

# FIELD WORK HAZARD IDENTIFICATION AND CONTROL CHECKLIST

To be completed and retained on site for the duration of a job and attached to any supplementary forms (where required), then retained in the relevant Depot for 12 months. All Forms 048 relating to asbestos works are to be retained indefinitely.

**Job:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

HAZARD	CONTROLS (tick as appropriate)	INITIAL
<p><b>1. Power Lines in Work Area (SOP 086)</b> OHS Regulations 2007, Part 3.5 and 5.1 Framework for undertaking work near overhead and underground assets</p> <p><b>High Voltage</b> (street power lines)</p> <p><b>Low Voltage</b> (house connections or &lt;1000V)</p>	<p><input type="checkbox"/> Power lines in work area, but mobile plant is not going to be used.</p> <hr/> <p><input type="checkbox"/> establish height of power line _____ (a)</p> <p><input type="checkbox"/> establish reach of equipment _____ (b)</p> <p><input type="checkbox"/> difference between (a) and (b) _____ (c)</p> <p><input type="checkbox"/> If (c) is greater than 3 m, a spotter is not required.</p> <p><b>High Voltage</b> - If (c) is between <b>2 and 3 m</b>, then work may proceed with spotter in place – complete spotter details below</p> <p><input type="checkbox"/> <b>If any plant is operating or capable of reaching HIGH Voltage Lines within 2m – get an AusNet permit (131799) before starting work</b></p> <p><b>Low Voltage</b> – If (c) is between <b>0.5 and 3m</b>, then work may proceed with spotter in place – complete spotter details below</p> <p><input type="checkbox"/> <b>If any plant is operating or capable of reaching LOW Voltage Lines within 0.5m – get an AusNet permit (131799) before starting work</b></p> <p><input type="checkbox"/> Check distance from power pole and stays to planned excavation (&gt;10m)</p> <p><b>Spotter details:</b></p> <p><input type="checkbox"/> Spotter qualification / currency checked</p> <p><input type="checkbox"/> Acknowledge spotter's only duty during plant operations</p> <p><b>Name of Spotter:</b> _____ <b>Name of Spotter:</b> _____</p> <p><b>Time:</b> _____ <b>Time:</b> _____</p>	
<p><b>2. Underground Services (SOP 086)</b> (tick those which apply) OHS Regulations 2007, Part 5.1</p> <p><input type="checkbox"/> <b>Underground electrical cables</b></p> <p><input type="checkbox"/> <b>Gas mains</b></p> <p><input type="checkbox"/> <b>Telstra cables/ optical fibre cables</b></p>	<p><b>Call 1100 Before You Dig (or <a href="http://www.1100.com.au">www.1100.com.au</a>) AND confirm with local service locator.</b></p> <p><b>Do not use machines to excavate unless service locations are complete</b></p> <p>Services located by: _____</p> <p><input type="checkbox"/> Prove depth of service before using a machine below immediate sealed road surface</p> <p><input type="checkbox"/> Use shovels to expose cables/pipe work</p> <p><input type="checkbox"/> Only use machines when more than 500 mm from exposed cables/pipes</p> <p><b>(Note: Depth and Locations may vary from records)</b></p>	
<p><b>3. Mobile Plant</b> OHS Regulations 2007, Part 3.5 <b>Proximity plans</b></p>	<p><input type="checkbox"/> Daily pre-start checklist completed</p> <p><input type="checkbox"/> Competent &amp; qualified operator</p> <p><input type="checkbox"/> Hard hats and reflective vests worn by workers in proximity</p> <p><input type="checkbox"/> Toolbox to agree on hand signals for mobile plant</p>	
<p><b>4. Work at Height (potential to fall over 2 metres) (SOP 106)</b> OHS Regulations 2007, Part 3.3</p>	<p><input type="checkbox"/> Proximity to fall hazard (over 2 metres)? Yes / No</p> <p><input type="checkbox"/> If yes,</p> <p><input type="checkbox"/> Erect suitable barricade? Yes / No</p> <p><input type="checkbox"/> Use harness with appropriate anchorage? Yes / No</p> <p><input type="checkbox"/> Detail emergency &amp; first aid plan (see Form 046), unless covered by confined space entry permit – refer Item 7</p> <p><input type="checkbox"/> If no, stop work and contact HSE Team or Manager Business Risk and Compliance</p> <p><input type="checkbox"/> For trenching, refer to Item 6.</p>	

<p><b>5. Repair or replacement of asbestos cement pipe (SOP 079)</b> OHS Regulations 2007, Part 4.3 EP (Industrial Waste Resource) Regs 2009</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notification to WorkSafe before commencing planned works (Form 034)</li> <li><input type="checkbox"/> Complete control plan and record of removal (Form 032)</li> <li><input type="checkbox"/> Control plan retained at depot for at least 12 month</li> <li><input type="checkbox"/> Disposal / transport by licensed waste contractor – EPA Waste Transport Certificate completed, pink and green copies forwarded to HSE Team</li> </ul>	
<p><b>6.1 Excavation Work</b> OHS Regulations 2007, Part 5.1 Environment Protection Act 1970</p> <p><b>6.2 Excavation Work - &gt;1.5 m deep (review all boxes plus these 2 additional)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Work must comply with the Shafts and Tunnels Code of Practice</li> <li><input type="checkbox"/> Sides of excavation supported with approved systems or sides battered</li> <li><input type="checkbox"/> Check trench regularly for signs of deterioration of trench walls</li> <li><input type="checkbox"/> No person shall work in the excavation without another person on the surface</li> <li><input type="checkbox"/> Excavation to be made safe with barriers, para webbing, steel plates etc</li> <li><input type="checkbox"/> Flashing Lights for night protection</li> <li><input type="checkbox"/> Refer to Page 5 for management of environmental impacts from excavations (i.e. dust, noise, soil erosion &amp; biodiversity loss).</li> </ul> <hr style="border-top: 1px dashed black;"/> <ul style="list-style-type: none"> <li><input type="checkbox"/> Nominated trench supervisor: Name: _____</li> <li><input type="checkbox"/> Notice of Intention to be sent to WorkSafe Victoria at least 3 days prior to commencing trenching works (Form 035)</li> </ul>	
<p><b>7. Confined Space Entry (SOP 057 / 058)</b> OHS Regulations 2007, Part 3.4 and 5.1</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Only trained &amp; competent persons used as entry person or standby person.</li> <li><input type="checkbox"/> Follow Confined Space Entry SOP 057 (or SOP 058 if appropriate)</li> <li><input type="checkbox"/> CSE permit to be completed &amp; retained at depot for at least 1 month (Form 036 or 36a).</li> </ul>	
<p><b>8. Manual Handling (SOP 105)</b> OHS Regulations 2007, Part 3.1</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Repetitive or sustained application of force? More than twice per minute or 30 seconds sustained.</li> <li><input type="checkbox"/> Repetitive or sustained awkward posture? More than twice per minute or 30 seconds sustained.</li> <li><input type="checkbox"/> Repetitive or sustained movement? More than twice per minute or 30 seconds sustained. <ul style="list-style-type: none"> <li><input type="checkbox"/> If yes to any of the above, is the task done for more than 2 hours in one shift, or continually for more than 30 minutes at a time? Yes / No</li> </ul> </li> </ul> <hr/> <ul style="list-style-type: none"> <li><input type="checkbox"/> Application of high force?                      <input type="checkbox"/> Handling live animals?</li> <li><input type="checkbox"/> Exposure to sustained vibration or extreme temperatures?</li> <li><input type="checkbox"/> Handling loads that are unstable, unbalanced or difficult to move?</li> </ul> <hr/> <p>Control measures: .....</p> <p>.....</p> <p>If above are noted, and control measures are not adequate, a more extensive assessment is required – refer to HSE Team or Manager Business Risk and Compliance for advice.</p>	
<p><b>9. Outdoor Work (September – April) (SOP 102)</b> OHS Act 2004 s 21, 25</p>	<p><b>UVR Hazard:</b> During September to April, comply with SOP 102; adopt UVR protection measures.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Able to program work outside hours of 11am – 3 pm? Yes / No</li> </ul> <p>If no, ensure appropriate PPE and sunscreen is worn.</p> <p><b>Heat stroke:</b> Ensure adequate water supply and minimise work in direct sunlight.</p>	
<p><b>10. Public Safety</b> OHS Act 2004 sections 2, 4 &amp; 23</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Public safety measures adopted - during works .....</li> <li><input type="checkbox"/> Public safety measures adopted - on completion of works .....</li> </ul> <p>Special Needs Customers affected Yes / No (see GIS)</p> <p>If yes, suitable arrangements have been made with customers Yes / No</p>	

HAZARD	CONTROLS (tick as appropriate)	INITIAL
<b>11. Use of Chemicals (including Dangerous Goods) (SOP 107)</b> OHS Regulations 2007, Part 4.1 Dangerous Goods (Storage and Handling) Regulations 2012 Environment Protection Act 1970	<input type="checkbox"/> Lowest risk chemical for task and approved by HSE Team <input type="checkbox"/> Appropriate storage on site, including correct labelling <input type="checkbox"/> Ensure familiarity with MSDS, risk assessment and ensure appropriate risk controls for use are adopted <input type="checkbox"/> Appropriate PPE worn and other control measure adopted <input type="checkbox"/> Appropriate spill control materials available (bund, spill kit, absorbent granules etc.) <input type="checkbox"/> Staff trained in use of spill kit	
<b>12. Biological Hazards (SOPs 096 &amp; 097)</b> OHS Act s 21, 25	<input type="checkbox"/> Wastewater (refer SOP 096 for specific controls) <input type="checkbox"/> Vaccinations current (refer SOP 097)? If no, inform supervisor ASAP <input type="checkbox"/> Safeguards against contamination of drinking water (note section 23)	
<b>13. Burns</b>	<input type="checkbox"/> Potential for burns from flame torch, welding, CO <sub>2</sub> freezing kit, switchboards – arc flash etc.  Control measures: .....	
<b>14. Use of powered / hand tools* (* circle as appropriate)</b> OHS Act s 21, 25	<input type="checkbox"/> Trained and competent operator <input type="checkbox"/> Guards in place and working <input type="checkbox"/> Electrical leads tagged and within test date(6 months) (as per AS3760) <input type="checkbox"/> Tools / leads inspected prior to use <input type="checkbox"/> Electrical leads protected from mechanical, water or heat damage, surge <input type="checkbox"/> Use a residual current device (RCD) – when applicable (see SOP 063)	
<b>15. Work on electrical, mechanical, pneumatic and/or hydraulic systems</b>	<input type="checkbox"/> Suitably qualified or competent person <input type="checkbox"/> Apply isolation procedures in SOP 063 <input type="checkbox"/> Comply with any Work Permit requirement. Refer Form F101, EGW 117	
<b>16. Asbestos (general)</b> OHS Regulations 2007, Part 4.3	<input type="checkbox"/> Refer to SOP 090 for process and specific control measures <input type="checkbox"/> Documentation forwarded to Manager Business Risk and Compliance for filing	
<b>17. Working on or Near Water</b> OHS Act 2004 s 21, 25	<input type="checkbox"/> If working on, near or in water, complete Form 086 (SWMS) on page 6 detailing safety arrangements. <input type="checkbox"/> Working on floating covers; refer EGW 114, 115 <input type="checkbox"/> If working in or with a boat, complete the checklist in EGW 014	
<b>18. Terrain / environment</b>	<input type="checkbox"/> Slips, trips & falls <input type="checkbox"/> Livestock, snakes, animals <input type="checkbox"/> Access, fences, etc <input type="checkbox"/> Noise (impact on workers)  Control measures: ..... .....	
<b>19. Lone worker</b> OHS Act 2004 s 21, 25	<input type="checkbox"/> If working alone, detail emergency arrangements, call centre as required _____	
<b>20. Training and Competency</b> OHS Act 2004 s 21 OHS Regulations 2007, Part 2.1	<input type="checkbox"/> A works instruction applies to all or part of this job? If yes, list work instructions: _____ <input type="checkbox"/> Staff are trained and competent to undertake works associated with this task <input type="checkbox"/> Staff under training? If yes, list name(s) _____	
<b>21. Safe Work Method Statement</b> OHS Regulations Part 5.1	<input type="checkbox"/> For complex tasks or high risk construction work not adequately controlled by this checklist, a task specific safe work method statement has been completed and is attached.	

## 22. Traffic Management Plan

Road Management Act 2004, Code of Practice - Worksite Safety – Traffic Management 2010  
OHS Regulations 2007, Part 5.1.3

**For diversions and detours, call VicRoads – 131 170**

**Refer to Guide for Assessing Worksite Hazard Rating (TRIM DOC/10/25541)**

Road type:	Clearance between workers and traffic:	metres
Normal traffic speed through area:	km/hr.	Risk Rating (refer to long or short term matrices): H L

<input type="checkbox"/> All work is to be carried out in accordance with AS 1742.3 Traffic Control Devices for work on roads	<input type="checkbox"/> Signage set up by competent person (trained within last 3 years)
<input type="checkbox"/> VicRoads/Shire consent required Yes / No	<input type="checkbox"/> VicRoads/Shire consent obtained

**If Traffic Guidance Scheme (diagram) required;**

**1. Select the applicable EGW Traffic Guidance Scheme (see templates in black folder)**

<input type="checkbox"/> TGS1	<input type="checkbox"/> TGS4
<input type="checkbox"/> TGS2	<input type="checkbox"/> TGS5
<input type="checkbox"/> TGS3	

**2. Draw the scheme on a GIS aerial photo / map view (attach to the Form 048) or hand draw**

### Risks at worksite for specific control measures

Hazards/Risk Factors (present at worksite)	(Y/N)	Hazards/Risk Factors (present at worksite)	(Y/N)
High speed traffic through worksite		Rough or unsealed road surface	
Poor advance sight distance (< 200m)		High volume of heavy vehicles	
Narrow pavement with no escape path		Work vehicles entering/leaving worksite	
Excavations adjacent to worksite		Cyclists or pedestrians through worksite	

### Traffic Management Plan for long term or complex works

**Traffic Management Plan prepared by:**

(insert traffic management contractor business name if relevant and attach TMP)

**Date:**

**SPECIFIC WATER QUALITY AND ENVIRONMENTAL HAZARDS**

HAZARD	CONTROLS (tick as appropriate)	INITIAL
<b>23. Water Quality</b> Safe Drinking Water Act 2003	<input type="checkbox"/> Implement measure to avoid contamination of drinking water supply <input type="checkbox"/> Use clean tools & equipment/PPE / separate from sewer works <input type="checkbox"/> Refer Work Instruction EGW 016 for reinstatement of water pipe work	
<b>24. Water / Wastewater * release</b> (* circle as appropriate) Environment Protection Act 1970	<input type="checkbox"/> Isolate source of spill / release – shut off valves, clear blockage etc <input type="checkbox"/> Contain spill - Bunding / shovels / small earthmoving plant / spill kits <input type="checkbox"/> Pumps / Tanker or water / sewage* carter to remove from site if large volume <input type="checkbox"/> Fresh water source available for flushing, if required <input type="checkbox"/> Hypochlorite or other disinfectant, if required <input type="checkbox"/> Check for runoff / erosion (Sensitive area, water way etc) – e.g. pipe repair <input type="checkbox"/> Reinstatement of ground / vegetation	
<b>25. Dust</b> Environment Protection Act 1970	<input type="checkbox"/> Water available and equipment for dust suppression <input type="checkbox"/> Stored material covered where appropriate to minimise dust <input type="checkbox"/> Tarpaulin on vehicle when carting of dusty material <input type="checkbox"/> Avoid work during strong winds	
<b>26. Soil Erosion</b> Environment Protection Act 1970	<input type="checkbox"/> Exposed areas of bare soil minimised <input type="checkbox"/> Cover exposed areas with geofabric <input type="checkbox"/> Hay bales or other soil erosion measure in drains <input type="checkbox"/> Avoid working during heavy rain or high wind <input type="checkbox"/> Revegetation strategy	
<b>27. Prescribed Waste</b> EP (Industrial Waste Resource) Regs 2009	<input type="checkbox"/> Any prescribed waste*? YES / NO If yes, detail..... <input type="checkbox"/> Disposal – EPA Waste Transport Certificate completed, pink and green copies forwarded to Environment Team *Hazardous materials, asbestos, chemicals, oils etc – refer to EPA guidelines or contact environment team	
<b>28. Noise</b> Environment Protection Act 1970	<input type="checkbox"/> Equipment not left running unnecessarily <input type="checkbox"/> Noise suppression strategy near sensitive areas <input type="checkbox"/> Work timed to minimise disturbance (avoid noise at night and early morning)	
<b>29. Odour</b> Environment Protection Act 1970	Odour from wastewater*: <input type="checkbox"/> Odour neutralising chemicals available <input type="checkbox"/> Fresh soil / earth available to treat odour affected area *For other odour related issues contact HSE Team	
<b>30. Biodiversity Loss</b> Flora and Fauna Guarantee Act 1988	<input type="checkbox"/> Where potential exists for works to impact on vulnerable or threatened species or native vegetation, contact environment team for advice as a permit / exemption may be required before work can be undertaken. <input type="checkbox"/> Permit / exemption / offset plan read and understood.	

**Persons involved in the job**

Name

Signed

Date

**Team Leader:**

**Safety Officer/HSR:**

**Other team Members:**

**Once completed and the job is finalised, this form is to be retained in a depot file for at least 12 months.**



# SAFE WORK METHOD STATEMENT

<b>Task Assessed:</b>	
<b>Assessed by:</b>	<b>Date:</b>
<b>Authorised by:</b>	<b>Date:</b>

Specific Task/Activity	Potential Hazards/ Consequences	Hazard Class (H, M, L)	Control Measures	Who is Responsible	Date / Sign off

<b>Sign off by staff involved in task:</b>
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