

SAFE WORK METHOD STATEMENT

(Job Safety Analysis Worksheet)

This Safe Work Method Statement is submitted to:

COMPANY:	REFERENCE #: SWMS
SITE ADDRESS:	JOB DETAILS: INSTALL QUADGUARD CRASH CUSHION
CONTACT:	PHONE:

This Safe Work Method Statement is approved by:

NAME:	POSITION:	
SIGNATURE:	DATE	TIME:
PHONE NUMBER:	MOBILE NUMBER:	

This Safe Work Method Statement was prepared by:

NAME:	POSITION:	
SIGNATURE:	DATE:	TIME:
PHONE NUMBER:	MOBILE NUMBER:	

JOB SEQUENCE <i>(Outline each task to do the job)</i>	HAZARD IDENTIFICATION <i>(What can affect safety)</i> ASSESS THE RISK <i>(What could happen)</i>	R I S K	CONTROLS THAT WILL BE USED <i>(Safe Work Procedures)</i>
Deliver QuadGuard to Site / Customer	<p>- Contact with or struck by other plant or equipment at site can cause personal injury</p> <p>Failure to visually assess and check the boundary area for hazards could cause electric shock or ground subsidence</p> <p>Exposure to UV can cause skin irritation and long term illness</p>	<p>4</p> <p>3</p> <p>2</p>	<p>- Workers to report to site office or supervisor & obtain clearance to commence work</p> <p>- Workers to wear hi visibility vest or overalls, safety gloves, safety glasses and Hard Hat</p> <p>Workers to walk & visually check area for</p> <p>- Power lines, structures or obstructions</p> <p>- Ground surface is even & stable in order to work on</p> <p>- Workers to use UV protection such as wide brimmed hats and skin lotion</p>
Layout of QuadGuard Positioning of QuadGuard	<p>Cuts or abrasions from sharp surfaces</p> <p>- Incorrect lifting of Barrier</p>	<p>3</p> <p>2</p>	<p>- Workers to wear leather gloves to prevent cuts and abrasions to hands</p> <p>- Workers to use correct handling techniques such as approved lifting chains and only lifting QuadGuard with Crane or Fork. Follow instructions of the Crane operator</p>

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Drilling Anchor Holes	<p>Underground services</p> <p>Drill bit breaking whilst drilling</p>	<p>4</p> <p>3</p>	<p>Workers to check with customer that all checks have been made with utilities that there are no underground services.</p> <p>Use correct drilling procedure and per manufacturer's instructions</p>

Clean & Inspect Site	Materials left at site can be Trip hazards which can cause personal injury	3	Workers to clear area of surplus materials
	Unsecured site can allow unauthorized persons to enter	3	Workers to ensure any gates are locked prior to leaving the site

Risk Rating Table: - Risk Rating (RR) = Likelihood (L) x Consequence (C)

Likelihood	Consequence				
	Negligible	Minor	Moderate	Major	Catastrophic
Almost Certain	Low	Moderate	High	Extreme	Extreme
Likely	Low	Low	Moderate	High	Extreme
Possible	Very Low	Low	Moderate	High	Extreme
Unlikely	Very Low	Low	Low	Moderate	Extreme
Rare	Very Low	Very Low	Very Low	Moderate	High

Risk Rating Action table

Risk Ranking	Required Action
5- Extreme	Stop The Job – Significant & Urgent Actions Are Required – Work Cannot Commence. Full risk assessment needs to be undertaken and risks eliminated
4 - High	Consult with manager. Work cannot commence or continue until verification that control measures have effectively reduced risk severity ranking to as low as reasonably practical.
3 - Moderate	Consult supervisor. Additional control measures may be required to reduce risk severity ranking to as low as reasonably practical before the job can commence.
2 - Low	Exposure must be managed by using SOP, JSA or work instructions. Evaluate conformance
1 - Very Low	Risk tolerable. No further actions required.

(Persons, Operators and Workers who will be involved in the Job Activity)

PERSONS INVOLVED IN ACTIVITY	QUALIFICATIONS EXPERIENCE	SIGNATURE
All Personnel	Generic Construction "Blue/White/Red" Card	
All Personnel	Manual Handling Training	
Transport contractors	Hiab Training	
All Personnel	ICP O H & S Training	
Transport contractors	Statutory Licences	

To be completed prior to Site Induction

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

(Checklist of Items that may be required for the job activity)

WORKCOVER APPROVALS / CERTIFICATES	Check Local Statutory Requirements
CODES OF PRACTICE / LEGISLATION APPLICABLE	Code of Practice for Manual Handling
PLANT & EQUIPMENT	Hiab safety, Hilti and Rock Drill
MAINTENANCE CHECKS	Regular checking of tools & equipment
PERSONAL PROTECTIVE EQUIPMENT	High Visibility vest/overalls, Hand Protection Gloves, Protective Helmet, Safety Shoes, Skin UV Protection, Wide Brimmed Hats
COUNCIL / TRANSPORT PERMITS	Check Local Requirements