

Shunting with a Locomotive Safe Work Method Statement

NOTE: Work must be performed in accordance with this SWMS.			
This SWMS must be kept and be available for inspection until the Shunting with a Locomotive to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept.			
If a notifiable incident occurs in relation to the Shunting with a Locomotive in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.			
[Name, contact details]		Lead Shunter	[Name, contact details]
President:	Greg Bourne	Date SWMS provided to Lead Shunter:	
Contact phone:			
Work activity:	Shunting with a Locomotive	Workplace location:	Oberon Yard
Shunting work:	<input type="checkbox"/> Working in the Danger Zone	<input type="checkbox"/> Walking beside the track	<input type="checkbox"/> Other workers working in the Danger Zone
	<input type="checkbox"/> Moving Rollingstock	<input type="checkbox"/> Chocking wheels	<input type="checkbox"/> Coupling & uncoupling air hoses.
	<input type="checkbox"/> Setting points	<input type="checkbox"/> Clipping Leading points	<input type="checkbox"/> Applying Handbrakes
	<input type="checkbox"/> Coupling vehicles	<input type="checkbox"/> Communication between driver and on the ground shunter	<input type="checkbox"/> Applying wagon air brake
	<input type="checkbox"/> Fitting towing chain (Un-braked Vehicle)	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Person responsible for ensuring compliance with SWMS:		Date SWMS received:	
What measures are in place to ensure compliance with the SWMS?	Tool Box meeting prior to start of shunting, observation of activity by persons not involved with the shunting, debrief after the shunting is complete		
Person responsible for reviewing SWMS control measures:	Safety Manager / Operations Manager	Date SWMS received by reviewer:	
How will the SWMS control measures be reviewed?	Feed back from shunting team and observer		
Review date:		Reviewer's signature:	

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What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Working in the Danger Zone	Trip hazards, being hit by the shunting vehicles.	Have a Toolbox meeting prior to start of the shunting, to go over all aspects of the shunt, establish the role of all persons in the shunting team, wear PPE be safe be seen (SOP-005) Shunters will confirm they have a clear understanding of the planned shunt (SOP-005) Shunting crew walk planned path identifying hazards (SOP-005)
Walking beside the track	Trip hazards, being hit by the shunting vehicles.	Ensure that the on the ground shunter is aware of potential trip hazards like the end of sleepers and point timbers, rail and signal wires. Keep a good clearance between the shunter and the vehicles. (SOP-005)
Looking out for other workers working along the shunting path or adjacent to the shunting path,	Risk of injury by being struck by any of the moving vehicles.	Ensure that any other workers that are on or near the shunting path are advised of the shunt and move to a safe place. Restrict all non-essential workers in the area (SOP-005)
Communication between driver and on the ground shunter	Poor communication may lead risk of derailment, damage to property and injury to persons.	The on the ground shunter, controls the shunt by communicating to the driver via the use of hand signals (SOP-007) or the use of H/H radios. Use of two shunters, one between Locomotive driver and shunter to repeat hand signals and ensure visual contact between crews (SOP-005)
Setting the points (road)	If the points are not set to correct road this may lead to derailment, or damage to property or injury to persons	As part of the toolbox meeting prior to shunting, agreement has to be reached on what roads the shunting is going to be on and the points are to be set in accordance to the toolbox meeting.

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Clipping the points (if facing)	Travelling through facing points there is a risk of derailment if there is a gap between the switch blade and the stock rail.	Clip the point blade to the stock rail with a “point clip” (SOP-006)
Moving Rollingstock	Risk of derailment, damage to property and injury to persons.	Ensure all movement of rollingstock is followed in the SOP-005 procedures, also use the risk assessment as a reference. Shunters must always be in a position to stop the shunt in an emergency (SOP-005)
Coupling vehicles	Coupling vehicles may require the shunter to go into the danger zone. If vehicle(s) are not coupled together correctly may lead to a ‘run away’.	Ensure all vehicle(s) have come to a stop and the driver and other members of the shunting are aware that the shunter is going into the danger zone. (SOP-005) The Locomotive driver shall confirm to the shunter that three-step protection is applied (SOP-005) Ensure that vehicles are coupled according to (TRG-002) Shunter must not remove wheel chocks or release handbrakes on any vehicles unless the coupling process is confirmed as successful (SOP-005)
Applying Vehicle Air Brakes	Stored energy (compressed air), Unintended vehicle movement, Shunter required to enter danger zone.	Three step protection shall be applied and confirmed before the shunter enters the danger zone. (SOP-005) When cutting off, the locomotive driver shall blow down the brake pipe to remove all air pressure ensuring the Air Brakes have been fully applied.
Applying Handbrakes	Handbrake not fully applied may result in an un-intended movement (run away), which could cause a derailment, property damage or injury to person(s) on or near the track.	Before uncoupling the vehicle being shunted, ensure the handbrake is on and the wheels have been chocked. If the vehicle hasn’t got an operational handbrake it must remain coupled to another vehicle. (SOP-005) (TRG-002)

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Chocking wheels	Un-attended vehicles are at risk of unauthorised movement, which could cause a derailment, property damage or injury to person(s) on or near the track.	Place a wooden chock either side of a wheel on a single vehicle and ensure that the first and last vehicle of a consist is always chocked. (TRG-002)
Fitting Towing Chain to Un-braked Vehicles	A risk of un-braked vehicle becoming detached whilst shunting resulting in an un-controlled movement.	When moving un-braked vehicles, a towing chain must be fitted between the un-braked vehicle and the adjoining vehicle to prevent an un-controlled movement should the vehicle become detached.

Name of Worker(s)	Worker signature(s)
Date SWMS received by workers:	

PLEASE NOTE: THE TRIAL PERIOD FOR THIS DOCUMENT HAS CONCLUDED AND IS NOW BEING REVIEWED. THE CONTROLS ARE INDICATIVE ONLY AND WILL CHANGE IN ACCORDANCE WITH SITE CONDITIONS.