

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>1. Power Lines in Work Area (SOP 086) OHS Regulations 2017, Part 3.5 and 5.1 Framework for undertaking work near overhead and underground assets</p> <p>High Voltage (street power lines)</p> <p>Low Voltage (house connections or <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>High Voltage - If (c) is between 2 and 3 m, then work may proceed with spotter in place – complete spotter details below</p> <p><input type="checkbox"/> If any plant is operating or capable of reaching HIGH Voltage Lines within 2m – get an AusNet permit (131799) before starting work</p> <p>Low Voltage – If (c) is between 0.5 and 3m, then work may proceed with spotter in place – complete spotter details below</p> <p><input type="checkbox"/> If any plant is operating or capable of reaching LOW Voltage Lines within 0.5m – get an AusNet permit (131799) before starting work</p> <p><input type="checkbox"/> Check distance from power pole and stays to planned excavation (>10m)</p> <p>Spotter details:</p> <p><input type="checkbox"/> Spotter qualification / currency checked</p> <p><input type="checkbox"/> Acknowledge spotter's only duty during plant operations</p> <p>Name of Spotter: _____ Name of Spotter: _____</p> <p>Time: _____ Time: _____</p>	
<p>2. Underground Services (SOP 086) (tick those which apply) OHS Regulations 2017, Part 5.1</p> <p><input type="checkbox"/> Underground electrical cables</p> <p><input type="checkbox"/> Gas mains</p> <p><input type="checkbox"/> Telstra cables/ optical fibre cables</p>	<p>Call 1100 Before You Dig (or www.1100.com.au) AND confirm with local service locator.</p> <p>Do not use machines to excavate unless service locations are complete</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>(Note: Depth and Locations may vary from records)</p>	
<p>3. Mobile Plant OHS Regulations 2017, Part 3.5 Proximity plans</p>	<p><input type="checkbox"/> Daily pre-start checklist completed / critical faults immediately rectified</p> <p><input type="checkbox"/> Competent & 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>4. Work at Height (potential to fall over 2 metres) (SOP 106) OHS Regulations 2017, 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 & 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>5. Repair or replacement of asbestos cement pipe (SOP 079) OHS Regulations 2017, Part 4.4 EP (Industrial Waste Resource) Regs 2009</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Notification to WorkSafe before commencing planned works (Form 034) <input type="checkbox"/> Complete control plan and record of removal (Form 032) <input type="checkbox"/> Control plan retained at depot for at least 12 month <input type="checkbox"/> Disposal / transport by licensed waste contractor – EPA Waste Transport Certificate completed, pink and green copies forwarded to HSE Team 	
<p>6.1 Excavation Work OHS Regulations 2017, Part 5.1 Environment Protection Act 1970</p> <p>6.2 Excavation Work - >1.5 m deep (review all boxes plus these 2 additional)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Work must comply with the Shafts and Tunnels Code of Practice <input type="checkbox"/> Sides of excavation supported with approved systems or sides battered <input type="checkbox"/> Check trench regularly for signs of deterioration of trench walls <input type="checkbox"/> No person shall work in the excavation without another person on the surface <input type="checkbox"/> Excavation to be made safe with barriers, para webbing, steel plates etc <input type="checkbox"/> Flashing Lights for night protection <input type="checkbox"/> Refer to Page 5 for management of environmental impacts from excavations (i.e. dust, noise, soil erosion & biodiversity loss). <hr/> <ul style="list-style-type: none"> <input type="checkbox"/> Nominated trench supervisor: Name: _____ <input type="checkbox"/> Notice of Intention to be sent to WorkSafe Victoria at least 3 days prior to commencing trenching works (Form 035) 	
<p>7. Confined Space Entry (SOP 057 / 058) OHS Regulations 2017, Part 3.4 and 5.1</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Only trained & competent persons used as entry person or standby person. <input type="checkbox"/> Follow Confined Space Entry SOP 057 (or SOP 058 if appropriate) <input type="checkbox"/> CSE permit to be completed & retained at depot for at least 1 month (Form 036 or 36a). 	
<p>8. Manual Handling (SOP 105) OHS Regulations 2017, Part 3.1</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Repetitive or sustained application of force? More than twice per minute or 30 seconds sustained. <input type="checkbox"/> Repetitive or sustained awkward posture? More than twice per minute or 30 seconds sustained. <input type="checkbox"/> Repetitive or sustained movement? More than twice per minute or 30 seconds sustained. <ul style="list-style-type: none"> <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 <hr/> <ul style="list-style-type: none"> <input type="checkbox"/> Application of high force? <input type="checkbox"/> Handling live animals? <input type="checkbox"/> Exposure to sustained vibration or extreme temperatures? <input type="checkbox"/> Handling loads that are unstable, unbalanced or difficult to move? <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>9. Outdoor Work (September – April) (SOP 102) OHS Act 2004 s 21, 25</p>	<p>UVR Hazard: During September to April, comply with SOP 102; adopt UVR protection measures.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Able to program work outside hours of 11am – 3 pm? Yes / No <p>If no, ensure appropriate PPE and sunscreen is worn.</p> <p>Heat stroke: Ensure adequate water supply and minimise work in direct sunlight.</p>	
<p>10. Public Safety OHS Act 2004 sections 2, 4 & 23</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Public safety measures adopted - during works <input type="checkbox"/> Public safety measures adopted - on completion of works <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
11. Use of Chemicals (including Dangerous Goods) (SOP 107) OHS Regulations 2017, 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	
12. Biological Hazards (SOPs 096 & 097) 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)	
13. Burns	<input type="checkbox"/> Potential for burns from flame torch, welding, CO ₂ freezing kit, switchboards – arc flash etc. Control measures:	
14. Use of powered / hand tools* (* circle as appropriate) 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)	
15. Work on electrical, mechanical, pneumatic and/or hydraulic systems	<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	
16. Asbestos (general) OHS Regulations 2017, 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	
17. Working on or Near Water 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	
18. Terrain / environment	<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:	
19. Lone worker OHS Act 2004 s 21, 25	<input type="checkbox"/> If working alone, detail emergency arrangements, call centre as required _____	
20. Training and Competency OHS Act 2004 s 21 OHS Regulations 2017, 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) _____	
21. Safe Work Method Statement 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 2017, Part 5.1 s. 322

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
23. Water Quality 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	
24. Water / Wastewater * release (* 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	
25. Dust 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	
26. Soil Erosion 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	
27. Prescribed Waste 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	
28. Noise 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)	
29. Odour 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	
30. Biodiversity Loss 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

Task Assessed:	
Assessed by:	Date:
Authorised by:	Date:

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

Sign off by staff involved in task:
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