



VUL-SWP-021-Carpentry

STANDARD WORK PROCEDURE (SWP)	
Description	General Carpentry
Site	Vulcan Mine
Department	Construction
Purpose	The purpose of this SWP is to provide a documented way of working to achieve an acceptable level of risk. The steps outlined pertain to the titled task only. All other SHMS requirements such as SOPs must be followed e.g.: VUL-SOP-065-PPE, VUL-SOP-089-Dust etc.
PPE Required	
    	
Job Step Analysis Reference	
Other Relevant Information	
	ERT resources available on-site during operations.
Task Specific PPE	
  	Personnel performing carpentry tasks shall be fully inducted, hold the relevant training & competencies to complete the work and adhere to site fitness for work requirements.
Work Instruction is based on working in a controlled environment. If the environment, tools, equipment changes and or a deviation from this Work Instruction, a new JHA must be created and approved by all workers conducting the task.	
Critical (Hazard) Risks	
Ensure controls are in place for critical risks associated with this task. These include:	- Working Alone - Uncontrolled Movement - Heat - Vehicle/Pedestrian Contact - Lifting & moving of loads - Severe Weather
1. PLANNING AND PREPARATION	
1.1 Plan & Prepare for Site	
- Conduct pre-start meeting to discuss tasks, hazards and controls - Wear required site PPE including hard hat, safety glasses, long sleeved high-vis shirt, sleeves down, long pants, high ankle zip and/or laced up steel capped boots, Cut 5 rated safety gloves on person and personal isolation lock - Ensure fundamental stability of vehicle during loading - Ensure all sharp edges are protected and suitable gloves are worn when handling equipment - Secure all loads to vehicle in an approved manner - Coordination for the communication of isolation, commissioning, and testing	



2. GENERAL
2.1 Travel and transport materials around site
- Conduct a Take 5 to identify hazards and controls before commencing travel - Trained, Assessed and Authorised operator of vehicle - Ensure Positive communications when interacting with other equipment - Abide by speed limits and give way to fauna. - All persons must comply with site traffic rules - Drive to conditions - Monitor weather and adhere to VUL-TAR-004-Weather
2.2 Manual Handling
- Risk assess before lifting to assess the weight, shape, size of loads as well as distance loads need to be carried - Use proper lifting techniques, two-person lifts or mechanical aids for heavy items - Appropriate gloves for task
2.3 Work Area Housekeeping
- Maintain cleanliness of worksite - Clean up as the job progresses - Remove all excess material from the worksite - Use correct receptacles for rubbish - Ensure no loose objects are stored/placed where they can fall - Conduct regular inspection/cleanup of work area - Store all materials in an orderly manner - Remove all barricading and signage after job complete - Correct segregation of waste in bins provided
2.3 Working Outdoors
- Ensure regular rest breaks/utilisation of shaded areas provided - Keep hydrated-ensure regular fluid intake - Utilise temporary shades, if needed - Wear hard hat brims, if needed - Use sunscreen SPF 30 and above - Keep alert for snakes, spiders, and other biting insects/fauna. Report to the environmental department - Monitor weather and adhere to VUL-TAR-004-Weather - Apply insect barrier sprays/creams - Maintain correct PPE and wear correctly - Dust suppression as required - If possible, work outside in cooler parts of the day and inside during the hotter parts of the day
2.4 Working Alone
- If working alone, VUL-FRM-19-14- Working Remotely or Alone Permit and complete a JHA - OCE or Supervisor to check in with worker at least every two hours - Handheld radio to be carried by worker at all times - Up to date map of location of person working alone and/or SPOT device or similar



3. ACCESS
3.1 Access the Work Areas
- Spotter to communicate and direct light vehicle operator and control area around plant - Ensure the work access and egress routes are free of obstacles and slip and trip hazards - Set up Entry/Exit point signage and/or barricading for areas of high-risk work areas, if required - Monitor weather and adhere to VUL-TAR-004-Weather
4. CARPENTRY TASKS (Cutting Materials)
4.1 Cutting Materials
- PPE including dust masks (P2), hearing protection, double eye protection and gloves (Cut-5 rated) - Dust extractor, if required - Keep materials clear of cutting work area. - Ensure material secure before cutting. - Have an appropriate fire extinguisher on hand for steel materials being cut - Use a spotter while performing hot works - VUL-FRM-19-05-Hot Work Permit to be completed, when required - Use the appropriate tool for the task being performed, never remove guards, inspect condition/expiry date of cutting or grinding discs and blades - Check tools for faults and that they have been tested and tagged
4.2 Fixing/Fitting Materials including Penetrations
VUL-FRM-19-12-Penetration Excavation Permit to be completed for any penetrations - Prior to any new penetrations into any walls, floors etc, ensure location has no active services - Isolate services as required within the permit. All isolations are to be conducted by a Vulcan electrician. - PPE including dust masks (P2), hearing protection, double eye protection and gloves (Cut-5 rated) - Dust extractor, if required - Correct tool for task. - Keep loose materials clear of work area. - Regular housekeeping and tidy-up of work areas - Button up or tuck in all loose items of clothing when using any power tools with rotating parts - Check tools for faults and that they have been tested and tagged - All personnel are to lock onto electrical hasp for self-isolation. - Survey undertaken of the area for concealed services
5. CLEAN UP WORK AREA
5.1 Clean Work Area and Removal of Equipment
- Regular assessment of ground conditions - Monitor weather and adhere to VUL-TAR-004-TARP-Severe Weather - Maintain communication between personnel and plant - Utilisation of skip bins