

Safe Work Instruction - Accessing High Level Reservoirs/Reservoir Roofs

DO NOT use this plant* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SWI may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process.
Additional training may be required for high risk plant. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT



Foot protection must be worn



Hand protection must be worn



Safety harness must be worn



Head protection must be worn

POTENTIAL HAZARDS AND RISKS

- Manual Task Injury**
Manual task injury from incorrect manual handling techniques
- Other**
Injury due to operating of plant in unsuitable weather conditions
Injury due to fall from heights
Injury due to plant malfunction or misuse
- Slip, Trips, Falls**
Slip, trip, fall due to uneven or slippery work surfaces
Slip, trip, fall due to steep working surfaces

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Refer to Working at Heights Procedure P13, obtain a Working at Heights Permit and complete a Working at Heights Risk Assessment Checklist
- ✓ Refer to Confined Space Procedure P16, obtain a Confined Space Permit and complete Confined Space Risk Assessment Checklist (Pitt St)
- ✓ Complete site-specific risk assessment
- ✓ Ensure worker/s aloft are first aid trained
- ✓ Ensure worker/s aloft have no medical constraints
- ✓ Complete visual plant check prior to operation
- ✓ Ensure to assess weather conditions BEFORE accessing the reservoir roof. Roofs must not be accessed during strong winds, thunderstorms or any other severe weather conditions
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines

OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts
- ✓ Operate plant to the conditions of the work area
- ✓ If the roof of the reservoir is **NOT** protected by a handrail, a safety harness and lanyard must be worn when working 3 meters near edge
- ✓ If the roof of the reservoir is protected by a handrail, working at heights requirements apply. A safety harness is required only if the access cover is open
- ✓ Access to the roofs of the reservoirs shall be via their associated ladders and/or access shaft

NOTE: The access shaft in Pitt St High Level Reservoir has been specifically padlocked to prevent access without the prior knowledge of the coordinator

- ✓ Worker/s to carry a mobile phone, necessary tools and first aid kit available
- ✓ Worker/s must notify their coordinator of both their departure and return to the truck as soon as possible
- ✓ If a handrail is present
 - Place required tools in a bucket with a rope attached
 - Proceed up ladder with bucket to roof level
 - Visually check integrity of roof
 - Check locks for deterioration, rusting and ensure they can be opened easily
 - Clean gutters, scrape out all leaves etc. within the guttering and place them in the bucket
 - Perform maintenance on roof or reservoir
- NOTE: If it is necessary to open the access cover, a safety harness must be put on and attached to an attachment point with a Lanyard BEFORE opening the cover**
- ✓ If **NO** handrail is present
 - Ensure to have completed a Working at Heights Risk Assessment Checklist and obtained a Working at Heights Permit
 - Workers are to wear a safety harness.
 - Place lanyard, fall arrestor and required tools in a bucket with rope attached
 - Proceed up ladder with bucket to roof level
 - Once worker has reached roof, they are to proceed directly to the attachment point and attach

- Attach one end of the lanyard to the centre anchorage point and harness and leave the roof via the ladder
- ✓ All tasks to be completed on the roof must be carried out without delay
- ✓ If it has been determined that due to the weight or nature of the materials required on the roof cannot be safely carried by the worker, a crane is to be used to handle the materials and equipment
- ✓ Workers involved in the operation of the crane and any associated load security are to have a High-Risk Work Licence

ENDING OPERATIONS

- ✓ Collect all equipment in the bucket and leave the roof via the ladder
- ✓ Shut and lock door to reservoir

DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not commence task during strong winds, thunderstorms or other severe weather conditions
- ✗ Do not leave plant running unattended
- ✗ Do not use mobile phone while operating plant

***Plant in this SWI refers to any machinery, equipment, appliance, container, implement and tool.**