



SAFE WORK INSTRUCTION (SWI)

Clean Hoist Hood (Dirt Shute) Area

Owner: Dragline Cleaning Services Pty Ltd

Effective Date: 28/10/2020

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Version 1

Authorised by Justin Goodwin – General Manager

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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>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 • OEM – Vacuum Truck • Site Specific PTW • Working at Heights
<p>Related Permits</p>	<ul style="list-style-type: none"> • Site Permit to work, • Working at Heights Permit (Depending on Type of Dragline)
<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 • Spray Bottles • Shovels • Vacuum Truck

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<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 • Respirator (When Required) • Overalls • Safety Glasses • Gloves • Hearing Protection • Hard Hat • Head Lamp/Working Light 		
<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 • Working at Heights site authorised • Trained Competent authorised for site 		
<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>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #e67e22; color: white;"> <th style="text-align: center; padding: 5px;">Isolation Point</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <ul style="list-style-type: none"> • Group Isolation of equipment • Lock out brakes for drums </td> </tr> </tbody> </table>	Isolation Point	<ul style="list-style-type: none"> • Group Isolation of equipment • Lock out brakes for drums
Isolation Point			
<ul style="list-style-type: none"> • Group Isolation of equipment • Lock out brakes for drums 			
<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 3. Set up Work Area <ul style="list-style-type: none"> - 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. <p style="margin-left: 40px;">a. Positive communication with other workers in the area</p>		

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	b. Tools, Equipment and PPE ready
	c. Set up drop zone
	4. Clean Hoist Hood Area
	5. Shovel bulk dirt into dirt shute removal area, onto the ground into the drop zone area
	6. Scrap and bag any excess grease and oil and dispose of into appropriate drums or brown bin
	7. Vacuum if needed for dust
	8. Remove dirt build up from around the sheaves (Depending on Dragline, Heights will be needed)
	9. Pack up work area, double check work area if free of any debris and tools
	10. 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	
	• Other Workers in Area	○ Positive communication/two-way radio/Verbal	
2. General Group Isolation of the machine - Lock on to group isolations/ equipment isolations as specified on RA and at Pre-start.	• Electrical, Mechanical, Stored pressure	○ Identify energy source, Hoist Motor Isolation movement	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)	

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Job Steps	Known Hazards	Identified Controls	Responsible Person
<p>3. Set-up at location</p> <ul style="list-style-type: none"> • Positive communication with other workers in the area • Tools, Equipment and PPE ready • Set up drop zone <ul style="list-style-type: none"> - 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. 	<ul style="list-style-type: none"> • Electrocution / Release of energy sources • Slips (Oil Spills, Grease Spills, Water)/trips (Poor house keeping, Hoses, tools and equipment)/falls (access and egress) • Pinch points (Doors, Hinges, Latches, Hoses and ropes) • Falling objects (Tooling, Hose and ropes) • Noise Pollution • Dust Pollution • Overexertions / Incorrect lifting techniques • Back injuries, sprains & strains • Dehydrations/Heat Stress 	<ul style="list-style-type: none"> ○ Positive isolation, lock tag test for dead ○ Identify Energy Source ○ Verify Isolation (Test for dead) ○ Conduct Risk Assessment ○ Situational Awareness, appropriate footwear, 3 points of contact ○ Conduct Risk Assessment ○ Situational Awareness, correct PPE, Stay out of the line of fire ○ Conduct Risk Assessment ○ Spotter, drop zone, barricade, exclusion zones ○ Conduct Risk Assessment ○ Conduct Risk Assessment ○ Earplugs when needed, on person at all times ○ Conduct Risk Assessment ○ Dust masks when needed, on person at all times, respirator, adequate ventilation ○ Team lift, fatigue management plans, correct lifting techniques, rotate tasks, mechanical lift if needed ○ Conduct Risk Assessment ○ Drinking water on hand, work to conditions, regular breaks 	<p>DCS Field Team and DCS Supervisor</p>

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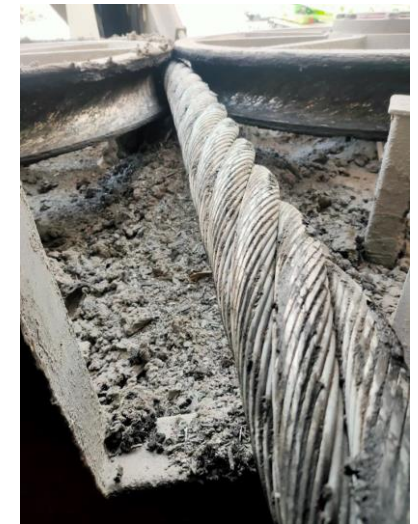
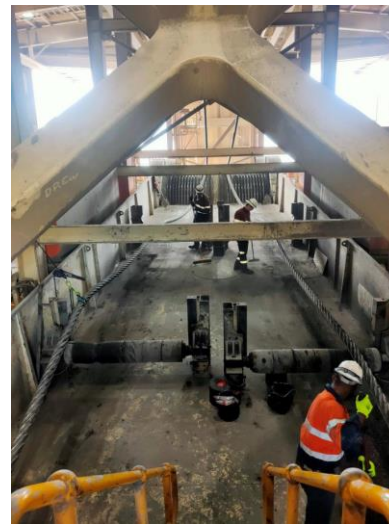
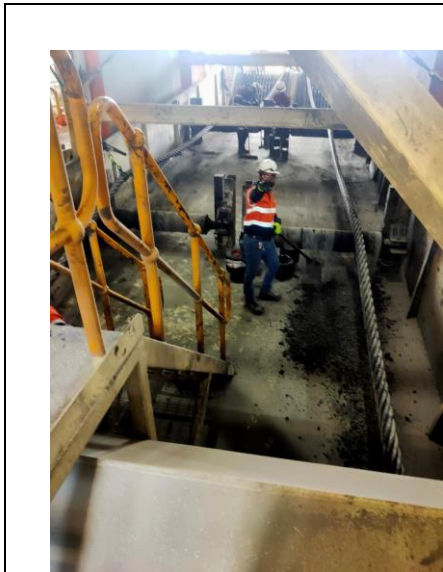
Job Steps	Known Hazards	Identified Controls	Responsible Person
	<ul style="list-style-type: none"> • Other Workers in Area 	<ul style="list-style-type: none"> ○ Positive communication/two-way radio/Verbal, Barricades, signage/Tags, spotter when needed 	
<p>4. <i>Clean house entry sheave hood area</i></p> <ul style="list-style-type: none"> - <i>Ensure excess lube and dirt build up removed</i> - <i>Clean A-Frame Front Stay Legs and Cross Braces from Hoist Hood platform as far as practicable for NDT inspection</i> - <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>5. Shovel bulk dirt into dirt shute removal area, onto the ground into the drop zone area</p> <p>6. Scrap and bag any excess grease and oil and dispose of into appropriate drums or brown bin</p> <p>7. Vacuum if needed for dust</p> <p>8. Remove dirt build up from around the sheaves (Depending on Dragline, Heights will be needed)</p>	<ul style="list-style-type: none"> • High Pressure Suction (Negative Pressure) 	<ul style="list-style-type: none"> ○ Trained and competent 	DCS Field Team and DCS Supervisor
	<ul style="list-style-type: none"> • Fall from Heights 	<ul style="list-style-type: none"> ○ Permit, Harness, Spotter 	
	<ul style="list-style-type: none"> • Electrocutation / 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 ○ 	
	<ul style="list-style-type: none"> • Slips (Oil Spills, Grease Spills, Water)/trips (Poor house keeping, 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"> • Falling objects (Tooling, Hose and ropes) 	<ul style="list-style-type: none"> ○ Spotter, drop zone, barricade, exclusion zones ○ 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 	

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Job Steps	Known Hazards	Identified Controls	Responsible Person
	<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 	
<p>9. Pack up work area, double check work area if free of any debris and tools</p> <ul style="list-style-type: none"> 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"> 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 house keeping, 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 	
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Job Steps	Known Hazards	Identified Controls	Responsible Person
	<ul style="list-style-type: none"> Overexertions / Incorrect lifting techniques Back injuries, sprains & strains Dehydrations/Heat Stress 	<ul style="list-style-type: none"> Dust masks when needed, on person at all times, respirator, adequate ventilation Team lift, fatigue management plans, correct lifting techniques, rotate tasks, mechanical lift if needed Conduct Risk Assessment Drinking water on hand, work to conditions, regular breaks 	
10. 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



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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)*

Work Task Stop Points <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 *(Work Group and Supervisor)*

Work Group	Name	Signature	Name	Signature
Supervisor	Name		Signature	