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: Ultimo Ex

Review Date: 27/3/17

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 / Loading Dock	Driving and parking vehicles and Loading Machinery	Medium	Observe and maintain recommended speed signs/limits park in allocated parking areas Optus staff to be present when working in Loading Dock Security Cameras No parking in Loading Dock (rear of building)	Nil.	No
Unpacking Room - Diesel Storage Tanks	Generators / Diesel Fuel associated in Confined Space Diesel Spill	Medium	Refilling only performed by trained & competent contracted vendor Observe HazMat/SDS warnings for diesel onsite and in Chemwatch	Nil.	SWMS
Comms Room / Data Centre / Customer 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
	VESDA operation	High	VESDA operation controlled by Exchange Manager VESDA included in emergency evacuation system for site	OM3323 - Building Fire Impairment Notification OM165 - Optus Emergency Mgt Procedures	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
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
	High Noise Levels caused by plant & equipment installed	Low	Risk Assess work areas for high noise (use of Noise Meter app sufficient to indicate a reading of <85dB) De-energise noisy equipment if possible. Personnel to remain in the area for time required for the task Wear Hearing Protection	Nil.	SWP
	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

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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?
Main Switch Room	High Noise Levels caused by plant & equipment installed	Low	Risk Assess work areas for high noise (use of Noise Meter app sufficient to indicate a reading of <85dB) De-energise noisy equipment if possible. Personnel to remain in the area for time required for the task Wear Hearing Protection	Nil.	SWMS
	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	
Common Power Room	Battery lifting	Low	Manual Handling procedures Battery lifter available for use and competency verified	Nil.	SWP
	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
Unpacking Room	Deliveries / housing of spares	Medium	Use of swipe card for restricted access Safe Wok Load limit signs on relevant storage racking Correct Manual Handing Techniques Adequate lighting Correct use of trolleys regarding manual handling assistance	OM165 - Optus WHS Emergency Management Procedures	No
	Working at Heights - access ladders, rooftop and pedestal mounts	Medium	W@H competencies in date Min. 2 man as required	OM33120 - WHS Hazard Management Procedure - Working at Heights OM2008 - Welcome to the Technical Facility	No
Rooftop	Transmitting Panel Antennas	Low	RF shutdown prior to climbing RF exclusion zone established RF worker/awareness training RF Badge if working in close proximity of transmitting antenna RF Warning signs	Optus 'Site (un)lock' procedure	SWMS
	Working at Heights - access ladders, rooftop and pedestal mounts	Medium	Rooftop 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	
	Working in Isolation	High	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	
	High Noise Levels caused by plant & equipment installed	Low	Risk Assess work areas for high noise (use of Noise Meter app sufficient to indicate a reading of <85dB) De-energise noisy equipment if possible. Personnel to remain in the area for time required for the task Wear Hearing Protection	Nil.	

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Plant Room	High Noise Levels caused by plant & equipment installed	Low	Risk Assess work areas for high noise (use of Noise Meter app sufficient to indicate a reading of <85dB) De-energise noisy equipment if possible. Personnel to remain in the area for time required for the task Wear Hearing Protection	Nil.	Nil
	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
	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