Safety Essentials

Mandatory requirements for our high risk activities

Field Guide
A tool to check mandatory requirements are in place

zero harm | WATER CORPORATION

Managing change

When undertaking a task and the plan
or conditions changes

Have you:

☐ **Understood your role** within the process and know when to escalate decision making? (e.g. I understand my role and responsibilities before commencing)

☐ Discussed the importance of **identifying and managing** change conditions and variations during the pre-start? (e.g. change in site conditions, agreed approach, weather, design, people, plant or equipment)

☐ **Escalated** changes to the task design to your **supervisor** and received formal direction before proceeding? (e.g. don't start a task that is different to the plan until re-assessed with input from your leader)

☐ Identified potential changes, documented changes on the **risk assessment** and **communicated** controls to the work crew? (e.g. people impacted by the change have understood and assessed the change with subject matter experts)

☐ Ensured the work crew are **aware** of the right to stop work if they feel the changes have not been adequately managed? (e.g. if I am unsure, I won't commence work until I have sought clarity)

Confined Space

Working in or near a confined space

Have you:

☐ Considered whether confined space entry can be **avoided**? (e.g. use of cameras for inspection, clean externally)

☐ Received **training** to enter, control or monitor a confined space? (e.g. work in confined space, atmospheric monitoring, OSH permits)

☐ Obtained **approval** prior to entering a confined space? (e.g. confined space entry permit)

☐ Established methods of **communication** between the person entering and the stand by person? (e.g. radio)

☐ Tested the **atmosphere** and set up continuous monitoring? (e.g. oxygen concentration or airborne contaminants present)

☐ **Identified and isolated** potential energy sources within the confined space? (e.g. lock out tag out)

☐ Established an **exclusion zone** to prevent any unauthorised entry? (e.g. barricading and signage)

☐ Developed a **rescue plan** and checked that **emergency response requirements** are in place? (e.g. emergency response plan, emergency response equipment)

Electricity

Working on or near electricity
or electrical equipment

Have you:

☐ Received **training and authorisation** to undertake this
electrical work? (e.g. electrical workers license, high voltage
operation, electrical compliance and safety, working near
electricity network assets)

☐ **Identified** other adjacent services and ensured that you
have controls in place? (e.g. danger zones, minimum
working distances)

☐ Been provided with **personal protective equipment**
suitable for the task and will it protect you from arc flash
energy and/or electric shock? (e.g. arc flash rated work-
wear, gloves, hood and cotton undergarments)

☐ Checked that electrical systems have been **isolated and
tested** for de-energisation? (e.g. labelling, approved test
device / multimeter, lock out tag out)

☐ Obtained **approval** prior to conducting this electrical
work? (e.g. clearance to work, approval to access)

☐ Checked that **controls to protect** you from electric shock
are in place? (e.g. tested and tagged, RCD, bridging cables)

Energy Release

Working with or near plant, equipment or infrastructure which has the potential to release stored energy

Have you:

☐ Received **training** to Lock Out and Tag Out equipment? (e.g. lock out tag out, OSH permits)

☐ **Identified** potential energy sources? (e.g. electrical, mechanical, gravity, chemical, pneumatic, and hydraulic)

☐ **Isolated** potential energy sources? (e.g. fluid system isolation plan, isolation request form and isolation handover form)

☐ Attached the correct **lock and tag onto** the isolation point(s)? (e.g. personal danger lock and tag for each isolation point)

☐ Checked that no one is in the **line of fire**? (e.g. protection during isolation and re-energisation, potential to be hit by moving object, equipment movement, dropped objects, sparks, hydraulic/pneumatic pressure)

☐ Checked that the equipment has been **isolated** and tested? (e.g. A physical check in the field ensures the equipment has been isolated)

Excavation

Working in or near an excavation

Have you:

☐ Received **training** to undertake excavation works? (e.g. excavation awareness, install trench support, excavator ticket, competency verification, use locating devices)

☐ Obtained **approval** prior to entering the excavation? (e.g. clearance to work, excavation competent person, confined space entry criteria considered)

☐ **Identified** overhead and underground services? (e.g. DBYD, site plans, ground penetrating radar, potholing, vacuum excavation)

☐ Implemented controls suitable for the soil conditions to **prevent a collapse**? (e.g. batters, benching, dewatering, trench boxes)

☐ Established methods of **access and egress**? (e.g. ramp, ladder, stairs)

☐ Installed **exclusion zone** to prevent uncontrolled entry? (e.g. barricading and signage)

☐ Scheduled ongoing **inspections** to check the excavation stability? (e.g. excavation inspection)

☐ Organised **emergency response** requirements and checked that they are set up and tested? (e.g. emergency response plan and equipment)

Falls

Working where there is the potential to fall from one level to another

Have you:

☐ Received **training** to undertake work where there is a potential to fall? (e.g. prevention of falls, FIPS, scaffolding license, EWP license)

☐ Selected the appropriate **prevention of fall control(s)**? (e.g. elevated work platform, scaffolding, fall restraint, limited free-fall, fall arrest)

☐ Installed **exclusion zone(s)** to prevent uncontrolled entry and control the risk of dropped objects? (e.g. barricading, signage, drop mats, tool lanyards)

☐ **Inspected** your equipment and does it display a current inspection tag? (e.g. scheduled inspections, visual check)

☐ Organised **emergency response** requirements and checked that they are set up and tested? (e.g. emergency response plan, emergency response equipment)

Hazardous Materials

Working with or near hazardous substances and dangerous goods

Have you:

☐ Received **training** to handle, store and work with hazardous materials? (e.g. asbestos awareness, chlorine awareness, chlorine operations, dangerous goods and hazardous substances)

☐ Checked that hazardous materials are correctly **stored, labelled and signposted**? (e.g. bund, containers labelled)

☐ Checked the **asbestos register** for the area you are working in? (e.g. lupin, QR code to asbestos report)

☐ Obtained the current **Material Safety Data Sheet (MSDS)** for the hazardous material you are working with? (e.g. ChemAlert, site MSDS folder)

☐ Organised **emergency response requirements** and checked that they are set up and tested? (e.g. emergency response plan, safety showers, eye wash, spill kits, calcium gluconate)

☐ Checked **location and operation** of safety showers and eye wash prior to commencing?

Lifting

Operating or working near lifting equipment

Have you:

☐ Received **training** for your role in the lift? (e.g. high risk work license, competency verification)

☐ **Selected** the correct lifting equipment, devices and accessories for the task and are they fit for purpose? (e.g. gantry crane, vehicle load crane, chains, slings, shackles)

☐ Checked that a **lift study** is in place for critical lifts? (e.g. over or near critical operating plant, above 80% of cranes rated capacity, multi crane lifts)

☐ Installed **exclusion zone(s)** to prevent uncontrolled entry to the lift zone? (e.g. barricading, signage, spotter)

☐ Checked your lifting equipment, devices and accessories have been **inspected**? (e.g. riggers check for damage, tagging, equipment is correct for the task)

☐ Checked the load is **secured** and **communication** methods are agreed? (e.g. radio contact with operator, agreed hand / horn signals)

Mobile Plant

Operating or working near mobile plant

Have you:

☐ Received **training** to operate the mobile plant? (e.g. high risk work license, competency verification)

☐ Checked that **guarding** is in place to protect you from being caught in the equipment? (e.g. guards on equipment, pre start checks, inspections)

☐ **Separated** mobile plant and people? (e.g. designated parking, warning signs, exclusion zones, walkways)

☐ Agreed **communication** methods with the operator? (e.g. radio contact with operator, agreed hand / horn signals)

☐ Checked your mobile plant has been **inspected and maintained**? (e.g. maintenance on mobile plant and pre-start check)

Vehicles and Trucks

Operating or working near vehicles and trucks

Have you:

☐ Received **training** and are you **licensed** to drive? (e.g. valid license class, defensive driving, fatigue management)

☐ Completed a **risk assessment** to select the most appropriate vehicle for the task? (e.g. 4WD)

☐ Developed a **journey management plan** prior to starting your journey? (e.g. driving on high risk routes, unfamiliar with route)

☐ **Secured goods** being carried? (e.g. cargo barriers and load restraints)

☐ **Separated** vehicles or trucks and people? (e.g. traffic management plan, designated parking, warning signs, exclusion zones, walkways)

☐ Checked your vehicle or truck has been **inspected and maintained**? (e.g. maintenance on vehicles and pre-start check)

STOP

Think Safe, Act Safe

Stop a job if it's not safe.

Can I eliminate the hazard?

Are the necessary controls in place?

Have I communicated the controls to others and do they understand them?

Have I stopped and reassessed a task that's changed?

If you have any concerns, stop and contact your supervisor.