General Tiling

SWMS number: **SMS-06-SW-0915**	SWMS Name: General Tiling			SWMS Team: Steve Inglis Ross Bearman Laurie Serrao
Custodian (Position): Safety and Systems Manager – Buildings and Sidings	**Assumptions:** 1. This SWMS is read in conjunction with SWMS - Maintenance and Inspection of Railcorp Stations. 2. Work is minor maintenance or repair to existing tiling at RailCorp station buildings			**Content reviewed by Technical expert (SME) and RailCorp safety professional** (position including Div/Group) Building Maintenance Manager West – Infrastructure/Asset Management Safety and Systems Manager – Infrastructure/Asset Management
Approving Authority (Position): General Manager Infrastructure	**Plant/Equipment/Tools:** • Measuring tapes, squares, string/chalk lines and rulers • Hammers, tile cutters, pincers, hand saws • Chisels, shovels, buckets • Compressors, generators, blowers and fixtures • Power tools – angle grinder, brick saw • Mobile phone	**Records/Reporting:** Report to Station Manager on arrival at site SMR.	**Permits/licences required:** Nil	
Applicable Standards, Codes of Practice and guidance: • NSW OH&S Regulation 2001 • NSW OH&S Act 2000 • NSW Rail Safety Act 2002 • Rail Safety Regulation 2003 • WorkCover NSW CoP for the control of workplace Hazardous Substances				**PPE required:** • Safety footwear • Safety eyewear • Safety Vest • Hard hat • Hearing protection • Dust mask • gloves
	Inspection requirements • Testing and Tagging • Pre start checklist	**Service schedule:** Nil **MIMS or METRE Ref:** Nil	**Training/Qualifications required:** • RISI (Rail Industry Safety Induction) • Construction Industry OH&S General Induction (WorkCover blue card) • Relevant trade qualification • Site Safety Induction	

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Prepared using SMS-06-TP-0026 v1.1; Custodian: Principal OHS Adviser; Approver: GM Safety Risk; Issue date: 18/06/06; Review date 18/06/09

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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	Site Preliminaries	Not comply with RailCorp OH&S safety requirements.	B-	Read and comply with instructions in the RailCorp safety documentation / site induction process	D	Site Supervisor / Workteam	SWMS Maintenance and inspection of Railcorp Stations
		Not conduct Induction / Pre work brief	B	Conduct and record the pre work briefing on the approved SMS form	C+	Site Supervisor / Workteam	SMS -11-SR-0218 Safety Induction
		Not confirm scope of work Injury to self and others	B	Confirm scope of work with workplace supervisor.	D	Site Supervisor / Workteam	
2	Plan and prepare work area	Slips and Falls	B-	Identify hazards and brief staff	D	Workgroup	
		Danger to the public	B	Barricades and signage at entry points Only authorised persons allowed in worksite	C	Site Supervisor / Workteam	
3	Commence tiling: - Lay tiles /cut / trim tiles - Spreading adhesive - use of power tools – angle grinder	Manual handling	B-	Team lift for heavy items. Backsafe Instruction Assess and discuss safe handling of tiles	D	Workgroup	SMS -06-GD-0001 Manual Handling
		Sharp edges	B	PPE. Gloves	C	Workgroup	
		Dust / Flying objects	B	PPE Dust mask face shield. Keep tiles moist Competent operator to use power tools	D	Workgroup	MSDS for hazardous product
		Use of Power tools	C+	Tools tested and tagged. Competent operator to use. Inspect before use	D	Workgroup	SWI for power tools
		Use of tile adhesive	C+	Risk assessment for hazardous substance. Instruct on control measures	D	Site Supervisor / Workteam	MSDS
4	Apply grout	Repetitive strain	B-	Take regular breaks	D	Workgroup	
		Contact with cement products	B	Consult risk assessment for hazardous substance and instruct on control measures for safe use PPE rubber gloves. Use P2 dust mask	C+	Workgroup	MSDS for hazardous substance

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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)
5	Clean up.	Manual handling	B-	Get assistance for heavy or awkward items. Qualified person to use approved lifting device	C+	Workgroup	SMS -06-GD-0001 Manual Handling
		Dust	B	Clean up debris at regular intervals Use a P2 dust mask if required	C+	Workteam	
		Slips and trips	B	Brief staff on any new hazards identified	C	Site Supervisor / Workteam	
6	Conduct handover inspection	Area not in fit condition for return to service	B-	Qualified person to clear area.	C-	Qualified Building Maintenance person	

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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					
		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
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-

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 liklihood 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 matricies).

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 or risks and/or where the controls may be different. It may be useful to score the risk more than once.

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