

Shunting with a Tractor 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 Tractor 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 Tractor 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 Tractor	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"/> Connecting the drawbar to the Tractor and vehicle to be shunted
	<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"/>
	<input type="checkbox"/>	<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:	

F-053 Shunting with a Tractor SWMS V - A

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-012) Shunters will confirm they have a clear understanding of the planned shunt (SOP-012) Shunting crew walk planned path identifying hazards (SOP-012)
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-012)
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-012)
Connecting the drawbar to the tractor and the vehicle (s) to be shunted	The drawbar weights more than 40kg, so to lift and couple by 'a' shunter made lead to an injury	When connecting the drawbar to either the tractor or vehicle to be shunted it will be a two-person lift.
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 beside tractor to ensure visual contact between crew (SOP-012)
Setting the points (road)	If the points are not set to correct road this may lead to derailment, or	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.

	damage to property or injury to persons	
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-012 procedures, also use the risk assessment as a reference. Shunters must always be in a position to stop the shunt in an emergency (SOP-012)
Coupling vehicles	Coupling vehicles may require the shunter to go into the 'four foot'. 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 'four foot' (SOP-012) The tractor driver shall confirm to the shunter that three-step protection is applied (SOP-012) 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-012)

F-053 Shunting with a Tractor SWMS V - A

Applying Handbrakes	Handbrake not fully applied may result in a un-authorized movement (run away), which could cause a derailment, property damage or injury to person(s) on or near the track.	Before dis-connecting the drawbar from the vehicle being shunted, ensure the handbrake is on or have the wheels chocked if the vehicle hasn't got an operational handbrake. (SOP-012) (TRG-002)
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)

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.