



RISK RATING 1 HIGH 2 MEDIUM 3 LOW	SAFE WORK METHOD STATEMENT Title: : Sign Maintenance Ref No: 1	I approve the use of this Safe Work Method Statement: NAME: _____ POSITION: Department Manager SIGNATURE: _____ DATE: ___/___/___
		Project REPLACING A SIGN
Critical Steps in this Activity:	Potential Hazards:	Safety Controls:
<ul style="list-style-type: none"> Preparation for operation MEDIUM 	<ul style="list-style-type: none"> Inadequate planning 	<ul style="list-style-type: none"> Identify people, equipment and potential hazards and safety controls prior to commencement of works All relevant signs and poles should be placed on vehicle Team leader to issue traffic management plan to work crew
<ul style="list-style-type: none"> Driving to site MEDIUM 	<ul style="list-style-type: none"> Drive into other people Poor drivers Drive off embankment 	<ul style="list-style-type: none"> Be in possession of proper driving license for vehicle Be aware whilst driving Travel a safe speed according to road conditions and load on vehicle
<ul style="list-style-type: none"> Arrive at site Park vehicle Site establishment MEDIUM 	<ul style="list-style-type: none"> Traffic Vehicle/personnel impact 	<ul style="list-style-type: none"> As part of traffic management make sure you park vehicle as far as practicable from roadway with rotary beacons on Set up traffic control measures (where necessary)
<ul style="list-style-type: none"> Hole Excavation LOW 	<ul style="list-style-type: none"> Public/personnel impact Manual handling Services 	<ul style="list-style-type: none"> High visibility clothing must be worn Always use correct method when digging Beware before digging of services if required get locations of services
<ul style="list-style-type: none"> Placing sign & pole in ground LOW 	<ul style="list-style-type: none"> Carrying & Bending 	<ul style="list-style-type: none"> Beware of weight of object if you feel it'd to heavy always use a two man lift

<ul style="list-style-type: none"> • Concreting • LOW 	<ul style="list-style-type: none"> • Vehicle/personnel/public impact 	<ul style="list-style-type: none"> • High visibility clothing • Use correct method and materials • Traffic control may be required
<ul style="list-style-type: none"> • Exit site • MEDIUM 	<ul style="list-style-type: none"> • Traffic 	<ul style="list-style-type: none"> • Vehicle to enter safely into traffic lane. Once in traffic turn off rotary beacons when safe
<ul style="list-style-type: none"> • Disposal of rubbish • MEDIUM 	<ul style="list-style-type: none"> • Sharps • Manual Handling 	<ul style="list-style-type: none"> • Report to team leader for disposal of sharps containers • Try and use tipping tray on vehicle to dispose of rubbish

Licenses/Training	List Plant-Equipment
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<i>Traffic Control Ticket</i> <i>Red Card</i> <i>Vehicle Licence</i>	<i>Light Truck, Generator, Bollards, Cones, Barricades, Signs, Poles, Hand Tools</i>
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List: /Personal Protective Equipment required for this Activity	List Equipment Maintenance Checks required for this Activity	Engineering Certificates	Hazardous Substances
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<i>Hi visibility clothing</i> <i>Ear Protection</i> <i>Gloves</i> <i>Sunscreen</i> <i>Eye Protection</i> <i>Safety Boots</i>	<i>Daily equipment checks</i> <i>Plant Pre-start up check list</i>	<p style="text-align: center;">Type</p> <i>Traffic Management Plan</i>	<p style="text-align: center;">Type</p> <i>Petrol</i> <i>Oil</i> <i>Chemicals</i>
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Duties & Responsibilities

<p>To ensure the safety of co-workers and general public. To report all incidents and near misses to team leader. Ensure equipment is in a safe working order. Perform safety checks of equipment</p>
