



# SAFE WORK INSTRUCTION (SWI)

## Car Body Clean Shovel

Owner: Dragline Cleaning Services Pty Ltd

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Version 1

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**IMPORTANT – PRIOR TO COMMENCING THE TASK**, identify any additional **HAZARDS** and **CONTROLS** that may be required to reduce the risk to a level as low as reasonably achievable.

**Consider the skills and experience of the PEOPLE involved, the suitability of the EQUIPMENT to be used, and the workplace ENVIRONMENT. Any additions noted are to be submitted to the Document Owner for updates to this Work Instruction.**

<p><b>Related Procedures, Information and Documents</b></p> <p><i>Documented information specifically related to the task, SOPs, SDS, OEM, permits etc.</i></p>	<ul style="list-style-type: none"> <li>• Site specific Isolation SOP</li> <li>• Site specific Manual Handling SOP</li> <li>• SDS Genesis E-Greaser</li> <li>• OEM – Vacuum Truck</li> <li>• Site Specific PTW</li> </ul>
<p><b>Related Permits</b></p>	<ul style="list-style-type: none"> <li>• Site Permit to work</li> <li>• Working at Heights Permit</li> <li>• Confined Space Permit</li> </ul>
<p><b>Tools and Equipment</b></p> <p><i>Specific tools and equipment needed to complete the task (other than standard equipment)</i></p>	<ul style="list-style-type: none"> <li>• Paint Scrappers</li> <li>• Waste Bags</li> <li>• Buckets</li> <li>• Brooms</li> <li>• Spray Bottles</li> <li>• Shovels</li> <li>• Vacuum Truck</li> </ul>

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<p><b>Additional PPE</b></p> <p><i>Specific PPE needed for the task (not including site standard minimum)</i></p>	<ul style="list-style-type: none"> <li>• Dust Mask</li> <li>• Respirator (When Required)</li> <li>• Overalls</li> <li>• Safety Glasses</li> <li>• Gloves</li> <li>• Hearing Protection</li> <li>• Hard Hat</li> <li>• Lanyards and Harness (Carbody) Adjustable double Fall arrest</li> <li>• Confined Space breathing apprentices and hoses HCM Specific lines</li> </ul>		
<p><b>Skills or Roles</b></p> <p><i>Specific skills or roles needed for the task</i></p>	<ul style="list-style-type: none"> <li>• Work Area Familiarisation</li> <li>• Completion of work base training</li> </ul>		
<p><b>Isolation</b></p> <p><i>Specific isolation points relevant to the task are identified along with how the isolation will be verified or “tested for dead”</i></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr style="background-color: #e67e22; color: white;"> <th style="text-align: center; padding: 5px;">Isolation Point</th> </tr> <tr> <td style="padding: 5px;"> <ul style="list-style-type: none"> <li>• Group Isolation of equipment</li> </ul> </td> </tr> </table>	Isolation Point	<ul style="list-style-type: none"> <li>• Group Isolation of equipment</li> </ul>
Isolation Point			
<ul style="list-style-type: none"> <li>• Group Isolation of equipment</li> </ul>			
<p><b>Detailed Task Description</b></p> <p><i>Detailed methodology considering all items listed above</i></p>	<ol style="list-style-type: none"> <li>1. Escort DCS Field Team and DCS Supervisor to location</li> <li>2. Isolation of Machine Movement</li> <li>3. Set-up</li> <li>4. Car Body Clean             <ol style="list-style-type: none"> <li>a. Clean external car body – remove bulk debris</li> <li>b. Clean Access to car body before proceeding to internal – remove bulk debris, rocks and grease</li> </ol> </li> </ol>		

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	c. Clean Internal car body and remove debris
	5. Pack up work area, double check work area if free of any debris and tools
	6. Report any defects to the supervisor

Job Steps	Known Hazards	Identified Controls	Responsible Person
1. Escort DCS Field Team and DCS Supervisor to location. - Ensure site access (people and fleet) and radio communication protocols are adhered to. Site access checks and Vehicle Compliance are undertaken prior to site entry to ensure authorisations.	• Uncontrolled movement	○ Chock vehicle fundamentally stable	DCS Field Team and DCS Supervisor
	• Vehicle interactions	○ Escort/planned route/ communication procedures	
	• Mechanical breakdowns	○ Pre-start/up to standard maintenance	
	• Road conditions	○ Drive to conditions/monitor road conditions	
	• Poor communication	○ Positive communication/two-way radio	
2. Isolation of house - Lock on to group isolations/ equipment isolations as specified on RA and at Pre-start.	• Electrical, Mechanical, Stored pressure	○ Identify energy source	DCS Field Team and DCS Supervisor
	• Uncontrolled release of energy sources	○ Positive isolation and secure ○ Place Tags, Locks or Permits	
	• Uncontrolled movement	○ Positive isolation and secure ○ Verify Isolation (Test for Dead)	
3. Set-up at location - Participate in site prestart, sign onto Risk assessment, under-take a SLAM/Take 5, review scope with site representatives and DCS field Team. allocate Scope to teams of employees based on experience, capabilities, and authorisations.	• Electrocution / Release of energy sources	○ Positive isolation, lock tag test for dead ○ Identify Energy Source ○ Verify Isolation (Test for dead) ○ Conduct Risk Assessment	DCS Field Team and DCS Supervisor
	• Slips/trips/falls	○ Eyes on path, appropriate footwear, 3 points of contact ○ Conduct Risk Assessment	

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Job Steps	Known Hazards	Identified Controls	Responsible Person
	<ul style="list-style-type: none"> <li>• Pinch points</li> </ul>	<ul style="list-style-type: none"> <li>○ Eyes on task, correct PPE, job awareness</li> <li>○ Conduct Risk Assessment</li> </ul>	
	<ul style="list-style-type: none"> <li>• Falling objects</li> </ul>	<ul style="list-style-type: none"> <li>○ Spotter, drop zone, barricade, exclusion zones</li> <li>○ Conduct Risk Assessment</li> </ul>	
	<ul style="list-style-type: none"> <li>• Noise Pollution</li> </ul>	<ul style="list-style-type: none"> <li>○ Conduct Risk Assessment</li> <li>○ Earplugs</li> </ul>	
	<ul style="list-style-type: none"> <li>• Dust Pollution</li> </ul>	<ul style="list-style-type: none"> <li>○ Conduct Risk Assessment</li> <li>○ Dust masks, respirator, adequate ventilation</li> </ul>	
	<ul style="list-style-type: none"> <li>• Overexertions / Incorrect lifting techniques</li> <li>• Back injuries, sprains &amp; strains</li> </ul>	<ul style="list-style-type: none"> <li>○ Team lift, fatigue management plans, correct lifting techniques, rotate tasks</li> <li>○ Conduct Risk Assessment</li> </ul>	
	<ul style="list-style-type: none"> <li>• Uneven ground/slippery surface</li> </ul>	<ul style="list-style-type: none"> <li>○ Housekeeping</li> <li>○ Conduct Risk Assessment</li> </ul>	
	<ul style="list-style-type: none"> <li>• Unstable objects</li> </ul>	<ul style="list-style-type: none"> <li>○ Clean up work area prior to starting</li> <li>○ Housekeeping</li> </ul>	
	<ul style="list-style-type: none"> <li>• Mechanical crush injury</li> </ul>	<ul style="list-style-type: none"> <li>○ Conduct Risk Assessment</li> <li>○ Correct PPE</li> <li>○ Eyes on Task</li> </ul>	
<p>4. Car Body Clean – Shovel</p> <p>a. Clean external car body - remove bulk debris, scrape, and bag grease.</p> <p>b. Clean Access to car body before proceeding to internal – remove bulk debris, rocks and grease</p>	<ul style="list-style-type: none"> <li>• Confined space</li> </ul>	<ul style="list-style-type: none"> <li>○ Ensure permit reviewed, understood and signed</li> <li>○ Ensure correct site Autoisations</li> <li>○ Ensure correct Confined Space Equipment testing prior to entry</li> </ul>	

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Job Steps	Known Hazards	Identified Controls	Responsible Person
<p>c. Clean Internal car body - remove bulk debris, scrape and bag grease.</p> <p>- <i>Note: Each area is required to be designated on the scope of works provided by site, the list below is not specific order as each site requirement is as needs requested. Refer to each sub section with the know hazard identified the same for each.</i></p>		<ul style="list-style-type: none"> <li>○ Ensure entries and exits are controlled</li> <li>○ Continuous monitoring of Atmosphere</li> <li>○ Site Authorised Spotter allocation</li> <li>○ Rotation of Confined space worker</li> <li>○ 15minute allocation of confined space for extreme temperatures</li> </ul>	
	<ul style="list-style-type: none"> <li>● Working at Heights</li> </ul>	<ul style="list-style-type: none"> <li>○ Ensure permit reviewed, understood and signed</li> <li>○ Ensure correct site Authorisation</li> <li>○ Ensure correct Working at Heights Equipment testing and inspection prior to use</li> <li>○ Site Authorised Spotter allocation</li> </ul>	
	<ul style="list-style-type: none"> <li>● Pinch points</li> </ul>	<ul style="list-style-type: none"> <li>○ Eyes on task, correct PPE</li> </ul>	DCS Field Team and DCS Supervisor
	<ul style="list-style-type: none"> <li>● Falling objects</li> </ul>	<ul style="list-style-type: none"> <li>○ Adequate exclusion zone for potential falling objects and removal of large debris from external car body tracks, spotter</li> </ul>	
	<ul style="list-style-type: none"> <li>● Dust</li> </ul>	<ul style="list-style-type: none"> <li>○ Dust mask, respirator, adequate ventilation</li> </ul>	
	<ul style="list-style-type: none"> <li>● Noise</li> </ul>	<ul style="list-style-type: none"> <li>○ Ear plugs</li> </ul>	

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Job Steps	Known Hazards	Identified Controls	Responsible Person
	<ul style="list-style-type: none"> <li>Manual handling</li> </ul>	<ul style="list-style-type: none"> <li>Team lift, Rotate task, correct technique, mechanical aid</li> </ul>	
	<ul style="list-style-type: none"> <li>Inadequate communication with other work groups / Work interactions</li> </ul>	<ul style="list-style-type: none"> <li>Positive communication with other work groups</li> <li>Exclusion zone</li> </ul>	
	<ul style="list-style-type: none"> <li>Poor housekeeping</li> </ul>	<ul style="list-style-type: none"> <li>Good housekeeping and positive communication with co-workers</li> </ul>	
	<ul style="list-style-type: none"> <li>Trip Hazard from Vacuum Hose</li> </ul>	<ul style="list-style-type: none"> <li>Situate Vac Hose to ensure no trip hazard / apply caution tape to hose if needed</li> </ul>	
	<ul style="list-style-type: none"> <li>Unstable objects</li> </ul>	<ul style="list-style-type: none"> <li>Ensure safe placement of equipment and other objects to prevent from falling</li> </ul>	
	<ul style="list-style-type: none"> <li>Unstable ground (slippery/wet surface)</li> </ul>	<ul style="list-style-type: none"> <li>Appropriate footwear, 3 points of contact, eyes on path, clean work area, housekeeping</li> </ul>	
	<ul style="list-style-type: none"> <li>Access / egress</li> </ul>	<ul style="list-style-type: none"> <li>3 points of contact, eyes on path</li> <li>Confined Space</li> </ul>	
	<ul style="list-style-type: none"> <li>Dehydration/Heat stress</li> </ul>	<ul style="list-style-type: none"> <li>Drinking water on hand</li> <li>Work to conditions</li> <li>Rotation of task</li> </ul>	
	<ul style="list-style-type: none"> <li>Overexertion / Strenuous Positioning</li> </ul>	<ul style="list-style-type: none"> <li>Team Lift, correct lifting techniques, Rotate Tasks</li> <li>Ensure correct body positioning to work area – avoid over reach and long period of awkward / static body position</li> </ul>	
	<ul style="list-style-type: none"> <li>Slips/Trips/Falls</li> </ul>	<ul style="list-style-type: none"> <li>Eyes on path, appropriate footwear, 3 points of contact</li> </ul>	



## Standard Work Instruction (SWI) – Car Body Shovel

Job Steps	Known Hazards	Identified Controls	Responsible Person
5. Pack up work area, double check work area if free of any debris and tools  - Remove Rubbish, tools, and equipment from job site. Ensure guarding or barriers are placed back in original position. Permits and job sheets to be signed off by appointed Supervisors. Remove Isolation Lock. Advise Supervisor of any comments or unfinished work. Pack-up vehicles ready to leave job site.	<ul style="list-style-type: none"> <li>Pinch Points</li> </ul>	<ul style="list-style-type: none"> <li>Eyes on Task, Correct PPE, Job awareness</li> </ul>	DCS Field Team and DCS Supervisor
	<ul style="list-style-type: none"> <li>Falling Objects</li> </ul>	<ul style="list-style-type: none"> <li>Spotter, drop zones, barricade, and exclusion zones</li> </ul>	
	<ul style="list-style-type: none"> <li>Overexertion</li> </ul>	<ul style="list-style-type: none"> <li>Team Lift, correct lifting techniques, Rotate Tasks</li> </ul>	
	<ul style="list-style-type: none"> <li>Access/egress</li> </ul>	<ul style="list-style-type: none"> <li>3 points of contact, eyes on path</li> </ul>	
	<ul style="list-style-type: none"> <li>Work Interactions</li> </ul>	<ul style="list-style-type: none"> <li>Positive communication with other work groups, exclusion zones</li> </ul>	
	<ul style="list-style-type: none"> <li>Dehydrations/Heat Stress</li> </ul>	<ul style="list-style-type: none"> <li>Drinking water on hand, work to conditions</li> </ul>	
6. Report any defects to the supervisor	<ul style="list-style-type: none"> <li>NIL</li> </ul>	<ul style="list-style-type: none"> <li>NIL</li> </ul>	DCS Field Team and DCS Supervisor

## Standard Work Instruction (SWI) – Car Body Shovel



a. Clean external car body



b. Clean internal car body and remove debris



\*Cleaned car body

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Stop Points <i>(Identified points in the task where the work is to stop for the completion of activities, checks of control effectiveness, inspections or tests)</i>		
<b>Work Task Stop Points</b> <i>(if any)</i> <i>Any need to stop during the task, where identified by the supervisor OR work Group</i>	Identified Stop Points	What is to Occur
	New workers to the area	Stop and Review Hazards
	Weather Changes	Stop and Review Hazards, Report to supervisor of change, before returning to work.
	Isolation Change	Stop and Review Hazards, Report to supervisor of change, before returning to work.
	User to Note any Additional Stop Points	What is to Occur

***We have reviewed the task/work area and have identified any additional HAZARDS and implemented CONTROLS to reduce the risk to a level as low as reasonably achievable.***

***We have considered the skills and experience of the PEOPLE involved, the suitability of the EQUIPMENT to be used, and the workplace ENVIRONMENT and have determined that risk is at an acceptable level.***

Review Acknowledgement <i>(Work Group and Supervisor)</i>				
Work Group	Name	Signature	Name	Signature
Supervisor	Name		Signature	



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