

Business Name:

Business Address:

ABN/NZBN:

ROADWORKS (SHOULDER GRADING) 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 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 checked="" type="checkbox"/> Night work |
| <input checked="" type="checkbox"/> Noise and vibration | <input checked="" 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)

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|---|--|---|---|
| <input type="checkbox"/> Confined spaces | <input checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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
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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"> Information on the health effects associated with respirable crystalline silica dust (Provide workers with a copy of 'Health Monitoring for Exposure to Hazardous Chemicals - Guide for workers': Safe Work Australia) 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
	Powered mobile plant movement	4A	<ul style="list-style-type: none"> Ensure an effective system of communication between the machine operator and ground workers established before work commences Groundworkers instructed: <ul style="list-style-type: none"> Not to approach the machine until the operator has agreed to their request to approach On set distances to maintain from the machine while in operation With the blind spots of the machine All powered mobile plant operator must have: <ul style="list-style-type: none"> Relevant training and licensing Manufacturers instruction manual Maintenance records Pre-operational checks conducted on all plant before use All powered mobile plant must be used or operated as per the manufacturer's recommendations Operators will follow the guidance provided in Safe Work Method Statements, Safe Work Procedures, Risk Assessments and as outlined by on-the-job training Under no circumstances is faulty or damaged plant or equipment to be used. 	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON	
14. HRCW Compact shoulder	Unlicensed operators	4A	<ul style="list-style-type: none"> ⚠️ Ensure roller operators are licensed and competent to undertake the task and have separate site-specific SWMS ⚠️ Follow site-specific contractor SWMS for compaction. 	Roller operator	
15. HRCW Fuelling on-site	<ul style="list-style-type: none"> Flammable atmosphere Exposure to fuel Fire Burns Inhalation Ingestion Eye & skin damage 	4A	<ul style="list-style-type: none"> Follow manufacturer's manual/recommendations for refuelling DO NOT smoke during refuelling Diesel: Fire extinguisher – Water, foam, dry chemical powder, CO₂ Unleaded petrol: Fire extinguisher – Dry chemical powder, foam, CO₂. <i>Never use water to extinguish an Unleaded Petrol fire</i> Avoid breathing vapours or contact with fuel Change clothing immediately if splashed with fuel Do not siphon or swallow fuel as this can be fatal Wash hands carefully after handling fuel before eating, drinking or smoking Shower and wash immediately after work & wash clothes in separate wash from other clothes. 	Supervisor and workers to ensure control measures followed	
16. HRCW On completion	Unauthorised access	3H	<ul style="list-style-type: none"> If acceptable, remove or add barricades Ensure Grader is parked in a safe, level area, clear of unstable or sloping ground Store the key in a safe place (restrict unauthorised access). 	Supervisor to confirm all workers have signed out Workers to comply with controls	
	Dust inhalation	3H	<ul style="list-style-type: none"> Use, maintain and store any respiratory protective equipment provided following instructions Wash face and hands with soapy water. Pay attention to under the fingernails. 		
	Security breach	3H	<ul style="list-style-type: none"> All personnel sign-out on Site Register. 		
	Vehicle/people impact	4A	<ul style="list-style-type: none"> Stay to designated access and egress routes Maintain awareness of surroundings at all times. 		
17. 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

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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.