



GENERAL

SWMS REQUIREMENTS				KEY REFERENCE MATERIAL:	
<div>1. This SWMS describes the activities associated with the deployment of T-Lok Barriers and outlines the proposed risks (High Risk Work – HRW) to the health and safety of any person.</div> <div>2. This document has been compiled in a collaborative approach involving affected employees, HSR's and management.</div> <div>3. Once this document has been approved and implemented, the task which it relates to must be performed in accordance with the SWMS.</div> <div>4. Duty holders (employees and sub-contractors) must stop the HRW immediately or as soon as it is safe to do so if the SWMS is not being complied with. The HRW must not resume until the SWMS is complied with or reviewed and revised as necessary</div> <div>5. The SWMS must be reviewed and if necessary, revised whenever the HRW changes, or after an incident that occurs during the HRW, or if there is any indication that risk control measures and not adequately controlling the risks.</div> <div>6. An employee must retain a copy of the SWMS for the duration of the HRW.</div>				<div>1. AS 2359.1 Powered Industrial Trucks – General requirements</div> <div>2. WorkSafe Victoria Guidance Note: “Forklift Safety, Reducing the Risk.”</div> <div>3. AS 4983 Gas fuel systems for forklifts and industrial engines</div> <div>4. Load Restraint Guide – 2018</div> <div>5. Applicable Australian Design Rules (ADR's) – where applicable</div> <div>6. AS 2550.1-2011: Cranes, hoists and winches—Safe use Part 1: General requirements</div> <div>7. AS 2550.5-2002: Cranes, hoists and winches—Safe use Part 5: Mobile cranes.</div>	
Direct Employer:		Principal contractor (PC) - Name and contact details:		Work supervisor - Name and contact details:	
Project name:		Work activity - Job description:		Workplace and works location:	
Date of Works:		Person responsible for ensuring compliance with SWMS:		Date SWMS received:	
Date SWMS provided to PC		Client Approval of SWMS (name)		SWMS Approved	<i>Trent Loveless</i> <input type="checkbox"/> SWMS Evaluation Completed
Review Date:		Contact Details (phone / email):		Customer Approval	<input type="checkbox"/> SWMS Reviewed
Plant & Equipment Required					<input type="checkbox"/> Hazards Reviewed
Licences Required:					<input type="checkbox"/> Licences sighted and recorded
Hazardous Chemicals Yes <input type="checkbox"/> No <input type="checkbox"/>					<input type="checkbox"/> SDS Reviewed
Relevant SOP's:					<input type="checkbox"/> SOP's reviewed with Team Members
Any Additional Control measures reviewed					<input type="checkbox"/> Control measures reviewed

PERMITS

Condition of Works	<input type="checkbox"/> Hot Works	<input type="checkbox"/> Working at Heights	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Powerline Corridor Access	<input type="checkbox"/> Permit to Dig	<input type="checkbox"/> Ground Disturbance	<input type="checkbox"/> Other
Permit Number							

PERSONAL PROTECTIVE EQUIPMENT: (Ensure all PPE meets relevant Australian Standards – Inspect and replace PPE as required.)

Foot protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing	Sun Protection	Fall Arrest	No Jewellery	Face Mask	Sanitising
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Catastrophic Risks (CR) involved with the task being performed: (Check box ☒ relevant to task. Only select risks applicable to Road Safety Rental)

Loading and Unloading Vehicle	Crane Operations	Falling objects	Confined Space	Vehicle Collision	Entanglement	Fall from Height	Interaction with Pedestrians	Vehicle & Pedestrian	Overhead Powerlines	Traffic Control	Working Alone	Trench on Site	Single Vehicle Accident
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



High Risk Work (HRW)

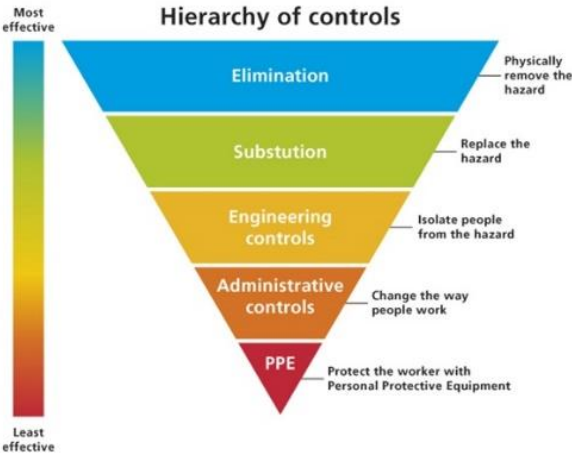
<input type="checkbox"/> Where there is a risk of contact with overhead power lines.	<input type="checkbox"/> Where there is a risk of damage to underground services.	<input type="checkbox"/> Risk to damage to external objects, such as fire hydrants.	<input type="checkbox"/> Workplaces where there is movement of powered mobile plant.
<input type="checkbox"/> Structural alterations that require temporary support.	<input type="checkbox"/> Areas where there are artificial extremes of temperature.	<input type="checkbox"/> On or near energised electrical installations or services.	<input type="checkbox"/> A trench or shaft if the excavated depth is more than 1.5 metres.
<input type="checkbox"/> On or near pressurised gas distribution mains or piping.	<input type="checkbox"/> Involving demolition.	<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 a tunnel.	<input type="checkbox"/> Involving the requirement of Traffic Control.
<input type="checkbox"/> Areas that may have a contaminated or flammable atmosphere.	<input type="checkbox"/> Involving the use of explosives.	<input type="checkbox"/> On, in or adjacent to a road, or other traffic corridor used by traffic	<input type="checkbox"/> Likely to involve disturbing asbestos

Risk Management Table



		LIKELIHOOD DESCRIPTION					
		LIKELIHOOD	The event may occur only in exceptional circumstances.	Not expected but the event may occur at some time.	The event could occur at some time.	The event will probably occur in most circumstances.	The event is expected to occur or has occurred and is continuing to impact.
		FREQUENCY	Less than once in 10 years.	At least once between 5 and 10 years.	At least once between 1 and 5 years.	Once per year.	More than once per year.
		PROBABILITY	<10%	10% - <35%	35% - <65%	65% - <90%	>90%










IMPACTS		Likelihood Level							
CONSEQUENCE DESCRIPTION	Environment	Health and Safety	Consequence Level		A. Rare	B. Unlikely	C. Possible	D. Likely	E. Almost Certain
	Permanent environmental damage to an extensive area outside of campus	Fatality Permanent Total Disability		1. Critical	Medium	High	High	Extreme	Extreme
	Long term environmental damage extending to a large area requiring high level of intervention	Significant/extensive injury or illness. Permanent Partial Disability		2. Major	Low	Medium	High	High	Extreme
	Short term environmental damage requiring some intervention	Serious injury or illness. Lost time injury >10 days		3. Moderate	Low	Medium	Medium	High	High
	Short term environmental damage affecting a small area, easily remediated	Injury or illness requiring medical treatment Lost time injury <10 days		4. Minor	Low	Low	Medium	Medium	High
	Minimal environmental damage affecting a very small area, immediately remediated	Injury or illness requiring First Aid treatment		5. Insignificant	Low	Low	Low	Low	Medium
		No lost time injury days							



Risk Management Table	EXTREME	HIGH	MEDIUM	LOW
Control Level Required <i>(Based on Risk Ranking Before Controls)</i>	Elimination, Substitution, Isolation and/or Engineering controls must be implemented. Administrative and PPE Controls can be selected in addition to the above controls.		Administrative and PPE Controls acceptable as sole provisional controls when no better controls available.	
Approval Authority Required <i>(Based on <u>HIGHEST</u> Risk Ranking After Controls)</i>	Relevant SMT Member Approval Required.	Relevant Senior Manager / Operations Manager (or delegate) - Approval Required.	Relevant Supervisor Approval Required.	

Emergency Contact Details:		Radio Channel: (if required)	As determined at Daily Prestart Meeting	
First Aiders:		Known Location of:	<input type="checkbox"/> Muster Point	<input type="checkbox"/> First Aid Kit






Reference - Sequence	What are the Risks / Hazards	Risk Rating before Controls	Controls	Risk Rating after Controls
1. Coronavirus – COVID19	<ul style="list-style-type: none">Personal contraction / positive test result of COVID19 virus.Further transmission / spread of COVID19 virus.Inappropriate hand hygiene standards.Inappropriate cleaning frequency / regimes.Inappropriate use of PPE.Inappropriate social (physical) distancing.Interruption to business activities / continuity.Damage to business reputation / client relationships.	Possible Major HIGH	<ul style="list-style-type: none">Assess, review, document and implement controls as per Daily Prestart Meetings.Implementation of hand cleaning / sanitizing.Use of appropriate PPE.Regular cleaning / sanitizing of hard surfaces, vehicles, plant, equipment, amenities, offices, hand tools, mobile phones, electronic tablets, two-way radios etc.).Implementation of social (physical) distancing measures – minimum 1.5 metre separation.Adherence and compliance with other control measures as per Road Safety Rental SOP <p> SHESOP018-1 - Managing COVID-19 in the Workplace.</p> <p> Road Safety Rental COVID-19 Safety Plan</p>	Unlikely Major MEDIUM
2. Conduct Plant / Equipment Pre-Start Checks	<ul style="list-style-type: none">Faulty plant / equipment.Operational issues leading to an incident / further plant damage.	Possible Major HIGH	<ul style="list-style-type: none">Plant / Equipment Daily Pre-Start Checks.Report any faults / issues to Supervisor.Do not use and tag out any plant / equipment.	Unlikely Major MEDIUM
3. Personal Protective Equipment (PPE)	<ul style="list-style-type: none">Injuries to worker / work crew.Personal injury from incorrect use or damaged PPE.	Major Possible HIGH	<ul style="list-style-type: none">Ensure and check the following equipment is on vehicle and usable when required: <p> Gloves (required for all tasks).</p> <p> Face shield.</p> <p> Hearing protection.</p> <p> Long sleeve shirts (Hi-Vis).</p> <p> Long pants.</p> <p> Steel capped boots.</p> <p> Safety Vest (Hi-Vis).</p>	Unlikely Major MEDIUM
4. Travel to Site	<ul style="list-style-type: none">Traffic / unsafe road conditions causing serious injury to personnel / public road users / damage to vehicles.Loss of Materials equipment from rear of vehicle.	Major Possible HIGH	<ul style="list-style-type: none">Plan your Journey and notify relevant supervisors of selected route.Be aware of materials / items in the rear of vehicles and ensure each item is correctly secured.Avoid driving in the dusk / dawn on regional roads where possible.Driver will be fit for work, adequately rested and not impaired by alcohol or drugs.Driver will observe and obey all road laws.	Unlikely Major MEDIUM
5. Plan Work Activities	<ul style="list-style-type: none">Identify hazards at work site / work zone.Injuries.Night works – Poor visibility.Exposure to UV and heat during the day works.Danger to Site personnel due to inadequate traffic management.Potential operator risk during unload without spotter.Inability to complete task and create unsafe environment due to inaccessible work areas.Staff placed in unsafe positions if roads are not marked for areas to avoid or navigate.Risk to operators through poor traffic management without ensuring the correct accessibility for freight trucks.Risk to operators through poor communication to all site personnel.Risk to operators through poor communication to all site personnel is there is a change of site conditions.	Major Possible HIGH	<ul style="list-style-type: none">Pre-inspection of work site / work zone before any work activities commenceDaily Pre-Start MeetingsRoad Safety Rental SWMSQualified & competent operatorsNight reflective overalls are to be worn by all staffAdditional area and/or task lighting is provided when required.Workers in vicinity of line marking maintain a safe distance.PPE such as tinted safety glasses, broad brim hat, long pants and long sleeves. Use sunscreen 30+ SPF protectionAll staff are to maintain healthy fluid levels, taking fluids at regular intervals and resting in shaded areas where possible.Where required traffic management plan. Ensure all staff are aware of Traffic Management Plan.Work not to commence without designated spotterWork not to commence if all areas are not deemed accessible to plan – revert discussions back to Site ManagerAll markings to be in accordance with (IAW) deployment planEnsure the area for freight is clearly accessibleEnsure all operators are fully briefed prior to commencementAll work will cease if changes are made. Based upon the changes, revised SWMS to be implemented.	Unlikely Major MEDIUM



Reference - Sequence	What are the Risks / Hazards	Risk Rating before Controls	Controls	Risk Rating after Controls
6. Inspect (drive through) and risk assess work location / work zone and set up	<ul style="list-style-type: none">Injuries to worker / work crew / general public.Damage to plant / equipment or other vehicles (public/ other road users).Drive through and inspect work location / work zone for all potential hazards relating to any potential hazards relating to: <ul style="list-style-type: none"> Catastrophic Risks; Time of Day (Daylights hours, busy periods, night, darkness); Passing Traffic (Struck by passing plant or vehicles, public interaction, road widths / work zones, blind corners/turns, line of sight obscured); Ground conditions (Uneven); Weather Conditions (Hot, Cold, Wet, Foggy, Windy); Environment (Terrain, Vegetation, Road Widths, current 'Fire Danger', snakes / spiders, potential for falling trees / limbs); Powerlines / telecommunications / assets; High Danger - Bushfire Zones; Unauthorized access into work zones (vehicles/ pedestrians); Vehicle interaction; Heritage / Environmentally sensitive areas; and Trees/branches falling (workers/public/road users/3rd party assets) <ul style="list-style-type: none">Unsafe environment if unsure of correct location and dedicated site personnel.Lack of site knowledge with completing site induction and sign in process.Danger to Site personnel due to inadequate traffic management being set up.An unsafe environment can be created without calculating the correct amount of barriers or end treatments to fully complete the task.	Major Unlikely MEDIUM	<ul style="list-style-type: none">Operator/s are trained and competent to undertake all related work tasks.Complete through assessment and/or drive through of work area.Conduct and document Prestart Meeting.Conduct and document Road Safety Rental Risk Assessment / SWMS.Hazard Observations – Advise all staff on site of any potential hazard.Assess and document traffic management requirements.Wear PPE at all times.Complete any permits (Working at Heights, Hot Work, Isolation – if required).Implement Sunsmart processes.Reference and use appropriate Standard Operating Procedure (SOP) or Operators Manual.Remove or clearly mark obstacles.Identify and mark areas where overhead hazards (powerlines are present).Deploy a spotter or observer.Complete any required permits (working at heights).Develop evacuation plans / safety zones (high fire risk days).Identify and mark heritage or environmentally sensitive areas.Identify and implement exclusion zones (plant / equipment / chainsaw / chipper / operations).Meet with Site Manager / Sub Contractor confirming site location and dedicated contacts.Site Induction will identify all site procedures and policy's.Ensure a full briefing to Traffic Management and all staff are fully aware of the Traffic Management plan.Brief the site manager on the scope of barrier deployment.	Moderate Rare LOW
7. Safety Briefing	<ul style="list-style-type: none">Failure to conduct full briefing can result in operator injury.Lack of site knowledge can cause a potential risk to operators on site.Injury can occur through poor manual handling techniquesPotential hazards to operators through pinch point hazards to hands and feetRisk to sub-contractors if not fully briefed	Major Possible HIGH	<ul style="list-style-type: none">Ensure all staff present and signed off and fully understand all aspects of the safety briefing.Ensure that the safety briefing covers all associated requirement of COVID-19.Brief operators on associated manual handling tasks.Use of Hazard Identification label on each barrier. Fully brief operators on potential risk and placement of hands and feet.Ensure sub-contractors attend the safety briefing and that all associated sub-contractor SWMS / licences etc. are checked off.	Major Rare LOW
8. Deployment	<ul style="list-style-type: none">Unsafe plant and equipment can cause potential injury.Breaking of chains and lifting equipment could cause potential injury to staff and plant damage.Non-qualified staff creates potential for accident.Lack of understanding of hand signal could result in damage to both operators and product.Potential crush injury can occur if operators are unaware of both their surrounding and the deployment requirements.Pinch point for hands / fingers during connection or disconnecting barriers.	Major Possible HIGH	<ul style="list-style-type: none">Ensure all licences / log books and plant certification requirements are compliant.Inspect all lifting equipment to ensure all equipment is compliant with certified labelling attached.View required tickets or licenses.Fully communicate hand signal techniques prior to the commencement of any work.Fully brief all staff on deployment methods and “no-go” zones during the deployment process.Fully brief operators and identify the warning labels prior to the commencement of work.	Unlikely Major MEDIUM
9. Plant Reversing / Tracking	<ul style="list-style-type: none">Plant reversing/tracking into 'blind spots'.Vehicle / plant / equipment collision.Personnel interaction with plant / equipment.	Major Possible HIGH	<ul style="list-style-type: none">All staff to be aware of entry and set up area of vehicles / plant and equipment.Crews to maintain visual and radio communications contact with operators.Drivers to be made aware of location of on-site personnel / work zones.Project Manager to undertake surveillance onsite to ensure compliance.Machine to be fitted with flashing amber warning beacons / reverse alarm.Traffic controllers implemented under requirements for Traffic Guidance Scheme(TGS) are not to be used as plant / equipment spotters.Exclusion zone – 30m for personnel and 50m for plant and equipment.	Unlikely Major MEDIUM



Reference - Sequence	What are the Risks / Hazards	Risk Rating before Controls	Controls	Risk Rating after Controls
10. Refueling	<ul style="list-style-type: none">Injuries / burns to workers as a result of Fire/Explosion.Damage to plant and equipment.Environmental impact / damage.	Moderate Possible MEDIUM	<ul style="list-style-type: none">Never refuel while motor is running.Shut off equipment and allow to cool before refueling.Do not smoke near refueling and ensure refueling is undertaken in well-ventilated area and on flat surface (Clear of any ignition sources).Remove cap slowly.Fill tank and wipe away and clean up any excess fuel, ensure cap is replaced securely and check for leaks.Conduct all refueling away from water sources and environmentally damaging areas.Ensure spill kit carried and available for use.Ensure fire extinguishers carried and available for use.	Moderate Rare LOW
11. Fire	<ul style="list-style-type: none">Injuries or fatality to worker as a result of exposure to fire event:<ul style="list-style-type: none"> Bushfire; Vehicle / Equipment Fire; and Structure Fire.	Major Likely HIGH	<ul style="list-style-type: none">Avoid conducting any hot works or works involving equipment that generates heat or potential sparks.Reference CFA ‘Can I – Can’t I’ and ‘Fire Restriction’ information.Work to conditions of issued CFA permits.Ensure fire extinguishers are carried and in working condition.On becoming aware on any fire in or the vicinity of the work location immediately contact a supervisor.Access and utilize Emergency Management Victoria (EMV) – “Emergency App” via smart phones for information, alerts and warnings.	Moderate Rare LOW
12. Reload Equipment	<ul style="list-style-type: none">Vehicle collisions.Workers struck by passing vehicles.	Major Possible HIGH	<ul style="list-style-type: none">Workers to wear PPE at all times.Maintain traffic management controls.Establish and maintain exclusion zones.	Unlikely Major MEDIUM
13. Park Up / End of Shift	<ul style="list-style-type: none">Unauthorized access to the machine.Damage to other plant or equipment.Damage to engine from not following shutdown procedure.Theft or vandalism of GPS equipment or other survey equipment.	Minor Possible MEDIUM	<ul style="list-style-type: none">Always lock machine whenever it is not attended.Park up on level ground.Check with Supervisor to determine suitable / designated park up area for the machine.Never park in waterways, creeks, erosion or sediment controls or on a slope pointing toward any building or structure.Make sure blade and rippers are placed on the ground.If machine is fitted with battery isolator, always activate it when machine is shut down.	Minor Unlikely LOW

SWMS Development Team

No.	Date	Print Name	Title	Role (For SWMS)	Company	Signature
1	07/08/2020	Trent Loveless	General Manager – Road Safety Rentals	Development of SWMS	Road Safety Rental	<i>Trent Loveless</i>
2	07/08/2020	Brendan Price	Manager – Supply, Safety and Systems	Development of SWMS	Road Safety Rental	<i>Brendan Price</i>
3	07/08/2020	David Glazzard	Barrier and Rental Specialist	Review of Document	Road Safety Rental	<i>David Glazzard</i>

Review – Changes and Updates

Date	Basic Job Steps (Changes & Updates)	Identify Hazards (Changes & Updates)	Risk Ranking Before Controls	Controls (Changes & Updates)	Risk Ranking After Controls	Signature from Required Approval Authority



Acknowledgement (Sign On)

I confirm I have read this SWMS, including any changes and updates, and I understand and agree to comply with the steps and requirements of this SWMS.

Date	Print Name	Role (For SWMS)	Company	Signature

SWMS Evaluation Checklist

Check carried out by the approved Road Safety Rental authority before approval of the SWMS:		Meets STD Y N	
1	Have the correct authorities approved this SWMS?	<input type="checkbox"/>	<input type="checkbox"/>
2	Are all the hazards in the SWMS listed and consistent with the actual task / environment / work area?	<input type="checkbox"/>	<input type="checkbox"/>
3	Have the risks associated with each hazard been adequately listed and assessed?	<input type="checkbox"/>	<input type="checkbox"/>
4	Will the listed controls be effective and reliable to reduce the risk of incident, injury or environmental damage?	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the communication method adequate for the task and identified risk?	<input type="checkbox"/>	<input type="checkbox"/>
6	Are there recommendations to further reduce the risk that requires more action planning?	<input type="checkbox"/>	<input type="checkbox"/>
7	Have the workers received SWMS training?	<input type="checkbox"/>	<input type="checkbox"/>
8	Are emergency procedures and first aid requirements clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>
9	Were all necessary staff consulted during the development of the SWMS?	<input type="checkbox"/>	<input type="checkbox"/>

Check carried out by the approved Road Safety Rental authority before approval of the SWMS:		Meets STD Y N	
10	Does the SWMS reflect the requirements of current legislation, standards, and other requirements relevant to WHS?	<input type="checkbox"/>	<input type="checkbox"/>
11	Has all the equipment been listed that is to be used in the activity?	<input type="checkbox"/>	<input type="checkbox"/>
12	Is required training listed / completed, such as for High Risk Work and plant operation competency?	<input type="checkbox"/>	<input type="checkbox"/>
13	Have all staff received all necessary instruction related to the task, work area, equipment used?	<input type="checkbox"/>	<input type="checkbox"/>
14	Are all staff aware of emergency procedures?	<input type="checkbox"/>	<input type="checkbox"/>
15	Are Safety Hold Points required, and have these been identified?	<input type="checkbox"/>	<input type="checkbox"/>
16	Are all applicable Permits attached to this SWMS, reviewed, authorised and conditions in place?	<input type="checkbox"/>	<input type="checkbox"/>
17	Are all identified controls implemented, effective and verified for all HIGH or EXTREME ‘Risk Ranking before controls’?	<input type="checkbox"/>	<input type="checkbox"/>
18	Is the SWMS Site Specific? Generic SWMS’s that have not been made site specific do not meet requirements.	<input type="checkbox"/>	<input type="checkbox"/>