

SAFE WORK METHOD STATEMENT	Line marking, Raised Pavement Markers Signs & Traffic Counters Installation
Reference documents	<p>NSW Work Health &amp; Safety Act 2011, NSW Work Health &amp; Safety Regulation 2017, P-4 Document Control &amp; Safety Records Procedure ,P-6 Contractor &amp; Volunteer Management Procedure, P-8 Consultation and Communication Procedure ,P-10 Risk Management Procedure P11 - Hazardous Chemical Procedure, P12- Managing Plant Procedure, P-13 Working at Heights Procedure, P- 14 Noise Management Procedure , P-15 Hazardous Manual Tasks Procedure, P 17 Construction and Demolition, P-18 Electrical Safety Procedure, P19- Asbestos Management Procedure, P20 – Inspection, Testing &amp; Monitoring Procedure , P21 Incident Investigation and Corrective Action Procedure , P-23 Emergency Preparedness &amp; First Aid Procedure, P 24 Material Handling Procedure, P 25 Hot Work Procedure, P-28 Energy Isolation &amp; Barricading Procedure, P30 - Working in Isolation Procedure.</p> <p><b>Other References</b> RMS 'Traffic Control at Work Sites' Manual, Manufacturer's Operations Manual for plant. SCC relevant 'Corporate' High-Risk Construction Work - SWMS's.</p>
SWI:	<p>SWI- 2 Air Compressor, SWI-12 Demolition Hammer, SWI14 - Battery Drill, SWI16 - Electric Drill, SWI22- Gas Cylinder- storage, transport, handling, SWI24 Generator, SWI- 33 Hypodermic Needle &amp; Syringe Handling &amp; Disposal, SWI42 Load Restraint, SWI 93 Trailers-Towing, SWI142 - Blower- Electrical/Petrol, SWI- 152 Heat Stress, SWI45 Maintaining Service Small Plant, SWI46- Measuring Clearance to Overhead Powerlines, Canter Ford Line Eraser, LPG Heating Torch, Bitumen Hot Pot, Line laser V200HD Airless Line Striper</p>
Training and Competencies	<p><b>Workcover Certificates</b> General Construction Induction Training (GIT)</p> <p><b>RMS</b> C, LR, MR or HR driver's licence by one crew member depending on size of truck / vehicle, Traffic Controller/ Implement Traffic Control Plan`s.</p> <p><b>SCC required Certificates of Competencies;</b> First Aid, Asbestos Awareness (<i>least one crew member</i>), Working near Overhead Power Lines, Working at Heights - Training</p> <p><b>Other (In-house training)</b> Corporate Induction, Perform – (<i>hazardous manual tasks</i>) training, Load Restraint &amp; Trailer-Towing training, Fire Extinguisher (<i>includes spill kit</i>) training.</p>
Safety data Sheets	<p>Aeroguard Insect Repellent Roll-On, Blue Circle Rapid Set No Mix Concrete, Candan Industries Inox (Aerosol), Chrystalite Thermo Primer Crystalite Preformed Thermoplastic Roadmaking Compound, Diesel, Dy-Mark Line marking Black Aerosol, Dy-Mark Linemarking White Aerosol-Mark Linemarking Yellow Aerosol, Ecolab Tarsolve, Exxon John Deere Lo Hygard Transmission &amp; Hydraulic Fluid Galmet Spray Paint, GT Drop on Beads, GT Kreteprime, Hi-Chem Superglow Thinners (Motospray Gun wash) Johnson Raid Fly &amp; Insect Killer Low Allergenic, LPG, Lubricant Specialists Lsa Truckwash, MSA Wasp Killer, Nowra Igor, Nowra Sparkle 'N' Clean Potters Drop-on Glass Beads, Ramset Chemset Injection, Reckitt Benckiser Mr Sheen Waterguard Aerosol, Recochem Diggers Enamel Thinners, Rocol Dry Film Ani-Scuffing, Selleys Liquid Nails, Shell Unleaded Petrol ,Signet Linemarking Paint,black, Signet Linemarking Paint – white, Starrett White Powdered Chalk,Stihl HP Super 2 Stroke Oil, TCP Degacote C1 Flexible Coating, Thorley Rid Repellent, Traffic Control Degadar Hardener, Wattyl Rapid Line Road Marking Paint, White Pool Dust</p>
Personal Protective	As identified in ( <i>specific to work tasks</i> ) site risk assessment, SWMS`s, SWI`s and site rules.

<b>Equipment</b>			
<b>Plant and Equipment</b>	Truck, Utility, Trailer, Line laser V200 Striper, LPG Gas Heating Torch, Canter Ford Line Eraser, Gas Bottles – 9 & 38 Litres, Blower, Air Compressor (petrol), Bitumen Hot Pot, Generator, Demolition Hammer, Handtools ( <i>power/ battery</i> ) tools, Ladders, Portable RCD`s, Handtools e.g. shovels, Spill Kit.		
<b>Inspection and Testing</b>	Electrical Power Tool, Air Compressor, Generator, Gas Gauges-Heat Torch, Fire Extinguisher, Portable RCD`s		
<b>Hazardous Chemicals and Dangerous Goods</b>	Aeroguard Insect Repellent Roll-On, Blue Circle Rapid Set No Mix Concrete, Candan Industries Inox (Aerosol), Chrystalite Thermo Primer Crystalite Preformed Thermoplastic Roadmaking Compound, Diesel, Dy-Mark Line marking Black Aerosol, Dy-Mark Linemarking White Aerosol-Mark Linemarking Yellow Aerosol, Ecolab Tarsolve, Exxon John Deere Lo Hygard Transmission & Hydraulic Fluid Galmet Spray Paint, GT Drop on Beads, GT Kreteprime, Hi-Chem Superglow Thinners (Motospray Gun wash) Johnson Raid Fly & Insect Killer Low Allergenic, LPG , Lubricant Specialists Lsa Truckwash, MSA Wasp Killer, Nowra Igor,\Nowra Sparkle 'N' Clean ,Potters Drop-on Glass Beads, Ramset Chemset Injection, Reckitt Benckiser Mr Sheen Waterguard Aerosol, Recochem Diggers Enamel Thinners, Rocol Dry Film Ani-Scuffing, Selleys Liquid Nails, Shell Unleaded Petrol ,Signet Linemarking Paint,black, Signet Linemarking Paint – white, Starrett White Powdered Chalk,Stihl HP Super 2 Stroke Oil, TCP Degacote C1 Flexible Coating, Thorley Rid Repellent, Traffic Control Degadar Hardener, WattyI Rapid Line Road Marking Paint, White Pool Dust		
<b>High Risk Work</b> <i>Indicate if any of the HIGH risk activities are performed by workers</i>	<input checked="" 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 checked="" 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 checked="" 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 checked="" 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.		
<b>SWMS Prepared By:</b>	<b>Name and signature:</b> Line and Signs Work Team	<b>Date:</b>	
<b>Authorised By:</b>	<b>Name and signature:</b> Scott Hughes	<b>Date:</b>	
<b>Persons Responsible for Ensuring Compliance with SWMS:</b>	Ganger and or Supervisor		
<b>Methods use to Ensure Compliance with SWMS:</b>	Observation during daily work activities by Ganger.		

<b>Persons Responsible for Reviewing SWMS Control Measures:</b>	Ganger and or Supervisor		
<b>When should Risk Control Measures be Reviewed:</b>	When an incident occurs, notifiable incident to NSW SafeWork, change to work Task /Process e.g. <i>new technology used</i> or Legislation also in accordance with SCC P-4 Document Control & Safety Records Procedure.		
<b>Review Date:</b>		<b>Reviewer's Signature</b>	

**Note: Job Step- 2(a) is additional specific step / hazards / risk controls required for Installation of Signs – work.**

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. Load equipment and materials at the depot ( <i>also at Council Stores if required</i> ) and collect relevant documents for the job	Injury performing Hazardous Manual Tasks- lifting, lowering, pushing, pulling hoisting different shapes, weight of materials / loads.	Cuts, abrasion & crushing Sprains and strains of muscles, tendons and other soft tissue.	H	<p>For new identified manual hazardous tasks complete a risk assessment on form P15.F01.</p> <p>Ensure workers are trained in manual handling e.g. (Perform).</p> <p>Use mechanical lifting aids where possible as a substitute for a manual lifting.</p> <p>Use correct lifting techniques or team lift.</p> <p>Unable to safety lift, report to your supervisor /ganger.</p> <p><u>Assess the load before lifting, identify:</u></p> <ul style="list-style-type: none"> <li>- Shape, height, weight of loads- does it require use of mechanical lifting aid?</li> <li>- Is it possible to lighten the load or reduce its height.</li> <li>- Avoid awkward posture when loading /unloading.</li> <li>- Remove hazards / risks associated with pathway used to relocate the loads.</li> <li>- Awareness of any sharp edges.</li> <li>- Wear PPE including gloves, safety footwear prescribed in the risk assessment. - Ensure all loads are secure including use of tarp nets.</li> <li>- Complete P12.F01 Pre-Plant Operational checklist before leaving site.</li> </ul>	Ganger/ Workers completing the tasks.	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
	Loading /unloading of hazardous chemicals.	Eye, skin respiratory injuries from exposure associated with damage packaging, lids not correctly fixed or incorrect lift.	M	Ensure P11.F01 Hazardous Chemical - Risk Assessment Checklist is complete for used hazardous chemicals. SDS's be accessible to workers. Workers must comply with safety specification prescribed in SDS's including transporting requirements for those hazardous chemicals. <u>Assess the load before lifting, check;</u> - Containers/packaging for damages, lids are fixed securely. - Remove hazards / risks associated with pathway used to relocate the loads including possible spills/ obstructions on truck and or trailer tray - Wear PPE prescribed in SDS's & risk Assessment. - Ensure spill kit available.	Ganger/ Workers completing the tasks.	L
	Slips trips- falls from loading /unloading	Sprains and strains of muscles, tendons and other soft tissues. Fractures.	M	The risk assessment to identify potential slip – trip- fall hazards and provide suitable risk control measures prior to loading /unloading materials including potential risks associated with obstructions, overreaching reaching, sloping, slippery and uneven surfaces.	Ganger/ Workers completing the tasks.	L
2. On site, complete a Site Specific Risk Assessment and induct staff including any contractors.	Unknown Hazards	Possible multiple injury categories.	H	Complete site-specific risk assessment ( <i>where possible</i> ) in consultation with workers and implement specified risk controls on site. Before work commences complete site WHS inductions with all workers Ensure the induction discusses the identified hazards & controls prescribed in the risk assessment and SWMS's. Workers including contractors to sign site risk assessment / site induction form.	Ganger/ Workers / including Contractors.	L

<b>Job Step</b>	<b>Hazard</b>	<b>Risk</b>	<b>Initial Risk Rating</b> E,H,M,L	<b>Control Measures</b> <i>Controls have been identified using the hierarchy of controls</i>	<b>Responsibility</b> <i>Who</i>	<b>Residual Risk Rating</b> E,H,M,L
	Traffic entering worksite.	Struck by vehicles/ plant-serious injuries or fatality.	H	Awareness of oncoming traffic entering /existing site. Where possible establish a designated parking area. Risk assessment or project plan shall identify whether a TCP, pedestrian, vehicle movement plans are required, or only advance warning signs. At site induction and subsequent toolbox talks discuss details of any TCP, pedestrian, plant movement plans or required warning signage.	Ganger/ Workers including Contractors	L
<b>2(a)</b> For `Sign` Installation complete a visual overhead/below ground utilities inspection prior commencing work.	Exposure to overhead/ underground energy utilities.	Serious Injury, Fatalities, Energy disruption to public	H	Must complete a visual inspection prior any work likely to effect overhead/below round Utilities. Unable to determine if energies utilities exist Dial – before- dig.	Ganger/ Workers completing the tasks	L
<b>3.</b> Implement TCP including installing barricading / delineation equipment into position or needed or only warning signs.	Setting-up TCP	Serious injury / fatality	H	Complete, or have contract traffic controllers complete the TCP and ( <i>if required</i> ) pedestrian and or traffic movement plan. Ganger or site supervisor, when using a contract traffic controller, review their TCP and any modifications prior to commencing work. Ensure all workers involved in traffic control work are trained /certified. Ensure TCP, site-specific risk assessment and SWMS` s are discussed at site WHS induction and subsequent toolbox talks. When required dial-before- you- dig. Inspect ground surfaces don` t walk where can` t see firm surface e.g. long grass. Ensure all workers wear prescribed PPE specified in site rules and or risk assessment. Ganger or Supervisor to monitor daily	Ganger/ Workers including Contractors	H

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
				compliance with the TCP and SWMS`s also review risk controls as specified in this document e.g. after a notifiable incident.		
	Slip trips & falls	Sprains and strains of muscles, tendons and other soft tissue injuries. Fractures.	H	Inspect ground surfaces for potential trips / sharp protruding objects at the worksite. Don` t walk where you can` t see firm surface PPE be worn including safety footwear. Be aware of surrounding environment whilst carry out tasks. Report any unidentified hazards.to ganger or supervisor.	Ganger/ all workers including contractors	L
	Injury performing hazardous manual tasks involving - lifting, lowering, pushing, pulling hoisting different shape, weight, size of materials / loads.	Serious injury, Sprains and strains of muscles, tendons and other soft tissue Injuries.	H	Same as listed in <b>Job Step 1</b> (above) HAZARDOUS MANUAL TASKS. Also, where possible undertake job rotation.	Ganger/ all workers including contractors	L
4. Move plant and/or truck into position to begin work.	Plant movement / struck by plant.	Serious injury / fatality	H	Comply with TCP and or Vehicle Movement Plan. Implement and or comply with any <u>new</u> daily site-specific risk assessment controls. Check /ensure all plant operators are licences /competent. Discuss plant movement / positioning process at site toolbox talk. Separate workers/public from moving plant. Check plant warning devices e.g. reversing alarms are working. Exiting vehicle use 3` points of contact technique e.g. back out when exiting plant and check ground surface before exiting. Plant should be park on level ground. Ensure ground surface are cable of supporting plant.	Ganger/ Workers including Contractors	L

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				Avoid driving on a soft or slippery ground. Provide a spotter when positions plant when there's a potential of person being struct.		
	Working near overhead powerlines	Serious injury or Electrocutation	H	Ensure (at least one) worker in the crew is trained in working near overhead powerlines. Comply with Council P 18 Electrical Safety Procedure and complete P18.F01 Working Near Over Heads Power Lines Risk Assessment Checklist when working 3 m near overhead power lines. Provide a spotter, when operating plant or equipment near overhead power lines. Report any incidents /notifiable incidents immediately to Councils WHS unit.	Ganger/ Workers including Contractors	L
5. As required – unload materials; establish access/egress.	Injury performing hazardous manual tasks - lifting, lowering, pushing, pulling hoisting different shape, weight, of materials / loads	Cuts, abrasion & crushing, Sprains and strains of muscles, tendons and other soft tissues.	H	Same as listed in <b>Job Step 1-</b> (above) HAZARDOUS MANUAL TASKS	Ganger/ Workers completing the tasks.	L
	Loading /unloading of hazardous chemicals	Eye, skin respiratory injures from exposure associated with damage packaging, lids not correctly fixed or incorrect lift.	M	Same as listed in <b>Job Step 1-</b> (above) LOADING /UNLOADING OF HAZARDOUS CHEMICALS TASK	Ganger/ Workers completing the tasks.	L
	Slip- trips- falls from loading/unloading	Sprains and strains Cuts Fractures	H	Same as listed in <b>Job Step 3-</b> (above) SLIP TRIPS & FALLS	Ganger/ Workers completing the tasks.	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
	Uncontrolled site access / egress impacting on workers / members of the public.	Multiple injury categories, fatality	H	<b>Minimum of 2 below listed risk control measures:</b> <ul style="list-style-type: none"> <li>- Access/ egress barricading</li> <li>- Signs</li> <li>- Awareness access/egress rules discussed at toolbox talks</li> <li>- Larger projects, temporary perimeter fencing to prevent access to public on site.</li> <li>- Issue discussed at Induction and subsequent toolbox meeting</li> <li>- Designate a worker to control access and egress control point/s.</li> </ul>	Ganger/ Workers (include any contractors) completing the tasks.	L
6. Remove, paint lines and/or install raised pavement markers or transverse lines & chevrons	Traffic	Serious injury/ fatality.	H	When TCP is used, ganger or site Supervisor, to review and discuss TCP at toolbox talks including any modifications-prior to commencing work. Ensure all workers involved in traffic control work are trained / certified. Workers to comply with TCP and SWMS' s, ganger or supervisor to monitor compliance of both. Used spotter when required e.g. working 3m near overhead power lines including plant movement.	Ganger/ Workers (include any contractors) completing the tasks.	L
	Injury to workers / others when using plant / equipment	Cuts, abrasion Burns. Serious injuries. Damage to property and the environment.	H	Job hazards/risk controls discussed at toolbox meeting. Use trained / competent workers to complete the tasks and operate plant / equipment. Inspected equipment before use. Use portable RCD' s where possible Ensure plant / equipment used in accordance with manufactures safety instructions or relevant council SWI' s Implement with any additional daily site job specific risk controls. Ensure appropriate PPE worn as	Ganger/ Workers completing the tasks.	L



<b>Job Step</b>	<b>Hazard</b>	<b>Risk</b>	<b>Initial Risk Rating</b> E,H,M,L	<b>Control Measures</b> <i>Controls have been identified using the hierarchy of controls</i>	<b>Responsibility</b> <i>Who</i>	<b>Residual Risk Rating</b> E,H,M,L
				<p>prescribed in the safety documents e.g. SWI's</p> <p>Operate equipment in accordance to the weather conditions.</p> <p>Ensure gas equipment e.g. fittings /torch are correctly fitted and checked for any gas leaks prior to use.</p> <p>Complete P25. F01 Hot Work risk assessment</p> <p>Checklist- for hot work.</p> <p>Inspected ground surfaces - don't walk where can't see firm surface e.g. long grass.</p> <p>Housekeeping as you go.</p> <p>Provide task rotation whether possible</p> <p>Observe SWI- 152 Heat Stress</p> <p>Separate people from plant.</p> <p>Ensure spill kit on hand.</p>		
	Exposure to hazardous chemicals	Eye / skin respiratory injures, illness, poisoning from use/ exposure	M	<p>SDS's be accessible to workers</p> <p>Ensure correct lifting technique when handling hazardous chemicals.</p> <p>Wear PPE as specified in SDS's and or SWI's</p> <p>Comply with relevant risk controls prescribed in risk assessment /SWMS.</p> <p>Check containers /packaging for damages, lids are fixed securely before handling/ use.</p> <p>Ensure spill kit available.</p>	Ganger/ Workers completing the tasks.	L

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	Weather conditions	Multiple injuries from malfunctioning of equipment, flying objects, dust, slippery surfaces, temperature or struck by lightning e.g. Dehydration	M	Implement related risk controls prescribed in the daily site risk assessment. Monitor changing weather conditions during the course of work for possible new hazards / risks including wind, dust. Ensure UV protection for workers e.g. sunscreen, glasses and hats. Awareness of changing ground surfaces. Consider additional PPE for changing weather conditions. Observe total fire ban days Sufficient drinking water available for workers to rehydrate on hot days. During thunder storms - find alternative work. Consider changing work schedule suit forecasted weather condition.	Ganger/ Workers completing the tasks including contractors	L
7. On completion of the job, clear debris or excess materials from site.	Traffic	Serious injuries / fatality	H	Workers to comply with TCP or warning signs where no TCP required. Workers wear specified PPE. Used spotter when required e.g. working 3m near overhead powerlines. Used a spotter and or support vehicle if interacting with mobile equipment /traffic. Use or correct lifting techniques, team lift where possible or mechanical lifting aids in substitute for manual lifting.	Ganger/ Workers completing the tasks including contractors	L
	Disposal of hazardous chemicals / materials	Injury/ illness to self - others from exposure also environment damage e.g. chemicals leaching into drains.	H	Ensure all unwanted hazardous/ non - hazardous chemicals or substances are disposed of in accordance with the labelling, SDS or legislative requirements. Also controls listed in -Job Step 1- (above) LOADING /UNLOADING OF HAZARDOUS CHEMICALS	Ganger/ Workers completing the tasks including contractors	L

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	Injury performing Hazardous Manual Tasks- lifting, lowering, pushing, pulling hoisting different shapes, weight of materials / loads.	Cuts, abrasion & crushing, Sprains and strains of muscles, tendons and other soft tissue. Long term-musculoskeletal disorder.	H	Same as listed in <b>Job Step 1-</b> (above) HAZARDOUS MANUAL TASKS	Ganger/ Workers completing the tasks including contractors	L
8. Ensure all signs & equipment is removed from work site, secure all loads on truck /ute / trailer prior to leaving the site.	Injury performing hazardous manual tasks involving -lifting, lowering, pushing, pulling hoisting different shape, weight, size of materials / loads	Cuts, abrasion & crushing Sprains and strains Long term-musculoskeletal disorder.	H	Same as listed in <b>Job Step 1-</b> (above) HAZARDOUS MANUAL TASKS	Ganger/ Workers completing the tasks including contractors	L
	Slip-trip- falls	Sprains and strains Cuts Fractures	H	Controls Measures – Same as listed in <b>Job Step 3-</b> (above) SLIP-TRIPS- FALLS	Ganger/ Workers completing the tasks including contractors	L
	Traffic	Serious Injury / fatality	H	Inspect ground surfaces don't walk where can't see firm surface e.g. long grass Workers to comply with TCP or warning signs where no TCP required. Workers wear specified PPE. Used a spotter and or support vehicle if interacting with mobile equipment /traffic. Use or correct lifting techniques, team lift where possible or mechanical lifting aids in substitute for manual lifting.	Ganger/ Workers completing the tasks including contractors	L
	Unsecure loads	Serious Injury or fatality to self/ others	H	Ensure workers are trained in load restrain and trailer-towing.	Ganger/ Workers	L

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				Ensure all loads are secured including used of tarp nets prior to movement of plant.	completing the tasks including contractors	
9. Return to depot and unload truck / Ute and or trailers of unwanted materials /equipment, if necessary report to supervisor at depot issues arising from the job.	Injury performing Hazardous Manual Tasks- lifting, lowering, pushing, pulling hoisting different shapes, weight of materials / loads	Cuts, abrasion & crushing Sprains and strains Long term- musculoskeletal disorder.	H	Same as listed in <b>Job Step 1-</b> (above) HAZARDOUS MANUAL TASKS	Ganger/ Workers completing the tasks	L
	Loading /unloading of hazardous chemicals	Eye, skin, respiratory injures from exposure associated with damage packaging, lids not correctly fixed or incorrect lift.	H	Same as listed in <b>Job Step 1-</b> (above) LOADING /UNLOADING OF HAZARDOUS CHEMICALS.	Ganger/ Workers completing the tasks.	L
	Slip- trips- falls from loading/unloading	Sprains and strains Cuts Fractures	H	Same as listed in <b>Job Step 3-</b> (above) SLIP TRIPS & FALLS	Ganger/ Workers completing the tasks.	L

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
<b>ALMOST CERTAIN</b> Is expected to occur	E	E	H	H	M
<b>LIKELY</b> Will probably occur	E	H	H	M	M
<b>POSSIBLE</b> Might occur	H	H	H	M	L
<b>UNLIKELY</b> Could occur	H	M	M	L	L
<b>RARE</b> May occur only in exceptional circumstances	H	M	M	L	L

Risk Level	Required Action
<b>Extreme</b>	<b>Act immediately:</b> 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.
<b>High</b>	<b>Act today:</b> 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
<b>Medium</b>	<b>Act this week:</b> 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.
<b>Low</b>	<b>Act this month:</b> 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.

<b>Name</b>	<b>Signature</b>	<b>Date</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>