



SAFE WORK INSTRUCTION (SWI) General House Clean Shovel

Owner: Dragline Cleaning Services Pty Ltd

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Version 3

Authorised by Justin Goodwin – Executive 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
<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 • 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
<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 • 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. Isolation of house 3. Set-up 4. General House Clean <ol style="list-style-type: none"> a. General House Clean b. Clean Operators Cabin (Internally) c. Clean windows and glass screen areas on operators’ cabin d. Clean House Roof (Deck, Drains and Handrails)

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	e. Secure/ Remove loose items not required on house roof and walkways
	f. General tidy up in house area
	g. Clean the grease from the Centre Gudgeon nut inside the house
	h. Clean and tidy the Lube room
	i. Remove dust from motor
	j. Clean external walkways, ladders and handrails
	k. Clean grease removal from centre pin area pathways, floor and roof with degrease clean
	l. Remove grease from final drive
	m. Clean under hoist drum and tar paper area
	n. Clean and remove dirt, rocks and debris from tracks
	o. Cleaning and Clearing of Saddle box steps and access area, ensuring removal of grease build up
	p. Clean out of walkway area in front of the machine
	s. Left- and Right-hand NDT final drive Clean
	r. Bulk dirt removal at front external of machine
	5. Demobilisation
	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	<ul style="list-style-type: none"> Uncontrolled movement Vehicle interactions 	<ul style="list-style-type: none"> Chock vehicle fundamentally stable Escort/planned route/ communication procedures 	DCS Field Team and DCS Supervisor

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Job Steps	Known Hazards	Identified Controls	Responsible Person
checks and Vehicle Compliance are undertaken prior to site entry to ensure authorisations.	<ul style="list-style-type: none"> Mechanical breakdowns Road conditions Poor communication 	<ul style="list-style-type: none"> Pre-start/up to standard maintenance Drive to conditions/monitor road conditions Positive communication/two-way radio 	
<p>2. Isolation of house</p> <ul style="list-style-type: none"> 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 Uncontrolled release of energy sources Uncontrolled movement 	<ul style="list-style-type: none"> Identify energy source 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> <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/trips/falls Pinch points Falling objects Noise Pollution 	<ul style="list-style-type: none"> Positive isolation, lock tag test for dead Identify Energy Source Verify Isolation (Test for dead) Conduct Risk Assessment Eyes on path, appropriate footwear, 3 points of contact Conduct Risk Assessment Eyes on task, correct PPE, job awareness Conduct Risk Assessment Spotter, drop zone, barricade, exclusion zones Conduct Risk Assessment Conduct Risk Assessment Earplugs 	DCS Field Team and DCS Supervisor

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Job Steps	Known Hazards	Identified Controls	Responsible Person
	<ul style="list-style-type: none"> Dust Pollution 	<ul style="list-style-type: none"> Conduct Risk Assessment Dust masks, respirator, adequate ventilation 	
	<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 Conduct Risk Assessment 	
	<ul style="list-style-type: none"> Uneven ground/slippery surface 	<ul style="list-style-type: none"> Housekeeping Conduct Risk Assessment 	
	<ul style="list-style-type: none"> Unstable objects 	<ul style="list-style-type: none"> Clean up work area prior to starting Housekeeping 	
	<ul style="list-style-type: none"> Mechanical crush injury 	<ul style="list-style-type: none"> Conduct Risk Assessment Correct PPE Eyes on Task 	
<p>4. General House Clean – Shovel</p> <p>a. General House Clean</p> <p>b. Clean Operators Cabin (Internally)</p> <p>c. Clean windows and glass screen areas on operators' cabin</p> <p>d. Clean House Roof (Deck, Drains and Handrails)</p> <p>e. Secure/ Remove loose items not required on house roof and walkways</p> <p>f. General tidy up in house area</p>	<ul style="list-style-type: none"> Pinch points 	<ul style="list-style-type: none"> Eyes on task, correct PPE 	DCS Field Team and DCS Supervisor
	<ul style="list-style-type: none"> Falling objects 	<ul style="list-style-type: none"> Adequate exclusion zone for potential falling objects, spotter 	
	<ul style="list-style-type: none"> Dust 	<ul style="list-style-type: none"> Dust mask, respirator, adequate ventilation 	
	<ul style="list-style-type: none"> Noise 	<ul style="list-style-type: none"> Ear plugs 	
	<ul style="list-style-type: none"> Manual handling 	<ul style="list-style-type: none"> Team lift, Rotate task, correct technique, mechanical aid 	
	<ul style="list-style-type: none"> Inadequate communication with other work groups / Work interactions 	<ul style="list-style-type: none"> Positive communication with other work groups Exclusion zone 	

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Job Steps	Known Hazards	Identified Controls	Responsible Person
g. Clean the grease from the Centre Gudgeon nut inside the house h. Clean and tidy the Lube room i. Remove dust from motori j. Clean external walkways, ladders and handrails k. Clean grease removal from centre pin area pathways, floor and roof with degrease clean l. Remove grease from final drive m. Clean under hoist drum and tar paper area p. Clean and remove dirt, rocks and debris from tracks q. Cleaning and Clearing of Saddle box steps and access area, ensuring removal of grease build up r. Clean out of walkway area in front of the machines s. Left- and Right-hand NDT final drive Clean. t. Bulk dirt removal at front external of machines. - <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>	<ul style="list-style-type: none"> Poor housekeeping 	<ul style="list-style-type: none"> Good housekeeping and positive communication with co-workers 	
	<ul style="list-style-type: none"> Trip Hazard from Vacuum Hose 	<ul style="list-style-type: none"> Situate Vac Hose to ensure no trip hazard / apply caution tape to hose if needed 	
	<ul style="list-style-type: none"> Unstable objects 	<ul style="list-style-type: none"> Ensure safe placement of equipment and other objects to prevent from falling 	
	<ul style="list-style-type: none"> Unstable ground (slippery/wet surface) 	<ul style="list-style-type: none"> Appropriate footwear, 3 points of contact, eyes on path, clean work area, housekeeping 	
	<ul style="list-style-type: none"> Access / egress 	<ul style="list-style-type: none"> 3 points of contact, eyes on path 	
	<ul style="list-style-type: none"> Dehydration/Heat stress 	<ul style="list-style-type: none"> Drinking water on hand Work to conditions 	
	<ul style="list-style-type: none"> Falling debris and dust 	<ul style="list-style-type: none"> Cover all areas under intake fans with tarps 	
	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	<ul style="list-style-type: none"> Slips/Trips/Falls 	
	<ul style="list-style-type: none"> Pinch Points 	<ul style="list-style-type: none"> Eyes on Task, Correct PPE, Job awareness 	
	<ul style="list-style-type: none"> Falling Objects 	<ul style="list-style-type: none"> Spotter, drop zones, barricade, and exclusion zones 	

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Job Steps	Known Hazards	Identified Controls	Responsible Person
appointed Supervisors. Remove Isolation Lock. Advise Supervisor of any comments or unfinished work. Pack-up vehicles ready to leave job site.	• Overexertion	○ Team Lift, correct lifting techniques, Rotate Tasks	
	• Access/egress	○ 3 points of contact, eyes on path	
	• Work Interactions	○ Positive communication with other work groups, exclusion zones	
	• Dehydrations/Heat Stress	○ Drinking water on hand, work to conditions	
6. Report any defects to the supervisor	• NIL	○ NIL	DCS Field Team and DCS Supervisor



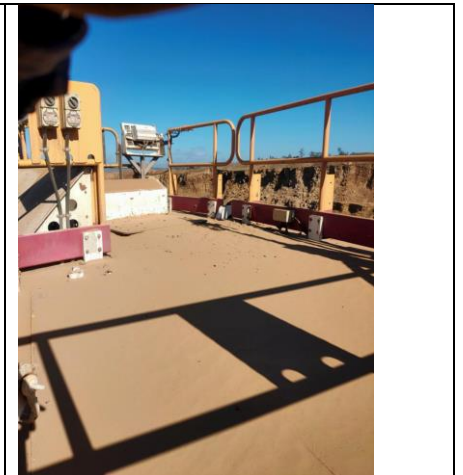
a. General House Clean



b. Clean Operations Cabin (Internally)



c. Clean windows and glass screen areas on operators' cabin



d. Clean House Roof (Deck, Drains and Handrails)

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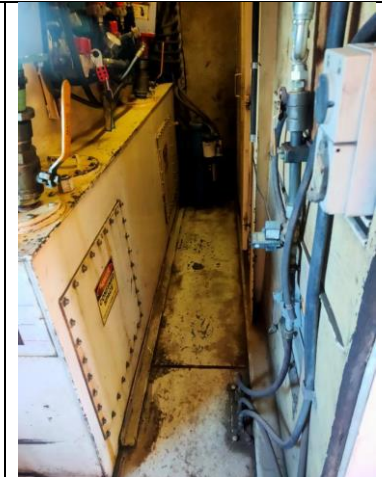
d. Clean House Roof (Deck, Drains and Handrails)



e. Secure/Remove loose items not required on house roof and walkways



f. General tidy up in house area



h. Clean and tidy the Lube Room



i. Remove dust from motor



j. Clean external walkways, ladders and handrails



j. Clean external walkways, ladders, and handrails

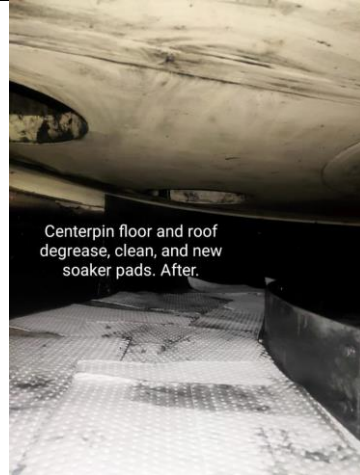


k. Clean grease removal from centre pin area pathways, floor, and roof with degrease clean

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k. Clean grease removal from centre pin area pathways, floor and roof with degrease clean

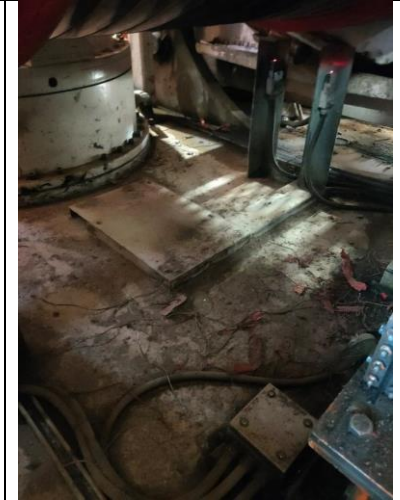


Centerpin floor and roof degrease, clean, and new soaker pads. After.

k. Clean grease removal from centre pin area pathways, floor, and roof with degrease clean



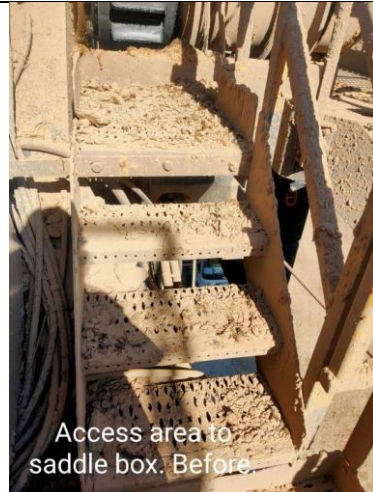
l. Remove grease from final drive



m. Clean under hoist drum and tar paper area



p. Clean and remove dirt, rocks, and debris from tracks



Access area to saddle box. Before.

q. Cleaning and clearing of saddle box steps and access area, ensuring removal of grease build up



r. Clean out of walkway area in front of the machine



Left hand final drive NDT clean. Before.

s. Left- and right-hand NDT Final drive clean

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Right hand final drive
NDT clean. before.

s. Left- and right-hand NDT Final drive
clean



t. Bulk dirt removal at front
external of machine

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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)*

	Name	Signature	Name	Signature
Work Group				
Supervisor	Name		Signature	



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