



SAFE WORK INSTRUCTION (SWI)

Clean Shoe Access Walkways

Owner: Dragline Cleaning Services Pty Ltd

Effective Date: 28/10/2020

Review Date: 28/04/2021

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.



Standard Work Instruction (SWI) – Clean Shoe Access Walkways

Related Procedures, Information and Documents	1
Tools and Equipment.....	1
Additional PPE	1
Skills or Roles	2
Isolation.....	2
Detailed Task Description.....	2
Job Steps	2
Stop Points.....	9
Work Task Stop Points.....	9
Review Acknowledgement	9

Standard Work Instruction (SWI) – Clean Shoe Access Walkways

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
<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 • Spray Bottles • Shovels
<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

Standard Work Instruction (SWI) – Clean Shoe Access Walkways

Skills or Roles	<ul style="list-style-type: none"> Work Area Familiarisation Completion of work base training
<i>Specific skills or roles needed for the task</i>	
Isolation	Isolation Point
<i>Specific isolation points relevant to the task are identified along with how the isolation will be verified or “tested for dead”</i>	<ul style="list-style-type: none"> Group Isolation of equipment Motion Isolation (Propel)

Detailed Task Description	1. Escort DCS Field Team and DCS Supervisor to location
<i>Detailed methodology considering all items listed above</i>	2. General Group Isolation of the machine
	3. Set-up
	4. Clean shoe access walkways
	a. Scrap bulk grease build up from shoe walk way area
	b. Dispose of grease according to site regulations, ask co-workers to help with removal of bags
	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	

Standard Work Instruction (SWI) – Clean Shoe Access Walkways

	<ul style="list-style-type: none"> ○ Other Workers in Area 	<ul style="list-style-type: none"> ○ Positive communication/two-way radio/Verbal 	
2. Lock on to group isolations/ equipment isolations as specified on RA and at Pre-start.	<ul style="list-style-type: none"> ○ Electrical, Mechanical, Stored pressure 	<ul style="list-style-type: none"> ○ Identify energy source, confirm swing and propel are under group isolation 	DCS Field Team and DCS Supervisor
	<ul style="list-style-type: none"> ○ Uncontrolled release of energy sources 	<ul style="list-style-type: none"> ○ Positive isolation and secure ○ Place Tags, Locks or Permits 	
	<ul style="list-style-type: none"> ○ Uncontrolled movement 	<ul style="list-style-type: none"> ○ 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.	<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 	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 	
	<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 	
	<ul style="list-style-type: none"> ○ Overexertions / Incorrect lifting techniques 	<ul style="list-style-type: none"> ○ Team lift, fatigue management plans, correct lifting 	

Standard Work Instruction (SWI) – Clean Shoe Access Walkways

	<ul style="list-style-type: none"> ○ Back injuries, sprains & strains 	<ul style="list-style-type: none"> ○ 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 shoe access walkways</p> <p>a. Scrap bulk grease on shoe access walkways</p> <p>b. Dispose of grease according to site regulations, ask co-workers to help with removal of bags</p> <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"> ● 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 	
	<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 	

Standard Work Instruction (SWI) – Clean Shoe Access Walkways

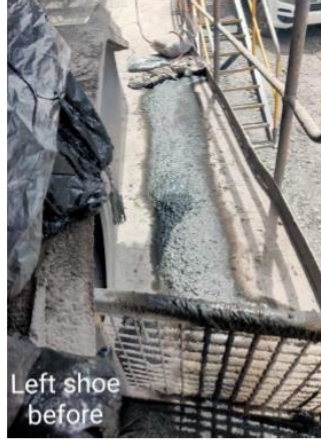
	<ul style="list-style-type: none"> • Dust Pollution 	<ul style="list-style-type: none"> ○ Conduct Risk Assessment ○ Dust masks when needed, on person at all times, respirator, adequate ventilation 	
	<ul style="list-style-type: none"> ○ Overexertions / Incorrect lifting techniques <ul style="list-style-type: 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>5. 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"> • 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 	<p>DCS Field Team and DCS Supervisor</p>
	<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 	

Standard Work Instruction (SWI) – Clean Shoe Access Walkways

	<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"> ○ 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 	
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

Standard Work Instruction (SWI) – Clean Shoe Access Walkways

Shoe before photos.



Shoes before photos.



Shoes before photos.



Shoes before clean.

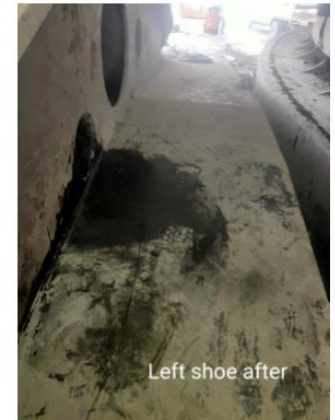


Standard Work Instruction (SWI) – Clean Shoe Access Walkways

Shoes after bulk grease removal.



Shoes after bulk grease removal.



Shoes after bulk grease removal. All surface bulk grease removed. Job completed.



Shoe pin housing before and after bulk grease removal. Job completed.



Standard Work Instruction (SWI) – Clean Shoe Access Walkways

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	Name	Signature	