

Procedure PR-PRO-023

Working on site

1. SUMMARY

- 1.1. The purpose of this procedure is to outline some general factors workers should consider whilst working on a worksite.
- 1.2. The Director's are responsible for implementation and management of this procedure.

2. REVISION AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
1	12/01/2017	Original issue.	Kyle Devine
2	06/12/2021	Updated document number and formatting.	Kyle Devine

3. CONSIDERATIONS

3.1. Working in isolate locations

- 3.1.1. Pure Rail employees working in isolated locations, or out of sight of the main workgroup, should make arrangements to make contact with a centralised location at least once every two hours. This check in point can be the responsible person for the site, an examples of this would be the Protection Officer for the site, PPO or NCO. Check-ins will be established by (a) radio communication, (b) landline or cellular telephone communication, or (c) some other effective means of electronic communication that includes regular contact. If effective electronic communication is not practicable at the work site, the worker must be contacted by a physical visit to site.

3.2. Working in extreme conditions

- 3.2.1. Pure Rail employees may from time to time experience extreme temperature conditions whilst undertaking their duties. Whilst undertaking these duties employees are reminded to dress accordingly to the conditions (whilst ensuring mandatory PPE is maintained). Employees are reminded to consider the following prior to undertaking their duties:
 - Task rotation (if possible)
 - Additional protective clothing in colder weather
 - More frequent breaks in hot weather
 - Additional water and use of portable shelters in hot weather
 - Scheduling shift times to work in the cooler/warmer parts of the day

3.3. Industrial Noise

- 3.3.1. Should any employee consider their assignment to expose them to harmful levels of ambient noise, they should contact a Pure Rail Director immediately. Pure Rail will apply the Pure rail noise control policy immediately.

3.4. Personal Protective Equipment

3.4.1. Information and Training

- 3.4.1.1. Persons required to use PPE must receive adequate information, training and instruction in relation to the use of the equipment, including:

- Why they are required to use PPE;
- Correct use of PPE including any limitations;
- Fitting of PPE to ensure that it controls the risk effectively;
- Appropriate maintenance and storage of PPE.

3.4.2. Selection

- 3.4.2.1. All PPE shall comply with current Australian Standards and the relevant Australian Standard should be clearly marked on the equipment.

- 3.4.2.2. The suitability of PPE should be evaluated based on the interaction between the hazard, the task being undertaken, personnel attributes, and workplace conditions. When selecting PPE, sources of information that should be referred to include:

- Relevant Australian Standards;
- Relevant Codes of Practice;
- Material Safety Data Sheet (MSDS) for work involving chemicals;
- Risk assessments;
- Designers, manufacturers or suppliers of PPE;
- Relevant safe work procedures.

3.4.3. Maintenance

- 3.4.3.1. PPE must be maintained to ensure that it is clean and hygienic, and continues to minimise the risk to the person who uses it, including regular inspection before each use to determine if the equipment has sustained any damage and that it will work as intended. Where PPE is damaged such that it may not provide the necessary protection, it should be either repaired or disposed of appropriately and replaced. PPE worn by more than one person must be cleaned after every use. Persons cleaning PPE must follow the manufacturer's instructions for the correct cleaning of PPE.

3.5. Use of equipment on the worksite

3.5.1. Hand Tools

3.5.1.1. Hand tools are non-powered. They include anything from axes to spanners. The greatest hazards posed by hand tools result from misuse and improper maintenance.

3.5.1.2. Some examples of misuse include the following:

- Using a screwdriver as a chisel may cause the tip of the screwdriver to break and fly, hitting the user or other employees;
- Using a tool with a wooden handle (e.g., hammer) if the handle is loose, splintered, or cracked, the head of the tool may fly off and strike the user or another worker
- Using a spanner if its jaws are sprung, because it might slip
- Using impact tools (e.g., chisels, wedges) if they have mushroomed heads, the heads might shatter on impact, sending sharp fragments flying.

3.5.1.3. Hand tool precautions including the following

- Employers shall caution employees that saw blades, knives or other tools be directed away from other employees working in close proximity. Knives and scissors shall be sharp. Dull tools can be more hazardous than sharp ones
- Floors shall be kept as clean and dry as possible to prevent accidental slips with or around dangerous hand tools
- Around flammable substances, sparks produced by iron and steel hand tools can be a dangerous ignition source. Where this hazard exists, spark-resistant tools made from brass, plastic, aluminium or wood shall be used.

3.5.2. Pneumatic Tools

3.5.2.1. Pneumatic tools are powered by compressed air and include chippers, drills, hammers, and sanders.

3.5.2.2. There are several dangers encountered in the use of pneumatic tools. The main one is the danger of getting hit by one of the tool's attachments or by some kind of fastener the worker is using with the tool.

3.5.2.3. Eye protection is required and face protection is recommended for employees working with pneumatic tools. When sanders are used, dust masks shall also be worn.

3.5.2.4. Noise is another hazard. Working with noisy tools (e.g. jackhammers) requires proper, effective use of hearing protection.

3.5.2.5. When using pneumatic tools, employees shall ensure they are fastened securely to the hose to prevent them from becoming disconnected. A short wire or positive locking device attaching the air hose to the tool will serve as an added safeguard.

- 3.5.2.6. A safety clip or retainer shall be installed to prevent attachments, such as chisels on a chipping hammer, from being unintentionally shot from the barrel.
- 3.5.2.7. Screens shall be set up to protect nearby workers from being struck by flying fragments around chippers, riveting guns, staplers or air drills.
- 3.5.2.8. Compressed air guns shall never be pointed toward anyone. Users shall never “dead-end” it against themselves or anyone else. It is recommended to use air guns equipped with safety tips that have relief ports to reduce pressure if blockage or dead-ending occurs.

3.5.3. Powered Abrasive Wheel Tools

- 3.5.3.1. Powered abrasive grinding, cutting, polishing, and wire buffing wheels create special safety problems because they may throw off flying fragments or excessive dust.
- 3.5.3.2. Before an abrasive wheel is mounted, it shall be inspected closely to ensure that it is free from cracks or defects. Follow the manufacturer’s recommendations. Care shall be taken to ensure that the spindle wheel does not exceed the abrasive wheel specifications.
- 3.5.3.3. Due to the possibility of a wheel disintegrating (exploding) during start-up, the employee shall never stand directly in front of the wheel as it accelerates to full operating speed.
- 3.5.3.4. Portable grinding tools need to be equipped with safety guards to protect workers not only from the moving wheel surface, but also from flying fragments in case of breakage.
- 3.5.3.5. In addition, when using a powered grinder:
 - Always use eye protection and a dust mask;
 - Turn off the power when not in use; and
 - Never clamp a hand-held grinder in a vise.

3.5.4. Powder-actuated tools

- 3.5.4.1. Powder-actuated tools operate like a loaded gun and shall be treated with the same respect and precautions. The use of powder-actuated tools is prohibited until approved by Pure Rail Directors
- 3.5.4.2. Safety precautions to remember include the following:
 - These tools shall not be used in an explosive or flammable atmosphere;
 - Before using the tool, the worker shall inspect it to determine that it is clean, all moving parts operate freely, and the barrel is free from obstructions;
 - Employees shall not modify tools;
 - The tool shall never be pointed at anybody;
 - The tool shall not be loaded unless it is to be used immediately. A loaded tool shall not be left unattended, especially where it could be available to unauthorized persons;

- Hands shall be kept clear of the barrel end;
- To prevent the tool from firing accidentally, two separate motions are required for firing: one to bring the tool into position and another to pull the trigger;
- The tools shall not be able to operate until they are pressed against the work surface with a force of at least five pounds greater than the total weight of the tool;
- If a powder-actuated tool misfires, the employee shall wait at least 30 seconds, then try firing it again;
- If it still will not fire, the user shall wait another 30 seconds so that the faulty cartridge is less likely to explode then carefully remove the load. The bad cartridge shall be put in water;
- Suitable eye and face protection are essential when using a powder-actuated tool;
- The muzzle end of the tool shall have a protective shield or guard centered perpendicularly on the barrel to confine any flying fragments or particles that might otherwise create a hazard when the tool is fired. The tool shall be designed so that it will not fire unless it has this kind of safety device;
- All powder-actuated tools shall be designed for varying powder charges so that the user can select a powder level necessary to do the work without excessive force; and
- If the tool develops a defect during use, it shall be tagged and taken out of service immediately until it is properly repaired.

3.5.5. Power Tools

3.5.5.1. The following general precautions shall be observed when using power tools:

- Never carry a tool by the cord or hose
- Never remove prongs from any cords
- Never stand in or near water when using tools
- Always use a Residual Current Device (RCD) with electrical tools if working in a wet environment
- Never “yank” the cord or the hose to disconnect it from the receptacle
- Keep cords and hoses away from heat, oil and sharp edges
- Replace all frayed and/or damaged extension cords. Do not try to tape cords
- Disconnect tools when not in use, before servicing and when changing accessories such as blades, bits and cutters
- All observers shall be kept at a safe distance away from the work area
- Secure work with clamps or a vise, freeing both hands to operate the tool
- Avoid accidental starting. The worker shall not hold a finger on the switch button while carrying a plugged-in tool

- Tools shall be maintained with care. They shall be kept sharp and clean for the best performance. Follow instructions in the user's manual for maintenance, lubricating and changing accessories
- Maintain good footing and balance
- Avoid loose fitting clothes, ties or jewelry such as bracelets, watches or rings, which can become caught in moving parts
- Use tools that are either double-insulated or grounded (three-pronged)
- Keep work area well lit when operating electric tools
- Ensure that cords and hoses do not pose as a tripping hazard
- All portable electric tools that are damaged shall be removed from use and tagged "Do Not Use". This shall be done by supervisors and/or employees.

4. Electrical Hazards

4.1. Illumination

- 4.1.1. Employees may not enter spaces containing exposed energised parts unless illumination is provided that enables the employees to work safely