

SITE RISK REGISTER

Site Name: Blacktown Ex Location: Blacktown

Review date: 13/06/2019

Site Location (e.g. Plantroom E1.MR.24)	Work Activities / Risk Description	Initial Risk Level			Risk Control Strategies / New WHS BU Hazard Instructions	Optus WHS Procedures (OM Ref)	SWMS or Task Risk Assessment Required
		Consequence	Likelihood	Matrix score			
Carpark	Driving and parking vehicles	C3	L2	8 Low	On site security and swipe card access 'Speed signs / Blind spot mirror / allocated parking / Designated loading bay	OM31840 - WHS Hazard Management Procedure - Mobile Powered Plant	No
Footpath south of building	Trip Hazards - gutters, uneven ground	C2	L3	9 Low	Site Specific Induction Safety footwear		N/A
Carpark under car port	Power/Battery Banks	C3	L2	8 Low	Battery (dry cell) banks terminals are covered and batteries are sealed		Yes
Carpark under car port	Trailer parking	C5	L3	20 High	On site security and swipe card access 'Speed signs / Blind spot mirror / allocated parking / Designated loading bay	OM31840 - WHS Hazard Management Procedure - Mobile Powered Plant	N/A
Carpark under hoist	Working at Heights - Drop Zone for Hoist	C3	L2	8 Low	Signage when Hoist in use WaH training local Hoist use procedure Personnel trained WaH	OM33120 - WHS Hazard Management Procedure - Working at Heights OM2008 - Welcome to the Technical Facility Site Specific Induction	SWMS
Diesel Storage Tanks - external NE corner	Generators / Diesel Fuel associated with it in underground tank next to roadway	C4	L2	12 Medium	Facilities contractor mgt process followed. Workplace Inspections review procedures for refuelling with contracted company 'SDS in Chemwatch and/or printed with chemical	OM35840 - Hazardous Substance and Dangerous Goods	Task Risk Assessment
BBQ + 2 gas bottles at entrance	BBQ area - gas bottle usage	C2	L2	5 Low	Facilities contractor mgt process followed. Workplace Inspections review 'SDS in Chemwatch and printed with chemical Gas bottles stored in flamm locker when not in use	OM35840 - Hazardous Substance and Dangerous Goods	Task Risk Assessment
External Chiller Room	High Noise Levels caused by plant & equipment installed	C5	L3	20 High	Conduct a noise assessment If noise levels are above 85dB(A) install hearing protector signage and hearing protectors (i.e. earplugs)	Nil.	Task Risk Assessment

Entry Foyer	Inadequate task risk assessment prior to access to site	C5	L3	20 High	Site Induction	OM2008 - Welcome to the Technical Facility	Both
Ground floor Kitchen	Meals and breaks	C4	L3	17 Medium	Equipment Tag and Tested Monthly WHS Inspections to check Test & Tag status	OM10519 - Electrical and Mechanical Isolation Procedure OM85 - Electrical Safety Battery & Power Racks Process Description OM10732 - Office Safety Procedure	No
Ground floor Kitchen	Meals and breaks	C2	L2	5 Low	Facilities contractor mgt process followed. Workplace Inspections review 'SDS in Chemwatch and printed with chemical	OM35840 - Hazardous Substance and Dangerous Goods	No
Data Centre / Exchange rooms	Electrical Hazards - cabling	C5	L3	20 High	Relevant Optus Inductions complete (including Local 'Site Specific' Induction) Work done only by Facilities approved Electrical contractors PTW requirements - FNE exchange manager signatory Verify SWMS follows our OM requirements and Protocols	OM2008 - Welcome to the technical Facility OM9505 - Optus Induction 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
Data Centre / Exchange rooms	Working at Heights - Ladder usage	C2	L2	5 Low	Working at Heights Procedures Ladder use procedures Induction per OM2008	OM33120 - WHS Hazard Management Procedure - Working at Heights OM10385 - Ladder Handling techniques OM2008 - Welcome to the Technical Facility	SWMS
Data Centre / Exchange rooms	High Noise Levels caused by plant & equipment installed	C2	L2	5 Low	Conduct a noise assessment If noise levels are above 85dB(A) install hearing protector signage and hearing protectors (i.e. earplugs)	Nil.	Task Risk Assessment
Data Centre / Exchange rooms	VESDA operation	C4	L3	17 Medium	VESDA operation controlled by Exchange Manager VESDA included in emergency evacuation system for site	OM3323 - Building Fire Impairment Notification OM165 - Optus Emergency Mgt Procedures	Task Risk Assessment
Data Centre / Exchange rooms	Fibre work - Lasers	C3	L3	13 Medium	fibre working procedures	OM31860 - Laser Safety Policy OM8219 - Laser Safety Procedure	SWMS
Map Room	Multiline testing / BSC confiuration / Team meetings / Training	C5	L3	20 High	Equipment Tag and Tested Monthly WHS Inspections to check Test & Tag status	OM10519 - Electrical and Mechanical Isolation Procedure OM85 - Electrical Safety Battery & Power Racks Process Description OM10732 - Office Safety Procedure	No

Plant Rooms	Power/Battery Banks, Airconditioning Chiller	C3	L3	13 Medium	Earplug bay / Safety signs/ fire extinguishers/ Battery banks terminals are covered and batteries are sealed, all cabinets are locked		Yes
Plant Rooms	Trip Hazards	C3	L3	13 Medium	Site Specific Induction Safety footwear	OM2008 - welcome to the technical facility	N/A
Plant Room	High Noise Levels caused by plant & equipment installed	C3	L4	18 Medium	Conduct a noise assessment If noise levels are above 85dB(A) install hearing protector signage and hearing protectors (i.e. earplugs)	Nil.	Task Risk Assessment
Plant Room	Electrical Distribution boards	C1	L2	3 Low	Relevant Optus Inductions complete (including Local 'Site Specific' Induction) Work done only by Facilities approved Electrical contractors PTW requirements - FNE exchange manager signatory Verify SWMS follows our OM requirements and Protocols	OM2008 - Welcome to the technical Facility OM9505 - Optus Induction 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
Store Room	Flam Locker	C3	L4	18 Medium	Facilities contractor mgt process followed. Workplace Inspections review 'SDS in Chemwatch and printed with chemical Gas bottles stored in flamm locker when not in use	OM35840 - Hazardous Substance and Dangerous Goods	Task Risk Assessment
Power Room	Battery lifting	C2	L3	9 Low	Manual Handling procedures Battery lifter	OM31500 - Manual Handling Tasks Policy OM32420 - Personal Protective Clothing and Equipment Policy	Task Risk Assessment
Power Room	Electrical Hazards	C5	L3	20 High	Relevant Optus Inductions complete (including Local 'Site Specific' Induction) Work done only by Facilities approved Electrical contractors PTW requirements - FNE exchange manager signatory Verify SWMS follows our OM requirements and Protocols	OM2008 - Welcome to the technical Facility OM9505 - Optus Induction 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

Switchroom Ground Floor	Electrical Hazards from Switch boards	C5	L3	20 High	Relevant Optus Inductions complete (including Local 'Site Specific' Induction) Work done only by Facilities approved Electrical contractors PTW requirements - FNE exchange manager signatory Verify SWMS follows our OM requirements and Protocols	OM2008 - Welcome to the technical Facility OM9505 - Optus Induction 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
Office Area	Emergency Procedures inadequate	C2	L3	9 Low	Pink Sheets Emergency Evacuation drills Wardens in place Workplace Inspections conducted monthly	OM165 - Optus WHS Emergency Management Proced	Task Risk Assessment
Office Area	First Aid situation	C2	L3	9 Low	First aid kits installed on site First aid kits are not being maintained First aiders determined on site	OM10731 - First Aid procedure	task Risk Assessment
Kitchen / Breakout	Hot liquids / toaster / microwave oven	C2	L3	9 Low	Equipment Tag and Tested Monthly WHS Inspections to check Test & Tag status	OM10519 - Electrical and Mechanical Isolation Procedure OM85 - Electrical Safety Battery & Power Racks Process Description OM10732 - Office Safety Procedure	N/A
Kitchen / Breakout	Cleaners Chemicals	C3	L3	13 Medium	Facilities contractor mgt process followed. Workplace Inspections review 'SDS in Chemwatch and printed with chemical Gas bottles stored in flamm locker when not in use	OM35840 - Hazardous Substance and Dangerous Goods	Task Risk Assessment
Store room	Deliveries / housing of spares	C2	L3	9 Low	Safety Signs / fire extinguisher / cameras / swipe card access / lighting	OM165 - Optus WHS Emergency Management Procedures	No
Switchroom 1st Floor	Electrical Hazards from Switch boards	C5	L3	20 High	Relevant Optus Inductions complete (including Local 'Site Specific' Induction) Work done only by Facilities approved Electrical contractors PTW requirements - FNE exchange manager signatory Verify SWMS follows our OM requirements and Protocols	OM2008 - Welcome to the technical Facility OM9505 - Optus Induction 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 Room	Battery lifting	C4	L3	17 Medium	Manual Handling procedures Battery lifter	OM31500 - Manual Handling Tasks Policy OM32420 - Personal Protective Clothing and Equipment Policy	Task Risk Assessment
Power Room	Electrical Hazards	C5	L3	20 High	Relevant Optus Inductions complete (including Local 'Site Specific' Induction) Work done only by Facilities approved Electrical contractors PTW requirements - FNE exchange manager signatory Verify SWMS follows our OM requirements and Protocols	OM2008 - Welcome to the technical Facility OM9505 - Optus Induction 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
Plant Room	Power/Battery Banks, Airconditioning Chiller	C4	L3	17 Medium	Earplug bay / Safety signs/ fire extinguishers/ Battery banks terminals are covered and batteries are sealed, all cabinets are locked		Yes
Plant Room	Trip Hazards	C4	L3	17 Medium	Site Specific Induction Safety footwear		N/A
Plant Room	High Noise Levels caused by plant & equipment installed	C2	L3	9 Low	Conduct a noise assessment If noise levels are above 85dB(A) install hearing protector signage and hearing protectors (i.e. earplugs)	Nil.	Task Risk Assessment
Plant Room	Electrical Distribution boards	C5	L3	20 High	Relevant Optus Inductions complete (including Local 'Site Specific' Induction) Work done only by Facilities approved Electrical contractors PTW requirements - FNE exchange manager signatory Verify SWMS follows our OM requirements and Protocols	OM2008 - Welcome to the technical Facility OM9505 - Optus Induction 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

Data Centre / Exchange rooms	Electrical Hazards - cabling	C4	L3	17 Medium	Relevant Optus Inductions complete (including Local 'Site Specific' Induction) Work done only by Facilities approved Electrical contractors PTW requirements - FNE exchange manager signatory Verify SWMS follows our OM requirements and Protocols	OM2008 - Welcome to the technical Facility OM9505 - Optus Induction 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
Data Centre / Exchange rooms	Working at Heights - Ladder usage	C4	L3	17 Medium	Working at Heights Procedures Ladder use procedures Induction per OM2008	OM33120 - WHS Hazard Management Procedure - Working at Heights OM10385 - Ladder Handling techniques OM2008 - Welcome to the Technical Facility	SWMS
Data Centre / Exchange rooms	High Noise Levels caused by plant & equipment installed	C2	L3	9 Low	Conduct a noise assessment If noise levels are above 85dB(A) install hearing protector signage and hearing protectors (i.e. earplugs)	Nil.	Task Risk Assessment
Data Centre / Exchange rooms	VESDA operation	C4	L3	17 Medium	VESDA operation controlled by Exchange Manager VESDA included in emergency evacuation system for site	OM3323 - Building Fire Impairment NotificationOM163	Task Risk Assessment
Data Centre / Exchange rooms	Fibre work - Lasers	C4	L3	17 Medium	fibre working procedures	OM31860 - Laser Safety Policy OM8219 - Laser Safety Procedure	SWMS
Staging Area	Trip Hazards	C2	L3	9 Low	Site Specific Induction Safety footwear		N/A
Hoist Landing	Working at Heights - Drop Zone for Hoist	C4	L3	17 Medium	Working at Heights Procedures Induction Signage when hoist in use WaH training	OM33120 - WHS Hazard Management Procedure - Working at Heights OM2008 - Welcome to the Technical Facility OM9505 - Optus Induction procedure	SWMS
Hoist Landing	Material Handling Hazards	C4	L4	21 High	PPE - trolleys etc Manual Handling Training All large items will move to storage shed in rear yard. Toll manual handling process and training provided to Storeperson	OM31500 - Manual Handling Tasks PolicyOM32420 - P	Task Risk Assessment
Rooftop	Satellite Dish / Heights	C2	L3	9 Low	Locked Caged Ladder / self closing gate at ladder access / Rooftop railing fitted around the perimeter		Yes
Rooftop	Working in Isolation	C2	L3	9 Low	Using QTRAC staff tracking system Follow Lone Worker Policy Inform Security when going to roof	OM36224 - Lone Worker Policy OM8863 - Site Entry System User Guide for Control Centre & Field Staff	Task Risk Assessment

Roof top - Satellite Dish area	PAS Hut / Multiple Satellite Dishes	C2	L3	9 Low	Swipe access to PAS Hut / Security cameras / Guards regular inspections / Security signage on perimeter fence		Yes
--------------------------------	-------------------------------------	----	----	-------	---	--	-----