

SAFE WORK METHOD STATEMENT

PROJECT:		PRINCIPAL CONTRACTOR:	
TRADE: EXC/FW/REO/CONC	SWMS No.:	PREPARED BY: Darren Mitchell	DATE:

BRIEF DESCRIPTION OF RESPONSIBILITIES

<ul style="list-style-type: none"> Has responsibility for defining OH&S and Environmental policies, assigning personnel, providing resources and insuring company work methods comply with standards, codes & practices. 	<p>NAME: Darren Mitchell QUALIFICATIONS: 30+yrs construction experience 22yrs supervisory experience</p>
<ul style="list-style-type: none"> Has responsibility for ensuring works comply with SWMS, standards and codes on a daily basis Task training new workers on site Responsible for inducting personnel on site Inspecting and approving work methods, Protective measures, plant, equipment and power tools. Supervising works on site 	<p>NAME: Graham Toope QUALIFICATIONS: 12yrs construction 5yrs supervisory experience</p> <p>NAME: QUALIFICATIONS:</p> <p>NAME: QUALIFICATIONS:</p> <p>NAME: QUALIFICATIONS:</p>

STATE TRAINING AND QUALIFICATIONS REQUIRED TO ENTER SITE

<ul style="list-style-type: none"> OH&S General Induction Site Induction
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Allsorts Concrete Pty Ltd
Unit 7, 17 Bon Mace Close
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LIST HAZARDOUS SUBSTANCES/MATERIALS (MSDS ON SITE)

- Concrete (premixed)
- Petroleum
- Distillate

CODES OF PRACTICE, STANDARDS, AND SAFETY LEGISLATION ON THIS SITE

- OHS Act 2011
- OHS Reg 2011
- Code of Practice Manual Handling
- AS 3600's Concrete In Building and current amendments

MATERIAL HANDLING/STORAGE, PLANT AND MANUAL HANDLING AND HAZARDOUS MATERIAL STORAGE

- Any waste material will be removed from site in bin/trailer and recycled where possible. No storage req
- Materials will be handled manually and with machinery
- Excavation will be performed by hand and by machine (exc/skid steer loader)
- Petroleum/distillate will not be stored on site/refilling will take place in designated/bunded area

NOMINATE EQUIPMENT TO BE USED ON SITE

- ELCB devices
- Various electric hand tools
- Various I/C Small plant (Rammers/Compactors/Vibrators etc.)
- Various I/C Large plant (5t excavator/truck mounted drilling rig/Tippers)

MAINTENANCE CHECKS AND FREQUENCY

- ELCB devices checked daily and tested/tagged monthly
- Electrical tools checked daily and tested/tagged monthly
- I/C Small plant checked daily and serviced quarterly or as per manufacturers instruction
- I/C Large plant checked daily and serviced quarterly or as per manufacturers instruction

PPE REQUIRED if necessary

- Hard hats
- Eye Protection in designated areas/power tool use
- Ear protection in designated areas/power tool use
- Steel capped boots
- Hi Viz
- Gloves (hand protection where necessary)

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STEP BY STEP PROCEDURES	POSSIBLE HAZARDS and ASSOCIATED RISKS and RATING	SAFETY CONTROLS and RESIDUAL RISK
Traffic Control Set-up (WHERE REQUIRED) Person Responsible: Client	Refer Client Risk rating: -	Refer Client Residual Risk: -
Pile excavation and detailed excavation Person Responsible: Allsorts Concrete Site Supervisor	ACCESS & EGRESS – Slips, trips and falls. Poor safe evacuation routes. Falls from heights Risk rating: 3	Remove slip/trip hazards, provide safe access paths/roads, Plan and maintain evacuation routes, step excavations as required, provide ladder/scaffold to required standards Residual Risk: 6
	ENVIRONMENT (HOT) – Sunburn/cancer. Dehydration/Hyperthermia Risk rating: 2	Provide employees with long gear, sunscreen and wide brimmed hats. Educate on the benefit of hydration. Rest as required Residual Risk: 6
	EXISTING SERVICES – electrocution and electrical burns, inundation, fire and chemical burns Risk rating: 2	Maintain SAD's, engage service location and non-destructive excavation where required Residual Risk: 6
	RISK TO PUBLIC – uncontrolled entry to site. Noise and dust Risk rating: 3	Provide man proof fencing where required, provide safe access around site for public where required. Restrict work to designated work times. Employ dust reduction techniques Residual Risk: 6
	UNDERGROUND SERVICES – electrocution and electrical burns, inundation, fire and chemical burns Risk rating: 1	Dial before you dig, Engage service locator, Use non-destructive excavation, protect existing services once located. Residual Risk: 6
	TRAFFIC/PLANT & VEHICULAR MOVEMENT - collisions and crush injuries, struck by plant, roll overs Risk rating: 1	Provide zoning to separate workers on foot from plant, provide Marshalls to coordinate individual activities, provide spotters with plant operation. Restrict reversing where possible, Utilise UHF to notify Traffic Control of movement, Maintain flashing light and beeper operation (if rev.) during plant movement Residual Risk: 6
	SUBCONTRACTORS – new to site Risk rating: 3	Familiarise with site specific OH&S Plan. Review/Authorise SC SWMS/JSEA. Provide permits where required. Residual Risk: 6
	MANUAL HANDLING – various cut and crush injuries, various strains and sprains Risk rating: 3	Employ correct manual handling techniques. Utilise machinery where possible/practicable. Wear appropriate PPE for individual tasks. Residual Risk: 6

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	DEEP EXCAVATIONS – falls, objects falling from height, inundation. Risk rating: 1	Provide access and egress to safety requirements, provide physical barriers, step excavations as required. Residual Risk: 6
	HAZARDOUS EQUIPMENT- (drilling rig/excavators). Rollovers and collisions, mechanical failure causing injury, crush injuries Risk rating: -1	Operated by licenced operator only. Ensure machine has been maintained and checked as per manufacturer’s specifications. Maintain log as required. Do not operate out of gradient range, in slippery conditions or on unstable ground. Provide operator with spotter where required. Residual Risk: -6
Formworking Person Responsible: Allsorts Concrete Site Supervisor	ACCESS & EGRESS – Slips, trips and falls. Poor safe evacuation routes. Falls from heights Risk rating: 3	Remove slip/trip hazards, provide safe access paths/roads, Plan and maintain evacuation routes, step excavations as required, provide ladder/scaffold to required standards Residual Risk: 6
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	RISK TO PUBLIC – uncontrolled entry to site. Noise and dust Risk rating: 3	Provide man proof fencing where required, provide safe access around site for public where required. Restrict work to designated work times. Employ dust reduction techniques Residual Risk: 6
	TRAFFIC/PLANT & VEHICULAR MOVEMENT - collisions and crush injuries, struck by plant, roll overs Risk rating: 1	Provide zoning to separate workers on foot from plant, provide Marshalls to coordinate individual activities, provide spotters with plant operation. Restrict reversing where possible, Utilise UHF to notify Traffic Control of movement, Maintain flashing light and beeper operation (if rev.) during plant movement Residual Risk: 6
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	MANUAL HANDLING – various cut and crush injuries, various strains and sprains Risk rating: 3	Employ correct manual handling techniques. Utilise machinery where possible/practicable. Wear appropriate PPE for individual tasks. Residual Risk: 6
	WORKING AT HEIGHTS/ELEVATED WORKS – Falls and associated injuries, falling objects and associated injuries Risk rating: 1	Provide employees with Primary and Secondary Fall protection systems. Train employees to work safely at heights and work to industry standard safe practices. Ensure kickboards / netting etc. is in place and keep working platforms, scaffold etc. clean and free of obstructions. Residual Risk: 6

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	ELECTRICITY/TOOLS – electrocution, electrical burns/abrasions, cuts, crush and amputations Risk rating: 2	All tools to be well maintained, tested and tagged by authorised persons, All employees to be trained in correct use of tools. All employees to wear correct PPE Residual Risk: 6
Steelfixing Person Responsible: Allsorts Concrete Site Supervisor	ACCESS & EGRESS – Slips, trips and falls. Poor safe evacuation routes. Falls from heights Risk rating: 3	Remove slip/trip hazards, provide safe access paths/roads, Plan and maintain evacuation routes, step excavations as required, provide ladder/scaffold to required standards Residual Risk: 6
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	RISK TO PUBLIC – uncontrolled entry to site. Noise and dust Risk rating: 3	Provide man proof fencing where required, provide safe access around site for public where required. Restrict work to designated work times. Employ dust reduction techniques Residual Risk: 6
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	SUBCONTRACTORS – new to site Risk rating: 3	Familiarise with site specific OH&S Plan. Review/Authorise SC SWMS/JSEA. Provide permits where required. Residual Risk: 6
	MANUAL HANDLING – various cut and crush injuries, various strains and sprains Risk rating: 3	Employ correct manual handling techniques. Utilise machinery where possible/practicable. Wear appropriate PPE for individual tasks. Residual Risk: 6
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	HOT WORKS – burns, fires, explosions, fumes etc. Risk rating: 2	Hot work permit must be issued prior to any commencement of works and strictly follow all requirements under the permit. Ensure employees are trained in the use of the particular hot working tool (Oxy. Acet., Welder etc.) Ensure employees have been issued and wear the correct PPE. Residual Risk: 6
Concrete placement Person Responsible: Allsorts Concrete Site Supervisor	ACCESS & EGRESS – Slips, trips and falls. Poor safe evacuation routes. Falls from heights Risk rating: 3	Remove slip/trip hazards, provide safe access paths/roads, Plan and maintain evacuation routes, step excavations as required, provide ladder/scaffold to required standards Residual Risk: 6
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	SUBCONTRACTORS – new to site Risk rating: 3	Familiarise with site specific OH&S Plan. Review/Authorise SC SWMS/JSEA. Provide permits where required. Residual Risk: 6
	HAZARDOUS CHEMICALS – intoxication, chemical burns and asphyxia Risk rating: 3	MSDS on site. Wear appropriate PPE for individual tasks Residual Risk 6
	MANUAL HANDLING – various cut and crush injuries, various strains and sprains Risk rating: 3	Employ correct manual handling techniques. Utilise machinery where possible/practicable. Wear appropriate PPE for individual tasks. Residual Risk: 6
	HAZARDOUS EQUIPMENT- (Boom/Line pump). Rollovers and collisions, mechanical failure causing injury, crush injuries, strike HV Risk rating: -1	Operated by licenced operator only. Ensure machine has been maintained and checked as per manufacturer’s specifications. Maintain log as required. Do not operate out of gradient range, in slippery conditions or on unstable ground. Provide operator with spotter where required. Maintain SAD’s Residual Risk: -6

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Demobilise site Person Responsible: Allsorts Concrete Site Supervisor	ACCESS & EGRESS – Slips, trips and falls. Poor safe evacuation routes. Falls from heights Risk rating: 3	Remove slip/trip hazards, provide safe access paths/roads, Plan and maintain evacuation routes, step excavations as required, provide ladder/scaffold to required standards Residual Risk: 6
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	MANUAL HANDLING – various cut and crush injuries, various strains and sprains Risk rating: 3	Employ correct manual handling techniques. Utilise machinery where possible/practicable. Wear appropriate PPE for individual tasks. Residual Risk: 6
	WASTE DISPOSAL/MANAGEMENT – environmental damage, slips trips and falls from untidy worksite Risk rating: 4	Leave site clean and free of obstruction for next trade/handover. Remove all waste by standard practices to certified waste facilities Residual Risk: 6

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RISK TABLE				
1. How severely could it hurt someone Or How ill could it make someone?	2. How likely is it to be that bad?			
	Very likely Could happen any time.	Likely Could happen sometimes.	Unlikely Could happen but very rarely.	Very Unlikely Could happen, but probably never will.
Kill or cause permanent or ill health	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days of work	2	3	4	5
First aid needed	3	4	5	6

Set the Priorities

From the table above the number calculated for the risk level can be used for determining the priority.

When is it a 1?

- It is extremely important to do something about this hazard as soon as possible.

When is at 6?

- This hazard may not need your immediate attention.

Numbers in between

- Require varying degrees of priority.

