

 <p>Issue: 7 Date: 01/04/2017</p>	VS(CHORUS)-SWM-001 NZ SHEWMS – v7
<h2 style="margin: 0;">SAFETY, HEALTH AND ENVIRONMENT WORK METHOD STATEMENT</h2> <h3 style="margin: 0;">Network MAC (Moves, Adds & Changes)</h3>	

Project: (CIRCLE) <u>UFB / M&P / NGA / BAU / RBI / OTHER:</u>	Project Office Address: <u>1. Auckland – Patch 7, 8, 9 2. Whangarei – Patch 10</u>
Project No: _____	Client or Principal: <u>CHORUS</u>
Field Manager: _____ PH: _____	Safety Coordinator: _____ PH: _____
SHEWMS Valid From: <u>01/04/2017</u>	SHEWMS Valid To: <u>01/04/2018</u>
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	<input checked="" type="checkbox"/>	3. Driver Alertness	<input checked="" type="checkbox"/>	5. Excavation Works	<input checked="" type="checkbox"/>	7. Working in and around Mobile Plant	<input checked="" type="checkbox"/>	9. Heavy Lifting	<input checked="" type="checkbox"/>
2. Working at Heights	<input checked="" type="checkbox"/>	4. Working in the Vicinity of Utility Services	<input checked="" type="checkbox"/>	6. Working in the Vicinity of Vehicular Traffic	<input checked="" type="checkbox"/>	8. Working Remote and Isolated Locations	<input checked="" type="checkbox"/>	10. Exposure to Asbestos	<input checked="" type="checkbox"/>

- 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	<input type="checkbox"/>	X	X	X	X	<input type="checkbox"/>	X

SPECIFIC ACTIVITY PPE REQUIRED (fall arrest systems, confined spaces equipment, respiratory protection, etc.)

TYPE:

OPERATOR'S NAME

WORK PERMITS REQUIRED

Confined Space Entry	<input checked="" type="checkbox"/>	Working at Height	<input checked="" type="checkbox"/>	Excavation / Drill	<input checked="" type="checkbox"/>	Inside Boundary	<input checked="" type="checkbox"/>
Live Electrical Work	<input type="checkbox"/>	Hot Work	<input checked="" type="checkbox"/>	Environmental / Land Access	<input type="checkbox"/>	Other:	<input type="checkbox"/>

RELEVANT SAFE WORKING PROCEDURES (SWP)

- | | |
|---|--|
| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • 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)

Probability	Impact				
	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) <i>Driver alertness Work Safe Work Procedure (VS-HS-SWP-022)</i>	Driver fatigue	16	<ul style="list-style-type: none"> 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) <i>Remote/Isolated Locations Safe Work Procedure (VS-HS-SWP-004)</i>	Delayed emergency response	16	<ul style="list-style-type: none"> 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 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

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	Isolated or remote location (Safety Essentials no.8)	Delayed emergency response	16	<ul style="list-style-type: none"> Have an appropriate vehicle for the terrain. Carry adequate supplies (water, fuel, appropriate clothing), and tools/equipment working in a remote/isolated area 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 	Project Manager / Immediate Manager / Supervisor / Operator/s
Task 2					
Set up traffic management	Working in the Vicinity of Vehicular Traffic (Safety Essentials no.6) <i>Traffic Management (VS-HS-SWP-005)</i>	Struck by moving vehicles, vehicle collision, pedestrians safety	21	<ul style="list-style-type: none"> Only a L1 STMS may set-up TTM on a L1 road Only a L2/3-Practcing may set-up TTM on a L2 road 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 (e.g.: AT - Auckland Transport). 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 <ul style="list-style-type: none"> Pits Manholes Cable wells Conduits/Ducts Other 	Confined spaces (Safety Essentials no.11) <i>Confined Spaces Safe Work Procedure (VS-HS-SWP-011)</i>	Delayed emergency response, water, sewage, electrical hazards, noxious gas, air quality hazards, chemicals and trade waste	15	<p>An enclosed or partially enclosed space '<i>could</i>' be defined as a Confined Space if it:</p> <ol style="list-style-type: none"> Is not be a normal place of habitation Has a limited means of entry and exit <p>If the above questions are a yes, then four further questions are asked. If any of the following are present, then it <u>is</u> deemed a CS. If none of the next four are present, then it <u>is not</u> deemed a CS</p> <ol style="list-style-type: none"> Oxygen deficiency or excess Harmful levels of contaminants Concentration of flammable airborne contaminants Could cause engulfment 	Supervisor / Operator/s

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Opening and entering <ul style="list-style-type: none"> • Pits • Manholes • Cable wells • Conduits/Ducts • Other 	Confined spaces (Safety Essentials no.11) <i>Confined Spaces Safe Work Procedure (VS-HS-SWP-011)</i>	Delayed emergency response, water, sewage, electrical hazards, noxious gas, air quality hazards, chemicals and trade waste	15	<ul style="list-style-type: none"> • 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. Prior to entry the confined space should be opened for the purpose of ventilation for a minimum period of 5 minutes. Any water or debris at the base of the confined space should be disturbed prior to entry to release any trapped gases. • Atmospheric testing is carried out by trained personnel prior to any person entering a confined space and also for the duration of any person working in the confined space • Prior to entry of a confined space, atmospheric readings are to be taken at 3 levels; <ul style="list-style-type: none"> ➢ 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 • Two-way communication between workers in- and outside confined spaces • 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; <ul style="list-style-type: none"> ➢ 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

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	Asbestos Pits and Conduits (Safety Essentials no.10) <i>Asbestos Management Safe Work Procedure (VS-HS-SWP-002)</i>	Inhalation of asbestos fibres	14	<ul style="list-style-type: none"> 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. The use of power tools is prohibited on AC ducts 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 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
Accessing aerial structures <ul style="list-style-type: none"> • Use of ladder • Use of scaffolding • Use of MEWP (Elevated Work Platform) 	Working at Heights (Safety Essential no. 2) <i>Working at Height Safe Work Procedure (VS-HS-SWP-009)</i>	Injuries from falls, falling objects, plant roll overs, crush injuries, electrocution	16	<p>Visionstream's Minimum Approach Distances (MAD) must be maintained at all times. The MAD for working in the vicinity of Aerial Low Voltage power is 500mm. If working within 4m of overhead power, a Close Approach Consent is required.</p> <p>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 prior to undertaking works. Only the Utility Owner Rep may deem an individual competent, and all conditions stipulated in a Close Approach Consent must be followed</p> <p>MAD's are based on the ECP (Electrical Code of Practice – Safe working distances) documentation. The guidelines for working safely in the vicinity of power can be found in the SM-EI 1, 2, & 3 released by the EEA (Electricity Engineers' Association). They are the recommended reference documents for NZ electricity. Regardless of the ECP/EEA MAD's – Visionstream MAD's <u>MUST</u> be followed</p> <p>Prior to climbing a Pole, a 'Pre-Climb Pole Inspection' must be carried out. <u>Five step pre-climb process:</u> 1. Visual inspection / 2. Probe test 300mm below ground level / 3. Probe test 300mm above ground level / 4. Hammer test / 5. Bore test (do not push test) If in doubt – DO NOT CLIMB. Contact VPL FLL to arrange a Pole Specialist to assess.</p> <p><u>The following pole MUST NOT be climbed:</u> Vierendeel #1 poles, Spun poles (round), Yagi poles (antenna), Fibre glass poles, Poles with Power Transformers, and any damaged or condemned poles (Tagged – Caution or Do Not Climb)</p>	Supervisor / Operator/s

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Step 4					
Accessing aerial structures <ul style="list-style-type: none"> • Use of ladder • Use of scaffolding • Use of MEWP (Elevated Work Platform) 	Working at Heights (Safety Essential no. 2) <i>Working at Height Safe Work Procedure (VS-HS-SWP-009)</i>	Injuries from falls, falling objects, plant roll overs, crush injuries, electrocution	16	<p>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</p> <p>MEWP plant must have a Secondary Protection System (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. MEWP's with SPS are not common in NZ, but ARE available through our standard Plant Hire companies. Ensure to book in advance for planned works as they are not readily available</p> <ul style="list-style-type: none"> • MEWP SPS must be fitted and fully operational when working under hard structures • If a MEWP with an SPS is not immediately available for reactive works, further controls MUST be implemented. This MUST include: <ul style="list-style-type: none"> ○ A site/job specific SHEWMS developed for the activities intended ○ A senior Manager level sign off of the intended methodology <p>A VPL FLL (Front Line Leader) must remain on site during the entire operation</p> <p>ANY work at Heights requires a risk assessment to be completed. This may include:</p> <ul style="list-style-type: none"> • Assessing the activity risk, identifying and implementing correct risk controls • The structure being climbed, and the stability of the footing • Ensuring the correct equipment is being used for the activity, and in accordance to Visionstream safety standards, industry codes of practice, and Legislation • A completed and approved Emergency Response Plan 	Supervisor / Operator/s
Install Inside Plant <ul style="list-style-type: none"> • MDF's, Cable Wells • Batteries, Generators • Conduits, Hardware 	Electricity / Electrical work (Safety Essential no. 1) <i>Electrical Work Safe Work Procedure (VS-HS-SWP-021)</i>	Electrocution, burns	21	<ul style="list-style-type: none"> • No work to be conducted on equipment running live power, unless with the written authorisation of the Business Unit Manager, and adequate controls in place • Complete electrical isolations and testing, all conductors (including earthing conductors) shall be regarded as energized until the exclusion zones are established, isolation completed, labelled and locked out and proven de-energised • All equipment/tools must be AS/NZ S3000 compliant, or equivalently tested/tagged • Equipment testing & tagging may only be conducted by a certified person 	

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Install Inside Plant <ul style="list-style-type: none"> • MDF's • Cable Wells • Batteries • Generators • Conduits • Premise Hardware 	Electricity / Electrical work (Safety Essential no. 1) <i>Electrical Work Safe Work Procedure (VS-HS-SWP-021)</i>	Electrocution, burns	21	<ul style="list-style-type: none"> • Prior to starting works, check service plans (Before U Dig) to confirm all utility services are Known. Route sweep with electronic locator prior to works starting. Both electronic and visual inspection must be completed prior to starting works • Isolate power to site/system using the appropriate isolation tags with both master and individual locks • A test for positive isolation must be completed prior to and recommencing any work, following any time away from the work and following changed conditions • Approved earth leakage protection must be provided for all circuits • Prior to drilling into any wall cavities, check both side of the wall for hardware • Drill a small pilot hole, with a depth gauge. Once a visual check is made, cut out a small inspection window to confirm it is safe to proceed with works • Electrical leads must be tagged and tested in accordance with AS/NZS 3760:2003 requirements • Use residual current devices (RCD) must be used when using electrical leads • Electrical leads must be secured off the ground, or suitably protected • Before and after supply is restored, the appropriate checks and tests shall be performed to verify that the equipment is electrically safe and functioning as expected • The appropriate PPE must be worn including but not limited to: Safety glasses and/or face shield, rubber sole safety boots, rubber matting 	Supervisor / Operator/s
	Overhead utility services, electricity (Safety Essentials no. 4) <i>Electrical Work Safe Work Procedure (VS-HS-SWP-021)</i> <i>Vicinity of Mobile Plant Safe Work Procedure (VS-HS-SWP-025)</i>	Electrocution, burns	21	Vector MAD's (Minimum Approach Distances) MUST be maintained at all times The MAD for working in the vicinity of Low Voltage power is 500mm <ul style="list-style-type: none"> • If working within 4m of overhead power, a Close Approach Consent is required • No 'Work at Heights' should be undertaken in adverse weather conditions • When working on structures/poles with live power, fire retardant overalls (AS/NZ S 4602.1:2011) are required to be worn (as well as minimum standard PPE) • Avoid utilising mobile plant underneath/near overhead power lines, unless absolutely necessary • Utility owner must issue a Close Approach permit if using mobile plant within 4m of O/H power conductors, or excavating within 5m of power structures (poles, lamp posts, towers etc) • Have a trained spotter and maintain eye contact, line of sight or radio communications when utilising mobile plant • Minimum WTC (Work type Competencies) must held by worker if undertaking any works on power structures 	Supervisor / Operator/s

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	Working at Heights Carrying tools & installing hardware (Safety Essential no. 2) <i>Working at Height Safe Work Procedure (VS-HS-SWP-009)</i>	Injuries from falling objects	16	<ul style="list-style-type: none"> All tools should be carried aloft in a tool bag/pouch, which is lifted into position with use of a belay rope A tool belt or body harness/sling may be used to carry tools aloft so long as both hands remain free to ensure 3 points of contact at all times while climbing When working at Heights, all tools should be attached to an appropriate lanyard or secured/tethered to an appropriate anchor point. This may be an approved anchor point on a personal body harness, or a fixed anchor point on the scaffold/EWP Mobile scaffolds and EWP baskets must have appropriate toe/kick boards installed 	Supervisor / Operator/s
	Working at Heights from a ladder (Safety Essential no. 2) <i>Working at Height Safe Work Procedure (VS-HS-SWP-009)</i>	Gravitational fall from height, injuries from falling objects	16	<p>SPARK and CHORUS assets (exchanges, cable wells, manholes etc) may not have suitable fit for purpose ladders on site. When working at these sites ensure you have an appropriate heights access system which meets Visionstream and Legislative safety requirements.</p> <ul style="list-style-type: none"> The utility owner MAD must always be maintained When working on structures/poles with live power, correct minimum standard PPE must be work which includes fire retardant overalls (AS/NZ S 4602.1:2011) Ladders must be fit-for-purpose, industrial strength SWL 150kg, non-metallic, inspected prior to use and in good condition (AS/NZ S 1892-Reinforced plastic), with the relevant AS/NZ S Ladder standards clearly labelled/stickered Ladders must be tested and recorded in the Ladder/Rack checklist register Check ladder for any evidence of damage prior to mounting each time An exclusion zone must be established around the ladder, with signage indicating that heights work is underway ('Linesman', 'Working at Heights', or similar signage) Work from the ground or a solid platform where possible A full body harness attached to a certified anchor point must be used where the potential to fall is two metres or more AS/NZ S 1891. Anybody working above 2m must be trained and competent to do so If working up a pole, a pole strap must be used as well AS/NZ S 1891 No work shall be carried out above the safe working height for ladders, i.e. not above the 3rd rung top from top of ladder The angle of slope from of ladder to the structure must be 1:4 (ladder 1m out from base of structure, for every 4m the ladder extends upwards) Ladders to be set up correctly, chocked and securely tied off (footer/header ropes) Use a tool bucket with rope to be used to lift tools up/down ladder An exclusion zone must be established around the ladder whilst working and workers in vicinity must wear hard hats 	Supervisor / Operator/s 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) <i>Vicinity of Utility Services Safe Work Procedure (VS-HS-SWP-023)</i>	Plant/person contact with utility services	21	<p>INSIDE PREMISE - In accordance to IPP requirements (Inside Premise Permit) Prior to drilling/cutting into any floor, ceiling, wall cavities, ensure you ask the occupier if Asbestos is known on site, and/or if they have a Risk Register available (which will include Asbestos). Only certified/registered Asbestos Specialists may cut, drill, break into, remove, transport, or dispose of Asbestos. Due to the risk of Silicosis which may cause lung disease, an appropriate respirator mask is a minimum requirement when drilling into, cutting, or grinding any concrete based products.</p> <ul style="list-style-type: none"> • Service Plans MUST be on site, A3 in colour, and reviewed prior to starting works • Contact power authority and isolate power where possible prior to exposing services • 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 • Premise walls/floor and roof are to be visually checked for indicators of utility connections such as gas/power meters, light switches, light fittings, power points, conduit running down walls or along skirting boards, Power/System boards • Route sweep with electronic locator prior to works starting. Entry and exit points for any drill or cutting works are to be checked using appropriate location technology to detect the presence of any cables or pipes • Both electronic and visual inspection must be completed prior to starting works • Where possible and before cutting begins the internal power supply should be isolated from the main fuse box • Once the entry/exit point has been cut into the wall a visual inspection should be made to determine that the cut area is clear of services • On confirmation there are no indications of utility services either side of the drill/cut surface within a 500mm area utilise an approved power location device to check for the presence of power in the immediate drill/cut area • Where possible select drill/cut surfaces that allow penetration utilising non electrical tools (e.g. screw driver) with slow ingress through the first surface, then insert a scopic camera to confirm the drill area is free from utility services • Prior to proceeding with drilling/cutting where a two man crew is onsite, always position the second person on the other side of the drill/cut surface • Once cuts made, visually inspect any nearby services to ensure no damage • Once work complete, switch the main supply back on at the fuse box when you have established there are no damaged services 	Supervisor / Operator/s
VS(chorus)-SWM-001		NZ SHEWMS – v7 (01/04/2017) Page 11 of 21			

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) <i>Vicinity of Utility Services Safe Work Procedure (VS-HS-SWP-023)</i>	Plant/person contact with utility services	21	INSIDE PREMISE – Continued (In accordance to IPP requirements) <ul style="list-style-type: none"> • Service Plans MUST be on site, A3 in colour, and reviewed prior to starting works • Where the drill surface is solid but there is a cavity between the two drill/cut surfaces utilise a double insulated device (drill/saw) careful to slowly ingress through the first surface then insert a scopic camera to confirm the drill area is free from utility services. Prior to proceeding with drilling/cutting where a two man crew is onsite, always position the second person on the other side of the drill/cut surface to ensure the task is completed safely • Where the drill surface is solid with no cavity (e.g. concrete wall, wooden floor) prior to proceeding with drilling/cutting where a two man crew is onsite, always position the second person on the other side of the drill/cut surface before slowly drilling/cutting through the surface to ensure the task is completed safely • For all scenarios where there are utility services externally affixed to either side of the wall/floor/roof to be drilled/cut detach the service from the surface and move away from the drill/cut area prior to drilling/cutting • In all situations where it is not possible to positively identify the location of services within the drill/cut area follow the B3 Permit Approval process prior to drilling/cutting 	Supervisor / Operator/s
	Utility services (Safety Essentials no. 4) <i>Vicinity of Utility Services Safe Work Procedure (VS-HS-SWP-023)</i>	Plant/person contact with utility services	21	IN THE FIELD: in accordance with EDP requirements (Excavation Drill Permit) <ul style="list-style-type: none"> • Service Plans MUST be on site, A3 in colour, and reviewed prior to starting works • Do not break out slab using jackhammer or hydraulic breaker directly above marked up services. Ensure a safe distance is maintained away from service route to ensure services are not damaged during break out • 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). • Crow bars (power bars) may ONLY be used to leverage concrete out of position. Crow bars may never be used to 'break' concrete or hard fill. They are to be used to leverage concrete or hard fill out of position ONLY. If a hard surface requires breaking out, a hydraulic rock breaker (or similar) must be used. Mechanical breakers offer more control which reduces the risk of striking a Utility Service. • Use insulated tools to hand-dig alongside a service and then 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 • If a service is found encased in concrete then the service provider should be contacted to confirm that the service within the concrete is live 	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
Step 5					
Install Outside Plant <ul style="list-style-type: none"> • Manholes/Cable Well • Towers/Satellites • Conduits/Pits/BDD • Poles/Structures • Pedestals/Cabinet • Premise Hardware 	Working in and around Mobile Plant (Safety Essential no. 7) <i>Vicinity of Mobile Plant Safe Work Procedure (VS-HS-SWP-025)</i>	Plant rollover, struck by moving plant	22	<ul style="list-style-type: none"> • Use physical (solid barriers) to separate mobile plant from workers, members of the public, buildings or structures, or other mobile plant and vehicles • An exclusion zone must be barriers, not building faces, private fences, hedges etc. • Establish exclusion zone and implement the Authority to Enter procedure (to be implemented by crew managing the plant(s) and covered in pre-start) • Prepare and implement a Vehicle Movement Plan (VMP) for movement of all mobile plant on site. Mobile plant movements must be managed by a reliable means of positive communication (e.g. two way radio, piloting etc) • Engineering detection systems are to be implemented where practical • An authority to work procedure in conjunction with increased supervision is required • Plant should be set/chocked so it cannot creep backwards while in operation • Load shifting and earth moving plant must be fitted with ROPS (roll over protection) and FOPS (falling object protection). The wearing of seat belts is mandatory • Plant should be fitted with guarding around rotating or moving parts • Plant must have been risk assessed and approved by VPL prior to arriving on site • 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 • Staff and operators must be trained and verified competent to operate plant • 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) • Vehicles must not be left unattended with keys still in ignition and/or with ignition still on. 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 • Plant re-fuelling is considered a critic risk. A safe methodology must be discussed and followed whilst re-fuelling. This would include where/when/how and address an environmental concerns • 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) • Hard hats, high visibility clothing, appropriate ear protection must be worn in the within 3 meters (radius) of operating plant 	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
	Working in and around Mobile Plant (Safety Essential no. 7) <i>Vicinity of Mobile Plant Safe Work Procedure (VS-HS-SWP-025)</i>	Plant rollover, struck by moving plant	22	<ul style="list-style-type: none"> Positive communication must be maintained which can include, but is not limited to, two way radio 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 Staff must clearly communicate with plant operator when they are attaching adjusting or removing lifting equipment 	Supervisor / Operator/s
	Excavation/Drilling Hydro-Excavation Works (Safety Essential no. 5) <i>Excavations Safe Work Procedure (VS-HS-SWP-024)</i>	Engulfment due to trench / excavation collapse	21	<ul style="list-style-type: none"> All ground support systems, or engulfment shield must be structurally certified 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 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 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 Due to the risk of Asbestosis and Silicosis, a respirator mask is a minimum requirement when drilling, cutting, or grinding any concrete based product. This is not limited to but includes, concrete slabs, pits, manholes, walls (siding), ducts etc 	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
	Working at Heights from a Mobile Scaffold (Safety Essential no. 2) <i>Working at Height Safe Work Procedure (VS-HS-SWP-009)</i>	Gravitational fall from height, injuries from falling objects	14	Vector MAD's (Minimum Approach Distances) MUST be maintained at all times The MAD for working in the vicinity of Low Voltage power is 500mm <ul style="list-style-type: none"> • If working within 4m of overhead power, a Close Approach Consent is required • No 'Work at Heights' should be undertaken in adverse weather conditions • When working on structures/poles with live power, fire retardant overalls (AS/NZ S 4602.1:2011) are required to be worn (as well as minimum standard PPE) • An exclusion zone must be establish around the scaffold, with signage indicating that heights work is underway ('Linesman', 'Working at Heights', or similar signage) • The SWL (Safe working load) for the configuration must be available on site • The AS/NZ S:1576 label must be clearly visible • Mobile scaffold must be 'within' test dates and certified • Only competent, qualified personnel are permitted to erect mobile scaffold • Only Fibre Glass Mobile scaffold units are to be used • Three points of contact must be maintained at ALL times while climbing • Only a tag line may be looped around the wrist or in a sling around the body to carry tools, allowing full use of both hands at all times • A pole test must be carried out prior to mobile scaffold being erected next to pole/structure (VS-HS-SW09) • Mobile scaffold must be erected as per manufactures instruction, with toe/kick boards installed • All mobile scaffolds must be approved by Visionstream prior to being used on a Visionstream site • Mobile scaffold is to be tied off to the pole as per Working at Heights Procedure (VS-HS-SWP09) • The ground surface where the Mobile scaffold is to be placed must be firm and flat • Four stabilizers are required under the feet of the scaffold units to minimise scaffold movement. Pads must be used under scaffold feet when erected on grass/soft ground to prevent sinking • A full body harness and lanyard must be worn at all times when accessing/working on the platform. Lanyards may only be connected to anchor points on the scaffold • A lanyard must not be hooked back on itself, unless that use is as per manufacturer's instructions • The top of the scaffold must not exceed 5 metres • Works above 5 meters become 'Notifiable Works'. Worksafe NZ (DoL) must be advised of Notifiable Works at least 48hrs prior to works starting 	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
	Working at Heights Roofs - Exposed heights (Safety Essential no. 2) <i>Working at Height Safe Work Procedure (VS-HS-SWP-009)</i>	Gravitational fall from height, injuries from falling objects	16	<ul style="list-style-type: none"> Works undertaken within 2m of an unprotected edge require; <ul style="list-style-type: none"> A full body harness attached to a certified anchor point must be used where the potential to fall is greater than 2m The harness, and lanyard must be AS/NZ S 1891 compliant and 'within test' Lanyards may only be connected to specifically engineered anchor points A lanyard must not be hooked back on itself, unless that use is as per manufacturer's instructions Lanyard must be attached to a certified Fixed Anchor Point (FAP) If a FAP is not present, a Temporary Anchor Point (TAP) may be used TAP's must be AS/NZ S 5532 compliant. TAP's may be installed by a competent 'Working at Heights' professionals. Staff with the required working at heights WTC's and training could be deemed competent. If in doubt, a certified builder or engineer may install a TAP Access on/off rooflines must be via an approved ladder, or a roofline access hatch or door Ladder must be AS/NZ S 1892 (Reinforced plastic) Ladders must be fit-for-purpose, industrial strength to minimum 150kg, non-metal, inspected prior to use and in good condition Ladders must be tested & tagged as 'within test date' by a certified tester Check ladder for any evidence of damage prior to mounting each time Use a tool bucket with rope to be used to lift tools up/down ladder, or in a 'tool pouch' sling that allows both hands to be free at all times. If roof access is via a door, and the work space can be safely traversed and hands are not required to assist in climbing, tools may be carried manually 	Supervisor / Operator/s
	Entering and exiting the EWP basket (Safety Essential no. 7) <i>Vicinity of Mobile Plant Safe Work Procedure (VS-HS-SWP-025)</i>	Entanglement in moving parts of plant	11	<ul style="list-style-type: none"> EWP must be fit for purpose, with accompanying operators manual, all affixed operating signs and labels and current test and inspection certificates If the basket does not have a gate, access must be from the ground The gap between the EWP platform and the landing area to be as small as possible, but not exceed 300mm. AS/NZ S 2550.10 specifies 100mm, this should be the aim at all times Access and egress does not take place unless a safety harness is properly worn, and connected to an FAP at all times. Use a double lanyard system when entering or exiting the EWP cage at heights above 2m No personnel are permitted to enter/exit an EWP basket by climbing over the cage wall/railings A permit to work must be obtained for any work involving working at heights above five meters 	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
	Working at Heights Operating an Elevated Work Platform (EWP) (Safety Essential no. 7) <i>Working at Height Safe Work Procedure (VS-HS-SWP-009)</i>	Entanglement in moving parts of plant, gravitational fall from height, injuries from falling objects	21	Vector MAD's (Minimum Approach Distances) MUST be maintained at all times The MAD for working in the vicinity of Low Voltage power is 500mm Close approach distances must be maintained at all times, with a minimum approach distance of 4 Metres <ul style="list-style-type: none"> • If working within 4m of overhead power, a Close Approach Consent is required • An exclusion zone must be establish around the ladder, with signage indicating that heights work is underway ('Linesman', 'Working at Heights', or similar signage) • A competent person must complete the lift risk assessment, determine the safe method to lift, nominate the required equipment and approve the Lift Plan • Cranes/EWP must only be set up on approved suitable ground. A certified geotechnical engineer may be required to assess the ground conditions and advise on appropriate ground protection to ensure suitable support of Plants outriggers • All outriggers are to be packed/supported as per manufacturers' and/ or engineer's recommendations and be protected from traffic/disturbance by physical barriers • Only equipment that is marked with the SWL and designed for the purpose and use on the specific crane will be used (this includes the use of extensions such as fly jibs and other extension) • All rigging equipment e.g. slings, chains, spreader bars and the like are to be inspected, tagged and certified for use by a competent person prior to use • When working on structures/poles with live power, fire retardant overalls (AS/NZ S 4602.1:2011) are required to be worn (as well as minimum standard PPE) • Plant must be set-up exactly as per an approved TMP • EWP must be inspected by a competent person prior to use using the VPL EWP Checklist • An EWP must be used and maintained in accordance with AS/NZ S2550 requirements, manufactures' instructions and specifications or approved design document <ul style="list-style-type: none"> ○ EWP's must be operated and maintained by competent personnel ○ Set up an exclusion zone around the EWP ○ Full body harness and lanyard must be worn at all times ○ Operator must always keep both feet in the EWP • Works above 5 meters become 'Notifiable Works'. Worksafe NZ (DoL) must be advised of Notifiable Works at least 48hrs prior to works starting • Avoid working in close proximity to overhead power lines where practicable 	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 <ul style="list-style-type: none"> Crane Hoist Gantry (Safety Essentials no.9)	Plant rollover, struck by moving plant, injuries from falling objects	16	<p>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</p> <ul style="list-style-type: none"> 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 <p>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</p> <ul style="list-style-type: none"> 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 <p>All load lift points must be designed to carry the load, and or engineer certified</p>	Supervisor / Operator/s

LABOUR RESOURCES REQUIRED		
TYPE	QUALIFICATIONS & TRAINING	
WTC 1	Underground Network (with Confrined Spaces), ECP34 & SM-EI	
WTC 1a	Underground Network (without Confined Spaces) ECP34 & SM-EI	
WTC 2	Operating M/EWP	
WTC 3	Overhead Network, ECP34 & SM-EI	
WTC 4	Confined Spaces	
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: 3 rd March, 2015	
New Zealand Transport Agency (NZTA)	Latest version: 4 th Addition, 1 st February, 2015	CoPTTM
RELEVANT AS/NZ S (Australia / New Zealand Safety Standards) REQUIREMENTS :		
<ul style="list-style-type: none">AS/NZS 4501.2: 2006 Occupational protective clothing - General requirementsAS/NZS 4501.1:2008 Occupational protective clothing - Guidelines on the selection, use, care and maintenance of protective clothingAS/NZS 2161.2: 2005 Occupational protective gloves - General requirementsAS/NZS 2210.1: 2010 Occupational protective footwear - Guide to selection, care and useAS/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 industryAS/NZS Standards AS/NZS 1891.4:2009 – Industrial fall arrest systems and devices	<ul style="list-style-type: none">AS/NZS 1270: 2002 Acoustics - Hearing protectorsAS/NZS 1715: 2009 Selection, use and maintenance of respiratory protective devicesAS/NZS 1716: 2012 Respiratory protective devicesAS/NZS 1891.4:..2009 Industrial fall-arrest systems and devices - Selection, use and maintenanceAS/NZS 4836:2011 Safe working on or near low voltage electrical installations and equipmentAS/NZS 4602: 2011 High visibility safety garmentsAS/NZ S 1892.1.1996 Portable ladder – MetalAS/NZ S 1892.2.1996 Portable ladders – TimberAS/NZ S 1892.3.1996 Portable ladders – Reinforced plasticAS/NZS IEC 60825.14:2011 Safety of laser products - A user's guide	<ul style="list-style-type: none">AS/NZS 1336:1997 Recommended practices for occupational eye protection (Amendment 1-1997)AS/NZS 1337:1992 Eye Protectors for Industrial ApplicationsAS/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 operationsAS/NZS 1800: 1998 Occupational protective helmets - Selection, care and useAS/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