visionstream

Issue: 7

Date: 01/04/2017

VS(CHORUS)-SWM-002 NZ SHEWMS – v7

SAFETY, HEALTH AND ENVIRONMENT WORK METHOD STATEMENT

Hauling/Jointing/Blowing – Copper cable, Fibre cable

Project: (CIRCLE) **UFB / M&P / NGA / BAU / RBI / OTHER:**

Project Office Address:

Project No:

Client or Principal: **CHORUS**

Field Manager: **PH:**

Safety Coordinator: **PH:**

SHEWMS Valid From: **01/04/2017**

SHEWMS Valid To: **01/04/2018**

Location / Area of Works:

SHEWMS Re-Induction Schedule *(Click appropriate check box)*: **Daily** ☐ **Weekly** ☐ **Monthly** ☐ **Quarterly** ☑

STRIKE reporting: 027 523 1251

TELECOMMUNICATIONS SAFETY ESSENTIALS: (Check box for those relevant to this work activity)									
1. Confined Spaces	☑	3. Driver Alertness	☑	5. Excavation Works	☑	7. Working in and around Mobile Plant	☑	9. Heavy Lifting	☑
2. Working at Heights	☐	4. Working in the Vicinity of Utility Services	☑	6. Working in the Vicinity of Vehicular Traffic	☑	8. Working Remote and Isolated Locations	☑	10. Exposure to Asbestos	☑

- Aerial Minimum Approach Distances (MAD) must be maintained at all times. The VPL MAD from Low Voltage is 500mm
- Only a competent person may enter inside the MAD, and only if a Close Approach Consent has been requested and approved by the Utility Owner. Only the Utility Owner Rep may deem an individual competent, and all conditions stipulated in a Close Approach Consent must be followed
- All works above 5m are 'Notifiable' to Worksafe New Zealand (WSNZ). A minimum 48hrs notice must be given to WSNZ prior to starting works
- A VPL 'Working at Heights' permit must also be completed, AND approved, by a VPL Field Manager, prior to starting works above 5m
- M/EWP (Mobile/Elevated Work Platforms) must have a Secondary Protection (SPS) when working under 'Hard Structures', **or** it must have ground based controls (as found on a truck mounted EWP). Hard structures may include, but are not limited to: Inside any premise or building, under any deck areas or balconies, under eaves or similar protrusions that may extend out from the building edge
- If an M/EWP with SPS is not available, a specific SHEWMS must be developed with VPL. A VPL FLL must also act as spotter during the operation
- Only staff with the relevant WTC qualifications may undertake work at heights, or operate MEWP's (Mobile Elevated Work Platforms
- ONLY a certified Asbestos specialist may handle, break, remove, and/or dispose of Asbestos. DO NOT touch Asbestos unless you are certified
- All 'Hot Works' inside a 'Confined Space' MUST have an approved Hot Works permit, as well as an approved Confined Space entry permit

MANDATORY SITE PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS							
							
X	☐	X	X	X	X	☐	X

SPECIFIC ACTIVITY PPE REQUIRED (fall arrest systems, confined spaces equipment, respiratory protection, etc.)	
TYPE:	**OPERATOR'S NAME**

WORK PERMITS REQUIRED							
Confined Space Entry	☑	Working at Height	☐	Excavation / Drill	☑	Inside Boundary	☑
Live Electrical Work	☐	Hot Work	☑	Environmental / Land Access	☐	**Other:**	☐

RELEVANT SAFE WORKING PROCEDURES (SWP)	
• VS-HS-SWP-002 Asbestos Management Safe Work Procedure • VS-HS-SWP-004 Remote/Isolated Locations Safe Work Procedure • VS-HS-SWP-005 Traffic Management • VS-HS-SWP-009 Working at Height Safe Work Procedure • VS-HS-SWP-011 Confined Spaces Safe Work Procedure • VS-HS-SWP-021 Electrical Work Safe Work Procedure	• VS-HS-SWP-022 Driver alertness Work Safe Work Procedure • VS-HS-SWP-023 Vicinity of Utility Services Safe Work Procedure • VS-HS-SWP-024 Excavations Safe Work Procedure • VS-HS-SWP-025 Vicinity of Mobile Plant Safe Work Procedure • VS-HS-SWP-026 Mechanical Lifting Safe Work Procedure

NOTE: All Power/Hand Tools, Electrical/Motorised/Hydraulic Equipment, Heights Platforms (Ladders/Scaffolds/EWP), or PPE, must be:
Certified as required, compliant with relevant AS/NZ S standards, be 'within test' date, be used in accordance to manufacturer's recommendation's, meets VPL on-boarding requirements, is inspected and registered as specified, and is fit for use

RISK MATRIX

Task 1: Determine Impact of Event

Impact	Substantial	Major	Moderate	Minor	Negligible
Safety	Class 1 (Fatal Incident)	Class 1 (Permanent Injury)	Class 2 (Lost Time Injury)	Class 3 (Minor injury, medical treatment required)	Class 3 (Slight injury, First Aid)
Environment	Permanent widespread ecological damage	Heavy ecological damage, costly restoration	Major but recoverable ecological damage	Limited but medium term damage	Short term damage

Task 2: Determine Probability of Event Occurring

	Almost Certain	Likely	Possible	Unlikely	Rare
Probability	The threat can be expected to occur 75% - 99%	The threat will quite commonly occur 50% - 75%	The threat may occur occasionally 25% - 50%	The threat could infrequently occur 10% - 25%	The threat may occur in exceptional circumstances 0% - 10%

Task 3: Assess Level of Risk Using Matrix (Combine highest impact with probability)

	Impact				
Probability	Negligible	Minor	Moderate	Major	Substantial
Almost Certain	Low (5)	Moderate (10)	Very High (18)	Extreme (23)	Extreme (25)
Likely	Low (4)	Moderate (9)	Very High (17)	Very High (20)	Extreme (24)
Possible	Low (3)	Moderate (8)	High (13)	Very High (19)	Very High (22)
Unlikely	Low (2)	Low (7)	High (12)	High (15)	Very High (21)
Rare	Low (1)	Low (6)	Moderate (11)	High (14)	High (16)

Hierarchy or Preferred Order of Control

Australia		NZ
Eliminate	**Eliminate** the hazard, remove the hazard or process from the workplace.	Eliminate
Substitute	**Substitute** or replace the hazard or hazardous work practice with a less hazardous one	Isolate
Isolate	**Isolate** the hazard, i.e. installing screen or barriers, marking off hazardous areas	
Engineering Controls	**Engineer** the hazard out, i.e. modification to tools or equipment, guarding machinery	
Admin Controls	**Introducing** work practices that reduce the risk, i.e. limiting the amount of time a person is exposed to a particular hazard	Minimise
Personal Protective Equipment (PPE)	**PPE**, last and least effective option	

Activity Steps List the sequence of steps needed to do the activity	**Potential Hazards** Against each step, list the potential **safety** and **environmental hazards** that could cause injury or harm (E.g. work at height)	**Potential Risk** List the potential risk associated with the hazard (E.g. fall from height)	**Residual Risk** Assess risk level of hazard using risk matrix	**Controls** For each hazard, identify control measures to eliminate or effectively control associated risks. A combination of above the line and below the line control measures are required for high risks, with an emphasis on above the line controls.	**Person Responsible for Control Implementation**
Task 1					
Travel and access to site	Travel distance, driver Alertness (Safety Essentials no.3) ***Driver alertness Work Safe Work Procedure (VS-HS-SWP-022)***	Driver fatigue	**16**	• Scheduling and planning of job tasks for the day is to be completed in a way which minimises travel times and driving • Driver to ensure a travel plan discussed/agreed to with relevant person. During normal hours of operation, this may be a staff member's direct manager (or higher). During after-hours operations (for repair/call-out staff), this may be the despatch centre staff. A travel plan would typically include the intended travel route, an ETA, regular rest breaks, and have scheduled check-in times. • If a scheduled check-in time is missed then an emergency response plan should be initiated • Driver to operate within management guidelines stipulated in Working Hours and Fatigue Safe Work Instruction • Driver must be given 24 hours' notice prior to long distance travel for planned works. Long distance would be any trip typically longer than 4 hours in one direction, as this would likely mean a night away from home. A minimum 15min rest period is to be taken every 2 hours • Driving in excess of two hours after a full shift must only be undertaken if the driver has had an adequate rest period. Stop at least every 2 hours for a minimum break of 15 minutes • Adequate time must be allocated for sleep and rest between shifts and/or each leg of long distance travel. Avoid driving when normally asleep • Drivers must follow road rules (including speed, drugs, alcohol, mobile phones and other hand held devices) • Avoid driving when normally asleep	Project Manager / Immediate Manager / Supervisor / Operator/s
	Isolated or remote location (Safety Essentials no.8) ***Remote/Isolated Locations Safe Work Procedure (VS-HS-SWP-004)***	Delayed emergency response	**16**	• Limit time spent or avoid working in isolated or remote location • Use of EPIRB may be required (person must be trained in use). This would be at the discretion of the staff member's manager. Generally a travel plan would be acceptable as a safety control. In elevated instances, a 2man team could be implemented. Only in extreme circumstances would an EPIRB be deemed necessary • Develop and activate travel plan prior to travel commencing. During normal hours of operation, this may be a staff member's direct manager (or higher). During after-hours operations (for repair/call-out staff), this may be the despatch centre staff. A travel plan would typically include the intended travel route, an ETA, and have scheduled check-in times. If scheduled check-in times are missed then an emergency response plan should be initiated • Have an appropriate vehicle for the terrain. Carry adequate supplies (water, fuel, appropriate clothing), and tools/equipment working in a remote/isolated area	Project Manager / Immediate Manager / Supervisor / Operator/s

Activity Steps List the sequence of steps needed to do the activity	**Potential Hazards** Against each step, list the potential **safety** and **environmental hazards** that could cause injury or harm (E.g. work at height)	**Potential Risk** List the potential risk associated with the hazard (E.g. fall from height)	**Residual Risk** Assess risk level of hazard using risk matrix	**Controls** For each hazard, identify control measures to eliminate or effectively control associated risks. A combination of above the line and below the line control measures are required for high risks, with an emphasis on above the line controls.	**Person Responsible for Control Implementation**
Travel and access to site	Isolated or remote location (Safety Essentials no.8)	Delayed emergency response	**16**	• All persons must be appropriately trained to work in isolation or a remote location including check in procedures, first aid, map reading / navigation, communications, as deemed necessary • A mobile phone must be carried that is charged, working, and has a signal at all times. If in doubt, access to a landline (in conjunction with an appropriate travel plan) to be utilised. Access to the copper network, or telephone exchanges would be acceptable as a means of communication	Project Manager / Immediate Manager / Supervisor / Operator/s
Task 2					
Set up traffic management	Working in the Vicinity of Vehicular Traffic (Safety Essentials no.6) ***Traffic Management (VS-HS-SWP-005)***	Struck by moving vehicles, vehicle collision, pedestrians safety	**21**	• Implement the Traffic Management Plan (TMP), which has been developed by an accredited TM provider, complies with CoPTTM regulations/standards, and approved by the local governing body. • All L2 roads must have an approved TMP which will have specific traffic management plans, and pedestrian movement plans. • L1 roads may use generic traffic/pedestrian management plans. • All equipment and resources to be set-up exactly as per the approved TMP. An assessment of the TMP must be made to ensure that it remains appropriate for the conditions. All staff must be briefed on the TMP prior to works starting • Review the adequacy of traffic controls during the course of the work to ensure ongoing effectiveness and communicate changes if required. • Use physical barriers where practicable or if a requirement of the approved TMP (e.g. concrete barriers or water-filled barriers) with crash attenuators to separate workers from live traffic. Physical Barriers composition/installation must be CoPTTM compliant • Apply signage and barriers that direct members of the public away from or around the work site, as per the approved TMP. Traffic management personnel to wear high visibility clothing that complies with AS/NZ S 4501.1 VPL and CoPTTM standards	STMS Provider / Supervisor / Operator/s
Task 3					
Opening and entering • **Pits** • **Manholes** • **Cable wells** • **Conduits/Ducts**	Confined spaces (Safety Essentials no.11) ***Confined Spaces Safe Work Procedure (VS-HS-SWP-011)***	Delayed emergency response, water, sewage, electrical hazards, noxious gas, air quality hazards, chemicals and trade waste	**15**	**A Confined Space (CS) is normally an enclosed or partially enclosed space. Two questions will need to be determined first. If either of these questions are a 'Yes', then you must proceed with the x4 point confirmations questions.** **1. Is the space not normally a place of habitation?** **2. Does the space have limited/restricted means for entry and exit?** **If any of the x4 point confirmation checks are answered 'YES', it *IS* a CS.** • **Oxygen deficiency or excess** • **Harmful levels of airborne contaminants** • **Concentration of flammable airborne contaminants** • **Could the space be effected by engulfment**	Supervisor / Operator/s

Activity Steps List the sequence of steps needed to do the activity	**Potential Hazards** Against each step, list the potential **safety** and **environmental hazards** that could cause injury or harm (E.g. work at height)	**Potential Risk** List the potential risk associated with the hazard (E.g. fall from height)	**Residual Risk** Assess risk level of hazard using risk matrix	**Controls** For each hazard, identify control measures to eliminate or effectively control associated risks. A combination of above the line and below the line control measures are required for high risks, with an emphasis on above the line controls.	**Person Responsible for Control Implementation**
Opening and entering • **Pits** • **Manholes** • **Cable wells** • **Conduits/Duct** • **Other**	Confined spaces (Safety Essentials no.11) ***Confined Spaces Safe Work Procedure (VS-HS-SWP-011)***	Delayed emergency response, water, sewage, electrical hazards, noxious gas, air quality hazards, chemicals and trade waste	**15**	• Protective barriers to be erected when confined space work is carried out to prevent unauthorised access. NOTE: Any entry point 2m above floor level is also 'Working at Heights'. • Confined spaces and special work locations to be identified at the survey stage and at the design stage and where possible every effort should be made to eliminate the need for accessing a confined space • An authorised person must complete and approve a Confined Spaces Entry Permit (VS-HS-FRM-014) prior to any employee or contractor entering a confined space - a separate entry permit is required for each shift. • Two-way communication between workers in- and outside confined spaces • Prior to entry of a confined space, atmospheric readings are to be taken at 3 levels; ➢ 1st reading – taken inside the confined space at the top ➢ 2nd reading – taken at head height of person working in the confined space ➢ 3rd reading – taken at the base of confined space • Only trained and competent persons are permitted to enter a confined space, and all confined space work requires a standby person on site. The standby person must; ➢ Be trained in confined space entry, and capable of initiating rescue procedures if required ➢ Maintain communication and where possible observe persons working within the confined space, and trained in operating any monitoring/communication equipment ➢ Not leave the site while people are in the confined space • Undertake NO other tasks while performing the standby role • The person entering the confined space must be attached to a Tri-Pod for the purposes of body recovery in the event of an emergency. His/her spotter must be trained in its use • Equipment inspections must be conducted prior to use. All safety harnesses, Rescue Positioning Device (RPD), lanyard assemblies and lanyards must be examined prior to use on every confined space entry • All equipment, including two way radios and mobile phones, to be checked by the user and standby person prior to entering a confined space	Supervisor / Operator/s
	Asbestos Pits and Conduits (Safety Essentials no.10) ***Asbestos Management Safe Work Procedure (VS-HS-SWP-002)***	Inhalation of asbestos fibres	**14**	• Only Asbestos certified/qualified staff may break into AC duct or conduit • Work may only proceed once all broken Asbestos has been removed, any exposed edges have been painted • Isolate and barricade worksite to prevent access by other staff and members of the public • Treat all pits and conduits as AC unless a competent person deems otherwise. • Approved safety procedures and controls must be followed if using compressed air to blow parachutes	Supervisor / Operator/s

Activity Steps List the sequence of steps needed to do the activity	**Potential Hazards** Against each step, list the potential **safety** and **environmental hazards** that could cause injury or harm (E.g. work at height)	**Potential Risk** List the potential risk associated with the hazard (E.g. fall from height)	**Residual Risk** Assess risk level of hazard using risk matrix	**Controls** For each hazard, identify control measures to eliminate or effectively control associated risks. A combination of above the line and below the line control measures are required for high risks, with an emphasis on above the line controls.	**Person Responsible for Control Implementation**
	Asbestos Pits and Conduits (Safety Essentials no.10)	Inhalation of asbestos fibres	**14**	• Ensure all rope/tape used through Asbestos ducts while hauling, must kept separated from other similar items. Rope, material cleaning wipes etc. are to be stored in sealable containers, and clearly labelled for easy identification and/or destruction • The use of power tools is prohibited on AC ducts • Wear asbestos PPE when rodding, roping, or blowing parachutes through Asbestos conduits/ducts, and ensure the work site and equipment is 'wetted down' prior to commencing • Due to the risk of Asbestosis and Silicosis which may cause lung disease, a respirator mask is a minimum requirement when drilling, cutting, or grinding any concrete based products. This is not limited to but may include Concrete: slabs, pits, manholes, walls or siding, ducts, floors etc.	Supervisor / Operator/s
	Excavation Works (Safety Essential no. 5) ***Excavations Safe Work Procedure (VS-HS-SWP-024)***	Engulfment due to trench / excavation collapse	**21**	**SEE SHEWMS-003 TO ENSURE EXCAVATION COMPLIANCE** • If direction drilling/or excavating with a mechanical aid, an Excavation & Drill permit is required. Only staff who have passed the permit training may complete/approve an Excavation & Drill permit • Concrete Cutting IS a mechanical aided excavation. It requires an Excavation/Drill Permit to be completed prior to beginning works • Hydro-excavation does not require an Excavation & Drill permit, but will require a specific SHEWMS to be designed/implemented by the FM/RM/DM or CM • If using a jack hammer with a spade bit it must only be light weight and the excavation must be large enough to allow safe unrestricted use. Keep your feet well clear of the jackhammer at all times • Correct hand digging techniques must be used at all time • Any excavations deeper than 1.5m become 'Notifiable Works'. Worksafe NZ (DoL) must be advised of Notifiable Works at least 48hrs prior to works starting. Excavation shoring or shields must utilised, with an appropriate SHEWMS • Use of exclusion zone when installing cable in open trenches with appropriate warning signs • Any mobile plant, spoil piles, equipment with the exception of hand tools must be kept a minimum of 1.5m from the edge of an excavation • Backfilling must be carried out as soon as is practicable • Trenches and excavations must be continuously monitored using appropriate monitoring equipment to minimise the likelihood of toxic gases, water seepage or other potential hazards • Trench excavations exceeding 1m deep, ladders shall be used as forms of ingress and egress at every 9m intervals or backfilling must be carried out as soon as is practicable • Trenches or excavation left overnight must be secured with barricades and warning signs to prevent unauthorised entry. Use plating covers as required	Supervisor / Operator/s

Activity Steps List the sequence of steps needed to do the activity	**Potential Hazards** Against each step, list the potential **safety** and **environmental hazards** that could cause injury or harm (E.g. work at height)	**Potential Risk** List the potential risk associated with the hazard (E.g. fall from height)	**Residual Risk** Assess risk level of hazard using risk matrix	**Controls** For each hazard, identify control measures to eliminate or effectively control associated risks. A combination of above the line and below the line control measures are required for high risks, with an emphasis on above the line controls.	**Person Responsible for Control Implementation**
	Utility services (Safety Essentials no. 4) ***Vicinity of Utility Services Safe Work Procedure (VS-HS-SWP-023)***	Plant/person contact with utility services	**21**	• Contact power authority and isolate power where possible prior to exposing services • Route sweep with electronic locator prior to works starting. Both electronic and visual inspection must be completed prior to starting work • Conduct pre-start with the Foreman responsible for the site to ensure all hazards have been identified, with service plans, and correct controls implemented prior to commencement of work Use insulated tools, such as shovels with non-metallic shafts, to stop electricity travelling up them in the event of striking an electrical service. Using flat-edged tools (such as spades or shovels) in preference to pointed tools (such as picks and crow bars) • If a service is found encased in concrete then the service provider should be contacted to confirm that the service within the concrete is redundant (dead) or has been isolated before any break out work commences • Use insulated tools to hand-dig alongside the service. Expose it from the side, rather than exposing it from above. • Always assume an exposed service is live until it is confirmed that it has been disconnected and it has been proven to be safe at the point of work	Supervisor / Operator/s
Task 4					
Copper Cable **Fibre Cable** • **Hauling** • **Jointing** • **Blowing**	Working in and around Mobile Plant (Safety Essential no. 7) ***Vicinity of Mobile Plant Safe Work Procedure (VS-HS-SWP-025)***	Plant rollover, struck by moving plant	**22**	• Staff and operators must be trained and verified competent to operate plant • Workers must not place themselves within 3 metres of the front or rear of a vehicle until that vehicle is isolated (Isolated means stopped, turned off, vacated and keys removed from the ignition). • Any vehicle that is not 'isolated' must have the driver / operator in the vehicle with seat belt firmly fastened prior to engine being switched on and then the vehicle being moved • Vehicles must not be left unattended with keys still in ignition and/or with ignition still on • Constant communication or line of sight (e.g. two way radio) • Workers, Spotters and Plant Operators to maintain eye contact when working in close proximity or must be managed by a reliable means of positive communication (e.g. two way radio) • Staff must clearly communicate with plant operator when they are attaching adjusting or removing lifting equipment • A competent person should complete daily pre-checks on all mobile plant to ensure plant is in good working condition and fit-for-purpose. Plant must locked-out / tagged if found defective •	Supervisor / Operator/s

Activity Steps List the sequence of steps needed to do the activity	**Potential Hazards** Against each step, list the potential **safety** and **environmental hazards** that could cause injury or harm (E.g. work at height)	**Potential Risk** List the potential risk associated with the hazard (E.g. fall from height)	**Residual Risk** Assess risk level of hazard using risk matrix	**Controls** For each hazard, identify control measures to eliminate or effectively control associated risks. A combination of above the line and below the line control measures are required for high risks, with an emphasis on above the line controls.	**Person Responsible for Control Implementation**
Copper Cable **Fibre Cable** • **Hauling** • **Jointing** • **Blowing**	Working in and around Mobile Plant (Safety Essential no. 7) ***Vicinity of Mobile Plant Safe Work Procedure (VS-HS-SWP-025)***	Plant rollover, struck by moving plant	**22**	• Hard hats, high visibility clothing, appropriate ear protection must be worn in the within 3 meters (radius) of operating plant • Positive communication must be maintained which can include, but is not limited to, two way radios • Plant must have working warning devices fitted (Beepers, lights and flashing lights) • Load and unload plant on solid even ground and secure with wheel chocks and or hand brakes	Supervisor / Operator/s
	Hauling (Safety Essentials no.9)	Plant rollover, struck by moving plant, plant/person contact with utility services	**16**	• The current network must be identified prior to hauling • There should be sufficient room to safely insert an electro line rod. If the space inside a duct is limited, and there is no alternative except to attempt rodding then the following must be done prior to rodding; All working network MUST identified Workers all checked to ensure no critical customers involved. This could include critical business, emergency services, customers requiring medical alert A 'response' plan should be ready to implement in the event of a service strike • If a critical service <u>is</u> identified, then an alternative deployment methodology may need to be implemented. In the event that no critical service is identified then all care should still be given in ensuring no service strike occur • If an alternative methodology is not an option, then the critical service should have a temporary service feed ready to be cut over in the event of a service strike	Supervisor / Operator/s
	Fibre blowing (Compressed Air) (Safety Essentials no.9)	Explosive release of air causing injuries, items moving at velocity through ducts	**16**	• Micro Ducts are to be integrity tested before micro cable installation; ➢ Set up the blow location and at the far location identify the target duct. Maintain communications with the target location. Attach a dart catcher at the far location, and blow a small amount of *low pressure air* into the duct and check the target location is receiving this low pressure air ➢ Upon confirmation, at the blow location insert a dart followed by a sponge ➢ Pressurise the duct. This will blow the dart and sponge to the target location where it is safely retained by the catcher. The blowing of the Micro Cable, as per Chorus procedure ND0588, can now commence	Supervisor / Operator/s

Activity Steps List the sequence of steps needed to do the activity	**Potential Hazards** Against each step, list the potential **safety** and **environmental hazards** that could cause injury or harm (E.g. work at height)	**Potential Risk** List the potential risk associated with the hazard (E.g. fall from height)	**Residual Risk** Assess risk level of hazard using risk matrix	**Controls** For each hazard, identify control measures to eliminate or effectively control associated risks. A combination of above the line and below the line control measures are required for high risks, with an emphasis on above the line controls.	**Person Responsible for Control Implementation**
Manual Lifting **Mechanically Assisted Lifts**	Heavy Lifting • Crane • Hoist • Gantry (Safety Essentials no.9)	Plant rollover, struck by moving plant, injuries from falling objects	**16**	**MANUAL-** Ensure you maintain a straight back, while bending at the knees when lifting heavy object. See the VPL 'Manual Handling' SWI for correct lifting technique • ONLY lift items that are well within your physical capabilities. If in doubt of your capability to safely lift an object, them undertake as a two person lift • A two person lift is required for any load over 20kg • Clear communication is required before and during any two person lifts • If a two person lift is not possible, a mechanical aid may be required. • If a mechanical aid is not possible, an alternative methodology will be required **MECHANICAL -** An Excavator is not an acceptable means of lifting, unless the SWL of the machine and the related manufacturer's documents can be provided. These MUST be on site. Chains, strops, and lifting points must ALL be certified • All mechanical plant used for lifting purposes must be assessed by VPL prior to being used. It must also have the necessary legislative certifications (COF etc) • The Plant used must be designed for the purpose of lifting, and clearly display the SWL (Safe Working Load) • All heavy lifts (all lifts above 75% of the SWL) must be risk assessed, with a documented lift plan developed and implemented • Only a competent person may complete a lift risk assessment, determine the safe methodology, nominate the appropriate equipment, and approve the lift plan • Lifting plant must be set-up safely on suitable firm stable ground, with out-riggers correctly deployed if they are present on plant. A certified engineer must assess the ground conditions and advise on appropriate ground protection to ensure suitable support. • All rigging equipment (slings, chains, spreader bars) must be inspected prior to use and deemed fit for purpose, have the SWL clearly displayed, and be within test date • An exclusion zone must be set-up prior to lifting to ensure no persons are struck by a load should the lift fail in any way • A dog-man with a dog-line may be utilised to stabilise a load and may be inside the exclusion zone, but they must remain outside the fall/swing path of the load should the lift fail in any way • Prior to a heavy or complex lift, a competent person must check all safety devices are operational, and all equipment being used is operating within its SWL • Only a suitably qualified and competent person may operate the Plant undertaking the lift • All load lift points must be designed to carry the load, and or engineer certified	Supervisor / Operator/s

LABOUR RESOURCES REQUIRED	
TYPE	**QUALIFICATIONS & TRAINING**
WTC 1	Underground Network (with Confrined Spaces), ECP34 & SM-EI
WTC 1a	Underground Network (without Confrined Spaces), ECP34 & SM-EI
WTC 2	Operating M/EWP
WTC 3	Overhead Network, ECP34 & SM-EI
WTC 4	Confined Space only
WTC 5	Working at Heights (Proprietary fall arrest training – Riggers only)

RELEVANT LEGISLATION AND STATUTORY REQUIREMENTS:		
Act	**Regulations**	**Code of Practice**
Health and Safety at Work Act 2015	Health and Safety in Employment Regulations 2015	
Resource Management Act 1991	Latest reprint: 3rd March, 2015	
New Zealand Transport Agency (NZTA)	Latest version: 4th Addition, 1st February, 2015	CoPTTM
RELEVANT AS/NZ S (Australia / New Zealand Safety Standards) REQUIREMENTS :		
• AS/NZS 4501.2: 2006 Occupational protective clothing - General requirements • AS/NZS 4501.1:2008 Occupational protective clothing - Guidelines on the selection, use, care and maintenance of protective clothing • AS/NZS 2161.2: 2005 Occupational protective gloves - General requirements • AS/NZS 2210.1: 2010 Occupational protective footwear - Guide to selection, care and use • AS/NZS 4399:1996 Sun protective clothing - Evaluation and classification (Amendment 1-1998) • AS/NZS 2397:1993 Guide to safe use of lasers in the building and construction industry • AS/NZS Standards AS/NZS 1891.4:2009 – Industrial fall arrest systems and devices	• AS/NZS 1270: 2002 Acoustics - Hearing protectors • AS/NZS 1715: 2009 Selection, use and maintenance of respiratory protective devices • AS/NZS 1716: 2012 Respiratory protective devices • AS/NZS 1891.4:.2009 Industrial fall-arrest systems and devices - Selection, use and maintenance • AS/NZS 4836:2011 Safe working on or near low voltage electrical installations and equipment • AS/NZS 4602: 2011 High visibility safety garments • AS/NZ S 1892.1.1996 Portable ladder – Metal • AS/NZ S 1892.2.1996 Portable ladders – Timber • AS/NZ S 1892.3.1996 Portable ladders – Reinforced plastic • AS/NZS IEC 60825.14:2011 Safety of laser products - A user's guide	• AS/NZS 1336:1997 Recommended practices for occupational eye protection (Amendment 1-1997) • AS/NZS 1337:1992 Eye Protectors for Industrial Applications • AS/NZS 1337:1: 2010 Eye and face protectors for industrial applications (Amendment 1-2012) • AS/NZS 1338.1: 2012 Filters for eye protectors - Filters for protection against radiation generated in welding and allied operations • AS/NZS 1800: 1998 Occupational protective helmets - Selection, care and use • AS/NZS 1269.3: 2005 Occupational noise management - Hearing protector program

*For further information related to the relevant legislation and statutory requirements refer to **VS-HS-REG-001 SHE Related Legislation Register**.

SHEWMS INDUCTION RECORD

Name	Company	Signature	Date	Inductor	Initials

Please note: All personnel on site are to be inducted into this SHEWMS prior to carrying out the activity. By signing, it indicates you have read, understand and will follow its contents to the best of your ability.

In addition, the Telco Take 5 Booklet (or equivalent) is to be completed daily by each individual and any new identified hazards or changes to the task or work conditions are to be managed through this process initially and the impact of these hazards / changes assessed to identify possible changes to the SHEWMS. Any hazards / changes shall be immediately brought to the attention of any persons who may be potentially exposed to these hazards / changes.

SHEWMS RE-INDUCTION RECORD

Name	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials

Please note: A person must first be inducted into this SHEWMS and sign the SHEWMS induction Record on the previous page before being able to re-review the SHEWMS using the SHEWMS Re-induction Record. A SHEWMS must be formally reviewed & updated (where required) whenever:

- a significant change to the activity is identified
- an incident occurs relating to the activity
- a significant hazard is identified relating to the activity that is not already covered in the SHEWMS and Take 5
- periodically as required and stipulated on Page 1