on power supply, isolate the relevant circuit breaker Apply personal locks, multi-locks and/or tags to all isolations, in accordance with SMS-06-PR-0173 Plant and Equipment Lock-out Tag-out 	
	<p>Note</p> <ul style="list-style-type: none"> If it is currently not possible to apply a lock or tag to a switch or circuit breaker due to its design, then, after isolating the circuit, lock the Control Panel, use tape to seal the panel and attach a Danger Tag 	
	<p>Warning</p> <ul style="list-style-type: none"> Failure to correctly isolate all energy sources could result in serious injury or death. Always verify that isolation has been achieved and, if in doubt, seek assistance from your Line Manager 	

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Carry Out the Catering Equipment Work	Once isolation and other relevant controls have been put in place, carry out the catering equipment work
	Warning Some catering equipment work has unique hazards. These include...
<i>All Appliances with Electrical Power Leads</i>	<ul style="list-style-type: none"> Catering equipment with power leads can pose a risk of electric shock. Always verify isolation has been achieved before interacting with power leads. Additionally, ensure power leads are inspected and tagged, in accordance with SMS-06-SW-0274 Electrical Equipment Selection Inspection Testing The replacement of power leads or plugs can only be carried out by qualified electricians
<i>Urns or Kettles Removal & Replacement</i>	<ul style="list-style-type: none"> These components potentially contain hot water. Once power has been isolated, remove water before moving unit. To protect from scalds, wear protective gloves In addition to being hot, the water within these units can make carrying them heavy and unstable. Once again, once power has been isolated, remove any water from the unit before moving it
<i>Large and/or Heavy Catering Equipment</i>	<ul style="list-style-type: none"> Much of the catering equipment is large and/or heavy and therefore poses a manual handling risk. When moving this equipment always use manual handling aids such as trolleys. Seek assistance as required and ensure correct manual handling techniques, in accordance with your training, are maintained
<i>Refrigerated /Freezer Units Removal & Replacement</i>	<ul style="list-style-type: none"> These components contain compressed refrigerant gas. Once electrically isolated the gas must be recovered/recycled before any line is disconnected or a serious frostbite injury may occur, protective gloves and safety eyewear are to be worn
<i>Ovens Removal & Replacement</i>	<ul style="list-style-type: none"> It is unlikely that ovens will still be hot at the time of maintenance, however always inspect equipment to ensure this is the case before interacting with it. If equipment is warm, protective gloves are to be worn. If equipment is hot, work is not to proceed until it sufficiently cools
<i>Overhead Equipment (eg. extraction fan) Removal & Replacement</i>	<ul style="list-style-type: none"> The removal or replacement of overhead equipment poses the risk of dropping components, tools or materials. Where possible do not work overhead. Where overhead work is absolutely necessary, protective glasses must be worn and line management is to determine any additional controls (eg. hard hats) Working overhead increases the risk of manual handling injuries. Where possible do not work overhead. Where overhead work is absolutely necessary, reduce the height by working from an approved and appropriate stepladder or step platform, in accordance with SMS-06-SW-0264 Portable Ladders, Stepladders and Step Platforms. Seek assistance to share the load and ensure correct manual handling techniques, in accordance with your training, are maintained
	Note <ul style="list-style-type: none"> Always carry out work in accordance with relevant technical documents (eg. EIs, manufacturer's instructions)
Clean Up	Once work is complete, clean up any spills and remove tools, equipment & parts and dispose of rubbish in waste disposal containers / bins
Remove Isolation	Once area is safe, remove all previously applied isolations, in accordance with the referenced SWI
	Warning <ul style="list-style-type: none"> <i>Only remove your own isolation. The removal of another persons lock and / or tag may result in their injury or death. Offenders will be subject to strict disciplinary action and may be subject to prosecution by the regulator</i>
Remove Red Flag	Remove your Red Flag in accordance with SMS-12-OI-0886 Red Flagging Trains in Stabling Yards, Depots and Maintenance Centres
	WARNING <i>Removal of a RED flag or Pld card without authorisation may be treated according to Just Culture Policy as a reckless violation of a safety procedure</i>
Notify	Notify Line Manager (supervisor or foreman) of completion, as required

Additional controls
<ul style="list-style-type: none"> Other controls may be necessary, depending upon the work being carried out. Refer to relevant SWIs If you identify additional hazards and / or controls relevant to this SWI, notify your Safety Facilitator or Line Manager as soon as practicable, so they can be noted and used to continuously improve this document