**Safe Work Method Statement**

**Form 007.2**

**Safe Work Method Statement (Part 1)**

|  |  |  |
| --- | --- | --- |
| **Job: RELOCATE RUNNING RAIL** | | **Document Reference** |
| **Department: RACECOURSE**  **Section:**  **Work Area: TRACKS** | | **No:** |
| **Revision Date:**  **Manager’s Approval:**  **Manager’s Name:** |
| **Key Safety Plant / Equipment / (including P.P.E.)** | | **Safety Checks / Hazardous Substances** |
| * PPE including Gloves, work boots | | * Physical inspection of work sites for trip hazards, horse hazards, damaged rail, snakes and spiders |
| **Codes of Practice Legislation: Applicable to Work? Y/N**  **If Yes, state:** | | **External Considerations**   * Rail movement not be to undertaken during horse training times * Avoid days of excessive heat and or wet weather * Sufficient staff required to enable one person per rail section |
| **Person/s required to carry out work** | **Duties & Responsibilities** | **Qualifications / Experience / Training required to complete job** |
| Grounds maintenance staff / labourer | Move rail in a safe, timely and efficient manner | On the job training  Experienced trackhand |

|  |  |  |  |
| --- | --- | --- | --- |
| **SAFE WORK METHOD STATEMENT (PART 2)** | | **Document Reference:** | |
| **Job: RAIL RE LOCATION** | | **No:** | |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Measure new location | Muscle strain | | Use correct bending procedure |
| Peg out new location | Muscle strain | | Use correct bending procedure  Use gloves, rubber mallet |
| Place string line | Muscle strain, back injury | | Use correct bending procedure  Use gloves |
| Extract securing pins | Hand injury, muscle strain | | Use gloves |
| Separate rail | Hand injury / spider or snake bite | | Use gloves / work boots |
| Move rail to new location | Muscle strain, hand injury, trip hazard | | Inspect work area |
| Join rail sections | Hand injury | | Use gloves |
| Check rail for straightness | As above | | As above |
| Drive securing pins | Muscle strain, foot injury | | Use mechanical hammer alternate tasks  Wear work boots if using hammer(s) |