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Version

Author

Reviewed

Reference

A - Rev 1

VP

SM

RM-001a

Last Revised Date: 26th June 2019

## RISK ASSESSMENT SHUNTING WITH TRACTOR

### Context and Background

*Enter details here of the scope of this risk assessment and any background information pertaining to the activity or activities involved including:*

#### Introduction

General background about OTHR and what is being achieved by this activity and why.

#### Scope

Detail the activity being covered by this risk analysis, and any elements that are not, which may be covered in a different one already completed?

#### Personnel & Responsibilities

Information about who is responsible for doing what, and taking legal responsibility, especially if involving other organisations or contractors etc)

#### Infrastructure involved (eg track etc)

Details about what track or level crossings or culverts etc etc are being included in this analysis

#### Rolling Stock involved

Details of the specific rolling stock etc involved in this particular analysis

#### Public/Spectator risks

Most of our activity is on private property with no or controlled public access, and extremely low speed of operation etc

#### Passenger risks

No personnel are generally permitted in any rail vehicles etc etc

Anything else that may give someone not involved in the operation who is reading this all the relevant details to understand what is being done.

#### SMS References

Details of other documents within OTHR SMS that are to be read in conjunction with this document (include hyperlink to website if appropriate):

- [RM-001](#) Risk Management Procedure
- [RM-002](#) Risk Ranking Matrix
- Various toolbox meetings or SOPs etc.
- Other Risk Assessments etc

Risk No.	Hazard <i>What can go wrong?</i>	Risk <i>What could happen?</i>	Inherent Risk			Controls <i>How could it be fixed?</i>	Residual Risk			Finding: <i>Issues? Problems? Adopt?</i>	Action	
			L'hd.	Cons	Risk		L'hd.	Cons	Risk		By	When
<b>1 Activity one Environment</b>												
1.1	Unauthorised people on or near the track	People will make contact with shunting vehicle and rolling stock being moved	4	4	4	All persons not involved in shunting are instructed to move out of the yard	1	1	1		OM TL	Prior and during operation
1.2	Workers walking along the track	Workers trip and fall,	4	4	4	Workers are to remain in the 6 foot during the shunting	1	1	1		OM TL	During operation
1.3	Track maintenance workers	Injury to person	4	4	4	Track maintenance worker instructed to move away from the danger zone	1	1	1		OM TL	Prior to operation
1.4	Adverse Weather Exposure	Injury to person	3	3	3	Correct use of all PPE. Possibility of rescheduling task.	1	2	1		TL	Prior to operation
<b>2 Activity two - Tasks Moving Rolling Stock</b>												
2.1	Moving Rolling Stock	Runaway	4	4	4	Workers to only release handbrake after ensuring correct coupling with the Tractor or adjoining vehicle are coupled	2	3	2		OM TL	Prior and during operation
2.2	Moving Rolling Stock	Derailment	3	3	3	Check track certification, points are to be set correctly (clipped if necessary) and track is free from obstructions,	1	2	1		OM TL	Prior to operation

Use RM -006 Risk Matrix L'hd=Likelihood, Cons=Consequence

KEY: PR= President, OM= Operations Manager, SM= Systems Manager, SEC= Secretary, TM= Track Manager, IM= Infrastructure Manager, RM=Rolling stock Manager, TL=Team Leader, DR= Driver, OB= Observer

2.3	Moving Rolling Stock	Collision	4	4	4	Check that nothing is fouling the line	1	2	1		OM TL	Prior and during operation
2.4	Moving Rolling Stock	Unintended Movements	4	4	4	All instructions are to be clarified / repeated before being acted upon.	1	3	1		TL	During operation
2.5	Moving Rolling Stock	Crush Point between Rolling Stock when coupling	5	5	5	Workers to follow safe working practices remaining out of danger zone until 3 step protection is applied.	1	3	1		TL	During operation
2.6	Moving Rolling Stock	Narrow clearances	4	4	4	Ensure all rail traffic is not left foul to converging roads. Clearance points to be identified on sleepers. Other narrow clearances to be clearly identified.	1	2	1		TL	Prior and during operation
2.7	Moving Rolling Stock	Communications lost during shunt	3	4	3	Driver halts shunt until communications re-established	1	2	1		DR TL	During operation
2.8	Moving Rolling Stock	Shunting speed excessive	3	3	3	Driver to maintain walking pace. Team Leader monitors.	1	1	1		DR TL	During operation
<b>3</b>	<b>Activity three - Equipment</b>											
3.1	Tractor	Not fit for purpose or not fit for operation	3	3	3	Ensure pre-start, check list is completed	1	1	1		OM TL	Prior to operation
3.2	Drawbar and links	Connections not serviceable	4	4	4	Ensure pre-work check list is completed	1	1	1		OM TL	Prior to operation
3.3	Rolling stock	Brakes not serviceable Loose items not secure Doors open and free to move	5	5	5	Use cover truck or safety chain Rolling Stock not to be left by itself without a serviceable parking brake. Doors closed, loose items secured	2	2	2		OM TL	Prior to operation
3.4	Contained energy (Air)	Injury from separating brake hoses / compressed air	5	5	5	Use of correct PPE. RSW to be correctly trained in task. Brake pipe to be vented prior to uncoupling where possible.	1	2	1		TL	Prior and during operation

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4	Activity Four - Workers												
4.1	Workers	Unauthorised personnel carrying out shunting activities	4	5	5	Workers must be RSW experienced and competent Regular assessment and training to ensure all RSW maintain correct level of competence.	1	2	1			OM TL	Prior to operation

**SIGNATURE SHEET**

Risk No.	Hazard <i>What can go wrong?</i>	Risk <i>What could happen?</i>	Inherent Risk			Controls <i>How could it be fixed?</i>	Residual Risk			Finding: <i>Issues? Problems? Adopt?</i>	Action	
			L'hd.	Cons	Risk		L'hd.	Cons	Risk		By	When
ALL	As described above.	I have discussed and <u>understand</u> the risks.			I will <u>implement the Controls</u> described above to the best of my ability so that the Risk is managed so that it is <b>AS LOW AS REASONABLY PRACTICAL.</b>			Note any issues you have with the Risks, Management or Controls.				
<p style="text-align: center;">/ /</p> <p style="text-align: center;">[DATE OF OPERATION]</p> <p><b>OPERATING CREW.</b></p> <p>The operating crew on the day are requested to sign this document indicating that they have <b>READ</b> and <b>UNDERSTOOD</b> the <b>RISKS</b> and <b>CONTROLS</b> associated with this operation.</p>		<b>NAME (Print)</b>			<b>POSITION (Task)</b>		<b>SIGNATURE</b>		<b>COMMENT</b>			
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