

 PO Box 299 Oberon NSW 2787 ABN 98 107 506 208	Version	Author	Reviewed	Reference
	B - 3	SMS Work party	Committee	TB-008
	30/05/2018			
	Loading & Operating a Sleeper Trolley			

Document Status

Version	Date	Revision	Prepared	Reviewed	Approved
B -2	15/05/2016	2	SM	SEC/TM	
B -3	30/05/2018	3	SMS Working Party	Committee	30/05/2018

Revision Record

Revision	Date issued	Description of Changes
B - 3	30/05/2018	Reformat, combined TB-008 (Loading) TB-009 (Operating)

Loading and Operating Sleeper Trolley

TB-008

Team Leader _____ Start time _____ Date _____

Work Location(s) _____

1: Loading Sleeper Trolley

- Always ensure that the brakes are working prior to loading.
- If the brakes are faulty, report this at once to your team leader and do NOT load the trolley.
- Place “gluts” (wooden packing spacers) preferably one each over the axles so the load is evenly displaced.
- If full sleeper packs are being moved, they should to be loaded along the direction of the rails. This gives clear access to the brake handle.
- Safety rails (poles or pipes) should be used on operator (brake control) side.
- Only one sleeper pack should be loaded at a time.
- Loading packs requires the use of a Crane or Forklift and the following P.P.E. MUST BE USED:
 - Steel capped boots,
 - Gloves,
 - Hard Hat.
- Stay well clear of the crane or forklift during loading.
- Sleepers less than pack size may be loaded across the trolley (at right angles to the rails) provided that clear access is available to operate the brake lever.
- Such loading should be restricted so that the sleepers are stable and not liable to fall.
- If in doubt, strap the load together or reduce the number of sleepers carried.
- Be careful of “pinch points” which might jam parts of your body or that of other team members during loading.
- Before moving the sleeper trolley, alert any workers on or near the track.

2: Operating Sleeper Trolley

- The trolley must only be operated by an inducted Member of OTHR who has been shown how to use the trolley.
- Always ensure that the brakes are working prior to moving the trolley.

- If the brakes are faulty, report this at once to your team leader and do NOT move the trolley.
- No person is allowed to travel on the trolley.
- Any loading such as tools or dog spikes must be secured and loaded with the weight centralised.
- Before moving, the line ahead should be checked to see that it is clear of workers and tools – STOP if in doubt.
- The trolley should be pushed from behind the direction of travel. It may also be pulled by ropes from outside the “four foot”. Great care must be taken, and the trolley moved at slow walking pace.
- A loaded trolley is heavy and difficult to stop so stay well clear until it is stationary.
- Road crossings – the trolley must be stopped before reaching the road. The flangeway should be checked for clearance and raked clean if necessary. If the road is completely clear, the trolley may be pushed slowly across.
- Great care must be taken when crossing culverts or cattle stops and pushing must be done from within the “four foot”, standing on the sleepers and the trolley moved at a slow walking pace.
- When at the work site, the trolley should be prevented from “running away” by using dead stops – these may be simply a sleeper across the line or a purpose designed “stop” clamped to the rail.
- If you need to dismantle or assemble the trolley be careful of “pinch points” which might jam parts of your body or that of other team members. The folding mechanism needs to be treated with care!

• **Any QUESTIONS or COMMENTS?**

The Team Leader must record any questions or comments on the back of this form

Please sign that you have attended and that you understood the content of this meeting:

Name	Signature	Name	Signature

3: Related Documents

- TB-001 Tool Box meeting - blank