TASK DESCRIPTION **Use of SME on track with adjacent line open to traffic**

SAFETY

Before commencing work, complete a TAKE 5 every time to check that no abnormal conditions exist. Complete JHA if prompted by TAKE 5 (Risk ≥ H11).
If an unsafe condition is identified, Tag & Make Safe and inform supervisor immediately.

1. On arrival at site contact the Network Operations Centre to advise them of your location, the type of work you are undertaking and who specifically is in your group.

	**Risk Assessment (As per Take 5 Risk Assessment)**	
	Job Hazard Analysis (JHA)	

CATASTROPHIC RISKS AND MAJOR HAZARDS		
Risk	**Description of Risk**	**Critical Controls**
 Trains	There is a risk of personnel / SME interaction with rail vehicles.	Follow the TPO's instructions and safe working processes, and make sure appropriate level of track access authority is in place.
 Beware of Snakes	Beware of snakes.	If a snake is sighted always remain at a safe distance and slowly walk away while continuing to watch the snake. Do not leave doors open when a vehicle is unattended.
 Hot Conditions	Consider the local site conditions and assess the risk of heat stress and dehydration.	Follow the prescribed procedure, assess the risks associated with working in hot conditions and implement control measures plus any rescue or first aid measures.
 Hot Surface	Hot rail.	When touching rail, ensure gloves are worn.
		Access machines via designated access areas & crossings Ensure you have your boots laced to the top, eyes on the path and plan your route. Do not walk on rail.

ISOLATIONS, PERMITS AND SPECIAL CONTROLS REQUIRED

Control	Control Application	Reason for Control Requirements
	Track Occupation Authority/Track Working Authority/Local Possession Authority (TOA/TWA/LPA)	Personnel safety, sighting distance, position of safety, lookout protection for adjacent track, method of track access authority, communication.
	Journey management plan (where applicable).	Safety while travelling. Location and estimated arrival time, passenger names and contact person.
	A job hazard analysis is required to be performed as part of this procedure.	This requirement has been identified due to previous risk rating.

SPECIFIC COMPETENCIES, KNOWLEDGE AND SKILLS REQUIRED

Supervisor (Sect 22), BHP Rail Infrastructure Card (min' of Track Access - Lookout), Track Protection Officer (TPO), Track Occupancy Authority/Track Work Authourity/Local Possession Authority (TOA/TWA/LPA), Dogman, C2, VOC

TOOLING AND EQUIPMENT REQUIRED

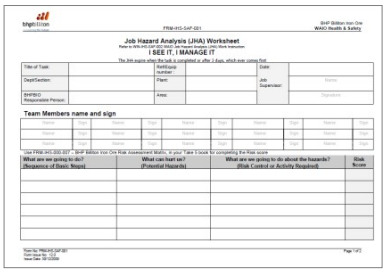
1. SME
2. Vortok Fencing

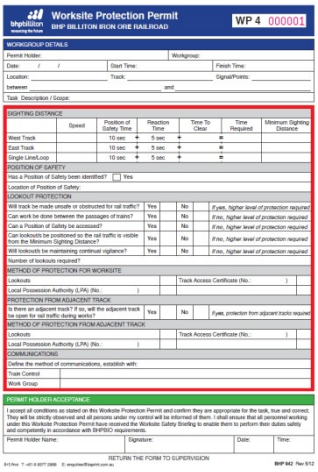
REFERENCE DOCUMENTATION

Document Reference Number	Document Description	Attached
ON 11-21	Protection of Adjacent Track	
SPR-RHS-SAF-004	Safeworking Safety Procedures	
SPR-RHS-SAF-003	Infrastructure Trackside Safety Procedures	
FRM-HIS-SAF-001	Job Hazard Analysis	
SPR-IHS-SAF-006	PPE	
WIN-IHS-SAF-002	Job Hazard Analysis Work Instruction	
WIN-IHS-SAF-003	WAIO Health & Safety Take 5	
WIN-RTS-RTM-082	Emergency Procedures for Track Personnel	
0110887	Use of Vortok Fencing	
WIN-RTS-xxx-xxx (various)	SME in use	

TASK ACTIVITIES

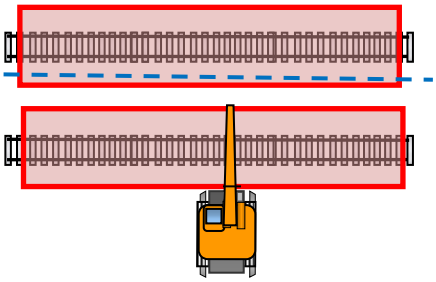
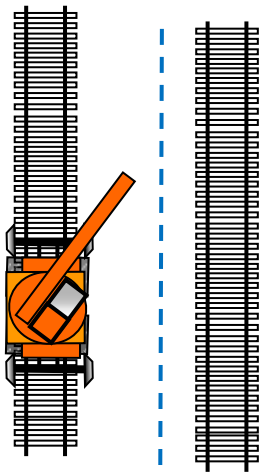
- *Tick off (✓) completed activities where required.*
- *Capture additional work as per the **Additional Work Identified** section and raise Notifications and enter the M1 number.*
- *Provide applicable feedback (**WIN Feedback section**) to support WIN improvement.*

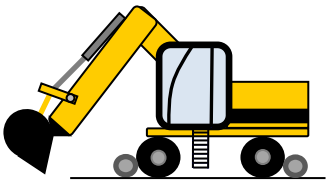
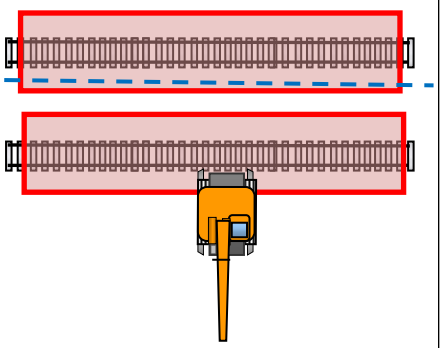
No.	Task Steps	Photo or Diagram	Notes	✓
Pre-Isolation Tasks Steps				
a.	Make initial contact with Train Control.			☐
1.	**Prepare the work area**			
No.	**Task Steps**	**Photo or Diagram**	**Notes**	**✓**
1.1 **Hold Point**	Complete a Take 5. For all site and environmental hazards that are not covered in this Work Instruction a JHA must be completed to highlight the risks and controls put in place.	 Job Hazard Analysis (JHA) Worksheet I SEE IT, I MANAGE IT	Take into account weather conditions, working embankments, etc. All personnel involved in the task ***must*** review and sign on to the JHA.	☐

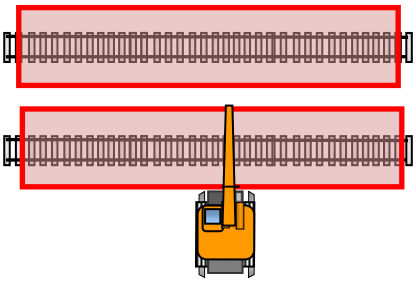
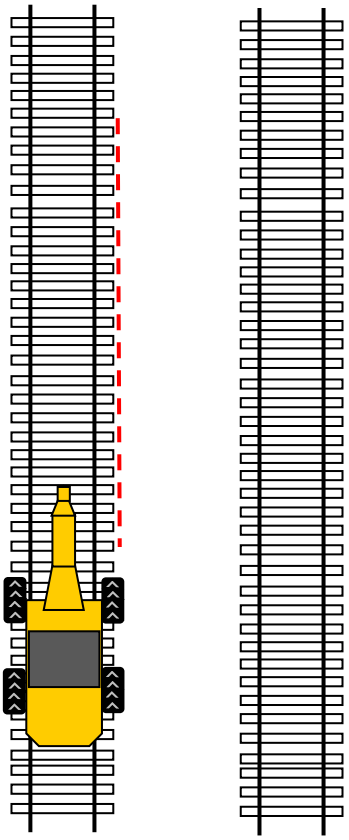
No.	Task Steps	Photo or Diagram	Notes	✓
1.2 **Hold Point**	Complete a WP 4 form to determine the appropriate level of Track Protection.	 Worksite Protection Permit BHP BILLITON IRON ORE RAILROAD WP 4 000001	All personnel involved in the task ***must*** review and sign on to the WP 4.	☐
1.3 **Hold Point**	Complete a TA 2 form to implement the appropriate level of a track access authority (TOA/TWA/LPA).	 Track Access Certificate BHP BILLITON IRON ORE RAILROAD TA 2 00001		☐

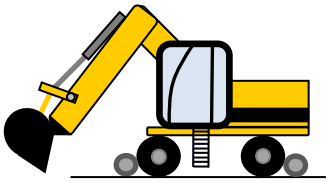
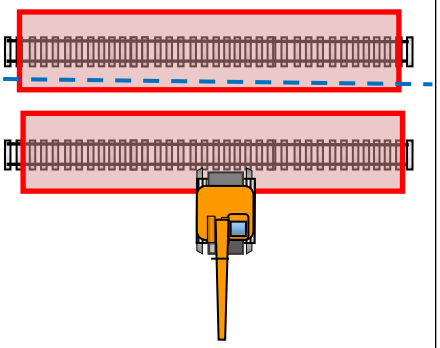
Task Steps to be done under isolation

2. SME slewing towards / away from adjacent line

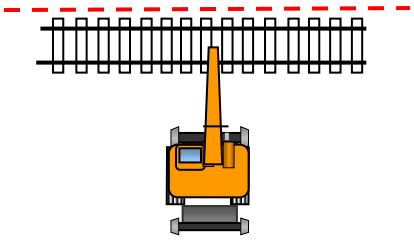
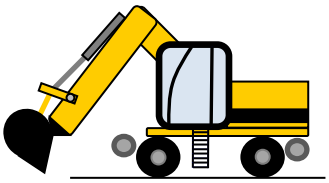
No.	Task Steps	Photo or Diagram	Notes	✓
2.1	Set up Vortok fence – where identified in planning process		Refer to **WIN 0110887**	☐
2.2	SME moving onto track		For all SME moving onto track, the TPO must take a track access authority of both tracks.	☐
2.3	SME working on track		Vortok fencing to act as visible demarcation of maximum slew. This is to be monitored closely during work by the dogman to ensure the SME remains within the worksite limits. If the machine is fitted with PROLEC (slew limiting device), this is to be turned on to limit the slewing movement of the SME.	☐

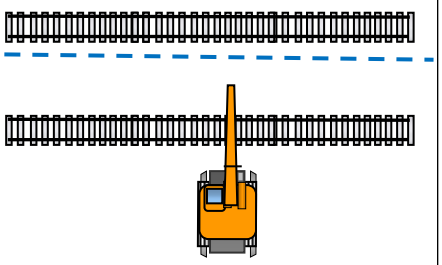
2.4	SME working on track whilst rail vehicle movement on the adjacent track	 	Upon sight of rail vehicle on adjacent track, or upon notification from a lookout, the Track Protection Officer is to communicate clearly to the Dogman or Operator to cease work. The Operator is to lower the jib to the ground within the rails of the track under possession and put the machine into idle mode. The Dogman may remain in the limit of the track access authority on track. The TPO acknowledges the RME driver by raising an arm, when the SME operator has ceased working. Work can recommence when instructed by TPO. The rail vehicle must be fully clear of the worksite before this authorisation is given. ☐
2.5	SME moving clear of track		For SME moving clear of track, the TPO must take a track access authority of both tracks. ☐

No.	Task Steps	Photo or Diagram	Notes	✓
3.	**SME working on track with no slewing capability**			
No.	**Task Steps**	**Photo or Diagram**	**Notes**	**✓**
3.1	SME moving onto track		For all SME moving onto track, the TPO must take a track access authority of both tracks.	☐
3.2	SME working on track		Limit of work for SME should be clearly briefed to the operator and dogman. This includes but is not limited to: - Site extents - Lateral extents (which will not exceed sleeper ends of the track being worked upon towards the adjacent track) **Note:* When using an articulated SME the rear may go outside of the boundary whilst slewing towards the field side. If this occurs a spotter must be used	☐

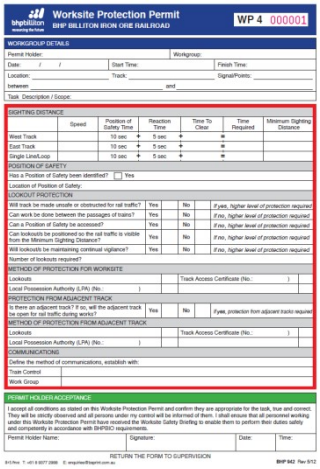
No.	Task Steps	Photo or Diagram	Notes	✓
3.3	SME working on track whilst rail vehicle movement on the adjacent track	 	Upon sight of rail vehicle on adjacent track, or upon notification from a lookout, the Track Protection Officer is to communicate clearly to the Dogman or Operator to cease work. The Operator is to lower the jib to the ground within the rails of the track under possession and put the machine into idle mode. The Dogman may remain in the limit of the track under possession. The TPO acknowledges the RME driver by raising an arm, when the SME operator has ceased working. Work can recommence when instructed by TPO. The rail vehicle must be fully clear of the worksite before this authorisation is given.	☐
3.4	SME moving clear of track		For all SME moving clear of track, the TPO must take a track access authority of both tracks.	☐

4. SME off track and working towards rail

No.	Task Steps	Photo or Diagram	Notes	✓
4.1	SME working towards track (with no Vortok fence installed)		Limit of work for SME should be clearly briefed to the operator and dogman. This includes but is not limited to: - Site extents - Lateral extents (which will not exceed sleeper ends of the track being worked upon)	☐
4.2	SME working on track whilst rail vehicle movement on the adjacent track	 	Upon sight of rail vehicle on adjacent track, or upon notification from a lookout, the Track Protection Officer is to communicate clearly to the Dogman or Operator to cease work. The Operator is to lower the jib to the ground. The Dogman may remain in the limit of the track under possession. The TPO acknowledges the RME driver by raising an arm, when the SME operator has ceased working. Work can recommence when instructed by TPO. The rail vehicle must be fully clear of the worksite before this authorisation is given.	☐

4.3 SME working towards track with Vortok fencing		Ensure Vortok fencing is installed to provide a visible barrier to the adjacent line. Spotters must be used to ensure fouling of the adjacent track does not take place *Note: Requirements of 4.2 are to be enforced when a rail vehicle passes on adjacent track

5. Completion of site work

No.	Task Steps	Photo or Diagram	Notes	✓
5.1	Dismantle fencing (if applicable) and pack away on to trucks.		Refer to **WIN 0110887**	☐
5.2	When the worksite is clear for rail traffic, remove the TOA / TWA / LPA	 Track Access Certificate BHP BILLITON IRON ORE RAILROAD TA 2 00001	All tools, equipment and personnel ***must*** be clear of track and the track safe for the passage of traffic, ***prior*** to handing it back to Train Control.	☐
5.3	Sign off WP4 form.	 Worksite Protection Permit BHP BILLITON IRON ORE RAILROAD WP 4 000001	Ensure ***all*** personnel have signed off the WP 4 ***prior*** to departing the work location.	☐

De-Isolation, Testing and Commissioning Tasks Steps

a. Contact Train Control and cancel TOA. ☐

b. Ensure Journey Management is advised when you depart site (if applicable). ☐

No.	Task Description	Initial

HANDOVER

a. Contact the area supervisor and inform that the equipment maintenance is complete and ready to be returned to duty. ☐

HOUSEKEEPING

ATTACHED PICTURES, DRAWINGS OR DIAGRAMS

ADDITIONAL WORK IDENTIFIED

Maintainable Item	Details and comments on Work Required	Notification #

WIN FEEDBACK (To support content improvement)

Were the task instructions complete and clear?	Yes / No
Where applicable, was Isolation and Permit information correct and complete?	Yes / No
Were the materials, tools and equipment lists complete?	Yes / No
General Feedback:	

SIGN – OFF WORK COMPLETED (Person(s) Who Completed Work)

Name:	Initial:	Sign:	Date:
Name:	Initial:	Sign:	Date:
Name:	Initial:	Sign:	Date:
Name:	Initial:	Sign:	Date:

Schedule Id: A000245.1[9]

Supervisor

Name:	Initial:	Sign:	Date:

Record Keeping Responsibilities

All “Controlled Documents” become “uncontrolled” when printed or downloaded (i.e. they cease to be a “Controlled Document”), so you are responsible for ensuring that you use the most recent version.
If the business annotates the printed copy, it then becomes a business record (i.e. a paper “Managed Document”) which needs to be managed in accordance with GLD compliant Record Keeping Practices.
This document is designed to be used for recording your tasks and actions (annotations) and must be retained as a record of the work you performed.
Please contact the IKM Advisor if you have any questions.