

**PART 1**

<b>Job Status</b>			<b>ABN 77626194992</b>
<b>Are there isolation requirements</b>		<b>Attached Documents</b>	

Acceptance Signatures					
<b>DKE Manager:</b>		<b>DKE Rep:</b>		<b>Customer Rep:</b>	

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<b>Job</b>			<b>Area</b>	
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Activity No	Job Activities (in steps)	Possible Hazards/Risks	Likelihood	Consequence	Risk Rating	Safety Controls	Likelihood	Consequence	Risk Rating	Responsibility
1.	<b>Pre-Establishment Checks</b>	Damaged, inoperable, or incomplete tools and equipment may result in injury or damage. New Factory entry not understood by workers	Likely	Moderate	17	<ul style="list-style-type: none"> <li>• Ensure all power tools, leads etc. have been tested and tagged and are in date.</li> <li>• Visually inspect all power tools and leads for cuts or crimps before use.</li> <li>• Mobile plant and vehicle fit for purpose to be completed for all intended mobile plant and equipment to be bought onto site.</li> <li>• Ensure all workers follow signage and directions that provide safe access to the factory.</li> </ul>	Rare	Insignificant	1	All workers

Activity No	Job Activities (in steps)	Possible Hazards/Risks	Likelihood	Consequence	Risk Rating	Safety Controls	Likelihood	Consequence	Risk Rating	Responsibility
1.2		Damaged, inoperable, or inadequate PPE may result in personal injury.	Likely	Moderate	17	<ul style="list-style-type: none"> <li>• Clean and inspect all PPE prior to establishment on site.</li> <li>• PPE and dress requirements for the area are: <ul style="list-style-type: none"> <li>- Helmet (Hard Hat)</li> <li>- <u>Glasses or goggles</u></li> <li>- Long Sleeve Drill Shirts Hi VIS</li> <li>- Long Drill Trousers</li> <li>- Steel Toe Cap Boots</li> <li>- Hearing Protection (ear plugs).</li> <li>- Face shield when cutting / grinding</li> </ul> </li> <li>• Specialized PPE will include: <ul style="list-style-type: none"> <li>- Dust Mask When Grinding Paint.</li> <li>- Welding helmet &amp; Gloves</li> <li>- Grinding Goggles or Face Shield with Safety Glasses when Grinding</li> </ul> </li> </ul>	Rare	Insignificant	1	All workers
1.3		Untrained or inexperienced personnel would be in danger of injury or may cause injury to others in the area.	Likely	Moderate	17	<ul style="list-style-type: none"> <li>• All personnel are to be trained in correct methods of manual handling.</li> <li>• All personnel required to operate a grinder or other high-risk tools and equipment must have received training and deemed competent by Dark Knight.</li> <li>• Only accredited isolation planners are permitted to plan and conduct isolations</li> <li>• Competent &amp; authorized persons only on site.</li> </ul>	Rare	Insignificant	1	All workers

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1.4		Unauthorized entry to an area would place personnel in danger	Likely	Catastrophic	24	<ul style="list-style-type: none"> <li>• All personnel are to have been instructed on the contents of this JSA and sign the back page.</li> <li>• All personnel are to be instructed that under no circumstances are they permitted to deviate from the safe work methods identified in this SWMS unless the SWMS has been revised and authorized in accordance with the review process.</li> <li>• All personnel are to be made familiar with the Customer Work Permit System and its authorization process.</li> <li>• No work shall be undertaken without an Authorized Authority to work permit. The work controller, service provider and authorized plant controller must sign on the initial ATW an ATW handover sheet must be signed on at the beginning and signed off at the end of each shift</li> <li>• All personnel are to be aware of Heavy Mobile equipment movements while accessing and exiting the main plant or working in and around the construction area.</li> <li>• All personnel Must maintain a safe distance as per requirements of site induction regarding exclusion zone from any piece of operating mobile machinery</li> <li>• All personnel must gain a machine operators full attention i.e. a thumb by the machine operator and the machine Must come to a full stop prior to any personnel approaching any mobile equipment</li> <li>• DELIVERY VEHICLES All Delivery Drivers Must give prior notice to works supervisor before arriving to site so as they can be – Informed of the site hazards <ul style="list-style-type: none"> <li>- Checked that they have the appropriate PPE</li> <li>- Escorted into and out of the site</li> </ul> </li> </ul>	Rare	Insignificant	1	All workers
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Activity No	Job Activities (in steps)	Possible Hazards/Risks	Likelihood	Consequence	Risk Rating	Safety Controls	Likelihood	Consequence	Risk Rating	Responsibility
2	<b>Site Access</b>	Unauthorized entry to an area would place personnel in danger	Likely	Catastrophic	24	<ul style="list-style-type: none"> <li>• Ensure all personnel have current site inductions</li> <li>• Ensure all personnel have current competencies &amp; licenses</li> <li>• Obtain permits &amp; follow requirements (ATW, Hot Work, Working at Heights, Permit)</li> </ul> All personnel subject to Customer/ Dark Knight Drug and Alcohol Policy	Rare	Insignificant	1	All workers
3	<b>Toolbox Talk 07:00am for All</b>	Workers unaware of job hazards on the job	Likely	Catastrophic	24	<ul style="list-style-type: none"> <li>• Run thru complete SWMS and MSDS – all employees to sign and acknowledge reading and understanding</li> <li>• Inform personnel of scope of work, potential hazards, safe work practices and isolations needed to perform the work.</li> <li>• Personnel to read SWMS and sign work permit.</li> <li>• All delivery drivers must be escorted from gate and remain at their vehicle</li> <li>• All persons on site must sign in/out at security daily</li> <li>• Inform personnel of the possibility of airborne dust &amp; required controls</li> </ul>	Rare	Insignificant	1	All workers
4	<b>Working with Hazardous materials as per toolbox talk and issued MSDS</b>	Risk of serious injury to personnel,	Likely	Catastrophic	24	<ul style="list-style-type: none"> <li>• Glasses or goggles MUST be worn at all times</li> <li>• Long sleeve drill shirt</li> <li>• Long drill trousers</li> <li>• Wear gloves</li> <li>• Follow all safety advice contained in MSDS</li> </ul>	Rare	Insignificant	1	All workers

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Activity No	Job Activities (in steps)	Possible Hazards/Risks	Likelihood	Consequence	Risk Rating	Safety Controls	Likelihood	Consequence	Risk Rating	Responsibility
5	<b>Lock onto correct isolations in Site Isolation office</b>	Working on un- isolated equipment	Likely	Catastrophic	24	<ul style="list-style-type: none"> <li>• Ensure personal locks are placed with name tag and phone number</li> </ul>	Rare	Insignificant	1	All workers
6	<b>Install barriers and temp fencing to define work area.</b>	Strains and sprains. Manual handling Cuts Slips/trips	Likely	Catastrophic	24	<ul style="list-style-type: none"> <li>• Follow site barricading plan / traffic management plan</li> <li>• Use mechanical aids wherever possible to eliminate manual handling</li> <li>• Place mandatory construction site signage outlining PPE</li> <li>• Site contacts list at entry point</li> <li>• Follow correct manual handling procedures.</li> <li>• Wear gloves</li> </ul>	Rare	Insignificant	1	All workers

Activity No	Job Activities (in steps)	Possible Hazards/Risks	Likelihood	Consequence	Risk Rating	Safety Controls	Likelihood	Consequence	Risk Rating	Responsibility
7	<b>Pre-Op check – Plant and equipment – Ladders, harnesses, Lifelines, hand tools and electrical equipment</b>	Damaged equipment / Plant	Likely	Catastrophic	24	<ul style="list-style-type: none"> <li>• Trained / licensed operators only</li> <li>• Visually inspect and ensure all hand tools and equipment are in sound working order</li> <li>• Prior to use inspect EWPS's Daily, complete and sign logbook</li> <li>• Ensure all plant has passed the fit for purpose check list</li> <li>• Equipment which is not fit for purpose must be taken out of service and an out of service tag placed detailing why the equipment must not be used</li> <li>• Equipment whose mandatory inspection date has expired must be tagged out of service and must not be used until tested and tagged by relevant qualified personnel</li> </ul>	Rare	Insignificant	1	All workers
8	<b>COVID-19</b>	Workers contract disease	Likely	Catastrophic	24	<ul style="list-style-type: none"> <li>• Follow all COVID-19 Health Guidelines</li> <li>• Keep 1.5-meter social distancing</li> <li>• Workers to regularly wash &amp; sanitize hands</li> </ul>	Rare	Insignificant	1	All workers
9						•				

Activity No	Job Activities (in steps)	Possible Hazards/Risks	Likelihood	Consequence	Risk Rating	Safety Controls	Likelihood	Consequence	Risk Rating	Responsibility
10						•				
11						•				
12						•				
13						•				
14						•				
15						•				

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Activity No	Job Activities (in steps)	Possible Hazards/Risks	Likelihood	Consequence	Risk Rating	Safety Controls	Likelihood	Consequence	Risk Rating	Responsibility
16						•				
17						•				
18						•				

Activity No	Job Activities (in steps)	Possible Hazards/Risks	Likelihood	Consequence	Risk Rating	Safety Controls	Likelihood	Consequence	Risk Rating	Responsibility
19						•				
20						•				
21						•				

Activity No	Job Activities (in steps)	Possible Hazards/Risks	Likelihood	Consequence	Risk Rating	Safety Controls	Likelihood	Consequence	Risk Rating	Responsibility
22										
23										
24										

<u>Category</u>	<u>Hazard</u>	<u>Category</u>	<u>Hazard</u>	<u>Category</u>	<u>Hazard</u>
<b><u>Mechanical</u></b>	<input type="checkbox"/> Abrasive Blasting / Grinding <input type="checkbox"/> Auto-Start Equipment <input type="checkbox"/> Conveyors <input type="checkbox"/> Entanglement <input type="checkbox"/> Equipment Failure <input type="checkbox"/> E-Stops beyond reach <input type="checkbox"/> Hand and Power Tool <input type="checkbox"/> Impact and Crushing Areas <input type="checkbox"/> Pinch / Cutting Points <input type="checkbox"/> Residual / Stored Energy <input type="checkbox"/> Uncontrolled Movement <input type="checkbox"/> Unguarded Moving Parts <input type="checkbox"/> Welding or Cutting	<b><u>Manual Handling (Ergonomic)</u></b>	<input type="checkbox"/> Awkward / Unbalanced Load <input type="checkbox"/> High / Low reach <input type="checkbox"/> High Force / Heavy Loads <input type="checkbox"/> Lighting <input type="checkbox"/> Over Exertion / Fatigue <input type="checkbox"/> Poor Design / Layout <input type="checkbox"/> Repetitive Movements	<b><u>Environmental</u></b>	<input type="checkbox"/> Air Contamination <input type="checkbox"/> Contaminated Materials <input type="checkbox"/> Contaminated Stormwater Drains <input type="checkbox"/> Soil Contamination <input type="checkbox"/> Solid Waste <input type="checkbox"/> Stormwater Contamination <input type="checkbox"/> Waste (effluent / hazardous) <input type="checkbox"/> Work in or near shaft/trench deeper than 1.5 or a tunnel <input type="checkbox"/> Work in an area that may have a contaminated/flammable atmosphere <input type="checkbox"/> Work in areas with artificial extremes of temperature
		<b><u>Chemical</u></b>	<input type="checkbox"/> Chemicals / Refrigerants/Fuel <input type="checkbox"/> Dust / Fumes / Vapour / Mist <input type="checkbox"/> Flammable Gases <input type="checkbox"/> Handling Flammable Materials <input type="checkbox"/> Hazardous Chemical Exposure <input type="checkbox"/> Hazardous Substance Exposure <input type="checkbox"/> Solid Chemical <input type="checkbox"/> Splashes / Burns	<b><u>Radiation</u></b>	<input type="checkbox"/> Density Lvl Measure, i.e., Radioactive Isotope / PH Probe / Conductivity Probes <input type="checkbox"/> Infra-Red <input type="checkbox"/> Microwaves <input type="checkbox"/> Ultra-Violet Light, i.e., Sun <input type="checkbox"/> UPS System, i.e., Acid Leak / Explosion <input type="checkbox"/> X-Ray
<b><u>Other</u></b>	<input type="checkbox"/> Tilt-up or precast concrete elements <input type="checkbox"/> Work on telecommunication tower <input type="checkbox"/> Use of explosives <input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic <input type="checkbox"/> Work in or near water or other liquid that involves the risk of drowning <input type="checkbox"/> Diving work <input type="checkbox"/> Demolition of load-bearing structure <input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs				

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<b><u>Working at Heights</u></b>	<input type="checkbox"/> Ladders <input type="checkbox"/> Lifting Equipment, i.e., Scissors / EWP's <input type="checkbox"/> Scaffolding <input type="checkbox"/> Stairs / Platforms <input type="checkbox"/> Working above 2m <input type="checkbox"/> Working above Others	<b><u>Pressure</u></b>	<input type="checkbox"/> Competitive Pressures <input type="checkbox"/> Compressed Gases / Air <input type="checkbox"/> Fluid <input type="checkbox"/> High Pressure Steam <input type="checkbox"/> Hydraulic <input type="checkbox"/> Water / Pulp <input type="checkbox"/> Pressurised gas mains or piping	<b><u>Workplace</u></b>	<input type="checkbox"/> Asbestos <input type="checkbox"/> Confined Space / Void Space <input type="checkbox"/> Falling Objects <input type="checkbox"/> General Access <input type="checkbox"/> Housekeeping <input type="checkbox"/> Illumination / Lighting <input type="checkbox"/> Noise, i.e., Exposure / Nuisance <input type="checkbox"/> Poor Ventilation <input type="checkbox"/> Protrusions / Holes/ Penetrations <input type="checkbox"/> Restricted Visibility <input type="checkbox"/> Restricted Work Area <input type="checkbox"/> Slip & Trip Hazards <input type="checkbox"/> Unauthorized Personnel <input type="checkbox"/> Unlabeled Controls <input type="checkbox"/> Vibration <input type="checkbox"/> Wet / Slippery <input type="checkbox"/> Wind / Storm Activity <input type="checkbox"/> Working in Isolation
<b><u>Electrical</u></b>	<input type="checkbox"/> Static Electricity <input type="checkbox"/> Sub-stations / Switch Rooms <input type="checkbox"/> Underground Cables <input type="checkbox"/> Contact with Electrical Equipment <input type="checkbox"/> Electrical Cables <input type="checkbox"/> High Voltage Equipment <input type="checkbox"/> Overhead Cables <input type="checkbox"/> Work on or near energized electrical installations / services	<b><u>Thermal</u></b>	<input type="checkbox"/> Cold - Ambient <input type="checkbox"/> Heat, i.e., Stress / Discomfort - Ambient <input type="checkbox"/> Hot Materials / Fluids <input type="checkbox"/> Hot Surfaces <input type="checkbox"/> Steam / Condensate <input type="checkbox"/> UV Exposure		
<b><u>Human Factors</u></b>	<input type="checkbox"/> Rushing <input type="checkbox"/> Complacency <input type="checkbox"/> Fatigue <input type="checkbox"/> Frustration	<b><u>Mobile Plant</u></b>	<input type="checkbox"/> Traffic / Pedestrian Interaction / Collision <input type="checkbox"/> Uneven Terrain <input type="checkbox"/> Unlicensed / Untrained Operators <input type="checkbox"/> Vehicle Instability, e.g. Rollover		

<b>Supervisor responsible for ensuring compliance with SWMS:</b>	PM, Super & WHS
<b>Person responsible for reviewing SWMS:</b>	All current personnel
<b>Next SWMS review date:</b>	

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# SWMS - Personnel Summary

Plant/Equipment:	Hand Tools / Power Tools / Telehandler / Lifting attachment
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Maintenance checks:	Operator pre-checks to be carried out and logbooks signed.
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## Safe Work Method Statement

Each worker performing work under this SWMS accepts that they understand that that they are responsible for their own and their fellow workers' safety, that they have read and understood the SWMS including any site specific changes and additions to the SWMS and will comply to all requirements. Work must **STOP** if the activity changes, is not followed or there are new hazards/risks identified. Workers acknowledge this by placing their name and signature below.

Name	Position	Company	Signature	Date	ÈWP	Fork	C6
		DKE Group					
		DKE Group					
		DKE Group					
		DKE Group					
		DKE Group					
		DKE Group					
		DKE Group					
		DKE Group					
		DKE Group					
		DKE Group					
		DKE Group					

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# Risk Matrix

Risk Rating Matrixes		Consequence			Likelihood				
The adjacent table is used to calculate the hazard score: Extreme: 20-25; High: 16-19; Medium: 7-15; or Low: 1-6. The objective of rating the risk is to lower the risk by using control measures. The score is noted in the risk score column, both before and after risk control measures have been nominated		Keyword	Description Safety Health & Hygiene	Description Environment	Almost Certain	Likely	Possible	Unlikely	Rare
					Expected to occur in most situations	Probably occur in most situations	Could occur sometime e.g. history of event	Not likely to occur in normal situations	May occur only in exceptional situations
Legend	Action Required	Catastrophic	Fatality or Permanent Disability Huge Financial Loss	Toxic off-site release with detrimental effects	Extreme 25	Extreme 24	Extreme 23	High 19	Medium 15
Extreme	Do not commence activity. Implement controls that reduce risk to medium level or below. Recommend Project Manager or local Safety Manager review and approve control measures (where available).	Major	Lost Time Injury Loss of Production Major Financial Loss	Off-site release with no detrimental effects	Extreme 22	Extreme 21	High 18	Medium 14	Medium 13
High	Do not commence activity. Implement controls that reduce risk to medium level or below. Recommend that Project Manager or Site Supervisor review and approve control measures (where available).	Moderate	Medical Treated Injury High Financial Loss	On-site release contained with outside assistance	Extreme 20	High 17	Medium 12	Medium 11	Low 6
Medium	Risks are to be assessed and controlled using Hierarchy of control methodology. Document controls on the JSEA.	Minor	First Aid Injury Medium Financial Loss	On-site release immediately contained	High 16	Medium 10	Medium 9	Low 5	Low 4
Low	Manage individual risks using appropriate controls and proceed working with caution.	Insignificant	No Injuries Low Financial Loss	On-site control of incident without assistance	Medium 8	Medium 7	Low 3	Low 2	Low 1

## Notes

All workers are to be inducted to the project/site prior to the commencing of works, they shall produce for review prior to the commencement of works all Licenses, authorizations and/or qualifications to ensure all are within date and undertake effective communication/consultation via a toolbox talk /pre start, reviewing the SWMS and associated hazards of the site.

Where a subcontractor is to be used the subcontractors shall produce for review prior to the commencement of works all licenses, authorizations and qualifications, SWMS, plant and equipment inspections along with any and all SDS.

Only authorized and trained persons to operate plant and equipment.

If taking prescribed medication or over the counter medication, you must seek advice from prescribing Doctor or pharmacists about the affects the medication may have on your ability to work safely.

If consuming substances/Alcohol or drugs that may affect your ability to work safely then you must immediately inform your site supervisor or WHS Dept before commencing work.

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# Emergency Response Plan

## GENERAL COMMUNICATION

## EVENT / CLOSE CALL / PROCESS INTERRUPTION

## FIRE / INJURY / INCIDENT / EMERGENCY

CONTACT		HOW
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		

CONTACT		HOW
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		

CONTACT DETAILS	
1 <sup>st</sup>	Call to others in the area Or
2 <sup>nd</sup>	Phone Isolation Room Or
3 <sup>rd</sup>	Emergency Services 000:

Y/N

☐

Do the site personnel know the location of the nearest working Phone?

☐

Do the site personnel know the evacuation procedure & assembly point

## FOLLOW UP COMMUNICATION

Where an Event, Close Call, Process Interruption, Fire, Injury or Incident has occurred, then the following communications shall take place:

- 1) Site Personnel are to inform the Site Co Ordinator or Contracts Supervisor.
- 2) Site Co Ordinator / Contracts Supervisor are to notify the Process Owner Immediately.
- 3) Process Owner is to notify Security within 24hrs.

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