

Safe Work Method Statement

SWM10 – Pavement Sweeping

SITE NAME					
APPROVED BY NAME:		SIGNATURE:		DATE:	

Legislation: National WHS Act and Regulation 2012

Permit, Licence or Training Required: (please indicate by ticking box)							
YES		YES		YES		YES	
√	Traffic Management	√	General Work				
Other:							

PPE Requirements: (please indicate by ticking box)						Environmental Requirements: (tick box)	
YES		YES		YES		YES	
√	Safety Glasses	√	Sun Protection		Eye Protection		Air Pollution (dust, fume)
√	Safety Footwear	√	Gloves		Signage and Barricades	√	Storm water Pollution
√	High Visibility Vests						Soil Erosion
Other:							

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STEP	ACTIVITY List steps/tasks to perform the activity in the actual sequence	HAZARDS Against each task list hazards that could cause injury	Level of Risk	RISK CONTROL MEASURE List control measures to eliminate or minimise risk	Level of Risk after Controls	RESPONSIBILITIES Name the person responsible (supervisor or above) to implement controls
1	PPE	Personal injuries	4	Safety Boots, Safety Glasses, Sun Protection, High Visibility Clothing, Gloves, Sunscreen & Appropriate Clothing (long sleeve shirt & pants)	4	
2	Establish traffic control and review site safety to determine hazards	Hit by oncoming traffic. Risk of being struck by traffic prior to setting up and during setting up of traffic controls	3	Follow roadwork signage code. Look for and establish controls for the following, as a minimum: - limited vision and speed - hills, bends in road - Weather conditions - Pedestrian access including avoidance at times of high pedestrian traffic [school children etc] - Determine the need for a spotter	3	
3	Debris collection	Manual handling – muscular skeletal injuries from repetitive strain injuries Risk of infection from needle stick injuries	3	Do not attempt outdoor task in poor weather or in an electrical storm. If dust becomes hazard due to changed weather conditions, operations should cease and be reprogrammed at another time. Use long handled tongs to collect loose debris, do not use hands	3	

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4	Sweeping	Manual handling – muscular skeletal injuries from repetitive strain injuries	3	Sweep by hand or suction sweeper. If suction sweeper is used, operator must be trained in its use, licenced to operate if the sweeper is a licenced vehicle, and the vehicle must be subject to a pre-start and shut down check to ensure sweeper is in a fit for purpose state.	3	
5		Environmental damage – waste entering storm water drains	3	Contain areas around drains if waste is likely to be caught in drain areas. Clean around drains first where practical.	3	
6	Remove and dispose of all debris	Environmental damage – waste entering storm water drains	3	Collect debris in bags or bins provided and store away from wind and traffic until picked up and disposed of according to appropriate environmental considerations and as agreed by contract.	3	
7	Emergency Response	Emergencies through traffic accidents or other working environmental circumstances – public or worker injury	3	Ensure communication such as Mobile Phone. A list of emergency services and their contact numbers and addresses available on site.	3	
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Step 1 – Estimate the consequences of an incident occurring

Consequence	Incident
Catastrophic	Fatality or permanent serious disability or permanent ill health
Major	Serious injury, permanent part disability, long-term illness
Moderate	Medical treatment required and several days off work
Minor	First aid treatment required
Insignificant	No injuries

Step 2 – Estimate the likelihood of an incident occurring

Likelihood	Description
Almost certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances (ie has been known to occur, or has occurred before)
Possible	Might occur at some time (ie have heard of it happening)
Unlikely	Could occur, but no known instances previously
Rare	May occur only in exceptional circumstances

Step 3 – Determine the risk rating

	Catastrophic	Major	Moderate	Minor	Insignificant
Almost certain	1	1	1	2	3
Likely	1	1	2	3	3
Possible	1	2	3	3	4
Unlikely	2	3	3	4	4
Rare	3	3	4	4	4

Hierarchy of Controls

The hierarchy of controls must be applied in the order below for all identified hazards. The higher the risk score, the more emphasis should be placed on the more effective controls, such as elimination or substitution.

1. Elimination

Elimination is the most effective way of managing a risk. For example – filling in a hole to remove a trip hazard.

2. Substitution

This is the most effective way to manage a risk. For example – using a less harmful chemical.

3. Isolation / Engineering

Isolation may include limiting how many people are exposed to a hazard. For example – using noisy equipment at night time when less people are present.

4. Administrative

Examples of this kind of control include training and instruction.

5. PPE

PPE is the least effective of all the controls and should be seen as the last line of defence.

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TEAM MEMBERS CONSULTATION SIGN OFF & APPROVAL, (print name and sign)

Print Name:	Sign:	Date:	Print Name:	Sign:	Date: