

Manual Resleeping

Issue date: 19/10/10
Review date: 14/06/13

SWMS number: SMS-06-SW-0969	SWMS Name: Manual Resleepering			SWMS Team: Civil Construction Review Team
Custodian (Position): Services Manager Civil	Assumptions: Site specific risks are addressed and assessed in pre- work briefing			
Approver (Position): Civil Electrical Works Manager Infrastructure Renewals	Plant/Equipment/Tools: <ul style="list-style-type: none">Crane, Dumper, Lifting Equipment, Appropriate handtools,Barricades, Construction Equipment, Demarcation Fencing, Signs , MarkersNo-Spill Fuel Cans, Petrol Powered Drill, Spill Response KitStraps, Ties, TrolleysPigs Foot, Sledge Hammer, Clip Pullers, Sleeper Tongs, Pelican Pick, Shovel, Sleepers, Dogs / Pins, BallastWater Cart	Records/Reporting: <ul style="list-style-type: none">Worksite Protection PlanPre-work BriefSit Specific Management PlanDaily Plant ChecklistServices searchesEnvironmental Protection PlanElectrical Permits	Permits/licences required: <ul style="list-style-type: none">Electrical Permit HolderCrane / Dumper Operator Certificate	Content reviewed by Technical expert (SME) and RailCorp safety professional (position including Div/Group) Services Manager Civil and Safety facilitator, Safety Support Services Division.
Applicable Standards, Codes of Practice and guidance: <ul style="list-style-type: none">OH&S Act 2000OH&S Regulation 2001Rail Safety Regulation 2003RailCorp Network Rules & ProceduresRailCorp Safety Management System.MSDS for all chemicals and hazardous Substances used on siteWorking near Overhead Power LinesEC14 – Guide to Electrical Workers’ Safety EquipmentWorkCover NSW Plant GuideAS 2550.5-2002 Cranes, hoists and winches - Safe use - Mobile cranesNational Code of Practice for Manual Handling [NOHSC:2005]				Inspection requirements Nil

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1	Track Access	Contact With Live O/H Wiring Or Other Services	A	Maintain regulated clearances on wires at all times. Isolate power when in side Safe approach distance (SAD).	B+	Qualified Permit Holder QEL29/MEI61 Team Leaders Work Group Leaders All Staff	Electrical Equipment SMS-06-GD-0268 Electrical Permits SMS-06-EN-0577
		Personnel Struck By Machinery	B+	Implement restriction zones (6m). Use reversing beepers. Use ticketed operators. Plan work to avoid site congestion. Competent Operator	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Plant SMS-06-PR-0225
		Oil/Fuel Leakage Or Loss	C-	Plant to be inspected daily. Use correct methods for filling machinery. Maintain spill response kits on-site.	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 ENVIRONMENTAL PROTECTION PLAN Plant SMS-06-PR-0225
2	Delivery Of Materials	Personnel Struck By Machinery	B+	Implement exclusion zones, use reversing beepers use ticketed operators.	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Plant SMS-06-PR-0225
		Struck By Load	B+	Keep clear of suspended loads, reversing beepers. Ticketed operators. Exercise due care	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163
		Manual Handling Injuries	B-	Correct manual handling techniques. Rotate staff on repetitive tasks. Use gloves if required	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
		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 Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Lifting Equipment SMS-16-FM-0089 Plant SMS-06-PR-0225
		Plant Roll-Over	B+	Ensure that outriggers or stabilisers in position prior to lifting	C-	Ticketed Operator Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163
		Noise From Plant	C+	Implement exclusion zones use appropriate plant with noise control measures use ear protection	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323

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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 Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Plant SMS-06-PR-0225
3	Put Equipment On Trolley &/Or Carry To Site	Unstable Loads	B+	Ensure materials are secure during transit. Don't exceed safe working load of plant.	C-	Licence, Competent Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Plant SMS-06-PR-0225
		Runaway Trolley	B+	Trolley to be fitted with braking system/drawbar to dumper.	C-	Licence, Competent Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Lessons Learnt AMG 0406
		Muscle Strain	B-	Correct manual handling procedures. "back- safe" training. Plant to move heavy and/or bulky items. As per Risk assessment.	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
4	Remove Dogs / Pins / Anchors	Manual Handling Injuries	B-	Correct manual handling procedures. "back- safe" training. Plant to move heavy and/or bulky items. As per Risk assessment.	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
		Struck By Rail Fastener	B+	Be aware. Follow correct procedure for removing rail fasteners. PPE	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163
		Head Injuries	C-	Hard hats to be worn at all times implement exclusion zone for workers not involved in tasks	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Eye Injuries	C-	Eye protection to be worn at all times.	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Cuts, Scratches And Abrasions	C-	Gloves to be worn as necessary.	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
5	Dig Ballast Away From Sleeper	Contact With Services	A	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-PR-0225 Electrical Equipment SMS-06-GD-0268

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		Damage To Rail Infrastructure	B+	Vigilance/cover to protect	C+	Competent Person Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163
		Flying Objects	C-	Implement exclusion zone Wear eye protection	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163
		Cuts, Abrasions	C-	Use correct techniques wear approved riggers gloves	D	Team Leaders Work Group Leaders All Staff	PPE- SMS-06-GD-0323
6	Jack Rail Up	Trap Fingers Or Feet Under Rail When Jacking	B+	Person operating drop lever on jack to ensure all staff are clear of rail before proceeding	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163
		Cuts, Abrasions	C-	Use correct techniques wear approved riggers gloves	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Manual Handling Injuries	B-	Correct manual handling techniques. Rotate staff on repetitive tasks. Use gloves if required	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
7	Remove Sleeper Plate	Manual Handling Injuries	B-	Correct manual handling techniques. Rotate staff on repetitive tasks	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001 PPE- SMS-06-GD-0323
		Cuts, Abrasions	C-	Use gloves if required Use correct techniques wear approved riggers gloves	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163
8	Remove Sleeper	Manual Handling Injuries	B-	Correct manual handling techniques. Rotate staff on repetitive tasks. Use gloves if required	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
		Contact With Services	A	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+	Qualified Permit Holder QEL29/MEI61 Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Plant SMS-06-PR-0225 Electrical Equipment SMS-06-GD-0268

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		Damage To Rail Infrastructure	B+	Vigilance/cover to protect	C+	Competent Person Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163
		Flying Objects	C-	Implement exclusion zone wear eye protection	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Cuts, Abrasions	C-	Use correct techniques wear approved riggers gloves	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
9	Clean Bed	Manual Handling Injuries	B-	Correct manual handling procedures. "back- safe" training. Plant to move heavy and/or bulky items. As per Risk assessment.	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
		Dust	B-	Implement exclusion zone wear dust mask	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Hazardous Substances SMS-06-GD-0199 PPE- SMS-06-GD-0323
10	Place New Sleeper	Manual Handling Injuries	B-	Correct manual handling procedures. "back- safe" training. Plant to move heavy and/or bulky items. As per Risk assessment.	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
		Contact With Services	A	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+	Qualified Permit Holder QEL29/MEI61 Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Plant SMS-06-PR-0225 Electrical Equipment SMS-06-GD-0268
		Damage To Rail Infrastructure	B+	Vigilance/cover to protect	C+	Competent Person Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163
		Flying Objects	C-	Implement exclusion zone wear eye protection	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Dust	B-	Implement exclusion zone wear dust mask	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Hazardous Substances SMS-06-GD-0199 PPE- SMS-06-GD-0323

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		Cuts, Abrasions	C-	Use correct techniques wear approved riggers gloves	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
11	Pack Sleeper	Dust	C-	Implement exclusion zone wear dust mask. Water down material	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Hazardous Substances SMS-06-GD-0199 PPE- SMS-06-GD-0323
		Cuts, Abrasions	C-	Use correct techniques wear approved riggers gloves	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Flying Objects	C-	Implement exclusion zone wear eye protection	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Manual Handling Injuries	B-	Correct manual handling procedures. "back-safe" training. Plant to move heavy and/or bulky items. As per Risk assessment.	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
12	Replace Sleeper Plate	Noise From Tightening Bolts With Impact Wrench.	C+	Use hearing protection	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323 Noise Management SMS-06-GD-0273
		Cuts, Scratches And Abrasions	C-	Gloves to be worn as necessary.	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Manual Handling Injuries	B-	Correct manual handling techniques. Rotate staff on repetitive tasks. Use gloves if required	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
13	Drilling Of Timbers	Manual Handling Injuries	B-	Correct manual handling procedures. "back-safe" training. Plant to move heavy and/or bulky items. As per Risk assessment.	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
		Eye Injuries	C-	Eye protection to be worn at all times.	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Trouser Getting Tangled With Drill	C-	No loose clothing or hair in the vicinity of drilling machinery. Wear Spats	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163

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14	Stand And Knock Down Dogs/Pins	Manual Handling Injuries	B-	Correct manual handling procedures. "back-safe" training. Plant to move heavy and/or bulky items. As per Risk assessment.	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
		Head Injuries	C-	Hard hats to be worn at all times implement exclusion zone for workers not involved in tasks	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Eye Injuries	C-	Eye protection to be worn at all times.	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163
		Struck By Rail Fastener	C-	Be aware. Follow correct procedure for removing rail fasteners. PPE	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163
		Cuts, Scratches And Abrasions	C-	Gloves to be worn as necessary	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
15	Put On Anchors	Struck By Rail Fastener	C-	Be aware. Follow correct procedure for removing rail fasteners. PPE	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163
		Struck By Hammer	C-	Keep clear of work area if not involved in process use correct technique	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163
		Hand Injuries (Laceration, Crush)	C-	Use correct technique gloves to be worn as necessary.	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Noise From Equipment	C+	Use hearing protection	D	Team Leaders Work Group Leaders All Staff	Noise Management SMS-06-GD-0273
		Manual Handling Injuries	B-	Correct manual handling procedures. "back-safe" training. Plant to move heavy and/or bulky items. As per Risk assessment.	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
		Noise From Tightening Bolts With Impact Wrench.	C+	Use hearing protection	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323 Noise Management SMS-06-GD-0273

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16	Box Up Ballast	Dust	B-	Implement exclusion zone wear dust mask. Water down material	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Hazardous Substances SMS-06-GD-0199 PPE- SMS-06-GD-0323
		Cuts, Abrasions	C-	Use correct techniques wear approved riggers gloves	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Flying Objects	C-	Implement exclusion zone wear eye protection	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Manual Handling Injuries	B-	Correct manual handling techniques. Rotate staff on repetitive tasks. Use gloves if required	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
17	Remove Equipment / Redundant Materials From Site	Manual Handling Injuries	B-	Correct manual handling procedures. "back-safe" training. Plant to move heavy and/or bulky items. As per Risk assessment.	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Manual Handling SMS-06-GD-0001
		Head Injuries	C-	Hard hats to be worn at all times implement exclusion zone for workers not involved in tasks	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Eye Injuries	C-	Eye protection to be worn at all times.	D	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 PPE- SMS-06-GD-0323
		Struck By Moving Plant	B+	Implement restriction zones (6m). Use reversing beepers. Use ticketed operators. Plan work to avoid site congestion. Competent Operator	C+	Team Leaders Work Group Leaders All Staff	SSMP , Pre work Briefing SMS-06-FM-0163 Plant SMS-06-PR-0225

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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

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
Consequence			F1	F2	F3	F4	F5	F6		
			Incredible	Improbable	Remote	Occasional	Probable	Frequent		
>10 Fatalities	C6	Disastrous	B-	B+	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		
1 Fatality (2-10 Major Injuries)	C4	Critical	C-	C+	B-	B+	A	A		
1 Major Injury	C3	Major	D	C-	C+	B-	B+	A		
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-		