

Business Name:

Business Address:

ABN/NZBN:

BOLLARD/SPEED BUMP INSTALLATION SAFE WORK METHOD STATEMENT (SWMS)












Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC Address:
Signature:	Date:	PC Phone #: Date SWMS provided to PC:
Contact Phone #:		Job Site Address:

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

- | | | | | |
|---|--|--|--|--|
| <input checked="" type="checkbox"/> Electrical equipment | <input checked="" type="checkbox"/> Elevated levels | <input checked="" type="checkbox"/> Slips, trips and falls | <input checked="" type="checkbox"/> Hazardous substances | <input checked="" type="checkbox"/> Silica dust |
| <input type="checkbox"/> Hot Work | <input checked="" type="checkbox"/> Hazardous manual tasks | <input checked="" type="checkbox"/> Outdoor work | <input type="checkbox"/> Remotely &/or isolated work | <input type="checkbox"/> ? |
| <input checked="" type="checkbox"/> Noise and vibration | <input type="checkbox"/> Native vegetation & weeds | <input checked="" type="checkbox"/> Air quality | <input checked="" type="checkbox"/> Waste | <input checked="" type="checkbox"/> Vehicle movement |
| <input checked="" type="checkbox"/> Fuels, oils & chemicals | <input checked="" type="checkbox"/> Terrestrial fauna | <input checked="" type="checkbox"/> Waterways & soils | <input type="checkbox"/> Cultural heritage | <input type="checkbox"/> ? |

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Confined spaces | <input type="checkbox"/> Mobile plant movement | <input type="checkbox"/> Demolition of a load-bearing structure | <input type="checkbox"/> Asbestos disturbance |
| <input type="checkbox"/> Using explosives | <input type="checkbox"/> Diving work | <input type="checkbox"/> Artificial extremes of temperature | <input type="checkbox"/> Tilt-up or pre-cast concrete |
| <input checked="" type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services | | | |
| <input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse | | | |
| <input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers | | | |
| <input type="checkbox"/> Working at depths greater than 1.5 Metres, including tunnels or mines | | <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere | |
| <input checked="" type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor | | <input type="checkbox"/> In or near water or other liquid that involves the risk of drowning | |

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
											
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4 - ACUTE		
LIKELY	2 - MODERATE	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4A - ACUTE	DO NOT PROCEED.
POSSIBLE	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	4 - ACUTE	3H - HIGH	Review before commencing work.
UNLIKELY	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	2M - MODERATE	Maintain control measures.
RARE	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	3 - HIGH	1L - LOW	Record and monitor.

HIERARCHY OF CONTROLS	MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE
-----------------------	----------------	-------------	--------------	-----------	-------------	----------------	-----	-----------------

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
1. Training	Exposure to respirable crystalline silica (RCS) – dust inhalation	3H	<ul style="list-style-type: none"> Training and Information provided to workers on RCS should include: <ul style="list-style-type: none"> Identification of RCS dust through Safety Datasheet (SDS) or labels Dust exposure prevention Checking controls are working and using them When and how to use any respiratory protective equipment provided and what to do if something goes wrong (Including worker respirator fit and check processes). 	Supervisor
	<ul style="list-style-type: none"> Struck by train Electrocution 	4A	<ul style="list-style-type: none"> Ensure all persons working within rail corridor (15m from outer tracks or between track and fence line) have undergone formal Rail Industry Safety Induction and certificate of competencies as required Do not work within Danger Zones of railway tracks (3m horizontal from outermost tracks) without an appointed Protection Officer. 	
2. Planning	Contact with services	3H	<ul style="list-style-type: none"> Identify the presence of all underground, aboveground or overhead utilities or services at the proposed excavation site: <ul style="list-style-type: none"> Dial Before You Dig (Telephone Service 1100) as a minimum Site surveys Checks with all utility providers for the presence of services at the proposed excavation site If identified, ensure the location, clearance distances, alignments and other relevant information is shown on utility drawings for the work. All details clearly marked on documents If drawings are not available, or work is an unscheduled emergency or other unforeseen work, identify indicators of underground services on site. Take note of power poles, alignment markers, pit covers or underground service signage Ensure contact details for all authorities responsible for the utilities at the site are listed and kept on-site during operations Liaise with owners of the utility services to discuss precautions to be undertaken to avoid damage and disruption of services. 	Supervisor

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON	
			<ul style="list-style-type: none"> Note: Barrier creams are generally ineffective as a form of protection against contact sensitivities with wet cement. 	and make supervisor aware of any issues	
	Struck by debris	3H	<ul style="list-style-type: none"> Groundworkers must wear safety goggles and protective clothing at all times. 		
14. HRCW On completion	Unauthorised access	3H	<ul style="list-style-type: none"> If acceptable, remove or add barricades. 	Supervisor to confirm all workers have signed out	
	Security breach	3H	<ul style="list-style-type: none"> All personnel sign-out on Site Register. 		
	Contact with electricity	3H	<ul style="list-style-type: none"> Disconnect power tool/extension leads from power point before winding up so that you don't get a shock if the lead is damaged Inspect leads and power equipment for damage. 	Workers to comply with controls	
	Dust inhalation	3H	<ul style="list-style-type: none"> Clean up using a vacuum or wet cleaning methods Ensure an industrial vacuum used with HEPA filter (High-Efficiency Particulate Air) <ul style="list-style-type: none"> ⚠ Do not dry sweep Use, maintain and store any respiratory protective equipment provided following instructions Wash face and hands with soapy water. Pay attention to under the fingernails. 		
	Vehicle/people impact	4A	<ul style="list-style-type: none"> Stay to designated access and egress routes Maintain awareness of surroundings at all times. 		
15. Emergency response	<ul style="list-style-type: none"> Injury Fatality Environmental damage 	4A	<ul style="list-style-type: none"> For police, fire or ambulance call '000.' Follow site emergency and evacuation procedures A communication system is available, e.g. a mobile phone or radio Check for dangers to self before helping others Maintain control of the area and stabilise the situation Apply first aid to the injured worker Complete an incident report. 	<ul style="list-style-type: none"> Refer to your SWMS implementing instructions for further specific emergency responses. 	Supervisors and workers ensure controls followed

OVERALL RISK RATING AFTER CONTROLS

1 - Low
 2 - MODERATE
 3 - HIGH
 4 - ACUTE

PERMITS
 Not applicable
 Hot Work
 Confined Space
 Local council
 ?
 ?

SITE MANAGEMENT PLAN
 Is the work associated with a Construction Project? Yes No
 If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.