



<p>RISK RATING</p> <p>1 HIGH</p> <p>2 MEDIUM</p> <p>3 LOW</p>	<p>SAFE WORK METHOD STATEMENT</p> <p>Title: : Cable Location Operation</p> <p>Ref No: 1</p>	<p>I approve the use of this Safe Work Method Statement:</p> <p>NAME: _____ POSITION: Department Manager</p> <p>SIGNATURE: _____ DATE: ___/___/___</p>
		<p>/Project: LOCATION OF A UNDERGROUND SERVICE</p>
<p>Critical Steps in this Activity:</p>	<p>Potential Hazards:</p>	<p>Safety Controls:</p>
<ul style="list-style-type: none"> Locate services from plans and dial before you dig services MEDIUM 	<ul style="list-style-type: none"> Position of services Persons injured contacting services Confined spaces 	<ul style="list-style-type: none"> Check dial before you dig plans for approximate locations, directions and size of service Inspect the site looking for clues as to the location of services EG : sunken trenches, pits, manholes Use cable locator to locate the services Mark the approximate line on the ground with paint Only personal trained in safe entry to confined spaces to determine the position of services IF IN DOUBT – STOP AND GET MORE INFORMATION
<ul style="list-style-type: none"> Set up work area MEDIUM 	<ul style="list-style-type: none"> Personal struck by traffic 	<ul style="list-style-type: none"> A traffic control plan is to be prepared for each location where the pothole is on a road or close to traffic Trained ticketed controllers only are to control traffic
<ul style="list-style-type: none"> Induct work crew MEDIUM 	<ul style="list-style-type: none"> Personal not aware of risks 	<ul style="list-style-type: none"> Conduct induction / toolbox meetings to explain contents of the safe work method statement Discuss all hazards and control measures related to the works to be carried out Consult with persons performing this work, and seek input it the final version prior to work

- Commencing pothole

- **MEDIUM**

- Damage to services
- Needle stick injuries
- Personal struck by plant
- Injury to employee's as a result of damage to services
- Explosion
- Injury to employee's as a result of falling into the hole

- Consult existing services drawings and dial before you dig drawings, identify services in area and locate using cable locator
- Excavate in same direction as services where possible
- Excavation depth to be proved by hand prior to excavation by backhoe
- Excavation over 1.5 m deep to be shored / benched
- The area where the work is to be done is to be surveyed for presence of needles
- Attention is to be paid to entry points of storm water inlets, oversized storm water pipes, public toilets, park land, gutters & along road sides
- Ensure you are wearing sturdy boots in good condition and have someone disturb any litter inclusive of leaf litter in storm water pipes and gutters with long handle implement then inspect the litter for the presence of needles
- Never attempt to handle litter with your hands always use a shovel or grab to avoid direct contact with the litter
- No unauthorized personal in work area
- Personal to stay out of excavating & locating radius if not in sight of the operator
- All people to wear appropriate PPE
- Backhoe to be fitted with reverse beeper and flashing lights
- No person to be positioned between any mobile plant and any static objects
- Operator to be facing the direction of travel when moving the plant or reversing, If a decision is made to reverse the vehicle, a spotter is to be utilized and the spotter is to remain in the operators (mirror) field of view
- Personal to be aware of services being potholed and necessary precautions to be taken
- Be careful when using crowbars
- Look up for overhead services. Stay minimum 3 m away from overhead services, depending on the voltage, unless approved to go closer is obtained

<ul style="list-style-type: none"> • Commencing pothole • MEDIUM 		<ul style="list-style-type: none"> • When excavating by hand, be aware of the look for tell tales, such as warning tape and bricks. However never, rely on tell tales as a safe method of warning • Personal to be aware/tool boxed about the consequences of this hazard and enforce this. • All employees are prohibited to litter and throw any cigarettes or other rubbish into the hole at any stage • Pothole that are not backfilled immediately after excavation must be covered with red mesh
<ul style="list-style-type: none"> • Using hand tools • MEDIUM 	<ul style="list-style-type: none"> • Manual Handling injuries 	<ul style="list-style-type: none"> • Ensure the area where the manual handling is to be undertaken is clear of obstacles (slip trip and fall hazards, open excavations ETC) • Utilize the vehicle to deliver heavy tools as close as possible to the work area. Seek assistance to lift heavy objects, jacks hammers ETC • When using team lift techniques, ensure one person is designated to give verbal instructions to the other team member prior to any lifting, lowering or change of direction, • Always lift with your knees bent, your back straight, keep the load as close as possible to you, never twist or turn while lifting and always raise your chin prior to lifting
<ul style="list-style-type: none"> • Identification • MEDIUM 	<ul style="list-style-type: none"> • Indication of services 	<ul style="list-style-type: none"> • Confirm that all services indicated on the plans have been exposed • Record the number of services and take photo's
<ul style="list-style-type: none"> • Backfill excavation • MEDIUM 	<ul style="list-style-type: none"> • Personal falls • Traffic entering worksite 	<ul style="list-style-type: none"> • Barricade excavation if backfilling is not carried out • Open trenches are never to be left unattended • All hole's are to be backfilled and surface of the road restored or barricaded at the end of the day

License/Training		List Plant-Equipment	
<i>Drivers License Work Activity Induction Red Card Traffic Control Ticket</i>		<i>Truck, Backhoe, Jack hammer, Shovel, Crowbars, Locator</i>	
List: /Personal Protective Equipment required for this Activity	List Equipment Maintenance Checks required for this Activity	Engineering Certificates	Hazardous Substance
<i>Hi visibility clothing Ear Protection Gloves Sunscreen Helmet Safety Boots</i>	<i>Daily equipment checks Plant Pre-start up check list</i>	Type <i>Traffic Management Plan</i>	Type
Duties & Responsibilities			
To ensure the safety of co-workers and general public. To report all incidents and near misses to team leader. Ensure equipment is in safe working order. Perform safety checks of equipment			

