

SMS001-1

Safe Work Method Statement

Project:	Site supervisor:
Task: Road traffic survey using portable automatic vehicle survey equipment with spaced parallel pneumatic rubber tubes placed on the road as transducers for the detection and identification of vehicle types.	Position: This SWMS has been developed and approved by: Sam White Position: Road Traffic Manager Date: 20 / 03 / 06

Risk Score Calculator

		Consequence				
		Disaster	Very Serious	Serious	Substantia 1	Minor
L i k e l i h o o d	Almost certain	1	1	1	2	2
	Likely	1	1	2	2	2
	Possible	1	2	2	2	3
	Remotely Possible	2	2	2	3	3
	Practically impossible	2	3	3	3	3

Likelihood / Consequence	Risk Class
This Risk Class 1 hazard has the potential to: <ul style="list-style-type: none"> • permanently disable or kill • cause major damage to the structure • have significant impact on the surrounding population and environment 	1
This Risk Class 2 hazard has the potential to: <ul style="list-style-type: none"> • temporarily disable or seriously injure • cause minor damage to the structure • breach the workplace boundary and pollute local environment 	2
This Risk Class 3 hazard has the potential to: <ul style="list-style-type: none"> • cause minor injury • be contained within the Centre/workplace boundary 	3

This SWMS/JSA has been developed through consultation with our employees and has been read & signed by employees at the workplace:

[Employees sign here in agreement to work to the SWMS]

Review No:	01	02	03	04	05	06	07	08	09	10
Initial:	DP	DP								
Date:	25 Aug 06	17 July 07								

SMS001-2

Safe Work Method Statement

Item	Job Step Break the job down into steps	Potential Hazards <i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident or adverse environmental impact</i>	Risk Class	Controls <i>Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness or environmental impact</i>	Person
1	Arrival at survey site	Park vehicle in dangerous location Struck by traffic Poor weather causing poor visibility and dangerous driving conditions Untrained Road Traffic Technician	2	If a major road, plan work for non-peak periods Park vehicle to avoid causing a visual obstruction for intersections, driveways or pedestrians. Park obeying all signs, legally and preferably on the verge If weather creates a hazard, defer the work until the weather clears or seek support for traffic control Place out a 'Traffic Survey Ahead' sign and switch on flashing beacons and / or message board Put on PPE Ensure all staff are properly trained and supervised Ensure that copies of relevant RTA approved training certificates, a copy of the Road Survey Procedures Manual and Traffic Management Plan, Site Safety Rules, WorkCover permits and other site specific approvals are in the vehicle	Sam Leigh Mark
2	Selection of survey site	Unsafe work site Traffic flow	2	If no safe site is possible, advise the Road Traffic Manager before proceeding Choose site with the best sight distance Choose a site free of ruts and potholes Ensure site is adjacent to a pole or tree Ensure the most effective risk control measures are implemented Place traffic cones before and after work site Experienced managers or RTT to provide on-site training to any RTT with an identified need referring to Survey Procedures Manual for specific content Section 8.2 and 8.3	Sam Leigh Mark
3	Installing tubes and counters or loggers	Struck by traffic Unable to hear warnings Back or bending injuries Straining or muscle injuries Hand burns	2	When installing equipment on roads use a separate person as 'look-out' whenever possible Do not turn your back on the traffic Ensure you have a clear escape route Bend your legs, not your back Cease work if possible if it starts raining Ensure equipment has current inspection tags where relevant as per Safety Management System section 11. Monitor the effectiveness of the risk controls by observation and make changes if appropriate Experienced managers or RTT to provide on-site training to any RTT with an identified need referring to Survey Procedures Manual for specific content section 8.4, 8.5, 8.6 and 8.7	Sam Leigh Mark
4	Check site	Struck by traffic Poor weather causing poor visibility and dangerous driving conditions	2	Park vehicle to avoid causing a visual obstruction for intersections, driveways or pedestrians. Park obeying all signs, legally and preferably on the verge Put on PPE Do not turn your back on the traffic Ensure you have a clear escape route Cease work if possible if it starts raining Experienced managers or RTT to provide on-site training to any RTT with an identified need referring to Survey Procedures Manual for specific content in section 9.0	Sam Leigh Mark

Safety Management System

5	Retrieve tubes and counters or loggers	Struck by traffic Unable to hear warnings Back or bending injuries Straining or muscle injuries	2	<p>If a major road, plan work for non-peak periods</p> <p>Park vehicle to avoid causing a visual obstruction for intersections, driveways or pedestrians.</p> <p>Park obeying all signs, legally and preferably on the verge</p> <p>If weather creates a hazard, defer the work until the weather clears or seek support for traffic control</p> <p>Place out a 'Traffic Survey Ahead' sign and switch on flashing beacons and / or message board</p> <p>Put on PPE</p> <p>Place traffic cones before and after work site</p> <p>Ensure all staff are properly trained and supervised</p> <p>Do not turn your back on the traffic</p> <p>Ensure you have a clear escape route</p> <p>Bend your legs, not your back</p> <p>Cease work if possible if it starts raining</p> <p>Experienced managers or RTT to provide on-site training to any RTT with an identified need referring to Survey Procedures Manual for specific content in Section 10.0</p>	Sam Leigh Mark
---	--	--	---	--	----------------------