

# SAFE WORK METHOD STATEMENT

To be read in conjunction with Pure Rail Safety Management System Manual



Pure Rail Pty Ltd PO Box 141, HRMC NSW 2310 ABN: 73 600 809 925		<b>Principal Contractor (PC)</b>	
<b>Works Manager:</b> <b>Contact phone:</b>		<b>Date SWMS provided to PC:</b>	
<b>Work activity:</b> Protection Officer within the ARTC corridor		<b>Workplace location:</b>	
<b>High risk construction work:</b>	<input checked="" type="checkbox"/> Risk of a person falling more than 2 metres ( <i>note: in some jurisdictions this is 3 metres</i> )	<input type="checkbox"/> Work on a telecommunication tower	<input type="checkbox"/> Demolition of load-bearing structure
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work in or near a confined space
	<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel	<input checked="" type="checkbox"/> Use of explosives	<input type="checkbox"/> Work on or near pressurised gas mains or piping
	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere
	<input type="checkbox"/> Tilt-up or precast concrete elements	<input checked="" type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	<input checked="" type="checkbox"/> Work in an area with movement of powered mobile plant
	<input type="checkbox"/> Work in areas with artificial extremes of temperature	<input checked="" type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/> Diving work
<b>Person responsible for ensuring compliance with SWMS:</b>		<b>Date SWMS received:</b>	
<b>What measures are in place to ensure compliance with the SWMS?</b>	<b>All staff must sign onto the Pre Work Brief before entering the corridor. The SWMS will form part of the Pre Work Brief.</b>		
<b>Person responsible for reviewing SWMS control measures:</b>		<b>Date SWMS received by reviewer:</b>	
<b>How will the SWMS control measures be reviewed?</b>	This SWMS will be reviewed on a regular basis with due consideration given to the ARTC network rules and procedures, the Rail Safety (Adoption of National Law) Act 2012 No 82, the work health and safety act 2011 & the Safe Work Australia COP for construction work. To be reviewed on change of legislation or incident.		
<b>Review date:</b>	9 August 2018	<b>Reviewer's signature:</b>	

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
1. Review the scope of works planned and the area	Incompatible job scope to geographic location	Preplanning of the level of protection required, to be reassessed when on site.
2. Before accessing the rail corridor	Unauthorized access to the corridor Network Control Officer is unaware of your presence Poor communication Unqualified persons Exposure to harmful environmental factors Inaccurate reference material Drug and Alcohol Third-party access	Ensure appropriate ARTC manager is contacted before entering the corridor (Team manager or Area manager) Call the Network Control Officer responsible for the area and gain permission to enter the rail corridor Agree with Network Control Officer on communication protocol Ensure all workers have either TSA (or NTSA) qualifications or a written exemption for third party works. Note: third party works require an ARTC approval to enter the corridor. All necessary PPE is fit for purpose and in place Always use Network Information Books for location Anyone declaring medication should possess a doctors certificate If 3 <sup>rd</sup> party a third-party access agreement should be sighted
3. Access the rail corridor	Exposure to rail traffic movements Exposure to Electrical traction circuits	Call the Network Control Officer responsible for the area and gain permission to enter the rail corridor Ensure electrical awareness training (if applicable)
4. Preparing a worksite	Exposure to rail traffic movements Exposure to Electrical traction circuits Constrained access Work affecting track circuits	Establish a worksite as per the relevant ARTC network rules and procedures. This includes and barriers/demarcation and any relevant adjacent line protection. Once protection is in place, WPP and PWB are to be delivered to all workers before granting access to site. Appropriate level of protection including adjacent line protection (if required) Ensure any warning equipment (eg, Level Crossings) are secured appropriately
5. Granting access to worksite	Exposure to rail traffic movements Exposure to Electrical traction circuits Personal injuries to workers	All checks of competencies completed in previous steps Once Worksite Protection Plan and Pre Work Brief are delivered and protection is in place with Network Control Officer, access to site may be granted to workers Hospital or medical facility within 50km OR First aid officer on site

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6. Facilitating works	Exposure to rail traffic movements Exposure to Electrical traction circuits Personal injuries to workers Change in worksite or conditions	Frequently check protection arrangements remain in place Frequently monitor workers to ensure compliance with Safeworking arrangements Re-brief workers if circumstances change
7. Handing back authority	Workers left on site unprotected Protection left on track Track unfit for traffic	Ensure all workers are in a Safe Place prior to handing back the authority to the Network Control Officer Ensure all site protection is removed and accounted for prior to handing back to Network Control Officer Gain assurance from the track certifier the track is fit for purpose (if applicable)
8. Exiting site	Rubbish left on site Unsecured rail corridor Incomplete communications	Ensure site is left in a tidy and clean condition Lock any access gates Ensure Network Control Officer is aware you are clear of the corridor and your worksite is clear

What are the most common hazards?	What are the control measures?
1. Explosives (High Risk)	Railway track Signals are to be utilized as per network procedure ANPR709.
2. Extreme Weather	In cases of extreme weather, exposure is to be reported to the Pure Rail supervisor who will assess the situation and instruct on appropriate course of action.
3. Infrastructure movement (points)	Stay clear of all points/crossing and moving parts.
4. Isolated, Alone or Remote Work (communications black spot)	If working in an isolated location a minimum of two people will be in attendance on site at all times.
5. Slip / Trip / Uneven Surfaces / Plant roll over	Take care around uneven surfaces and never stand or walk on the rail head.
6. Biological / Fauna / Flora (snakes / insects)	Individual site assessment must be made prior to undertaking any work.
7. Level Crossing Road Rail interactions	Special note to be made in the Pre Work Brief on Level Crossings. Protection Officer to mark all road traffic interactions on site plan and manage appropriately.
8. Rail Corridor / Danger Zone Potentials (High Risk)	A Pre Work Brief and Worksite protection plan are to be undertaken prior to entering the rail corridor.
9. Fatigue	Pure Rail fatigue policy and procedure must be adhered to. Available to all employees on the Pure Rail website for reference.
10. Damage to infrastructure	Any damage to infrastructure should be reported to the Network Control Officer immediately.

Safe Work Method statement (Part 2)		
PERSONAL QUALIFICATIONS AND EXPERIENCE:	PERSONNEL, DUTIES AND RESPONSIBILITIES:	TRAINING REQUIRED TO COMPLETE WORK:
Protection Officer (Level 1 to Level 4) ARTC Protocol for Entering the Rail Corridor ARTC National Contractor Induction Track safety awareness and current medical Construction Induction Training (white card) High Risk Working (dets) HBT induction (if required) ARTC Electrical induction (if required)	Protect all onsite personnel from rail traffic.	As per RIW competency matrix Protection Officer must meet the minimum requirements for the level of protection to be undertaken. Roles must be showing active on the RIW portal.
ENGINEERING DETAILS/CERTIFICATES/WORKCOVER APPROVALS:	CODES OF PRACTICE, LEGISLATION:	
Relevant network control approval	ARTC Network Rules and Procedures	
ARTC Executed Agreement (if required)	Rail Safety (Adoption of National Law) Act 2012 No 82a,	
Landowner consent other than ARTC (if required)	Work Health and Safety act and regulation	
Third Party access license (if applicable)	Safe Work Australia COP for construction work.	
PLANT/EQUIPMENT:	ISO 31000:2009 – Risk management	
Railway signaling devices (detonators) including storage, if applicable to level of protection	Explosives Regulation	
Audible alert device	AS/NZ Standards	
Red/Green Flags, if applicable	<b>MAINTENANCE CHECKS:</b>	
Steady red light, if applicable	Lights – ensure batteries are charged and light is operational	
Hand held radios, if applicable	Whistle/horn (Audible warning device) – ensure correct operation	
Demarcation (tape or physical barrier)	Radios – ensure batteries are charged and transmit/receive is operational	
Availability to sharps container, applicable in urban areas, confirm available at nearest	Railway signalling devices – ensure devices are not expired.	
First aid kit (if applicable)	First aid kit (if applicable)	

