

# McLean Sound Pty Ltd

**S**<sub>afe</sub>

**W**<sub>ork</sub>

**M**<sub>ethods</sub>

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**S**<sub>afety</sub>

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## Forward

McLean sound is committed to providing a safe working environment for its employees and since most of our work is conducted in public places the above commitment also relates to safe work practices to insure everyone's safety.

Safety in the work place is everyone's responsibility and involves more than just good will. This safe work methods supplement (SWM) provides a Job approach SWM, specific task related SWM's and a documentation process for all employees to work through with examples and check lists to consult.

Also covered are a set of guide lines regarding on site Job safety analysis (JSA) and a sample form to assist staff in knowing when, where and how to use a JSA .



## **S**afe **W**ork **M**ethods (Job Approach)

Planning, Planning, Planning, Planning...

Although most of the jobs we perform use the same equipment they are all at different locations & sometimes a common job needs to be done in a different way which makes us more susceptible than most workers. Additionally even performing the same job on a different day can present hazards that were not present on the last occasion.

### **Step 1**

Having been assigned a job "Go out to Sandown and setup for the State Race Meeting this weekend" the obvious procedure is to obtain the job folder, ascertain the equipment required, load that equipment and begin the install.

### **SWM: 1 Planning**

Right after defining the equipment required, insert "*What are the component tasks?*" EG: (install aerials on pit roof or setup horn string on lawn). Use the equipment list to help you remember each component in the job, think through each aspect of the job and write them down on the back of the job folder, then for each component think about any safety gear required (PPE) & safety issues and record them also.

EXAMPLE:

"Install ariels on roof"

2 x Corner reflectors & 2 x Coax cables, Radio mic Systems

Ladder, Harness, bit of rope to secure ladder, bigger bit of rope to put over roof,

Couple of bollards for round the foot of the ladder.

"Setup string of horns on lawn "

16 Tripods, Fig 8, Horns, x- arms, electrical tape, impedance meter

Have all the guys got their hats? Couple of bottles of water

Check the car has sun screen in it?

Sun glasses?



## **S**afe **W**ork **M**ethods (Job Approach)

### BE INFORMED

All of the work we are involved with has definite dead lines (the show must go on) and there is only a small allowance of time for things to go wrong. Rushing through is a big contributing factor to taking normally unacceptable risks. It's important to pace your tasks out to insure there is enough time to get the job finished in good time.

### Step 2

Equipment all loaded, PPE on board & checked, ready to rock n roll. Not Quite!!

### SWM: 2 Be Informed

On the front of all job folders is the client name and telephone number, while you're still at the office "*Contact the Client or the venue manager*". Let them know your coming and what jobs you're intending to do. And ask about any site specific items or protocols.

#### EXAMPLE:

Alan Lovert: Venue manager Sandown International Raceway.

"Hi Alan, Paul from McLean Sound, we are scheduled to setup today for the weekend.

We need to setup the pits area & on the lawn along from the pits in front of the grand stand, is that ok?

Are there any other people on site?

Answer: Yes Jim Murcott is running the driving school on track today.

Are there any other works on site we need to be aware of?

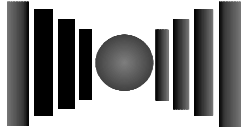
Are you available on site on this number all day just in case we get into trouble?

What is your 2 IC's name and contact number just in case we can't get you?

Are we right to start work or would you like me to come to the office?

Review plans & equipment based on this information.

Throw in some high visibility vests for when you're working in the pits areas.



## **S***afe* **W***ork* **M***ethods* (Job Approach)

### The best 15min investment

Most of our jobs are re-occurring and someone on staff has done them before and knows what is involved, however venues & requirements change and new jobs can present unexpected difficulties & hazards.

### Step 3

Finally at the venue ready to start, *STOP. Get all staff members and as a group plan out how to get the required tasks done safely.*

### SWM: 3 The best 15min investment

This is an investment in time, if every body is up to speed and knows what needs to be done it will happen much faster, so invest some time and remember if an injury occurs it will blow any schedule out of the water.

Get the job folder out and re-examine the list of component tasks with all staff, work through all of the tasks and how they are to be done, decide who is responsible for what parts and write their names against it on the jobs folder, set some tentative time frames for each tasks. It's important that everybody is up to speed and involved in the process. (For their input and so the juniors can learn this process)

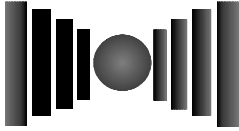
Walk through all areas that you will be working in and look for hazards & potential problems, review just how you've decided to perform each bit and look for potential problems, then stand back and see if there is an easier or safer way to get that task done.

When ever any unexpected or significant hazard is identified the senior staff member or nominated HSE rep must fill out a Job Safety Analysis sheet prior to starting work in that area. The following pages are to be used as a guide .

EXAMPLE: "Install ariels on roof" Potential Danger: Jim Murcott's driving school using pit lane where we would normally setup the ladder.

SOLUTION: Set the ladder up on the opposite side of the pits & walk across the roof to get to the mounting brackets.

REASON : Providing our normal work practices are followed ie one staff to foot the ladder, secure the top of ladder, secure fall restraint rope to harness and two cell pole etc the only danger present is that one of the drivers is distracted by the our activity and despite bollards and safety vests could run you over.



## **S***afe* **W***ork* **M***ethods* (Job Approach)

### Check ups

When you least expect it, expect it!!!

Accidents seldom happen when you're expecting them because the appropriate measures will have been put into place, all too often it the odd 30 sec task needed to finish the job where things go wrong, never let your guard down.

### **Step 4** (Aimed at the most senior staff member on site)

It is the responsibility of the most senior staff member on site at intervals through out the day get into the habit of checking that all staff are following our SWM's and using appropriate PPE correctly all day every day.

### **SWM: 4 CHECK UP**

In every job I have been involved with there is always at least one unexpected small task that your unprepared for or the appropriate PPE's been put away or some one will want to take a short cut to get finished a few minutes early. As the most senior staff member STOP the activity, remind the person of the need to keep our guard up, take the extra time to insure all of the job is carried out in a safe manner. Always educate and instigate safe work practices as a habit.

Any continued breaches of these guidelines need to be reported to management, for everyone's safety.



## **S**afe **W**ork **M**ethods (JSA's)

### Job Safety Analysis

Once a potential hazard is identified a JSA must be worked through. JSA's provide a structured method for dealing with unanticipated hazards on site and provide three significant outcomes.

Firstly to help in finding safer ways to get the task done.

To insure that all staff involved are made aware of the particular hazard and the revised methods implemented to lower or eliminate the hazard.

Finally in the event of an accident or near miss as a way of providing documentation that supports verbal claims that OH&S procedures were followed, risks identified and a safe work method created to remove or lower that hazard.

JSA forms are in the OH&S folder in all company vehicles along with a worked example.

#### **Five steps to effective JSA**

##### **1. Document the activity**

Assemble those involved in the activity and then, using the JSA worksheet, write down in step by step form the tasks that make up the activity.

##### **2. Identify the hazards**

Next to each task; identify what part of the task may cause injury to those engaged in the task or others in the vicinity.

##### **3. Document the control measures**

For each identified hazard, assess the associated level of risk to those involved, and then list the control measures required to eliminate or minimise those risks.

##### **4. Identify who is responsible**

Document the name of the person responsible for implementing the control measure.

##### **5. Monitor and review**

Make sure the activity is supervised to ensure the documented process is being followed. The documentation should be reviewed whenever a documented activity changes or when there is a change of personnel or after an appropriate length of time.



## **S**<sub>afe</sub> **W**<sub>ork</sub> **M**<sub>ethods</sub> (If an incident occurs)

**Render assistance:** If an incident occurs render assistance, do not move the injured person unless they are in immediate danger unless moved.

**Assess situation:** Assess situation & think about your location then call 000. If no mobile phone is available contact 000 using the quickest available means. Get assistance from whomever, where possible contact venue management and inform them of the situation.

*Once the injured person is in the care of proper professional health care & any further source of danger has been contained.*

**Notify WorkSafe:** You must notify Work Safe immediately (by telephoning 132 360) of any work place incident that results in death or serious injury, or that exposes a person in the immediate vicinity to an immediate health or safety risk.

A written record of a notifiable incident must also be sent to WorkSafe within 48 hours.

**Site Preservation:** An employer or self-employed person must ensure that the site of a notifiable incident is not disturbed until an inspector arrives or directs otherwise at the time of notification, although the site may be disturbed to protect a person's health or safety, to help someone who is injured or to make the site safe.

**Inform our office:** As soon as the situation is contained contact the office

**Incident notification form:** This incident notification form must be used to send WorkSafe a written record of a notifiable incident. Fill in this form. Copies of this form are included in the OH&S folder in all company Vehicles, also included is the WorkSafe criteria for assessing injuries, please read it.





## Safe Work Methods : Ladders

Date:

Name of Employee: I have been instructed on the guidelines for using this piece of equipment & have demonstrated its use in practice. Signed:

Name of instructor:

Signed:

Ladders

Company Guidelines:

- : No staff may use a ladder without completing this SWM.
- : No Staff may ascend a ladder without a second person footing the ladder
- : A safety harness must be used on all ladder climbs greater than 1.5m
- : The ladders base must be secured prior to the climb.
- : Who ever put a ladder on the vehicle must secure it at the same time as one operation
- : Only fibreglass ladders may be used for our work.
- : Do not leave a ladder standing upright unless secured at the top.

Inspection:

- Check the feet for signs of damage, inspect rivets & treads for degradation due to wear or solvents & tears in the rubber.
- : Check rope & pulleys for fraying & smooth operation.
- : Check treads are clean & that there are no signs of fracture or stress in the attachment points to the rails.
- : Check rails & edges for signs of fracture or stress.
- : Run ladder out and check that it sits straight and there is no twists in the rails.

If the ladder fails any of the above, it must be tagged OUT OF SERVICE with reason, name of staff and date.

Handling:

- Pick ladder up and assess the weight, find balance point.
- Practice lowering ladder and carrying it from place to place.
- Practice putting the ladder onto the vehicle & Securing with 2 Fasties

USE:

(Trainee must have completed safety harness SWM)

Move ladder to practice pole, cordon off work area with bollards & tigers tail, and find level solid ground in an appropriate position to work from. Ladders base should be 1 out for every 3 up. Place feet firmly into ladders feet & elevate to desired height, work should be conducted with feet on the third or fourth rung from the top.

Secure bottom of ladder using a fastie, pull ladders base away from pole to tension fastie and eliminate any chance of the ladder base slipping.

Check harness is firm and whoopee strap is ready for use, adjust length if required, climb to third rung of ladder and shake to check for movement, look up ladder to check for twisting, the ladder should sit flat and even, twisting would indicate that the top of the ladder is not sitting into the pole evenly and will result in the weight on the feet being uneven, climb down and adjust ladders position until it passes the above test.

The second person should now foot the ladder & steady it, Climb to the fourth rung from the top of ladder, using both. Move feet to the outside of the treads for best balance.

The whoopee strap can now be passed over the top tread around the pole and back through the ladder under the top tread, snap carabineer onto whoopee strap and pull the slack out, now tighten the lock ring on the carabineer. This chokes the ladder to the pole. You are now ready to perform the task.

Since this is your first time in a harness lower yourself down until the whoopee strap tensions and your sitting in the harness, this should only be ½ meter if the whoopee is correctly adjusted. Feel how the ladder is secured to the pole. Once your weight is supported remove your feet from the ladder, this is where you will end up if you do slip.

Finish the task, get your best footing and balance, loosen the lock ring on the carabineer, flick open catch and remove captive whoopee, gently pull the whoopee from around the pole and flick it back over your shoulder & secure carabineer to harness, now start to descend again using hands on the treads not the rails, this is probably the most dangerous time so take your time and prior to starting make sure that the person below is paying attention and steadying the ladder. Once you reach the third lowest rung the person footing the ladder may move away, finish the decent, foot and lower the ladder to make it safe, if this is the last climb for the day stow the ladder on the vehicle roof and secure it with 2 fasties. The above should be practiced a minimum of 3 times prior to being considered competent.



# McLean Sound Pty Ltd

## S<sub>afe</sub> W<sub>ork</sub> M<sub>ethods</sub> : Harnesses

Date :

Name of Employee: I have been instructed on the guidelines for using this piece of equipment & have demonstrated its use in practice. Signed:

Name of instructor:

Signed:

### Harnesses

Company Guidelines:  
whoopee strap cover, 2

No staff may use a harness without completing this SWM.

The standard harness kit consists of : Full climb type harness , whoopee strap, rated climbing type carabineers, protective bag.

Harnesses kit contents should be checked prior to leaving the factory

Harnesses must be stowed in protective bag as soon as you take them off.

Kit must be kept together at all times.

All components of Harness kit must be inspected prior to each use

Kit must be stored at all times with care and not near heat, chemical, solvents, acids or

similar.

Inspection:

Harness

Check all straps for stains or any signs of chemical spills or ingress  
Check attachment points and buckles for deformation and operation  
Check all screw locks for correct, smooth operation  
Check that no straps are twisted and do not sit correctly  
Check for any signs of fraying in sewn seams  
Check for broken stitching.

Whoopee strap

Check for smooth operation  
Check for stains or any signs of chemical spills or ingress  
Check for any signs of fraying in sewn seams  
Check end loops for signs of excessive wear  
Check protective cover is not worn through

Carabineers

Check for safe working load limit (will be stamped into body and expressed in KN)  
Check the gate operates correctly and closes cleanly  
Check the locking ring rotates smoothly and clears the gate  
Look for deformation or stretching in the body and fracture lines in the anodizing

If any component fails any of the above, it must be tagged OUT OF SERVICE with reason, name of staff and date.

Usage to be effective the harness must be fitted & worn correctly, Harness should be worn with as little slack as possible in waist, leg & shoulder supports whilst not being restrictive to move around in. Where possible get someone else to check that the shoulder straps are not twisted.

McLean Sound Pty Ltd

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## S<sub>afe</sub> W<sub>ork</sub> M<sub>ethods</sub> : Lifting & Manual handling

Date :

Name of Employee: I have been instructed on the guidelines for this piece of training & have demonstrated its use in practice.

Signed:

Name of instructor:

Signed:

### Lifting & Manual handling

Company guidelines:

- Lifts greater than 25KG to be done with two or more staff
- Discuss how the lift is to be done
- Remember that the combined carry capacity of a team lift is less than the combined strength of the individuals
- ie: 3 person = 60 Kg 4 person = 80Kg
- When moving cases keep hands on the inside edge not the sides
- Do not over reach; get a case to stand on and a second person
- Always let the other people know what's happening
- Prior to lifting or moving equipment check for trip hazards & slippery or unstable surfaces all the way to the destination
- Where possible use a trolley or dolly even for light loads
- Don't lift with your back, bend the knees
- Prior to starting loadings spend 3 minutes stretching and warming up



## S<sub>afe</sub> W<sub>ork</sub> M<sub>ethods</sub> : Vehicles

Date :

Name of Employee: I have been instructed on the guidelines for this piece of training & have demonstrated its use in practice.

Signed:

Name of instructor:

Signed:

Company guidelines: Any person operating a vehicle company owned or otherwise involved in company related work paid or unpaid MUST have the appropriate licence.

- Vehicles must only carry the permitted no of occupants i.e. 2 seat belts 1 driver 1 passenger
- Drivers must obey all road rules & are personally liable for any speeding or otherwise penalties
- It is the driver's ultimate responsibility to insure all loads are correctly secured (Internal & External)
- It is the driver's responsibility to check the state of roadworthiness of a company vehicle & rectify or report any problems
- Company vehicles are work horses and not for thrashing or driving in a reckless manner
- All occupants must wear seatbelts whilst a vehicle is moving
- Where vehicles are operating in Melbourne's parks & gardens special rules apply:
  - Do not move off paved road or walk ways with out permission of park rangers
  - Do not park vehicle within 10 m of trees
  - Always have hazard lights on
- Where damage occurs to grassed areas, trees, bollards or any other item notify the park ranger or the office
- Where vehicles are required to park in unusual places due to work requirements insure that it presents no danger to other road users or pedestrians