



<p>RISK RATING</p> <p>1 HIGH</p> <p>2 MEDIUM</p> <p>3 LOW</p>	<p>SAFE WORK METHOD STATEMENT</p> <p>Title: : Lone Worker Operation</p> <p>Ref No: 1</p>	<p>I approve the use of this Safe Work Method Statement:</p> <p>NAME: _____ POSITION: Department Manager</p> <p>SIGNATURE: _____ DATE: ___/___/___</p>
		<p>Project: WORKING ALONE</p>
<p>Critical Steps in this Activity:</p>	<p>Potential Hazards:</p>	<p>Safety Controls:</p>
<ul style="list-style-type: none"> Personal protection MEDIUM 	<ul style="list-style-type: none"> Traffic Crushing Head injuries Insect bites Sun burn 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 Hard hats to be worn within 5 metres of equipment Repellent must be worn in area's of potential insects bites Sunglasses. sunscreen 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 Bridges Overhead power lines 	<ul style="list-style-type: none"> Consider how you can avoid these hazards or prevent an incident yourself, otherwise seek advice on the matter from your immediate supervisor

<ul style="list-style-type: none"> • Operations Hazards • MEDIUM 	<ul style="list-style-type: none"> • Height • Services • Overwater • Weather • Vehicles • Worksite • Potential injury • Information • Manual handling • Potential obstrucles • Steep slopes • Communication • Animals insects or reptile bites • Public roads • Personnel security • Fatigue • First Aid • Breakdowns/accidents 	<ul style="list-style-type: none"> • When carrying out work at heights always work in pairs and not on your own • Ensure all services where required are indentified and located • Should be a two man operation wherever possible. Suitable buoyancy devices are on hand (WORN IF APPLICABLE) • Consider the impact weather can have on site where you are going to work. Consider delaying the works until it is safe • Use a vehicle with revolving lights, two-way radio or any other equipment you may deem necessary.Ensure first aid kit is on board vehicle • When working considers the site where you intend to park and carry out the work. Consider traffic, pedestrains, sight distance and other hazards. Alternative parking positions if necessary • Have a means of calling for assistance at hand in case of injury • Ensure clarity of directions, instructions and duties before leaving the office • As a guide only individual lift should not exceed 25 kg • Beware of hidden obstacles when climbing pr walking through long grass. • Care should be taken when climbing or descending steep slopes or embankments not to slip or fall • 2 way radio, UH, mobile phone or normal phone • Care should be taken when entering properties or climbing under structures not to be bitten by dogs, spiders, snakes etc. If bitten seek medical attention • No circumstances should vehicle be operated or parked on the incorrect side of road • One of the most serious hazards associated with working alone is the potential for physical or verbal abuse. Never initiate or carry on a physical comfrontation. Leave the situation if possible
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<ul style="list-style-type: none"> • Operation hazards • MEDIUM 		<ul style="list-style-type: none"> • Be aware off added dangers resulting from fatigue. Always arrange for adequate water and rest breaks • If a employee is working alone this person should have some basic first aid training • 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"> • Correct records are kept in regards to the plant and equipment • 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>Light Truck, Shovel, Crowbar, Broom, Whipper Snipper, Chainsaw</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, Gloves Ear Protection, Broad Brimmed Hat Eye Protection, Wet Weather Gear Sunscreen, Repellent Hard hats, Sunglasses Safety Boots, Lip Protection</i>	<i>Daily equipment checks 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			

Safe Work Method Statement

The personnel listed below have been made aware of and understand the procedure, hazards and control measures outlined in the Safe Work Method Statement. They will abide by the control measures outlined within the Safe Work Method Statement.

Name	Position	Signature

Any changes, additions or deletions made to this Safe Work Method Statement are to be covered with the above personnel and The Principal Contractor representative at a Toolbox meeting. (Record date and time of Toolbox meeting below)

Date: _____
Time: _____
Comments: _____

Reviewed by: _____ **Date:** _____