

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: **Optus Centre Sydney (OCS)**

Review Date: 12/1/17

Site Location (e.g. Roof , Carpark)	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	Driving and parking vehicles and other machinery	Medium	Observe and maintain recommended speed signs/limits Park in allocated parking areas Security Cameras Pedestrian warning signage is in place. Linemarking & pedestrian warning signage provided. All non personal vehicles checked and maintained , operators approved to operate	Nil.	No
	Confined Spaces - Storm Water Drains	Medium	Confined spaces identified by a competent person and risk assessments undertaken. CS register is available and made available to contractors by landlord Confined space permit system is in place, any contractors accessing the CS required to complete a CS permit, supply rescue plan and detailed SWMS. (landlord) Confined spaces are secured and appropriately labelled.	OM8557 - WHS Confined Space Procedure Confined Space Risk Assessment , Entry permit and Register	SWMS
Loading Dock	Deliveries	Medium	Use of swipe card for restricted access Safe Wok Load limit signs on relevant storage racking Correct Manual Handling Techniques Dock workers 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	SWMS
	Hit by traffic	Medium	Speed control signage posted. "Forklift in operation" signage provided. Deliveries mostly undertaken outside of main office hours. Forklift operators trained and completed competency program provided by Toll	OM31840 - WSHMP Mobile Powered Plant	SWMS/SWP
	Trip Hazards	Medium	Signage and highlight tape 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	Nil.	SWMS
	Transmitting Satellite Dish	Medium	RF exclusion zone established RF worker/awareness training RF Badge if working in close proximity of transmitting dish Radiation warning signage provided at access to telecommunications equipment area. Access is restricted to this area to telecoms contractors only. Radiation plan obtained. Exclusion zone highlighted onsite.	OM8571 - Electromagnetic Energy Procedure	SWMS/SWP
	Working at Heights - Falling from Height	Medium	Fall protection in place ie fall arrest systems and/or anchor points and/or edge protection etc. Fall protection devices certified annually (ie anchor points, harnesses, fall arrest systems etc). Restricted access to roof areas. Work at height permit in place, contractors required to provide valid SWMS and certified PPE.	OM33120 - WHS Hazard Management Procedure - Working at Heights Optus 'Safe to Climb' form commenced	SWMS/SWP

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Rooftop	Working in Isolation	High	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	SWP
	Cooling Towers	Medium	Cooling tower is registered (if required). Risk Management Plan developed by contractor (VIC only) CBRE Escalation Procedure implemented. Cooling towers maintained in accordance with Australian standards, legislative requirements and manufacturers instructions (monthly dosing and testing). Water testing undertaken as per legislative and Australian standard requirements.	Nil.	SWMS/SWP
	Roof Plant Room (cooling tower chemicals)	Medium	Roof kept locked, authorised access only. All chemicals are banded / drip trays in place. Safety Data Sheets are provided by contractors and are dated within 5 years. Emergency eyewash station located adjacent to chemical storage area.	Nil.	SWP
	Plant & Equipment	Medium	Plant rooms are secured, access controlled by building management. External Contractors provide SWMS before being permitted to access. Base building contractors provide yearly SWMS for routine jobs. Area well lit and tidy.	Nil.	SWP
	Trip Hazards from air-conditioning pipes/electrical/equipment Maintain walkways where possible	Medium	Signage and highlight tape Adequate lighting to maintain good visibility when traversing Adequate lighting to maintain good visibility Awareness of extreme Sun Glare - wear appropriate eye protection	Keep to walkways Nil.	No
Switch room / switchboards / sockets	Electric shock / Electrocutation	High	Access restricted to authorised persons only (licensed electrical contractors only). Annual thermoscans are undertaken. RCD's fitted to switchboard and main distribution. Contractor lock out / tag out permit system in use.	OM10644 - Electrical Work Procedure	SWMS/SWP
Foyer	Ladders used to change light globes in building foyer	Medium	Work completed out of hours Contractors use ladders, competent contractors used. Work at height permit system in place, JSA's required to be submitted to BM.	OM33120 - WHS Hazard Management Procedure - Working at Heights Optus 'Safe to Climb' form commenced	SWMS/SWP
Cleaners storeroom	Hazardous Chemicals	High	Storeroom kept locked, authorised access only. All chemicals are banded / drip trays in place. Safety Data Sheets are provided by cleaning contractors and posted with chemicals. Spill kits kept in cleaners room, risk assessments conducted by contractors handling the chemicals and provided to BM.	OM35840 - Hazardous Chemicals Procedure	SWP
	Exposure to noise levels above 85dBA.	Medium	Hearing protection signage fitted to door of plant room. Disposable hearing protection (ear buds) fitted inside entrance to plant room. Access is controlled by building management.		SWP

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Plant rooms	Plant & Equipment	High	Plant rooms are secured, access controlled by building management. External Contractors provide SWMS before being permitted to access. Base building contractors provide yearly SWMS for routine jobs. Area well lit and tidy.	Nil.	SWMS/SWP
Foyers, landings, stairs, walkways	Slips, trips, etc involving people accessing the site.	High	Document monthly inspection completed BY Landlord (includes slip/trip hazard items). Areas well lit and pathways cleared. Slip testing undertaken in internal areas. Wet weather mats, slippery when wet signage, umbrella wraps, increased rotation by cleaners in place. Non-slip contrasting stair nosings fitted to stairs within the site. All slip trip hazards identified are highlighted with contrasting colours.	Nil.	No
Exterior , Surrounding	Confined Spaces - Storm Water Drains , Sewer Pits , underground storage tanks , Retention pit , Basement Grease trap	Medium	Confined spaces identified by a competent person and risk assessments undertaken. CS register is available and made available to contractors by landlord Confined space permit system is in place, any contractors accessing the CS required to complete a CS permit, supply rescue plan and detailed SWMS. (landlord) Confined spaces are secured and appropriately labelled.	OM8557 - WHS Confined Space Procedure Risk Assessment , Entry permit and Register	Confined Space SWMS/SWP
Toilets / Gardens	Sharps / Biological Hazards - Needle stick injuries.	Medium	Sharps disposal kit is not available in office. Cleaners to be trained in removal of sharps.	OM34520 -Needle stick Injury, Sharps Collection & Disposal Procedure	SWP
	Contractor Management	High	Contractor management processes commenced for large / major contractors For large projects, contractors have been appointed as principal contractor Review of Project WHS Management Plans of large contractors WHS Inspections & Audits are being carried out Prequalification of all Optus subcontractors on Cm3 Optus Induction completed by contractors Contractors to provide SWMS , training records and other compliances for any high risk works conducted on site	Health & Safety Standard - Managing Contractors within Optus OM 10792 Contractor Management Procedure	SWMS/SWP
	Portable appliances - Electric shock / Electrocution	Medium	Contractors appliances are tested and tagged within 6 months. Contractors provide portable RCD's. Workplace inspections undertaken by BS check portable appliances are tagged. Base building appliances are considered to be in a non hostile environment, visual inspections required only.	OM10644 - Electrical Work Procedure	SWP



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Throughout OCS	Emergency - Fire, Flood, Bomb Threat, various etc.	Medium	Base building emergency procedures developed and distributed to all tenants. Emergency procedures included in contractor induction. Evacuation plans posted throughout the building (location specific). Fire drills undertaken at least annually. ECO training undertaken at 6 monthly intervals. Essential services equipment maintained in accordance with maintenance schedule and Australian standards (annual essential services certification achieved).	OM165- Optus WHS Emergency Management Procedures	SWP
	Fire	Medium	Building fitted with the following essential services: - Sprinkler system - Fire detection and alarm system - EWIS system - Risers / Hydrants - Hose reels on all floors - Extinguishers on all floors AFSS provided for the building.	OM165- Optus WHS Emergency Management Procedures	SWP
	First Aid	Medium	First aid kit kept in office (checked during property inspection). Eyewash station provided on roof area of each core. Contractors instructed to provide own First Aid kit. Medical centre/pharmacy located nearby at 124A Epping Road, North Ryde- details posted in management office.	OM10731 - First Aid Procedure	SWP
	Security - Break ins, personal security	Medium	CCTV installed onsite. Security contractor on site [SFCC] Security patrol service provided Access control system provided. Tenants responsible for own security (industrials).	Nil.	SWP