|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Safe Work Method Statement | | | | | | | | |
| E:\Root\logo 2.gif  COMPANY NAME:  Retaining Specialists Pty Ltd  ABN: 78 105 379 986  ADDRESS: PO BOX 131  Brookvale 2100  (P) 02 9905 7771  (F) 02 9905 7774 | | | This SWMS has been authorised by: | | | | | |
| **NAME:** | | **Neal McQuade** | **COMPANY:**  **POSITION:** | | Retaining Specialists p/l  MD |
| **SIGNATURE** | | | DATE: | 8-11-2013 | |
| cid:image001.gif@01C57889.02992210 | | | (E) | director@retainingspecialists.com.au | |
| (M) | 0414 422 110 | |
| Project Number: | **#1487** | Description of work activity: | | **Scaffold drilling** | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| CLIENT: | **Roads and Maritime Services** | PROJECT ADDRESS**:** | **Gibraltar Range landslip project** |
| SITE CONTACT: | **Brendan Rounds** | CONTACT INFO. : | **RMS contact** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Monitor & Review of SWMS | | | | | |
| Last review date: | **N/A** | | | Version Number: | **1.0** |
| SWMS to be reviewed by: | | | Roland Marshall  Retaining Specialists  0431 466 521  rmarshall@retainingspecialists.com.au | | |
| Monitor and review  strategy | | * In consultation with site supervisor, workers, client, stakeholders * Work procedures change (new hazards) * Site conditions change (new hazards) * Insufficient controls | | | |
| Site supervisor (RS) | | Neal McQuade | | | |
| Signature: | | cid:image001.gif@01C57889.02992210 | | | |

|  |  |
| --- | --- |
| Health, safety and environmental references | |
| * WHS Act 2011 * WHS Regulations 2011 * Protection of the Environment Operations Act 1997 * EPA Guidelines * Retaining Specialists p/l WHS policy * AS/NZS 1891.4 (Industrial Fall Arrest Systems). | WorkCover Codes of Practice-   * + WC 00302 – Induction for Construction Work   + WC 03559 – Hazardous Manual Tasks   + WC 03565 – How to Manage Work Health and Safety Risks   + WC 03568 – Work, Health & Safety Consultation, Cooperation and Coordination   + WC 030344- Safety at heights |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Program | Date | Version # | Review | Author | Approved By |
| SWMS | 1-7-2012 | 1.3 | 1-7-2013 | RM | RM |

S:\Retaining Specialists on server\HSEQ\Health + Safety\SWMS\SWMS- Guide to creating SWMS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Primary Equipment/  Tools to be used | Hazardous substances  used or handled | SDS  Avail.  Y/N | Required PPE on this  project | Site specific hazards  to consider | Minimum training/ experience requirements for project | Control measures to be implemented by: |
| Hand tools | Cement grout | Yes | Hi-Vis reflective work wear | Slip trips falls | Construction white card | Supervisors |
| Power tools/ leads | Shotcrete | yes | Safety boots/ lace up | Manual handling | Site induction training | Leading hands |
| Portable drilling rig | Diesel Fuel | Yes | Safety glasses | Mobile plant | PPE training | All ground crew |
| Hydraulic power pump | Unleaded fuel | Yes | Hearing protection | Electrical hazards | Equipment training |  |
| 400cfm air compressor incl. lines | Hydraulic oil | Yes | Gloves | Vehicles on site | 3 years relevant experience- management |  |
| Volume grout mixer/ pump |  |  | Hard hat | Working at height | 1 year relevant experience-  Site personnel |  |
| Concrete pump incl. lines |  |  | Eye protection | Handling hazardous substances | Work Cover approved tickets |  |
| Scaffolding |  |  | respirator |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| RISK MATRIX |  | How likely is it to be serious? | | | | How to complete the following form   * List the job steps/hazards in sequence * List the associated risks with each step * Use the Risk Matrix provided to rate the identified risks * List the controls to be implemented (consider ‘hierarchy of controls’ table below) * Use the Risk Matrix to rate the risks after controls have been implemented * All steps in consultation with stakeholders   **Risk Matrix Guide**  1,2,3 – *‘Unacceptable Risk’*: immediate  attention required, do NOT begin work  4 – *‘Acceptable Risk’*: work may proceed with  suitable controls & supervision in place  5,6 – *‘Negligible Risk’*: work may proceed |
| What damage could it cause? | Very likely (could happen anytime) | Likely (could happen sometimes) | Unlikely (could happen, but only rarely) | Very unlikely (could happen, but probably never will) |
| Death or permanent disability | 1 | 1 | 3 | 4 |
| Long term illness or serious injury | 1 | 2 | 3 | 4 |
| Medical attention and several days off work | 2 | 3 | 4 | 5 |
| First aid needed | 3 | 4 | 5 | 6 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CODE | JOB STEP/ HAZARDS | ASSOCIATED RISKS | INITIAL RISK RATING | CONTROL MEASURES TO BE IMPLEMENTED | REVISED RISK RATING |
| **1** | **Project Induction, Sign in SWMS** | Persons working outside of approved conditions or  SWMS | 1 | All persons must complete the project induction, hold an OH&S construction card and sign in on this SWMS.  Ensure all approved controls and prevention measures are discussed and SWMS is given to all persons involved in the work.  PPE to be worn required for task | 4 |
| **2** | **Familiarise with site and check for NO GO zones with client, first aid amenities and establish emergency protocols** | Injury occurrence | 1 | Mention in site induction the location of:  toilets, first aid box, fire extinguisher, muster point, spill kit, eye wash bay, NO GO zones, emergency contact details  All personnel to sign in  and out when arriving  and departing in work  area (this acts as a  register for emergency  protocols).  SWMS for particular  task will be reviewed  daily prior commencing  work  All persons on site of  Specialised Geo must  complete a Take 5 daily  prior to each work task  when required by client. | 4 |
| **3** | **Project Administrator/Supervisor – to provide safe access to embankment** | Interactions with  workers  Falling rocks or  materials | 2 | Supervisor to notify all  workers and operators  when safe access can  be gained.  All workers in the area  to notify of position.  Positive communication  procedures in place,  understood, and utilised  Establishment and regular  checks of exclusion zones,  signs and radio equipment | 4 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CODE | JOB STEP/ HAZARDS | ASSOCIATED RISKS | INITIAL RISK RATING | CONTROL MEASURES TO BE IMPLEMENTED | REVISED RISK RATING |
| **4** | **Prestart checks on scaffold components** | Manual handling injuries  Slip trip and falls during set up of scaffold  Faulty or damaged equipment resulting in unstable scaffold framework | 1 | Competent scaffolder to conduct pre-start checks on scaffold components. Checklist to be filled out and signed before construction begins.  Competent scaffolder to supervise and erect scaffold  Personnel to implement manual handling training  Works to take place according to site induction and tool box safety meeting.  Exclusion zone around scaffold construction | 4 |
| **5** | Construction/ deconstruction of scaffolding | Scaffold collapse due to unstable foundation or incorrect construction -Personnel fall from height  Tools/ materials drop from height- result in crush injury to personnel below or damage to equipment below | 1 | Competent scaffolder to oversee scaffold construction.  Any movement/ alteration to scaffold must be signed off by competent scaffolder.  Kickboards to be in place to stop tools/ equipment falling from edge.  Set up exclusion zone underneath and surrounding scaffold. | 4 |
| **6** | **Drilling Set-Up**  1)Move equipment to site  2) Access embankment via Scaffold on level bench/ stable foundation | Working at heights  hazard of fall  Rocks dislodging  Slips, trips and falls  Injuries by incorrect  lifting  Uneven and  incompact ground | 1 | Three points of contact to be  maintained during works.  Exclusion zone must be in place  at bottom of embankment  Spotter in place at bottom of  embankment when required  Floor of scaffold must be  clean of debris and materials at  all times  Use correct manual handling  techniques  Use team lifting or mechanical  aid when required  Prior to commencing work out of scaffold foundation ground must be checked.  Daily check on ground condition - supervisor | 4 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CODE | JOB STEP/ HAZARDS | ASSOCIATED RISKS | INITIAL RISK RATING | CONTROL MEASURES TO BE IMPLEMENTED | REVISED RISK RATING |
| **7** | **Drilling**   1. Mark out designated hole location. 2. Position drill ensuring drill to scaffold is stable   Place hole to desired depth | . Drop drill rods  Slips, trips and falls  Strains and sprains  Dust  Entanglement of  hoses  Fall from heights  Debris falling off  platform, flying  debris  Unauthorised  people entering site  High noise level  Dust, silicosis  Use of  compressed air  Fatigue  Hydraulic Injection  Overloading the  Scaffold board  Damage to the  frame whilst  drilling | 1 | Materials to be lifted as per  recommended lifting techniques  to be reviewed prior to  commencement of work.  No overloading, use team lifts if  possible and avoid repetitive  lifting  Water to be used to suppress  dust where applicable.  Silt fencing to be in place to  stop contamination of water supply if required.  P2 standard mask and safety glasses to be worn due to possible hazard of silicosis dust  Have hoses laid out in sequence to prevent entanglement  Three points of contact to be  maintained during works  No one to work below working level when drilling in operation.  Wear eye protection at all times  Authorised personnel only  allowed in work area whilst  work is being carried out and  must be entered into daily  project records and SWMS  Operators to acknowledge people wishing to enter work area  Wear suitable ear protection  and take regular breaks away  from the source of noise  Dust masks to be worn when in  the working area. | 4 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| CODE | JOB STEP/ HAZARDS | ASSOCIATED RISKS | INITIAL RISK RATING | CONTROL MEASURES TO BE IMPLEMENTED | REVISED RISK RATING |
| **8** | Change drilling locations   1. re locating drilling rig 2. re routing hose connections 3. re securing rig to scaffold | Manual handling injuries  Unauthorised changes made to scaffold structure- potential to collapse  Entanglement of hoses  Slips trips and falls  Pinch/ crush injuries to personnel i.e. hand/ finger injuries  Mechanical failure- resulting in compressed air leak or hydraulic leak | 1 | Drilling supervisor to oversee changing of drilling locations.  Including; set up of hoses, out of access routes.  Induction/ tool box talks to advise that no scaffold is to be altered without the presence of competent scaffolders to sign off on movement.  Supervisor to ensure scaffold safety rails are installed and secure at all times throughout drilling process.  Two man lifts are required to move rig locations with personnel swapping duties to avoid repetitive actions.  Active exclusion zone to be observed underneath and around the scaffold platform.  All hoses to have safety clips attached in case of mechanical failure | 4 |
| **9** | Removing drilling plant and equipment from scaffold platform | Manual handling injuries incl. crush injuries from falling objects.  Personnel fall from height | 1 | Drilling supervisor to oversee changing of drilling locations.  Including; set up of hoses, out of access routes.  Induction/ tool box talks to advise that no scaffold is to be altered without the presence of competent scaffolders to sign off on movement.  Supervisor to ensure scaffold safety rails are installed and secure at all times throughout drilling process.  Drilling plant and equipment to be removed along with personnel via designated egress point on scaffold. | 4 |
| **10** | Loading/ unloading drilling equipment from transport vehicles | Manual handling injuries incl. pinch/ crush injuries to personnel from heavy equipment  Personnel contact with moving vehicles | 1 | Utilise mechanical lifting aids where possible.  Mobilise transport vehicle as close to drilling location as possible.  Transport vehicles to be fitted with standard warning and alerting features i.e. flashing light, high visibility decals, reverse alarm, headlights etc. | 4 |

|  |  |  |  |
| --- | --- | --- | --- |
| Declaration by contractors and workers  I have been consulted and have assisted in the development of this SWMS.  I have been given the opportunity to comment on the content of this SWMS.  I have read and understand how I am to carry out the activities listed in this SWMS.  I have been supplied with the personal protective equipment identified on this SWMS and I have been given training in the safe use of this equipment. | | | |
| NAME | POSITION | SIGNATURE | DATE |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |