

Working on Roads | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Working on Roads

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| Business Name: Coastal Hire And Sales Pty Ltd | ABN: 70114481408 | SWMS# |
| Business Address: | | |
| Contact Person: Branch manager | Phone: | Email: |

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

| | | |
|------------|--------|-------|
| Full Name: | | |
| Signature: | Title: | Date: |

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

| | | |
|------------|--------|--------|
| Full Name: | Title: | Phone: |
|------------|--------|--------|

| ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED | NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS | | |
|---|---|-----------|------|
| | NAME | SIGNATURE | DATE |
| Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard. | | | |
| If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity. | | | |
| Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel. | | | |
| | | | |

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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| Client: | SCOPE OF WORKS |
| Project Name: | Provide a detailed description of the specific work being carried out (otherwise known as a scope of works). |
| Project Address: | |
| Project Manager: | |
| Contact Phone: | |
| Project Manager Signature: | |
| Date SWMS supplied to Project Manager: | |

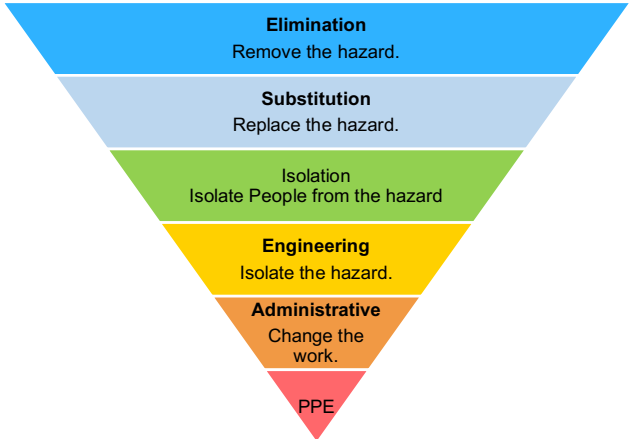
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

| | |
|---|---|
| <input type="checkbox"/> involves a risk of a person falling more than 2 meters. | <input type="checkbox"/> is carried out on or near pressurised gas mains or piping. |
| <input type="checkbox"/> is carried out on a telecommunication tower. | <input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines. |
| <input type="checkbox"/> involves demolition of an element of a structure that is load-bearing. | <input type="checkbox"/> is carried out on or near energised electrical installations or services. |
| <input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure. | <input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere. |
| <input type="checkbox"/> involves, or is likely to involve, disturbing asbestos. | <input type="checkbox"/> involves tilt-up or precast concrete. |
| <input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse. | <input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor. |
| <input type="checkbox"/> is carried out in or near a confined space. | <input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant. |
| <input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives. | <input type="checkbox"/> is carried out in areas with artificial extremes of temperature. |
| <input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning. | <input type="checkbox"/> involves diving work. |

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

| | | | | | | | |
|---------------------------------------|---------------------------------------|---|------------------------------------|---|--|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Forklift | <input type="checkbox"/> Crane/s | <input type="checkbox"/> Hoist/s | <input type="checkbox"/> Excavator | <input type="checkbox"/> Backhoe/Loader | <input type="checkbox"/> Boom Lift | <input type="checkbox"/> EWP | <input type="checkbox"/> Genie Lift |
| <input type="checkbox"/> Trencher | <input type="checkbox"/> Drilling Rig | <input type="checkbox"/> Trucks | <input type="checkbox"/> Formwork | <input type="checkbox"/> Bobcat | <input type="checkbox"/> Flammable Gas | <input type="checkbox"/> Fuel | <input type="checkbox"/> Dozer |
| <input type="checkbox"/> High Voltage | <input type="checkbox"/> Mulcher | <input type="checkbox"/> Tilt-up Panels | <input type="checkbox"/> Roller | <input type="checkbox"/> Scissor Lift | <input type="checkbox"/> Tractor | <input type="checkbox"/> Other - | |

RISK MATRIX

| LIKELIHOOD | INSIGNIFICANT | MINOR | MODERATE | MAJOR | CATASTROPHIC | SCORE | ACTION | HEIRARCHY OF CONTROLS |
|--|---------------|---------------|---------------|------------|--------------|----------------|-----------------------------------|--|
| ALMOST CERTAIN | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4 ACUTE | SCORE | ACTION |  <p>Elimination Remove the hazard.</p> <p>Substitution Replace the hazard.</p> <p>Isolation Isolate People from the hazard</p> <p>Engineering Isolate the hazard.</p> <p>Administrative Change the work.</p> <p>PPE</p> |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCEED | |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review before work starts. | |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 2M MODERATE | Ensure control measures in place. | |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | 1L LOW | Monitor and keep records. | |
| <p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p> | | | | | | | | |

PERSONAL PROTECTIVE EQUIPMENT (PPE)

| FOOT PROTECTION | HAND PROTECTION | HEAD PROTECTION | HEARING PROTECTION | EYE PROTECTION | RESPIRATORY PROTECTION | FACE PROTECTION | HIGH-VIS CLOTHING | PROTECTIVE CLOTHING | FALL PROTECTION | SUN PROTECTION | HAIR/JEWELLERY SECURED |
|--|--|--|--|--|---|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and,
3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|--------------------------|--|--------------|--|---------------|--------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| 1. Preparation | Slips, trips and falls, Struck by moving vehicles | 2M | <ul style="list-style-type: none"> - Clearly mark and designate work areas to separate workers from moving vehicles and minimise the risk of being struck. - Install temporary traffic control devices (such as cones, barriers or signs) to direct traffic and reduce vehicle speeds around the work zone. - Establish a clear and effective communication system between team members and traffic controllers using hand signals, radios or other methods to ensure safe coordination. - Implement training programs for all personnel involved in the work activity to educate them about potential hazards and necessary safety precautions, such as appropriate PPE usage and proper equipment handling procedures. - Regularly inspect and maintain work surfaces to identify and address any hazards, including uneven surfaces, debris, or slippery conditions that could lead to slips, trips and falls. - Provide suitable Personal Protective Equipment (PPE), such as high visibility vests, gloves and slip-resistant footwear, to reduce the risk of accidents and injuries. - Develop an Emergency Response Plan (ERP) detailing procedures for managing incidents, including traffic accidents and worker injuries, and ensuring prompt medical assistance if needed. - Require all employees to follow established protocols and conduct thorough pre-task risk assessments to identify and mitigate potential hazards before commencing work. - Implement strict disciplinary measures to discourage non-compliant behaviour, such as disregarding safety guidelines or engaging in unsafe practices while on the job. - Conduct regular monitoring and audits to ensure ongoing compliance with Workplace Health & Safety regulations and confirm the effectiveness of implemented control measures in reducing risks associated with working on roads. | 1L | |
| 2. Traffic Control Setup | Incorrect signage placement, Collisions between vehicles | 3H | <ul style="list-style-type: none"> - Proper Traffic Control Training: Ensure that all traffic control personnel have received adequate training in traffic management and understand the relevant rules and regulations for working on roads. - Pre-Work Site Inspection: Conduct a site inspection before commencing work to identify any potential hazards, such as road conditions or obstructions, which may impact the placement of signage or contribute to collisions between vehicles. - Use Appropriate Signage: Select and use the appropriate signage to effectively convey information and warnings to drivers. This includes signs such as speed limits, roadwork ahead, lane closures, detour direction, etc. | 2M | |

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| | | | <ul style="list-style-type: none"> - Signage Visibility: Place signs in locations that are easily visible to oncoming traffic, with enough lead time for them to react. Ensure that signs are not obscured by other structures, vegetation, or parked vehicles. - Regular Maintenance and Inspection of Signs: To ensure ongoing effectiveness, periodically check and maintain signs, replacing any damaged or worn-out signs as required. - Implement Vehicle Speed Limit Restrictions: Introduce temporary speed limits within the work zone to minimise the risk of high-speed collisions between vehicles. - Clear Communication Between Workers: Establish clear lines of communication between traffic controllers and other members of the work team using radios or hand signals to coordinate activities and anticipate changes to traffic patterns. - Barriers and Cones: Utilise barriers and traffic cones to create a physical barrier between traffic and workers, guiding vehicles around the work area smoothly and reducing the risk of collisions. - Adequate Lighting and PPE: For work conducted during low visibility hours or night-time operations, use adequate lighting at the site to illuminate signs and provide workers with high visibility personal protective equipment (PPE). - Monitor and Revise Traffic Management Plan: Regularly assess the effectiveness of the current traffic control measures and make adjustments as needed to improve safety and efficiency on-site. This may involve repositioning signage, adjusting staffing levels or altering traffic flow patterns. | | |
| 3. Site Inspection | Exposure to hazardous materials, Unprotected excavation edges | 3H | <ul style="list-style-type: none"> - Conduct a thorough site inspection before commencing work to identify potential hazards, including hazardous materials and unprotected excavation edges, and establish necessary control measures. - Develop and implement a comprehensive Hazardous Materials Management Plan to handle, store, and dispose of any hazardous materials encountered on the site safely and responsibly. - Clearly mark all areas with hazardous materials, using appropriate signage and barricades, to prevent unauthorised access. - Provide adequate training and information about the hazardous materials present at the worksite, their risks, and the control measures to be followed by all employees and subcontractors involved in the project. - Implement regular monitoring and inspections to detect any potential changes in the status of hazardous materials and/or excavation boundaries, ensuring that all control measures remain effective throughout the project. - Install trench support systems like shoring or benching along excavations edges to prevent cave-ins, safeguard workers within the trench, and protect nearby structures from collapse. | 1L | |

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| | | | <ul style="list-style-type: none"> - Establish designated walkways or platforms for workers around unprotected excavation edges, ensuring they have adequate width, proper fall protection, and are well maintained and clearly marked. - Develop and enforce a strict Personal Protective Equipment (PPE) policy for all workers, requiring appropriate PPE such as hi-vis vests, steel-toed boots, gloves, safety glasses, and hard hats to be worn while working on-site. - Maintain easy access to emergency response equipment like first aid kits, fire extinguishers, spill kits, and eyewash stations at strategic locations across the worksite, ensuring all staff are trained in their use. - Regularly review and update risk assessments and Safe Work Method Statements (SWMS), considering new potential hazards and modifying control measures as required, ensuring the continued safety and well-being of workers on the road construction project. | | |
| 4. Equipment Installation | Falls from height, Inappropriate use of tools | 2M | <ul style="list-style-type: none"> - Proper Training and Inductions: Ensure all workers involved in equipment installation are appropriately trained and have undergone site-specific inductions. This will help them understand the potential hazards involved and the correct way to minimise these risks. - Fall Prevention Systems: Implement fall protection measures such as guardrails, barriers, and safety nets to prevent falls from height during equipment installation. - Personal Protective Equipment (PPE): Provide appropriate PPE for workers, including safety harnesses, helmets, gloves, and high-visibility vests, to protect against potential hazards associated with falls and using tools. - Inspection of Tools and Equipment: Regularly inspect and maintain tools and equipment to ensure they are in good working condition, suitable for the task, and free from defects that may lead to accidents. - Safe Work Method Statements (SWMS): Develop and follow SWMS to ensure consistency in safe work practices and to reduce risks associated with equipment installation. - Traffic Management: Implement effective traffic control measures at the worksite, including signage, barriers, and cones, to manage the flow of vehicles and pedestrians and to keep workers safe during equipment installation on roads. - Accessible and Well-Maintained Work Areas: Maintain clean and clutter-free work areas with adequate access points to minimise the risk of trips, slips, and falls during equipment installation. - Effective Communication: Establish clear communication channels among the team, including regular toolbox talks, to share information about potential hazards, control measures, and any changes in the work environment or tasks. - Adequate Supervision: Ensure adequate supervision of workers by experienced personnel, particularly when handling tools, to ensure correct use and adherence to safety procedures. | 1L | |

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| | | | <ul style="list-style-type: none"> - Emergency Procedures: Have a clearly defined emergency response plan in place, including first aid facilities and relevant contact information, in case of an accident or injury during equipment installation. - Correct Tool Usage: Train workers on the appropriate selection and correct usage of tools for each task to miniimise the risk of injury from inappropriate use or accidents. - Fatigue Management: Monitor work schedules and tasks to ensure workers are not overexerting themselves, and provide appropriate breaks to prevent fatigue-related hazards during equipment installation activities. | | |
| 5. Material Handling | Manual handling injuries, Struck by falling objects | 3H | <ul style="list-style-type: none"> - Training and Induction: Ensure all personnel involved in materials handling have undergone proper training on safe manual handling techniques and the use of mechanical aids. - Pre-start Checks: Conduct a thorough inspection of the work area, equipment, and materials to identify any potential hazards such as loose or unstable objects that may cause falling or injuries. - Personal Protective Equipment (PPE): Provide workers with appropriate PPE including high-visibility clothing, steel-toed boots, gloves, and hard hats while working around heavy materials and equipment. - Use of Mechanical Aids: Encourage the use of mechanical aids such as trolleys, conveyors, or forklifts when handling large or heavy objects to miniimise manual handling risks. - Work Area Housekeeping: Regularly maintain and clean the work area to prevent trip hazards and ensure an obstruction-free environment for material handling activities. - Safe Lifting Techniques: Reinforce the importance of using safe lifting and handling techniques, encouraging workers to lift with their legs and not their back, avoid twisting, and seek assistance when needed. - Load Limits and Warning Signs: Clearly display load limits on storage racks, shelves, and equipment to prevent overloading, which could lead to falling objects or equipment damage. - Secure Storage: Store materials on stable surfaces and ensure they are appropriately secured or restrained to prevent them from falling onto workers or causing obstructions in walkways. - Clear Communication: Establish clear communication protocols among work teams, particularly between forklift or machinery operators and workers on foot, to avoid accidents and collisions. - Traffic Management: Implement traffic management plans that outline speed limits, designated routes, and parking areas to regulate the movement of vehicles, machines, and pedestrians within the worksite. | 2M | |

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| | | | <ul style="list-style-type: none"> - Emergency Procedures: Develop and regularly review emergency procedures related to material handling, such as rescue plans and first aid measures. Ensure all staff is familiar with these procedures and provide regular refresher training. - Continuous Review and Improvement: Regularly review and adjust the safe work method statement based on feedback from workers, past incidents, and best practices to ensure effective control measures are in place for material handling hazards. | | |
| 6. Excavation Work | Contact with utilities, Collapse of unsupported excavation | 4A | <ul style="list-style-type: none"> - Obtain utility drawings and service information for the area prior to commencing excavation work to identify any potential conflicts with existing utilities. - Utilise underground utility locating services and ground-penetrating radar (GPR) equipment, as necessary, to establish precise locations of underground utilities before digging. - Clearly mark the location of any utilities that will be near or within the excavation zone using spray paint, flags, or other visible indicators. - Conduct a toolbox talk with all personnel involved in the excavation process to ensure they are aware of the locations of underground utilities and the hazards associated with striking them. - Provide proper training on the use of hand tools and mechanical equipment involved in excavations to reduce the chance of accidental utility contact. - Ensure workers maintain a safe distance from the edge of the excavated area to prevent collapse or accidental falls into the excavation. - Implement shoring, benching, or sloping techniques to provide adequate support and stability to the sides of the excavation, based on soil type and local regulations. - Install appropriate temporary fencing, barriers, or guardrails around the excavation site to create a safe exclusion zone to protect both workers and passers-by from potential hazards. - Establish an emergency response plan detailing appropriate procedures for rescuing fallen or trapped workers in the event of a cave-in or collapse. - Monitor weather conditions closely, paying particular attention to heavy rainfall events, which can increase the risk of an excavation collapse due to saturation of the surrounding soil. - Inspect the excavation daily and after any significant changes in conditions, such as heavy rain or nearby construction, to assess its integrity and make any adjustments to the support methods as needed. - Ensure backfilling and compaction of excavated areas are done in alignment with local regulations and engineering standards to prevent future settlement and collapse concerns. | 2M | |
| 7. Utility Relocation | Exposure to live electricity, Gas leaks | 3H | | 1L | |

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| | | | <ul style="list-style-type: none"> - Conduct thorough risk assessments and create Safe Work Method Statements (SWMS) before commencing any utility relocation tasks. - Ensure all workers involved in utility relocation have received appropriate training and hold relevant licenses, such as for working with electricity, gas, and other hazardous substances. - Develop and implement a worksite-specific isolation plan to identify existing utilities, including disconnecting or de-energising electrical services and shutting down gas lines to minimise the risk of exposure to live electricity or gas leaks during the relocation process. - Contact utility companies well in advance of project commencement to coordinate any necessary shutdowns or service disconnections. - Clearly mark and label obvious locations where utilities will be exposed or relocated to minimise accidental tampering that could cause injury or disruption. - Use appropriate personal protective equipment (PPE) when relocating utilities, including insulated gloves and clothing for handling live electricity and breathing apparatuses for potential gas leak exposure. - Install secure barriers around the work area to prevent unauthorised access by pedestrians, vehicles, and other workers who are not directly involved in the utility relocation. - Schedule utility relocation work during times of low traffic volume (e.g., overnight, weekends) to minimise the potential for accidents involving pedestrians or motorists. - Always follow established procedures for excavation and trenching, being particularly cautious when digging near known utility assets to ensure no unintended damage is caused. - Utilise proper tools and equipment specifically designed and rated for utility relocation work, especially when dealing with live electrical cables or potentially hazardous gases. - Establish clear communication protocols that involve all members of the utility relocation team, and hold regular safety briefings to discuss changes in hazards, controls, and emergency response plans. - Continuously monitor the work site for any signs of changed conditions, such as unexpected exposure to live electrical elements or indications of gas leaks. If needed, immediately halt operations until hazards have been adequately addressed. - Conduct regular safety audits and inspections, analysing any near-misses or incidents to identify opportunities for improving utility relocation processes in the future. | | |
| 8. Concrete Pouring | Chemical burns from wet concrete, Poor air quality | 2M | <ul style="list-style-type: none"> - Proper training and guidance: Ensure that workers are trained and aware of the potential hazards associated with concrete pouring, as well as the proper techniques for handling and pouring concrete. | 1L | |

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| | | | <ul style="list-style-type: none"> - Personal protective equipment (PPE): Workers should wear appropriate PPE during concrete pouring, including long sleeves, gloves, eye protection, and respirators, if necessary, to protect against chemical burns and poor air quality. - Skin protection: Use skin barrier creams or specific balms on exposed skin areas to create a barrier between the skin and any wet cement present. - Ventilation & filtration systems: Implement sufficient ventilation and filtration systems to filter out contaminants and maintain proper air quality levels to minimise respiratory issues. - Material handling equipment: Utilise appropriate equipment such as wheelbarrows, conveyors, and pumping systems to move the concrete, reducing direct contact with wet concrete and minimising the risks of chemical burns and other injuries. - Emergency response plan: Establish a clear emergency response plan in case of chemical exposure, poor air quality, or accidents, and ensure all employees are familiar with it. - Safe work procedures: Enforce safe work procedures and practices during concrete pouring, such as not allowing workers to stand in wet concrete or using tools rather than hands where possible. - First aid resources: Make sure equipped first-aid kits are readily available onsite and that workers know their locations and how to access them. - Regular inspections: Conduct regular inspections of the worksite to identify potential hazards and address them promptly before they escalate into hazardous situations. - Hydration and rest breaks: Encourage frequent hydration and rest breaks for workers, particularly during hot weather, to reduce heat stress and potential exposure to hazardous chemicals. - Traffic management plans: Implement traffic management plans to separate workers from adjacent roads, reduce speed limits around the worksite, and use signage and devices to alert road users of the ongoing construction activities. - Monitoring and supervision: Ensure proper monitoring and supervision of workers during concrete pouring operations, ensuring that they follow established guidelines, practices, and procedures. - Spill containment: Put in place spill containment measures, such as bunds, sumps, and absorption materials, to minimise environmental and health risks associated with accidental spills or leakages of wet concrete. | | |
| 9. Road Resurfacing | Hot material burns, Ineffective compaction | 3H | <ul style="list-style-type: none"> - Proper PPE: Ensure that all workers engaged in road resurfacing tasks wear appropriate personal protective equipment (PPE), including high-visibility clothing, gloves, long-sleeved shirts, and pants covering the entire leg to minimise the risk of burns from hot materials. | 1L | |

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| | | | <ul style="list-style-type: none"> - Material Handling Training: Provide all workers involved in the handling of hot materials with proper training on safe methods for handling, transportation, and storage to prevent injuries and burns. - Equipment Inspection: Regularly inspect and maintain all equipment used in road resurfacing operations to ensure it is operating safely and effectively, reducing the risk of accidental exposure to hot materials. - First Aid Provision: Make sure a fully stocked first aid kit is accessible at the worksite, and that workers are trained in first aid procedures relevant to the hazards present, such as treating burns. - Safe Work Area Designation: Clearly mark designated work areas to separate workers handling hot materials from other activities and traffic, reducing the likelihood of accidents or injuries due to misplaced equipment or materials. - Material Temperature Monitoring: Regularly check and document the temperature of hot resurfacing materials throughout the job to ensure they remain within acceptable limits for safe application and compaction. - Compaction Equipment Training: Provide comprehensive training to workers using compaction equipment, focusing on proper technique and safety measures, to ensure effective and safe compaction of resurfaced roads. - Supervision: Assign a competent supervisor to oversee the road resurfacing process, ensuring compliance with safety guidelines, proper material handling, and suitable compaction practices. - Procedure Documentation: Develop detailed Standard Operating Procedures (SOPs) for road resurfacing which outline all necessary precautions and safety measures that must be followed to minimise the risks associated with this task. - Pre-Job Briefings: Conduct pre-job briefings with workers involved in road resurfacing to reinforce safety guidelines, clarify the scope of work, and establish communication channels for reporting hazards and incidents. - Contingency Planning: Develop contingency plans to address potential emergencies that may arise during road resurfacing operations, such as equipment failure, severe weather, or accidental exposure to hot materials. - Limit Worker Fatigue: Implement a work schedule that allows for adequate breaks and rest periods for road resurfacing crew members, reducing the likelihood of accidents due to worker fatigue. - Post-Job Review: Upon completion of road resurfacing tasks, conduct a post-job review to identify areas for improvement in safety procedures, materials handling, equipment usage, and worker training, helping prevent future incidents. | | |
| 10. Line Marking | Incorrect line markings, Exposure to fumes | 2M | <ul style="list-style-type: none"> - Training and supervision: Ensure all workers involved in line marking tasks have received appropriate training on techniques, equipment, and safety procedures. Supervise workers to ensure adherence to safety guidelines. | 1L | |

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| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | <ul style="list-style-type: none"> - Planning and communication: Develop a detailed work plan that outlines the specific tasks, responsibilities, and safety measures for line marking activities. Communicate the plan to all team members and stakeholders. - Risk assessment: Conduct regular risk assessments to identify potential hazards and risks associated with line marking. Implement appropriate control measures to mitigate these risks. - Personal protective equipment (PPE): Require workers to wear appropriate PPE such as high-visibility vests, gloves, safety boots, and respiratory protection when working with hazardous fumes. - Traffic control: Implement effective traffic management controls including signage, barriers, and flaggers to alert drivers of ongoing line marking activities and minimise the risk of accidents. - Equipment maintenance and inspection: Regularly inspect and maintain line marking equipment to ensure it is in safe working condition and complies with relevant standards. - Ventilation: Provide adequate ventilation in confined spaces or areas with poor airflow to minimise exposure to fumes. Consider using low-emission paints and materials to reduce harmful emissions. - Emergency response plan: Develop and communicate an emergency response plan for potential incidents related to line marking activities. This should include procedures for first aid, chemical spills, and fire hazards. - Clear workspace: Keep the workspace clean, organised, and free from clutter to minimise the risk of accidents and improper line markings. - Use of high-quality materials: Use high-quality, compatible paints and materials to ensure correct and long-lasting line markings. - Proper disposal of waste material: Follow environmentally friendly practices for disposing of used paint and other waste materials generated during line marking activities. - Regular breaks for workers: Encourage workers to take regular scheduled breaks, allowing them to rest and minimise the risk of fatigue-related errors. - Continuous improvement: Monitor and evaluate line marking processes regularly to identify areas for improvement. Encourage workers to report any concerns or suggestions for improving safety or efficiency in the workplace. | | |
| 11. Sign Installation | Struck by falling signs, Inadequate fixings | 3H | <ul style="list-style-type: none"> - Ensure a thorough risk assessment is conducted prior to sign installation, identifying all potential hazards. - Provide appropriate training and instructions to the workers involved in sign installation, including safe work procedures and the proper use of equipment. - Utilise appropriate personal protective equipment (PPE), such as hard hats, high visibility vests, and safety footwear for all workers involved in the task. | 1L | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|------------------------------|--|--------------|---|---------------|--------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | <ul style="list-style-type: none"> - Implement traffic control measures to ensure the safety of both workers and passing motorists, including road signs, cones, barriers, and flaggers if required. - Establish a designated drop zone or exclusion area beneath the sign installation area to prevent unauthorised access and reduce the risk of injury from falling signs. - Inspect all fixings, brackets, and other installation materials prior to use, ensuring they are suitable for the specific sign and environmental conditions. - Confirm the stability of the supporting structure or pole prior to sign installation, ensuring it can adequately support the weight and wind loads of the sign. - Use appropriate installation tools and equipment, such as ladders or elevated work platforms, that have been inspected and maintained in accordance with the manufacturer's guidelines. - Implement a 'buddy system' for the installation process, with one worker responsible for securing the sign while another assists and monitors for any hazards, such as falling signs or inadequate fixings. - Securely fasten the sign using the proper fixings, ensuring it is flush with the supporting structure and has even tension across all fixing points. - Double check all fixings after installation to ensure they are secure, with regular inspections scheduled throughout the life of the sign to monitor for any loosening or degradation. - Maintain clear communication between workers during the installation process to report any issues or hazards, such as unstable structures or loose fixings. - Develop an emergency response plan for handling any incidents that may occur during sign installation, such as injuries from falling signs or equipment malfunctions, ensuring all workers are aware of this plan. - Regularly review and update the SWMS to incorporate any changes in legislation or best practice guidelines, as well as reflecting any lessons learned from previous sign installations to continually improve safety measures. | | |
| 12. Cleanup & Demobilization | Spills and leaks, Ineffective waste management | 3H | <ul style="list-style-type: none"> - Regular inspection and maintenance of equipment and vehicles to prevent leaks and spills during cleanup and demobilization. - Use of spill kits, absorbent materials and containment barriers in strategic locations to address any accidental spills or leaks promptly. - Training workers on proper handling of hazardous substances, waste disposal procedures, and reporting of spills or leaks. - Ensuring clearly marked and segregated storage areas for different types of waste (i.e., general, hazardous, recyclable) generated during the work process. - Implementing documented waste management plans that outline specific procedures, responsibilities, and disposal methods for various types of waste. | 2M | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---------------------|------------------------|--------------|---|---------------|--------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | <ul style="list-style-type: none"> - Establishing designated waste collection points to ensure effective waste segregation and facilitate efficient disposal processes. - Periodic audits of waste management procedures to identify potential improvements and maintain compliance with local regulations. - Utilising appropriate personal protective equipment (PPE) when handling and disposing of hazardous materials and waste. - Providing adequate ventilation and appropriate containment measures when dealing with chemical or hazardous substance spills during cleanup. - Coordination with local traffic authorities to plan efficient and safe routes for trucks and vehicles transporting waste and equipment during demobilization. - Safe disposal or recycling of any leftover construction materials or debris while ensuring minimal impact on the environment. - Engaging licensed and reputable waste disposal companies to manage and transport waste as per applicable regulations and industry standards. - Prioritising reusing and recycling of materials wherever possible, to minimise overall waste generation and support sustainable practices. - Regular team meetings to share learnings from any near-misses or incidents related to spills, leaks, and waste management, and ensure continuous improvement in safety performance. | | |
| | | | | | |

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

| | |
|---|--|
| <p>Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</p> | <p>Victoria Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</p> |
| <p>New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</p> | <p>Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice</p> |
| <p>Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</p> | <p>Safe Work Australia Links Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</p> |
| <p>South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</p> | <p>Model Codes of Practice</p> <ul style="list-style-type: none"> - Managing noise and preventing hearing loss at work - Confined spaces - Labelling of workplace hazardous chemicals - Managing risks of hazardous chemicals in the workplace - Welding processes - First aid in the workplace - Managing the risk of falls at workplaces - Hazardous manual tasks - Managing the risk of falls in housing construction - Managing electrical risks in the workplace - Demolition work - Excavation work - Work health and safety consultation, cooperation and coordination - Managing the work environment and facilities - How to manage work health and safety risks - Managing risks of plant in the workplace - Construction work |
| <p>Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</p> | |
| <p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> - Permits from local council - Authorisation to commence work - Any required documents. | |

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

| Worker Name | Position | Signature | Date | Time | Supervisor |
|-------------|----------|-----------|-------|------|------------|
| | | | Date: | | |
| | | | Date: | | |
| | | | Date: | | |
| | | | Date: | | |
| | | | Date: | | |
| | | | Date: | | |
| | | | Date: | | |

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

| REVIEW NUMBER | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | <input type="checkbox"/> 7 |
|---------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| NAME | | | | | | | |
| INITIALS | | | | | | | |
| DATE | | | | | | | |

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

| ITEMS WHICH MUST BE INCLUDED IN THE SWMS | COMPLETED | TO BE DONE | COMMENTS |
|--|--------------------------|--------------------------|----------|
| | | | |
| The company details have been entered, including the project name and address. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Names and signatures of all relevant personnel consulted during the development of the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Name, signature, position and date signed of the person approving the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Specific personnel and qualifications, experience is noted in the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Provides a step-by-step process of tasks required to carry out the activity or task. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Adequate risk assessment of any identified hazards has been completed. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Foreseeable hazards are identified and documented for each step. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Any hazards listed in any site risk assessments have been added to the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| SWMS initial risk (IR) column as well as residual risk (RR) columns completed. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Check control measures added to the SWMS are the most effective selections. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Responsible person is assigned and listed on the SWMS for the implementation of control measures. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc. | <input type="checkbox"/> | <input type="checkbox"/> | |
| SWMS identifies plant and equipment to be used. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Details of inspection checks required for any equipment listed are noted on the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Describes any mandatory qualifications, experience, training or skills required to perform the work. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Applicable personal protective equipment is selected on the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Lists any required permits or licenses. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Reflects and documents any legislative references and/or Australian Standards. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Identifies any hazardous substances used with specific control measures in line with any SDS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| | | | |
| REVIEWED BY | | DATE REVIEWED | |
| SIGNATURE | | DATE COMPLETED | |