



<b>RISK RATING</b>  <b>1 HIGH</b>  <b>2 MEDIUM</b>  <b>3 LOW</b>	<b>SAFE WORK METHOD STATEMENT</b>  <b>Title: : Major Drainage Operation</b>  <b>Ref No: 1</b>	I approve the use of this Safe Work Method Statement:  <b>NAME:</b> _____ <b>POSITION:</b> Department <b>Manager</b>  <b>SIGNATURE:</b> _____ <b>DATE:</b> ___/___/___
<b>Location:</b>		<b>Project:</b> DRAINAGE ON A ROADSIDE
<b>Critical Steps in this Activity:</b>	<b>Potential Hazards:</b>	<b>Safety Controls:</b>
<ul style="list-style-type: none"> <li>• Inspection</li> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Traffic</li> <li>• Services</li> <li>• Planning schemes</li> <li>• Damage to native vegetation</li> </ul>	<ul style="list-style-type: none"> <li>• Traffic management plan to be completed before works start</li> <li>• Dial before you dig to be contacted and plans made available before works begin</li> <li>• Environmental impact assessments completed and signed by environmental department</li> </ul>
<ul style="list-style-type: none"> <li>• Preparation</li> <li>• <b>HIGH</b></li> </ul>	<ul style="list-style-type: none"> <li>• Inadequate planning</li> </ul>	<ul style="list-style-type: none"> <li>• Identify people, equipment, PPE, potential hazards and safety controls prior to commencement of works</li> <li>• Site induction for all employees to know role for each road</li> <li>• Team leader to issue traffic management plan to work crew</li> <li>• All relevant signs to be placed on vehicle</li> </ul>
<ul style="list-style-type: none"> <li>• Travel to worksite</li> <li>• <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Drivers</li> </ul>	<ul style="list-style-type: none"> <li>• Be in possession of proper drivers/operators license</li> <li>• Being aware while driving</li> <li>• Travel at speed according road conditions and load</li> </ul>

<ul style="list-style-type: none"> <li>▸ Traffic Management</li> <li>▸ <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Poor Drivers</li> <li>• Inappropriately traffic control measures</li> </ul>	<ul style="list-style-type: none"> <li>• Follow traffic management plan from team leader</li> <li>• Ensure the traffic control measures are appropriate for all weather conditions</li> <li>• Use PPE-high visibility clothing etc</li> <li>• Stay alert for traffic on worksite</li> </ul>
<ul style="list-style-type: none"> <li>▸ Picking up material</li> <li>▸ <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Traffic</li> <li>• Crushing</li> </ul>	<ul style="list-style-type: none"> <li>• Control traffic through traffic control also traffic management plan</li> <li>• Be aware to stay in vehicle when grader and loader is working on roadside</li> </ul>
<ul style="list-style-type: none"> <li>▸ Guide posts</li> <li>▸ <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Traffic</li> </ul>	<ul style="list-style-type: none"> <li>• Replace guide posts as drainage works is completed to alert vehicles the width and direction of roadway</li> </ul>
<ul style="list-style-type: none"> <li>▸ Remove of traffic devices</li> <li>▸ <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Slippery surface</li> <li>• Traffic</li> <li>• Manual handling</li> <li>• Signs</li> </ul>	<ul style="list-style-type: none"> <li>• Always wear correct PPE and make sure footing is firm when getting out of vehicles</li> <li>• Pull vehicle off roadway as far as practicable when picking up signs</li> <li>• Always use correct lift when placing signs onto truck</li> <li>• Aftercare signage to be left on site until roadway is compacted</li> </ul>
<ul style="list-style-type: none"> <li>▸ Records</li> <li>▸ <b>MEDIUM</b></li> </ul>	<ul style="list-style-type: none"> <li>• Claims against Cosworks</li> </ul>	<ul style="list-style-type: none"> <li>• Traffic control records will be signed and returned to team leader after job is complete to file for any future claims</li> </ul>

<b>License/Training</b>		<b>List Plant-Equipment</b>	
Drivers License Work Activity Induction Red Card Traffic Control Ticket		<i>Grader, Loader, Trucks &amp; Dogs, Sledge Hammer, Stop/Slow Bat, Guide Posts, Crow Bar, Shovels, Guide Post Installer</i>	
<b>List: /Personal Protective Equipment required for this Activity</b>	<b>List Equipment Maintenance Checks required for this Activity</b>	<b>Engineering Certificates</b>	<b>Hazardous Substance</b>
<i>Hi visibility clothing, Aeroguard</i> <i>Ear Protection,</i> <i>Sunglasses</i> <i>Sunscreen</i> <i>Hardhats</i> <i>Safety Boots</i>	<i>Daily equipment checks</i> <i>Plant Pre-start up check list</i>	<b>Type</b> <i>Traffic Management Plan</i>	<b>Type</b>

### **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

