

EXPLORE THE POSSIBLE

## 4 - HSEQ Health Safety Environment and Quality

Whole Current Metering Induction

## Safe Work Method Statements (SWMS)

**A person conducting a business or undertaking who engages in high risk works is required under Work Health and Safety regulations to ensure:**

- SWMS is prepared before commencement of work
- Ensure high risk works are carried out in accordance with the SWMS
- Ensure SWMS are reviewed where needed

**Duty Holders (Everyone) must make sure that:**

- Work is carried out in accordance with the SWMS
- Work is stopped if not carried out as per SWMS
- Principal Contractors have SWMS before work commences
- SWMS are readily available for inspection

## Safe Work Method Statements (SWMS)

### Why do we have a SWMS

- Sets out work activities or tasks to be undertaken in sequential and systematic steps
- Identify hazards and identify the risks associated with those hazards
- Describe control measures to be implemented to control any risk
- Describe how any control measure will be implemented, monitored and reviewed

### Additional Information for SWMS

- PCBU and/or Principal Contractor details
- Person responsible for the SWMS and review periods
- Address of work being carried out
- Date of work be carried out
- Signatures of person who have read and understood the SWMS
- Consultation should always take place with all workers

## First Aid

### All workers must complete an annual refresher in:

- UETDRRF10B - Provide First Aid in an ESI environment or equivalent
- HLTAID001- Provide Cardiopulmonary Resuscitation
- UETDRRF06B Perform Rescue from a Live LV panel



### A Risk assessment must be carried out to determine what needs to be carried in a first aid kit. For example, Type B Electrical First Aid Kit is required including additional items:

- Burn Gel Body Dressing approx. 60 x 40cm
- Facial Dressing with eyes, nose and mouth cutout
- **Please note:** Workers must follow their First Aid company policy and procedure as well as the Codes of Practice “First Aid in the workplace”

### Maintenance of First Aid Kits:

- All first aid kits shall be maintained by the worker issued with the Kit, and by following company policy with maintaining kits
- All First Aid kits replenishment when items used must follow company policy and monitored, If not used kits must be checked at least 12 monthly
- All first aid kits will be audited, checking that items are sealed, and expiry dates checked.
- All first aid kits must have a content list
- A record must be kept of any first aid treatment

## Field Emergency Response

### **Installers are fully responsible for:**

- The safe use and operation of emergency equipment under their control
- Ensuring and that equipment is kept in a safe, clean and operational condition, i.e. calibrated, in good condition and tested and tagged.
- Ensuring they have access to all relevant IntelliHUB procedures and documents via ShareFile.
- Ensuring the recommended preventative equipment maintenance and servicing is carried out at the prescribed time and carried out as per your company policies and procedures
- Ensure you understand how to use and been trained in the emergency equipment

### **Working in Areas Without Mobile Coverage**

- Installers must:
  - Notify their supervisor prior to entering an area with no mobile coverage; and
  - Advise their supervisor of the estimated duration in the no mobile coverage area; and
  - Notify their supervisor upon completion of works in the no mobile coverage area as soon as practical

## Fit For Work

### Workers must:

- Ensure they present fit for work
- Immediately notify their supervisor of any issue that may impair their ability to be fit for work
- Provide samples to authorized collectors for the purpose of a drug and/or alcohol test, refusal is deemed to have taken such a test and test positive reading

### Workers may be tested to assess their fitness for work from any of the following occasions:

- Pre-employment medical examination;
- Random drug and/or alcohol testing;
- Post incident drug and/or alcohol testing;
- Cause testing where an employee is suspected of being unfit for work;
- Tests as a requirement of a client / site / contractual commitment e.g.: Pre-Shift BAC Testing; or
- Prior to or during a visit to an Intellihub work site.

### Test Methods may include:

- Breath Test
- Urine Test
- Saliva (Oral) Test

**Blood Alcohol Concentration (BAC) for all Intellihub workers is 0.00%**

## Fatigue Management

### Workers must:

- Managing their personal fatigue and fitness for work;
- Report if they feel fatigued at all or if others feel fatigued, especially around high risk works
- Discuss with their medical practitioner or pharmacist any potential side effects of prescription or over the counter medication they are taking.
- Attend fatigue management training as directed.
- Take any medication strictly in accordance with the medical practitioners or manufacturer's recommendations
- Try and keep to normal planned work hours unless a risk assessment has been carried out and endorsed by management
- If called out at all follow the same fatigue management guidelines
- If travelling long distances inform your supervisor first with a travel plan
- Ensure they do not work more than 16 hours per day and have a minimum break of 10 hours between shifts

## Safe Use of Ladders

**When assessing the risks associated with working from a step ladder, the installer should consider controls including:**

- Duration of work and actual comfortability of the work
- Requirement for a standby worker to assist (2-person job)
- Taking regular breaks
- Points of attachment
- Hierarchy of control and if there is any other way of doing the work
- Fall restraint
- Only fiberglass ladders can be used for Electrical works period
- Ladders must be inspected prior to use and registered in accordance with internal company policy and codes of practice and AS1657:
  - Before each use
  - After each use
  - Periodically by another competent person
- As part of a company policy and procedure, you should have a recognized ladder checklist which will look for items such as, this is not an exhaustive list and examples only:
  - Steps lose, cracked, bent or missing
  - Rails cracked, bent, split or frayed
  - Tops cracked, loose or missing
  - General rust, corrosion, loose

## Manual Handling

- ✓ Wear Cut Resistant Manual Handling Gloves
- ✓ Assess the load prior to moving
- ✓ Use mechanical aids where possible – e.g. trolleys for generators
- ✓ Consider the requirement for a second person to assist
- ✓ Care should be taken to ensure toolboxes are not overloaded/carrying excessive equipment
- ✓ Always follow your company policies and procedures around manual handling tasks
- ✓ Always seek and follow the Codes of Practice hazardous manual tasks



## Thermal Comfort in the Workplace

- Where the Bureau of Meteorology announces a Fire Weather Warning Rating of catastrophic for a designated area, there shall be no planned interruptions that effect general customers for that designated area.
- Where high temperatures are forecast by the Bureau of Meteorology for a designated area, the following shall apply:
  - Temperature 0-28°C Continue work with normal breaks.
  - Temperatures **28-38°C** Minimum **15-minute** break per hour worked.
  - Temperatures greater than or equal to **38°C - Mandatory – stop work** – do individual (Personal) risk assessment and determine if work is to continue or if additional control measures are required.

### Special customers

Temperatures of **37°C or greater** for the designated area where the outage includes **life support customers, retirement homes/villages, childcare center's** and the like, **supply must always be maintained** unless other formal arrangements have been agreed with the effected customers.

Consult with your company policy and procedures on Thermal comfort in the workplace



# HSEQ Health Safety Environment and Quality

## Hazards (Could something occur)

- A situation that has the potential to be fatal, cause injury, disease/illness or harm to a person or property/equipment damage.

Noise



Chemicals



Heights



Electricity



Manual handling



## Incidents (Something occur & harm caused)

- Any unplanned event that occurred in the workplace that resulted in a fatality, injury, disease/illness or property/equipment damage

Electric shock



Slip



Trip



Fall



## Near Misses (Something occur & no harm caused)

- Any unplanned event that occurred in the workplace that has a potential to be fatal or cause injury, disease/illness or property/equipment damage.

Exposed cables



Incorrect polarity



Live earthing



**Note:** It is extremely important when reporting of Hazards, Near Misses and Incidents to report them in the correct category as per WI 2010 HSE Observation and Incident Management. Incorrect reporting category leads to incorrect culture and improvements, also can affect safety statistics for organisations.

# HSEQ Health Safety Environment and Quality

## Legislation around Hazards, Near Misses and Incidents

- **Part 5** of the Work Health and Safety Act 2011 requires a PCBU to consult, co operate and co ordinate activities with all other persons who have a work health and safety duty in relation to the same matter as far as reasonably practicable
- **Part 5, Section 49** explicitly says you must consult when identifying hazards and explains communications, working together, co operation between duty holders, decision making to eliminate risk, monitoring and development of procedures to name a few
- **Notifiable incidents - Part 3, section 35 States that a notifiable incident is:**
  - The death of a person
  - A serious injury or illness of a person, i.e. head injury, serious eye injury, serious burn
  - For us if electric shock it means immediate treatment as an in patient in a hospital

## Industry Bench marking

Often similar industries are benchmarked, calibrated and aligned here, in other words similar industries should show similar outcomes

## WHS reporting

## Corrective actions and improvements

Research has shown that many serious or catastrophic events were preceded by near misses that were not dealt with

## Prevention of serious or catastrophic events

Identification of root cause whether an investigation required or not that leads to a plan to find and correct problems. Corrective Actions and Improvement can also be found during Audits

## Incident Reporting

- Anyone who was involved in or observes a safety event (Hazard, near miss, incident) must ensure it is reported to intelliHUB management and a report is entered into Integrum and reported as soon as reasonably practicable. Contractors must inform their intelliHUB Contract Manager as soon as reasonably practicable.
- IntelliHUB Integrum Safety Event management module is for capturing details of a safety event. If required a Basic or Full Investigation is determined by the logic in Integrum and is indicated at the bottom of the safety event form once details have been saved.
- All HSE Safety Events relating to Managed Activities and/or Managed Contractor activities (controlled activities) must be recorded.

## Summary

- Reporting should be a part of any company safety DNA and safety culture
- Reporting allows investigations to take place to find root causes which gives opportunities for training, feedback and a commitment to continuous improvement to prevent catastrophic events
- Legal Requirement under WHS Laws
- Raises awareness.

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