# 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 though 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 the risk matrix shown in figure 1.

Death or

#### 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).

Safe Work Method Statement - Survey Opera	
1ai Work Area Job/Proiect Name;	1aii Job Description
A Project Approximate Location(s): A Location Period of Work: <u>11 / 10 / 2014</u> <u>14 / 11 / 2014</u> Start Date: End Date: Private Lands Other	GNSS Observations      RTK / FIELDVAC     Urban / Rural Lavelling      Dthan / Rural Traversing     Urban / Rural Traversing     Urban / Rural Traversing     Urban / Rural Calbratio     Urban / Trig Construction     Infrastructure Control     DIAS Control     DIAS Control     Trig / Survey Marks Maintainance and Clearing
1b Elevated Risks Associated with Job/Work Area (Refer Attached Technical 4WD Access Chainsaw Operation	Party Leader Signature:
Modify Standard TCP Operating Specific Pox Working at Heights Elevated Risk to the Pi Isolated Remote Operations DBYD Required DBYD Required	ablic
1c Vehicle Plant and Safety Equipment (Checked and in Working	Order)
First Aid Via Savings Fooler 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Stepse         Stepse<
1d Comments / Optional Equipment: 1e Co	odes of Practice/Legislation Applicable to Work
• • • •	Work Health and Safety Act 2011* SI&G - Isolated Remote Field Operations Policy (Essix) Energy Legislation Amendment (Infrastructure Protection) Act 2009 - Dial Belore You Dig Field Guide for Traffic Control at Works on Roads Health and Safety at Work (Work Cover: " Greens Gardens and Grounds") tp://www.sustili.edu.su/su/tgis/nsw/consel_sct/whes2011218 ec 0H85 Risk Management on /pmathehub.lands
I have cited this Safe Work Method Statement and accept that the Officers in respect to the requirements of the Work Health and Safety Act 2011, LPI OF applicable to the tasks on this document.	
Party Loader Signature:	Manager Signature :

Figure 2: Safe Work Method Statement - Survey Operations

Date	Ť		Decemination of Activ			Risk Assessmen			
07/10/2014	Description of Activity The risks associated with SIG General Survey Field Work consisting of Traversing, Levelling, GNSS, Reconnaissance and Trig & Mark Repair/ Maintenance/ Installation/ Removal.								
	Note: All new staff sho general survey field wo	Note: All new staff should be trained in the appropriate use of equipment and materials used in carrying out general survey field work and associated activities.							
	Survey Field Work activit	Survey Field Work activities are grouped into the following Tasks:							
	1.0 Travel to from and								
	2.0 Common/General A								
		3.0 Site Establishment and Traffic Control							
	4.0 Survey field work	4.0 Survey field work							
	5.0 Mark Placement, Re								
	PPE REQUIRED:								
		$ \bigcirc $		$( \mathbf{C} )$	-lad				
	Gloves	Eye Protection	Appropriate Footwear	Hearing Protection	Protective Clothing				
	*** Refe								
	Available on Ess								

Permanent Illness / Days Off Aid Injury Injury Work 2 Certain 1 LIKELIHOOD Likely 1 Unlikely Very Unlikely 6 1 to 6 in order of severity. 1 is critical, work to stop immediately and implement emergency controls and 6 is low risk **Control Hierarchy** 2 3 4 5 6 Administration | Personal Protective Equipment Substitution Isolation Elimination Engineering

CONSEQUENCES

Long Term

Medical

Attention

Minor First

Figure 1: Risk Matrix (2)

1

Risk Assessment - General Survey Field Work Ver1.6.1

Figure 3: Typical Risk Assessment

	SI 8	G: Land & Property Information		
	1f Mandatory WH&S Qualifications/Experience/train	ning required to complete work		
1	Officer Information 1			
n 1	Officer: SURVEYOR, Sam  LPI/ BOSSI ID Cardz: XXXX WHS for Surveyors Date: NA Traffic Control - Yellow Exp Date: Training Required Drivers License Exp Date: 0505/2015 WD Appreciation Date: NA High VIZ protective Clothing	Mobile Phone:         1123 123 123           Secondary #:         1123 123 123           IZ         First Aid Training Exp Date:         310/2016           IZ         Hint Aid Training Exp Date:         310/2016           IZ         Hint Aid Training Exp Date:         110/2016           IZ         Hint Aid Training Exp Date:         NA           IZ         Valid Exp Date:         NA           IZ         Valid Exp Date:         NA           ID         Ormal Training Date:         1990           Chainsaw Operator Date:         NA           IP         Personal Protective Equipment (PPE)		
	Other: I accept my responsibilities under WH&S Act 2011 and confirm the above details are true & correct.	Signature;		
-	Officer Information 2			
	Officer information 2			
0	Officer:         SURVEYOR, Tom           IX         LPI / BOSSI ID Card # :         XXXX           WHS for Surveyors Date:         NA           IX         Trafic Control - Yellow Exp Date:         2212/2014           IX         Drivers License Exp Date:         0505/2016           WD Appreciation Date:         NA           IX         High VIZ protective Clothing	Mobile Phone: 0123 123 123 Secondary #: 0123 123 123 © First Aid Training Exp Date: 3/10/2017 © White Card #: CoxxxxxxxSE02 □ Traffic Control - Red Exp Date: NA © 4WD Formal Training Date: 1991 □ Chainsaw Operator Date: NA □ Personal Protective Equipment (PPE)		
	Other: I accept my responsibilities under WH&S Act 2011 and confirm the above details are true & correct.	Signature:		
	Officer Information 3			
	Officer: Z- NA UPI/BOSSI ID Card # : NA UPI/BOSSI ID Card # : NA Traffic Control - Yellow Exp Date: NA Orivers License Exp Date: NA (4WD Appreciation Date: NA	Mobile Phone: NA Secondary#: NA First Ad Training Exp Date: NA Traffic Contol - Red Exp Date: NA AWD Formal Training Date: NA AWD Formal Training Date: NA Chainsaw Operator Date: NA Personal Prodective Equipment (PPE)		
	High VIZ protective Clothing Other: Lacoppr my responsibilities under WH&S Act 2011 and confirm the above details are true & correct.	Signature:		
	Officer Information 4			
es with Nicies	Officer: Z - NA UPI / BOSSI ID Card # : NA UPI / Traffic Control - Yellow Exp Date: NA UPI / AVD Appreciation Date: NA UPI / UPI / UPI / Control / UPI / Control UPI / UPI / Control UPI / UP	Mobile Phone: NA Secondary II: NA First AId Training Exp Date: NA Traffic Control - Red Exp Date: NA AVD Formal Training Date: NA Chainsaw Operator Date: NA Personal Protective Equipment (PPE)		
	—			
	I accept my responsibilities under WH&S Act 2011 and confirm			

Specific Task/Activity → Firstly, identify each specific activity separately.	Potential Hazards/Consequence 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.	Risk Rating → Record your assigned risk rating.	Now record the control measures required for each specific activity to lower risk. Fil re-rate each specific activity with the new control measures in place. ord your gened	
2.0 Common/General Activity	Natural Disaster, Bushfire, flood	3	<ul> <li>PPE</li> <li>Have appropriate Communication System</li> <li>Observe warnings</li> </ul>	4
2.0 Common/General Activity	Micro waves antennas (HF Radios, transmission towers)	2	<ul> <li>Observe safety precaution on microwave sources</li> <li>Education and Awareness</li> </ul>	4
2.0 Common/General Activity	Attitude / Competency	4	Health and Wellbeing	6
1.0 Travel to from and around Work Site 3.0 Site Establishment and Traffic Control	Traffic - vehicle and pedestrian	1	Observe and Assess     PPE     Traffic Control     Spotter	4
3.0 Site Establishment and Traffic Control 4.0 Survey field work	Theft of property or vehicle	4	Observe and Assess     Secure all property or vehicle     Involve police	5
4.0 Survey field work 5.0 Mark Placement, Recce, Maintenance & Clearing	SITE INDUCTIONS Unfamiliar site & requirements	3	<ul> <li>Determine and contact the Site Manager and comply with site requirements.</li> </ul>	5
4.0 Survey field work 5.0 Mark Placement, Recce, Maintenance & Clearing	Electrical, Telecommunication, Gas & Water assets/ Electrocution Gassing, explosion, Asset damage and physical contact.	2	<ul> <li>DBYD</li> <li>Observe, Assess &amp; Avoid,</li> <li>Asset plan locations,</li> </ul>	4
5.0 Mark Placement, Recce, Maintenance & Clearing	All hand tools brush hook, axes, crowbars, hammer, and chisel. etc.	2	<ul><li>PPE,</li><li>Maintenance,</li></ul>	4

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

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#### BIBLIOGRAPHY

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Land & Property Information

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 Asses	sment: ISOLATED/ REMOTE Field W	ork		Section/Unit: SIG			
Date	Description of Activity					Risk Assessment N	
07/10/2014	The risks associated with survey Field Work In Isolated/ Remote areas						
Specific Task/Activity → Firstly, identity each specific activity separately.	Potential Hazards/Consequence → Then, identify the potential hazards associated with each specific activity. Rate hazards using the hazard rating table in the Hazard Log and assigna risk rating.	Risk Rating → Record your assigned risk rating.		<b>b be implemented</b>	. Finally,	New Risk Rating Record your new risk rating.	
Isolated or Remote field work Isolated or Remote field work shall not be combined with any other elevated risk task unless a combined risk assessment is completed on site	Vehicle immobilised due to breakdown, accident, bogged etc. and driver can't use vehicle to recover from work site. Driver uninjured Employee unable to drive vehicle due to personal illness or injury and unable to recover from work site. Non- life threatening.	4	confirm that the that the adopte equipment) ca 2. Work must be i vehicle) <b>OR</b> 3. A second LPI v two hours travi 4. Non LPI Staff is <b>respond to re</b> 5. Have a buddy 1 call to the offic supervisor to le expected arrivi accessing an i 6. Identify the rou identify potenti travel through	ard - Before commencing job, assess an ere is no other way to complete the task id methodology (including employee skill rries the lowest exposure to risk, <b>OR</b> carried out by a minimum of two LPI staff rehicle or office is available within a maxia el time) <b>OR</b> is available as a local contact with the ab covery or other emergency. to buddy communication system in place er in charge of the project or office based et them know your movements and your al and departure times from the job daily solated and/or remote area. te to be taken and stick to that route and al issues such as locked gates that you h to access your work area and any emerg nave to travel through to reach you.	and s and i in one mum of ility to ie a d when also nave to	5	

Isolated or Remote field work	Vehicle immobilised due to breakdown, accident, bogged etc. and driver can't use vehicle to recover from	4	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	5
NOTE: Isolated or Remote field work shall not be combined with any other elevated risk task unless a	work site. Driver uninjured	8.	8.	Use appropriate available communications (eg. phone, HF radio, handheld CB) to organise assistance	
	Employee unable to drive vehicle due to personal illness or injury and unable to recover from work site. Non- life threatening.	9.		Apply emergency First Aid if required Activate PLB ONLY in life threatening situations	
				Mandatory Equipment PLB	
			•	Appropriate communications, eg. mobile phone, HF radios.	
				First Aid kit and training	

Figure 5: Elevated Risk Assessment Isolated or Remote Operations