

SAFE WORK METHOD STATEMENT

SAFETY Everyone, Everywhere, Every day

WORKING ON OR ADJACENT TO ROAD OR RAILWAY

DOC ID	SWMS7	VERSION	4	DOC OWNER	David Cowan
ACTIVE	DATE	06/03/2018	REVIEW DATE	06/03/2020	

INTRODUCTION

This Safe Work Method Statement details how specific risks associated with working on or adjacent to road or railway are to be managed. It outlines the common risks and dangers associated with this work and how to best prevent them based on the Hierarchy of Controls.

The control measures listed in this SWMS must be implemented on site.

If other hazards are identified that are not identified in this SWMS a Risk Assessment for the new hazard must be completed on the WRAP.

CONSULTATION AND REVIEW OF SAFE WORK METHOD STATEMENT (SWMS)

This SWMS has been developed in consultation with Subject Matter Experts. Reviews will be conducted two years, in the event an incident occurs, if there is a change in operational practices and if there is a change in legislation. It will also be reviewed in conjunction with any review of associated procedures and/or training programs. Effectiveness of control measures will be monitored by on site supervisors.

REFERENCE DOCUMENTS - OCCUPATIONS/HIGH RISK WORK

Relevant Workplace Health & Safety / Environmental Legislation	References
QLD Work Health & Safety Act 2011	QUU Safety SOP - Traffic Management
QLD Work Health & Safety Regulations 2011	
Risk Management Code of Practice 2007	
AS 1742.3 2009 Manual of Uniform Traffic Control Devices – Part 3 - 2010	
AS/NZS 4360 – Risk Management	
Emergency Act 1980	

PRESCRIBED OCCUPATIONS/HIGH RISK WORK - Not applicable

HAZARD ANALYSIS AND CONTROL MEASURES

Task/Activity	Hazard/Risk	Inherent Risk Rating	Control Measures	Residual Risk Rating	Hierarchy of Controls	PICOW's Initials
1. Operating with Traffic Management Personnel	<p>1. Hazards: Motor vehicle traffic, traffic management plan not prepared, signage not correctly installed,</p> <p>Risk: Struck by vehicle.</p>	E	1. The traffic management personnel must have a copy of the requested Traffic Guidance Scheme which must be viewed by the PICOW who retains a copy.	M	Admin	
			2. Effective reliable communications must be available on site.		Admin	
			3. Confirm the Traffic Control Scheme setup by a drive through the site.		Admin	
			4. Ensure any control device does not become a potential hazard and does not obstruct permanent road signage.		Admin	
			5. Manage wellbeing of the Traffic Controllers as per MUTCD Part 3		Admin	
2. Operating without Traffic Management Personnel	<p>1. Hazard: Motor vehicle traffic, traffic management plan not prepared, signage not correctly installed,</p>		1. Prepare a traffic management plan in compliance with the MUTCD Part 3		Admin	
			2. Effective reliable communications must be available on site.		Admin	
			3. Install signage, as per the Traffic Management Scheme, before work commences		Isolation	
			4. Confirm the Traffic Control Scheme setup by a drive through the site.		Admin	
			5. Ensure any control device does not become a potential hazard and does not obstruct permanent road signage.		Admin	
			6. Clearly identify vehicle travel paths.		Admin	

Task/Activity	Hazard/Risk	Inherent Risk Rating	Control Measures	Residual Risk Rating	Hierarchy of Controls	PICOW's Initials
	Risk: Struck by vehicle.		7. Complete a traffic signage management checklist at the start and finish of each shift and kept on site.		Admin	
3.Setting up site to manage pedestrians	1.Hazard: Excavations, traffic, obstructions Risk: Falling, slips, trips, struck by vehicle	H	1. Clearly marked alternative safe laneways shall be made available for pedestrians.		Isolation	
			2. Install non-slip ramps suitable for wheelchairs, baby strollers, pedestrian scooters and aged or disabled persons at laneways crossing kerb and channelling.		Engineering	
4.Operating short- term works at site	1.Hazard: <i>Motor vehicle traffic</i> Risk: Struck by vehicle	E	1. Use vehicle warning devices (e.g. flashing lights, vehicle signage, vehicle frequently stopping)	M	Engineering	
			2. Regularly inspect traffic control signage to ensure control is maintained.		Admin	
5.Operating site at night	1.Hazard: Poor light, motor vehicle traffic Risk: Struck by vehicle	E	1. Install lighting as required for night work to ensure safe working conditions.	M	Engineering	
			2. Confirm the Traffic Control Scheme setup by a drive through the site to ensure that the signage is clearly visible.		Admin	

Task/Activity	Hazard/Risk	Inherent Risk Rating	Control Measures	Residual Risk Rating	Hierarchy of Controls	PICOW's Initials
6.Ongoing Monitoring and Inspections	1.Hazard: Motor vehicle traffic Risk: Struck by vehicle	E	3. Conduct risk assessments regularly during the work task/project.		Admin	
			4. Hold regular toolbox meetings to discuss changes to the workplace and identification of any new hazards/risks as a result of a risk assessment.		Admin	
7.Site restoration	1.Hazard: Manual activities, obstructions, public safety, falling Risk: Sprains, strains, slips and falls	H	1. Ensure all equipment has been removed and site is restored to a high standard, safe and clean, posing no risk to the public.	L	Engineering	
8.Job Pre-planning for work near railway	1.Hazard: Permission not gained Risk: No access to site	E	ESSENTIAL: 1. For planned and responsive work contact the Railway Authority before work commences within the Authority's boundaries. a. Do not commence work until permission is granted from the controlling Authority. b. All work must conform to the controlling Authority's guidelines.	L	Admin	
			2. No employee or other person is permitted access to the site unless they have had a valid Trainside Safety Induction by Queensland Rail.		Admin	
9.Working trackside	1.Hazard: Moving trains, vehicles, electricity Risk: Struck by train, electrocution	E	1. PPE: will comply with relevant requirements of the Railway Authority.	M	PPE	

Emergency situations

While initial and short term emergency response measures will in many cases be taken by police, the primary security of the site and the follow-up control and protection measures for longer term situations will often be provided by the road authority. Because of the speed at which it will usually be necessary to deploy road authority resources, frequently outside working hours, specific work methods and procedures for attending emergency closures or part-closures must be developed.

Workers likely to be allocated to these tasks must be trained in their use. The procedures should include the following duties of workers attending the site:

- Modified duties where there are initially, insufficient workers available for optimum control of the site, e.g. the need for a single traffic controller to control traffic in two directions.
- Procedures for contacting police, emergency services, back-up assistance from the road authority and any other needed help, including when usual communication (mobile telephone) is not available or not working.
- Equipment that is to be ready at all times on potential call-out vehicles.

Initial attendance at an incident site will often be by police, fire or emergency services personnel trained and equipped for incident management. They will not necessarily remain on site for the entire length of the closure.

Where a road authority work unit is to provide the initial attendance or has to take over from police or other emergency service units, the following shall apply:

a) **Minor partial road closure:**

For closures where traffic can continue to flow in both directions (two-way road) or at least one lane in each direction is open (divided road) a vehicle with a vehicle-mounted warning device shall be placed to shadow the closure at one or both ends of the incident site as necessary.

b) **Major partial road closure:**

For closures where traffic is restricted to one-way movement past the incident site, the vehicle as in Item (a) and traffic controllers shall be provided at both ends of the site. Where the posted speed limit is more than 60 km/h, high priority shall be given to the provision of advance signs such as:

- TRAFFIC HAZARD
- TRAFFIC CONTROLLER AHEAD/PREPARE TO STOP.

c) **Complete road closure:**

The requirements of Item (b) together with barricades across the entire roadway shall be provided. As far as practicable, the positioning requirements of the closure point as well as those of traffic controllers should follow those outlined in the MUTCD.

END OF SAFE WORK METHOD STATEMENT