



Construction General Hazard Management Procedure

WHS-PRO-015 Construction General Hazard Management Procedure				
Version	Author	Date	Amendments	Expiry Date
02	Various	Mary Darwell (CEO)	May 2019	Full review and update of system
01	Benchmark OHS Consulting	SHFT Executive	August 2017	Original Version

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PURPOSE

The purpose of this procedure is to provide a framework for the safety management of construction work which is carried out in accordance with the workplace health and safety requirements under the WHS Act and Regulations relating to construction work.

SCOPE

This procedure applies to summary guidelines and standards for the following general construction hazards. Further specific management requirements are defined within the Sydney Harbour Federation Trust Work Health and Safety (WHS) Management System.

REFERENCES

- AS/NZS 4801:2001 Occupational health and safety management systems – 4.3.1 Planning identification of hazards, hazard/risk assessment and control of hazards/risks, 4.4.6 Hazard identification, hazard/risk assessment and control of hazards
- WHS Regulation 2011 - Chapter 6 Construction work
- Code of Practice – Construction work

DEFINITIONS

Employee

A person, who carries out work in any capacity for the Sydney Harbour Federation Trust, including work as:

- A worker/employee, or
- A contractor or subcontractor, or
- An employee of a contractor or subcontractor, or
- An employee of a labour hire company who has been assigned to work in the person's business or undertaking, or
- An outworker, or
- An apprentice or trainee, or
- A student gaining work experience, or
- A volunteer.

FORMS

[Forms](#)

ACTIONS AND RESPONSIBILITIES

Housekeeping Hazards

- It is the policy of Sydney Harbour Federation Trust to maintain and promote a high standard of housekeeping over the whole site. If this is achieved it will assist in incident prevention, enable better working conditions, and help to lift the quality of our product.
- Housekeeping is everyone's responsibility and an important part of any job. Keep work area clean by clearing up any mess. Everything used has a home - keep it there when it is not in use.
- Accumulated waste and refuse in and around shelves, benches and infrequently occupied areas etc. can result in safety and environmental hazards due to cramped conditions and the potential for tripping as well as the associated fire risks.
- Spills and leaks can result in safety and environmental hazards due to the potential for slipping and may also have an associated fire risk, or risk of environmental damage.
- Appropriate housekeeping measures and standards are applied, including:
 - Loose rubbish is disposed of accordingly;
 - All materials are stored correctly on parkland or lay down areas;
 - Barricading is erected to sustain environmental factors i.e. wind, rain;
 - Barricading tape that has broken is to be replaced;
 - Rubbish or skip bins are not overflowing and lid must be able to remain shut;
 - Rubbish removal is a regular occurrence;
 - Correct signage is to be erected and adhered to;
 - Correct PPE is to be worn at all times including any visitors to the worksite; and
 - Electrical leads are not to become trip hazards.

Vehicles and Mobile Equipment

- This element is concerned with vehicular energy and the hazards that exist to users and pedestrians through vehicles and mobile equipment.
- This standard applies to all vehicles with the exception of Company cars, and includes Golf Buggies, buses, trucks, forklifts, mobile cranes, gantry cranes, traversers, mobile plant, cherry pickers, mobile extendable work platforms, mobile drills, water carts, tow trucks, trailers, and light vehicles.
- This equipment may only be operated by those personnel authorised by Sydney Harbour Federation Trust to do so following appropriate training to ensure the operator is competent.
- Vehicles have associated with them other types of possibly injurious energy such as:
 - power take offs for machinery and tools,
 - hydraulic and pneumatic energy systems, compressed air (tyres),
 - gravitational hazards in use such as slings, chains and hooks,
 - noise and vibration,
 - electricity,
 - hazardous chemicals (fuel or load),
 - toxic or asphyxiant exhaust gases from engines
- Careful consideration of user requirements for safe operation shall be applied in the procurement of all vehicles and mobile equipment.

- Care is required during loading and unloading operations to ensure personnel are excluded from the hazardous area.
- Exclusion zones are used around hazardous areas arising from mobile equipment to ensure personnel are excluded as far as is practicable.
- All vehicles and mobile equipment are to comply with the following:
 - Be in good working condition;
 - Have current registration;
 - Have current insurance; and
 - Must be maintained regularly.
 - Ensure vehicles are parked in designated areas and in a fundamentally stable condition. All materials, tools or equipment carried in a vehicle, must be tied down and in accordance with the load capacity of that vehicle.

Slings, Chains & Lifting Equipment

- Slings, chains and lifting equipment are used regularly at Sydney Harbour Federation Trust, occasionally for heavy or complex lifting arrangements through our contractor arrangements. As such, it is vital that this equipment is maintained in serviceable condition. Similarly, it is critical that those personnel carrying out the lifting are authorised and competent to do so.
- Lifting complex loads is the responsibility of a person with a license for Dogging or Rigging. If the load is difficult and you can't lift it with hooks, clamps or purpose-made jigs, ask a dogman or rigger to supervise the lift.
- In the performance of lifting tasks with the use of slings, the following practices are prohibited:
 - Use of a sling over sharp corners without protective padding.
 - Forcing of a sling into position.
 - Overloading of any sling.
 - Use of damaged or worn slings.
 - Dragging of slings from under a load.
 - Allowing loads to pass over a sling laying on the ground.
 - The use of slings in conjunction with the forks of a forklift.

Biological Hazards

- Biological hazards may arise from:
 - Bacterial transmission through food or drinking water.
 - Contamination of water used in air conditioning and heating systems (e.g. Legionnaire's Disease).
 - Exposure to diseased animals.
 - Close physical contact between people (e.g. HIV/AIDS risk to emergency crews and first aid practisers, Hepatitis risk to some employees).
- Site Managers:
 - Ensure that all work areas, tasks and personnel to which exposure to biological hazards may occur are defined.
 - Establish and maintain suitable prevention practices.

- Establish and monitor regular maintenance programmes on all air-conditioning systems, having water as a cooling or heating medium.
- As required, arrange and liaise with Foremen/Leading Hands to ensure necessary monitoring of equipment, facilities and medical monitoring of employees.
- Ensure that prevention practices and procedures aimed at biological hazards are compiled with.
- Where required, provide employees with appropriate personal protective equipment and ensure that they are trained in its use.

Walkways, Pits and Line marking

- It is essential to ensure that clear passageways are established and maintained to provide access and egress to production areas, and to ensure clear passage to emergency exits. These passageways are defined by line marking.
- Other hazards such as pit edges, stairs, platform edges and changes in floor levels should also be defined by line marking.
- Site Managers:
 - Ensure emergency equipment such as firefighting equipment, crane access ladders and switchboards shall be kept clear and should be marked accordingly.
 - Line marking shall be maintained in a highly visible state.
 - Pits and platform edges shall be fenced or chained off with posts and chains whenever possible.
 - Ensure workshop passageways are defined by line marking, with a minimum width of 1.2M.
 - Ensure pit edges, platform edges and stairs are defined by line marking.
 - Ensure passageways to emergency exits are marked.
 - Ensure clearways are marked 1m x 1m minimum around fire equipment, crane access ladders and switchboards.
 - Maintain line marking in a highly visible state.
 - Ensure marked walkways remain clear.
 - Ensure fences and chains on pits and platforms are replaced after removal.

Buildings, Structures and Fences

- Buildings, structures and fences include: bridges, platforms, pits, fixed installations, houses, offices, campsites, signposts, gates, barriers, sheds, floors etc.
- Many features of buildings, structures and fences deteriorate over time becoming damaged by impact and or corrosion or other degradation which may ultimately result in hazard(s) to the health and safety of employees, and potential environmental hazards.
- Site Managers Ensure:
 - Any parts or section of a building, structure or fence reported unsafe shall be isolated immediately pending rectification. The area shall be cordoned off using appropriate signage and warning flags (bunting).
 - That areas of responsibility are clearly demarcated in the form of a plan showing clearly the physical division between adjacent areas of responsibility. Foremen/Leading Hands shall be made aware of the exact limits of their responsibility.

- Conduct a documented inspection of all buildings, structures and fences under his/her control.

Waste and Refuse Removal

- Accumulated waste and refuse in workplaces and work sites can cause unnecessary risk of injury to employees and can cause or lead to environmental damage. Hazardous wastes (e.g. solvents, oil soaked rags) can also present either a fire, environmental or health risk and require carefully considered collection and disposal methods.
- The removal of simple refuse (e.g. papers, food scraps) requires control to minimise the risk of disease resulting from poor hygiene.
- The provision of appropriate handling facilities for the collection and handling of waste and refuse can assist in minimising the risk of strain injury to personnel. Sydney Harbour Federation Trust has formulated procedures for the removal of waste and refuse.
- The following definitions apply to specific types of waste and refuse:
 - Scrap is material that is of no further use to Sydney Harbour Federation Trust and is (e.g. after cutting) disposed of by auction or tender (e.g. metal offcuts, components that cannot be economically repaired).
 - Rubbish is material that is of no use to anybody (e.g. oil soaked rag, used oil filters, papers, food scraps).
 - Salvage is any item, component or material that has further use to Sydney Harbour Federation Trust
- If any doubt exists as to the correct classification of waste and refuse equipment or material, advice should be sought from the Supervisor.
- Site Managers:
 - In conjunction with the Project Manager, conduct a regular survey of waste and refuse removal arrangements in all areas under his/her control to assess their adequacy and effectiveness and implement action on recommendations.
 - Ensure that waste removal methods comply with legislative and good practice requirements.
 - Ensure that in the provision of waste and rubbish containers:
 - the quantity supplied is adequate.
 - the locations are suitable (strategic locations)
 - the containers are suitably branded to indicate the type of waste they are to carry.
 - the containers are suited to the work area handling methods.
 - the container construction material is compatible with the waste to be carried.
 - the container shall be equipped with a lid where appropriate
- Provide for collection of wastes at a frequency that will avoid the over accumulation (i.e. fire hazard) and the development of health hazards due to rotting waste.
- Ensure that scrap which has the potential for further re-use with potential for injury to the user (e.g. scrap electrical components, broken ladders) are destroyed before being deposited in waste containers.

Notices and Signs

- The purpose of any notice or sign is to provide instant recognition and understanding of hazards, safety requirements, instructions, emergency exits and other information.
- Notices and signs are used to:
 - Identify hazard areas
 - Indicate personal protective equipment requirements
 - Provide guidance and instruction
 - Indicate the location of fire and emergency equipment, spill kits and exits etc.
- Pictograms should be used wherever possible.
- NOTE: Managers and Supervisors should give due consideration to how effectively signage relates to employees of various ethnic origin.
- Site Managers:
 - Ensure PPE signage is in appropriate high visibility locations.
 - Ensure Fire, Emergency and Environmental equipment and exits are clearly signposted.
 - Ensure Authorised Access areas are signposted.
 - Ensure signage is maintained in a highly visible condition.
 - Ensure employees are aware of and comply with signage.

Lighting

- Optimum lighting of the workplace provides not only a comfortable and safe visual working environment, but also one which promotes maximum potential for production and quality of work.
- Low lighting levels need not result in injury to the eyes but prolonged periods in poor light may lead to visual discomfort in the form of fatigue or headaches.
- Excessive lighting levels may result in visual discomfort.
- Wherever possible, natural lighting, without glare should be utilised.
- Artificial lighting shall be adequate for the type of work being performed, especially where hazardous or night work situations are involved.
- NOTE: Where portable lighting is used in situations such as:
 - inside metal vessels
 - in confined spaces
 - in areas where a fire or explosion hazard may exist,
 - this lighting shall comply with the specific requirements of the relevant standards.

Area Ventilation

- The purpose of area ventilation is the provision of fresh air in adequate quantity and quality for the comfort and convenience of people occupying work areas (including offices).
- Tasks such as welding, grinding, spray painting, etc., can generate harmful substances and adequate ventilation shall be provided.
- When any work that is likely to generate dust or fumes (e.g. grinding, oxy cutting) is to be carried out within a workshop area, due consideration should be given to the provision of ventilation or extraction. If in doubt, the assistance of the Site Manager should be sought.
- The use of vehicle maintenance pits should be avoided where possible, however, where they exist, they shall be suitably ventilated when in use.
- Site Managers:
 - Ensure that welding, grinding, spray painting, etc. (Other than that carried out on site) are performed only in areas designated for these activities.
 - Ensure that areas designated for welding, grinding, spray painting, etc. are suitably equipped with appropriate ventilation or extraction equipment, and that this equipment is used during operations.
 - Ensure that regular scheduled maintenance is carried out on extraction and ventilation equipment (including air conditioning systems).
 - Ensure that all employees undertaking activities which may produce fume, dust, etc., have access to appropriate personal protective equipment - (e.g. disposable face masks, cartridge type respirator, etc).

Hot & Cold Temperature Hazards

- Both high and low atmospheric temperature conditions, and hot/cold fluids and solids can have an adverse effect on the human body. Work in a hot environment can result in discomfort and decreased productivity, heat exhaustion, heat stroke and heat cramps. Heat stress is affected by the clothing worn, the physical workload being performed and acclimatisation of the persons concerned.
- The environmental factors involved include air temperature, air movement, the radiant heat load (if any) and the air humidity. Employees who are overweight, unfit or have heart, skin or circulatory system diseases are more at risk of heat stress, as are those who are suffering from some illness or making use of some form of medication.
- Exposure to hot/cold solids and fluids can produce direct tissue injury. Recognition and control is important for risks from leaks, exhaust splashes and the proximity of solid objects.
- Sydney Harbour Federation Trust will identify all possible exposures to high/low temperature conditions and assess them in a planned manner, if necessary with specialist guidance.

Compressed Gas Bottles

- Compressed gases such as oxygen, acetylene and LP Gas are stored in bottles and are used at various locations around the site.
- Gas bottles shall be kept with the safety valve in an upright position at all times and shall be restrained to prevent them from falling over.

- Acetylene and LP gas bottles should have flashback protectors fitted at each end of the hose. Various regulations require the separation of bottled gases when in storage.
- Ensure flashback protection is fitted to LP Gas and acetylene bottles at both ends of the hose.

Welding / grinding / hotwork

- Information, training and instruction that is provided to workers who carry out welding or grinding is to include:
 - The proper use, storage and maintenance of PPE;
 - Eye exposure or 'welders flash';
 - How to work safely in hazardous environments;
 - First aid and emergency procedures;
 - No unauthorised person in the vicinity of welding practices;
 - How to access SDS for hazardous chemicals;
 - Review SDS for welding rods and wires to identify which gases and fumes are released during welding;
 - Fire, explosions, flames and sparks which are sources of ignition;
 - Clear work areas of combustible materials i.e. cardboard boxes, chemicals, wood or unprotected clothing;
 - Fire extinguishers in accessible work areas near welding;
 - The nature of, and reasons for, any health monitoring if required;
 - Welding screens available where required;
 - Burns and heat to include environment i.e. ventilation and air borne contaminants;
 - All hoses are to comply with AS/NZ standards and are to be maintained in good condition;
 - Store and handling oxy-acetylene cylinders appropriately; and
 - Minimising the risk of musculoskeletal disorders to include layout of work area.
- Welding should not be carried out on ladders due to the risk of falls and limited visibility of the worker, instability when working on a ladder and risk of electrocution if an aluminium ladder is used in conjunction with welding.
- Any person who is required to conduct welding is to be trained and qualified for the task.
- Any hot work conducted is to be in a designated hot work or welding area with the following requirements:
 - Hot work permit (where required);
 - Area to be signed and screened off from other workers (where possible);
 - Correct PPE;
 - Fire extinguisher in hot work or welding area;
 - Store and handling oxy-acetylene cylinders appropriately;
 - Clear work areas of ignition sources and combustible materials i.e. cardboard boxes, chemicals, wood or unprotected clothing;
 - Hot work screens to be in good condition;
 - Standby person to be available where required.
 - 9' Grinders are not permitted on any Sydney Harbour Federation Trust or facility.

Machinery and Tools

- Ensure that all new machinery and tools purchased are effectively guarded and that guarding conforms to the appropriate standards. Powered plant shall have a Plant Risk Assessment completed prior to commissioning as per **WHS-FOR-017.1 Plant and Equipment**.
- Site Managers ensure:
 - that no machinery or powered hand tool is operated without its guard(s) correctly in place.
 - that appropriate operating manuals or reference standards are available to all employees at all work sites.
 - that only trained qualified/licensed operators undertake the use of explosive powered hand tools.
 - that only trained, qualified personnel undertake the use of machinery, powered or non-powered hand tools.
- All tools and equipment used on a Sydney Harbour Federation Trust or facility are to be maintained and in good working condition. It is the contractor's responsibility to ensure all tools and equipment used are fit for purpose and not altered from original manufacturers specification.
- This is to include but not limited to:
 - Guarding is not to be removed at any time;
 - Electrical tooling must be tested and tagged;
 - Handles are to be in good condition i.e. hammers, picks, shovels;
 - Stored energy is to expelled from hoses i.e. air compressor;
 - Gauges are to be in good working order and maintained; and
 - Oxyacetylene Cylinders are to be chained at all times.
- All tools and equipment are to be stored appropriately when not in use to prevent damage to equipment, trip hazards and/ or injury.

Environmental Management

- All persons are to ensure they comply with the Harbour Trust environmental policies and procedures while working on any Sydney Harbour Federation Trust facility to include but not limited to the following:
 - Rubbish removal;
 - Chemical use and disposal;
 - Flora and fauna in their work area;
 - Recycling; and
 - Reporting any environmental incident (injury to wild life, dumping of rubbish, hydrocarbon spills etc.).
- All employees are requested to implement environmentally safe practices where possible to assist in eliminating the use of:
 - Plastic bags;
 - Styrofoam cups and containers;
 - Hazardous chemicals that are harmful to the environment;
 - Cigarette butt disposal; and
 - Plastic drink bottles.

- It is the responsibility of all Harbour Trust staff, Contractors and volunteers to assist in maintaining, protecting and improving our environmentally friendly work places and parklands of the Harbour Trust.

Hazardous chemicals

- All chemicals used on a Sydney Harbour Federation Trust or facility are to be approved by the Harbour Trust before commencement of any work. These chemicals are to be listed on a Chemical Hazard Register and supplied to the Harbour Trust. Current Safety Data Sheets (SDS) are to remain with the chemicals to ensure correct safe handling and first aid information is available.
- SDS's are current for five (5) years from its original date, all SDS's used are to be current at all times when using the chemical and are to be in maintained good condition. Compliance with legislative requirements are as follows:
 - Hazardous chemicals are not to be de-canted into unlabelled bottles or inappropriate containers at any time. i.e. plastic or makeshift containers;
 - Hazardous chemicals when de-canted appropriately are to be labelled in accordance with the Managing Risks of Hazardous Chemicals Code of Practice;
 - Make shift labels or written labels are not acceptable;
 - Correct PPE for the hazardous chemical used is to be in accordance with the instruction of the SDS;
 - Hazardous chemicals are not to be left exposed at any time i.e. lids left off, chemical left in open containers etc.;
 - Storage of hazardous chemicals is as far as possible stored in appropriate storage areas or cabinets;
 - Expiry dates of chemicals are to be included on the Hazardous Chemical Register;
 - Alternate use of a hazardous chemical required is to be assessed to ensure all chemicals are, where possible, environmentally friendly;
 - All hazardous chemical waste is to be disposed of appropriately and/or according to parkland requirement.
 - Chemicals are not to be disposed of down in drains or waterways;
 - Paint is not to be left in open containers;
 - Paint brushes are not to be cleaned under a tap or hose where waste can enter a drain;
 - Paint waste is to be disposed of appropriately i.e. harden and disposed of in appropriate hazardous waste method of disposal.

Refer: **WHS-PRO-018 Hazardous Substances.**

Electrical safety

- A contractor must ensure all electrical equipment used on a Sydney Harbour Federation Trust or facility is in good condition, maintained, guarding in place and with current testing and tagging evident. Should equipment not be tested and tagged it is to be removed from the work site. All electrical equipment is to be connected to a Residual Current Device (RCD).
- An RCD must have a tripping current that does not exceed 30 milliamps. If RCD electricity is supplied to the equipment through a socket outlet it must not exceed 20 amps.
- Only a qualified electrician is to conduct any electrical work i.e. power boards, installation, repairs etc. on a Sydney Harbour Federation Trust or facility. The electrician must be approved by the Harbour and Trust hold current qualifications.
- Electrical leads are to be marked as per AS/NZ Standards and used in accordance with those standards. Assessing the risk and hazards of the workplace include trip hazards and all electrical leads where practicable are to be controlled or covered when in a walkway or thorough fare. All electrical leads used in an outdoor environment are to be specifically designed for outdoor use and piggy back plugs are not to be used on extension leads.
- Double adaptors are not to be used on any Parkland or facility of the Harbour Trust.

Refer: **WHS-PRO-019 Electrical Safety**.

Elevated Working Platforms (EWP & MEWP)

- Any employee who is required to operate an elevated work platform (EWP) or mobile elevated working platform (MEWP) must ensure the following:
 - They hold a current “yellow card” only for 11 metres and above;
 - Complete a SWMS;
 - Barricade the area the EWP or MEWP will be working in;
 - Use a harness or fall arrest system and is secured by a lanyard to an approved anchor point;
 - Ensure harness and fall arrest system is maintained, in good condition, tested and tagged as per AS/NZ standards;
 - Any snap hooks and karabiners shall be self closing and shall be capable of being open only by a minimum of at least two consecutive actions;
 - Only permit the number of workers onto the platform or basket as per the EWP capacity;
 - Ensure the EWP is fundamentally stable while stationary;
 - When moving an MEWP the basket or platform must be close to the ground;
 - Operate the speed of an MEWP to suit the ground conditions;
 - Ensure materials or tools are attached to a lanyard where required;
 - Monitor weather conditions for safety in an EWP or MEWP i.e. wind, rain, storms, lightning;
 - The operator instructs other worker of how to use the fall arrest system should they be required to work in the EWP and do not have a Yellow Card;
 - It is the operator’s responsibility for safe access, control and function of the EWP or MEWP; and
 - Workers are licenced when operating boom EWP’s with a boom length of 11 metres or more.

- Note: A worker cannot operate a EWP or MEWP if they do not hold a current Yellow Card.
- The operator of a EWP or MEWP must not:
 - Operate an EWP or MEWP with any worker who does not wear or is not competent to wear a harness and fall arrest equipment;
 - Travel in the basket at height while moving an MEWP;
 - Work directly over power lines;
 - Operate an EWP within:
 - 3.0m up to 132kv (kilo-volt)
 - 6.0m up to 132kv to 330kv
 - 8.0m to 330kv or more
 - (Should work require an EWP or MEWP to be closer than the above distance from power lines, permission is required from the electrical authority)
 - Be closer than 6.4m to distribution power lines (poles) or 3.0m with a qualified 'spotter';
 - Be within 10m of transmission power lines (tower) or 8m with a qualified 'spotter';
 - Endanger themselves or others; or
 - Allow and unqualified person to operate the EWP or MEWP.

Refer: **WHS-PRO-029 Working At Heights.**

Working at heights

- A contractor who is required to conduct any working at heights at a Sydney Harbour Federation Trust or facility must ensure the following:
 - The worker has been trained by a nationally accredited RTO in working at heights;
 - A working at height permit has been completed;
 - A rescue plan is attached to the permit;
 - Rescue equipment identified on the rescue plan is available and accessible;
 - A Work Assessment has been completed to include all risk and hazards;
 - The area is barricaded to ensure other workers or public visitor do not enter;
 - All tools and equipment used must be secured;
 - Proof of refresher training for Working at Heights has been conducted on a two yearly basis; and
 - Testing and tagging of all working at height harness, lanyards, static lines etc. to be provided.

Refer: **WHS-PRO-029 Working At Heights.**

Scaffolding

- Scaffolding is a temporary structure specifically erected to support access or is a working platform. Scaffolding is commonly used in construction work to provide workers with a stable platform on which to work when work cannot be done at ground level or on a finished floor.
- A person is not required to hold a scaffolding licence if a person or object may fall 4 metres or less from the scaffold. However, any person performing scaffolding work should be competent and must be provided with relevant information, instruction, training and supervision in the safe erection, dismantling, maintenance and alteration of the scaffold.
- A risk assessment is to be conducted and present where scaffolding is in place. For scaffold higher than 4 metres, a qualified scaffolder must certify and place a 'scaff tag' onto the scaffolding to certify the scaffolding has been erected according to the manufacturers and engineering specifications.
- Kick boards are to be in place where tools, materials or equipment are used on a scaffold or lanyards on tooling to ensure they cannot fall causing injury. All scaffolding is to be in compliance with relevant codes of practice.

Refer: **WHS-PRO-029 Working At Heights.**

Diving

- A commercial diving company or contractor must review the diving work and ensure that the competency option selected is relevant to the work. Issues to consider should include:
 - The diving environment;
 - The diving equipment and breathing gas to be used;
 - The decompression schedule to be used;
 - The tasks to be undertaken;
 - Tools to be used;
 - Other vessel movements around dive area; and
 - Any other hazard associated with the task and AS/NZS2299 Occupational Diving Operations.
- A diving company must provide to the Harbour Trust all relevant documentation before work commences to include:
 - Current medical certificate of all divers to include:
 - Completed by a medical practitioner with training in underwater medicine;
 - Date of issue and expiry date;
 - The person is medically fit in and in accordance with the fitness criteria.
 - SWMS which are task specific;
 - Dive plan;
 - Traffic Management Plan (where required);
 - Control dive safety log;
 - Safety Management Plan (SMP);
 - Appropriate departmental and/or regulatory approvals (where required);
 - Duties of person conducting business or undertaking; and
 - Duty of worker competence.

Confined Space Entry (CSE)

- A contractor who is required to conduct any confined space entry at a Sydney Harbour Federation Trust or facility must ensure the following:
 - The worker has been trained in CSE;
 - A confined space permit has been completed;
 - A rescue plan is attached to the permit;
 - Rescue equipment identified on the rescue plan is available and accessible;
 - A Risk Assessment has been completed to include all risk and hazards;
 - The area in which the CSE is barricaded to ensure other workers or public visitor do not enter the work area;
 - A ventilation officer is available where required;
 - Spotter is confined space entry trained;
 - Appropriate communication process is implemented;
 - All tools and equipment used in CSE must be secured (where required);
 - Proof of refresher training for CSE has been conducted on a 2 yearly basis; and
 - Testing and tagging of all confined space entry harness and lanyards etc. to be provided.

Refer: **WHS-PRO-025 Confined Spaces Management.**

Asbestos

- In the event of asbestos being identified in a work area where construction is to be conducted, stop work immediately and remove all workers, contact the Harbour Trust who have trained staff in the handling and removal of asbestos.
- Only loose asbestos fibres or those in the air supply (commonly known as friable) represent a true hazard as it becomes airborne and when inhaled is a health risk. Stable asbestos compounds such as intact cement tiles or other bonded asbestos products are generally not an immediate hazard.
- As many of the building and structures were built before the 1980's, asbestos was commonly used in walls, ceilings, floor coverings, rooves etc. If you have any concerns please contact your Harbour Trust staff contact to discuss or verify if there is a presence of asbestos and what is required as per the asbestos manage plan or hazardous materials survey for that site.
- Do not touch or remove anything you think may contain asbestos unless you are trained and approved by the Harbour Trust to do so.

Refer: **WHS-PRO-026 Asbestos Management.**

Cranes and lifting

- A contractor who is required to operate a mobile crane at a Sydney Harbour Federation Trust or facility must ensure the following:
 - The operator is qualified to use the mobile crane required;
 - A lifting plan is completed where required;
 - A Risk Assessment has been completed to include all risk and hazards. This is also to include weather conditions i.e. lightning, heavy rain, wind, ground conditions;
 - The footprint of the crane (boom swing area) in which the crane is in operation is barricaded to ensure other workers or public visitor do not enter the work area;
 - Dogman and Riggers to be qualified;

- Tag lines in good condition;
- Spotters are to be qualified i.e. dogman / rigger;
- Appropriate communication process is implemented; and
- Testing and tagging or maintenance of all lifting equipment to be provided.
- The mobile crane operator is in charge of the crane working area and all communication must be with the operator of the mobile crane.

Forklift

- To be eligible to operate a forklift on any Sydney Harbour Federation Trust you must hold a current Licence and have Harbour Trust approval. A forklift pre start inspection is to be completed before use and provided to a Harbour Trust staff member in charge of forklifts in that area i.e. Workshop Supervisor or Manager.
- Seat belts must be worn where fitted and the forklift should not exceed a speed limit of 5kms per hour. When loading a forklift it must not lift more than the maximum loading capacity. The load is to be centred and the tyres lifted to the appropriate height for the load balance to ensure the weight is distributed evenly to prevent the load from falling or the forklift from overturning. This also gives the operator visibility while operating the forklift. An area the forklift is to be operated in is to be assessed to include uneven surfaces, load weights, pedestrian access and vehicle interaction. The forklift area is to be barricaded to prevent unauthorised access by other workers or public visitors when in use.
- A warning system is to be implemented while using a forklift for communication while the forklift is in operation. This may be a horn when reversing; leaving a building entrance and/or a reverse beeper that has been installed on the forklift. When lifting materials or equipment all pallets used are to be in good condition and without damage to eliminate the risk of the load falling while being lifted.

Excavation and digging

- Before any contractor can conduct excavation or digging work approval from the Harbour Trust is required.
- Excavation work generally means work involving the removal of soil or rock from a site to form an open face, hole or cavity using tools, machinery or explosives.
- A person conducting a business or undertaking must manage risks associated with all kinds of excavations at the workplace, no matter how deep.

Refer: **WHS-PRO-027 Excavation Management.**

Working alone

- A contractor who is required to work alone must have a 'check in' system with their employer or a Harbour Trust supervisor in the event of an incident or emergency. The frequency of the check in times can be decided at a time suitable to the contractor. The person working alone must have communication active at all times i.e. mobile or radio in the event of emergency or evacuation i.e. bushfires. Should a person be required to work in the parkland or natural bush area with no mobile phone reception or radio, a physical check on that worker is required throughout the day at various times to ensure the health, safety and welfare of the lone worker.

Refer: **WHS-PRO-024 Remote or Isolated Work**