



# High Risk Works & Equipment

---

Effective Date:	July 2022
Last Reviewed:	New Procedure
Next Review Date:	July 2027
Division/Department:	Corporate Performance
Responsible Officer:	Manager PS&P
HPE CM Record Number:	22/138586

## 1 Associated Policy

Work Health & Safety Policy

## 2 Application

This procedure identifies all High Risk Works undertaken at Woollahra Council and associated High Risk items of plant & equipment documenting the additional controls implemented to eliminate the risks or as a minimum reduce these to as low as reasonably practicable (ALARP).

### Purpose

To ensure staff operating such devices or undertaking high risk activities are suitably trained and competent to safely complete their tasks.

### Scope.

All work activities at Council will be mapped against section 291 of the WHS Regulations and those that include any work component listed in this section will be identified and have a Work Instruction (SWMS) or if plant and equipment a Safe Operating Procedure developed in consultation with staff see [Work Instructions & Safe Operating Procedures](#)

### Overview

All WHS risks are identified on Council's [WHS Risk Register \(23/157150\)](#) inclusive of identified high risk work activities and items of plant and equipment.

---

Document Owner Director Corporate Performance	Revision #4	Date Reviewed 7/2022	Date of Next Review 7/2027
--	-------------	----------------------	----------------------------

### 3 Definitions

Term	Meaning
High Risk Construction Work	See WHS Regulations Part 6.1 section 291 - <a href="https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404#sec.291">https://legislation.nsw.gov.au/view/html/inforce/current/sl-2017-0404#sec.291</a>
High Risk license	A high risk work license is required to operate some machinery, erect scaffolding or undertake dogging or rigging work. <a href="https://www.safework.nsw.gov.au/licences-and-registrations/licences/high-risk-work-licences">https://www.safework.nsw.gov.au/licences-and-registrations/licences/high-risk-work-licences</a>
High risk plant & equipment	Plant or equipment that by its design, work environment and/or nature of operation pose a greater risk. A truck is not considered a high risk item of plant however a EWP truck which can contact overhead power and requires height controls to be put in place is considered a high risk item of plant.
Work Instruction	Identify potential safety hazards and list controls in accordance with the Hierarchy of Controls to minimise the risk associated with work processes. This process is developed through meaningful consultation with stakeholders and are developed for high risk tasks in accordance with s291 of the WHS Regulations.
Standard Operating Procedure	Reference material associated with the utilisation of various items of high risk plant and equipment.  SOPs outline steps to be taken to operate efficiently, professionally, and ensure the health and safety of employees, the general public and property whilst work is being undertaken.

### 4 Relevant Legislation

#### WHS Act.

- Part 2, Section 17, Management of Risks
- Part 2, Section 19, Primary Duty of Care
- Part 2, Section 27, Duty of Officers
- Part 2, Section 28, Duties of Workers
- Part 2, Section 29, Duties of other persons at the workplace

#### WHS Regulations.

- Chapter 3, Part 3.1, Clause 34, Duty to identify hazards
- Chapter 3, Part 3.1, Clause 35, Managing risks to health and safety
- Chapter 3, Part 3.1, Clause 36, Hierarchy of controls
- Chapter 3, Part 3.1, Clause 37, Maintenance of control measures
- Chapter 3, Part 3.1, Clause 38, Review of control measures
- Chapter 4.5 High Risk Work licenses and classes of High Risk Work,
- Chapter 6, Part 6.1 Preliminary

## 5 Procedure

Some work activities and operation of plant and equipment is considered High Risk under WHS legislation and requires appropriate training, licences and competencies to safely undertake these works, this includes licencing. High risk work licences are valid for five years and recognised nationally. To check the currency of High Risk licenses visit [Verify.licence](#) to look up and verify NSW High Risk Work Licence holder information.

The following documents those items of plant and equipment that have been identified through consultation as meeting these criteria

### 5.1 Plant & equipment identified as high risk.

Item	Department	Reason
EWP	Arborists	Heights, electrical
Chipper	Arborists	Entanglement
Hiab truck	Parks, & Civil operations	Rigging, electrical
Chainsaws	Parks generally	Cuts, falling objects, heights
Flame Weeder	Parks	Explosion, burns
Tractor	Parks & Civil Operations	Rollover, attachments, environment
Ride on mower	Parks	Rollover, flying objects, environment
Whipper snipper, blower and gurney	Parks, Civil Operations	Hazardous manual tasks (HMT), flying objects, environment
Forklift	Civil Operations	Load shifting, electrical
Flowcon	Civil Operations	Traffic, burns, HMT
Concrete saw, Jackhammer, footpath grinder	Civil Operations	Vibration, silicosis, HMT
Mechanical sweeper	Civil Operations	Traffic
Suction truck	Civil Operations	Heights, HMT
Excavator	Civil Operations	Electrical, services
Mini tipper	Waste	Traffic, electrical, HMT
Compactor	Waste	Traffic, electrical, HMT
Power tools	All areas	electrical services and ACM
Ladders	All areas	Heights, electrical
Crane	Workshop	Load shifting

### Scaffolding.

An appropriate scaffolding licence must be held by anyone performing scaffolding work on a scaffold that is 4 metres or higher. Council engages contractors for such works.

### 5.2 High risk work activities.

Activity	Department	Reason
Tree Pruning and Removal	Parks	Heights, electrical
Watering Street Plants	Parks	Traffic
Weed Control	Parks	Traffic
Bush Regeneration	Parks	Traffic, heights, slopes

Climbing trees	Parks	Heights, electrical
Hanging banners	Parks	Heights, electrical
Working Outdoors	All	Heights, electrical, services, hazardous substances
Hazardous Manual Tasks	All	Heights, traffic
Traffic Control	All	Traffic
Working Near Water	All	Risk of drowning
Hazardous Substances	All	Explosion, ACM
Traffic Control	All	Traffic
Stores Operation	Civil Operations	HR plant, hazardous substances, heights
Waste Collection	Civil Operations	Traffic
Bin Replacement/Repair	Civil Operations	Heights, ACM
Workshop activities.	Civil Operations	Heights, confined spaces,
Working Off-site	Civil Operations	Traffic
Beach Cleaning	Civil Operations	Pedestrians, HR plant
Waste collection, Council Clean-ups	Civil Operations	Traffic
Harbour Facilities Cleaning	Civil Operations	Drowning
Street Maintenance	Civil Operations	Traffic
Paving	Civil Operations	Services, traffic
Asphalt Repairs Maintenance	Civil Operations	Traffic
Collect Dumped Rubbish	Civil Operations	Traffic
Cleaning Stormwater Pits and Pipes	Civil Operations	Traffic, heights
Concrete Works	Civil Operations	Traffic
Traffic Signage	Civil Operations	Traffic
Undertaking General Building Maintenance Activities, Painting, Plumbing, Carpentry	Property & Projects	Heights, electrical, ACM

### Confined Spaces

Any work involving working in confined spaces is undertaken by suitably qualified contractors at Woollahra. A confined space is defined as; an enclosed or partially enclosed space that:

- is not designed or intended to be occupied by a person
- is, or is designed or intended to be, at normal atmospheric pressure while any person is in the space
- is or is likely to be a risk to health and safety from: an atmosphere that does not have a safe oxygen level, or contaminants, including airborne gases, vapours and dusts, that may cause injury from fire or explosion, or harmful concentrations of any airborne contaminants, or engulfment.

### Heights

Any activity undertaken by Council where a person could fall 2m or more is undertaken by suitably qualified contractors at Woollahra.

**Electrical Work**

All electrical work is undertaken by a suitably qualified electrician.

**Asbestos Testing & Removal.**

All asbestos testing and removal is undertaken by suitably qualified contractors at Woollahra. The exception to this is very small amounts of bonded asbestos can be removed by staff that are suitably trained and wearing the necessary PPE.

**Working On or Near Roads.**

All staff undertaking such works must be trained in accordance with SafeWork requirements.

**Working around Mobile Plant.**

Staff working in an environment that includes mobile plant operation must establish suitable controls including exclusion zones. Work Instructions and Safe operating Procedures identify this risk and include controls for safely operating in such environments.

**Excavations over 1.5m.**

All work involving excavations over 1.5m is undertaken by suitably qualified contractors at Woollahra.

**Dogging and Rigging**

Any staff involved in work practices that include the above must hold relevant qualifications (high risk licence).

**Dogging:**

Consists of the application of slinging techniques to move a load (including the selection and inspection of lifting gear) and/or the directing of a crane/hoist operator in the movement of a load when the load is out of the view of the crane/hoist operator. There are three levels of qualification being Basic Rigging (RB), Intermediate Rigging (RI) and Advanced Rigging (RA). Staff are required to have a minimum RB licence when undertaking these works at Council.

**Rigging:**

Rigging work means the use of mechanical load-shifting equipment (and associated gear) to move, place or secure a load using plant, equipment or members of a building or structures, to ensure the stability of those members or the setting up or dismantling of cranes or hoists.

**Pressurized Equipment:**

Any work undertaken on pressurized equipment is undertaken by suitably qualified contractors.

**6 Flow Chart**

There is no flow chart associated with this Procedure.

## 7 Documentation/References

	HPECM Reference
How to manage & control asbestos in the workplace: Code of Practice	SafeWork NSW
How to safely remove asbestos: Code of Practice	SafeWork NSW
Confined Spaces: Code of Practice	SafeWork NSW
Construction Work: Code of Practice	SafeWork NSW
Demolition Work: Code of Practice	SafeWork NSW
Excavation Work: Code of Practice	SafeWork NSW
How to Manage WHS Risks: Code of Practice	SafeWork NSW
Managing Electrical Risks: Code of Practice	SafeWork NSW
Managing the Risk of Falls: Code of Practice	SafeWork NSW
Managing risks of Plant in the Workplace: Code of Practice	SafeWork NSW
Safe Design of Structures: Code of Practice	SafeWork NSW
WHS Consultation, Cooperation & Coordination: Code of Practice	SafeWork NSW
Safety Hub safety videos available via Councils LMS	LMS

## 8 Related Policies and Procedures

	HPECM Reference
WHS&IM procedure – <a href="#">Legal Compliance</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Management Responsibilities</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Asbestos</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Certification &amp; Licencing</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Confined Spaces</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Consultation and Communication</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Corrective Actions</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Drowning</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Electricity</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Excavations</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Hazardous Manual Tasks and Ergonomics</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Hazardous Chemicals</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Heights</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Incident Reporting and hazard identification</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Plant and Equipment</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Risk Management</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Traffic &amp; Pedestrian Management</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Training</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Work Instructions &amp; SOP</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Inspection and Testing</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Auditing</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">Management Review</a>	See WHS section of The Hub
WHS&IM procedure – <a href="#">WHS&amp;IM Reporting</a>	See WHS section of The Hub

## Procedure Amendments

Date	Responsible Officer	Description
July 2022	Manager PS&P	New procedure.
July 2022	HS&IM Coordinator	Added document control to all pages
Sept 2023	HS&IM Coordinator	Added tables at 5.1 & 5.2 and updated document to better explain how identified.
Sept 2023	HS&IM Coordinator	Minor document updates to better explain relevant processes.