

# Hoarding Installation

Issue date: 09/04/08

Review date: 14/02/11

<b>SWMS number:</b> SMS-06-SW-0978	<b>SWMS Name:</b> Hoarding Installation			<b>SWMS Team:</b> Civil Construction Review Team
<b>Custodian (Position):</b> Services Manager Civil	<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>Equipment/Plant/Tools:</b> <ul style="list-style-type: none"><li>Crane, Excavator, Elevated Work Platform, Scaffolding, Backhoe, boom Lift, Scissor Lift, Dumper, Lifting Equipment, Trolley</li><li>Straps, Ties, Construction Equipment</li><li>Power Tools, Epoxy, Rigging Tools, Podger</li><li>Welding Equipment, Screens</li><li>Barricades, Signs, Markers, Demarcation Fencing, Plywood, Safety Tape</li><li>Water Cart, Fire Extinguishers</li><li>No-Spill Fuel Cans, Spill response Kit</li></ul>	<b>Records/Reporting:</b> <ul style="list-style-type: none"><li>Worksite Protection Plan</li><li>Pre-work Brief</li><li>Electrical Test Tags</li><li>Site Specific Management Plan</li><li>Daily Plant Checklist</li><li>Hot Work Permit (During Total Fire Ban)</li><li>Fire Brigade</li><li>Environmental Protection Plan</li><li>Hazardous Substance Register, MSDS</li><li>Services searches</li><li>Electrical Permits</li></ul>	<b>Permits/licences required:</b> <ul style="list-style-type: none"><li>Electrical Permit Holder</li><li>Dogman Certificate</li><li>Scaffolding Certificate</li><li>Welder Certificate</li><li>Crane, Excavator, Elevated Work Platform, Backhoe, boom Lift, Scissor Lift, Dumper Certificate</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>SMS and Network Rules</li><li>Rail Safety Regulation 2003</li><li>RailCorp Safety Policy</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>Working in Total Fire Bans Engineering Standard G3623</li><li>Working near Overhead Power Lines</li><li>EC14 – Guide to Electrical Workers Safety Equipment</li><li>National Code of Practice for Manual Handling [NOHSC:2005]</li><li>WorkCover NSW Plant Guide</li></ul>				<b>Inspection requirements</b> Nil
				<b>Content reviewed by Technical expert (SME) and RailCorp safety professional</b> (position including Div/Group) GM Civil Services and SEQ Coordinator Asset Management, Commercial Renewals.
				<b>Personal Protective Equipment required:</b> <ul style="list-style-type: none"><li>Safety Boots</li><li>High Visibility Vests</li><li>Hardhats</li><li>Protective Clothing</li><li>Safety Glasses</li></ul> And as specified below. <ul style="list-style-type: none"><li>Fall Arrest Devices</li><li>Ear Plugs / Ear Muffs</li><li>Type 2 Respirator</li><li>Disposable Overalls</li><li>Welding Spats / Goggles / Face Shields</li><li>Gloves</li><li>During all Site Works a FIRST AIDER MUST be Present</li></ul>

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<ul style="list-style-type: none"><li>• AS/NZS 1891.4 – 2000 “Industrial fall arrest systems and devices – Selection, use and maintenance”</li><li>• AS 2550.5-2002 Cranes, hoists and winches - Safe use - Mobile cranes</li><li>• AS-1674.2 Safety in welding &amp; allied processes (Part 2 – Electrical)</li></ul>		<b>MIMS or METRE Ref:</b> Nil	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	Track Access	Contact with live o/h wiring or other services	A	Maintain regulated clearances on wires at all times. Isolate power where required.	C+	All staff, Permit holder QEL29	Electrical equipment sms-06-gd-0268 Electrical permits sms-06-en-0577
		Personnel struck by machinery	B+	Implement exclusion zones. Use ticketed operators. Plan work to avoid site congestion	C+	All staff team leader Work group leader	SSMP, Pre work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225
		Hearing damage from plant/noise pollution	C+	Use appropriate size and type of equipment for job. Use approved ear muffs if required	D	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Noise Management SMS-06-GD-0273 PPE- SMS-06-GD-0323
		Inhaling dust and fumes	B-	Implement exclusion zones. Wear type 2 respirators water down worksite at appropriate intervals.	D	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Hazardous Substances SMS-06-GD-0199
		Oil/fuel leakage or loss	C-	Plant to be inspected daily. Use correct methods for filling machinery. Maintain spill response kits on-site.	D	Ticketed operator all staff	SSMP, Pre work Briefing SMS-06-FM-0163 ENVIRONMENTAL PROTECTION PLAN Plant SMS-06-GD-0225
2	Delivery Of Materials	Manual handling injuries	B-	Correct manual handling techniques. Rotate staff on repetitive tasks. Use gloves if required	C+	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06GD-0001
		Personnel struck by machinery	B+	Implement exclusion zones, use ticketed operators.	C+	Team leaders Work group leaders All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225
		Struck by load	B+	Keep clear of suspended loads, ticketed operators. Exercise due care	C+	All staff,	SSMP, Pre work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225

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		Failure of lifting equipment from overloading	B+	Competent operators to assess loads carefully prior to lifting equipment to be properly maintained and marked	C+	Workcover TICKETED OPERATOR AND DOGMAN SMS-11-GD-0243	SSMP, Pre work Briefing SMS-06-FM-0163 Lifting Equipment SMS-16-FM-0089 Plant SMS-06-GD-0225
		Plant roll-over	B+	Ensure that outriggers or stabilisers in position prior to lifting	C-	Ticketed operator	SSMP, Pre work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225
		Noise from plant	C+	Implement exclusion zones use appropriate plant with noise control measures use ear protection	D	Team leader work group leader all staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Unstable loads	B+	Ensure materials are secured during transit. Don't exceed safe working load of plant.	C-	Workcover TICKETED OPERATOR SMS-11-GD-0243	SSMP, Pre work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225
3	Positioning Of Elevated Working Platform	Elevated work platform tipping over	B+	Operator to check that elevated platform is set up level and stable before ascending	C-	Ticketed operator	SSMP, Pre work Briefing SMS-06-FM-0163 Elev. Work Platform's SMS-06-SW-0310
		Personnel struck by machinery	B+	Implement exclusion zones. Use ticketed operators. Plan work to avoid site congestion. Use spotters if required	C-	All staff team leader work group leader	SSMP, Pre work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225
		Falling objects	B-	Hard hats to be worn at all times implement exclusion zone for workers not involved in tasks	C-	Team leader work group leader all staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Contact with live o/h wires	A	Maintain clearances at all times. Isolate power where required.	C+	All staff, qel23, qel29	Electrical equipment sms-06-gd-0268 Electrical permits sms-06-en-0577

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		Contact with services	B+	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	SSMP, Pre work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225 Electrical Equipment SMS-06-GD-0268
		Fall from height	B+	Provide EWP if needed, wear harness. Qualified personnel to erect scaffolding.	C+	Team leader work group leader workcover ticketed scaffolder sms-11-gd-0243	SSMP, Pre work Briefing SMS-06-FM-0163 Working at Heights SMS-06-GD-0240 PPE- SMS-06-GD-0323 Lifting Equipment SMS-16-FM-0089
4	Material Transfer	Personnel struck by machinery	B+	Implement exclusion zones. Use ticketed operators. Plan work to avoid site congestion	C+	All staff Team leader work group leader	SSMP, Pre work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225
		Manual handling injuries	B-	Correct manual handling techniques. Rotate staff on repetitive tasks. Use gloves if required	C+	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-060GD-0001
		Unstable loads	B+	Ensure materials are secured during transit. Don't exceed safe working load of plant.	C-	Licence, competent	Plant SMS-06-GD-0225
5	Drill/Core Anchor Holes Along Bridge Face (Brick Or Concrete)	Fall from heights	B+	Wear safety harness when working from elevated work platform	C+	EWP ticket holder, competent person (if under 11m)	SSMP, Pre work Briefing SMS-06-FM-0163 Working at Heights SMS-06-GD-0240 PPE- SMS-06-GD-0323 Lifting Equipment SMS-16-FM-0089
		Muscle strain	B-	Correct manual handling procedures. "back-safe" training.	C+	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-060GD-0001

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6	Position And Fix Brackets Into Position (Brick Or Concrete)	Electrocution. Use of power tools	B+	All electrical equipment to be tagged /tested, earth leakage units to be used with all tools. Equipment to be fitted with effective safe guards * training *. Correct use of PPE	D	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Electrical Equipment SMS-06-GD-0268
		Hearing damage general	C+	Use PPE earmuffs	D	All staff	SSMP, Pre work Briefing SMS-06-FM-0163
		Eye injuries	C+	All staff to wear safety glasses	D	All staff	PPE- SMS-06-GD-0323
		Contact with services	B+	Service search, all maps on site and mark out any services close to any core holes	C+	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225 Electrical Equipment SMS-06-GD-0268
		Fall from heights	B+	Wear safety harness when working from elevated work platform	C+	EWP ticket holder, competent person (if under 11m)	SSMP, Pre work Briefing SMS-06-FM-0163 Working at Heights SMS-06-GD-0240 PPE- SMS-06-GD-0323
		Exposure to hazardous substances	B-	Read MSDS and follow manufacturers / suppliers directions for PPE, first aid and storage of substances	C-	Team leader work group leader ticketed operator	Hazardous substances sms-06-gd-0199 as4839 as2030
		Epoxy in eyes	B-	Wear glasses/goggles. First aid	C-	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 MSDS PPE- SMS-06-GD-0323
		Skin irritations	C-	Wear gloves long sleeve shirts	D	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 MSDS
		Unstable loads	B+	Ensure materials are secured during transit. Don't exceed safe working load of plant.	C+	Workcover ticketed operator sms-11-gd-0243	SSMP, Pre work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225
		Failure of lifting equipment from overloading	B+	Competent operators to assess loads carefully prior to lifting equipment to be properly maintained and marked	C+	Workcover ticketed operator and dogman sms-11-gd-0243	SSMP, Pre work Briefing SMS-06-FM-0163 Lifting Equipment SMS-16-FM-0089 Plant SMS-06-GD-0225

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		Walkway components falling on workers / public	B-	Hard hats to be worn at all times implement exclusion zone for workers/public not involved in tasks	C-	Team leader work group leader all staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Muscle strain	B-	Correct manual handling procedures. "back-safe" training.	C+	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-060GD-0001
		Electrocution. Use of power tools	B+	All electrical equipment to be tagged /tested, earth leakage units to be used with all tools. Equipment to be fitted with effective safe guards * training *. Correct use of PPE	C-	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Electrical Equipment SMS-06-GD-0268
		Jammed fingers	B-	Keep hands clear of joining steel when positioning	C-	Competent person	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
7	Drill/Core Anchor Holes Along Bridge Face (Steel)	Fall from heights	B+	Wear safety harness when working from elevated work platform	C+	EWP ticket holder, competent person (if under 11m)	SSMP, Pre work Briefing SMS-06-FM-0163 Working at Heights SMS-06-GD-0240 PPE- SMS-06-GD-0323
		Muscle strain	B-	Correct manual handling procedures. "back-safe" training.	C+	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-060GD-0001
		Lead based paint	B-	Personnel using equipment that will disturb the leaded paint (i.e. cutting, burning, grinding scraping, etc) or those in proximity to these processes to use suitable PPE.	C-	Team leader Work group leader All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Hazardous Substances SMS-06-GD-0199



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		Electrocution. Use of power tools	B+	All electrical equipment to be tagged /tested, earth leakage units to be used with all tools. Equipment to be fitted with effective safe guards * training *. Correct use of PPE	C-	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Electrical Equipment SMS-06-GD-0268
		Hearing damage general	C+	Use PPE earmuffs	D	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Eye injuries	C+	All staff to wear safety glasses	D	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
<div></div> <div>WARNING</div>		<div><i>The Following Precautions are to be undertaken for when using Hot Works as in Activity 13 during Total Fire Bans:</i></div> <ul style="list-style-type: none"><li>• An Hot Works Permit must be Issued before Work tasks are to be Performed</li><li>• The Welder or other person in control of the Worksite must take reasonable care to inspect the workplace to identify Potential Fire Hazards</li><li>• All Fire Hazards are to be removed Prior to commencing Welding Tasks</li><li>• Fire Fighting Equipment must be on Hand at the Worksite e.g. Watercart, Knapsacks, Fire Extinguishers</li><li>• (Hot Works in Progress) Warning Signs are to be placed at Appropriate locations</li></ul> <div>Hot Work SMS-06-PR-0329</div>					
8	Position And Bolt / Fix Brackets Into Position (Steel)	Fall from heights	B+	Wear safety harness when working from elevated work platform	C+	EWP ticket holder, competent person (if under 11m)	SSMP, Pre work Briefing SMS-06-FM-0163 Working at Heights SMS-06-GD-0240 PPE- SMS-06-GD-0323
		Unstable loads	B+	Ensure materials are secured during transit. Don't exceed safe working load of plant.	C-	Workcover ticketed operator sms-11-gd-0243	SSMP, Pre work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225
		Failure of lifting equipment from overloading	B+	Competent operators to assess loads carefully prior to lifting equipment to be properly maintained and marked	C+	Workcover ticketed operator and dogman sms-11-gd-0243	SSMP, Pre work Briefing SMS-06-FM-0163 Lifting Equipment SMS-16-FM-0089 Plant SMS-06-GD-0225



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		Walkway components falling on workers / public	B-	Hard hats to be worn at all times implement exclusion zone for workers/public not involved in tasks	C-	Team leader work group leader staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Muscle strain	B-	Correct manual handling procedures. "back-safe" training.	C+	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-060GD-0001
		Electrocution. Use of power tools	B+	All electrical equipment to be tagged /tested, earth leakage units to be used with all tools.	D	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Electrical Equipment SMS-06-GD-0268
		Jammed fingers	B-	Keep hands clear of joining steel when positioning	C-	Competent person	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323 Hot Work SMS-06-PR-0329
		Welder flash	C-	Wear appropriate eye protection	D	Ticketed welder	
		Burns hot work	C+	Wear gloves long sleeve shirts, long pants , spats, goggles or face shield as appropriate	D	Ticketed welder	
		Fires from welding	C+	Hot work permit if required. Water cart, or fire extinguishers on site wet down work area	D	Team leader work group leader staff	SSMP, Pre work Briefing SMS-06-FM-0163 Hot Work SMS-06-PR-0329
		Exposure to hazardous substances / fumes	B-	Personnel using equipment that will disturb the leaded paint (i.e. cutting, burning, grinding scraping, etc) or those in proximity to these processes to use suitable PPE.	C-	Team leader Work group leader All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Hazardous Substances SMS-06-GD-0199
9	Fix Railing And Plywood	Fall from heights	B+	Wear safety harness when working from elevated work platform	C+	EWP ticket holder, competent person (if under 11m)	SSMP, Pre work Briefing SMS-06-FM-0163 Working at Heights SMS-06-GD-0240 PPE- SMS-06-GD-0323
		Contact with live o/h wires	A	Maintain clearances at all times. Isolate power	C+	All staff, qel23, qel29	Electrical equipment sms-06-gd-0268 Electrical permits sms-06-en-0577

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		Unstable loads	B+	Ensure materials are secured during transit. Don't exceed safe working load of plant.	C-	Workcover ticketed operator sms-11-gd-0243	SSMP, Pre work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225
		Failure of lifting equipment from overloading	B+	Competent operators to assess loads carefully prior to lifting equipment to be properly maintained and marked	C+	Workcover ticketed operator and dogman sms-11-gd-0243	SSMP, Pre work Briefing SMS-06-FM-0163 Lifting Equipment SMS-16-FM-0089 Plant SMS-06-GD-0225
		Muscle strain	B-	Correct manual handling procedures. "back-safe" training.	C+	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06GD-0001
		Hoarding components falling on workers / public	B-	Hard hats to be worn at all times implement exclusion zone for workers/public not involved in tasks	C-	Team leader work group leader all staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Electric shock	B+	All tools tested and tagged	D	Supervisor	SSMP, Pre work Briefing SMS-06-FM-0163 Electrical Equipment SMS-06-GD-0268
		Cuts, scratches and abrasions	C-	Gloves to be worn as necessary.	D	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
10	Dismantle Scaffolding	Contact with live o/h wiring or other services	A	Maintain regulated clearances on wires at all times. Isolate power where required.	C+	All staff, Permit holder qel29	Electrical equipment sms-06-gd-0268 Electrical permits sms-06-en-0577
		Scaffolding components falling on workers / public	B-	Hard hats to be worn at all times implement exclusion zone for workers/public not involved in tasks	C-	Team leader work group leader all staff	SSMP, Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323

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		Fall from height	B+	Provide EWP, wear harness. Qualified personnel to dismantle scaffolding.	C+	Team leader work group leader workcover ticketed scaffolder sms-11-gd-0243	SSMP, Pre work Briefing SMS-06-FM-0163 Working at Heights SMS-06-GD-0240 PPE- SMS-06-GD-0323
		Muscle strain	B-	Correct manual handling procedures. "back-safe" training.	C+	All staff	SSMP, Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06GD-0001
11	Remove Elevated Working Platforms	Personnel struck by machinery	B+	Implement exclusion zones use ticketed operators. Plan work to avoid site congestion	C+	All staff team leader work group leader	SSMP, Pre work Briefing SMS-06-FM-0163 Plant SMS-06-GD-0225
		Contact with live o/h wiring or other services	A	Maintain regulated clearances on wires at all times. Isolate power where required.	C+	All staff, permit holder qel29	Electrical equipment sms-06-gd-0268

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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

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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	
			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	A	<p>To score the risk, follow the steps:</p> <p>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).</p> <p>2. Identify the likelihood of this level of consequence occurring. (This is done after considering the effectiveness of the current controls in place)</p> <p>3. Score the risk using the combination of likelihood and consequence ranking.</p> <p>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.</p>
2-10 Fatalities	C5	Catastrophic	C+	B-	B+	A	A	A	A	
1 Fatality (2-10 Major Injuries)	C4	Critical	C-	C+	B-	B+	A	A	A	
1 Major Injury	C3	Major	D	C-	C+	B-	B+	A	A	
1 or more Minor Injuries	C2	Minor	D	D	C-	C+	B-	B+	B+	
First aid treatment, or illness/injury not requiring treatment	C1	Negligible	D	D	D	C-	C+	B-	B-	