








SWP No FOSH-SWP186	Category Manual handling	Date of last review 17/7/2025
Activity / Task / Equipment Erect and maintain fences		

All users MUST review this SWP prior to use to:

- ensure safe practice for operator & equipment; and
- prevent injury to all workers

1) Personal Protective Equipment <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;">  Eyewear </div> <div style="text-align: center;">  Gloves </div> <div style="text-align: center;">  Footwear </div> <div style="text-align: center;">  Clothing </div> </div> <div style="text-align: center; margin-top: 20px;">  Sun / UV </div>	Safety Warnings <i>(Outline warnings e.g., equipment safety warnings or chemical hazard statements)</i> <ul style="list-style-type: none"> • Over-tensioning • Cuts and punctures • Heat stress • Manual handling
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2) Residual Risk Level *(refer to relevant Risk Assessment and CSU risk matrix)*

Low	Medium	High	Very high
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3) Procedure *(Include a description of all steps involved in the performance of the task)*

NOTE: All PPE required must be listed and the minimum PPE for each chemical must be included as per the relevant SDS

Step	Description Task/Activity step	Possible Hazards	Safety Controls
1)	Check the equipment for obvious signs of damage. Equipment may include post driver, posthole borer, shovel, crowbar, wire spinner, wire strainers and fencing pliers.	Damaged equipment may brake or cause injury to the operator.	If damage is evident do not use and advise supervisors or person responsible
2)	Check work area for possible hazards	Electric hazards Bites and stings Tripping hazards	Always dial before you dig to check for presence of buried cables or pipes Always be aware of the potential presence of snakes, ants, bees etc Assess the area for tripping hazards such

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			as holes, sticks etc. Remove hazards if safe to do so.
3)	Transport materials and equipment to the job site	Vehicle safety Manual handling	Always use vehicles in accordance with the CSU driving policy Always use appropriate lifting devices and/or techniques to move heavy objects
4)	Construct/repair fence	Entanglement Trip Hazard Manual handling Splinters and/or lacerations Snap-back of wire breaking under tension Heat stress	When using powered augers or borers, always read and follow relevant SWP & ensure all covers are in place Be aware of post holes, unrolled wire and netting and other potential trip hazards Use mechanical aids where possible (lifting devices, wire spinners etc) to reduce manual handling strain Wear gloves when possible, particularly when handling timber and/or barbed wire Colleagues to be on the strainer post side of the tensioner. Use a strain gauge where possible to avoid over-tensioning, wear safety glasses when straining or cutting strained wire to protect the eyes When working in warm weather, wear appropriate sun protection and keep hydrated
5)	When finished: Leave the work area clean and tidy. Equipment needs to be put back into the designated area.		

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6)			
7)			
8)			
9)			
10)			
11)			
12)			
13)			
14)			

<p>4) Supporting documentation/additional information <i>(include detail or list all attached)</i></p>
<p>5) In the event of Incident or Emergency:</p> <p><i>(outline what steps need to be taken to safety shutdown of stop the activity in the event of an emergency)</i></p> <p>In the event of an injury:</p> <p>Call nearest First Aid Officer and University Security 1800 931 633</p> <p>If ambulance required. Call an ambulance, nearest First Aid Officer and University Security 1800 931 633</p> <p>When safe to do so, lodge incident report on the University's Protecht database and notify the Facility Manager.</p> <ul style="list-style-type: none"> • Access the situation • Remove any possible hazards • Apply First Aid (if qualified) or call 000

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- Report incidents/accidents to facility manager

Equine Centre Senior Technical Officer: Anna Dennis

Technical Manager Animal & Field: Joe Price 0408992119

6) Responsibilities:

The Facility Manager is responsible for:

1. Ensuring all operators are inducted.
2. Identifying the training required.
3. Organising training if required.
4. Ensuring this SWP is reviewed and kept up to date.
5. Maintaining appropriate training records.
6. Organising and monitoring maintenance and repair.
7. Ensuring appropriate PPE is available.

The Users (Academic and Technical Staff) are responsible for:

1. Completing a Facility Induction with the Facility Manager or delegate
2. Being appropriately qualified to work in the Facility.
3. Completing required training and signing training register.
4. Requesting additional training if required.
5. When appropriate being assessed as proficient in a specific task before undertaking the task alone.
6. Reading and agreeing to follow SWP by signing training record.
7. Ensuring nearby personnel are aware of any potential hazards.
8. Academic staff are responsible for the supervision of undergraduate students in their class.
9. Academic staff are responsible for ensuring their research students are appropriately trained and for providing the Facility Manager with signed competencies.
10. Academic staff are responsible for supervising their research students until they are signed off as competent.

Students:

1. Complete a Facility Induction.
2. Complete training as required and signing appropriated training register.
3. Reading and agreeing to follow SWP by signing training record.
4. Not be in the Facility alone unless prior approval has been granted.
5. Follow the instructions of Academic and Technical Staff.

7) References (including manuals, Standards or Acts):

(include any standards, codes of practices or other reference material that has been used in the development of the SWP)

Operator manual for post drivers, augers etc

8) Training Requirements/Competencies:

Only nominated and trained persons are to use this equipment.

Training in accordance with this SWP with guidance from authorised personnel.

Reviewing the SWP with guidance from authorised personnel

9) Engineering Details, Certificates, SafeWork NSW Approvals:

(detail the name and manufacturer of the equipment, and list Work Safe NSW registrations etc where the SWP is for the operation of equipment)

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10)Maintenance Requirements:

(list all maintenance requirements where the SWP is for operation of equipment)

Always have all equipment regularly checked. Fences check regularly

11)Waste Disposal Requirements:

(list all waste disposal requirement – including any special disposal requirement for any equipment)

Dispose of fencing materials to metal waste bins

SWP Assessment Control

Assessed By	Recommended By	Approved By <i>(add digital signature)</i>
 Name: Brianna Thompson Date:30/01/2025	 Name: Date:	  Name: Joe Price Date: 03/03/2025
 Name: Date:	 Name: Date:	  Name: Peter Ryall Date: 17/7/2025

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Risk Ratings Matrix					
Risk Matrix	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
5. Almost Certain	Medium	High	High	Very High	Very High
4. Likely	Medium	Medium	High	High	Very High
3. Possible	Low	Medium	Medium	High	High
2. Unlikely	Low	Low	Medium	Medium	High
1. Rare	Low	Low	Low	Low	Medium

Risk Likelihood Ratings Guide		
Likelihood Rating	Description	Indicative Frequency of Occurrence
5. Almost Certain	The event will occur within the planning period.	Greater than 90% chance of occurring/known to occur every year.
4. Likely	The event is likely to occur within the planning period.	51% to 90% chance of occurring/once every 1-2 years.
3. Possible	The event may occur within the planning period.	30% to 50% chance of occurring/once every 2–3 years.
2. Unlikely	The event is not likely to occur in the planning period.	5% to 30% chance of occurring/once every 3–5 years.
1. Rare	The event will only occur in exceptional circumstances.	Less than 5% chance of occurring/once every 5–10 years.

Risk Appetite - Action Required	
Appetite Level	Action Required
in Risk Appetite	Monitor and continue regular risk assessment processes to ensure that existing controls continue to function effectively.
Approaching Risk Appetite	Increase risk assessment processes and challenge existing controls to ensure they remain effective. Identify further actions that may reduce the risk.
Exceeding Risk Appetite	Implement immediate treatment actions to reduce the risk to within the Risk Appetite level. Report the risk to Senior Management / Portfolio Lead.

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