

# SAFE WORK METHOD STATEMENT

This site specific work method statement has been developed with staff consultation and specific site safety requirements

<b>Project:</b>	<b>Mercy Health</b>	<b>Original analysis by:</b>	<b>Dave Taurins</b>
<b>Activity:</b>	<b>Operate Kanga Loader</b>	<b>Approved by:</b>	<b>Mick Ciavarella</b>
<b>Date:</b>	<b>31.08.11 revised 05.09.11</b>	<b>Leading Hand:</b>	<b>John Cann</b>

<b>Very Likely</b>	<b>Medium 2</b>	<b>High 3</b>	<b>Extreme 4</b>
<b>Likely</b>	<b>Low 1</b>	<b>Medium 2</b>	<b>High 3</b>
<b>Unlikely</b>	<b>Low 1</b>	<b>Low 1</b>	<b>Medium 2</b>
<i>What is the Chance it will happen</i>	<b>Minor</b>	<b>Moderate</b>	<b>Major</b>

<b>Extreme 4</b>	<b>Risk almost sure to happen and/or have very dire consequences Do not allow activity to proceed or reduce the risk to an acceptable level</b>
<b>High 3</b>	<b>Risk likely to happen and / or have serious consequences Do not allow activity to proceed until the risk reduced</b>
<b>Medium 2</b>	<b>Possible that this could happen and / or have serious consequences May go ahead but preferably reduce the risk</b>
<b>Low 1</b>	<b>Unlikely to happen and / or have minor consequences Okay to go ahead</b>

Item	Activity Breakdown of work process into sequence	Hazards Identify potential risk associated with activity / task	Risk Analysis	Risk Control Identify actions / procedures required to eliminate or minimise the hazards	Responsibility Persons responsible for implementing SWMS	Risk Analysis Post SWMS
1	Plant / Equipment deliveries	Plant / Machinery defects Crush hazard, slips, trips, falls Hazards to bystanders and through traffic	Medium	Fill out logbooks and undertake all prestart checks as per documentation. Ensure that ramps are checked as a part of the prestart check and all bystanders are well clear of plant being loaded / unloaded from transport. Ensure any traffic control necessary is implemented and delivery area is free from debris, existing hazards such as trenches, stored materials etc. Barricade to be constructed of bunting, barrier tape or witches hats.	Plant Operator Site staff	Low
2	Workplace set up/prestart	Noise from plant /machinery Hazards to bystanders and through traffic Electrocution, explosion from breaking below ground services UV radiation	High	Refer to safety summary attached to machine. Never operate machinery without PPE, issue hearing protection to personnel if over 85dBa. If deemed necessary ensure that work area is barricaded off and that bystanders and through traffic are unable to access work area. Barricade to be constructed of bunting, barrier tape or witches hats. Ensure adequate marking out and knowledge of existing site conditions and below ground services, be sure that current dial before you dig information is provided if working in public area or road reserve. Isolate services in close proximity to trenching or boring works. All personnel to wear UV rated clothing and issued sunscreen.	Plant Operator Site staff	Low
3	Select and use attachments	Using auger / trencher Overturn of plant Struck by plant / machinery / attachments Open trenches/holes	High	Ensure correct attachment is selected for the nature of the job, make certain that all locking pins and hydraulic hoses are correctly connected from the machine to the attachment. Always ensure a minimum clearance of 4mtrs for personnel when using attachments, use spotter if deemed necessary for trenching and boring activities. Keep clear off unstable edges and work within the design limit 260kgs SWL of the machine and the attachments at all times.	Plant Operator Site staff	Low

Item	Activity Breakdown of work process into sequence	Hazards Identify potential risk associated with activity / task	Risk Analysis	Risk Control Identify actions / procedures required to eliminate or minimise the hazards	Responsibility Persons responsible for implementing SWMS	Risk Analysis Post SWMS
3	Select and use attachments CONTINUED.	Using auger / trencher Overturn of plant Struck by plant / machinery / attachments Open trenches/holes	High	Ensure personnel wear high visibility clothing and hard hat, keeping clear of bucket and attachments. Staff in close vicinity to maintain visual contact with plant operator at all times. Barricade off any open trenches/holes once excavated, barricade to be constructed of bunting or barrier tape.	Plant Operator Site staff	Low
4	Travelling on site	Being thrown from the machine Struck by plant / machinery Overturn of plant	High	Always travel at a speed that is appropriate to site conditions. Always come to a stop before changing directions of travel from forwards to reverse. Never carry a load with the bucket raised, always carry loads as close as practicable to the ground. Never traverse across steep slopes. Never carry passengers. Never use mobile phones whilst operating machinery. Always reverse down steep slopes when carrying a load. Never leave loader unattended on a steep slope.	Plant Operator Site staff	Low
5	Excavate trench for stormwater	Struck by trenching attachment Striking buildings / structures Hit by flying debris Overturn of plant Struck by plant / machinery Open trenches/ holes	High	Ensure trenching attachment is fitted correctly, Ensure proposed trench is marked out and any existing services are located. Set wheel speed valve to slow, lower trencher over set out and proceed to excavate trench. Ensure minimum clearances are maintained, use spotter if deemed necessary. Keep clear off unstable edges and work within the design limit of the machine. Ensure personnel wear high visibility clothing and hard hat, keeping clear of bucket and attachments. Staff in close vicinity to maintain visual contact with plant operator at all times. Barricade off any open trenches/ holes after excavation, barricade to be constructed of bunting or barrier tape.	Plant Operator Site staff	Low

Item	Activity Breakdown of work process into sequence	Hazards Identify potential risk associated with activity / task	Risk Analysis	Risk Control Identify actions / procedures required to eliminate or minimise the hazards	Responsibility Persons responsible for implementing SWMS	Risk Analysis Post SWMS
6	Backfill trenches	Struck by machine Striking buildings / structures Hit by flying debris Overturn of plant Struck by plant / machinery Open trenches/ holes	Medium	Ensure personnel wear high visibility clothing and hard hat, keeping clear of bucket and attachments. Staff in close vicinity to maintain visual contact with plant operator at all times. Ensure bucket is not over filled and personnel keep clear of loading / spreading area. Keep clear off unstable edges and work within the design limit of the machine. Barricade off any open trenches/ holes left after excavation, barricade to be constructed of bunting or barrier tape.	Plant Operator Site staff	Low
7	Clean up and make safe	Slips, trips, falls Manual handling injuries	Low	Maintain good housekeeping procedures at all times ensuring workforce is clear of obstructions. Adopt correct lifting and manual handling techniques	Plant Operator Site staff	Low
8	Plant / Machinery maintenance	Slips, trips, falls Hot works Crush hazard	Medium	Maintain good housekeeping procedures at all times ensuring that plant is kept clean and access steps / covers are free from grease, mud and oil. Allow plant to cool down before accessing plant covers to perform maintenance procedures Ensure plant is parked on level ground away from excavations and the engine turned off, blade and / or bucket is lowered onto the ground	Plant Operator Site staff	Low
9	Working on site	UV Radiation	Low	All personnel to wear UV rated clothing, hard hat brims or sun hats, sunglasses and issued sunscreen.	All staff	Low

**Description of Plant and Equipment used in the Work**

Include details of any plant and equipment that will be required to undertake task. Tick box of any plant and equipment that will be used for this work activity

- Electric Power Tools
- Leads
- Petrol Power Generator
- Hand Tools
- Backhoe
- Excavator
- Truck
- Forklift

**Other Plant & Equipment**


## **Personal Protective Equipment (PPE)**

Include details of any personal protective Equipment that will be required to undertake task. Tick box of any Personal Equipment that is required to be fitted and worn correctly.

- High Visibility Vest
- Hard Hat
- Safety Boots
- Safety Glasses
- Welding Mask
- Face Shield
- Hearing Protection
- Respiratory Mask
- Sunscreen

**Competencies, Trade Certificates, Qualifications, Training and Experience of the personnel required for their Duties, Roles & Responsibilities.**

**Tick box for the relevant competencies, training and qualifications that are required for the particular personnel, duty and responsibilities associated with this SWMS.**

Title	Duties, Roles & Responsibilities	Competencies, Training & Qualifications	<input type="checkbox"/>
Project Manager	Organise & coordinate project, ensure review of SWMS occurs, ensure compliance with SWMS.	General Construction Induction, work activity induction, site induction, industry experience.	<input type="checkbox"/>
Site Manager	Organise & coordinate project, ensure compliance with SWMS.	General Construction Induction, work activity induction, site induction, industry experience.	<input type="checkbox"/>
Supervisor	Organise & coordinate site activities and ensure compliance on site with SWMS.	General Construction Induction, work activity induction, site induction, industry experience.	<input type="checkbox"/>
Tradesperson	Carry out work activity in accordance with SWMS.	General Construction Induction, work activity induction, site induction, industry experience.	<input type="checkbox"/>

Title	Duties, Roles & Responsibilities	Competencies, Training & Qualifications	□
Skilled worker	Carry out work activity in accordance with SWMS.	General Construction Induction, work activity induction, site induction, industry experience.	□
Labourer	Carry out work activity in accordance with SWMS.	General Construction Induction, work activity induction, site induction, industry experience.	□
Apprentice	Carry out work activity in accordance with SWMS. under supervision of tradesperson	General Construction Induction, work activity induction, site induction, industry experience.	□

**Potential Emergency Response.**

Tick box as appropriate the following emergency response shall be used to ensure workers safety while undertaking this work activity:

- Site Emergency Evacuation Procedure
- Phone 000
- First Aider available
- First Aid available

Additional Comments


**Training and Consultation during development of SWMS, and SWMS Supervisors Name & Signature**

The following workers and sub-contractors of Admoor Plumbing will be undertaking this SWMS work task/activity and have been:

- Trained in the use of this SWMS and been consulted and assisted in the development of this SWMS
- Given the opportunity to comment on the content of this SWMS
- Read and understand how to carry out activities listed in this SWMS
- Supplied with the Personal Protective Equipment (PPE) identified in this SWMS and have been given training in the correct use of this equipment

Date	Title*	Name	Signature

\*Project Manager(PM), Site Manager (SM), Supervisor(S), Tradesperson(TP), Skilled Worker(SW), Labourer(L)Apprentice(A).

**Relevant Legislation, Standards, Codes & Guidelines that are to be Complied with.**

Tick box of any relevant health & safety legislation, codes, standards, OFSC audit criteria relevant to this work activity.

Victoria

- OHS Health & Safety Act 2004
- OHS Health & Safety Regs 2007

Compliance Code Victoria

- First aid in the workplace
- Workplace amenities and work environment
- Communicating occupational health and safety across language

National Standards, Codes of Practice

- Codes of Practice - Excavation 2000,
- Moving Plant on Construction Sites 2004,
- Safety precautions in trenching operations 1988
- National Code of Practice for the Prevention of Musculoskeletal Disorders Caused from Performing Manual Tasks
- Induction for Construction Work
- Plant Standard NOHSC1010