

SWMS FOR WORKING ON, IN OR ADJACENT TO A ROAD OR RAILWAY

SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

Client/Principal Contractor	Insert client and/or PC name	Project Address:	Insert the project's address
Company Address:	Insert your company address	Phone Number:	Insert your business number
SWMS Prepared By:	Insert person	In Consultation With:	Refer to Consultation and Sign-Off Record
SWMS Approved By:	Insert person	Distribution To:	Persons involved in the work scope
SWMS Date:	Insert date	Review:	12 months required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Person(s) responsible for monitoring and compliance to the SWMS:	Insert person(s)
Work Scope Description:	General work on, in or adjacent to a road or railway. This task is classified as 'High Risk Construction Work' under Division 29 of the Work Health and Safety Act 2011.		
List the qualifications and training requirements for this activity:	<p>Instructions on safe work method statement</p> <ul style="list-style-type: none"> • Competent persons training to perform the work • Persons using the manual traffic control devices, as required to enable safe work. 		
Details of inspections and maintenance checks required for this activity:	<p>Regular checks of all tools and equipment used.</p> <p>Any person using the manual traffic control devices must be inspected, serviced and maintained in accordance with the manufacturer's instructions.</p>		
Are there any other safety considerations that may apply to this activity?	<p>Persons must comply with all additional safe work procedures, plans, rules and instructions given by the authority or person in control of the workplace.</p>		
Legislative Reference:	<ul style="list-style-type: none"> • Work Health and Safety Act • Work Health and Safety Regulation • How to Manage Work Health and Safety Risks Code of Practice • Traffic Management for Construction or Maintenance Work Code of Practice • Workplace Traffic Management Guidance Material • Australian Standard 1742 - Manual of Uniform Traffic Control Devices (Series) 		

JOB STEP		POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level	LIKELIHOOD	CONSEQUENCE	REVISED RISK SCORE	PERSON(S) RESPONSIBLE
1.	Planning and preparation.	<ul style="list-style-type: none"> Uncoordinated work plan. Unprepared personnel. Unqualified personnel. 	<ul style="list-style-type: none"> Risk of not understanding procedures. Suitable equipment not available. Lack of training and experience of personnel. Unqualified personnel undertake the task. 			6	<ul style="list-style-type: none"> Ensure that consultation with the Principal Contractor, Client, Dept of Main Roads Council and/or Rail has been undertaken to identify risks and hazards associated with the work. Personnel must be assessed and competent to work on, in or adjacent to a road or railway and aware of the necessary control measures. Conduct a pre-work review of the equipment, signs and barriers to ensure all the necessary equipment for the job is available. Develop a management plan, if necessary, to enable safe work. Ensure that training and instruction is provided to personnel whose job involves working on, in or adjacent to a road or railway. <p>Note: Work on, in or adjacent to a road or railway must only be undertaken by personnel who have received the necessary instruction and training and are deemed competent.</p>	1	2	2 Low	Manager Supervisor Workers