RIIRTM203E

Work as a Safety Observer/Spotter

Learner Guide Instructions

Who is this document for?

The learner.

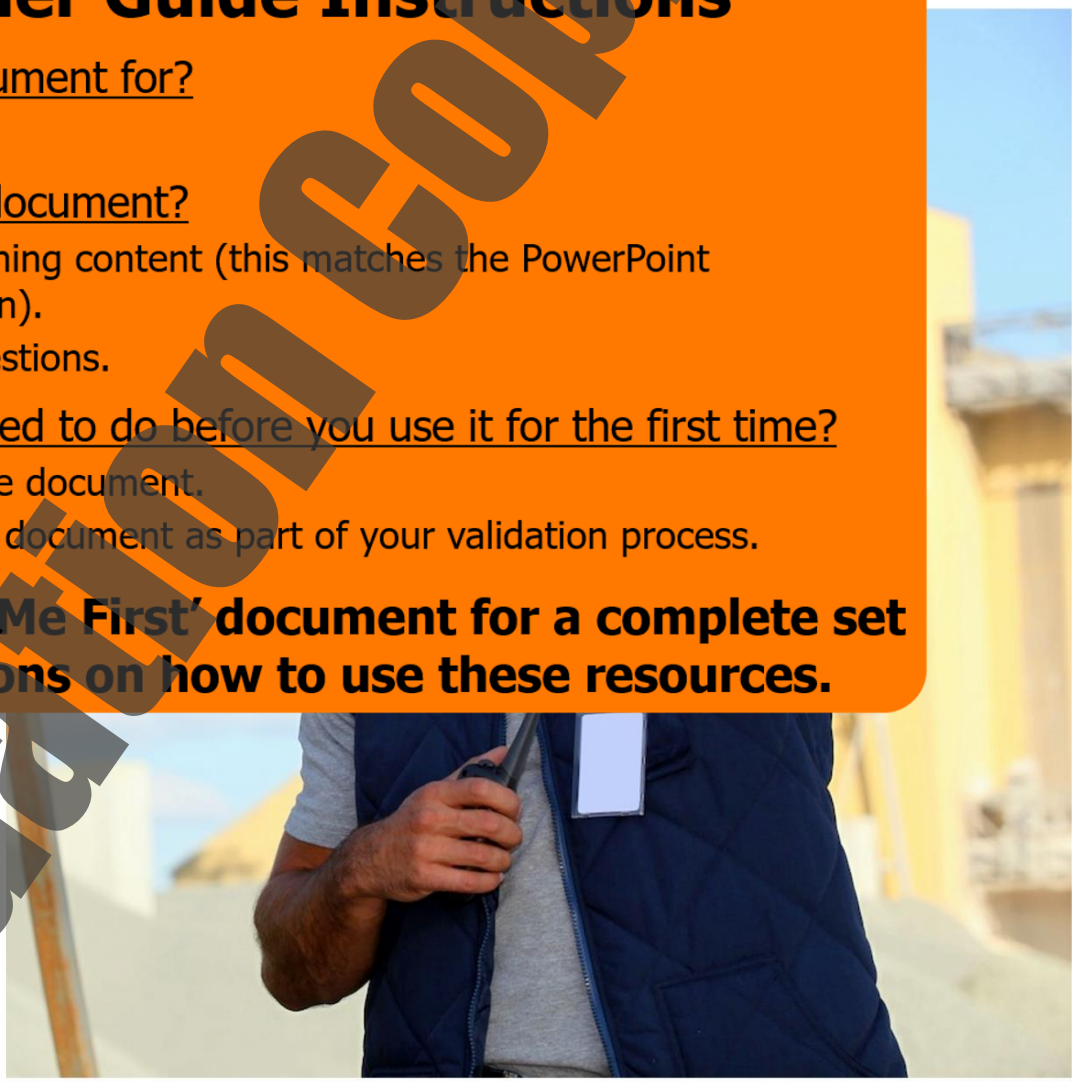
What is in this document?

- Course training content (this matches the PowerPoint Presentation).
- Review questions.

What do you need to do before you use it for the first time?

1. Rebrand the document.
2. Review the document as part of your validation process.

See the 'Read Me First' document for a complete set of instructions on how to use these resources.



LEARNER GUIDE

RIIRTM203E Work as a Safety Observer/Spotter

Learner Name:	
Learner ID:	
Learner Contact Number:	
Learner Email Address:	
Date Training Commenced:	

This Book Contains:

☐ Course Information.
☐ Review Questions.

Table of Contents

1.1 Introduction

These materials cover the unit of competency **RIIRTM203E Work as a Safety Observer/Spotter**.

You will learn about:

- Planning and preparing for tasks and activities.
- Inspecting and preparing the work area to manage hazards.
- Supporting work activities by maintaining exclusion zones and warning personnel about hazards.
- Conducting housekeeping and clean-up tasks.

1.1.1 Roles and Responsibilities

A **safety observer** is generally a worker with line of sight who helps direct an operator with the safe movement of mobile plant in the workplace, including loading and unloading from transport, avoiding hazards and keeping clear of pedestrian or vehicle traffic.

A safety observer should have their attention focused on their role and not do any other work that could compromise that, nor should they observe for more than one work situation at a time.

In the course of their duties, a safety observer may need to:

- Mark out and set up exclusion and pedestrian zones.
- Direct people, plant and vehicles to stop them entering an exclusion zone.
- Communicate effectively using a range of devices.

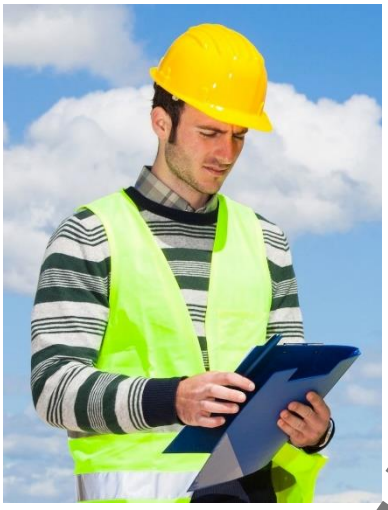
A **spotter** (or electrical spotter) is a specifically trained and qualified worker that guides plant operators working in the vicinity of live overhead powerlines to avoid NO GO ZONES.

1.2 Work Instructions

Your work instructions will outline exactly what you will be required to do, and where you are working. They will include details about the site/work location, equipment in use and personnel in the area.

1.2.1 Obtaining Work Instructions

Make sure you have all of the details about where you will be working. For example:



- The Site – Is there clear access for all equipment? Are there buildings, structures, facilities or trees in the way? What are the ground conditions like?
- The Weather – Is there wind, rain or other bad weather? Is it too dark?
- Facilities and Services – Are there power lines or other overhead or underground services to think about?
- Traffic – Are there people, vehicles or other equipment in the area that you need to think about? Do you need to get them moved out of the area? Do you need to set up barriers or signs?
- Hazards – Are there dangerous materials to work around or think about? Will you be working close to power lines or other people?

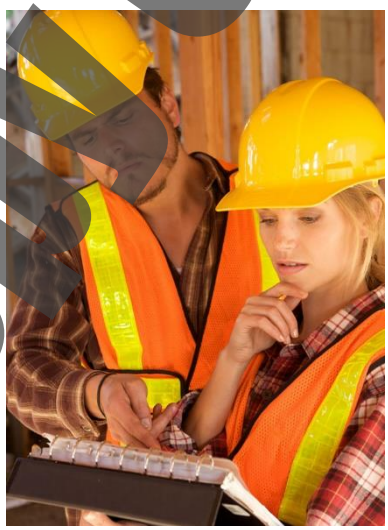
You also need to make sure you have all of the details about the kind of work you will be doing:

- The Task – What work needs to be completed?
- Plant – What type of plant will be used? How big is it? How much room does it need?
- Attachments – What equipment will you need to shift the load safely? Is the equipment available?
- Communications – How are you going to communicate with other workers?
- Procedures and Rules – Do you need any special permits or licences? Are there site rules that affect the way you will do the work?

1.2.1.1 Temporary Traffic Management

Temporary Traffic Management (TTM) is the organisation, arrangement, guidance and control of both stationary and moving traffic, including pedestrians, cyclists and all types of vehicles, around a hazard or work site for the safety of both road workers and road users. Your role as a safety observer is to contribute to the implementation, application and maintenance of the TTM plan for the duration of the work.

1.2.2 Confirming Work Instructions



All work needs to follow worksite, environment and company safety procedures.

Procedures help to make sure that all work is done in a safe way, without damaging equipment or putting people in unsafe situations. They also help to make sure that work is done in the correct order and doesn't interrupt or get in the way of other work that is happening on the site.

Your work instructions will tell you the safest way to do the job, and the equipment that you will need to use. It is a good idea to check your work instructions with your boss or supervisor to make sure you know exactly what you need to do.

If you don't know where to get your instructions or you can't understand them, you can ask your boss or supervisor. They will tell you where to find your work instructions and explain what they mean.

Organising work activities is about scheduling your tasks in the right order to complete all assigned tasks in the best, most efficient manner that meets worksite requirements.

As well as sorting out your own work tasks you may be required to organise the activities of plant and machinery operators.

Review Questions

1.	Which documentation will tell you the safest way to do the job and the equipment you will need to use for the task?	☐

2.	How can your boss or supervisor help you if you don't know where to get your work instructions or you can't understand them?	☐

1.3 Site & Safety Documentation

You must follow all safety rules and instructions when performing any work. If you are not sure about what you should do, ask your boss or supervisor. They will tell you what you need to do and how to do it in a safe way. Documentation that describes how to do your job, and how you are expected to conduct operations on site are outlined in:

- Safety documentation.
- WHS guidelines and legislation.
- Site specific policies and procedures.

1.3.1 Types of Safety Documentation

Safety documentation contains details of how to conduct your work in a safe way, protecting yourself and others on site. The following are some examples of safety documentation that you may need to read as part of your work.

Document	Scope
Manufacturer Specifications for Equipment Operation and Maintenance	Manuals and manufacturer's specifications outline the proper operation of equipment and details of maintenance to ensure it stays in safe working order. They will also outline the technical capabilities and limitations of the plant or equipment they accompany.
Traffic Management Plans and Mobile Traffic Control	Traffic management plans outline the position of signs, warning devices, barricades and location of traffic controllers. These are used to ensure the flow of traffic can be maintained while keeping both workers and pedestrians separated and safe.
Site and Equipment Safety Policies	Guidelines relating to the workplace to support the implementation of health and safety requirements.
Risk Assessment and Management	The identification and management of risks and hazards exists at all stages of the work. During planning it is important to identify anything that could impact on the safe completion of the task and put controls in place to reduce the impact or occurrence of an incident. Controls must also be applied as soon as hazards are identified during operations.
Environmental Protection	Guidelines on how to manage environmental hazards are available to make sure that no long-term or significant damage is dealt to the environment around the work area. This includes requirements for dust and noise suppression, protecting waterways, flora and fauna and may include reclamation obligations. Proper disposal or recycling of leftover materials will also be outlined.

1.3.2 Work Health & Safety Guidelines and Legislation

Safety guidelines, legislation and regulations need to be followed to ensure statutory compliance. These guidelines are designed to make workplaces as safe as possible and to punish organisations that don't comply with the rules.

Document	Scope
Work, Health and Safety Legislation and Regulations	Laws and guidelines to maintain safety in the workplace. These exist at both state and federal levels.
Australian and Other Relevant Industry Standards	Minimum quality and industry standards for completed works, manufacturing and materials or equipment use.
Codes of Practice	General guidelines relating to different sectors and tasks within industry, published by the health and safety regulator in each state.
Traffic Regulations	Rules governing the use of public roads and traffic management.

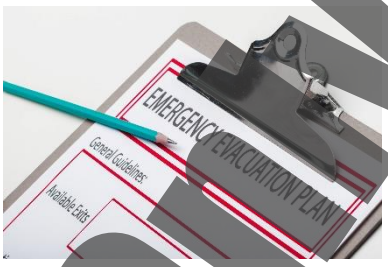
1.3.3 Site Policies and Procedures

Site policies and procedures explain the way that tasks need to be completed to ensure efficient and safe operations that meet the required outcomes of a project.

Document	Scope
Verbal and Written Communication	The methods for communicating in the workplace and the situations that require them.
Vehicle Movements	Traffic control and traffic management to ensure that collisions are avoided while vehicles move around the work area. This can also include policies for mandatory safety devices to be fitted to vehicles (flashing lights, reverse beepers etc) or procedures for warning others before the movement of vehicles.
Underground and Overhead Services	Requirements for identifying, locating and protecting services, both overhead and underground. This is generally required before the work can begin.
Site Requirements and Regulations	Requirements for work specific to the site where it is being conducted. This includes requirements for personal protective equipment (PPE), permits for work and other safety or task coordination issues.
Project Quality Requirements	The minimum required standard for finished work, products or materials. Project quality requirements may include: ◆ Dimensions and tolerances of tasks. ◆ Material standards. ◆ Work standards. ◆ Documentation requirements. ◆ Project specifications and drawings. ◆ Client standards.
Workplace Recording and Reporting	The methods for reporting details in the workplace and the situations that require them. For example, hazard identification, inspection records, incident reporting, task completion.

1.3.4 Emergency Response Procedures

Emergency response procedures will vary depending upon the worksite. These procedures could include instructions for:



- Evacuation.
- First aid.
- Fire.

1.3.4.1 Evacuation

When an incident occurs that requires you to evacuate the area, it is important that you:

1. Keep calm.
2. Move away from the danger to a designated evacuation point, sometimes called an emergency assembly area.
3. Do not let other people into the area.
4. Call emergency services in accordance with workplace procedures and policies.

1.3.4.2 First Aid

First Aid is the quick care given to an injured or ill person.

Every site will have a First Aid Officer. If somebody needs first aid you must tell your supervisor or First Aid Officer. Do not try to give first aid if you have not been trained.

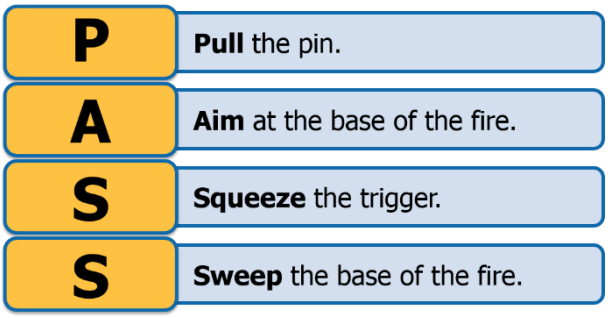
1.3.4.3 Fire Fighting Equipment

Fire fighting equipment on site could be anything from small fire extinguishers through to large water cannons. Different fire fighting equipment should be used for different types of fire. Always check the equipment for information on what type of fire it can be used on.

If a fire breaks out on site, you should:

1. Evacuate the area.
2. Isolate the area.
3. Call emergency services or follow other designated on site procedures.
4. If it is safe to do so, use an extinguisher to attempt to control the fire using the PASS system.

The PASS system:



Contact your site emergency management team as soon as possible and call the fire brigade on 000.

Review Questions

3.	What do the guidelines within Site and Equipment Safety Policies support?	☐

4.	What needs to be followed to ensure statutory compliance?	☐

5.	In which documentation will you find site specific information relating to communication, vehicle movements, underground and overhead services, site requirements and regulations, project quality requirements, and workplace recording and reporting?	☐

6.	Where will you find site specific instructions for evacuations, first aid, and fires?	☐

1.4 Coordinate Job Activities

Coordination with other personnel needs to be included in your planning and preparation. You need to be aware of what work is being done around you, and make sure that other personnel are aware of the work you will be doing too.

Some work is dependent on other tasks being completed first and project scheduling should take this into account. Before you start, you need to make sure that all pre-requisite work has been completed for you to safely do your own work.

Temporary Traffic Management (TTM) may apply where works are smaller or only short-term disruption is expected. Check with your supervisor and other relevant personnel in the area before setting up.

1.4.1 Organise for Job and Task Requirements

Figuring out how to implement your work or task instructions in the middle of an active construction site requires some careful planning and clear communication. You will need to coordinate with other personnel that you are assisting, coordinate equipment, materials and resources to be available and in-place, and coordinate with other personnel or operators in the area.

Personnel you may coordinate with include:

- Plant operators.
- Traffic controllers.
- Contractors.
- Delivery drivers.
- Other personnel working in the area.
- Supervisors, managers, engineers or inspectors.

Depending on the type of work, you may also need to coordinate with external parties such as councils or service providers to ensure the job can be performed safely.

Refer to your task instructions for specific details about the work. This will help you to identify exactly what impact your work will have on-site and how you will interact with other works being completed. Speak with your supervisor about any tools, plant, equipment, materials or exclusion zones that are required, and they can assist you with coordinating and organising those resources. If you are not sure about your scope of responsibility in coordinating and organising resources, speak with your supervisor.

Review Questions

7.	Provide four (4) examples of personnel you may need to coordinate with on-site when organising your work?	☐

1.

2.

3.

4.

2.1 Identify and Manage Risks, Hazards and Environmental Issues

Part of your role as a safety observer or spotter is to inspect the work area and identify potential safety issues. These must be considered and managed in preparation for the work to be completed. Every work site is different so it is extremely important that you inspect the area properly and speak with other personnel to make sure tasks can be conducted as safely as possible.

2.1.1 Confirm Working Areas Allow Access

Before setting up or beginning work you will need to check that the work area has been adequately prepared and all relevant parties notified of the use of vehicles, plant and equipment.

Working areas may need to be cordoned off (isolated), or have traffic directed away to ensure the safety of personnel and members of the public while the work is completed.

Some working areas do not have stable or available access and some preparation needs to be applied to make it safe for vehicles to enter the area. Other considerations are:

- Ground or surface conditions including soft, uneven or boggy ground.
- Steep inclines.
- Bodies of water.
- Height restrictions due to overhead obstructions or services.
- High traffic volumes.
- Limited visibility.
- Flora and fauna.
- Existing or ongoing works.

You may need to obtain permits or permission ahead of time. Your supervisor can assist you with this.

2.1.2 Identify Hazards

Part of your job is to look around to see if you can find any hazards before you start any work.

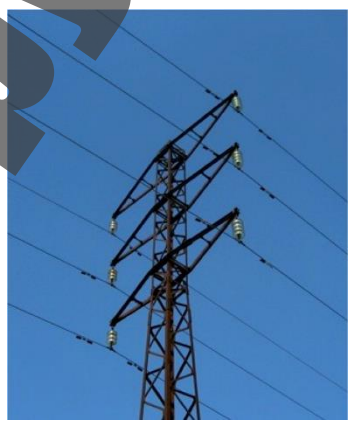
A hazard is the thing or situation with the potential to cause injury, harm or damage.

When you start checking for hazards, make sure you look everywhere. A good way to do this is to check:

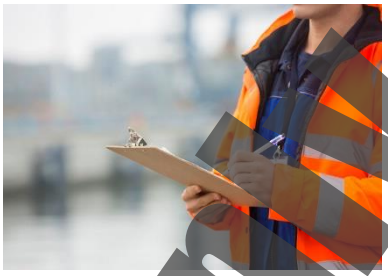
- Up high above your head.
- All around you at eye level.
- Down low on the ground (and also think about what is under the ground).

Hazards you should check for in the work area include:

- Overhead and underground services.
- Uneven, soft, slippery or unstable terrain.
- Trees.
- Fires.
- Bridges.
- Excavations.
- Buildings.
- Traffic.
- Embankments.
- Cuttings.
- Hazardous materials.
- Structures such as site offices and scaffolds.
- The weather and environment.
- Other workers or site visitors.
- Pedestrians and other public traffic.
- On site vehicles, plant, equipment and machinery.
- Poorly maintained or faulty equipment.
- Road surface and edge solidity.
- Chemical hazards such as fuel, chemicals, contaminants, gases or dusts.



Any hazards that you identify need to be reported to your supervisor. You may also need to record the details in a risk assessment for future reference. Reporting and recording hazard information helps to maintain a safe workplace by making sure that everyone is aware of the potential for danger and so that steps can be taken to reduce the risks associated with them.



Your organisation will have a standard method for recording the details of hazards and the steps taken to control them. Speak with your supervisor if you are not sure how to document the details properly.

2.1.3 Control Hazards

After you have found hazards or dangers you need to work out how bad they are:

1. What is the chance that a hazard will hurt someone or cause damage?
2. If it does happen, how bad will the injury or damage be?

Thinking about these things will help you to choose how to control the hazards. Hazard controls need to follow:

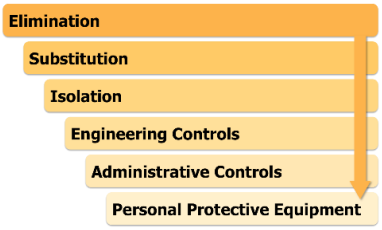
- Legislation (laws).
- Australian Standards.
- Codes of Practice.
- Manufacturers' specifications.
- Industry standards.

The best way to control hazards is to use the Hierarchy of Hazard Control. The hierarchy of hazard control is a range of options that can eliminate or reduce the risk of hazards.

You start at the top of the list and see if you can take away (eliminate) the hazard or danger.

If you can't take it away, you move down the list to see if you can swap it for something safer (substitution).

Keep working through the list until you find something that controls that hazard or danger.



This table shows you the 6 different types of controls in order from most effective to least effective:

Hierarchy Level	Action
1. Elimination	Completely remove the hazard. This is the best kind of hazard control.
2. Substitution	Swap a dangerous work method or situation for one that is less dangerous.
3. Isolation	Isolate or restrict access to the hazard.
4. Engineering Controls	Use equipment to lower the risk level.
5. Administrative Controls	Site rules and policies attempt to control a hazard.
6. Personal Protective Equipment	The least effective control. Use PPE while you carry out your work.