

Minimum Safety Expectations – Third Edition



WORK SAFE. BE SAFE. STAY SAFE. HOME SAFE.

Minimum safety expectations apply on all Department for Infrastructure and Transport (DIT) Construction and Maintenance worksites.

When on site every person must:

- Be fit for work, free of alcohol and/or illegal drugs and not affected by fatigue.
- Report concerns about fatigue or fitness for work.
- Be inducted regarding safety requirements, emergency procedures and potential hazards.
- Never place themselves or others at risk of injury.
- Wear a hard hat, safety glasses, safety footwear, high visibility reflective vest or jacket (suitable for day works and night works as appropriate), long pants and long sleeves (rolled down), carry and use gloves (appropriate to the task being undertaken).
- Not use Mobile Phones while operating plant or walking in the worksite.
- Participate in pre task risk assessments (i.e. Start Cards, Take 5's, Pre-starts).
- Understand and obey any safety information and instructions given (and ask for assistance if needed).
- Sign onto Safe Work Method Statement (SWMS) and re-sign, when changes are made.
- Hold the appropriate licence before undertaking high-risk construction work.
- Follow all instructions and conditions stated on work permits.
- Stop any observed at risk or unsafe behaviour.
- Notify site supervision of any injuries, near misses, hazards and unsafe work practices; and if involved in a task where an incident has occurred, immediately stop work until cleared safe to resume by the Principal Contractor's representative.

The following minimum controls are to be applied as applicable, unless a higher-level control can be applied.

Confined Space

- A confined space Entry Permit must be issued by a competent person for each entry into a confined space.
- Confined spaces must only be entered by workers who are authorised on an Entry Permit.
- All workers involved in Confined Space work are to be adequately trained for their role.
- Continuous atmospheric monitoring is required for confined space work.
- A standby person must be assigned, and a two-way system of communication established.
- First aid and retrieval rescue procedures must be established, tested, and rehearsed with relevant workers.

Cranes and Lifting

- No person shall be under a suspended load or be 'in the line of fire'.
- Loads must be controlled by tag line or tied back when moving.
- No load above chest height is to be touched by hand.
- The relevant Licence to perform High Risk Work must be held by workers performing crane and hoist operations and dogging and rigging work.
- Lifting equipment must be inspected and tagged every three months and visually inspected by a competent person before use.
- Defective or damaged lifting equipment must be tagged as 'out-of-service' and removed from site.
- Vehicle Mounted Crane and Telehandler operators must have a High Risk Work licence, regardless of capacity or configuration.

Demolition

- A documented Demolition Plan, Emergency Plan, and Hazardous Materials Assessment must be created before demolition commences.
- Demolition warning signs and exclusion zones must be in place before starting to prevent unauthorised entry.
- Utility services must be protected, isolated or disconnected and verified by a competent person.
- Temporary bracing or props must be appropriately engineered and must be secured to prevent movement and unplanned structure collapse.
- The demolition site is to be secured by impassable barricades with adequate signage and appropriate lockout procedures to prevent unauthorised pedestrian or vehicular access to the area.
- Adequate public safety control measures must be maintained to isolate the work from the public.
- Debris should be progressively removed to prevent any build-up that could affect the integrity of the building or structure, affect workplace access and egress, become a fire hazard, or cause a health and safety hazard.

Exclusion and Restricted Access Zones

- The requirement for exclusion and restricted access zones and methods of delineation must be risk assessed, documented and enforced.
- Where cones are the chosen method of delineation, blue cones must be used.
- No person shall enter an exclusion/restricted access zone without a positive signal from the operator (who must disengage the item of plant and ground implements) and approval to enter.
- There must be positive communication and line of sight with the plant operator and approved workers inside an exclusion/restricted access zone. All activity must immediately stop if communication or line of sight is lost.
- Worksite layouts must ensure adequate separation of plant and people.

Load Restraint

- All loads brought onto, moving within, or leaving a worksite will be properly restrained (includes loads carried by trailers, mobile plant, light and heavy vehicles).
- Loads containing loose material (i.e. rubble/sand) must be covered.

Mobile Plant and Vehicles

- Mobile plant operators must be licensed and verified as competent to operate the plant.
- On-site vehicles must have operational reversing alarms and flashing beacons.
- All plant must be on-boarded to site and re-checked at least annually. A visual indicator must be displayed on the plant to confirm approval for use.
- Mobile plant will have plant risk assessments and Original Equipment Manufacturer (OEM) Manuals.
- Mobile Plant Daily Operator Inspection checklists must be available for review.
- Items of mobile plant must be tagged out if any fault exists which renders the plant unsafe.
- Seatbelts, where fitted, must be worn.
- Controls must be implemented if slewing plant operates within physical reach of live traffic.
- No person is to be within the slew zone of an operating excavator unless the bucket is grounded or contained within a trench.
- Where practical, vehicles and mobile plant must be reverse-parked when not in use.
- Vehicles and plant must not be parked in a manner that may allow unplanned movement, nor be left unattended with engines running.

Overhead and Underground Services

- A Plan, Prepare, Pothole/Identify and Protect management process is to be implemented for all services.
- Location of all services must be identified before work commences (e.g. Dial Before You Dig, service locator).
- Minimum safe working distances and no-go zones with risk assessments must be established when working near powerlines.
- A spotter is required when operating machinery near overhead and underground services.
- Controls must be implemented where there is potential for plant or machinery to breach minimum clearance distances from overhead powerlines.
- Where practical, all overhead services must be visually indicated, and heights signposted.

Power Tools and Equipment

- Power tools and equipment must be fit for purpose, used as per manufacturer's instructions, free of faults and be fitted with all safety devices (e.g. guards, handles).
- All site power, including generators, must be protected by residual-current devices (RCDs).
- Electric power tools must display a current test tag.
- Electrical leads must be elevated off ground, be clear of water and traffic paths and display a current test tag.
- Battery or pneumatic operated tools must be used when working over water or in wet conditions.
- Ancillary equipment (compressors, pumps, lighting plant, welding plant and generators) must have a visual indicator confirming approval for use.
- Light towers must be protected from being accidentally struck by moving plant and vehicles. Light towers must never be towed until the mast is retracted and lowered to the horizontal position, the travel lock pin is secured, and the outriggers have been retracted and stowed.
- Appropriate channels to be selected for UHF communications; emergency Channels 5 and 35 are not to be used for normal communications.
- Quick cut saws (preferably fitted with a double clutch) must only be used by an operator verified as competent by an accredited training provider. Verification of competency must be documented and available on site for review.
- Pipes and culverts being cut with a quick cut saw must be fully supported and secured, so they cannot roll away or vibrate and be wedged to prevent the cut from closing.
- 9-inch grinders are not permitted on any DIT worksite.

Trenching and Excavation

- Underground utilities services are identified and physically located before excavation commences.
- All trenches are to be risk-assessed and appropriate controls implemented, regardless of depth.
- Bench, batter and shore any excavation deeper than 1.5 metres.
- Benches are to be no more than 1 metre high and no less than 1 metre wide.
- When benching or battering the walls of an excavation, an angle of repose of 45 degrees should not be exceeded, unless designed by a competent person and certified in writing.
- Where persons are required to enter an excavation deeper than 1.5 metres that has not been benched, battered, or shored, an engineering assessment must be undertaken to assess the safety of the trench.
- Before entering a trench or excavation, the surrounding soil must be checked for fretting, water, slumping, cracking or ground swelling, and a record of inspection must be documented.
- No person is permitted to be in an excavation deeper than 1.5 metres without a safety observer at the surface.
- An emergency response plan must be documented for all excavations and trenching works over 1.5 metres, and workers are familiar with requirements.
- Ladders or egress points must be located so as not to require workers to travel more than 7 metres laterally within the trench.
- All excavations must be protected with a physical barrier and secured from unauthorised access.
- Equipment, plant stockpiles and soil to be kept a minimum of 1 metre from the zone of influence of deep excavations.
- Where appropriate, trenches and excavations must be backfilled as soon as possible.

Working at Heights

- Work above 2 metres must only be performed with fall protection or prevention.
- Scaffolding must be designed, erected, and inspected by a competent person.
- Mobile elevated work platforms (EWPs) must be fully lowered before driving/travelling.
- EWPs must be fitted with a secondary protection system.
- A spotter, competent in the use of the EWP, must be in place, and always have clear line of sight and communication with the operator when an EWP is being used.
- Tools and objects must be prevented from falling.
- Drop Zones must be established to protect people from falling objects.
- Industrial ladders rated over 120 kg may be used only where the use of a safer system is not reasonably practicable.

