

Safe Work Method Statement – Work includes use of mobile equipment

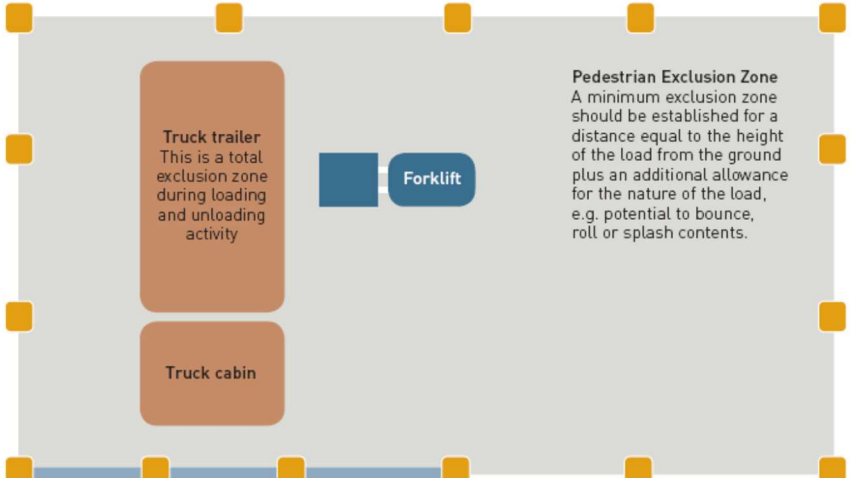
This safe work method statement is generic in nature can be used as a guide in developing your SWMS All PCBU's when undertaking high risk construction work are to have in place a Safe Work Method Statement (SWMS). Where there are differences in the control measures to employed between your and this SWMS the higher of the two control measures are to be implemented – this or your own SWMS. This SWMS needs to be reviewed against site conditions upon commencing work. Where site conditions prevent works to be carried out in accordance with this SWMS than another is to be written and Site Supervisor notified.

<b>Name of PCBU/Principal Builder</b>		<b>Name of Principal Contractor</b>	Bay Building Services		
<b>Work Activity:</b>	Work includes use of mobile equipment	<b>Work Location:</b>			
<b>High Risk Construction Work:</b>	<ul style="list-style-type: none"> <li>• Mobile equipment</li> <li>•</li> <li>•</li> </ul>				
		<b>Site Supervisor:</b>			
		<b>Emergency Contact:</b>	1399 766 216	Contact No:	
<b>Date of SWMS</b>	01/06/2023	<b>Review Date</b>			
<b>Have workers been consulted about the SWMS?</b>	All workers are required to be consulted with regards to the SWMS and control measures contained in the SWMS.				
<b>Person Responsible</b> for ensuring compliance with SWMS	Different PCBU's/Employers and Contractors will encounter different High Risk activities. All PCBU's/Employers are responsible for reviewing this SWMS against site conditions and ensure work occurs in accordance with the SWMS.				
<b>Person(s) Responsible</b> (for reviewing the SWMS)	PCBU's/Employers should review this SWMS and apply the control measures outlined for the various High Risk activities that they may undertake. Where works cannot occur in accordance with this or your own SWMS contact is to be made with the Site Supervisor.				
<b>Work Step</b>	<b>Hazard for Works</b>	<b>Control Measures for the Hazards</b>			
PCBU's Pre-Start Check at Site	Site hazards may impair works	<ul style="list-style-type: none"> <li>• Undertake pre-site inspection verify conditions on site will enable works to be carried out in accordance with the SWMS.</li> <li>• Discuss site specific works with the Site Supervisor reviewing site signage, Safety Management Plan, for site specific hazards</li> <li>• Ensure all employees are made aware of any site specific hazards to works and this SWMS</li> <li>• If SWMS are to be changed copy is to be provided to site supervisor and approval obtained</li> <li>• Construction Inducted employees and contractors are only allowed to undertake construction works</li> </ul>			

		<ul style="list-style-type: none"> <li>Inspect meter box RCD and activate tripping device verifying working condition if using power equipment</li> <li>Ensure all leads tagging &amp; testing are up to date.</li> <li>Only certified and/or licensed personnel are to operate mobile equipment</li> </ul>
Traffic management for Primary, Arterial, Major, & Collector Roads	Vehicle accident - Member public Other vehicles	<p><b>Pre-Site Inspection</b></p> <p>Prior to commencing construction work the Site Supervisor will assess the requirement for formal traffic management on the following road types:</p> <p>Sites located on the following types of roads will require likely require formal traffic management for delivery's:</p> <ul style="list-style-type: none"> <li>Primary State Arterial Roads</li> <li>Secondary State Arterial Roads</li> <li>Major Roads (Local Council)</li> <li>Collector Roads (Local Council)</li> </ul> <p>Sites located on these roads will require Road Traffic Management plans &amp; submission to the relevant authority for the issuing of permits. If, due to the nature of the property e.g. site is sufficiently large to accommodate vehicles without impacting on the roadway and pedestrian walkway, a review for the need of traffic management can occur</p>
Site Assessment for Traffic Management	Site hazards may impair works  Struck by moving plant	<p><b>Site Assessment for Traffic Management</b></p> <p>There are a number of hazards and issues that may impact on the delivery and pick up. Such hazards can include:</p> <ul style="list-style-type: none"> <li>Restricted access &amp; Egress to a Site</li> <li>Sites Situated Adjacent to Busy Roads or Near Junctions</li> <li>Sites Situated close to School's or Other Public Buildings</li> <li>Sites Adjacent to Shopping Precinct or Busy Public Area</li> <li>Sites Situated on Blind Turns or Where Visibility is Poor</li> <li>Overhead power lines requiring unloading of materials on the road side &amp; transporting them onto site</li> <li>Concrete pumping equipment located on road</li> </ul> <p>These hazards can be controlled by employing a number of the following measures:</p> <ul style="list-style-type: none"> <li>Identify any restrictions prior to delivery &amp; arrange delivery around these times</li> <li>Give notice to nearby residences of impending deliveries to manage parked cars</li> <li>Arrange deliveries or pick ups so as they can occur outside of peak times or outside of school pick up/drop off times (8.30 to 9.30am &amp; 3.00 to 4.00pm).</li> <li>Implementation of traffic</li> <li>Arrange for vehicle and pedestrian traffic to be physically managed via the provision of formal traffic management during delivery or pick up process.</li> </ul>

		<p><b>If it is considered that formal traffic management is required to control vehicle traffic on public roads to facilitate delivery of materials contact is to be made with the Site Supervisor</b></p>
<p>Trained operators of mobile plant</p>	<p>Untrained operators of plant Struck by moving plant</p>	<p><b>Licensing &amp; Certification of Operators</b></p> <p>Some items of plant require operation by certified operators. The following are some items of plant on residential construction sites which require licensed operators:</p> <ul style="list-style-type: none"> <li>• Concrete placing boom</li> <li>• Forklifts</li> <li>• Mobile cranes with a capacity &gt; 10 tonne</li> <li>• Non-Slewing Crane with a capacity &gt; 3 tone</li> </ul> <p>If an item of plant is required to be operated by a licensed person then only such people are able to operate such equipment. Un-licensed operators will not be allowed to operate such equipment on Henley construction sites even if supervised by a licence holder.</p>
<p>Pre-start checks of mobile plant</p>	<p>Failure of mobile equipment  Struck by mobile equipment</p>	<p><b>Pre-Start Checks</b></p> <p>Most mobile items of plant require pre-start checks prior to operations commencing. These checks occur to ensure that the equipment is in a safe state to operate and identify items that may require repairing. Trades should use a log book or a check sheet to confirm these inspections are occurring. As a minimum the following items should be checked &amp; corrected if deficiency's are noted:</p> <ul style="list-style-type: none"> <li>• Operational warning lights</li> <li>• Operational audible warning devices e.g. horn, reverse beeper</li> <li>• Check for damage to buckets, pivot pints, tines, lifting masts, crane components, pumping lines, tyres etc.</li> <li>• Check for oil &amp; hydraulic fluid leaks</li> <li>• Check visibility of windows, rear view mirrors, &amp; lights.</li> <li>• <b>NOTE: Concrete boom operators have statutory requirements for inspection under the various state legislation. Operators will need to comply with these inspection requirements</b></li> </ul>
<p>Use of formal traffic control Trucks entering / leaving work area Pedestrian traffic</p>	<p>Persons being struck by vehicles Signage placed in incorrect location causing vehicle accident Vehicle accidents causing injury to pedestrians, personnel, drivers and passengers</p>	<p>Traffic controllers to wear high visibility vests and relevant PPE at all times eg vests, hard hats</p> <p>All traffic controllers to be inducted into traffic management plan developed by the traffic management company prior to start</p> <p>Traffic controllers to set up signage as per traffic management plan</p> <p>Minimum 2 ticketed traffic controllers required unless assessed by the company providing the traffic management as otherwise</p> <p>Traffic controllers to develop and adhere to traffic management plan</p> <p>Traffic controllers to maintain visual contact with each other at all times</p>

	As Above	<p>All trucks and mobile equipment entering site are to follow directs of the traffic controllers.</p> <p>Traffic controllers to be in position with stop slow signs to regulate trucks and work vehicle movements including Pedestrian traffic are also to be controlled either via the provision of signage to use another pathway or via the use of the traffic controllers guiding pedestrians around works area.</p>
Traffic Management where formal traffic management is assessed as not being required however works may have impact on local traffic or works are to occur adjacent to roadways	Persons being struck by vehicles	<p>Implement all or combination of the following traffic control measures:</p> <ul style="list-style-type: none"> <li>- Placement of traffic cones encompassing vehicle and work area adjacent to the roadway</li> <li>- Placement of signage advising of hazard to vehicles</li> <li>- Barricading of works area via use of high visibility tape or traffic control barriers to highlight work area to road users and others</li> </ul> <p>Use of observers to alert other traffic users of hazards (observers are to be located outside of road users pathway, ensure road users cease movement prior access road, and where high visibility clothing)</p>
Control of pedestrian traffic when works encompass the footpath	Pedestrians struck by moving vehicles	<p>Where works may impact the footpath such as the installation of a drive way or scaffold located on the footpath the necessary permits are to be obtained from council. This may include the provision of a traffic management plan and this plan is to be provided to the sub-contractor undertaking the footpath works. Pedestrian traffic management can be controlled via the provision of the following measures (one or a combination of):</p> <ul style="list-style-type: none"> <li>- Implementation of hoarding to physically protect pedestrians from works associated with the construction site</li> <li>- Temporary signage advising pedestrians of hazards and to use an alternate pathway</li> <li>- Implementation of barricades around works area to highlight works area and provide guidance to pedestrians to follow a specific route</li> <li>- Implementation of traffic cones designating the works from the pedestrian pathway</li> <li>- Implementation of visual warning devices where works may pose a hazard to pedestrians overnight</li> <li>- Placement of observers to keep watch for pedestrians to either stop works or request pedestrians to wait whilst works are completed e.g. crane lift over pathway</li> <li>- Where loading and unloading may occur adjacent to pathway which is in use by pedestrians the contractor is to take all necessary steps to ensure that the public are safely segregated from the activity till it is completed. This may require the use of rope or other warning or barrier tape and must be overseen by a member of the Contractor's team whose duty is to guide people safely past the works.</li> </ul>
Segregating plant from people whilst in use on site	Workers struck by plant Pedestrians and members of public struck by plant	<p><b>Segregating the Plant from People</b></p> <p>Contractors must describe how they will manage the risks involved when excavation plant and equipment is used on site in close proximity to workers and members of the public.</p> <p>As there are no practicable methods for roping off or physically segregating the plant as it needs to move frequently to dig the trenches for the beams etc. The following approach to segregation acts as a general guide:</p> <ul style="list-style-type: none"> <li>• All workers are required to stay outside of the maximum operating arc of the plant which includes the distance of the digging equipment itself. Workers are to stay on the non-operating zone of the mobile equipment;</li> </ul>

		<ul style="list-style-type: none"> <li>• If, for any reason, as the Plant is changing location it moves into the safety zone (as above) of a worker who is not aware that he or she is now within reach of the plant, the operator is responsible for alerting the worker to move out of the operating zone. The operator shall cease operating the machine till the worker has left the safety zone.</li> <li>• If, for any reason a worker has to go into the safety zone, it is the worker's responsibility to make the plant operator aware of their need to enter the safety zone. The worker shall not enter the zone until the operator has acknowledged that they have seen them and has ceased to operate the excavator. Only when the worker is again outside the zone may the operator resume work.</li> <li>• If the plant begins to operate where the maximum operating arc or design envelope overlaps any public footpath or other place where there could be a potential for any member of the public to be struck by the plant, then the Contractor is to take all necessary steps to ensure that the public are safely segregated from the activity till it is completed. This may require the use of rope or other warning or barrier tape and must be overseen by a member of the Contractor's team whose duty is to guide people safely past the works.</li> </ul>
<p>Use of forklift in loading and unloading materials on site or roadway</p>	<p>Workers struck by forklift Pedestrians and members of public struck by forklift</p>	<p>When forklift trucks are being used, the driver of the delivery vehicle must stand away from the load and in a designated area while it is being lifted or manipulated.</p> <p>No-one should ever stand on a load to balance it on the tines.</p> <p>Trades and others should remain clear of the delivery area &amp; not walk behind the delivery truck as loads being handled by the forklift may dislodge.</p> <p>Trades and others should keep clear of the <i>Pedestrian Exclusion Zone</i>. This area should at a minimum be a distance equal to the height of the load from the ground plus an additional allowance for the nature of the load e.g. potential to bounce roll or splash contents.</p> <p>Where loading and unloading may occur adjacent to pathway which is in use by pedestrians the contractor is to take all necessary steps to ensure that the public are safely segregated from the activity till it is completed. This may require the use of rope or other warning or barrier tape and must be overseen by a member of the Contractor's team whose duty is to guide people safely past the works.</p> 

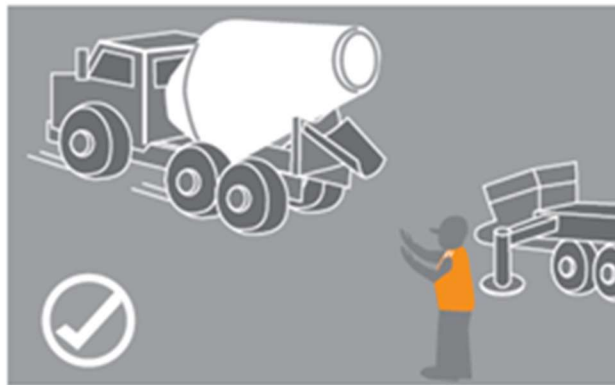
Traffic management for the use of concrete pumping

Concrete pumping poses a hazard due to the regular movement of concrete deliveries too & from the concrete pump vehicle. The concrete truck delivery area, including the area around the pump hopper, should be set up to ensure:

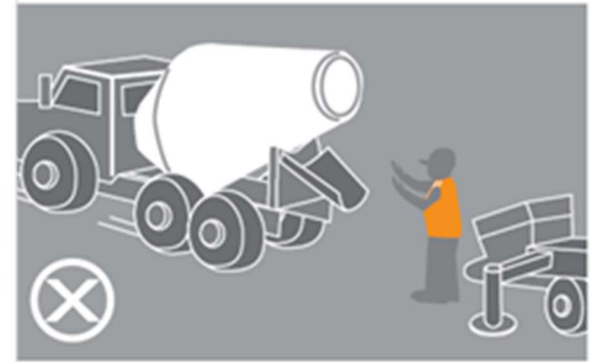
- Workers are safe from other vehicles
- When pumping in non-daylight hours adequate lighting is provided
- There is clear access for delivery vehicles

Only one concrete delivery vehicle can approach the hopper at any one time. Where a designated on-site traffic controller is in use to aid in the delivery of concrete the following procedures should be observed:

- All persons connected with the discharge of the concrete should wear reflective vests
- All concrete deliveries should have operating reversing beepers
- The controller should be visible to the concrete delivery driver & stand in a position which prevents them being caught between the hopper and reversing vehicle.
- Delivery drivers should stay well clear of the discharge area until signalled to reverse into position.
- If the concrete delivery driver can not see the controller they are to stop movement.
- Where loading and unloading may occur adjacent to pathway which is in use by pedestrians the contractor is to take all necessary steps to ensure that the public are safely segregated from the activity till it is completed. This may require the use of rope or other warning or barrier tape and must be overseen by a member of the Contractor's team whose duty is to guide people safely past the works.



Keep clear when truck is reversing into position, ensure you remain in driver's view



Keep clear when truck is reversing into position, don't stand between truck and hopper

Use of skid steer loaders whilst on site

**Skid Steer Loader (Bob Cat) Operations**

The following control measures are to be observed when operating a Skid Steer on a residential construction site:

- Skid steer must be operated in accordance with statutory regulations at all times
- Operations should only occur with the driver seated inside the cabin. It must **NEVER** be operated by someone outside the machine.
- The operator must stay seated whilst operating the skid steer
- Operator must work with the seat belt fastened around their waist and with the restraint bar in the downward position
- Arms, legs and head must be kept inside the cabin at all times whilst in operations.
- Operations should occur with the bucket in the lowest practicable position to maintain stability
- Avoid travelling across slopes – travel straight up and down slopes with the bucket pointing uphill.
- Avoid all other people (site & general public). If people come into close proximity stop the skid steer. Observe the separation of plant & people guidelines in this section.
- When loading/unloading skid steer onto the truck/trailer ensure that it is parked on level ground, handbrake applied, ramps placed into position and secured, and check ramps are parallel before driving skid steer onto vehicle.
- Where loading and unloading may occur adjacent to pathway which is in use by pedestrians the contractor is to take all necessary steps to ensure that the public are safely segregated from the activity till it is completed. This may require the use of rope or other warning or barrier tape and must be overseen by a member of the Contractor's team whose duty is to guide people safely past the works.

Use of load shifting and vehicle mounted cranes

**Load-shifting plant**

All people operating load shifting plant must be trained and competent in the plant they are to operate and hold relevant licenses and/or certificates. Equipment must be in a serviceable condition & be fitted with reversing beepers where required.

- Where loading and unloading may occur adjacent to pathway which is in use by pedestrians the contractor is to take all necessary steps to ensure that the public are safely segregated from the activity till it is completed. This may require the use of rope or other warning or barrier tape and must be overseen by a member of the Contractor's team whose duty is to guide people safely past the works.

*Vehicle-mounted cranes*

These cranes can be of particular use for unloading at a site where no other lifting equipment is available. They should only be operated by a trained and competent operator. The following points must be considered when using such equipment:

- All people must be clear of the work area during the lifting operation.
- Consider lifting capacity of the equipment & the load to be handled.

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|  |  | <ul style="list-style-type: none"><li>• Crane operators must be trained and hold a current certificate of competency, and be competent in the operation of the particular crane being used.</li><li>• The person in control of the lifting equipment must ensure that the lifting operation can be carried out safely before work starts.</li><li>• No-one should stand on a load once it has been attached to lifting equipment.</li><li>• No one should be close to the load whilst it is suspended and no-one should work under a suspended load.</li><li>• If movement of the load will penetrate the no-go zone (3.0m) of over head power lines contact the site supervisor</li><li>• Where loading and unloading may occur adjacent to pathway which is in use by pedestrians the contractor is to take all necessary steps to ensure that the public are safely segregated from the activity till it is completed. This may require the use of rope or other warning or barrier tape and must be overseen by a member of the Contractor's team whose duty is to guide people safely past the works.</li></ul> |
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