Scope of Work Activity Covered by this Work Method Statement

Site:

This Work Method Statement outlines the main hazards and risks associated with **Recycling Unit (Trailer)** **Contact:**

Y	A risk of a person falling more than 2M		Demolition of a load-bearing structure.		Work on a tele-communications tower
	Work on or near chemical, fuel or refrigerant lines		Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians		Work on or near energised electrical installations or services
	Likely to involve disturbing asbestos		Work in or near a confined space		Work in an area with movement of powered mobile plant
	Work in areas with artificial extremes of temperature		Work in or near water or other liquid that involves a risk of drowning		Work in an area that may have a contaminated or flammable atmosphere
	Use of explosives		Tilt-up or precast concrete elements		Diving work

Personal Protective Clothing & Equipment (PPE) Required

SUN PROTECTION EQUIPMENT MUST BE WORN

LONG SLEEVE SHIRT AND TROUSERS MUST BE WORN

Safety Boots		**Protective Gloves**	
Safety Glasses		**High Visibility Clothing / Vests**	
Hearing Protection		**Hard Hat**	

Required Qualifications/Verifications

Qualification	Requirement	Qualification	Requirement
Openshore WHSQE Induction	All Personnel	Openshore Maintenance Competency	Machine Operator
Construction Industry White Card	All Personnel	Openshore Supervisor Training Vacuum Truck	Machine Operator
Drivers License	All Personnel	Rail Industry Worker	All Personnel
HLTAID001 / 002 / 003 - CPR & First Aid	2 x Qualified Staff Members On Site	Site Specific Induction	All Personnel
Asbestos Awareness	All Personnel		

Required Inspections & Maintenance Checks

Plant and equipment used on site includes, but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required	Plant and/or Equipment	Inspection and maintenance checks required
Mobile Equipment	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications	Electrical Equipment	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications
Ladders	Safety check prior to use	Extension Leads	Tag & Test Safety check prior to use

Inspections of plant to be carried out before commencement of work, as per listed hazard controls for pre-start checks.

SWMS Develop By:	**Kelly Martin 0412 097 229**	**WHS Manager**	
SWMS Consulted With:	**Blake Pascoe 0402 638 852**	**Operations Manager**	
SWMS Approved By:	**Paul Martin 0431 510 767**	**Director**	
Person Responsible for ensuring compliance with this SWMS	**Blake Pascoe 0402 638 852**	**Operations Manager**	

Formal communication of Site Safety Rules will occur primarily in three ways:

1. As part of the implementation of this Work Method Statement, all parties in the workgroup to be present for a brief meeting.

2. As new person(s) (employees, subcontractors, etc.) enter the site for the first time they will be briefed on the Site Safety Rules that they must comply with and sign induction form stating that they are aware of the site specific hazards.

3. At regular 'toolbox' meetings – employees will be reminded of the safety site rules, new and existing potential hazards and also constantly reminded of the importance of striving for a hazard free work place. Employees are given the opportunity to provide feedback and add hazards and controls.

RISK RATING MATRIX

Consequence → / Likelihood ↓	Low (C1) No Injury most probable outcome; Losses in <$500; Environmental impact small localised and contained;	Minor (C2) FAI most probable outcome; Losses in excess >$500 <$15,000; Environmental impact, contained impact requiring minor remedial action.	Moderate (C3) MTI or LTI most probable outcome; Losses in excess >$15,000 <$50,000; Environmental impact, medium term contained impact requiring considerable remedial action.	Major (C4) LTI most probable outcome; Losses in excess >$50,000 <$100,000; Environmental contamination off-site, considerable remediation required	Critical (C5) A fatality(s) most probable outcome; Losses in excess >$100,000; Irreversible/ irreparable environmental contamination.
Rare (L1) A similar incident is unlikely to occur again	L2	L3	L4	M5	M6
Unlikely (L2) A similar incident could occur in the next 5 years	L3	L4	M5	M6	H7
Possible (L3) A similar incident could occur in the next 1 year	L4	M5	M6	H7	H8
Likely (L4) A similar incident could occur in the next 6 months	M5	M6	H7	H8	E9
Almost certain (L5) A similar incident could occur in the next 1 month	M6	H7	H8	E9	E10

Risk Score	Risk Rating	Required Action	Hierarchy of Controls	
2-4	Low risk	Manage and Monitor by routine internal procedures.	1. Elimination	Complete elimination of risk
5-6	Moderate risk	Specific monitoring or procedures to be implemented. Management responsibility to be specified and strategies implemented as part of day-to-day activities.	2. Substitution	Replacement of material, process, substance, etc.
7-8	High risk	Immediate action to be implemented by Operations Manager and HSEQ Manager. GM to be notified	3. Engineering	Designing risks out or isolation of risks
9-10	Extreme risk	Immediate action to be implemented; this level of risk needs detailed research and planning by Operations Manager and HSE Q manager. GM must be notified.	4. Administrative	Adjusting the time or conditions of risk exposure, including training options
			5. Personal protective equipment	Provision of PPE where other options are not practicable

Relevant Legislation, Standards & Codes of Practice relating to the work:

NSW Work Health & Safety Act November 2011

QLD Work	NSW Code of Practice -	Construction Work	August, 2019
	NSW Code of Practice -	Excavation Work	January, 2020
	NSW Code of Practice -	Hazardous Manual Tasks	August, 2019
	NSW Code of Practice -	How to Manage Work Health and Safety Risks	2021
	NSW Code of Practice -	Managing Electrical Risks in the Workplace	2021
	NSW Code of Practice -	Managing Noise & Preventing Hearing Loss at Work	2021
	NSW Code of Practice -	Managing the Risk of Fatigue at Work	2021
	NSW Code of Practice -	Managing the Risk of Falls at Workplaces	2021
	NSW Code of Practice -	Managing the Risks of Hazardous Chemicals in the Workplace	2021
	NSW Code of Practice -	Managing the Risks of Plant in the Workplace	2021
	NSW Code of Practice -	Managing the Risks of Respirable Crystalline Silica in the Workplace	2021
	NSW Code of Practice -	Managing the Work Environment and Facilities	2021
	NSW Code of Practice -	Work Health and Safety Consultation, Cooperation and Coordination	2021
	NSW Code of Practice -	Work Near Overhead and Underground Electric Lines	2021
	NSW Code of Practice -	Working Safely When Cutting, Drilling and Grinding Concrete and Masonry Products	2021

Rail Safety (Adoption of National Law) Act 2012 No 82
Rail Safety National Law National Regulations 2012

Relevant Legislation, Standards & Codes of Practice relating to the work:

QLD Work Health & Safety Act November 2011
QLD Work Health & Safety Regulations November 2011
QLD Work Health & Safety Regulations Exemptions

QLD Code of Practice -	Demolition	2021
QLD Code of Practice -	Excavation	2021
QLD Code of Practice -	First Aid in the Workplace	2021
QLD Code of Practice -	Hazardous Manual Tasks	2021
QLD Code of Practice -	How to Manage Work Health and Safety Risks	2021
QLD Code of Practice -	Managing Electrical Risks in the Workplace	2021
QLD Code of Practice -	Managing Noise & Preventing Hearing Loss at Work	2021
QLD Code of Practice -	Managing the Risk of Falls at Workplaces	2021
QLD Code of Practice -	Managing the Risks of Hazardous Chemicals in the Workplace	2021
QLD Code of Practice -	Managing the Risks of Plant in the Workplace	2021
QLD Code of Practice -	Managing the Work Environment and Facilities	2021
QLD Code of Practice -	Work Health and Safety Consultation, Cooperation and Coordination	2021

Recycling Unit (Trailer)

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Park vehicle and/or machinery onsite **HIGH RISK WORK ACTIVITY**	QLD Work Health & Safety Regulations November 2011	3	4	**H7**	1 - Vehicles must have reversing beeper, hazard lights and/or strobes / rotating yellow beacon lights activated in areas required onsite. 2 - Traffic control in place as required. 3 - Use a Spotter when possible, especially when reversing. Ensure that the parking of vehicles does not place anyone at risk of being hit by a passing vehicle or backed into. 4 - Maintain positive communication.	Supervisor Work Team	1	4	**M5**
Arrival onsite & Complete Start Card /Toolbox	Unaware of site specific hazards and inadequate communication with others working nearby	3	3	**M6**	1 - Conduct Onsite Pre-Start Check 2 - Discuss site-specific hazards at a Pre-Start Meeting. 3 - Ensure all sub-contractors and people in vicinity are aware of them.	Supervisor Work Team	1	3	**L4**
Prepare Work Area	Sharps – Needle stick injury Vermin – Snakes, spiders, bees etc.	3	4	**H7**	1 - Ensure work area is clear of any sharps, and if found place into the on-site sharps kits using tongs, and returned to Site Supervisor for safe disposal. 2 - First aid kit available. 3 - Use torch if necessary to look for other sharp objects such as glass, metal, and vermin such as snakes, spiders, rats or bees. Stop work if hazards cannot be cleared & escalate to your supervisor.	Supervisor Work Team	1	4	**M5**

Recycling Unit (Trailer)

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Access/Working Within Rail Corridor	Struck by Rail Traffic	3	5	2021	1 - No entry into the rail corridor without the authority of an ARTC accredited Protection Officer. 2 - Protection Officer to conduct a Worksite Pre-Work Briefing and identify safe access, evacuation process, safe work zones and exclusion zones. 3 - Protection Officer to install the appropriate level of safeworking protection for the task. 4 - Protection Officer to comminucate the rail worksite protection arrangements. 5 - Protection Officer to be in a position to monitor worksite and train operations effectively. 6 - All workers to follow the Protection Officer's instructions. 7 - RIW qualifications. 8 - Zero tolerance for drugs & alcohol. 9 - No use of mobile phones, except in a safe place. 10 - All workers fit for work - not fatigued. 11 - Rail compliant PPE - Orange High Vis. 12 - Schedule work if possible for low traffic periods. 13 - Adequate lighting. 14 - Flashing lights to be used on mobile plant. 15 - Rear vision mirrors fitted to all plant. 16 - Convex mirrors on all plant.9 - Reversing alarms on all plant. 10 - Use spotter. 11 - Maintain positive commuincation.	Protection Officer / Supervisor / Work Team	1	5	**M6**
Prepare equipment to start work	Lifting of equipment	3	3	2021	1 - When lifting items, e.g. from vehicle, always use all correct manual handing techniques including; bend knees, keep back straight, position load, lift with leg muscles, do not twist as you lift. 2 - Use two man lift. 3 - Confirm equipment is in same condition as when checked during 'Daily Plant & Equipment Checklist'.	Supervisor Work Team	1	3	**L4**
Prepare equipment to start work	Allow Traffic Control (TC) to setup as per the TCP	3	4	2021	1 - Have Traffic Control Plans in place. If necessary, acquire legible Traffic Control Plans, and ensure setup as per onsite TC Plans. 2 - Obtain Road Occupancy Licence. 3 - Temporary Road Closure Cert, and Permit from Traffic Control (TC) may be required, do not plan or begin works until all permits are approved and Traffic Control is accurately set up as per TCP.	Supervisor	1	4	**M5**
Prepare equipment to start work	Uncontrolled Pedestrian Access	3	4	2021	1 - Never have pedestrians walk out onto road, between parked vehicles, or near excavation to get past the work area. 2 - Ensure redirections correct pedestrian controls are in place 3 - As per WHS Regulations -2017 Clause 306 2017, a barricade or hoarding at least 900mm must be erected around an excavation. 4 - Ensure signage indicating presence of trench is used. 5 - Establish clear exclusion zone around equipment	Supervisor Work Team	1	4	**M5**

OPENSHORE DRILLING

Recycling Unit (Trailer)

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Locate Services & Obtain Permit	Personal injury – Electrical shock, electrocution Damage to services	3	4	2021	1 - DYBD Plans on site. Correct location and date. Detailed Site Survey where available. 2 - Visual Inspection for signs of Services not on DBYD Plans. 3 - Locate Rail Assets (when working within Rail Corridor) - Signals & Comms. Sydney Trains Excavation work plan is issued, & all Sydney trains buried services will be electronically located where required by a Sydney trains accredited cable Locator 4 - Use Gas Patrolman to locate High Pressure Gas before work if indicated on plans 5 - Obtain all permits necessary from Primary Client before commencing any works.	Supervisor	1	4	**M5**
Safely position Recycking Unit HIGH RISK WORK ACTIVITY	Reversing Collision - Personal Injury	3	3	2021	1 - Use a Spotter, proceed slowly with caution, and use strobe lights, reversing beeper. 2 - Ensure no obstructions or overhead utilities prior to operation. 3 - Stay inside Traffic Control area as per onsite TC Plans. 4 - Maintain positive communications.	Supervisor Work Team	1	3	**L4**
Operation	Not understanding the specific hazard and control methods used	3	4	2021	1 - Only trained, competent and authorised persons are allowed to operate the equipment. 2 - DO NOT operate the equipment if you are under the influence of drugs or alcohol. 3 - Read the risk assessment and ensure you understand the specific hazards. 4 - Read the operators manual.	Supervisor Work Team	1	4	**M5**
		3		2021					
		3		2021					
		3		2021					
Operation	Faulty UHF radio	3	3	2021	1 - Before operating plant complete a plant safety inspection. Record any faults. 2 - Check the UHF radio is working correctly. If faults are found report the issue to your supervisor and ensure other means of communication is provided before commencing work.	Supervisor Work Team	1	3	**L4**
Operation	Entanglement in moving or rotating equipment – motor etc.	3	4	2021	1 - DO NOT wear loose or torn clothing when operating completing maintenance of the unit. 2 - Beware of hand and finger placement. Sever injury can occur. 3 - When inspecting the unit ensure the switches are tagged out and locked 4 - If the unit must be energised to inspect ensure that a spotter is used and available at the stop switch	Supervisor Work Team	1	4	**M5**
Operation	Mechanical failure causing injury	3	4	**H7**	1 - Complete daily plant inspection check for faults. Record any faults and report the issues to your supervisor. 2 - Ensure equipment switched off and tagged prior to repairs Do not put any tools into moving beds.	Supervisor Work Team	1	4	**M5**
Operation	Lifting of Body Removal of Guards	3	4	**H7**	1 - All safety guards must be in place and in good condition. 2 - Beware of your surrounding when operating the generator. 3 - Replace any damaged or faded safety decals.	Supervisor Work Team	1	4	**M5**

Recycling Unit (Trailer)

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Operation	Hydraulic Rams Load Bearing Pins	3	4	H7	1 - Routine maintenance as per manufacturer specifications within the operator's manual. 2 - Daily greasing of moving parts as per manufactures specification. 3 - Correct usage of plant. 4 - Proactive maintenance. 5 - Only trained, competent and authorised persons are allowed to complete maintenance on the unit. 6 - Check all safety pins and arms. Ensure the pins are in good order and working as intended.	Supervisor Work Team	1	4	M5
Operation	Drive motor Rock between beds Bearings	3	4	H7	1 - Routine maintenance as per manufacturer specifications within the operator's manual. 2 - Correct usage of plant. 3 - Proactive maintenance including throrough cleaning between uses 4 - Daily greasing of moving parts as per manufactures specification. 5 - Only trained, competent and authorised persons are allowed to complete maintenance on the unit.	Supervisor Work Team	1	4	M5
Operation	Mud Hose and Motors failure	3	4	H7	1 - Daily Pre start Checklist must be completed to identify any faults with the equipment before commencing work. 2 - Only trained, competent and authorised persons are allowed to complete maintenance on the unit. 3 - All maintenance completed on the unit must be documented using the service history form. 4 - Hose to be installed inside safety sock and secured to machine.	Supervisor Work Team	1	4	M5
Operation	Electric shock from 12/ 24 Volt System on Machine	3	4	H7	1 - Only trained, competent and authorised persons are allowed to perform maintenance on the unit. 2 - Before commencing maintenance on the unit ensure the isolation process has been completed	Supervisor Work Team	1	4	M5
Operation	Ingress and egress from deck	3	4	H7	1 - All safety guards must be in place and in good condition. 2 - When entering or exiting the unit ensure you have three (3) points of contact. 3 - Beware of your surrounding when operating the unit. 4 - Keep the unit clean and tidy. 5 - Replace any damaged or faded safety decals.	Supervisor Work Team	1	4	M5
Operation	Weather Conditions - Extreme Heat, Cold , Rain, Lightning	3	5	H8	1 - Ensure your personnel protective equipment is in good condition. 2 - UV Protection 3 - Follow all safety processes, including cessstion of work, in the event of extreme weather.	Supervisor Work Team	1	5	M6
Operation	Mud Agent Spillage	3	3	M6	1 - Current SDS available 2 - Spill kits on site at hand. 3 - Containment area around machine. 4 - PPE wearing of protective clothing, gloves and safety glasses.	Supervisor Work Team	1	3	L4
Operation	Working at Heights - Work Platform	3	5	H8	1 - Fall protection (harness) to be used when operating on truck bed. 2 - Operation at ground level if possible. 3 - Only qualified and competent personnel to operate at heights	Supervisor Work Team	1	5	M6

Recycling Unit (Trailer)

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Equipment Design	Design compliance - Manufacturers Instructions	4	4	**H8**	1 - Read and understand all of the safety precautions and warnings before performing any repair. This list contains the general safety precautions that must be followed to provide personal safety. Special safety precautions are included in the procedures when they apply. 2 - Work in an area surrounding the unit that is dry, well lit, ventilated, and free from clutter, loose tools, parts, ignition sources and hazardous substances. Be aware of hazardous conditions that can exist. 3 - Always wear protective glasses and protective shoes when working. 4 - Rotating parts can cause cuts, mutilation or strangulation. 5 - Do not wear loose-fitting or torn clothing. Remove all jewellery when working. 6 - Ensure all leads inspected and have current tag prior to install 7 - Only qualified and competent personnel should carry out any maintenance or repairs 8 - Always use tools that are in good condition. Make sure you understand how to use the tools before performing any service work. Use ONLY genuine replacement parts. 9 - Always use the same fastener part number (or equivalent) when replacing fasteners. Do not use a fastener of lesser quality if replacements are necessary. 10 - Do not perform any repair when fatigued or after consuming alcohol or drugs that can impair your functioning.	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications	1	4	**M5**
Equipment Maintenance	Maintenance – incorrect operation	3	4	**H7**	1 - Manufacturers Manual must be available at all times. 2 - Pre-start completed daily 3 - Maintan service and amintenance records and conduct regulsa inspections 4 - Ensure maintenance is carried out in line with manufacturer's specifications	Supervisor Work Team	1	4	**M5**
Transport	Transport - Crushing injury or body injury from working near plant or machinery	3	5	**H8**	1 - Ensure correct machinery loading and unloading process is followed and that it is undertaken by a competent person.	Supervisor Work Team	1	5	**M6**
Transport	Transport - Recycling unit falling off transporter	3	5	**H8**	1 - Inspect transporting lugs for wear and tear. 2 - Check chains are tight and dog secured whenever loading machinery onto transporter. 3 - Use a spotter to load wherever possible, maintaining line of sight and positive communication at all times	Supervisor Work Team	1	5	**M6**
Monitor & Review		4	4	**H8**	1 - SWMS to be reviewed by all staff through daily pre-start and weekly toolbox talks for effectiveness & application to site. 2 - Compliance to the SWMS is monitored using a system of routine or random workplace inspections. 3 - In the event that the work is not being carried out in accordance with the SWMS, all work will cease immediately. The SWMS are reviewed to identify non-compliance and ensure the method in the SWMS is the most practical and safest way of doing the task. The SWMS is revised if another method is identified as being a safer option, before work resumes. 4 - Feedback to be given by all staff and improvements to be included in revision of SWMS.	Supervisor Work Team	1	4	**M5**

Recycling Unit (Trailer)

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		

Safe Work Method Statement

Sign Off

The representatives of Openshore listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to task:

Workers Name	Role	Signature	
	2021		

will make sure all
perform each job

Date