

ACTIVITY: Working Around Plant /Machinery on a Construction Site				SWMS No.: QSW10018	
SAFE WORK METHOD STATEMENTS (SWMS)					
Company Name: (SPP PTY LTD) T/A Ecoplant Australia & Seeddown Professional Planting		Address: 81-83 Campbell Street, Surry Hills. NSW 2010 16 Kings Place, Burnside. QLD 4560		ACN: 638 321 847	
Company Contact: Claudia Harms		Position: Secretary		Phone No.: 0472 635 551	
Project Details					
Project Name:		Job Address:			
Principal Contractor (PC):	[Name, contact details]	Date SMWS provided to PC:			
Projected Start and End Dates:					
Job Description:					
High Risk Activity:	yes (if working with or around mobile plant)				
Name of person responsible for ensuring compliance with SWMS:	Supervisor	Date SWMS received:			
What measures are in place to ensure compliance with SWMS?	Pre job safety inspections, Induction training, Toolbox Talk/ JSAs				
Person responsible for reviewing SWMS control measures:	Supervisor/ Team Leader	Date SWMS received by reviewer:			
How will the SWMS control measures be reviewed?	Control measures reviewed during Toolbox Talk/ JSA completion prior to job commencement and each time a new hazard is identified.				
Training required:	WH&S General Induction for Construction (White Card)	Competencies Required:	SPP PTY LTD Employment Induction and WH&S Handbook		
Relevant workers must be consulted in the development, approval and communication of this SWMS:					
Name:	Signature:	Job Title:	Date:	SWMS Approved by Managing Director's	
Claudia Harms		Secretary	25/11/2022	JOSHUA SANSOM PAUL HARMS	
				Date prepared: 12/08/2015	Review Date: 25/11/2022
DOCUMENT NO: QSW10018	ACTIVITY: Working Around Plant /Machinery On A Construction Site	Review no: 8	Review Date: 25/11/2022		

SWMS Scope

This SWMS covers persons conducting work in close proximity to heavy machinery at construction sites.
 This SWMS does not cover Working near Overhead Power Lines or Working Around Electricity.
 Dedicated SWMS should be obtained and developed for these tasks, and for any risks not covered in this SWMS








Important note:

The Work Health & Safety Regulation 2011 specifies new obligations in regard to the prevention of hearing loss in workplaces:
 The code of practice **Managing Noise & Preventing Hearing Loss at Work** outlines what is required to manage noise and is a helpful practical guide on how to identify noise hazards and control the risks associated with exposure to noise.

Personal Protective Equipment (PPE)

Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hand Protection	Protective Clothing	Sun Protection
							Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)

Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk
Job Step: Planning Hazards include: Personal Injury: <ul style="list-style-type: none"> - Struck by moving vehicle - Crushed by falling items/plant - Electric shock - Hearing Loss Legislation breach	Risks include: <ul style="list-style-type: none"> - Crushed Limbs, fatality as a result of being struck by moving vehicle/plant. - Hearing loss/damage due noisy environment 	Determine which Consultation method/s will be used: <ul style="list-style-type: none"> - Health & Safety Reps (HSR) - Health & Safety Committee (HSC) - Other Agreed Arrangements Liaise with Principal Contractor: <ul style="list-style-type: none"> - Check for overhead power lines, and underground assets, establish exclusion zones as required with the site supervisor - Ensure safe systems of work for all work involving plant being carried out in the vicinity

<ul style="list-style-type: none"> - Electric shock - Hearing Loss <p>Legislation breach</p>	<p>noisy environment</p>	<p>Ensure all PPE required for site is worn and in good working order, especially High Visibility clothing.</p> <p>Inspect intended work area. Ensure:</p> <ul style="list-style-type: none"> - Sufficient lighting and visibility - No electrical hazards - Within clear sight of near-by plant operators - No hazardous work (such as work hot, asbestos demolition, confined spaces etc) in close proximity - No work being undertaken overhead (from scaffolds where items may fall into work area, access points or pathways) - Safe access and egress <p>Ensure communication systems are in place and are adequate to provide safe working environment and warnings regarding any changes to hazards in close proximity.</p> <p>Control measures must be considered when moving plant on construction sites, such as:</p> <ul style="list-style-type: none"> - isolate vehicles and plant from people - use fencing, barriers, barricades, temporary warning signs - plan the direction that plant moves (forward movement as much as possible) - implement safe working distances - use clear communication systems - minimise the amount of plant working at one time - use demarcation zones - use reversing alarms, sensors or cameras - use flashing lights - use Spotters or observers - speed limits when required <p>RB: 3H Person responsible to implement control measures: RA: 2M</p>
<p>Job Step: Pre – Noise</p>		
<p>Hazards include:</p> <p>Personal Injury:</p> <ul style="list-style-type: none"> - Struck by moving vehicle - Hearing Loss 	<p>Risks include:</p> <ul style="list-style-type: none"> - Crushed Limbs, fatality as a result of being struck by moving vehicle/plant. 	<p>Ensure that the noise a worker is exposed to at the workplace does not exceed the exposure standard for noise (85dB averaged).</p> <p>Provide audiometric testing to a worker who is frequently required to use PPE to protect the worker from hearing loss associated with noise that exceeds the exposure standard.</p> <p>Whether the exposure standard of 85 dB(A) averaged over eight hours is exceeded</p>

<p>Legislation breach</p>	<ul style="list-style-type: none"> - Hearing loss/damage due noisy environment 	<p>depends on the level of noise involved and how long workers are exposed to it.</p> <p>If a formal Noise Assessment is required, it should be done by a competent person in accordance with the relevant Australian Standard.</p> <p>Workers must be able to hear warning signals on movable plant above any other noise (ambient noise) at the workplace.</p> <p>For reversing alarms on mobile plant, the noise level of the alarm needs to be at least as high as the noise from the engine under high idle</p> <p>Administrative control measures that can be used to reduce the amount / length of time of workers are exposed to noise include:</p> <ul style="list-style-type: none"> - organise schedules so that noisy work is done when a minimum number of workers are present - notify workers and others in advance of noisy work so they can limit their exposure - keep workers out of noisy areas if their work does not require them to be there - sign-post noisy areas and restrict access - provide quiet areas for rest breaks for workers - limit the time workers spend in noisy areas by moving them <p>If using PPE is required, ensure:</p> <ul style="list-style-type: none"> - it is worn by all persons throughout the period of exposure to noise - signs are used to indicate "Hearing PPE must be worn" areas - is suitable for the type of working environment and the work tasks - is comfortable and correctly fitting for the worker - it is regularly inspected and maintained to ensure it remains in good, clean condition - disposable ear-plugs are only worn once <p>When choosing hearing protection consider:</p> <ul style="list-style-type: none"> - overprotecting by cutting out too much sound can cause difficulties hearing verbal instructions and other sounds needed to work safely - ear-plugs are difficult to use hygienically for work that requires them to be inserted with dirty hands - ear-muffs can be uncomfortable to wear in hot environments - wearing PPE can make it difficult for the worker to enter a confined space or to wear a helmet
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		RB: 3H Person responsible to implement control measures:	RA: 2M
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Job Step: Working Near Plant/Equipment		
<p>Hazards include:</p> <p>Personal Injury:</p> <ul style="list-style-type: none"> - Struck by moving vehicle - Crushed by falling items/plant - Electric shock - Hearing Loss <p>Legislation breach</p>	<p>Risks include:</p> <ul style="list-style-type: none"> - Crushed Limbs, fatality as a result of being struck by moving vehicle/plant. - Hearing loss/damage due noisy environment 	<p>Check constantly for changing hazards while working</p> <p>Monitor work position at all times. Ensure:</p> <ul style="list-style-type: none"> - High visibility clothing worn at all times - Do not stand behind reversing vehicles - Allow sufficient distance from plant during operation (allow sufficient room for equipment failure – such as arm/boom failure or plant rollover) - No work is conducted in established “no go zones” for pedestrians - Alertness at all times. Listen for: <ul style="list-style-type: none"> • Reversing alarms/beepers • Calls from Plant Operators - Safety/warning signs, Spotters, traffic barriers etc. must be obeyed as required - Work positions should be in clear sight of plant operators - Follow traffic management plan requirements <p>Note: Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Make visual and verbal contact with plant operator as required.</p> <p>Operators of industrial lift trucks must ensure that the truck is not used to carry a passenger unless:</p> <ul style="list-style-type: none"> - The truck is designed to carry a seated passenger - The passenger seat is fitted with suitable seat restraints, and is located within the zone of protection <p>Plant operators must ensure that no person other than the operator rides on the plant unless the person is provided with a level of protection that is equivalent to that provided to the operator</p> <p>Industrial robots</p> <p>People must not work in the immediate vicinity of an industrial robot (or other remotely or automatically energised plant) if it could start without warning and cause any hazard or risk</p> <p>Suitable control measures must be in place for working near industrial robots,</p>

SAFE WORK METHOD STATEMENT - Part 2		
Formal Training, Licences required for workers undertaking this task:	Duties of workers undertaking this task:	Details of Supervisory Arrangements for workers undertaking this task:
<ul style="list-style-type: none"> - Construction Industry White Card - On-site training in safe work practices - Licence to Perform High Risk Work (operating certain plant, equipment) 	<ul style="list-style-type: none"> - Operator - Supervisor - Labourers 	<ul style="list-style-type: none"> - Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc. - Reporting systems - JSA
Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:	Relevant Legislation, Codes of Practice: Note: Retain only the legislation references applicable to your state of operation for this SWMS	
<ul style="list-style-type: none"> - Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority <p>PPE to comply with relevant Australian Standards</p> <p>Plant/Tools/Equipment: (List plant and equipment to be used on the job.)</p>	<ul style="list-style-type: none"> - Work Health and Safety Act 2011 - Work Health and Safety Regulations 2011 <p>Codes of Practice:</p> <ul style="list-style-type: none"> • Construction Work • Managing the Risk of Plant in the Workplace • Managing Noise and Preventing Hearing Loss in the Workplace • How to Manage Work Health and Safety Risks • Code of Practice: WHS Consultation, Cooperation & Coordination <p>Australian & International Standards:</p> <ul style="list-style-type: none"> AS/NZS.1269.0:2005 - Occupational noise management - Overview and general requirements AS/NZS.1269.1:2005 - Occupational noise management - Measurement and assessment of noise emission and exposure AS/NZS.1269.2:2005 - Occupational noise management - Noise control management AS/NZS.1269.3:2005 - Occupational noise management - Hearing protector program AS/NZS.1269.4:2005 - Occupational noise management - Auditory assessment ISO:9533: 2010 Earth-moving machinery – Machine-mounted audible travel alarms and forward horns – Test methods and performance criteria ISO 7731:2003 Ergonomics – Danger signals for public and work areas – Auditory danger signals 	
Reference Documents		
<ul style="list-style-type: none"> • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2011 		

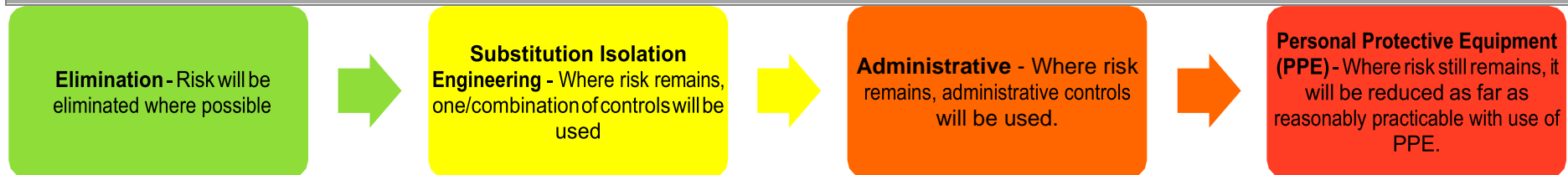
Safe Work Australia (2011) – Code of Practice: Construction Work
Safe Work Australia (2011) – Code of Practice: Managing the Risk of Plant in the Workplace
Safe Work Australia (2011) – Code of Practice: Managing Noise and Preventing Hearing Loss in the Workplace
Safe Work Australia (2011) – Code of Practice: How to Manage Work Health and Safety Risks
Safe Work Australia (2011) – Code of Practice: WHS Consultation, Cooperation & Coordination
WorkCover NSW – Safety Alert: Moving Plant on Construction Site

SAFE WORK METHOD STATEMENT - Part 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low		2 Moderate		3 High		4 Acute	
Employee/Worker Name	Job Role / Position		Signature		Date	Time	Employer/PCBU/ Supervisor	
Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								

HIERARCHY OF CONTROLS



RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3–6.8 reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>
References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood What is the possibility that the effect will occur?		
	Criteria	Description
Almost certain	Expected in most circumstances.	Effect is a common result.
Likely	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened.
Possible	Might occur at some time.	Effect could occur at the site or I've heard of it happening.
Unlikely	Could occur at some time.	Effect is not likely to occur at the site or I have not heard of it happening.
Rare	May occur only in exceptional circumstances.	Effect is practically impossible.

Step 2: Determine Consequence What will be the expected effect?	
Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable.
Minor	First Aid treatment only; no lost time injury.
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days.
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death.
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths.

Step 3 Determine the risk score					
	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare	1 Low	1 Low	2 Moderate	3 High	3 High

Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
Score	Action
4 A: Acute	DO NOT PROCEED. Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding.
3 H: High	Review before commencing work. Introduce new controls and/or maintain high level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low	Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.