

SAFE WORK METHOD STATEMENT		Traffic Control Plan – Set Up, Maintenance and Removal		
Reference documents	Work Health & Safety Act and Regulation’s 2011, Codes of Practice; How to manage Work Health Safety Risks, Managing the risk of Chemicals in the Workplace, Hazardous Manual Tasks, Managing the Work Environment and facilities, First aid in the workplace, Construction Work, Demolition Work, Excavation Work, Managing the Risk of Falls, Managing noise preventing hearing loss,			
SWI:				
Training and Competencies	General construction induction card (white card), Impalement traffic control plans (yellow card)			
Safety data Sheets				
Personal Protective Equipment	Hearing protection, eye protection, Safety footwear, High visibility long sleeve shirt and trousers, Wide brimmed hat or brim attachment, Sun screen, Protective gloves, Hard hat, High visibility vest,			
Plant and Equipment				
Inspection and Testing	Pre start checks on all plant and equipment, inspection as per manufacturers requirements			
Hazardous Chemicals and Dangerous Goods				
High Risk Work <i>Indicate if any of the HIGH risk activities are performed by workers</i>	<input type="checkbox"/> Where there is a risk of a person falling more than two metres.	<input checked="" type="checkbox"/> On in or adjacent to roadways, railways, shipping lanes or other traffic corridor.	<input type="checkbox"/> In, over or adjacent to water or other liquids where there is a risk of drowning.	
	<input checked="" type="checkbox"/> At workplaces where there is any movement of powered mobile plant.	<input type="checkbox"/> Involving the use of explosives.	<input type="checkbox"/> In an area where there are artificial extremes of temperature.	
	<input type="checkbox"/> On or near energised electrical installations or services.	<input type="checkbox"/> Involving a trench or shaft if the excavated depth is more than 1.5 metres.	<input type="checkbox"/> On or near pressurised gas distribution mains or piping.	
	<input type="checkbox"/> Involves structural alterations or repairs that require temporary support to prevent collapse.	<input type="checkbox"/> Involving a confined space.	<input type="checkbox"/> On or near chemical, fuel or refrigerant lines.	
	<input type="checkbox"/> Involving tilt-up or precast concrete.	<input type="checkbox"/> On telecommunications towers.	<input type="checkbox"/> Involving diving.	
	<input type="checkbox"/> Involving removal or likely disturbance of asbestos	<input type="checkbox"/> In an area that may have a contaminated or flammable atmosphere.	<input type="checkbox"/> Involves demolition of an element of a structure that is load-bearing or otherwise related to the structural integrity of the structure.	
	<input type="checkbox"/> Involving a tunnel.			
SWMS Prepared by:	Name and signature:		Date:	
Authorised by:	Name and signature:		Date:	

***SWMS are to be reviewed as per the Document Control Procedure or when there has been a change to the Task / Process or Legislation.**

Job Step	Hazard	Risk	Initial Risk Rating E,H,M,L	Control Measures <i>Controls have been identified using the hierarchy of controls</i>	Responsibility <i>Who</i>	Residual Risk Rating E,H,M,L
1. Conduct a risk assessment. Induct staff if necessary.	Workers entering/exiting vehicles	- Muscle sprain (limbs or torso) - Broken bones	M	'3 point' technique, back out while exiting, check for uneven ground Record Risk Assessment	Supervisors and competent workers	L
	Uneven or slippery Ground	- Muscle sprain (limbs or torso) - Broken bones - Cuts and abrasion	M	Inspect work area for appropriate foot placement and vehicle access. Don't walk where can't see firm surface e.g. long grass Don't drive onto soft or slippery ground	Supervisors and competent workers	L
	Fatigue	- Muscle sprain (limbs or torso) - Broken bones - Cuts and abrasion - Impaired judgement	M	Traffic Controllers shall be relieved after two hours work and may be rested or placed on other duties for a period of at least 15 minutes before being returned to traffic control duties.	Supervisors and competent workers	L
2. Establish traffic control using an approved Traffic Control Plan, Update traffic control in accordance with TCP and progress of project	Moving Traffic or Plant	- Death or serious injury - Struck by vehicle	H	Record TCPs as per attached SWP Implement approved or modified TCP If necessary, implement VMP Use only trained traffic controllers, with appropriate RMS TC qualifications. Use vehicle with flashing lights Set up signs from outside and work inwards Ensure sufficient sight distance between works and traffic	Supervisors and competent workers	M
	Inappropriate Manual Handling	- Muscle sprain (limbs or torso)	M	Undertake training in proper manual handling techniques i.e. <ul style="list-style-type: none"> • task rotation, muscle stretching exercises, • use mechanical aides 	Supervisors and competent workers	L

Job Step	Hazard	Risk	Initial Risk Rating E,H,M,L	Control Measures <i>Controls have been identified using the hierarchy of controls</i>	Responsibility <i>Who</i>	Residual Risk Rating E,H,M,L
Step 2 Continued	Equipment Malfunction or misuse	- Muscle sprain (limbs or torso) - Cuts and abrasions	M	Undertake pre-use checks, all operations and maintenance in accordance with manufacturer's recommendations and other safety procedures	Supervisors and competent workers	L
	Excessive Exposure to UV	- Sunburn - Skin cancer	L	- Wear wide brimmed hats or brim attachment, long sleeved shirt and long trousers - Sunscreen - Work in shade if possible - Plan work when UV index is lowest - Take regular breaks in shade	Supervisors and competent workers	L
	Pedestrian Traffic	- Muscle sprain (limbs or torso) - Broken bones - Cuts and abrasions	M	Use appropriate signage Isolate workers and public from plant/vehicles via barriers and/or staff	Supervisors and competent workers	L
3. Remove traffic controls at completion of project	Moving Traffic or Plant	- Death or serious injury - Struck by vehicle	H	Use only trained traffic controllers, with appropriate RMS TC qualifications. Use vehicle with flashing lights Close down and remove signs from inside working out Ensure sufficient sight distance between works and traffic	Supervisors and competent workers	M

LIKELIHOOD How likely is it to happen? ↓	E=EXTREME H=HIGH M=MEDIUM L=LOW ← CONSEQUENCES – How severely could it affect health and safety? →				
	CATASTROPHIC Kill or cause Permanent Disability	MAJOR Serious Illness or Injury	MODERATE Medical Attention, Time off Work	MINOR First Aid Required	INSIGNIFICANT No Injuries
	ALMOST CERTAIN Is expected to occur	E	E	H	H
LIKELY Will probably occur	E	H	H	M	M
POSSIBLE Might occur	H	H	H	M	L
UNLIKELY Could occur	H	M	M	L	L
RARE May occur only in exceptional circumstances	H	M	M	L	L

Risk Level	Required Action
Extreme	Act immediately: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of controls.
High	Act today: The proposed activity can only proceed, provided that: The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls. The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared and The supervisor must review and document the effectiveness of the implemented risk controls
Medium	Act this week: The proposed task or process can proceed, provided that (i) The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared.
Low	Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls.

Acknowledgement register

All workers are to sign this register to indicate they have read and understood this document prior to commencing work.

Name	Signature	Date	Name	Signature	Date