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<b>Safe Work Method Statement Title</b>		Traffic Control (Working near traffic)		<b>SWMS No. 15</b>					
<b>Company Name:</b> Tree Watch			<b>Authorized and email Signed by the</b> (Managing Director / CEO / Partner / Proprietor) on <b>Date</b> 14/11/2016						
Safe Work Procedure for the Work:- Yes <input type="checkbox"/> No <input type="checkbox"/>		Employees trained and familiar with Tree Watch S W P:- Yes <input type="checkbox"/> No <input type="checkbox"/>							
Names of staff that have read and understand this SWMS: <b>Stephen Bayley, Angus Cullenward, Daniel Bayley, Ashley Morrison, David Smith</b>									
1		2							
3		4							
<b>MSMS</b> Sheets applicable to the work being undertaken		1 3		2 4					
Issue Date: 01/08/2016		Revision Date: 01/08/2016		Revision No:1					
Project Name: Various		Section/Area: Various		Prepared By: Stephen Bayley					
Client: Various		Distribution: Client OH&S Officer / Company Personnel							
<b>Likelihood / Probability - Risk Factors</b>		<b>Consequence - Risk Factors</b>		<b>Risk Assessment</b>					
Very Likely (V)	Probably occur immediately or within a short period of time	Fatality (F)	May cause death or loss of facility	<b>Consequence</b> ↓	<b>Likelihood / Probability</b>				
Likely (L)	Probably occur in time	Major (M)	Severe injury or illness or major property damage		<b>Fatality</b>	<b>H</b>	<b>H</b>	<b>H</b>	<b>M</b>
Unlikely (U)	Could eventually happen	Minor (M)	Minor (usually reversible) injury or illness resulting in days off work or minor property damage		<b>Major (M)</b>	<b>H</b>	<b>H</b>	<b>M</b>	<b>M</b>
Highly Unlikely (H)	Has potential to occur, but probably never will occur	Negligible (N)	Minor injury, possible first aid		<b>Minor (m)</b>	<b>H</b>	<b>M</b>	<b>M</b>	<b>L</b>
<b>Remember to Consider</b> Equipment / Plant / Environment / Worker Competency					<b>Negligible</b>	<b>M</b>	<b>M</b>	<b>L</b>	<b>L</b>
<b>Hierarchy of Control Hierarchy of Control</b>									
<b>1 Elimination</b>	Can the work process, substances or plant creating the hazard be eliminated?								
<b>2 Substitution</b>	Can the work process, substance or plant be substituted for something safer?								
<b>3 Engineering Controls</b>	Means changing process, equipment or tools to minimise the hazard exposure.								
<b>4 Administration Controls</b>	Develop measures to ensure that the work is performed safely through safe work procedures to reduce exposure to hazards.								
<b>5 PPE</b>	Personal protective equipment is the last resort in responding to work place hazards and should be used only as an interim measure.								



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<b>Work Method / Task Description</b> List the tasks required to perform the activity in the sequence in which they occur	<b>Hazards</b> Against each task list the Hazards that could result in injury when the task is performed by the worker	<b>Risk Score</b>	<b>Risk Control Measures</b> List the Control measures required to eliminate or minimize the workers exposure to each identified hazard	<b>Responsible Person</b> with responsibility for control measure implementation
Working outdoors	Personnel are exposed to excessive ultra violet light without adequate protection.	M	<ul style="list-style-type: none"> <li>Suitable clothing, hats, glasses should be used to reduce exposure</li> <li>All employees to apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours</li> </ul>	Supervisor Employee
Manual handling	Excessive manual handling could lead to muscular skeletal injury.	M	<ul style="list-style-type: none"> <li>Use mechanical aids ie forklift</li> <li>Lift with correct posture and do not try to lift something too heavy</li> <li>Request help when lifting heavy loads</li> </ul>	Supervisor Employee
Personal protective equipment required for this activity	Personal injuries	H	<ul style="list-style-type: none"> <li>Hi visibility clothing</li> <li>Safety footwear</li> <li>Safety glasses as required</li> <li>Safety helmet as required</li> <li>Hearing protection as required</li> </ul>	Supervisor Employee
Set up and operate traffic controls	<p>Traffic controller hit by vehicle failing to stop</p> <p>Vehicles approach work site too fast</p> <p>Hit by Flying objects / debris</p>	<p>H</p> <p>H</p> <p>H</p>	<ul style="list-style-type: none"> <li>Signs and traffic controls to Traffic Control Plan must be in place before starting work</li> <li>The Traffic Management Plan to be approved before implementation</li> <li>Signage to be checked before work commences and regularly during the day</li> <li>Checks to be recorded</li> <li>Wear high visibility clothing at all times</li> <li>Wear retro-reflective vests (type D/N) in poor light or at night</li> <li>Position advance warning signs so they are clearly visible</li> <li>Traffic controller is position to be clearly visible, with 150m sight distance and allowing for sun/shade.</li> <li>Escape path available</li> <li>Know the work site, the traffic flow layout</li> </ul> <p>Where &lt; 1.2 m to traffic &amp; no physical barrier to traffic, ensure that:</p> <ul style="list-style-type: none"> <li>40 kph roadwork speed zone installed</li> <li>Look before crossing any roads, tracks or access roads</li> </ul>	Supervisor Employee



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Set up and operate traffic controls	Traffic controller hit by vehicle failing to stop  Vehicles approach work site too fast  Hit by Flying objects / debris	H	<ul style="list-style-type: none"> <li>• Be aware of traffic noise, warning devices, beepers, buzzers etc</li> <li>• Don't anticipate drivers slowing down or sighting the work operations</li> <li>• Stand well back out of the line of travel, where possible, when directing traffic</li> <li>• Don't work alone</li> <li>• Relieve traffic controller every 2 hours if possible to help them remain alert</li> </ul>	Supervisor Employee



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<p>Traffic Control</p>	<p>Traffic controller hit by vehicle failing to stop</p> <p>Vehicles approach work site too fast</p> <p>Hit by Flying objects / debris</p>	<p>H</p> <p>H</p> <p>H</p>	<ul style="list-style-type: none"> <li>• Wear retro-reflective vests (D/N type) when controlling traffic</li> <li>• Ensure 60 kph roadwork speed zone, “Prepare to Stop” sign is in place and</li> <li>• Traffic Controller Ahead sign is in place &amp; located correctly prior to commencing work</li> <li>• Stand where sight distance to oncoming traffic is at least 1.5 metres</li> <li>• Stand where can see end of work and other traffic controller if possible if not use 2-way radio or intermediate traffic controller to relay messages</li> <li>• Stand facing traffic just outside of travel path – do not obstruct view of other signs &amp; devices;</li> <li>• Have a clear escape route available;</li> <li>• Once first vehicle has stopped, change position to be clearly visible to following traffic;</li> <li>• Always stay at head of traffic queue – stand alone – do not leave post unless relieved;</li> <li>• Give definite &amp; clear signals – both hand signals and with stop/slow bat</li> <li>• Stand clear of traffic when allowing it to proceed;</li> <li>• Be courteous at all times when dealing with the public;</li> <li>• Remove or cover Traffic Controller Ahead sign when traffic control discontinued or controllers not on site;</li> <li>• Report irresponsible motorists to supervisor immediately.</li> </ul>	<p>Supervisor Employee</p>
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Work adjacent to traffic	Worker hit by passing traffic  Vehicle travelling through work site too fast	H  H	<ul style="list-style-type: none"> <li>• Traffic controllers must be “Vic Roads or RTA approved”</li> <li>• Use regulatory speed signs to slow traffic</li> <li>• Use paraweb fencing, barrier boards or traffic cones to keep traffic path away from workers</li> <li>• All workers to wear high visibility clothing</li> <li>• If traffic speed &gt; 40kph and workers are within 0.9m of traffic, use rigid traffic barrier as separator</li> <li>• Plant with projections (eg. grader blade) to have fluorescent flag mounted on extremity</li> </ul>	Supervisor Employee
Night operation under traffic control	Traffic accident, vehicle runs over edge of excavation or into parked plant  Inadequate night time visibility	H  H	<ul style="list-style-type: none"> <li>• Set up flashing lights (clean, operational, good batteries) to clearly delineate travel path</li> <li>• Drive through to check effectiveness</li> <li>• Park plant 6m clear of traffic path, or use yellow lamps if plant &lt; 6m</li> <li>• Do not leave plant within 1.2m of traffic path</li> </ul>	Supervisor Employee
<b>Personnel Qualifications and Experience</b>		<b>Personnel Duties and Responsibilities</b>		<b>Training Required to Complete Work</b>
Construction OH&S induction (White Card) Company OH&S induction Site specific induction		Supervisor to carry out daily inspections of work site for hazards.		Supervisor to be appropriately trained, qualified and competent in OH&S.
Trained staff holding appropriate certification for Traffic Control		Personal Protective Equipment (PPE) to be worn at all times on site.		Supervisor to be trained in risk identification risk assessment and risk control
Supervisor must also be aware of hazards associated with traffic control and use and understand hazard control measures.		All personnel to maintain tidy work area on site at all times.		On the job skills training to be conducted by Supervisor to personnel
Barricading to be used as appropriate to protect others from mobile plant and falling into trenches.				
<b>Engineering Details / Certificates / WorkSafe Approvals / Australian Standards</b>			<b>Referenced – Guidance Notes / Regulations / Legislation</b>	
Austroads Guide to Traffic Management AS 1742.Part 3 Manual of Uniform Traffic Control Devices Part 1-15 AS 1743 Road Sign Specifications AS3845 - Road Safety Barrier Systems AS 4602 High Visibility Safety Garments AS 1470 Health and Safety at Work – Principles and Practices Traffic Control Plan			Occupational Health and Safety Act 2004 & all OH&S Acts within other States Occupational Health and Safety Regulations 2007 & all OH&S Regulations within other States OH&S Safety Regulations 2007,Chapter 5 - Part 5.1 Construction OH&S Safety Regulations 2007,Chapter 3 - Part 3.5 Plant OH&S Safety Regulations 2007,Chapter 3 - Part 3.6 High Risk Work Code of Practice for Plant 1995 (Compliance Code)	

<b>Engineering Details / Certificates / WorkSafe Approvals / Australian Standards</b>	<b>Referenced – Guidance Notes / Regulations / Legislation</b>
	OH&S Regulations 2007 Chapter 3 Physical Hazards Part 3.1 Manual Handling Code of Practice for Manual Handling (Compliance Code)



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Plant / Equipment		Maintenance Checks	
		Signage to be checked before work commences and regularly during the day Checks to be recorded Plant Operations, Servicing & Maintenance Daily inspection of Plant Inspection, Maintenance, Servicing & Repair of Plant	
<b>Responsible Person (Supervisor Foreman)</b>	<b>Name: Various</b>		



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The persons (employees, subcontractors and others) that have signed below:

1. been involved in the hazard/risk assessment and the determination of the hazard/risk controls applicable to their tasks, duties and responsibilities
2. had all hazards and risk controls have been communicated to them
3. and are fully aware of and understand the hazards/risks and safety risk controls and rules required
4. agreed to all the hazard/risk controls
5. agreed to and understand their Duty of Care to themselves and others
6. *agreed that they are the person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools.*

*Print name clearly date a sign here:*

**If any unforeseen circumstances should arise and 100% compliance with this Safe Work Method Statement is not possible work is to cease until the Safe Work Method Statement is reviewed.**

**Note; All personnel must be inducted into the above Safe Work Method Statement via a toolbox meeting with their acknowledgment signatures of being inducted on it prior to work commencing.**