



SITE RISK REGISTER

CAUTION: THIS RISK REGISTER DETAILS COMMON/FORESEEABLE RISKS FOR THIS FACILITY. WORKERS HAVE STILL THE RESPONSIBILITY TO IDENTIFY ANY ADDITIONAL RISKS BEFORE STARTING WORK.

Site Name: Mascot Ex

Review Date: 25/08/2020

Site Location (e.g. Plant room E1.MR.24)	Work Activities / Risk Description	Initial Corporate Risk Level	Current Risk Control Measures	Optus WHS Procedures (OM Ref)	SWMS or Safe Work Practice required?
Car park / Loading Dock	Driving and parking vehicles and Loading Machinery	Medium	Observe and maintain recommended speed signs/limits Park in allocated parking areas Safety Cones/Barricade around Diesel Fuel Tanker refueling zone when underground car-park Diesel tanks are being filled Security Cameras No Parking in designated loading area Awareness of Loading machinery in use	Nil.	SWP
HUB Room MAP Room	Electrical Distribution boards	High	Inductions per OM2008 SWMS for performing any High Risk task De-energising/Confirming De-energised and Tagging Out ALL necessary equipment prior to commencement of work Establish Exclusion Zones around work area	OM2008 - Welcome to the technical Facility OM37724 - Optus Networks SWMS checklist OM37632 - Optus Hazard Mgt SWMS Procedure OM10519 - Electrical and Mechanical Isolation Procedure OM85 - Electrical Safety Battery & Power Racks Process Description OM10644 - WHSMP Electrical Work	SWMS
Underground carpark - Diesel Tanks Generator Rooms 1, 2, 3, 4	High Noise Levels caused by Generators when operating	Medium	Risk Assess work areas for high noise (use of Noise Meter app sufficient to indicate a reading of <85dB) De-energise noisy equipment if possible. Personnel to vacate Gen room if Generators operating Wear Hearing Protection Warning signage on entry doors to rooms	Nil.	SWP
	Trip Hazards	Medium	Signage and highlight tape Adequate lighting to maintain good visibility Awareness of Generator room Diesel spill combing Awareness of Low Headroom with Sprinkler Head on entrance to Diesel Tanks room	Nil.	No
	Diesel Fuel associated with Generators (prime tanks) Diesel Spill	Medium	Curb and guttering used to form an exclusion zone around underground tanks Refilling only performed by trained & competent contracted vendor Observe HazMat/SDS warnings for diesel onsite and in Chemwatch Bollards in place for vehicle protection Awareness of Diesel Spill Kits - how to deploy and contain spills	Nil.	SWP
Exchange Data Centre / SPOC Module 4 Interface Room / POI Lab	Electrical Hazards - cabling	High	Inductions per OM2008 SWMS for performing any High Risk task De-energising/Confirming De-energised and Tagging Out ALL necessary equipment prior to commencement of work Establish Exclusion Zones around work area	OM2008 - Welcome to the technical Facility OM37724 - Optus Networks SWMS checklist OM37632 - Optus Hazard Mgt SWMS Procedure OM10519 - Electrical and Mechanical Isolation Procedure OM85 - Electrical Safety Battery & Power Racks Process Description OM10644 - WHSMP Electrical Work	SWMS
	Working at Heights - Ladder usage	High	Induction per OM2008 Working at Heights Procedures for ladder use Use of signage to indicate Work at Height in progress Work 2-up if deemed necessary by a Risk Assessment of the task	OM33120 - WHS Hazard Management Procedure - Working at Heights OM10385 - Ladder Handling techniques OM2008 - Welcome to the Technical Facility	SWMS
	Fibre work - Lasers	Medium	fibre working procedures Shutdown laser before work commences Wear appropriate PPE for task including laser safety goggles	OM31860 - Laser Safety Policy OM8219 - Laser Safety Procedure	SWMS
	High Noise Levels caused by plant & equipment installed	Low	Risk Assess work areas for high noise (equipment locations may vary as per (de)commissioning. De-energise noisy equipment if possible. Personnel to remain in the area only as required for the task Wear Hearing Protection Warning signage on entry doors to rooms	Nil.	SWP



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	Fibre Work - Sharps	Medium	Fibre working procedures throughout Exchange as required for location of works Wear appropriate PPE for the task at hand Dispose of dangerous material in adequate receptacle	OM34520 - Needlestick Sharps Policy	SWP
DC Power Plant 5 & 6 UPS room Main Switchroom Comms Battery room Emergency Control Switchroom Loading Dock - Mezzanine Level 1 Plant Power Room 1, 2, 4	Power/Battery Banks	Medium	Battery banks terminals are covered and batteries are sealed Cabinets locked Battery lifting device available Battery isolation procedure when working on/replacing batteries	Nil.	SWP
	Working at Heights - Ladder usage	High	Induction per OM2008 Working at Heights Procedures for ladder use Use of signage to indicate Work at Height in progress Work 2-up if deemed necessary by a Risk Assessment of the task	OM33120 - WHS Hazard Management Procedure - Working at Heights OM10385 - Ladder Handling techniques OM2008 - Welcome to the Technical Facility	SWMS
	Trip Hazards	Medium	Signage and highlight tape Manual Handling device when moving equipment Adequate lighting to maintain good visibility	Nil.	No
	High Noise Levels caused by plant & equipment installed	Low	Risk Assess work areas for high noise (use of Noise Meter app sufficient to indicate a reading of <85dB) De-energise noisy equipment if possible. Personnel to remain in the area for time required for the task Wear Hearing Protection Warning signage on entry doors to rooms	Nil.	SWP
	Electrical Hazards	High	SWMS for performing any High Risk task De-energising/Confirming De-energised and Tagging Out ALL necessary equipment prior to commencement of work Establish Exclusion Zones around work area	OM2008 - Welcome to the technical Facility OM37724 - Optus Networks SWMS checklist OM37632 - Optus Hazard Mgt SWMS Procedure OM10519 - Electrical and Mechanical Isolation Procedure OM85 - Electrical Safety Battery & Power Racks Process Description OM10644 - WHSMP Electrical Work	SWMS
	Fire-suppression Gas System	Medium	Gas/FIP operation controlled by Exchange Manager Gas/FIP included in emergency evacuation system for site Exchange Manager must follow Gas/FIP process	OM3323 - Building Fire Impairment Notification OM165 - Optus Emergency Mgt Procedures	SWP
	Personnel movement - 2 Metre drop on other	High	SWMS for performing any High Risk task Chain barrier evident when doors open Warning Sign on inside of doors Specific key # is required to unlock doors and must be signed out from Security Desk Fall arrest anchor points adjacent to doors Establish Exclusion Zones around work area	OM2008 - Welcome to the technical Facility OM37724 - Optus Networks SWMS checklist OM37632 - Optus Hazard Mgt SWMS Procedure OM33120 - WHS Hazard Management Procedure - Working at Heights	SWMS



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Chiller / Cooling Towers	side of Double Doors	High	SWMS for performing any High Risk task De-energising/Confirming De-energised and Tagging Out ALL necessary equipment prior to commencement of work Establish Exclusion Zones around work area	OM2008 - Welcome to the technical Facility OM37724 - Optus Networks SWMS checklist OM37632 - Optus Hazard Mgt SWMS Procedure OM10519 - Electrical and Mechanical Isolation Procedure OM85 - Electrical Safety Battery & Power Racks Process Description OM10644 - WHSMP Electrical Work	SWMS
	High Noise Levels caused by plant & equipment installed	Low	Risk Assess work areas for high noise (use of Noise Meter app sufficient to indicate a reading of <85dB) De-energise noisy equipment if possible. Personnel to remain in the area for time required for the task Wear Hearing Protection	Nil.	SWP
	Working at Heights - Ladder usage	High	Induction per OM2008 Working at Heights Procedures for ladder use Use of signage to indicate Work at Height in progress Work 2-up if deemed necessary by a Risk Assessment of the task	OM33120 - WHS Hazard Management Procedure - Working at Heights OM10385 - Ladder Handling techniques OM2008 - Welcome to the Technical Facility	SWMS
Loading Dock	Deliveries / housing of spares	Medium	Use of swipe card for restricted access Safe Wok Load limit signs on relevant storage racking Correct Manual Handling Techniques Security to assist in approving deliveries Adequate lighting Correct use of trolleys regarding manual handling assistance	OM165 - Optus WHS Emergency Management Procedures	No
	Working at Heights - Ladder usage	High	Induction per OM2008 Working at Heights Procedures for ladder use Use of signage to indicate Work at Height in progress Work 2-up if deemed necessary by a Risk Assessment of the task	OM33120 - WHS Hazard Management Procedure - Working at Heights OM10385 - Ladder Handling techniques OM2008 - Welcome to the Technical Facility	SWMS
	Trip Hazards	Medium	Signage and highlight tape correct stair climbing due to steep steps to mezzanine Awareness of low headroom on mezzanine Adequate lighting to maintain good visibility	Nil.	No
	Electrical Distribution boards	high	De-energising/Confirming De-energised and Tagging Out ALL necessary equipment prior to commencement of work Establish Exclusion Zones around work area	OM2008 - Welcome to the technical Facility OM37724 - Optus Networks SWMS checklist OM37632 - Optus Hazard Mgt SWMS Procedure OM10519 - Electrical and Mechanical Isolation Procedure OM85 - Electrical Safety Battery & Power Racks Process OM10644 - WHSMP Electrical Work	SWMS



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Data UPS	Electrical Hazards	High	SWMS for performing any High Risk task De-energising/Confirming De-energised and Tagging Out ALL necessary equipment prior to commencement of work Establish Exclusion Zones around work area	OM2008 - Welcome to the technical Facility OM37724 - Optus Networks SWMS checklist OM37632 - Optus Hazard Mgt SWMS Procedure OM10519 - Electrical and Mechanical Isolation Procedure OM85 - Electrical Safety Battery & Power Racks Process Description OM10644 - WHSMP Electrical Work	SWMS
	Power/Battery Banks	Medium	Battery banks terminals are covered and batteries are sealed Cabinets locked Battery lifting device available Battery isolation procedure when working on/replacing batteries	Nil.	SWP
	High Noise Levels caused by plant & equipment Installed	Low	Risk Assess work areas for high noise (use of Noise Meter app sufficient to indicate a reading of <85dB) De-energise noisy equipment if possible. Personnel to remain in the area for time required for the task Wear Hearing Protection Warning signage on entry doors to rooms	Nil.	SWP
	Personnel movement - 2 Metre drop on other side of Double Doors	High	Chain barrier evident when doors open Warning Sign on inside of doors Specific key # is required to unlock doors and must be signed out from Security Desk Fall arrest anchor points adjacent to doors Establish Exclusion Zones around work area	Nil.	SWMS
Comms UPS	Electrical Hazards	High	SWMS for performing any High Risk task De-energising/Confirming De-energised and Tagging Out ALL necessary equipment prior to commencement of work Establish Exclusion Zones around work area	OM2008 - Welcome to the technical Facility OM37724 - Optus Networks SWMS checklist OM37632 - Optus Hazard Mgt SWMS Procedure OM10519 - Electrical and Mechanical Isolation Procedure OM85 - Electrical Safety Battery & Power Racks Process Description OM10644 - WHSMP Electrical Work	SWMS
	High Noise Levels caused by plant & equipment Installed	Low	Risk Assess work areas for high noise (use of Noise Meter app sufficient to indicate a reading of <85dB) De-energise noisy equipment if possible. Personnel to remain in the area for time required for the task Wear Hearing Protection	Nil.	SWP
	Power/Battery Banks	Medium	Battery banks terminals are covered and batteries are sealed Cabinets locked Battery lifting device available Battery isolation procedure when working on/replacing batteries	Nil.	SWP
	Trip Hazards	Medium	Keep to walkways when traversing Adequate lighting to maintain good visibility Awareness of extreme Sun Glare - wear appropriate eye protection	Nil.	



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Rooftop	Working at Heights (rooftop)	High	walk on dedicated walkways Unprotected Edge - maintain 3 Metre clearance unless W@H trained and suitable PPE used Specific key # is required to unlock doors and must be signed out from Security Desk Fall arrest anchor points Establish Exclusion Zones around work area	OM33120 - WHS Hazard Management Procedure - Working at Heights OM2008 - Welcome to the Technical Facility	SWMS
	Working in Isolation / A possibility of worker being locked out onto roof exists	High	Using QTRAC staff tracking system Follow Lone Worker Policy Site Induction and sign in/out of visitors log book with security min. 2 workers if necessary	OM36224 - Lone Worker Policy OM8863 - Site Entry System User Guide for Control Centre & Field Staff	