WORK ON OR ADJACENT TO A RAILWAY

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| **PCBU Address:** Lot 3, Redlynch Connector Road, Redlynch 4870  **Job Title:**  **Site Address:** | | | | **Date:**  **Page:** 1 of 4 **SWMS No:** 26 | | **New**  **Revised** |
| **Principal:** | | **Supervisor:** Ian Loccisano | | **Approved by:** Ian Loccisano | | |
| **Required Personal Protective Equipment:** Hi-visibility orange vest or shirt, other PPE as required by the safety plan/risk assessment | | | | | | |
| **TASK** | **POTENTIAL HAZARDS** | | **ACTION OR PROCEDURE** | | **RESPONSIBILITY** | |
| Preliminary planning | Potential interaction between personnel/plant & railway traffic | | Work plan & procedures to be developed in accordance with Queensland Rail requirements & job specifications. Considerations to include:  ● scope of works  ● current conditions including train schedules & exclusion times  ● notifications & approvals  ● limiting restrictions to vehicular & pedestrian traffic  ● staging of works  ● nominated site access/exit points  ● methodology  ● daily records & checklists | | Supervisor | |
| Inappropriate detail & signage in work plan & procedures | | Conduct site visit & measure up site for development of work plan & procedures | | Supervisor | |

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| **TASK** | **POTENTIAL HAZARDS** | **ACTION OR PROCEDURE** | **RESPONSIBILITY** |
| Preliminary planning | Failure to obtain approvals | Work plan & procedures lodged with Queensland Rail for approval | Supervisor |
| Lack of appropriate signage | Compile list of required signage off the work plan & check for availability & order in shortfall | Supervisor |
| On receipt of approved work plan & procedures, recheck signage requirements | Supervisor |
| Inappropriate signage locations | On receipt of approved plan & procedures, mark out the locations of the signage | Supervisor |
| Review the signage location marks & adjust as necessary for line of sight & obstructions, adjust as necessary | Supervisor |
| Brief crew on requirements of erection of signage including lateral & horizontal alignment | Supervisor |
| Failure to obtain QR approval for workers to enter site | Ensure Queensland Rail safety observer is on site before workers enter site | Supervisor |
| Placement of signage | As constructed signage locations not recorded | On completion of erection of signage, complete an as constructed sketch & photographic record | Supervisor |
| Inappropriate existing signage not covered or removed | Existing signs & devices which may conflict with operations are removed, covered or modified | Supervisor |

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| **TASK** | **POTENTIAL HAZARDS** | **ACTION OR PROCEDURE** | **RESPONSIBILITY** |
| Maintenance of signage | Inappropriate signage not covered or removed | Signage to be reviewed on a daily basis for appropriateness & cover/remove as required | Supervisor |
| Insufficient signage in place | Signage to be reviewed on a daily basis for appropriateness & additional signage placed as required | Supervisor |
| Signage not properly maintained | Signage maintain by adjustment & cleaning as directed. Maintenance to be twice daily including weekends & holidays | Nominated person delegated maintenance duties |
| Failure to maintain records for legal purposes | Daily records and checklists to be completed which includes modifications to the signage. Photographic records should also be kept | Nominated person delegated maintenance duties |
| Work procedures | Persons breaching work zone limits | Ensure all staff remain within marked out work zone limits | Supervisor |
| Plant/personnel clash with rail traffic | Queensland Rail safety observer stationed to monitor schedules & spot oncoming rail traffic | Supervisor |
| Removal of signage | Incorrect removal of signage | Brief crew on requirements of removal of signage as per plan & procedures | Supervisor |
| Queensland Rail advised of time/date of removal of signage at completion | Supervisor |
| All tasks | All hazards | Daily periodical monitoring of activity | Supervisor |

Risk assessment based on all procedures being in place

**Risk Assessment Matrix**



**Likelihood:** Very unlikely **Consequences:** Minor **Risk score:** 7