

## SAFE WORK METHOD STATEMENT.

### Kerb laying in Accordance with AS2876, WHS Act 2011, WHS Regulation 2017 and Workcover Risk Assessment Code of Practice

<b>Work Activity/Task:</b> Installation of kerb		<b>Project Name/Number:</b>
<b>Date:</b>	<b>Issue no:</b> 1	<b>Principal Contractor:</b>
<b>Prepared by:</b> James Vadas, in consultation with:		<b>Site Foreman:</b>
<b>Signature:</b>		<b>Note:</b> Sign off to be provided at Tool Box talk
<b>Plant:</b> Tray truck. Kerb extruder machine(s)		<b>Commencement Date:</b>
<b>PPE:</b> Hi Vis, Hard Hats, Long Pants / Shirts, Steel Cap Boots, Safety Glasses, Gloves when manual handling, Hearing Protection when near machinery.		<b>Duration of job:</b>

See risk matrix for explanation of numbers. Environmental controls in green. Training procedures in Blue

ITEM	JOB/ACTIVITY	RISK	RISK CLASS 1-3	CONTROL MEASURES	RISK CLASS with controls in place	PERSON RESPONSIBLE
	Induction	Accident through unfamiliarity with job and/or site specific risks.	1	All onsite staff to have provided evidence of White Card WHS training, to have completed site induction/s and been instructed in this SWMS	4	Foreman
Step1	Travel to job site	Machinery failure	1	Daily inspection procedures to be carried out and sheet completed. Any faults to be reported immediately to supervisor. Machine not to be used. until repaired.	4	Driver (_____)
	Driving to/on site	Vehicular accident	1	All drivers to be licensed. Drug and alcohol policy implemented.	4	Driver (_____)
Step 2	Arrival at site and set up	Traffic; vehicles/machinery on site	1	Principal contractor to provided traffic control to guide/direct vehicles if needed; provision to men of high visibility vests and shirts: site induction including risk assessment and familiarisation of site if necessary.  20kph on site, chock vehicle when parked. Flashing light and flag required on site.	4	Foreman (_____)
	Fuelling kerb machine	Spilling/fire <span style="color: green;">Environmental runoff</span>	2	Use suitable funnel. Smoking banned in area. Easy access to fire extinguisher & environmental protection granules. Extinguisher to be checked monthly. Workers educated in correct use of extinguishers. All spills to be cleaned up immediately. Spill kit in truck. Report to main contractor. <b>Refer to PETROL MSDS.</b>	5	Foreman (_____)
	Identifying and protecting underground services	Striking underground services	1	Current permit to excavate if penetrating the ground Check the Permit to Excavate is for the scope of works being conducted Check all services have been marked out using pink paint, client has inspected and signed off on the permit to excavate	4	Foreman

	Lifting machine off truck with backhoe	Injury to personnel from machine falling	1	Ensure lifting equipment is appropriate for the job and with current tagging Truck operators must remain in cab at all times during loading Never load/unload trucks over the cab	4	Foreman (_____)
	Pouring of concrete down truck chute into hopper	Potential for hands/feet to be jammed in hopper/crushing	2	Keep hands away from hopper – use shovel. <b>Inexperienced workers to be fully supervised whilst being trained.</b> NEVER stand on machine whilst it is running.	4	Feeder (_____)
	Directing concrete truck onto machine	Crushing	1	Always remain in view of driver and maintain positive visual contact. Do not stand between machine and truck. Always move chute away from machine and lock chute before moving truck. Reverse alarms must be fitted to all concrete trucks.	4	Feeder (_____)
	Shovelling of concrete. Lifting	Back injuries	2	<b>Proper instruction in technique, including appropriate explanation manual handling procedures.</b> Use team lift or mechanical lift.	4	Foreman (_____)
	Handling concrete	Skin irritation/ reaction	3	All personnel supplied with appropriate protective gloves. First aid kit available in trucks. <b>Correct supervision and training for inexperienced workers.</b> Avoid contact by using shovels/trowels. Wash immediately if contact occurs.	4	Foreman (_____)
	Handling coloured oxide and sealer	Skin, eye and/or lung irritation	2	All personnel supplied with appropriate protective coverings (eg gloves, masks, eyewear). First aid kit stocked with eyewash. Workers to be aware of correct procedural application.	4	Foreman (_____)
	Exposure to weather	Sunburn: dehydration: eye damage	1	Provision of sunscreen, eye protection, hats and SPF approved protective clothing. <b>Workers to be educated in the results of UV exposure..</b> Fresh clean drinking water to be provided at all work sites. Appropriate clothing and PPE to be worn at all times.	4	Foreman (_____)
	Dropping of objects e.g. pegging hammer	Potential injury to feet	2	Provision of fully approved safety footwear for personnel	4	Foreman (_____)
	Exposure to noise	Hearing damage	1	Provision of ear plugs. Limit exposure time.	4	Foreman (_____)
	Clean up	Slip trip and fall hazards. <b>Environmental runoff</b>	3	All to ensure that working area is maintained free of potential trip hazards and site is left clean. <b>All tools to be brushed clean, not washed, thus avoiding cement water runoff.</b>	5	Foreman (_____)
Step 4	Lifting lintels onto pit	Failure of lifting devices	1	Only use appropriately rated lifting devices. Follow excavators/cranes load chart.	4	Crane Operator (_____)
	Excavation/pit collapse	Falls, Crushing	2	Ensure body parts kept clear of kerb machine at all times. Pit covers need to cover pit completely and be at least 6mm steel.	5	Foreman (_____)
	Person being struck by bucket	Collision Injury	1	Always let operator know where you intend to go when moving around excavator. Only 1 person to give instructions to operator when moving loads. Maintain safe working distance from excavator. Maintain positive visual contact with operator.	5	Finisher (_____)



## Hazpak Risk Assessment Matrix

The Hazpak Risk Assessment determines the priority that should be placed on controlling the hazard.

### Priority Rating

1. The hazard must be controlled immediately; and the task should **not** be performed until adequate control measures are in place.
2. Temporary control measures should be implemented immediately; Permanent control measures should be implemented within 7 days.
3. The hazard should be controlled as soon as practicable, within 14 days.
4. After hazard is controlled, high degree of care and alertness needed constantly to minimise risk.
5. After hazard is controlled general care and sense needed to minimise risk.
6. No significant risk after hazard is controlled.

### Risk Assessment Matrix

<b>Think about:</b> How likely is it to happen? →  Severity of injury/illness? ↓	<b>Very Likely</b> Could Happen any time	<b>Likely</b> Could happen sometime	<b>Unlikely</b> Could happen some time	<b>Very Unlikely</b> Could happen but probably never will	<b>Risk Controlled</b> Only likely to happen if rules ignored
Kill or cause permanent disability or ill health. Catastrophic, damage to services or environment.	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Long term illness or serious injury. Significant damage to services or environment.	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Medical attention and/or time off work. Minor damage to services or environment.	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>