

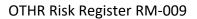
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		ОТ	HR Risk Registe	r

Document Status

Version	Date	Revision	Prepared	Reviewed	Approved
А	16/05/2016	1	ID	Pr & ID	16/05/2016
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Revision Record

Revision	Date issued	Description of Changes
2	12/5/2020	Reviewed front page, change to ensure table rows stay together on
		same page





Risk No	Category	Risk/hazard Description	L'hd	cons	Risk Class	Control Measures	Expected Outcomes	Resid L'hd	Resid Cons	Resid Risk	Risk Owner
1	Competency	No formal training to work in the railway danger zone Injury/death	2	3	5	Track work will be carried out under the supervision of track maintenance personnel who hold a current Certificate II in Transport and Logistics (Railway Infrastructure) All member of the team undertaking track work must hold a current OTHR safety Induction Ensure all controls are in place and where appropriate compliance with relevant standards	No injury/death	1	2	3	Track Manager
2	Drug and Alcohol	Under the influence of Drugs and Alcohol A danger to self, others and infrastructure.	2	3	5	All personnel undertaking track work have read and understood the OTHR Drug and Alcohol Policy. All members to be aware of this risk and if someone is believed to be affected request the affected person to not undertake the duty and report it to the supervisor	Ensure all controls are in place and where appropriate compliance with relevant standards	2	1	3	Track Manager
3	Fatigue	Affected by Fatigue A danger to self, others and infrastructure.	3	3	6	All personnel undertaking track work have read and understood the OTHR Fatigue Policy. All members to be aware of this risk and if someone is believed to be affected request the affected person to not undertake the duty and report it to the supervisor	Ensure all controls are in place and where appropriate compliance with relevant standards	2	2	4	Track Manager

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4	Safe Working	Protecting self from injury and dangers Protecting self from injury and dangers Dangers from working within the rail danger zone	3	4		 Instruction, Information, Training and Supervision Workplace hazard identification/ Specific task instructions Plant safety procedures - planned maintenance programs, daily safety checks, regular safety inspections Employee safety rules/responsibilities; All personnel undertaking track work have read, understood and signed the Induction Booklet If you have medical condition that would affect your work inform supervisor before you start. Have the correct (and wear correctly) the following Personnel Protective Equipment: Hi Visibility Orange Safety Vest Boots Hard Hat Gloves Safety glasses Ear protection) Sunscreen Drinking water available One member of the team to have a two way radio or mobile phone Keep clean water on site in case of burns Mitigation of safety breaches by supervision 	No injury/death Ensure all controls are in place and where appropriate compliance with relevant standards			4	Track Manager
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5	OHS compliance	Working alone Injury/death	3	3	6	No one is permitted to work alone within the rail danger zone. OTHR has a teaming system for all track work.	No injury/death	1	2	3	Track Manager
6	Track Access	Ensuring workers have correct possession of the track Injury/death	3	4	7	Ensure supervisor has filled in the track access log book. Red flag and witches hat is placed in the centre of the track before accessing that section. No machines are working in that section of the track.	No injury/death	1	3	4	Track Manager
7	Prestart safety briefing	Worksite safety	2	4	6	Site safety inductions and job safety induction are completed and signed by all workers. All risks are identified and recorded.		1	2	3	Track Manager
8	Finishing Job	Worksite safety	2	4	6	All workers are accounted for. All equipment and tools have been returned and stored correctly. All log books have been filled out and red flag and witches hat removed.		2	2	4	Track Manager
9	Track Machines	Railway track become unsafe for use by track machines leading to damage to vehicle, injury and/or death	4	4	8	☐ Track condition maintained as per SOP-011; ☐ Track inspected as per F-037 ☐ Railway safety workers have the correct & current competency for any of the tasks that they are undertaking as per the General Induction Course IND006 ☐ A budget is maintained by the Management Committee to complete necessary track maintenance	No injuries to persons; No damage to track vehicles; No derailments; 100% compliance with track inspections	2	2	4	Track Manager



10	Track Machines	Rail workers being injured or killed by track machines	3	5	8	□ All operators have the current and correct competency for the machine they are operating; □ Site supervisors ensure all workers are aware of machinery operating within the rail corridor; □ If necessary, worksite is fenced off to reduce the risk of workers coming in contact with the machines; □ All workers have completed the OTHR Induction Course. □ All machines are maintained as per the manufacturers' requirements & OTHR maintenance policy; □ All "near misses" are investigated within 14 days and include recommendations to	No injuries to persons; Random audits of competencies to show 100% of competency compliance by workers; All "near misses are investigated within 14 days of occurrence, with all investigations having recommendations with 30 days.	2	2	4	Track Manager
11	Sleepers	Sleeper failure leading to injury or death and derailment of track machines	3	5	8	☐ Sleepers are inspected as per OTHR track standards • Railway workers have the correct & current competency for tasks they are undertaking as per COM-002	No injuries to persons; No damage to track vehicles; No derailments; 100% compliance with track inspections	2	2	4	Track Manager
12	Rail Joints	Rail joint damage or failure leading to injury or death	1	4	5	□ Rail joints are inspected as per OTHR track standards □ Railway workers have the correct & current competency for tasks they are undertaking	No injuries to persons; No damage to track vehicles; No derailments; 100% compliance with track inspections	1	2	3	Track Manager
13	Points	Points damage or failure leading to leading to injury or death	2	4	6	☐ Ensure points are inspected as per OTHR track standards ☐ Railway workers have the correct & current competency for tasks they are undertaking	No injuries to persons; No damage to track vehicles; No derailments; 100% compliance with track inspections	1	2	3	Track Manager

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14	Level Crossings	Road crossing damage or failure leading to injury or death	2	4	6	☐ Crossing are inspected as per OTHR track standards ☐ Railway workers have the correct & current competency for tasks they are undertaking	No injuries to persons; No damage to track vehicles; No derailments; 100% compliance with track inspections; All "near misses are investigated within 14 days of occurrence, with all investigations having recommendations with 30 days.	1	3	4	Track Manager
14	Level Crossings	Collisions between pedestrian or car with track machines at crossings	3	4	7	□ All operators have the correct & current competency for the machine they are operating. □ All crossings have correct passive warning signs □ All track machines are maintained in accordance with OTHR Maintenance Policy	No collisions with pedestrians or vehicles no injuries to persons; No damage to track vehicles; No derailments; 100% compliance with track inspections; All "near misses are investigated within 14 days of occurrence, with all investigations having recommendations with 30 days.	2	3	5	Track Manager
15	Track Machine Operation	Incorrect operations of Track Machines	3	4	7	□ All operators have the correct & current competency for the machine they are operating. □ All track machines are maintained in accordance with OTHR Maintenance Policy	No injuries to persons; No damage to track vehicles; No derailments; All "near misses or incidents are investigated within 14 days of occurrence, with all investigations having recommendations with 30 days.	2	2	4	Infrastructure Manager



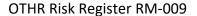
16	Fire	Asset damage from fire within the rail corridor	3	4	7	□ The whole rail corridor has a high risk of bushfire and it is impracticable to manage the whole line for this risk. The Incident Management Plan IM-004 provides guidelines to the Track Manager on where to focus the resources to manage the risks. □ The emergency and evacuation procedure IM-004 is carried out periodically □ Fire fighting equipment is correctly located and operational □ All operators of all machines are halted until the track is checked and declare safe	No injuries to persons; No damage to track vehicles; No derailments; All damage is completed before normal operations can continue; All fires are promptly reported.	2	2	4	Infrastructure Manager
17	OH&S	Railway workers are unfit and/or unable to undertake their tasks	3	3	6	□ All railway workers comply with OTHR health and fitness guidelines □ All railway workers comply with OTHR Drug and Alcohol Policy P-004 □ All railway workers comply with OTHR Fatigue Management Policy P-003	Workers are fit and able to undertake their tasks safely.	1	2	3	Rail Safety Manager
18	Materials	Incorrect or substandard materials used in railway infrastructure leading to damage of machines and infrastructure as well as injury and death	3	4	7	□ New material will require quality certification from the supplier □ Where second hand material is used to meet heritage requirements, they will be subject to quality inspections to confirm fitness for the intended purpose • Material purchases must comply with OTHR Purchasing Policy P-009	No injuries to persons; No damage to track vehicles; No derailments; 100% compliance with inspections processes.	1	2	3	Infrastructure Manager



19	Interface	Failure to reach interface	4	4	8	☐ The secretary to review and	No collisions with pedestrians	2	2	4	Secretary
		Management agreements with				update the OTHR Interface Register	or vehicles no injuries to				-
		other rail operators, companies,				☐ The secretary and sub-	persons;				
		organisations and individuals				committee to progress the	No damage to track vehicles;				
						development of interface agreements	No derailments;				
						and provide the Management	100% compliance with track				
						Committee with regular up-dates	inspections;				
						☐ If development of interface	All "near misses are				
						agreements with a risk assessment for	investigated within 14 days of				
						each crossing.	occurrence, with all				
						☐ If an interface agreement is	investigations having				
						not	recommendations with 30 days.				
						in place the Infrastructure Manager	•				
						will put in place measures for					
						locations that have a high risk to					
						reduce these risks such as warning					
						signs and procedures to limit the					
						hazards.					
						☐ General Public are only					
						permitted in the OTHR Carriage Shed					
						only when there are no repairs,					
						maintenance or movement of any					
						rolling stock. This must be under					
						direct supervision at all times.					
						☐ General Public are permitted					
						in and around the Oberon Railway					
						Station only during daylight hours or					
						when under direct supervision for					
						night event. Access to other parts of					
						the Oberon Railway Station precinct					
						is permitted for special events only					
						when no railway operations are					
						occurring.					



20	Crane Use	Incorrect lifting and removing rolling stock with a crane	3	4	7	□ Ensure only experienced and licensed contractors are used. Ensure the contactor has visited the site and is aware of risks and completes companies internal risk assessment for each lift □ Exclude all OTHR unnecessary staff and any onlookers within 100m of the lift area. If necessary install temporary fencing. □ Throughout the lifting process the contractor is solely responsible for the lift and OTHR staff are not to be involved	No injuries to persons; No damage to rolling stock; All "near misses are investigated within 14 days of occurrence, with all investigations having recommendations with 30 days.	1	2	3	
22	Runaway	Runaway of maintenance track machinery in station precinct.	3	4	7	□ Prepare Safe Work Method Statement □ Operators have the correct & current competency for the machine they are operating □ Hand brake is applied and/or wheels chocked when machine unattended. Stop Blocks at limits of station precinct	No injuries to persons; No damage to track vehicles; No derailments; All "near misses or incidents are investigated within 14 days of occurrence, with all investigations	2	2	4	Infrastructure Manager

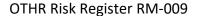




Likelihood -Severity Risk Ranking Matrix

Risk assessments are performed with the help of the matrix below that allows incident likelihood and consequences to be quantified. The matrix used by OTHR has been adapted from Australian Standard AS 4360

23	Rolling Stock Unload using tilt trailer	Unqualified and/or uninsured operator. Safely transport wagon from pick-up point to Oberon Unable to line up transport with rail Wagon may roll away when unloaded from transport Unable to unload wagon using the transports inbuilt mechanism	3	5	8	 Independent check by OTHR on qualifications, currency and insurance Use of specialised rail transporter. Operator and assistant will guide transport into correct position. TM will ensure track is accessible Apply hand brake. Have wheel chocks ready. Clamp rail stop to down gradient side. Use a sleeper across the line if in doubt. Transport operation crew to perform unloading operation. 	No injuries to persons; No damage to track vehicles; No derailments; Adopt all controls - additional sleepers could be used between items of other rolling stock if necessary	2	1	3	Infrastructure Manager
						OTHR to have contingency plan if wagon cannot be unloaded in the normal manner					





(2004) Risk Management and an ARTC model. Consequence (Cons) - NO Control/s Not Significant Minor Moderate Major Extreme 1 3 5 2 MEDIUM HIGH **VERY HIGH VERY HIGH VERY HIGH** 5 ALMOST CERTAIN 6 8 10 **MEDIUM VERY HIGH VERY HIGH** LOW **HIGH** 4 LIKELY 5 7 LOW MEDIUM HIGH **VERY HIGH** LOW 3 POSSIBLE LIKELIHOOD) 5 6 7 VERY LOW LOW LOW **MEDIUM** HIGH 2 UNLIKELY 7 5 VERY LOW **VERY LOW** LOW LOW **MEDIUM** 1 RARE 5 6 RATINGS IN ALL FIELDS 2 1 3 4 Higher Numbers are an undesirable level. Very Effective Most Effective Moderately Not Very Least Effective Risk Level is the <u>sum</u> of the Likelihood and Probable Effectiveness of Control/s

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	1	2	3	4	5
	Most Effective	Very Effective	Moderately	Not Very	Least Effective
RATINGS IN ALL FIELDS Higher Numbers are an <u>undesirable</u> level.	Probable Effectiveness of Control/s (PEC)				
Risk Level	RISK LEVEL				
is the <u>sum</u> of the Likelihood and Probable Effectiveness of Control/s	High - Prompt	ptable (Intolerable) Action Required (Intolerable) I with Caution		8 - 10 7 6	
	Low - Take co Very Low - Accepta	orrective action if necessary able	4-5 2-3		