



Safety Essentials

Mandatory requirements for our high risk activities

Field Guide

A tool to check mandatory requirements are in place





Healthy minds

Asking yourself 'am I okay?' before undertaking high risk work tasks

Am I okay to work?

F - Are you **focussed** on the task at hand?

I - Are you **in the right headspace** to be doing safety critical work?

T - Are you communicating well with your **team** to make sure you all get home safe tonight?

Have you:

- Checked in with yourself** to ensure you are in the right head space? (e.g. I can focus on the task I'm about to perform as I'm not distracted)
- Checked in with team members** to ensure they are present and focussed? (e.g. my team members are focussed on the task we are about to perform)
- Paused** before you begin the task to ensure you are consciously focussed on the situation and task? This could include a **1-minute mindfulness activity**.
- Ensured the work crew are **aware** of the right to stop work if they feel they are not focussed and in the right head space to complete the task safely? (e.g. if I am unsure, I won't start work until I am in the right head space or undertake other tasks)

The Healthy Minds information contained in our guide has been prepared in partnership with our mental health and wellbeing provider Blooming Minds.



Managing change

When doing a task and the plan or conditions change

Have you:

- Understood your role** within the process and know when to escalate decision making? (e.g. I understand my role and responsibilities before starting)
- Discussed the importance of **identifying and managing** change conditions and variations during the prestart? (e.g. change in; site conditions, agreed approach, weather, design, people, or plant)
- Escalated** changes to the task design to your **team leader** 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** (both physical and psychosocial) 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 start 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 cameras for inspection, clean externally)
- Received **training** to enter, control or monitor a confined space? (e.g. work in confined space, atmospheric monitoring, WHS 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 licence, 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 or electric shock? (e.g. arc flash rated workwear, 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. work authority, approval to access)
- Checked that **controls to protect** you from electric shock are in place? (e.g. tested and tagged, Residual Current Device (RCD), bridging cables)



Energy release

Working with or near plant that has the potential to release stored energy

Have you:

- Received **training** to Lock Out and Tag Out equipment? (e.g. lock out tag out, WHS permits)
- Identified** potential energy sources? (e.g. electrical, mechanical, gravity, chemical, pneumatic, and hydraulic)
- Isolated** potential energy sources? (e.g. isolation permit)
- Attached the correct **lock and tag onto** the isolation points? (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 do excavation work?
(e.g. excavation awareness, install trench support, excavator ticket, competency verification, use locating devices)
- Obtained **approval** prior to entering the excavation?
(e.g. work authority, excavation competent person, confined space entry criteria considered)
- Identified** overhead and underground services?
(e.g. BYDA, site plans, ground penetrating radar, potholing, vacuum excavation)
- Implemented controls suitable for the soil conditions to **prevent a collapse**? (e.g. battering, 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 work where there is a potential to fall? (e.g. fall prevention device, fall arrest system, scaffolding licence, Elevated Work Platform (EWP) licence)
- Selected the appropriate **prevention of fall controls**? (e.g. elevated work platform, scaffolding, fall restraint, limited free-fall, fall arrest)
- Installed **exclusion zones** 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)

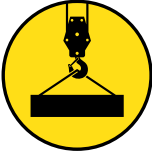


Hazardous materials

Working with or near hazardous chemicals 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 **Safety Data Sheet (SDS)** for the hazardous chemical you are working with? (e.g. ChemAlert, site SDS 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 starting?



Lifting

Operating or working near lifting equipment

Have you:

- Received **training** for your role in the lift? (e.g. high risk work licence, 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 zones** 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. doggers 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 licence, competency verification)
- Checked that **guarding** is in place to protect you from being caught in the equipment? (e.g. guards on equipment, prestart 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 prestart check)



Vehicles and trucks

Operating or working near vehicles and trucks

Have you:

- Received training and are you **licensed** to drive? (e.g. valid licence 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 prestart check)



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?

Am I in the right headspace to complete this task safely?

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

If you have any concerns, stop and contact your team leader.