



SAFE WORK INSTRUCTION (SWI)

Clean Below MG Sets (Dragline)

Owner: Dragline Cleaning Services Pty Ltd

Effective Date: 4/11/2020

Review Date: 4/5/2021

Version 1

Authorised by Justin Goodwin – General Manager

Confidentiality Notice: This document is confidential and contains proprietary information and intellectual property of Dragline Cleaning Services Pty Ltd. Neither this document nor any of the information contained herein may be reproduced or disclosed under any circumstances without the written permission of Dragline Cleaning Services Pty Ltd. Please be aware that disclosure, copying, distribution or use of this document and the information contained therein is strictly prohibited.



Clean Below MG Sets (Dragline) (SWI) – Cleaning Service

Related Procedures, Information and Documents.....	1
Tools and Equipment.....	1
Additional PPE	2
Skills or Roles	2
Isolation	2
Detailed Task Description	2
Job Steps.....	3
Stop Points.....	8
Work Task Stop Points.....	8
Review Acknowledgement	8

Clean Below MG Sets (Dragline) (SWI) – Cleaning Service

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

Clean Below MG Sets (Dragline) (SWI) – Cleaning Service

<p>Additional PPE</p> <p><i>Specific PPE needed for the task (not including site standard minimum)</i></p>	<ul style="list-style-type: none"> • Dust Mask (When Required) • Respirator (When Required) • Overalls • Safety Glasses • Gloves • Hearing Protection (When Required) • Hard Hat • Head Lamps/Working Light (When Required) • Vacuum Truck
<p>Skills or Roles</p> <p><i>Specific skills or roles needed for the task</i></p>	<ul style="list-style-type: none"> • Work Area Familiarisation • Completion of work base training
<p>Isolation</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>	<p style="text-align: center;">Isolation Point</p> <ul style="list-style-type: none"> • Group Isolation of equipment • Confirming MG Sets are under group isolation. If not, get electrician to set up isolation point to lock onto
<p>Detailed Task Description</p> <p><i>Detailed methodology considering all items listed above</i></p>	<ol style="list-style-type: none"> 1. Escort DCS Field Team and DCS Supervisor to location 2. General Group Isolation of the machine <ol style="list-style-type: none"> a. Lock on to group isolations/ equipment isolations as specified on RA and at Pre-start. b. Confirming MG Sets are under group isolation. If not, get electrician to set up isolation point to lock onto 3. Set up

Clean Below MG Sets (Dragline) (SWI) – Cleaning Service

	<p>4. Clean below MG Sets</p> <p>a. Vacuum top of MG Sets</p> <p>b. Vacuum underneath MG Sets</p>
	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
<p>1. Escort DCS Field Team and DCS Supervisor to location.</p> <p>- 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.</p>	<ul style="list-style-type: none"> • Uncontrolled movement • Vehicle interactions • Mechanical breakdowns • Road conditions • Other Workers in Area 	<ul style="list-style-type: none"> ○ Chock vehicle fundamentally stable ○ Escort/planned route/communication procedures ○ Pre-start/up to standard maintenance ○ Drive to conditions/monitor road conditions ○ Positive communication/two-way radio/Verbal 	DCS Field Team and DCS Supervisor
<p>2. General Group Isolation of the machine</p> <p>a. Lock on to group isolations/ equipment isolations as specified on RA and at Pre-start.</p> <p>b. Confirming MG Sets are under group isolation. If not, get electrician to set up isolation point to lock onto</p>	<ul style="list-style-type: none"> • Electrical, Mechanical, Stored pressure • Uncontrolled release of energy sources • Uncontrolled movement 	<ul style="list-style-type: none"> ○ Identify energy source, lock onto group isolation to access machine ○ Confirming HV transformer room is under group isolation. If not, get electrician to set up isolation point to lock onto ○ Positive isolation and secure ○ Place Tags, Locks or Permits ○ Positive isolation and secure ○ Verify Isolation (Test for Dead) 	DCS Field Team and DCS Supervisor
<p>3. Set-up at location</p> <p>a. Participate in site prestart, sign onto Risk assessment, under-take a</p>	<ul style="list-style-type: none"> • Electrocution / Release of energy sources 	<ul style="list-style-type: none"> ○ Positive isolation, lock tag test for dead ○ Identify Energy Source 	DCS Field Team and DCS Supervisor

Clean Below MG Sets (Dragline) (SWI) – Cleaning Service

Job Steps	Known Hazards	Identified Controls	Responsible Person
<p>SLAM/Take 5, review scope with site representatives and DCS field Team. allocate Scope to teams of employees based on experience, capabilities, and authorisations.</p>		<ul style="list-style-type: none"> ○ Verify Isolation (Test for dead) ○ Conduct Risk Assessment 	
	<ul style="list-style-type: none"> ● Slips (Oil Spills, Grease Spills, Water)/trips (Poor housekeeping, Hoses, tools and equipment)/falls (access and egress) 	<ul style="list-style-type: none"> ○ Situational Awareness, appropriate footwear, 3 points of contact ○ Conduct Risk Assessment 	
	<ul style="list-style-type: none"> ● Pinch points (Doors, Hinges, Latches, Hoses and Ropes) 	<ul style="list-style-type: none"> ○ Situational Awareness, correct PPE, Stay out of the line of fire ○ Conduct Risk Assessment 	
	<ul style="list-style-type: none"> ● Noise Pollution 	<ul style="list-style-type: none"> ○ Conduct Risk Assessment ○ Earplugs when needed, on person at all times 	
	<ul style="list-style-type: none"> ● Dust Pollution 	<ul style="list-style-type: none"> ○ Conduct Risk Assessment ○ Dust masks when needed, on person at all times, respirator, adequate ventilation 	
	<ul style="list-style-type: none"> ● Falling Objects 	<ul style="list-style-type: none"> ○ Drop Zone and Spotter 	
	<ul style="list-style-type: none"> ● Overexertions / Incorrect lifting techniques ● Back injuries, sprains & strains 	<ul style="list-style-type: none"> ○ Team lift, fatigue management plans, correct lifting techniques, rotate tasks, mechanical lift if needed ○ Conduct Risk Assessment 	
	<ul style="list-style-type: none"> ● Dehydrations/Heat Stress 	<ul style="list-style-type: none"> ○ Drinking water on hand, work to conditions, regular breaks 	
	<ul style="list-style-type: none"> ● Other Workers in Area 	<ul style="list-style-type: none"> ○ Positive communication/two-way radio/Verbal, Barricades, signage/Tags, spotter when needed 	
<p>4. Clean below MG Sets</p> <ul style="list-style-type: none"> a. Vacuum top of MG Sets b. Vacuum underneath MG Sets 	<ul style="list-style-type: none"> ● Electrocution / Release of energy sources 	<ul style="list-style-type: none"> ○ Positive isolation, lock tag test for dead ○ Identify Energy Source 	DCS Field Team and DCS Supervisor

Clean Below MG Sets (Dragline) (SWI) – Cleaning Service

Job Steps	Known Hazards	Identified Controls	Responsible Person
<p>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.</p>		<ul style="list-style-type: none"> ○ Verify Isolation (Test for dead) ○ Conduct Risk Assessment 	
	<ul style="list-style-type: none"> ● Slips (Oil Spills, Grease Spills, Water)/trips (Poor housekeeping, Hoses, tools and equipment)/falls (access and egress) 	<ul style="list-style-type: none"> ○ Situational Awareness, appropriate footwear, 3 points of contact ○ Conduct Risk Assessment 	
	<ul style="list-style-type: none"> ● Pinch points (Doors, Hinges, Latches, Hoses and Ropes) 	<ul style="list-style-type: none"> ○ Situational Awareness, correct PPE, Stay out of the line of fire ○ Conduct Risk Assessment 	
	<ul style="list-style-type: none"> ● Noise Pollution 	<ul style="list-style-type: none"> ○ Conduct Risk Assessment ○ Earplugs when needed, on person at all times 	
	<ul style="list-style-type: none"> ● Dust Pollution 	<ul style="list-style-type: none"> ○ Conduct Risk Assessment ○ Dust masks on person at all times, respirator, adequate ventilation 	
	<ul style="list-style-type: none"> ● Falling Objects 	<ul style="list-style-type: none"> ○ Drop Zone and Spotter 	
	<ul style="list-style-type: none"> ● Overexertions / Incorrect lifting techniques <ul style="list-style-type: none"> - back injuries, sprains & strains 	<ul style="list-style-type: none"> ○ Team lift, fatigue management plans, correct lifting techniques, rotate tasks, mechanical lift if needed ○ Conduct Risk Assessment 	
	<ul style="list-style-type: none"> ● Dehydrations/Heat Stress 	<ul style="list-style-type: none"> ○ Drinking water on hand, work to conditions, regular breaks 	
	<ul style="list-style-type: none"> ● Other Workers in Area 	<ul style="list-style-type: none"> ○ Positive communication/two-way radio/Verbal, Barricades, signage/Tags, spotter when needed 	
	<ul style="list-style-type: none"> ● High Pressure Suction (Negative Pressure) 	<ul style="list-style-type: none"> ○ Trained and competent 	
<ul style="list-style-type: none"> ● Copper in dust around MG Sets 	<ul style="list-style-type: none"> ○ P3 Mask warn at all times 		

Clean Below MG Sets (Dragline) (SWI) – Cleaning Service

Job Steps	Known Hazards	Identified Controls	Responsible Person
<p>5. Pack up work area, double check work area if free of any debris and tools</p> <p>- 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.</p>	<ul style="list-style-type: none"> Electrocution / Release of energy sources 	<ul style="list-style-type: none"> Positive isolation, lock tag test for dead Identify Energy Source Verify Isolation (Test for dead) Conduct Risk Assessment 	DCS Field Team and DCS Supervisor
	<ul style="list-style-type: none"> Slips (Oil Spills, Grease Spills, Water)/trips (Poor housekeeping, Hoses, tools and equipment)/falls (access and egress) 	<ul style="list-style-type: none"> Situational Awareness, appropriate footwear, 3 points of contact Conduct Risk Assessment 	
	<ul style="list-style-type: none"> Pinch points (Doors, Hinges, Latches, Hoses and Ropes) 	<ul style="list-style-type: none"> Situational Awareness, correct PPE, Stay out of the line of fire Conduct Risk Assessment 	
	<ul style="list-style-type: none"> Noise Pollution 	<ul style="list-style-type: none"> Conduct Risk Assessment Earplugs when needed, on person at all times 	
	<ul style="list-style-type: none"> Dust Pollution 	<ul style="list-style-type: none"> Conduct Risk Assessment Dust masks when needed, on person at all times, respirator, adequate ventilation 	
	<ul style="list-style-type: none"> Falling Objects 	<ul style="list-style-type: none"> Drop Zone and Spotter 	
	<ul style="list-style-type: none"> Overexertions / Incorrect lifting techniques <ul style="list-style-type: none"> Back injuries, sprains & strains 	<ul style="list-style-type: none"> Team lift, fatigue management plans, correct lifting techniques, rotate tasks, mechanical lift if needed Conduct Risk Assessment 	
	<ul style="list-style-type: none"> Dehydrations/Heat Stress 	<ul style="list-style-type: none"> Drinking water on hand, work to conditions, regular breaks 	

Clean Below MG Sets (Dragline) (SWI) – Cleaning Service

Job Steps	Known Hazards	Identified Controls	Responsible Person
6. Report any defects to the supervisor	<ul style="list-style-type: none"> • NIL 	<ul style="list-style-type: none"> ○ NIL 	DCS Field Team and DCS Supervisor

Clean Below MG Sets (Dragline) (SWI) – Cleaning Service

Stop Points *(Identified points in the task where the work is to stop for the completion of activities, checks of control effectiveness, inspections or tests)*

	Identified Stop Points	What is to Occur
Work Task Stop Points <i>(if any)</i> Any need to stop during the task, where identified by the supervisor OR work Group	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 *(Work Group and Supervisor)*

	Name	Signature	Name	Signature
Work Group				
Supervisor	Name		Signature	