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. 
6. 
7. 
8. 
9. 

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Reference: RCM-Manual Handling_290615_v1.doc
Version: v1.1
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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>
</tr>
</thead>
<tbody>
<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>
</tr>
<tr>
<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 as a.p.</td>
</tr>
<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>
</tr>
</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.

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>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Risk Assessment</td>
<td>Tool – condition / guards etc. Untrained workers Workplace / worksite hazards</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; • Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury; • Obtain approvals from the supply authorities where required; • Make sure workers are trained, qualified or experienced to carry out the specified tasks; and • Request appropriate licences or certification when required before allowing work to commence, including local council approval where required.</td>
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<tr>
<td>2</td>
<td>Assess the workers</td>
<td>Manual handling injuries – Strains and sprains Back injuries Musculoskeletal Disorder (MSD)</td>
<td>• Consider the physical abilities of the worker, fitness and pre-existing injuries; • Consider the age of the worker – under 18 year olds are more at risk of injury as their body is still physically developing; and • Consider the duration and frequency of the activity – the risk of injury is increased the longer a worker performs manual handling.</td>
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<tr>
<td>3</td>
<td>Assess the load</td>
<td>Awkward objects / positions Confined space Excessive weight Sharp edges Slips, trips and falls</td>
<td>• Always lift / move heavy and awkward objects with help from someone else or lifting equipment; • Weights over 16kg should be lifted with mechanical aids; • Never manually carry an object that obstructs your path; • Be careful not to drop or trap fingers and toes with heavy items; • Purchase material in smaller sizes when possible, Eg 20kg bags; • Use equipment such as wheel barrow, hand truck, slings, levers, crowbars, hooks, jigs, jacks, platforms and trestles to make the task easier; and</td>
<td></td>
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<tr>
<td>Steps</td>
<td>Step by Step Procedure</td>
<td>Possible Hazards</td>
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</table>
| 4     | Lifting and carrying    | Untrained workers Manual handling injuries Musculoskeletal Disorder (MSD) | • Lift from a squat with thighs taking the load. **DO NOT** bend over to lift;  
• To lower load, keep the back straight, with head up and chin in. Position one foot forward and one back and bend knees to lower the load;  
• Carry objects close to body, with elbows by the side of the body;  
• Face the direction intended with head up and chin in;  
• Where possible, position the item in the palm of hands and not fingertips;  
• Keep the back upright and straight when carrying;  
• Move deliberately, keep pace steady and even; and  
• Do not twist when lifting, lowering or carrying a load. |   | |
| 5     | Team lifting            | Manual handling injuries Crushing injuries Slips, trips and falls Musculoskeletal Disorder (MSD) | • Where objects are large / awkward and lifting equipment can’t easily be used, consider team lifting:  
• Team members should be of similar height and adequate strength;  
• Designate one person as co-ordinator or leader; and  
• Adequately train the team, preferably together. |   | |
| 6     | Assess and prepare access | Manual handling injuries Crushing injuries Slips, trips and falls Musculoskeletal Disorder (MSD) | • Find the safest and most direct route;  
• Make sure there are no trip hazards, steep or slippery paths;  
• Make sure any ramps or planks are secured; and  
• Wear appropriate footwear and gloves if required; |   | |
| 7     | Personal Protection Equipment (PPE) | Injury, illness, permanent disability and in extreme cases death. | • 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. |   | |
<table>
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<th>Possible Hazards</th>
<th>Risk Rating</th>
<th>Safety Controls</th>
<th>Who is responsible?</th>
</tr>
</thead>
</table>
| 8     | Lifting equipment      | Manual handling injuries  
Impact and crushing injuries  
Faulty equipment  
Falling objects  
Musculoskeletal Disorder (MSD) |  | • Train workers in the correct use of the equipment;
• Make sure manual lifting equipment is in good working condition;
• Mechanical lifting equipment should be maintained by a competent person to manufacturer’s recommendations; and
• Make sure the equipment is suitable for the task. |  |
| 9     | Completion of work or end of work day | Manual handling injuries  
Slips, trips and falls  
Cuts and abrasions  
Musculoskeletal Disorder (MSD) |  | • Remove any excess materials from the site using correct manual handling techniques;
• Wear gloves when handling sharp objects;
• Place equipment in approved storage area or back in work vehicle;
• Make sure the work area is left clean and tidy; and
• Lock / secure storage areas and / or site as required. |  |

**Site Specific Requirements** - To be completed by the PCBU or Site Supervisor if site-specific hazards are identified (attach additional pages if necessary):

<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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<tbody>
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</tbody>
</table>
4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

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

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 and project inductions.

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/or 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>Fork lift</td>
<td>Visual inspection prior to use and check monthly</td>
</tr>
<tr>
<td>Pallet jack</td>
<td>Visual inspection prior to use and check monthly</td>
</tr>
</tbody>
</table>

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>1</td>
<td>Hard hats</td>
</tr>
<tr>
<td>2</td>
<td>Safety boots</td>
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<tr>
<td>3</td>
<td>Protective gloves</td>
</tr>
<tr>
<td>4</td>
<td>High visibility clothing / vests</td>
</tr>
<tr>
<td>5</td>
<td>Sun protection</td>
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</table>

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 How to Manage Work Health and Safety Risks
g) COP Managing the Work Environment and Facilities
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>
</tr>
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</table>

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:  

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