

Safe Work Method Statement



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Safe Work Method Statement Title		Working Near Roads and Traffic			SWMS No. 18				
		Authorized and email Signed by the (Managing Director / CEO / Partner / Proprietor) on Date 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: Stephen Bayley, Angus Cullenward, Daniel Bayley, Ashley Morrison, David Smith									
1		2		3		4			
MSDS Sheets applicable to the work being undertaken		1 3		2 4					
Issue Date: 14/11/2016			Revision Date: 01/08/2016		Revision No: 1		Prepared By: Stephen Bayley		
Project Name: Various			Section/Area: Various			Project Manager: Various			
Client: Various				Distribution: Client OH&S Officer / Company Personnel					
Likelihood / Probability - Risk Factors		Consequence - Risk Factors			Risk Assessment				
Very Likely (V)	Probably occur immediately or within a short period of time	Fatality (F)	May cause death or loss of facility		Consequence ↓	Likelihood / Probability			
						V	L	U	H
Likely (L)	Probably occur in time	Major (M)	Severe injury or illness or major property damage		Fatality	H	H	H	M
Unlikely (U)	Could eventually happen	Minor (M)	Minor (usually reversible) injury or illness resulting in days off work or minor property damage		Major (M)	H	H	M	M
Highly Unlikely (H)	Has potential to occur, but probably never will occur	Negligible (N)	Minor injury, possible first aid		Minor (m)	H	M	M	L
Remember to Consider Equipment / Plant / Environment / Worker Competency					Negligible	M	M	L	L
Hierarchy of Control Hierarchy of Control									
1 Elimination	Can the work process, substances or plant creating the hazard be eliminated?								
2 Substitution	Can the work process, substance or plant be substituted for something safer?								
3 Engineering Controls	Means changing process, equipment or tools to minimise the hazard exposure.								
4 Administration Controls	Develop measures to ensure that the work is performed safely through safe work procedures to reduce exposure to hazards.								
5 PPE	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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Work Method / Task Description List the tasks required to perform the activity in the sequence in which they occur	Hazards Against each task list the Hazards that could result in injury when the task is performed by the worker	Risk Score	Risk Control Measures List the Control measures required to eliminate or minimize the workers exposure to each identified hazard	Responsible Person 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"> • Suitable clothing, hats, glasses should be used to reduce exposure • All employees to apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours 	Supervisor Employee
Manual handling	Excessive manual handling could lead to muscular skeletal injury.	M	<ul style="list-style-type: none"> • Use mechanical aids ie forklift • Lift with correct posture and do not try to lift something too heavy • Request help when lifting heavy loads 	Supervisor Employee
Personal protective equipment required for this activity	Personal injuries	H	<ul style="list-style-type: none"> • Hi visibility clothing • Safety footwear • Safety glasses as required • Safety helmet as required • Hearing protection as required 	Supervisor Employee
Planning the work	Personal injuries Injury from mobile plant, traffic Injury to pedestrians Injury to site personnel	M	<ul style="list-style-type: none"> • Survey the site to determine equipment, personnel, PPE and signage requirements 	Principal Contractor and Site Supervisor Employee
Prior to work commencing	Distance between traffic and workers High volumes of traffic Motorists approaching at high speed Approach vehicle sight distance Potential queue lengths Visibility, shade, light glare at different times of day	H H H H H	<ul style="list-style-type: none"> • Define the work area. • The Traffic Management Plan to be approved before work commences • Traffic Management Plan to be approved before implementation • Traffic control only by approved personnel • Road work signage will be erected prior to work commencing • Ensure signage, including speed restriction, is appropriate to the work being undertaken. • All signage will be in accordance with AS 1742.3 • Signage to be checked before work commences and regularly during the day • Checks to be recorded 	Principal Contractor and Site Supervisor Employee

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	Impact of pedestrians, cyclists and public transport	M		
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Prior to work commencing	People working within the deflection zone of temporary safety barriers	H	<ul style="list-style-type: none"> If road closures are essential indicate alternate routes or minimize closure times. Signage indicating alternate routes. Barricading for open trenches and protection from mobile plant and traffic. Ensure no trip, slip hazards exist. 	Principal Contractor Site Supervisor Employee	
	Unauthorized people entering the worksite	H			
	Injury to site personnel	H			
Commencement of work	Injury from mobile plant and vehicular traffic impact	H	<ul style="list-style-type: none"> Ensure that signage is in place and has not been misappropriated. If using Traffic Controllers ensure that only accredited controllers are used. 	Principal Contractor Site Supervisor Plant operators Employee	
	Injury to site personnel	H			<ul style="list-style-type: none"> Workers safe access to and egress from the worksite. All mobile plant is to undergo a daily pre-operational checks
During work	Injury from mobile plant and vehicular traffic impact	H	<ul style="list-style-type: none"> Work zones to be delineated in accordance with Traffic Management Plan Pre start meetings to be held to ensure all workers are aware of control measures All workers to remain within the work zone, unless otherwise directed by Traffic Controllers Ensure that all workers are aware of vehicles inside and outside the worksite. All vehicles to be maintained and safety devices working effectively. 	Principal Contractor Site Supervisor Plant operators Employee	
	Missing or ineffective signage.	H			<ul style="list-style-type: none"> Signs and devices shall be regularly checked and maintained in a satisfactory condition.
	Injury from falling into trenches	H			<ul style="list-style-type: none"> Trenches over a depth of 1 m are required to be barricaded, unless not practicable.

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	Injury from trench collapse		<ul style="list-style-type: none"> Trenches with a depth of more than 1.5 m are required to have shoring or shielding. 	
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During work	Injury from overhead services	H	<ul style="list-style-type: none"> Maintain exclusion zone at all times and when applicable the use of a spotter is recommended. 	Principal Contractor Site Supervisor Plant operators Employee
	Injury from underground services	H	<ul style="list-style-type: none"> All underground services are to be located prior to the commencing work. 	
Night work	Injury from mobile plant and vehicular traffic impact	H	<ul style="list-style-type: none"> Traffic Management Plan to be reviewed and approved Site supervisor to check on location of staff constantly and take appropriate action Ensure that signage is in place, has not been misappropriated and is suited to the conditions. PPE to be appropriate to the tasks being undertaken, at night or in low light conditions personnel are to wear fluorescent, retro reflective clothing, including vests and gaiters. If using Traffic controllers ensure that only accredited controllers are used. 	Principal Contractor Site Supervisor
	Injury from slips, trips & falls	H	<ul style="list-style-type: none"> Remove trip hazards and sign or barricade any slip hazards that cannot be eliminated. 	
Completion of work	Injury from mobile plant and vehicular traffic impact	H	<ul style="list-style-type: none"> Special attention is required at the completion of the work to ensure that concentration does not lapse and personnel lose site of vehicles and mobile plant both within and outside of their work area. 	Principal Contractor Site Supervisor
	Signage	M	<ul style="list-style-type: none"> Signs and devices shall be removed from a worksite as soon as practicable. Appropriate signs should remain in place until all work has been completed Records shall be kept of all work's signing and delineation 	
Personnel Qualifications and Experience		Personnel Duties and Responsibilities		Training Required to Complete Work
Construction OH&S induction (White Card) Company OH&S induction		Supervisor to carry out daily inspections of work site for hazards.		Supervisor to be appropriately trained, qualified and competent in OH&S.

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Site specific induction	Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be trained in risk identification risk assessment and risk control
Trained Spotters are to be used for operations near electrical conductors	All personnel to maintain tidy work area on site at all times.	On the job skills training to be conducted by Supervisor to personnel

Personnel Qualifications and Experience	Personnel Duties and Responsibilities	Training Required to Complete Work	
Trained staff holding appropriate certification for Traffic Control	Barricading to be used as appropriate to protect others from mobile plant and falling into trenches.	Supervisor must also be aware of hazards associated with traffic control and use and understand hazard control measures.	
Engineering Details / Certificates / WorkSafe Approvals / Australian Standards		Referenced – Guidance Notes / Legislation / Regulations	
AS 4602 "High Visibility Safety Garments" AS 1742.3-2002 Manual of uniform traffic control devices – Traffic control devices for works on roads AS 1742.2-1994 Manual of uniform traffic control devices – Traffic control devices for general use AS 1742.10-1990 Manual of uniform traffic control devices – Pedestrian control and protection AS 1470 Health and Safety at Work – Principles and Practices		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 3 - Part 3.5 Plant OH&S Safety Regulations 2007, Chapter 3 - Part 3.6 High Risk Work OH&S Safety Regulations 2007, Chapter 3 - Part 3.1 Manual Handling Code of Practice for Plant 1995 (Compliance Code)	
Responsible Person (Supervisor Foreman)	Name: Various		



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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 personal 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.

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