

<b>SAFE WORK METHOD STATEMENT</b>	<b>Activity Description – RIVER AND LAKES OPENING</b>
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**Site Specific Risk Assessment and Site Induction:** At every place of work, the on-site supervisor shall conduct a risk assessment, including traffic hazard assessment, and record, on a Site Specific Checklist, any hazards with the potential to cause serious injury or fatality. The on-site supervisor is to give all staff, visitors & contractors an opportunity to identify additional hazards and ask questions. The on-site supervisor shall inform any staff, visitors or contractors under their control of the known hazards and their control measures associated with this worksite. If a TCP is required, both standard and modified TCPs used must be documented.

**Objective:**  
To ensure earthworks are carried out in a safe manner.

- Definitions:**
1. SWMS: Safe Work Method Statement
  2. SWP: Safe Work Procedure
  3. TCP: Traffic Control Plan
  4. TC: Traffic Control
  5. WHS: Work Health and Safety
  6. RTA: Roads and Traffic Authority
  7. AS: Australian Standard
  8. E: Extreme; H: High; M: Medium; L: Low

Work Sequence	Hazards	Risks	Risk Ranking	Controls	Plant Items to be Used	Training & Qualifications Needed and By Whom	Codes of Practices, Procedures, Other References
<p>Prior to the commencement of work ensure appropriate permits and licences from fisheries have been obtained to work in rivers/lakes area.</p> <p>1. Conduct risk assessment and induct staff, if necessary</p>	Persons entering/exiting vehicles	Muscle sprain (limbs or torso) Broken ankle	M	- '3 point' technique, back out while exiting, check for uneven ground	NA	Risk Assessment by on-site supervisor	<p><b>WHS Manual Code of Practice</b></p> <ul style="list-style-type: none"> <li>- How to manage health and safety risks 2011</li> <li>- SCC Site Specific Checklist and TC Record</li> </ul>

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			<b>Page</b> 1 of 8

Work Sequence	Hazards	Risks	Risk Ranking	Controls	Plant Items to be Used	Training & Qualifications Needed and By Whom	Codes of Practices, Procedures, Other References
<p>2. Establish traffic vehicle movement control plan to restrict access-erect signage / tape</p> <p>3. As required – unload materials; establish access/egress at site</p> <p>4. Carry out earthworks</p>	Uneven or slippery Ground	Muscle sprain (limbs or torso) Broken bones Cuts and abrasion	M	<ul style="list-style-type: none"> <li>- Inspect work area for appropriate foot placement and vehicle access</li> <li>- Don't walk where can't see firm surface eg wet sand</li> <li>- Don't drive onto soft or slippery ground</li> </ul>	Dump truck Excavator (May use Rubber tyre loader, Tracksavator) 4 wheel drive	<ul style="list-style-type: none"> <li>- Green card</li> <li>- Manual handling techniques</li> <li>- Load restraint by driver</li> <li>- Relevant RTA TC qualification by one work crew member</li> <li>- MR or HR driver's licence by one work crew member depending on size of truck</li> </ul>	- AS 1742.3 (2002) <b>WHS Manual</b>
<p>5. Maintain post operation &amp; hazard signage</p> <p>6. Remove traffic controls at completion of project</p>	Moving Traffic or Plant	Death or serious injury	H	<ul style="list-style-type: none"> <li>- Establish site</li> <li>- Implement approved or modified traffic movement plans</li> <li>- If necessary, implement Vehicle Management Plan &amp; control access</li> <li>- Ensure observer in place</li> <li>- Use only qualified operators</li> <li>- Ensure signs are erected</li> </ul>	Dump Truck Float (May use Trailer Backhoe Forklift Crane)	<ul style="list-style-type: none"> <li>- Load restraint training by driver</li> <li>- Manual handling techniques for loading materials</li> <li>- Towing trailers</li> <li>- Plant and Equipment safety</li> <li>- Class C or MR driver's licence by driver depending on size of vehicle</li> <li>- Front End Loader ticket for backhoe operator</li> </ul>	<b>WHS Manual</b> - Load Restraint - Manual Handling <b>Load Restraint</b>
	Collapse of earth	Death or serious injury	H	<ul style="list-style-type: none"> <li>- Batter (max 1.5m high), if excavating in sand need a minimum of 2:1 batters</li> <li>- Keep heavy vehicles 1m outside 45 degree line</li> <li>- Use plant with adequate reach</li> <li>- Keep vibrating plant away from excavation</li> <li>- Ensure trucks are facing 90 degrees to trench when last 20mt is to be removed</li> <li>- Site Supervisor to review depth</li> </ul>	Truck Backhoe Front End Loader Excavator Bulldozer Grader	<ul style="list-style-type: none"> <li>- Plant operation techniques</li> <li>- Manual handling techniques</li> <li>- First Aid training by one crew member</li> <li>- WorkCover Construction Induction ticket</li> <li>- MR or HR driver's licence by one crew member depending on size of truck</li> <li>- First Aid Certificate by one crew member</li> </ul>	- Manufacturer's operations manual for plant <b>WHS Manual</b> - Manual Handling <b>Maintenance Standards</b> - RTA 'Traffic Control at Work Sites' manual - AS 1742.3 (2002) - Vehicle

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			<b>Page</b> 2 of 8

Work Sequence	Hazards	Risks	Risk Ranking	Controls	Plant Items to be Used	Training & Qualifications Needed and By Whom	Codes of Practices, Procedures, Other References
				and conditions regularly/verify sand stability - Follow Excavation Work Guidelines		- Front End Loader ticket	Management Plan
	Falls into excavations	Death or serious injury	H	- Keep edges and sides clean during excavation - Hardhats essential - Fence off or provide observers - Keep light vehicles 1m outside edge of excavation		- Plant operation techniques - Manual handling techniques - First Aid training by one crew member - WorkCover Construction Induction ticket - MR or HR driver's licence by one crew member depending on size of truck - First Aid Certificate by one crew member - Front End Loader ticket	- Manufacturer's operations manual for plant <b>WHS Manual</b> - Manual Handling <b>Maintenance Standards</b>
	Ineffective communication	Injury	M	- Mobile phone or two way radio access or hand held unit			
	Contact Overhead Wires	Electrocution	H	- Observe work near overhead power lines code of practice 2006 - Planning should be undertaken at least one day before program starts to locate lines at job sites - If tipping, an observer is to be placed at traffic cones so trucks do not enter 3 meters - Do not work closer than ordinary person approach distances of overhead powerlines - Must be more than 3 m from overhead powerlines up to 132kV - Must be more than 6 m from high voltage transmission lines from 132-330kV			

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<b>Adopted:</b> 08/09/2010	<b>Last Amended:</b> 25/03/2013	<b>Review Date:</b> 25/03/2016	<b>Version:</b> 2
			<b>Page</b> 3 of 8

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				<ul style="list-style-type: none"> <li>- Must be more than 8 m from lines over 330kV</li> <li>- Under special circumstances, distances less than those listed above apply. These distances may be applied ONLY when the special requirements are met.</li> <li>- When a crane operator has the appropriate training, an observer is present, and the owner of the powerlines has been contacted and permission obtained, the distances can be reduced to as little as one metre.</li> <li>- In emergency circumstances, the owner of the powerlines can be contacted within 24 hours of the incident.</li> </ul>			
	Plant Overturn	Death or serious injury	H	<ul style="list-style-type: none"> <li>- Ensure ground is suitable under the surface by probing</li> <li>- Work within plant limits</li> <li>- Ensure reach is within limits</li> <li>- Emergency practices are to be discussed</li> <li>- Plant and equipment should be kept out of water</li> </ul>			
	Pedestrian Traffic Public access spectators	Muscle sprain (limbs or torso) Broken bones Cuts and abrasions Drowning	M	<ul style="list-style-type: none"> <li>- Use appropriate signage as per Section 632</li> <li>- Isolate workers and public from plant/vehicles via barriers and/or staff</li> <li>- Erection of Danger tape, or para web</li> <li>- Where appropriate, have a life guard ring</li> <li>- Where appropriate arrange for</li> </ul>			

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			<b>Page 4 of 8</b>

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				Police /Ranger presence			
	Inappropriate Manual Handling	Muscle sprain (limbs or torso)	M	- Undertake training in proper manual handling techniques ie. - Task rotation, muscle stretching exercises, - Use correct equipment			
	Equipment Malfunction or misuse	Muscle sprain (limbs or torso) Cuts and abrasions Entrapment	M	- Undertake pre-use checks, all operations and maintenance in accordance with manufacturer's recommendations and other safety procedures - Only qualified operators used			
	Excessive Exposure to UV	Sunburn Skin cancer	L	- Wear hats and/or long sleeves and/or long trousers, if not, use sunscreen in accordance with manufacturer's recommendations.			
	Excessive exposure to loud noise	Loss of hearing	L	- Wear ear muffs or ear plugs			
	Dusty conditions	Respiratory illness	L	- Ensure plant cabins are closed - Use face masks if outside conditions are adverse			
	Sharp Objects	Hepatitis HIV Aids Cuts	L	- Training in syringe ('sharps') disposal - Do not place hands where can't see contact area - Wear puncture resistant gloves - Use tongs, if practical - Keep guards, protective sheaths etc in place			
	Tidal movement/ wave action	Drowning	E	- Prior to commencing work, check tide tables and weather forecast - Introduce signage and Danger Tape			

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			<b>Page 5 of 8</b>

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				- Post operation - place hazard signage - Minimise working in water			
	Unauthorised persons on site	Drowning, Injuries	H	- Where possible, organise for early notification to Police or the Ranges			
	Abuse and or harassment from the public	Mental illness, fatigue	M	- Advertise that works are to be undertaken if appropriate, - Organise for Police or ranger presence - Place signage and or danger tape to restrict access to area			
	Night Work	Serious injury	H	- Use a site plan - Alter placement of signage and or danger tape if appropriate - Cease work or limit excavation work occurring - Limit use of dump trucks - Ensure access to area is limited			

**Roles and Responsibilities:**

1. Managers and Engineers are to ensure there is a safe system of work.
2. Supervisors are to ensure that affected person(s) are instructed in this Safe Work Method Statement, and any other relevant SWMSs or SWPs identified for work areas or activities.
3. It is the responsibility of the on-site supervisor to ensure that all safety and operational guidelines and SWMSs are followed and the relevant forms and permits are completed before any work commences at the worksite.
4. Person(s) are to comply with this Safe Work Method Statement and notify their supervisor of any deviation from this SWMS, or if they don't understand this SWMS.
5. All staff are to follow the Authority Responsibility and Accountabilities statement for their nominated level within the organisation.

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			<b>Page</b> 6 of 8

**Safe Work Procedure: Recording Use of Traffic Control Plans (TCPs)**

**Safe Work Procedure:**

**When to use standard, modified or new TCPs?**

1. A site specific risk assessment must be undertaken before work starts. This includes checking that an appropriate TCP is available for the existing site conditions.
2. A standard TCP is a numbered TCP from the Traffic Control at Work Sites (TCAWS) manual or a site specific TCP which has been designed and approved by a qualified person, level 4 (Orange Card) RTA qualified.
3. Minor modifications may be made to standard TCPs in accordance with Section 4.4 of the TCAWS manual.
4. Where standard TCPs cannot be modified to suit site conditions, major modifications and/or new TCPs will be required. Only persons who have attained the Design and Audit Traffic Control Plans Certificate Level 4 (Orange Card) are able to design new TCPs or make major modifications to standard TCPs.

**Recording of TCPs**

1. A record must be made of all TCPs used at each work site. This record must be available at the work site for verification and/or auditing and must include a hard copy of any standard TCPs used.
2. If no modifications or changes are made to a standard TCP, then its **number only** may be recorded on site specific documentation as evidence of the actual arrangement of traffic control devices.
3. Where any standard TCP is modified for a site, the modifications or changes to the TCP must be recorded **diagrammatically by the on-site supervisor (ie ganger, team leader, crew leader etc) responsible for implementing the modified TCP, before work commences on the site.**
4. Modified TCPs must be recorded diagrammatically on one of the following documents:
  - a. City Services “Site Specific Risk Assessment Checklist and Traffic Control Record” or
  - b. On the back of the City Services “Site Specific Risk Assessment (Multiple Work Sites)” form or
  - c. Shoalhaven Water’s “Traffic Control Risk Assessment” form

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			<b>Page</b> 7 of 8

- d. Any site specific documentation which allows a risk assessment to be recorded eg various construction or contractor documentation
  - e. On photocopies of the standard TCP and then attached to one of the documents above
5. Standard TCPs do not need to be fully re-drawn but any modifications must be able to be related to the TCP by location, distance or some other reference points.
  6. Should power lines / service lines be on site, traffic cones are to be placed 3 metres either side of lines on both sides of the road.
  7. If tipping, an observer is to be placed at traffic cones so trucks do not enter 3 metre zone.

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			<b>Page 8 of 8</b>