****

**Safe Work Method Statement**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Initiators of SWMS are responsible for consulting the supervisor, engineer or other persons in charge of the work and all personnel involved in performing the work for input into the SWMS. Other persons may be consulted for technical advice and review of the SWMS to see proposed measures are effective and workable. The Project Administrator/ WHS Representative are responsible for ensuring that work activity is carried out in accordance with the SWMS. **All involved in the task must review and sign this form as acceptance to the requirements and responsibilities detailed herein. SWMS must be located on jobsite permanently** | | | | **SWMS: GROUTING WORKS & ANCHOR INSTALLATION** | | |
| **Contractor: Specialised Geo Pty Ltd** | | |
| **Employer:** | | | | **Initiated by: PCBU & WHS Representative** | | |
| **Project name/location:** | | | | **Created by: Specialised Geo Management** | | |
| **Job/Task: Grouting works** | | | | **Management review: Date:**  **(Signature required before work commences on site to certify SWMS are compliant with WHS legislation)** | | |
| **Supervisor:** | | | | **Date:** | | |
| **SWMS Sign off and acceptance of proposed work method and associated responsibilities**  All workers associated with these works must sign this SWMS before commencing works on site | | | | | | |
| **No** | **Surname** | ***Christian name*** | ***Classification/Qualification*** | | ***Employed by*** | ***Signature*** |
| **1** |  |  |  | |  |  |
| **2** |  |  |  | |  |  |
| **3** |  |  |  | |  |  |
| **4** |  |  |  | |  |  |
| **5** |  |  |  | |  |  |
| **6** |  |  |  | |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Brief description of work to be undertaken:*** General grouting works | | | | | | |
| ***Key safety issues to be managed and key safety controls to be implemented:*** | | | | | | |
| Falls from heights, falling/flying debris, Hazardous manual Tasks, safe access/egress to site, compressed air, leaks from p | | | | | | |
| Plant into environment, cold/hot environments, dehydration | | | | | | |
| ***Reference working within perimeters of:*** | | | | | | |
| Legislation 0 Codes of Practice 0 Project WHS Management Plan 0 Specialised Geo Policy’s 0 | | | | | | |
| Manufacturer/Supplier recommendations/Specifications 0 Australian Standard/s 0 .other guidelines........................ 0 | | | | | | |
| WHS Act 2011, WHS Regulations 2011, AS/NZS 1891.4 (Industrial Fall Arrest Systems). | | | | | | |
| Code of Practice for Hazardous manual tasks, How to manage WHS risks, Managing noise and preventing hearing loss, | | | | | | |
| Preventing and managing fatigue in the work place, First aid ,How to manage risks of hazardous chemicals, Managing risks | | | | | | |
| Of fall in the workplace, Managing risks in work place, Manage risks of plant in the work place | | | | | | |
| ***List key individual qualifications and experience:*** | | ***Key individual safety duties/responsibilities:*** | | | ***Detail training required to complete work*** | |
| Leigh Henness – 14 years drilling, grouting experience/ Supervision | | Supervision, daily project records | | | Construction card, project induction, project records, Workcover tickets, site specific induction | |
| Rachel Metcalf – 14 years drilling experience/supervision | | Project management, OH&S certificate 4 | | | Construction card, project induction, project records, Workcover tickets, site specific induction | |
| Peter Dark – 7 years drilling, grouting experience/ Supervision | | Supervision, daily project records | | | Construction card, project induction, project records, Workcover tickets, Site specific induction | |
|  | |  | | |  | |
| ***Detail any approvals required eg Working At Heights Permit:*** | | | | ***List Certificates/Licenses required to operate plant or perform tasks:*** | | |
| SWMS to be completed by supervisor before commencing work and signed by all parties involved in all tasks. It is the employees responsibility to fully understand procedures involved in the task. If at any time the employee is not familiar with procedures it is there | | | | Construction card, LE Workcover ticket, Australian class C drivers license, site specific license | | |
| ***List plant, equipment and/or safety inspections required:*** | | |
| Responsibility to cease work and gain further training. Tool box talks held daily. Relevant permits acquired e.g. Work at Heights | | | | Daily inspections of all equipment. Plant to be checked when first on site then daily checks required | | |
| ***List Plant, resources and equipment required:***  Air compressor, hoses, hand tools, grout equipment, | | | | Report any areas where site has been altered making it unsafe.  Visual inspection of hoses/clips, tools/leads tagged monthly. Communication with operator crucial. | | |
| ***Key Contact Numbers:*** | Leigh Henness | | Rachel Metcalf | Peter Dark | | Spec Geo Office |
|  | 0400 722 111 | | 0417 161 840 | 0488 722 110 | | 024934 2040 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Step No** | **Process Steps**  **List steps needed to do the job in the sequence to be done** | **Potential Hazard/s**  **Against each step list potential hazards that could cause injury when the job is done** | **Risk Level 1-4** | **Hazard Control Measures**  **For each hazard identify control measures to eliminate or minimise the risk of injury** | **Action By** |
| **1** | **Project Induction, Sign in SWMS** | * 1. Persons working outside   of approved conditions or  SWMS | 1 | * + 1. All persons must complete the project induction, hold an OH&S construction card and sign in on this SWMS.     2. Ensure all approved controls and prevention measures are discussed and SWMS is given to all persons involved in the work.     3. PPE to be worn required for task. | All |
| **2** | **Familiarise with site and check for NO GO zones with client, first aid amenities and establish emergency protocols** | 2.1 Injury occurrence | 2 | 2.1.1 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  2.1.2 All personnel to sign in  and out when arriving  and departing in work  area (this acts as a  register for emergency  protocols).  2.1.3 SWMS for particular  task will be reviewed  daily prior commencing  work | Supervisor |
| **3** | **Project Administrator/ Supervisor – to provide safe access to embankment** | 3.1 Interactions with workers  3.2 Falling rocks or materials | 3 | 3.1.1 Supervisor to notify all  workers and operators  when safe access can  be gained.  3.1.2 All workers in the area  to notify of position.  3.1.3 Positive communication  procedures in place,  understood, and utilised  3.2.1 Establishment and  regular checks of  exclusion zones, signs  and radio equipment | All |
| **4** | **Prestart checks** | 4.1 Uneven ground  4.2 Oil leaks  4.3 Trip hazards | 2 | * + 1. Ground leveled out and compacted if necessary     2. Checks for oil leaks etc.     3. Spill kit available in work area     4. Remove rubbish and trip hazards from work area | All |
| **5** | **Check Plant** | 5.1 Poor plant condition  5.2 Malfunction  5.3 Hazardous use | 4 | 5.1.1 Inspection to be carried out on  all plant when arriving on site by  site technician  5.1.2 Inspect plant and complete  relevant safety/mechanical  check sheets daily.  5.2.1 Hoses to be in good condition,  safety clips to be in place   * + 1. Plant must be checked by competent personnel only | All |
| **5a** | **Install Anchors**  **Ensure Excavator operator is in constant communication with Anchor installer.( Tag line placed on anchor** | 5.1a) Sprain and strains  5.2a) Slips, trips, falls,  5.3a) PINCH,CRUSH  5.4a) Poor communication | 3 | 5.1 Correct lifting , team lift, mechanical aids  5.2 Eyes on path  5.3 Possitive communication  5.4 Signed , clear area |  |
| **6** | **Set up of Grout Equipment on stable ground**   1. Set up grout tub and pump 2. Lay out hoses 3. Attach hoses and safety clips | 6.1 Slips, trips, falls,  6.2 Injuries  6.3 Sprains and strains  6.4 Entanglement of hoses  6.5 Compressed air, pressured  hoses | 3 | 6.1.1 Clear area of rubble before set  up  6.1.2 Eyes on path  6.1.3 Ensure equipment is placed on  even and stable ground  6.2.1 Place safety guard on grout  mixer  6.3.1 Lift grout tub into position using  correct lifting techniques (2  people)or mechanical aid  6.3.2 Place grout pump in grout tub  using correct lifting techniques  6.4.1 Lay out air hoses in sequence  to avoid entanglement   * + 1. Eyes on path   6.5.1 Connect hoses to grout pump  and compressor attached with  whip checks and safety clips   * + 1. Ensure all air taps are turned   off before turning air on.   * + 1. Double check all attachments   for safety clips and whip checks   * + 1. Ensure area is clear before   turning air on and pumping grout   * + 1. Ensure grout lines are clear.     2. Don’t use any taps or devices | All |
| **7** | **Grouting/ subject to mix design e.g**  Grout   1. Place 10litres per 20kg bag of cement and 75mm of visco crete 2. Mix for approx 10 minutes or till satisfied 3. Attach hose to Anchor then feed grout to anchor until full. Let anchor sit for 20 seconds and fill again until full. | 7.1 Hazardous Manual Tasks  7.2 Pinch injuries, cuts  7.3 Dust, silicosis  7.4 Grout burn  7.5 High noise levels  7.6 Use of compressed air  7.7 Tiredness, loss of balance,  repetitive strain, white  finger/knuckle,  7.8 Blockage of grout hose  whilst on face | 3 | * + 1. Correct lifting techniques     2. Have cement bag close to tub     3. Keep fingers clear of tub rim whilst poring grout into grout tub     4. Keep hands clear of knife when cutting grout bags(cut away from you)     5. Dust masks to be worn when in the working area, Disposable overalls, safety glasses     6. Risk of silicosis from cement dust requires a P2 mask to be worn     7. Wear correct PPE, Disposable overalls, safety glasses     8. Eye wash bays near by     9. Wear suitable ear protection and take regular breaks away from the source of noise   7.6.1 Ensure hoses are in good  condition and safety clips are in  place  7.7.1 Work in pairs at all times  7.7.2 Rotate work areas  7.7.3 Rest regularly  7.7.4 Drink fluids  7.7.5 Use sunscreen  7.8.1 Spotter to communicate to  grout pump operator  7.8.2 Positive communication  7.8.3 Trained and competent | All |
| **8** | **Removal of debris/cleaning up grout tub** | 8.1 Debris falling off platform,  flying debris  8.2 Grout on skin and face  8.3 Sprains and strains  8.4 Obstruction of walkway and  access points | 2 | * + 1. Authorised personnel only allowed in work area whilst work is being carried out.     2. Operators to acknowledge people wishing to enter work area.     3. No one to work below working level when clearing up in operation.     4. Wear eye protection at all times   When washing tub, pressure  for water not too high   * + 1. Correct PPE     2. Correct lifting techniques whilst moving tub     3. Do not lean up or stack equipment against these areas | All |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Likelihood**  How likely is it that someone will get hurt? | **Consequence**  How severely could someone get hurt? | | | |
| **Catastrophic**  Death, very serious environmental/structural and/or plant damage | **Major**  Permanent disability, loss of production or major environmental/structural and/or plant damage | **Moderate**  Temporary disability or moderate environmental/structural and/or plant damage | **Minor**  Minor injury or minor environmental/structural and/or plant damage |
| **Very likely**  (could happen soon or regularly | **1** | **1** | **1** | **3** |
| **Likely**  (could happen occasionally) | **1** | **2** | **2** | **3** |
| **Moderate**  (possible it might happen) | **2** | **2** | **2** | **3** |
| **Unlikely**  (could happen but rarely) | **2** | **3** | **3** | **4** |
| **Very Unlikely**  (could happen but probably never will) | **3** | **3** | **4** | **4** |

Legend:

**1- Critical/Extreme Risk**

**2 – High Risk**

**3 – Moderate Risk**

**4 – Low Risk**