

## Safe Work Instruction - Operation of Remotely Piloted Aircraft "RPA" (DJI 4 Phantom Pro)

**DO NOT use this plant\* 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



Eye protection must be worn



Foot protection must be worn



High visibility clothing must worn

### POTENTIAL HAZARDS AND RISKS

- Struck by Moving Object**  
Struck by moving object due to unexpected movement of plant  
Collision with wildlife
- Manual Task Injury**  
Manual task injury from repetitive movements
- Cutting, Stabbing or Puncturing**  
Injury from sharp or flying object
- Slip, Trips, Falls**  
Slip, trip, fall due to uneven or slippery work surfaces
- Electrical Shock or Burn**  
Electrical shock or burn from plant contact with live electrical conductors
- Other**  
Injury due to plant malfunction or misuse  
Radio interference causing loss of signal  
Unforeseen change in weather during operation

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment acknowledging CASA's regulations and exclusion zones for RPA flying (AC 101-10)
- ✓ Display 4 RPA in use signs
- ✓ Mark out work area with hazard / warning markers
- ✓ Complete the pre-operational plant checklist
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure the RPA is used within approved operating conditions (SOC)
- ✓ Ensure batteries are fully charged for start of operations and subsequent tasks
- ✓ Establish primary and secondary home points (take-off and landing zones) with signs and markers
- ✓ Establish and define with markers - 30 metre exclusion zone from take-off/landing zones
- ✓ Establish connection between drone (RPA) and server for control and camera use
- ✓ Ensure emergency plans discussed
- ✓ Remove RPA from carry case, remove gimbal clamp from camera and attach the four colour coded propellers (2 x silver and 2 x black, refer to User Manual)
- ✓ Insert battery into battery compartment on RPA, a click sound indicates the battery is fully installed

### OPERATING PROCEDURES

- ✓ Two workers are always required for operation of RPA, operator and observer
- ✓ Operate plant to the conditions of the work area
- ✓ RPA to be flown in Beginners Mode unless RPA supervisor is notified beforehand

- ✓ To turn on RPA, press the Power button once, then press and hold for 2 seconds
- ✓ The Power LED will turn green and the battery level indicators will show current status
- ✓ Prepare and setup the Remote Controller and mobile device - tablet (refer to User Manual)
- ✓ Press and hold the Power button to turn on the Remote Controller, it will beep when on
- ✓ The Status LED will rapidly blink green, indicating the remote controller is linking to the RPA and glow solid green when linking is complete
- ✓ Go to required app (DJI GO 4) on mobile device – tablet and establish connection and GPS for RPA
- ✓ RPA to take-off and land in designated marked and sign posted zones
- ✓ Observer to alert operator of changes in weather conditions or any new dangers to RPA operations
- ✓ Use tablet/server to record flight details
- ✓ Keep clear of moving plant parts
- ✓ Ensure no person or animal is endangered when operating plant

### ENDING OPERATIONS

- ✓ Allow plant to cool before performing any maintenance
- ✓ Ensure plant is in good working order and stored in the appropriate location
- ✓ Ensure the primary home point (landing zone) is clear, otherwise abort and use the secondary home point (landing zone)
- ✓ Operator to call 'landing' when RPA is coming into landing zone

- ✓ Switch off RPA and when motor and rotors have stopped do post operational checks
- ✓ Ensure plant is in good physical condition and stow away in carry case
- ✓ Report any damage or malfunctions to RPA Supervisor
- ✓ Pack up signs and warning markers
- ✓ Complete necessary flight data
- ✓ Ensure area is safe before leaving

**DO NOT**

- ✗ Do not use if plant is faulty. Attach a DO NOT OPERATE tag and report fault to your supervisor
- ✗ Do not leave plant running unattended
- ✗ Do not use mobile phone while operating plant
- ✗ Do not operate RPA unless fully trained
- ✗ Do not operate RPA in weather conditions that may affect flight operations

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

**PRE – OPERATIONAL INSPECTION CHECKLIST**

Task	Y or N
Batteries fully charged	
Battery inserted correctly	
Inspect RPA for obvious defects	
Propellers on properly and check for defects	
Gimbal guard removed from camera	
SD card in camera, formatted or enough space	
Monitor brightness set to high (refer User Manual)	
Antennae in correct position for frequency reception	
Transmitter turned on	
App required for RPA switched on and connected	
RPA turned on	
Compass calibrated (refer User Manual)	
Minimum RTH height set (refer User Manual)	
Check satellite (GPS) status	
RPA in safe launch and landing position	
Check home points (primary & secondary)	
Area clear of people	