



RISK RATING 1 HIGH 2 MEDIUM 3 LOW	SAFE WORK METHOD STATEMENT Title: : Inspection of Roads Ref No: 1	I approve the use of this Safe Work Method Statement: NAME: _____ POSITION: Department Manager SIGNATURE: _____ DATE: ___/___/___
		Project: INSPECT CONDITION OF ROADS
Critical Steps in this Activity:	Potential Hazards:	Safety Controls:
<ul style="list-style-type: none"> • Personal Protection • MEDIUM 	<ul style="list-style-type: none"> • Traffic • Crushing • Insect bites • Sunburn • Faded garments 	<ul style="list-style-type: none"> • High visibility clothing at all times while working in the field • Safety boots to be worn at all times while working in the field • Repellent must be worn in area's of potential insect bites • Sunscreen, sunglasses also broad brimmed hats should be used when necessary • Clothing which is faded or damaged should not be worn at any stage. It is your responsibility to care for your PPE
<ul style="list-style-type: none"> • Planning • MEDIUM 	<ul style="list-style-type: none"> • Traffic • Weather • Road width • Pedestrians • Parked vehicles 	<ul style="list-style-type: none"> • Consider how you can avoid these hazards • Try and prevent a incident yourself • Otherwise seek advise on the matter from your immediate supervisor
<ul style="list-style-type: none"> • Operations hazard • MEDIUM 	<ul style="list-style-type: none"> • Driving 	<ul style="list-style-type: none"> • No lap top,tablet,PC,handheld or similar to be used whilst vehicle in motion • Any devices and GPS equipment to be properly secured in stands while driving vehicle • Before entering data on your data base your vehicle will be stopped as far as practicable from roadway

<ul style="list-style-type: none"> • Operation hazard • LOW 	<ul style="list-style-type: none"> • Weather 	<ul style="list-style-type: none"> • Consider the impact weather can have on site where you are going to work. • Consider delaying the works until it is safe
<ul style="list-style-type: none"> • Operation hazard • MEDIUM 	<ul style="list-style-type: none"> • Vehicles 	<ul style="list-style-type: none"> • Use a vehicle with revolving lights, two-way radio or any other equipment you may deem necessary. • Vehicle to be parked in the same direction as traffic
<ul style="list-style-type: none"> • Operation hazard • MEDIUM 	<ul style="list-style-type: none"> • Worksite 	<ul style="list-style-type: none"> • When working consider the site where you intend to park and carry out the work • Consider traffic, pedestrians, sight distance and other hazards • Vehicle should be parked far away from traffic lane as possible
<ul style="list-style-type: none"> • Operation hazard • MEDIUM 	<ul style="list-style-type: none"> • Potential injury 	<ul style="list-style-type: none"> • Have a means of calling for assistance at hand in case of injury
<ul style="list-style-type: none"> • Operation hazard • MEDIUM 	<ul style="list-style-type: none"> • Information 	<ul style="list-style-type: none"> • Ensure clarity of direction, instructions and duties before leaving the office
<ul style="list-style-type: none"> • Operation hazard • MEDIUM 	<ul style="list-style-type: none"> • Manual handling 	<ul style="list-style-type: none"> • Exercise before starting work • Two man lift may be required in some situations
<ul style="list-style-type: none"> • Operation hazards • LOW 	<ul style="list-style-type: none"> • Potential obstacles 	<ul style="list-style-type: none"> • Beware of hidden obstacles, when climbing or walking through long grass, wash always or sharp objects etc
<ul style="list-style-type: none"> • Operation hazards • LOW 	<ul style="list-style-type: none"> • Steep slopes 	<ul style="list-style-type: none"> • Care should be taken when climbing or descending steep slopes or embankments, not to slip or fall
<ul style="list-style-type: none"> • Operation hazards • MEDIUM 	<ul style="list-style-type: none"> • Communication 	<ul style="list-style-type: none"> • 2 way radio, UHF, mobile phone or normal phone

<ul style="list-style-type: none"> • Operation hazards • LOW 	<ul style="list-style-type: none"> • Animals • Insects • Reptile bites 	<ul style="list-style-type: none"> • Care should be taken when entering properties or climbing under structures not to be bitten by dogs,spiders,snake etc • If bitten seek prompt medical attention
<ul style="list-style-type: none"> • Operation hazards • MEDIUM 	<ul style="list-style-type: none"> • Public roads 	<ul style="list-style-type: none"> • No circumstances should vehicle be operated or parked on the incorrect side of road
<ul style="list-style-type: none"> • Operation hazards • MEDIUM 	<ul style="list-style-type: none"> • Personnel security 	<ul style="list-style-type: none"> • One of the most serious hazard associated with working alone is the potential for physical or verbal abuse • Never initiate or carry on a physical confrontation. Leave the situation if possible
<ul style="list-style-type: none"> • Operation hazards • MEDIUM 	<ul style="list-style-type: none"> • Fatigue 	<ul style="list-style-type: none"> • Be aware off added dangers resulting from fatigue. Always arrange for adequate water and rest breaks
<ul style="list-style-type: none"> • Operation hazards • LOW 	<ul style="list-style-type: none"> • First aid kits 	<ul style="list-style-type: none"> • If employee is working alone this person should have some basis first aid training
<ul style="list-style-type: none"> • Operation hazards • MEDIUM 	<ul style="list-style-type: none"> • Breakdowns • Accidents 	<ul style="list-style-type: none"> • Attempt to move vehicle clear of roadway and traffic • If the vehicle can not be driven or any of the occupants require medical attention, the police be notified
<ul style="list-style-type: none"> • Operation hazards • MEDIUM 	<ul style="list-style-type: none"> • Claims on council • Injury 	<ul style="list-style-type: none"> • Each record that is kept serves as information that can be used as evidence in the event of a claim or injury • Any discussion should be recorded and reported to your superior as soon as possible. • Diary notes should be written down

License/Training		List Plant-Equipment	
Drivers License Work Activity Induction Red Card		<i>Ute, Lap Top, Tablet PC</i>	
List: /Personal Protective Equipment required for this Activity	List Equipment Maintenance Checks required for this Activity	Engineering Certificates	Hazardous Substance
<i>Hi visibility clothing</i> <i>Wet weather clothing</i> <i>Sunglasses</i> <i>Sunscreen</i> <i>Hat</i> <i>Safety Boots</i>	<i>Daily equipment checks</i> <i>Plant Pre-start up check list</i>	Type <i>Traffic Management Plan</i>	Type
Duties & Responsibilities			
To ensure the safety of co-workers and general public. To report all incidents and near misses to team leader. Ensure equipment is in safe working order. Perform safety checks of equipment			

