

<b>SAFE WORK METHOD STATEMENT</b>		<b>SWMS No</b>	<b>Version</b>
<b>Company Name:</b> Hunter Readymixed Concrete Pty Ltd		010	004
<b>Location:</b> <input type="checkbox"/> Thornton <input type="checkbox"/> Cessnock <input type="checkbox"/> Tea Gardens <input type="checkbox"/> Gateshead		<b>ABN:</b> 16 076 108 695	
<i>SWMS Developed By:</i> Duane Harrison		<i>Signature:</i>	<i>Position:</i> Hunter Group Health and Safety
<i>SWMS Authorised By:</i> Scott Wiseman		<i>Signature:</i>	<i>Position:</i> HRMC General Manager
<i>Person Responsible for Implementing SWMS:</i> Scott Wiseman		<i>Signature:</i>	<i>Position:</i> HRMC General Manager
<i>Review Date:</i> 4.5.16		<i>Next Review Date:</i> 4.5.17	

Description of Work Activity:  
Delivery of Concrete

Required Competency / Qualifications	Supervisor – Supervision/Transport Experience Drivers – Road Transport Experience MR Driver’s Licence – Mini Agitator HR Driver’s Licence – Maxi Agitator	Safety / Emergency Equipment	First Aid Kit Breakdown Triangles
Training / Instruction Provided	Drivers Induction General & Site Specific Induction SWMS-010	Permits Attached to SWMS (if applicable)	N/A
Plant / Equipment to be used	Agitator Truck, Wash down Facilities		
Required PPE	FOOT PROTECTION MUST BE WORN IN THIS AREA HIGH VISIBILITY CLOTHING OR VEST MUST BE WORN IN THIS AREA HEARING PROTECTION MUST BE WORN EYE PROTECTION MUST BE WORN IN THIS AREA	Required Inspection for Plant / Equipment	Pre Start Inspection on Vehicle

RISK MANAGEMENT TOOL (RS-001)							Utilise the HIERARCHY OF RISK CONTROL as a guide to control the identified risks. This tool should be used to eliminate a risk or reduce it to as low as reasonable practicable. If residual risk remains at significant further assessment must be completed by Management.
LIKELIHOOD	CONSEQUENCE OR IMPACT					Risk Ranking	
	<b>CATASTROPHIC</b> Death Huge Financial Loss	<b>MAJOR</b> Extensive Injuries / Loss of Work Major Financial Loss	<b>MODERATE</b> Medical Treatment Injury High Financial Loss	<b>MINOR</b> First Aid Treatment Medium Financial Loss	<b>INSIGNIFICANT</b> No injury or illness Low Financial Loss	The table adjacent is used to calculate whether the hazard identified is: Extreme: 5 Significant: 3-4 Medium: 2 Low: 1	
<b>ALMOST CERTAIN</b> Common repeating occurrence / exposure	5	5	5	4	3	<b>Risk Ranking</b>	<b>Action / Responsibility</b>
<b>LIKELY</b> Will probably occur Regular exposure during day	5	5	4	3	2	<b>Extreme</b>	<b>Risk is unacceptable</b> – Related work is to stop and full Risk Assessment or a detailed Safe Work Method Statement to be carried out. Senior member of staff to participate
<b>POSSIBLE</b> Could Occur Frequency at least 1 a day	5	4	3	2	2	<b>Significant</b>	<b>Risk is undesirable</b> – Risk Assessment and/or Safe Work Statement to be reviewed and/or supplemented by appropriate person. Actions to be documented
<b>UNLIKELY</b> Not likely to occur Infrequent time exposed	4	3	2	2	1	<b>Medium</b>	<b>Risk is tolerable</b> – Hazards to be controlled as a minimum and documented by employee.
<b>RARE</b> Practically impossible to occur Exposure not possible	3	2	2	1	1	<b>Low</b>	<b>Risk is acceptable</b> – Normal safe behaviour and systems of work apply.

Potential Hazards (tick boxes below)				
<input checked="" type="checkbox"/> Access Requirements	<input checked="" type="checkbox"/> Fall from Heights	<input checked="" type="checkbox"/> Exposure to Hazardous Substances	<input checked="" type="checkbox"/> Contact with Electricity	<input checked="" type="checkbox"/> Falling Objects
<input checked="" type="checkbox"/> Slips, Trips, Falls	<input checked="" type="checkbox"/> Hazardous Manual Tasks	<input checked="" type="checkbox"/> Exposure to Noise	<input checked="" type="checkbox"/> Struck by Moving Plant	<input checked="" type="checkbox"/> Inhalation of Dust / Fumes
<input checked="" type="checkbox"/> Cuts / Lacerations	<input checked="" type="checkbox"/> Crush Injuries	<input checked="" type="checkbox"/> Excavations	<input checked="" type="checkbox"/> Lack of Experience / Competency	<input checked="" type="checkbox"/> Faulty Equipment
<input checked="" type="checkbox"/> Overhead Powerlines	<input type="checkbox"/> Fire / Explosion	<input checked="" type="checkbox"/> Property Damage	<input type="checkbox"/> Unstable Loads	<input type="checkbox"/> Hydraulic Injection
<input checked="" type="checkbox"/> Other Personnel on Site	<input checked="" type="checkbox"/> Public Considerations	<input checked="" type="checkbox"/> Environmental	<input type="checkbox"/> Lighting	<input type="checkbox"/> Other (specify in SWMS)

Substances to be used in Process - <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No					
Product Name	Hazardous Substance Register #	Product Labelled	SDS Supplied	Classified as Hazardous	If yes, the risk and control measures associated with the substance must be detailed in SWMS
Readymixed Concrete	Yes	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Diesel	Yes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

WHS Legislation, Codes of Practice and Australian Standards (Relevant to the Activities)		
Legislation	Codes of Practice	Standards and Guides
WHS Act (NSW) 2011	Managing Risks of Plant in the Workplace – July 2012	
WHS Regulation (NSW) 2011	Work Health and Safety Consultation, Co-operation and Co-ordination – December 2011	
	Managing Risks of Plant in the Workplace – July 2012	
	Managing the Risks of Falls at Workplaces – December 2011	
	Managing Noise and Preventing Hearing Loss at Work – December 2011	
	How to Manage Health and Safety Risks – December 2011	
	First Aid in the Workplace – July 2012	

<i>Sequence of Task</i>	<i>Potential Hazard</i>	<i>Risk Ranking</i>	<i>Proposed Action or Control Measure</i>	<i>Residual Ranking</i>	<i>Responsible Person</i>
<b>Plant Operator Qualifications</b>	Inadequately Trained or Competent Agitator Driver	<b>4</b>	<ul style="list-style-type: none"> <li>- Employee to have the appropriate competency training and skill in vehicle and remote &amp; cable controlled barrel operation including company induction and review of training.</li> <li>- Employee to possess above qualifications.</li> <li>- In house training / Task observation.</li> </ul>	<b>1</b>	Agitator Driver General Manager Plant Supervisor
<b>Plant Inspection</b>	Inadequate Plant Pre-start Inspection	<b>2</b>	<ul style="list-style-type: none"> <li>- Carry out Daily Vehicle Check Log and Agitator Checklist in accordance with heavy vehicle maintenance management scheme.</li> <li>- Fill out fault report and inform Plant Supervisor.</li> <li>- <b>Do not operate faulty / dangerous equipment</b></li> </ul>	<b>1</b>	Agitator Driver Plant Supervisor
<b>Travel to Site</b>	Adverse Road and Weather Conditions	<b>3</b>	<ul style="list-style-type: none"> <li>- Assess weather conditions.</li> <li>- Drive at a speed that is safe under prevailing weather conditions.</li> <li>- Comply with all RMS regulations.</li> </ul>	<b>1</b>	Agitator Driver
	Traffic	<b>4</b>	<ul style="list-style-type: none"> <li>- Continually monitor road &amp; traffic conditions.</li> <li>- Maintain defensive driving skills</li> </ul>	<b>1</b>	Agitator Driver
	Unauthorised Passengers	<b>2</b>	<ul style="list-style-type: none"> <li>- Unauthorised passengers are not permitted in or on the Agitator Truck at any time</li> </ul>	<b>1</b>	Agitator Driver
	Unsafe Vehicle	<b>2</b>	<ul style="list-style-type: none"> <li>- Unsafe vehicle is not to be operated.</li> <li>- Move plant off direct traffic route.</li> <li>- Contact Plant Supervisor immediately.</li> </ul>	<b>1</b>	Agitator Driver
	Vehicle Accident	<b>3</b>	<ul style="list-style-type: none"> <li>- Contact your Plant Supervisor immediately</li> <li>- Refer <b>FR-039</b></li> <li>- Further investigation to be completed</li> <li>- Drive defensively and be aware of other road users at all times</li> </ul>	<b>1</b>	Agitator Driver
<b>Site Arrival / Assessment</b>	Poor Communication - Unclear Instruction	<b>3</b>	<ul style="list-style-type: none"> <li>- <b>Do not proceed onto site until instructions are clear and understood by all personnel.</b></li> </ul>	<b>1</b>	Agitator Driver

Sequence of Task	Potential Hazard	Risk Ranking	Proposed Action or Control Measure	Residual Ranking	Responsible Person
	Inadequate Site Assessment	3	Assess site hazards prior to entering the work area – <b>Pause / Analyse / Recognise</b> Potential hazards could include, but are not limited to: <ul style="list-style-type: none"> <li>• Other plant and personnel movement</li> <li>• Excavation work</li> <li>• <b>Location of overhead powerlines</b></li> <li>• Underground Services / Pits</li> <li>• Soft or unstable ground</li> <li>• Access – look where the concreters want you to discharge load</li> </ul>	1	Agitator Driver
	Unsafe Site Access – Personnel / property struck by truck	3	<ul style="list-style-type: none"> <li>- Use a spotter to assist when reversing in low light, low clearances, tight access or near other truck / pedestrian traffic</li> <li>- <b>Use a spotter to prevent unplanned interaction with other moving plant.</b></li> <li>- If workers are not identified by using your mirrors – <b>NO SEE – NO MOVE</b></li> <li>- Minimise reversing on site</li> <li>- Ensure that audible sensors, including flashing light are operational.</li> </ul>	1	Agitator Driver Spotter
	Struck by Moving Plant	4	<ul style="list-style-type: none"> <li>- Be aware of all other moving plant / equipment on site when getting in and out of truck</li> <li>- Be aware of other moving plant / equipment on site when walking around truck</li> <li>- Immediately report any incident or near miss. Incident is to be documented (<b>FR-005</b>) and further discussion held between all parties.</li> <li>- Mobile Phones are not to be used in and around work areas</li> <li>- High visibility clothing to be worn at all times</li> </ul>	2	Agitator Driver Spotter

<i>Sequence of Task</i>	<i>Potential Hazard</i>	<i>Risk Ranking</i>	<i>Proposed Action or Control Measure</i>	<i>Residual Ranking</i>	<i>Responsible Person</i>
	Egress from Truck	2	<ul style="list-style-type: none"> <li>- Maintain three (3) points of contact.</li> <li>- DO NOT JUMP</li> <li>- Be aware of soft / uneven ground when stepping down</li> </ul>	1	Agitator Driver
<b>Working in the Elements</b>	Exposure to Sunlight	4	<ul style="list-style-type: none"> <li>- Use sunscreen where required.</li> <li>- Wear a hat</li> <li>- Wear appropriate eyewear and protective clothing.</li> </ul>	1	Agitator Driver
	Dehydration	4	<ul style="list-style-type: none"> <li>- Obtain enough water for use throughout the day. Reinforce through toolbox meeting.</li> </ul>	1	Agitator Driver
<b>Discharging Concrete</b>	Unauthorised Access to Work Area or Vehicle	5	<ul style="list-style-type: none"> <li>- Ensure control cones are supplied and in position (if required).</li> <li>- Use a spotter to prevent unauthorised access to work area. Isolate vehicle from unauthorised access.</li> <li>- Spotters are not to stand between reversing truck and concrete pump</li> </ul>	2	Agitator Driver
	Exposure to Traffic – hit by vehicles	4	<ul style="list-style-type: none"> <li>- If concrete discharging is taking place on the roadside ensure that: <ul style="list-style-type: none"> <li>▪ A safe area to discharge is provided</li> <li>▪ An exclusion zone using traffic control cones is provided</li> </ul> </li> </ul>	2	Agitator Driver
	Slip / Trip & Fall	3	<ul style="list-style-type: none"> <li>- Be aware of uneven ground when walking around truck</li> <li>- Be aware of holes in the ground</li> <li>- Be aware of star pickets</li> </ul>	1	Agitator Driver
	Truck Position	3	<ul style="list-style-type: none"> <li>- Ensure truck is positioned correctly with clear access for pedestrians and workers.</li> </ul>	1	Agitator Driver
	Slip or Fall from Agitator Ladder	2	<ul style="list-style-type: none"> <li>- Ensure boots are free from mud.</li> <li>- Maintain three (3) points of contact - <b>DO NOT JUMP</b></li> <li>- Be aware of soft / uneven ground when stepping down</li> </ul>	1	Agitator Driver

<i>Sequence of Task</i>	<i>Potential Hazard</i>	<i>Risk Ranking</i>	<i>Proposed Action or Control Measure</i>	<i>Residual Ranking</i>	<i>Responsible Person</i>
	Materials in Eyes - Splashed Concrete	2	<ul style="list-style-type: none"> <li>- Ensure glasses are worn at all times</li> <li>- Seek immediate first aid treatment.</li> </ul>	1	Agitator Driver
	Exposure to Noise	2	<ul style="list-style-type: none"> <li>- Wear hearing protection at all times when at the rear of your truck discharging concrete</li> </ul>	1	Agitator Driver Site Supervisor
	Leaving Truck Unattended	4	<ul style="list-style-type: none"> <li>- Plant and equipment should not be left unattended.</li> <li>- Ensure that plant is isolated and equipment secure if leaving the work area.</li> </ul>	1	Agitator Driver
	Unsecured Chute and Attachments	3	<ul style="list-style-type: none"> <li>- Ensure that agitator chute and attachments are locked when moving plant.</li> </ul>	1	Agitator Driver
	Unauthorised Additions to Load	2	<ul style="list-style-type: none"> <li>- Agitator Driver is the only person permitted to add water to the load.</li> </ul>	1	Agitator Driver
	Skin Irritation and Dermatitis	2	<ul style="list-style-type: none"> <li>- Do not kneel or rest anatomy on wet concrete. Ensure that correct PPE is worn. If skin contact occurs, remove soaked clothing and wash body area with soap and water.</li> </ul>	1	Agitator Driver
	Hazardous Manual Tasks	3	<ul style="list-style-type: none"> <li>- Limit reaching and heavy lifting</li> <li>- Obtain help off another person if necessary.</li> </ul>	1	Agitator Driver
<b>Concrete Pumping</b>	Slip / Trips & Falls	3	<ul style="list-style-type: none"> <li>- Concrete pump area should be level and free of waste and / or other trip hazards</li> </ul>	1	Agitator Driver
	Concrete Pump Blow Back / Burst Lines	3	<ul style="list-style-type: none"> <li>- Ensure that all safety features are fitted and used on concrete pumps as per <b>Code of Practice – Pumping Concrete.</b></li> <li>- Position yourself where exposure to burst lines is limited</li> <li>- Hard hat should be worn on site when pumping concrete</li> </ul>	1	Concrete Pump Operator
<b>Wash Down</b>	Inadequate Method(s) of Plant Wash Down.	2	<ul style="list-style-type: none"> <li>- Adequate PPE – Glasses to be worn</li> <li>- Be aware of slip hazards</li> </ul>	1	Agitator Driver
<b>Site Egress</b>	Unsecured Environmental Flap	2	<ul style="list-style-type: none"> <li>- Ensure that environmental flap is secure for transport</li> </ul>	1	Agitator Driver
	Unsafe Site Egress	1	<ul style="list-style-type: none"> <li>- Comply with site specific rules.</li> </ul>	1	Agitator Driver

**Workers have a duty to take reasonable care for their own health and safety and that they do not adversely affect the health and safety of other persons. Workers must comply with any reasonable instruction and cooperate with any reasonable policy or procedure relating to health and safety at the workplace. If personal protective equipment is provided by the PCBU, the worker must use it in accordance with the information, instruction and training provided.**

**Employee Consultation and Sign Off**

*I have been consulted and have assisted in the development of this SWMS*

*I have been given the opportunity to comment on the content of this SWMS*

*I have read and understand how I am to carry out the activities listed in this SWMS*

*I have been supplied the PPE identified on this SWMS and have understand how to use it safely (if not, ask a Manager or Supervisor)*

*I read have and understand the requirements set out in the Safety Data Sheets for the hazardous substances identified in this SWMS*

*I understand my duties as a worker, as detailed above.*

Name	Signature	Date	Name	Signature	Date

**SWMS Revision: (Use this section to revise and / or add new tasks in the SWMS)**

Sequence of Task	Potential Hazard	Risk Ranking	Proposed Action or Control Measure	Residual Ranking	Responsible Person

**SWMS Revision – Employee Consultation and Sign Off**

*This SWMS has been revised through consultation with our employees, following further assessment of the tasks described above. The revised information has been read, understood and signed by all employees undertaking the tasks. Relevant training has been provided in the revised work activities described in this Work Method Statement.*

Name	Signature	Date	Name	Signature	Date