

Service Searches

Issue date: 20/07/09

Review date: 19/07/12

SWMS number: SMS-06-SW-0991	SWMS Name: Service Searches	SWMS Team: Civil Construction Review Team	
Custodian (Position): Services Manager Civil	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) Civil Services Manager & SEQ Coordinator Asset Management Group Renewals
Approving Authority (Position): Safety and Quality Manager, Commercial / Renewals	Equipment/Plant/Tools: <ul style="list-style-type: none"> • Specific Plant for Task • Appropriate handtools, • Barriers, Witches hats and Demarcation fencing • Hydro Blaster/ Vac 	Records/Reporting: <ul style="list-style-type: none"> • Worksite Protection Plan • Pre-work Brief • Site Specific Management Plan • Electrical Test Tags • Site layout documented • Services searches • Electrical Permits • Daily Plant Checklist 	Permits/licences required: <ul style="list-style-type: none"> • Electrical Permit Holder
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 • Electrical Safety Instructions • SAA Wiring Rules • Working near Overhead Power Lines • EC14 – Guide to Electrical Workers Safety Equipment • National Code of Practice for Manual Handling [NOHSC:2005] 	Inspection requirements Nil	Service schedule: Nil MIMS or METRE Ref: Nil	Training/Qualification required: <ul style="list-style-type: none"> • Construction Industry Induction • RISI (Rail Industry Safety Induction) And as specified below. <ul style="list-style-type: none"> • Authorised Electrical Person • Electrical Permit Holder Personal Protective Equipment required: <ul style="list-style-type: none"> • Safety Boots • High Visibility Vests • Hardhats • Protective Clothing • Safety Glasses And as specified below. <ul style="list-style-type: none"> • Gloves • During all Site Works a FIRST AIDER MUST be Present

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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	Locating of services	Strike underground services	B+	Use service search maps and dial before you dig. Searches to be on site. Mark out locations. Hand dig or use non destructive method to locate any services close to excavations	C+	Work Group Leader	SSMP, SMS-06-FM-0163 Pre-Work Briefing SMS-06-GD-0378 Excavation and Earthworks
		Contact with live O/H Wires	A	Maintain regulated clearances on wires at all times. Isolate power where required.	C+	Permit Holder Qel29 Team Leader Work Group Leader	SSMP, SMS-06-FM-0163 Pre-Work Briefing SMS-06-GD-0225 Plant SMS-06-GD-0268 Working Around Electrical Equipment SMS-06-EN-0577 Electrical Permits
		Personnel Struck By Plant & Equipment	B+	Implement exclusion zones (6M). Use competent/ ticketed operators. Use of spotter if required. Competent operator. Plan work to avoid congestion. Reversing beepers	C+	Team Leaders Work Group Leaders All Staff SMS-11-GD-0243 Plant and Equipment Certificates of Competency	SSMP, SMS-06-FM-0163 Pre-Work Briefing SMS-06-GD-0225 Plant SMS-11-GD-0243 Plant and Equipment Certificates of Competency
		Manual handling injuries	B-	Correct manual handling techniques. Rotate staff on repetitive tasks. Use gloves if required. Use lifting equipment where possible.	C+	Work Group Leader	SSMP, SMS-06-FM-0163 Pre-Work Briefing SMS-06-GD-0001 Guide to Manual Handling
2	Marking position of service	Fall in pot hole (caused from service search)	B+	Fill excavation as soon as practical. Implement exclusion zones. Erect barrier if left unattended.	C+	Team leader, work group leader. All staff	SSMP, SMS-06-FM-0163 Pre-Work Briefing SMS-06-GD-0378 Excavation and Earthworks
		Manual handling injuries	B-	Correct manual handling techniques. Rotate staff on repetitive tasks. Use gloves if required. Use lifting equipment where possible.	C+	Work Group Leader	SSMP, SMS-06-FM-0163 Pre-Work Briefing SMS-06-GD-0001 Guide to Manual Handling

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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+	
First aid treatment, or illness/injury not requiring treatment	C1	Negligible	D	D	D	C-	C+	B-	