

# Work Health & Safety Policy Survey Operations, LPI

## Introduction

The *Work Health and Safety Act 2011* and subsequent *Work Health and Safety Regulation 2011* represent the current legislation. Both Act and Regulation replace the former legislation known as the Occupational Health and Safety Act (1).

Land and Property Information (LPI) is committed to delivering a healthy and safe workplace. This is achieved through consultation between management and staff, and continual monitoring of the Work Health & Safety (WHS) system, which is central to a safe, efficient and productive workplace.

The former WHS strategy was based on a system of prescriptive operating procedures, resulting in a large volume of documentation which was rarely referred to by staff. Therefore, it was necessary to develop more concise documentation focused on Risk Assessment principles. The current WHS documentation consists of a Safe Work Method Statement (SWMS) and risk assessment documents which list all potential hazards and the control measures required to minimise the risks. This approach was based on the risk matrix shown in figure 1.

## SAFE WORK METHOD STATEMENT (SWMS)

The revised SWMS for survey operations (see figure 2) was developed in Excel format to include a schedule of staff WHS certification and training, vehicle, plant and safety equipment details which enables automatic update of the SWMS document. It is the responsibility of each employee to maintain the WHS schedule in regard to their individual certifications, plant and equipment as issued.

Associated with the SWMS is the *Risk Assessment for General Survey Field Work* which lists all common hazards and the control measures applicable to general survey field work. The SWMS form also identifies any *Elevated Risk* scenario associated with the proposed work. When an elevated risk scenario is identified it must be accompanied by the corresponding *Elevated Risk Assessment* document.

## RISK ASSESSMENT - GENERAL SURVEY FIELD WORK

Figures 3 and 4 show sample pages of the *Risk Assessment for General Survey Field Work*. This Risk Assessment has been divided in five categories according to task. *Travel to, from and around Work Site; Common/General Activity; Site Establishment and Traffic Control; Survey field work; Mark Placement, Reconnaissance, Maintenance & Clearing.*

Each potential hazard is listed once only and associated with the corresponding task(s). Control measures are then defined for each hazard and a new risk rating assessed in accordance with the Risk Matrix (figure 1).

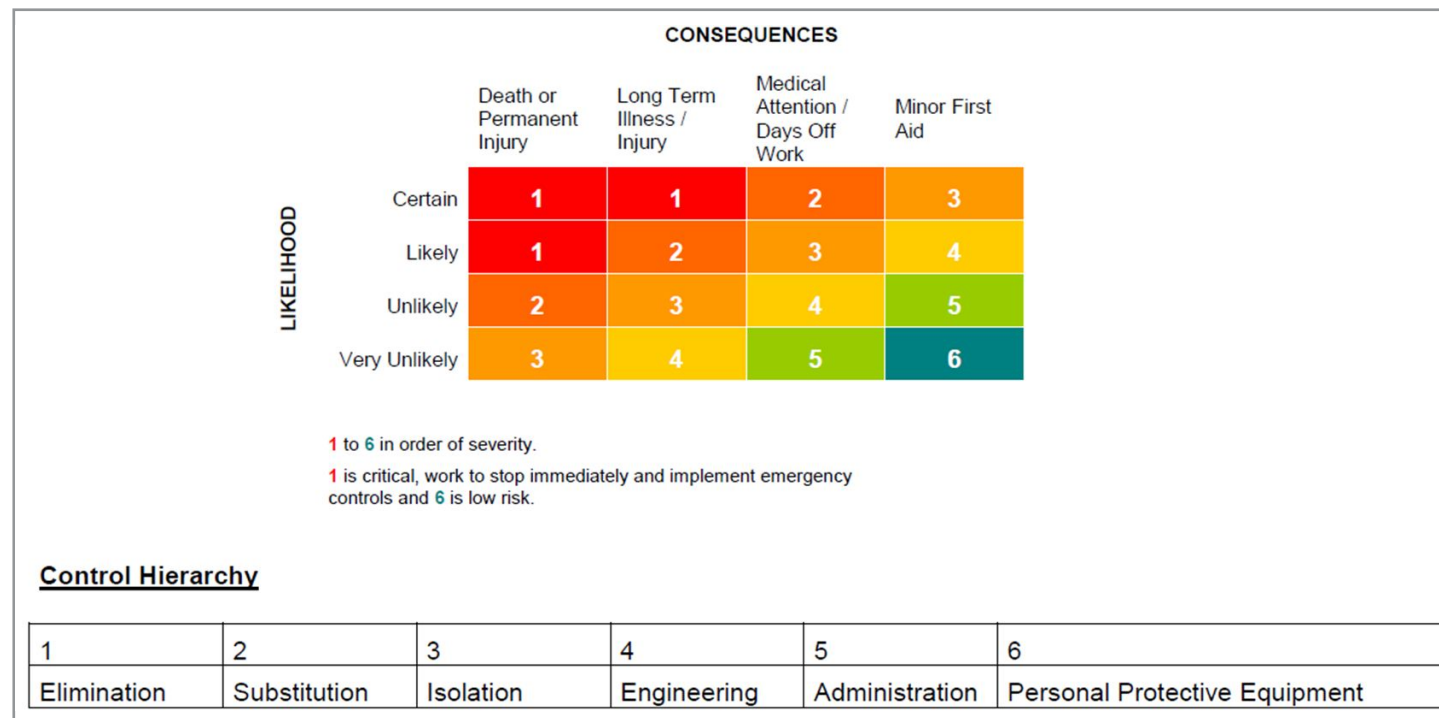


Figure 1: Risk Matrix (2)

Figure 2: Safe Work Method Statement - Survey Operations

Figure 3: Typical Risk Assessment



Specific Task/Activity →	Potential Hazards/Consequence →	Risk Rating →	Control Measures to be Implemented →	New Risk Rating
<i>Firstly, identify each specific activity separately.</i>	<i>Then, identify the potential hazards associated with each specific activity. Rate hazards using the hazard rating table in the Hazard Log and assign a risk rating.</i>	<i>Record your assigned risk rating.</i>	<i>Now record the control measures required for each specific activity to lower risk. Finally, re-rate each specific activity with the new control measures in place.</i>	<i>Record your new risk rating.</i>
<b>2.0 Common/General Activity</b>	Natural Disaster, Bushfire, flood	3	<ul style="list-style-type: none"> <li>PPE</li> <li>Have appropriate Communication System</li> <li>Observe warnings</li> </ul>	4
<b>2.0 Common/General Activity</b>	Micro waves antennas (HF Radios, transmission towers)	2	<ul style="list-style-type: none"> <li>Observe safety precaution on microwave sources</li> <li>Education and Awareness</li> </ul>	4
<b>2.0 Common/General Activity</b>	Attitude / Competency	4	<ul style="list-style-type: none"> <li>Health and Wellbeing</li> </ul>	6
<b>1.0 Travel to from and around Work Site</b>	Traffic - vehicle and pedestrian	1	<ul style="list-style-type: none"> <li>Observe and Assess</li> <li>PPE</li> <li>Traffic Control</li> <li>Spotter</li> </ul>	4
<b>3.0 Site Establishment and Traffic Control</b>				
<b>3.0 Site Establishment and Traffic Control</b>	Theft of property or vehicle	4	<ul style="list-style-type: none"> <li>Observe and Assess</li> <li>Secure all property or vehicle</li> <li>Involve police</li> </ul>	5
<b>4.0 Survey field work</b>				
<b>4.0 Survey field work</b>	SITE INDUCTIONS Unfamiliar site & requirements	3	<ul style="list-style-type: none"> <li>Determine and contact the Site Manager and comply with site requirements.</li> </ul>	5
<b>5.0 Mark Placement, Recce, Maintenance &amp; Clearing</b>				
<b>4.0 Survey field work</b>	Electrical, Telecommunication, Gas & Water assets/ Electrocutation Gassing, explosion, Asset damage and physical contact.	2	<ul style="list-style-type: none"> <li>DBYD</li> <li>Observe, Assess &amp; Avoid,</li> <li>Asset plan locations,</li> </ul>	4
<b>5.0 Mark Placement, Recce, Maintenance &amp; Clearing</b>				
<b>5.0 Mark Placement, Recce, Maintenance &amp; Clearing</b>	All hand tools brush hook, axes, crowbars, hammer, and chisel. etc.	2	<ul style="list-style-type: none"> <li>PPE,</li> <li>Maintenance,</li> </ul>	4

Risk Assessment – General Survey Field Work Ver1.6.1

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Figure 4: Typical Risk Assessment

**RISK ASSESSMENT – ELEVATED RISKS**

The particular nature of work, or the work site itself, may have elevated risks. LPI is currently developing specific elevated risk assessments and control measures for the following scenarios:

- Technical 4WD Operations
- Working at Heights
- Isolated/Remote Area Operations
- Chainsaw Operation
- Operating Specific Power Tools
- Elevated Risk to the Public
- Extreme Weather Operations

An example of an elevated risk assessment is shown in Figure 5

**CONCLUSION**

The new SWMS, associated Risk Assessments and control measures were developed to provide a concise set of WHS documentation. The document also contains a schedule of staff WHS certifications, vehicle, plant and safety equipment details which automatically populate the relevant fields of the SWMS form. The WHS documentation, although still under review, has received positive feedback from staff.

**ACKNOWLEDGEMENT**

The authors would like to acknowledge the contributions of the LPI WHS manager, WHS committee and management.

**BIBLIOGRAPHY**

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2. **Land & Property Information.** OHS Risk Management Tool Kit for Managers and Supervisors. *January 2012*. s.l., NSW : LPI, 2008.

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Name of Risk Assessment: ISOLATED/ REMOTE Field Work		Section/Unit: SIG		
Date	Description of Activity			Risk Assessment No:
07/10/2014	The risks associated with survey Field Work In Isolated/ Remote areas			
Specific Task/Activity →	Potential Hazards/Consequence →	Risk Rating →	Control Measures to be Implemented →	New Risk Rating
<i>Firstly, identify each specific activity separately.</i>	<i>Then, identify the potential hazards associated with each specific activity. Rate hazards using the hazard rating table in the Hazard Log and assign a risk rating.</i>	<i>Record your assigned risk rating.</i>	<i>Now record the control measures required for each specific activity to lower risk. Finally, re-rate each specific activity with the new control measures in place.</i>	<i>Record your new risk rating.</i>
Isolated or Remote field work  <b>NOTE:</b> Isolated or Remote field work shall not be combined with any other <b>elevated risk</b> task unless a combined risk assessment is completed on site	<b>Vehicle immobilised</b> due to breakdown, accident, bogged etc. and driver can't use vehicle to recover from work site. Driver uninjured  <b>Employee unable to drive vehicle</b> due to personal illness or injury and unable to recover from work site. Non-life threatening.	4	<ol style="list-style-type: none"> <li>1. <b>Eliminate Hazard</b> - Before commencing job, assess and confirm that there is no other way to complete the task and that the adopted methodology (including employee skills and equipment) carries the lowest exposure to risk, <b>OR</b></li> <li>2. Work must be carried out by a minimum of two LPI staff in one vehicle) <b>OR</b></li> <li>3. A second LPI vehicle or office is available within a maximum of two hours travel time) <b>OR</b></li> <li>4. Non LPI Staff is available as a local contact <b>with the ability to respond to recovery or other emergency</b>.</li> <li>5. Have a buddy to buddy communication system in place ie a call to the officer in charge of the project or office based supervisor to let them know your movements and your expected arrival and departure times from the job daily when accessing an isolated and/or remote area.</li> <li>6. Identify the route to be taken and stick to that route and also identify potential issues such as locked gates that you have to travel through to access your work area and any emergency services may have to travel through to reach you.</li> </ol>	5

Isolated or Remote field work  <b>NOTE:</b> Isolated or Remote field work shall not be combined with any other <b>elevated risk</b> task unless a combined risk assessment is completed on site	<b>Vehicle immobilised</b> due to breakdown, accident, bogged etc. and driver can't use vehicle to recover from work site. Driver uninjured  <b>Employee unable to drive vehicle</b> due to personal illness or injury and unable to recover from work site. Non-life threatening.	4	<ol style="list-style-type: none"> <li>7. NOTE in scenarios 2, 3, 4 appropriate communications maintained at all times in accordance with s48 of the Work Health and Safety Regulation 2011</li> <li>8. Use appropriate available communications (eg. phone, HF radio, handheld CB) to organise assistance</li> <li>9. Apply emergency First Aid if required Activate PLB ONLY in life threatening situations</li> </ol> <p style="text-align: center;"><b>Mandatory Equipment</b></p> <ul style="list-style-type: none"> <li>• PLB</li> <li>• Appropriate communications, eg. mobile phone, HF radios.</li> <li>• First Aid kit and training</li> </ul>	5
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Figure 5: Elevated Risk Assessment Isolated or Remote Operations