SAFE WORK METHOD STATEMENT

GRADER

Prepared for

Client: Rural Construction & Maintenance Pty Ltd
Site: 660 Great Ocean Road, Bellbrae

Prepared for

Project No: 1
Date Prepared: 29/07/2015

1. RESPONSIBILITIES

Rural Construction & Maintenance will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the Rural Construction & Maintenance office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice Managing the Work Environment and Facilities.

All Rural Construction & Maintenance workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. No glass containers will be allowed on site (except in meal rooms). The consumption of illegal drugs and alcohol is prohibited.

2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

1.
2.
3.
4.
5.

UNDERGROUND SERVICES AFFECTED BY THE WORKS: ☐ Yes ☐ No If YES, complete table below:

<table>
<thead>
<tr>
<th>Underground Service</th>
<th>Affected? (Y/N)</th>
<th>Located? (Y/N)</th>
<th>Marked? (Y/N)</th>
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</thead>
<tbody>
<tr>
<td>Electricity</td>
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<td>Gas</td>
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<td>Water</td>
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<td>Phone / Cable</td>
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Date and Time Printed: 30/07/2015 10:14 am
Reference: RCM-Grader_290615_v1.doc
Version: v1.1
Date: 29/07/2015
Page: 1 of 12
3. RISK ASSESSMENT

Risk Assessment Table

<table>
<thead>
<tr>
<th>Consequence or Impact of Hazard</th>
<th>Level of harm</th>
<th>A</th>
<th>P</th>
<th>U</th>
<th>Likelihood/Probability</th>
<th>Risk Rating</th>
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<tr>
<td>H-Potential death, permanent or long term disability or illness, significant detrimental environmental impact</td>
<td>H-High</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>A-Almost certain could happen at any time</td>
<td>1-Immediate action is required</td>
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<td>M-Potential temporary disability or illness requiring medical attention, short term environmental impact</td>
<td>M-Medium</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>P-Possible risk could happen occasionally</td>
<td>2-Control the risks/ hazards a.s.a.p.</td>
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<tr>
<td>L-Potential minor injury requiring first aid or minimal environmental impact</td>
<td>L-Low</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>U-Unlikely may happen rarely</td>
<td>3-Control risks with routine procedures</td>
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</tbody>
</table>

When assessing the risk of a particular hazard remember:
- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
- The more Hazards you identify the greater the overall Risk on the site.
- Overall Risk increases as the number of people exposed to a Hazard increases.
- The more serious the potential impact to a person’s health from a Hazard the greater the Risk.
- The frequency of exposure to a Hazard will increase the Risk.

Hierarchy of Controls

Most Effective

- **Eliminate** – ‘Design out’ the hazard when new materials, equipment and work systems are being purchased for the workplace.
- **Substitute** - Substitute less hazardous materials, equipment or substances and use smaller sized containers.
- **Isolate** – Separate the workers from hazards using barriers, enclosing noisy equipment and providing exhaust or ventilation systems.
- **Engineering** – Use engineering controls to reduce the risks such as guards on equipment, hoists or other lifting and moving equipment.
- **Administrative** – Minimise the risk by adopting safe working practices or providing appropriate training, instruction or information.

Least Effective

- **Personal Protective Equipment** – Make sure that appropriate PPE is available and used correctly.
The Work Process - “Risk Rating” and “Who is Responsible” is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Step by Step Procedure</th>
<th>Possible Hazards</th>
<th>Risk Rating</th>
<th>Safety Controls</th>
<th>Who is responsible?</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Risk Assessment</td>
<td>Tool – condition / guards etc. Untrained workers Workplace / worksite hazards</td>
<td></td>
<td>• Do a Risk Assessment prior to commencing work and review the Principal Contractor’s Site Safety Plan and Emergency Procedures and/or your subcontractors’ Safe Work Method Statements (SWMS); • Identify additional safety controls where required using the Risk Assessment Worksheet and Hazard Report Form; • Obtain approvals from the supply authorities where required; • Make sure workers are trained, qualified or experienced to carry out the specified tasks and use the earth moving equipment; and • Request appropriate licences or certification when required before allowing work to commence.</td>
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<td>2</td>
<td>Site induction</td>
<td>Uninformed workers – unaware of the hazards and dangers</td>
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<td>• All workers including subcontractors must have completed the General Construction Induction Training and hold a current card or certification; • Advise workers and other persons on site of work to be carried out; • Conduct a site specific induction for all project workers and have them sign a Site Induction Register including but not limited to: o Hazards specific to the site and work activities to be carried out; o Safety controls and revised Safe Work Method Statements (SWMS); o Use and maintenance of Personal Protective Equipment (PPE); o Emergency and evacuation procedures; and o Location of amenities and first aid facilities.</td>
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<td>3</td>
<td>Personal Protection Equipment (PPE)</td>
<td>Injury, illness, permanent disability and in extreme cases death.</td>
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<td>• PPE is to be used only when no other control can reduce or eliminate the hazard / risk; • Make sure all workers are issued with and wear the recommended PPE as required for safety on the worksite and specific to the activities and tasks; and • Train workers in the correct use, maintenance and storage of PPE.</td>
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</table>
| 4     | Check work area        | Plant and Equipment – impact / crushing injuries  
Noise – hearing damage.  
Flying debris – eye injuries  
Slips, trips and falls | Restrict access to the work area to only those involved in the activity and make sure it is kept clear at all times;  
Check work area for unsafe ground conditions and obstacles prior to entering the worksite;  
Make sure all workers are aware of the work activity; and  
Always maintain a minimum safe working distance of 2m from banks. | | |
| 5     | Services / Utilities   | Services / Utilities  
Electrocution | Locate overhead and underground services – before you dig Dial 1100;  
When services are identified, note the service location, type, depth and any restrictions that apply;  
Obtain any appropriate approvals from the Service providers where appropriate;  
Implement any safety controls advised by the Service providers where appropriate;  
Make sure that no conductive objects are in contact with or are likely to come in contact with any live conductors;  
Make sure at least 2 workers are present at all times during the work activity in case of emergency; and  
Hand excavate if exact location of services is unknown. | | |
| 6     | Working outside        | Sun exposure can cause sunburn, skin cancer, eye damage and heat stroke | Wear sunscreen, wide brim hat, long sleeve shirt with collar, trousers and wrap around sunglasses;  
Work in the shade when possible or under a shade structure; and  
Drink plenty of water to stay hydrated. | | |
| 7     | Working near roads     | Impact injury from passing traffic | Produce a ‘Traffic Management’ or ‘Control Plan’ if required;  
Where required, develop a Vehicle Movement Procedure in accordance with AS 1742.3 - Manual of Uniform Traffic Control Devices – Traffic Control Devices for Works on Roads;  
Wear high visibility clothing at all times;  
Use signs and witches hats to warn drivers;  
Slow traffic and direct it away from the work area; | | |
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<tr>
<td>8</td>
<td>Loading and unloading the grader</td>
<td>Plant and Equipment – impact / crushing injuries Weather Services (overhead) Electricity (overhead power lines) Hazardous equipment Flying objects / debris Slips, trips and falls</td>
<td></td>
<td>• Load/unload the grader on level, stable ground; • Check weather forecast and conditions for work area before loading/unloading, always exercise caution during inclement weather; • Make sure recommended distances from power lines are maintained when loading and unloading plant; • Make sure grader is centred on the vehicle and secured with the appropriate number of chains or ratchet straps as determined by relevant authority before transporting anywhere; • Use ramps to load and unload the grader; • Make sure the metal pins attached to the ramps are engaged and locked in place; • Make sure all personnel are clear of the loading ramp ‘swing arc’ area when the ramps are being lowered or raised, or when the ramps are raised and not secured; • When using wheel chocks, use only chocks which are contoured to the tyre diameter; and • When winching, DO NOT place square or rectangular blocks made from timber, composite or steel etc. in front of or behind the wheels of the equipment being winched - The force applied to the corners of each block can cause the blocks to explosively eject and become potentially lethal projectiles. • Never use ramps to enter or exit the vehicle or trailer when on foot; • Provide adequate cover or protection to surfaces likely to be damaged by grader traffic; • Set out witches hats to provide a safe distance for the public to travel around the vehicle; and • Use the ladders or steps to enter and exit vehicle or trailer when on foot.</td>
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<td>9</td>
<td>Grader checks and maintenance</td>
<td>Plant and Equipment – damaged or faulty</td>
<td>• Undertake the company daily pre-start checklist of the grader prior to use. The items to be checked on a daily basis include:</td>
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<td>o Lights – warning devices, signs and gauges</td>
<td>• Have the logbook and daily pre-start checklist present in the grader at all times detailing what maintenance, services and checks have been carried out on the grader-these should be filled out on a daily basis;</td>
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<td>o Hydraulics – damage, leaks, connections</td>
<td>• When changing the cutting edge, make sure the blade has been blocked;</td>
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<td>o Oil and water levels</td>
<td>• Make sure the grader’s warning lights and sounds are operational; and</td>
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<td>o Grease points</td>
<td>• Make sure Hydraulic rams and pressure hoses show no signs of wear and possible leaks.</td>
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<td>o Wheels – tyres, loose nuts</td>
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<td>o Pins – pivots, rams, lift arms, blade, engaging tools</td>
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<td>o Operation of brakes, steering controls</td>
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<td>o Guards – in place, secure, warning lights</td>
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<td>o Cabin – seating, seat belts, loose objects, air con</td>
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<td>o Communications – working, available</td>
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<td>o Fire Extinguisher – current, intact</td>
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<td>o First Aid Kit – any items that require replacement</td>
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<td>• Use the grab rail and continue in a straight path between the ground and the seat;</td>
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<td>• Make sure the first step is no more than 400 mm above the ground when the grader is on level ground. A foldaway step may prevent it from being damaged when the grader is in operation;</td>
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<td>• Use the steps and grab rails to climb out backwards, rather than jumping out forwards;</td>
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<td>• Make sure grab rails are 900 mm above any step or inclined ladder;</td>
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</table>
| 11    | Operating grader       | Property damage  | 1           | • Operator is to walk around the grader to ensure it is clear of workers and obstructions;  
• Make sure the operator of the grader is competent;  
• Do not let any person ride on the grader;  
• Observe incline limits prior to using grader on slopes;  
• Keep hands and feet within the limits of the grader while travelling;  
• Be alert to surrounding area, especially in the direction of travel;  
• Always check the blade for any wear;  
• Plant operators are to wear a seatbelt if roll-over protection system (ROPS) cabin fitted;  
• The operator is to make sure the blade angle and location is correct for the work to be carried out;  
• Get help if you run into difficulties such as becoming bogged. Do not try to do the job yourself;  
• Blade is to be placed flat on the ground, park brake is engaged and hydraulic pressure has been released before exiting the grader;  
• Make sure the blade is shifted to the centre and locked when parking  
• Never leave the grader idling whilst unattended;  
• Never start the grader or operate the controls while outside the cabin;  
• Make sure work site speed limits are adhered to at all times;  
• Keep clear of other moving plant and equipment;  
• Make sure all workers within the work area are wearing suitable high visibility clothing;  
• Wear hearing, eye protection and dust mask when required;  
• Make sure area is clear of any obstruction when reversing;  
• Where required, a spotter is to be used when the grader is in use and is to maintain contact at all times; |  

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<td>Make sure the snow wing is secured with required chains when not in use;</td>
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<td>When parking the grader on a slope make sure that the wheels are securely blocked;</td>
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<td>When travelling downhill in the grader, make sure a gear is selected to prevent excessive speed; and</td>
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<td>Make sure the grader is kept clear of all overhangs, services and slide areas.</td>
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<tr>
<td>12</td>
<td>Refuelling grader</td>
<td>Fumes – lung damage</td>
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<td>Consult manufacturer's Safety Data Sheet (SDS). Make sure manufacturer's instructions are followed when refuelling;</td>
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<td>Hazardous Substances – skin, eye, lung damage and illness</td>
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<td>Make sure the grader is turned off before refuelling;</td>
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<td>Dust / fumes – lung damage</td>
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<td>Make sure all ignition sources are removed whilst refuelling;</td>
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<td>Burns and explosions</td>
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<td>Make sure workers or other persons are not smoking whilst refuelling is being carried out;</td>
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<td>Always use a suitably sized funnel to avoid spills during refuelling;</td>
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<td>Always thoroughly wash hands and face after refuelling to avoid contamination; and</td>
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<td>Make sure all fuel is stored off-site in an approved fuel store.</td>
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<td>13</td>
<td>Completion of work or end of work day</td>
<td>Manual handling - strains, sprains and back injuries</td>
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<td>Complete log books for equipment as required;</td>
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<td>Slips, trips and falls</td>
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<td>Remove any excess materials from the site using correct manual handling techniques;</td>
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<td>Cuts and abrasions</td>
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<td>Wear gloves when handling sharp objects;</td>
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<td>Place equipment in approved storage area or back in work vehicle;</td>
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<td>Make sure the work area is left clean and tidy; and</td>
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<td>Lock / secure storage areas and / or site as required.</td>
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</table>
Site Specific Requirements - To be completed by the PCBU or Site Supervisor if site-specific hazards are identified (attach additional pages if necessary):

<table>
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4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

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<tr>
<th>Minimum number of workers required to complete this work</th>
<th>1 or more</th>
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<tbody>
<tr>
<td>Trade licence required to complete this work</td>
<td>Licence No:</td>
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<td>Held By:</td>
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<tr>
<td>Additional qualifications, permits and/or experience required to complete this work</td>
<td>Standard Driver’s Licence</td>
</tr>
<tr>
<td>Additional training required to complete this work</td>
<td>Site Specific Induction and SWMS review required for all workers</td>
</tr>
</tbody>
</table>

5. SAFETY RESPONSIBILITIES

The **Officer** for this project is ________________, he/she can be contacted on ________________.

The **Site Supervisor** for this project is ________________, he/she can be contacted on ________________.

The **Health and Safety Representative (HSR)** for this project is ________________, he/she can be contacted on ________________.

All Rural Construction & Maintenance workers:

→ **WILL** be required to have relevant trade experience.

→ **WILL** be required to attend regular site inductions, project and task specific induction training and possess the current General Construction Induction Training card.

**Work Health and Safety - Responsibilities**

a) ________________ will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.

b) ________________ will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.

c) ________________ will be responsible for assessing and monitoring your subcontractors’ capabilities, and for making sure they meet WHS requirements.

d) ________________ will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.

e) ________________ will be responsible for preparing, maintaining and making accessible the register of hazardous substances.

f) ________________ will be responsible for maintaining first-aid stocks.

g) ________________ will be responsible for managing accident and emergency procedures.

h) ________________ will be responsible for keeping WHS records.

i) ________________ will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.

j) ________________ will be responsible for workplace injury management and rehabilitation.

k) ________________ will be responsible for managing communication between Health and Safety Committees (where applicable).

l) ________________ will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.
6. TRAINING RESPONSIBILITIES

The HSR will:

a) identify the WHS training needs of management, supervisors and workers on site;
b) make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;
c) make sure that all personnel attend general construction WHS induction training before starting work;
d) make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;
e) conduct induction training, task training and refresher safety training for everyone working on site; and
f) keep appropriate records of WHS training at the Rural Construction & Maintenance office.

7. INCIDENT MANAGEMENT

The HSR will:

a) be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and
b) make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

8. PLANT AND EQUIPMENT

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

<table>
<thead>
<tr>
<th>Plant and/or Equipment</th>
<th>Inspection and maintenance checks required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grader</td>
<td>Visual inspection prior to use &amp; to manufacturer’s recommendation</td>
</tr>
</tbody>
</table>

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

<p>| | |</p>
<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1</td>
<td>Safety boots</td>
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<tr>
<td>2</td>
<td>Sunglasses / safety glasses</td>
</tr>
<tr>
<td>3</td>
<td>Protective gloves</td>
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<tr>
<td>4</td>
<td>High visibility clothing / vests</td>
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<tr>
<td>5</td>
<td>Sun protection</td>
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<tr>
<td>6</td>
<td>Hearing protection</td>
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<tr>
<td>7</td>
<td>Respiratory masks</td>
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<td>9</td>
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10. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.

11. LEGISLATION, REGULATIONS, CODES AND STANDARDS

The following reference documents have been identified as relevant to this project and a copy is kept at the Rural Construction & Maintenance office. This list is a guide only and is not necessarily all the relevant documentation:

a) Work Health and Safety Act 2011
b) Work Health and Safety Regulations 2014
c) COP Managing Risks in Construction Work
d) COP First Aid
e) COP Hazardous Manual Tasks
f) COP Managing Noise and Preventing Hearing Loss
g) COP Excavation Work
h) COP How to Manage Risks of Plant in the Workplace
12. SIGNOFF

The representatives of Rural Construction & Maintenance listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

<table>
<thead>
<tr>
<th>Worker on site</th>
<th>Role (e.g. worker, supervisor)</th>
<th>Signature</th>
<th>Date</th>
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Signature and details of 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 for this site:

Signed: _______________________________ Date: _______________________________

Name: _______________________________ Position: _______________________________

Date and Time Printed: 30/07/2015 10:14 am  
Reference: RCM-Grader_290615_v1.doc  
Version: v1.1  
Date: 29/07/2015  
Page: 12 of 12