Work Health & Safety Policy
Survey Operations, LPI

Introduction

Land and Property Information (LPI) is committed to delivering a healthy and safe workplace. This is achieved through consultation between management and staff, and continual monitoring of the Work Health & Safety (WHS) system, which is central to a safe, efficient and productive workplace.

The former WHS strategy was based on a system of prescriptive operating procedures, resulting in a large volume of documentation which was rarely referred to by staff. Therefore, it was necessary to develop more concise documentation focused on Risk Assessment principles. The current WHS documentation consists of a Safe Work Method Statement (SWMS) and risk assessment documents which list all potential hazards and the control measures required to minimise the risks. This approach was based on the risk matrix shown in figure 1.

SAFE WORK METHOD STATEMENT (SWMS)

The revised SWMS for survey operations (see figure 2) was developed in Excel format to include a schedule of staff WHS certification and training, vehicle, plant and safety equipment details which enables automatic update of the SWMS document. It is the responsibility of each employee to maintain the WHS schedule in regard to their individual certifications, plant and equipment as issued.

Associated with the SWMS is the Risk Assessment for General Survey Field Work which lists all common hazards and the control measures applicable to general survey field work. The SWMS form also identifies any Elevated Risk scenario associated with the proposed work. When an elevated risk scenario is identified it must be accompanied by the corresponding Elevated Risk Assessment document.

RISK ASSESSMENT - GENERAL SURVEY FIELD WORK

Figures 3 and 4 show sample pages of the Risk Assessment for General Survey Field Work. This Risk Assessment has been divided into five categories according to task: Travel to, from and around Work Site; Common/General Activity; Site Establishment and Traffic Control; Survey field work; Mark Placement, Reconnaissance, Maintenance & Clearing.

Each potential hazard is listed once only and associated with the corresponding task(s). Control measures are then defined for each hazard and a new risk rating assessed in accordance with the Risk Matrix (figure 1).

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Figure 1: Risk Matrix (2)

Figure 2: Safe Work Method Statement - Survey Operations

Figure 3: Typical Risk Assessment

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RISK ASSESSMENT – ELEVATED RISKS

The particular nature of work, or the work site itself, may have elevated risks. LPI is currently developing specific elevated risk assessments and control measures for the following scenarios:

- Technical 4WD Operations
- Working at Heights
- Isolated/Remote Area Operations
- Chainsaw Operation
- Operating Specific Power Tools
- Elevated Risk to the Public
- Extreme Weather Operations

An example of an elevated risk assessment is shown in Figure 5.

CONCLUSION

The new SWMS, associated Risk Assessments and control measures were developed to provide a concise set of WHS documentation. The document also contains a schedule of staff WHS certifications, vehicle, plant and safety equipment details which automatically populate the relevant fields of the SWMS form. The WHS documentation, although still under review, has received positive feedback from staff.

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BIBLIOGRAPHY
