

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: **Belrose Ex**

Review Date: 10/12/2020

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	Driving and parking vehicles and other machinery	Medium	Observe and maintain recommended speed signs/limits park in allocated parking areas No Parking in Loading Bay or drive in front of tower gates	Nil.	No
Diesel Fuel - Generators	Generators / Diesel Fuel associated with it in underground tank next to roadway Diesel Spill Refueling of 1000L tanks in Generator rooms	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	Nil.	SWMS
UPS Room	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
	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
AC Switchroom	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
External Chiller room	Trip Hazards/Low Headroom from airconditioning & electrical equipment	Medium	Signage and highlight tape Adequate lighting to maintain good visibility at night Good awareness of trip hazards when moving	Nil.	SWP
	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	Nil.	
	Working in Isolation	Low	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	
Store: External 1, 2, 3	Manual handling of spares & equipment / personnel overheating in non airconditioned store	Medium	Use of swipe card for restricted access Maintain hydration Adequate lighting regular breaks depending of work load and ambient temperature	OM165 - Optus WHS Emergency Management Procedures	No



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Staging	Trip Hazards from airconditioning & electrical equipment	Medium	Signage and highlight tape Adequate lighting to maintain good visibility at night Good awareness of trip hazards when moving	Nil.	SWMS
Caged Ladder - Telecommunication Tower	Transmitting Comms Dishes	Medium	RF shutdown prior to climbing RF exclusion zone established RF worker/awareness training RF Badge if working in close proximity of transmitting antenna	Optus 'Site (un)lock' procedure	SWMS
	Working at Heights - access ladders, rooftop and pedestal mounts	High	Each Landing Headframe railing fitted around perimeter W@H competencies in date Min. 2 man	OM33120 - WHS Hazard Management Procedure - Working at Heights OM2008 - Welcome to the Technical Facility Optus 'Safe to Climb' form commenced Optus 'Pedestal Mount' climbing procedure	
	Trip Hazards from open access at each landing	High	Awareness of open hatchways at each Landing on tower Equipment/Tools tethered and stowed whilst on tower	Nil.	
Data Centre / Exchange Floor:	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	Nil.	SWP
	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
Mechanical Fibre Storage	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