# Safe Work Method Statement

**Title:** Traffic Control (Working near traffic)  
**Company Name:** Tree Watch  
**Authorized and email Signed by the** (Managing Director / CEO / Partner / Proprietor) on **Date** 14/11/2016

**Safe Work Procedure for the Work:**  
Yes ☐ No ☐  
Employees trained and familiar with Tree Watch SWP:  
Yes ☐ No ☐

**Names of staff that have read and understand this SWMS:** Stephen Bayley, Angus Cullenward, Daniel Bayley, Ashley Morrison, David Smith

<table>
<thead>
<tr>
<th>MSMS Sheets applicable to the work being undertaken</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date: 01/08/2016</td>
<td>Revision Date: 01/08/2016</td>
<td>Revision No: 1</td>
<td>Prepared By: Stephen Bayley</td>
<td></td>
</tr>
</tbody>
</table>

**Project Name:** Various  
**Section/Area:** Various  
**Project Manager:** Various  
**Client:** Various  
**Distribution:** Client OH&S Officer / Company Personnel

## Likelihood / Probability - Risk Factors

<table>
<thead>
<tr>
<th>很可能会 (V)</th>
<th>概率立即或在短期内发生</th>
<th>危害 (F)</th>
<th>可能会导致死亡或资产损失</th>
</tr>
</thead>
<tbody>
<tr>
<td>行业可能 (L)</td>
<td>可能会发生在时间内</td>
<td>重大 (M)</td>
<td>严重伤害或疾病或重大财产损失</td>
</tr>
<tr>
<td>不可能 (U)</td>
<td>可能会发生在在时间</td>
<td>一般 (m)</td>
<td>一般 (可能恢复) 伤害或疾病或疾病导致轻微的伤害或疾病</td>
</tr>
<tr>
<td>非常不可能 (H)</td>
<td>可能会发生在在时间</td>
<td>可忽略 (N)</td>
<td>可忽略 (轻微) 伤害或疾病</td>
</tr>
</tbody>
</table>

## Consequence - Risk Factors

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Risk Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fatality</td>
<td>H H H M</td>
</tr>
<tr>
<td>Major (M)</td>
<td>H H M M</td>
</tr>
<tr>
<td>Minor (m)</td>
<td>H M M L</td>
</tr>
<tr>
<td>Negligible</td>
<td>M M L L</td>
</tr>
</tbody>
</table>

## Remember to Consider Equipment / Plant / Environment / Worker Competency

## Hierarchy of Control Hierarchy of Control

1. **Elimination**  
Can the work process, substances or plant creating the hazard be eliminated?

2. **Substitution**  
Can the work process, substance or plant be substituted for something safer?

3. **Engineering Controls**  
Means changing process, equipment or tools to minimise the hazard exposure.

4. **Administration Controls**  
Develop measures to ensure that the work is performed safely through safe work procedures to reduce exposure to hazards.

5. **PPE**  
Personal protective equipment is the last resort in responding to work place hazards and should be used only as an interim measure.
<table>
<thead>
<tr>
<th>Work Method / Task Description</th>
<th>Hazards</th>
<th>Risk Score</th>
<th>Risk Control Measures</th>
<th>Responsible Person</th>
</tr>
</thead>
</table>
| Working outdoors              | Personnel are exposed to excessive ultra violet light without adequate protection. | M         | • Suitable clothing, hats, glasses should be used to reduce exposure  
  • All employees to apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours | Supervisor Employee |
| Manual handling               | Excessive manual handling could lead to musculoskeletal injury. | M         | • Use mechanical aids ie forklift  
  • Lift with correct posture and do not try to lift something too heavy  
  • Request help when lifting heavy loads | Supervisor Employee |
| Personal protective equipment required for this activity | Personal injuries | H         | • Hi visibility clothing  
  • Safety footwear  
  • Safety glasses as required  
  • Safety helmet as required  
  • Hearing protection as required | Supervisor Employee |
| Set up and operate traffic controls | Traffic controller hit by vehicle failing to stop  
  Vehicles approach worksite too fast  
  Hit by Flying objects / debris | H         | • Signs and traffic controls to Traffic Control Plan must be in place before starting work  
  • The Traffic Management Plan to be approved before implementation  
  • Signage to be checked before work commences and regularly during the day  
  • Checks to be recorded  
  • Wear high visibility clothing at all times  
  • Wear retro-reflective vests (type D/N) in poor light or at night  
  • Position advance warning signs so they are clearly visible  
  • Traffic controller is position to be clearly visible, with 150m sight distance and allowing for sun/shade.  
  • Escape path available  
  • Know the work site, the traffic flow layout  

Where < 1.2 m to traffic & no physical barrier to traffic, ensure that:  
• 40 kph roadwork speed zone installed  
• Look before crossing any roads, tracks or access roads | Supervisor Employee |
<table>
<thead>
<tr>
<th>Work Method / Task Description</th>
<th>Hazards</th>
<th>Risk Score</th>
<th>Risk Control Measures</th>
<th>Responsible Person</th>
</tr>
</thead>
</table>
| Set up and operate traffic controls | Traffic controller hit by vehicle failing to stop                        | H          | • Be aware of traffic noise, warning devices, beepers, buzzers etc  
• Don’t anticipate drivers slowing down or sighting the work operations  
• Stand well back out of the line of travel, where possible, when directing traffic  
• Don’t work alone  
• Relieve traffic controller every 2 hours if possible to help them remain alert | Supervisor Employee |
|                               | Vehicles approach work site too fast                                     |            |                                                                                                                                                                                                                       |                   |
|                               | Hit by Flying objects / debris                                           |            |                                                                                                                                                                                                                       |                   |

**Risk Score**

H: High

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### SWMS #15 Traffic control

**Safe Work Method Statement**

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<table>
<thead>
<tr>
<th>Traffic Control</th>
<th>H</th>
<th>Risk Control Measures</th>
</tr>
</thead>
</table>
| Traffic controller hit by vehicle failing to stop | • Wear retro-reflective vests (D/N type) when controlling traffic  
• Ensure 60 kph roadwork speed zone, “Prepare to Stop” sign is in place and | Supervisor Employee  
• Traffic Controller Ahead sign is in place & located correctly prior to commencing work  
• Stand where sight distance to oncoming traffic is at least 1.5 metres  
• Stand where can see end of work and other traffic controller if possible if not use 2-way radio or intermediate traffic controller to relay messages  
• Stand facing traffic just outside of travel path – do not obstruct view of other signs & devices;  
• Have a clear escape route available;  
• Once first vehicle has stopped, change position to be clearly visible to following traffic;  
• Always stay at head of traffic queue – stand alone – do not leave post unless relieved;  
• Give definite & clear signals – both hand signals and with stop/slow bat  
• Stand clear of traffic when allowing it to proceed;  
• Be courteous at all times when dealing with the public;  
• Remove or cover Traffic Controller Ahead sign when traffic control discontinued or controllers not on site;  
• Report irresponsible motorists to supervisor immediately. |
| Vehicles approach work site too fast | H |  |
| Hit by Flying objects / debris | H |  |

**Work Method / Task Description**  
List the tasks required to perform the activity in the sequence in which they occur  

<table>
<thead>
<tr>
<th>Hazards</th>
<th>Risk Score</th>
<th>Risk Control Measures</th>
<th>Responsible Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>Against each task list the Hazards that could result in injury when the task is performed by the worker</td>
<td>List the Control measures required to eliminate or minimize the workers exposure to each identified hazard</td>
<td>with responsibility for control measure implementation</td>
<td></td>
</tr>
</tbody>
</table>
**Work adjacent to traffic**

- Worker hit by passing traffic
- Vehicle travelling through work site too fast

- Traffic controllers must be “Vic Roads or RTA approved”
- Use regulatory speed signs to slow traffic
- Use paraweb fencing, barrier boards or traffic cones to keep traffic path away from workers
- All workers to wear high visibility clothing
- If traffic speed > 40kph and workers are within 0.9m of traffic, use rigid traffic barrier as separator
- Plant with projections (eg. grader blade) to have fluorescent flag mounted on extremity

**Night operation under traffic control**

- Traffic accident, vehicle runs over edge of excavation or into parked plant
- Inadequate night time visibility

- Set up flashing lights (clean, operational, good batteries) to clearly delineate travel path
- Drive through to check effectiveness
- Park plant 6m clear of traffic path, or use yellow lamps if plant < 6m
- Do not leave plant within 1.2m of traffic path

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### Personnel Qualifications and Experience

| Construction OH&S induction (White Card) | Supervisor to carry out daily inspections of work site for hazards. | Supervisor to be appropriately trained, qualified and competent in OH&S. |
| Company OH&S induction | Personal Protective Equipment (PPE) to be worn at all times on site. | Supervisor to be trained in risk identification risk assessment and risk control |
| Site specific induction | All personnel to maintain tidy work area on site at all times. | On the job skills training to be conducted by Supervisor to personnel |

### Personnel Duties and Responsibilities

- Barricading to be used as appropriate to protect others from mobile plant and falling into trenches.

### Training Required to Complete Work

- Barricading to be used as appropriate to protect others from mobile plant and falling into trenches.

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### Engineering Details / Certificates / WorkSafe Approvals / Australian Standards

- Austroads Guide to Traffic Management
- AS 1743 Road Sign Specifications
- AS3845 - Road Safety Barrier Systems
- AS 4602 High Visibility Safety Garments
- AS 1470 Health and Safety at Work – Principles and Practices
- Traffic Control Plan

**Referenced – Guidance Notes / Regulations / Legislation**

- Occupational Health and Safety Act 2004 & all OH&S Acts within other States
- Occupational Health and Safety Regulations 2007 & all OH&S Regulations within other States
- OH&S Safety Regulations 2007, Chapter 5 - Part 5.1 Construction
- OH&S Safety Regulations 2007, Chapter 3 - Part 3.5 Plant
- OH&S Safety Regulations 2007, Chapter 3 - Part 3.6 High Risk Work

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### Engineering Details / Certificates / WorkSafe Approvals / Australian Standards

- OH&S Regulations 2007 Chapter 3 Physical Hazards Part 3.1 Manual Handling
- Code of Practice for Plant 1995 (Compliance Code)
<table>
<thead>
<tr>
<th>Plant / Equipment</th>
<th>Maintenance Checks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Signage to be checked before work commences and regularly during the day</td>
</tr>
<tr>
<td></td>
<td>Checks to be recorded</td>
</tr>
<tr>
<td></td>
<td>Plant Operations, Servicing &amp; Maintenance</td>
</tr>
<tr>
<td></td>
<td>Daily inspection of Plant</td>
</tr>
<tr>
<td></td>
<td>Inspection, Maintenance, Servicing &amp; Repair of Plant</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsible Person (Supervisor Foreman)</th>
<th>Name: Various</th>
</tr>
</thead>
</table>
The persons (employees, subcontractors and others) that have signed below:
1. been involved in the hazard/risk assessment and the determination of the hazard/risk controls applicable to their tasks, duties and responsibilities
2. had all hazards and risk controls have been communicated to them
3. and are fully aware of and understand the hazards/risks and safety risk controls and rules required
4. agreed to all the hazard/risk controls
5. agreed to and understand their Duty of Care to themselves and others
6. agreed that they are the person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools.

Print name clearly date a sign here:

If any unforeseen circumstances should arise and 100% compliance with this Safe Work Method Statement is not possible work is to cease until the Safe Work Method Statement is reviewed.

Note; All personnel must be inducted into the above Safe Work Method Statement via a toolbox meeting with their acknowledgment signatures of being inducted on it prior to work commencing.