



Safe Work Method Statement / JHA

Project: Road Patch - Karratha

Date: February 10, 2014

CONTRACTOR:		STATEWIDE BITUMEN	ABN 87849327093	<u>STATEWIDE BITUMEN SITE SUPERVISOR</u>	
TRADE:		BITUMEN SEALING		Name:	Robert Balfour
CONTRACTOR'S REGISTERED BUSINESS ADDRESS		157 McDougal Rd Elimbah Qld 4516		Contact No:	0407 10 10 10
PRINCIPAL CONTRACTOR:		LEED ENGINEERING		<u>PRINCIPAL CONTRACTORS SITE SUPERVISOR</u>	
Location of works:		Dampier Rd Karratha		Name:	Simon Feldtmann
Scope of Works:	10-7 Seal 14m2			Contact No:	0400 166 732

JHA Sign off and acceptance of proposed work method and associated responsibilities

No	Surname	Name	Classification	Employed By	Signature	Date
1	Balfour	Robert	Asphalter	Statewide Bitumen		
2	Balfour	Robert JNR	Asphalter	Statewide Bitumen		
3	Gervaise	Hamilton	Asphalter	Statewide Bitumen		
4	Gervaise	Conner	Asphalter	Statewide Bitumen		
5	Balfour	Louis	Asphalter	Statewide Bitumen		
6	Balfour	Francis	Asphalter	Statewide Bitumen		
7	Sant	Wayne	Asphalter	Statewide Bitumen		
8	Balfour	Sonia	Accounts	Statewide Bitumen		
9	Espig	John	Asphalter	Bushmates Bitumen		
10	Moutsatos	Anthony	Asphalter	Bushmates Bitumen		
11	Espig	Chaquita	Asphalter	Bushmates Bitumen		
12	Balfour	Ashlie	Asphalter	Statewide Bitumen		
13						

Do Not operate plant and equipment unless you have been certified as competent by management

SWMS/JSA Sign off and acceptance of proposed work method and associated responsibilities

PERSONAL PROTECTIVE EQUIPMENT TO BE WORN: Safety Boots, Long Sleeve High Vis, Long Pants, UV Clothing, Sunscreen.	
PPE to be used as required: Eye Protection, Hearing Protection, & Gloves as required.	
----- Key Safety issues to be managed and key safety controls implemented	-----Key PPE issues
Working around plant, Traffic, Services, Overhead & Underground Services	* High Vis Clothing * Safety Footwear * Safety Glasses * Gloves
Manual Handling, Working outside,	* Other forms of PPE to be worn when required
----- List Plant and Equipment to be used for work	----- List Certificates or Licences required to operate plant and perform tasks:
Tandem Roller, Bobcat, Tipper, Trailer, Plate Compactor, Hand Tools Gas Torch	* Australian Drivers License, Plant Operator Tickets / VOC's

Procedure (in steps) Break down work into Unload Equipment activities/tasks in logical steps		HAZARDS Identify potential hazards associated with activity/task	Risk Analysis (L, M, H)	Risk control Identify actions/procedures required to eliminate or minimize the hazards
1	Site Establishment: Unload Equipment <ul style="list-style-type: none"> - Bobcat - Roller - Trailer 	<ul style="list-style-type: none"> • Slips, Trips & Falls • Overturn of plant while unloading • Injury to others/equipment • Being struck by machinery 	High	<ul style="list-style-type: none"> • Locate safe level location for trailer. • Mark out site with witches' hats/Traffic control plan. • Never load / unload machinery in wet weather or when trailer is wet. • Check that trailer is free from moisture & dew when loading & unloading at night or early in the morning. • Maintain good housekeeping procedures , clear obstructions, keep steps , grab rails, ramps, etc, free from grease, oil etc. • Lay carpet or rubber on ramps when unloading rollers from trailer. • Keep safe distance while unloading machinery • Keep Positive contact with personnel and machinery at all times.
2	Pre-start & Equipment Maintenance	<ul style="list-style-type: none"> • Slips, Trips & Falls • Manual Handling Injuries • UV Radiation • Hot Work • Crush Hazard 	Moderate	<ul style="list-style-type: none"> • Ensure equipment is parked on stable ground. Isolate electrics and ensure park brake/hydraulic isolation is engaged. Machinery keys to be removed and kept by maintenance officer until maintenance is complete. • Ensure equipment cooled down before attempting maintenance, Wear gloves if required. • Maintain good housekeeping procedures, clear obstructions, Ensure access ways are free from grease, oil & dirt. • Ensure issue of Safety Manual covering manual handling & instruct. • Ensure UV rated clothing worn. Issue sunscreen.

3	Loading of Aggregates into tipper	<ul style="list-style-type: none"> • Overturn of loader while loading • Hit personnel while loading 	Mod	<ul style="list-style-type: none"> • Position truck on level ground were possible. • If loading on slightly uneven ground, load uphill into truck not downhill. • Never load beyond recommended machine specifications. • Where possible load from elevated loading platform. • Keep safe distance from personnel.
4	Loading Emulsion to Truck at depot and on site	<ul style="list-style-type: none"> • Spill of product, Environmental pollution. • Slip, Trip or Fall From Truck, 	Low	<ul style="list-style-type: none"> • Refer MSDS for save handling of CRS60 Emulsion. • Position truck and trailer where an accidental spill would do the least harm and be easiest to isolate and clean up. • Open overflow valve and position 20L container underneath. • Maintain 3 Pont contact at all times while filling. • Close overflow valve after filling
5	Sweep Site as directed	<ul style="list-style-type: none"> • Noise from Plant Machinery • Hit by airborne debris • Overturn of plant • Struck by vehicle/plant • Dust & Other Fibers • UV Radiation 	Moderate	<ul style="list-style-type: none"> • Issue hearing protection to personnel if over 85BDA • Ensure sweeper guarded, Ensure personnel keep clear of work area. • Keep clear of unstable edges, Work within design limit of machine. • Observe Site traffic management plan. • Issue respiratory protection if dust cannot be eliminated. • Ensure UV rated clothing worn. Issue sunscreen

6	Spraying of Emulsion Seal (Non Hazardous Material) And laying of Asphalt	<ul style="list-style-type: none"> • Overturn of plant • Struck by vehicle/plant • Damage to overhead & underground services • UV Radiation 	High	<ul style="list-style-type: none"> • Ensure personnel keep clear of work area. • Do not operate tipper on uneven ground, maximum 8 degrees. • Perform test run on new road base prior to lifting tipper especially where spraying is required within 500mm of edge of base. • Perform all spray sealing and aggregate spreading in a forward direction. • Never operate tipper above the OTP (optimum tip point) base of tipper headwall level with roof of cab. • All personnel to remain in operators field of view at all times • No Reversing of Spray Seal truck until positive contact is made with personnel within 10m of vehicle • Keep clear of unstable edges, Work within design limit of machine. • Maintain Positive Contact whilst spraying is in process. • Observe Site traffic management plan. • Ensure UV rated clothing worn. Issue sunscreen.
7	Rolling of emulsion seal and asphalt	<ul style="list-style-type: none"> • Noise from plant machinery • Overturn of plant • Struck by plant • UV radiation 	Low	<ul style="list-style-type: none"> • Issue hearing protection to personnel if over 85BDA. • Keep clear of unstable edges, Work within design limit of machine. • Observe Site traffic management plan. • Ensure UV rated clothing worn. Issue sunscreen.
8	Manual Handling, & handwork	<ul style="list-style-type: none"> • Over Exertion, Fatigue, Dehydration, UV exposure, • Manual handling injuries • Being struck by machinery 	Low	<ul style="list-style-type: none"> • Share lifts with multiple personnel. • Take regular breaks. • Drink fluid regularly. • Ensure positive contact with machinery at all times. • Ensure UV rated clothing worn, Issue sunscreen. • Wear gloves for all manual handling.
9	Overhead & Underground Services	<ul style="list-style-type: none"> • Damage to overhead services • Power poles/street light poles 	High	<ul style="list-style-type: none"> • Adequate separation and or protection (barricade if necessary) from existing power poles / street light poles. Should it be difficult to achieve

		<ul style="list-style-type: none"> • Electrical shock / serious injury • Pits, manhole covers , storm water grilles 		<p>adequate separation or protection then a trained spotter shall be used.</p> <ul style="list-style-type: none"> • Use spotter when within required to sprayseal under power lines. • Never operate tipper above the OTP (optimum tip point) base of tipper headwall level with roof of cab. • Spray & Chip by hand around Pits, manhole covers and storm water grilles.
10	Clean up site & make safe	<ul style="list-style-type: none"> • Slip, Trips & Falls • Manual Handling Injuries • UV Radiation 	Low	<ul style="list-style-type: none"> • Maintain good housekeeping procedures, clear obstructions. • Ensure issue of Safety Manual covering manual handling & instruct. • Ensure UV rated clothing worn. Issue sunscreen.
11	Environment	<ul style="list-style-type: none"> • Dust Generation • Spill of product, environmental pollution. 	Low	<ul style="list-style-type: none"> • Areas where dust may be generated, control methods are to be in place to reduce dust from leaving site. • Water Cart to be used where large areas of exposed material may cause dust. • Minor spill – clean up and bag spoil. • Major spill of product- Notify supervisor, isolate spill by building temporary bund wall with bobcat and soil on site, • Refer MSDS / CRS60 Emulsion for handling and disposal. • Notify Relevant Authorities.

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STATEWIDE BITUMEN Induction Register

Updated 10 February 2014

NAME & Inductions	Ticket / License	TICKET NO	Competency Certified By Management or Certified NTO	EXPERIENCE	DATE
Robert Balfour Decmil, Water Corp - 12000 Road Tek Rio Tinto - 2902868	White Card Drivers License - HC Roller & Bobcat Ticket VOC – 3 In 1 Truck First Aid, Cert Cert 3 Road Construction	CGI0787427SEQ01 085 026 809 Qld 00187 DTA-VOC-0457 A42818A CAIT-18548	HC Truck Operator Roller & Bobcat Operator VOC - SOA-00187 Bitumen Sprayer, Aggregate Spreader, Tipper Paver Operator	21 Years Cert 3 Road Construction	11-3-2006 2008 7-3-2013 24-3-2013 11-4-2013 2006
Robert Balfour Jnr BMA – SCO37282 Road Tek	White Card Drivers License - MR Bobcat Ticket Cert 3 Bitumen Surfacing	CG100933405SEQ1 0000053541 0000152999 OCTEC - 08881	MR Truck Operator - Flocon Bobcat & Roller Operator Cert 3 Civil Construction / Bitumous Surfacing	Asphalter 7 Years Cert 3 Bitumous Surfacing	13-4-2006 2009 2007 14-8-2008
Louis Balfour BMA INDUCTION Decmil, Water Corp - 11998 Rio Tinto - 2903186	White Card Drivers License – C Roller & Bobcat Ticket Cert 3 Painter & Decoator	CG1858229SEQ03 107399124 Qld 00188 2010/474609	Light Vehicle Operator Bobcat 7 Roller Operator VOC - SOA-00188 Apprenticed Painter & Decorator	Asphalt Laborer 3 Yrs 5 Years	13-4-2006 2008 7-3-2013 15-02-2013
Wayne Sant Main Roads Nsw Francis Balfour Decmil, Water Corp - Hamilton Gervaise BMA INDUCTION Road Tek Main Roads NSW	White Card Drivers License - HC Senior First Aid White Card Learners License White Card Drivers License - HC Apply traffic Cont Plans Traffic Controller	CG100571623SEQ1 12268682 NSW N-0247766/1 314240 CG10118351SEQ1 5321037200 5324028312	HC Truck Operator Bobcat & Roller Operator Paver Operator Bobcat & Roller Operator - SUPERVISED Bobcat & Roller Operator 12 Tonne Paver operator HC Truck Operator - Flocon	Asphalter 15 yrs Laborer 2 years 20 yrs asphalt	15-02-2013 2009 2009 30-3-2010 2005 2007 2009 2009
Conner Gervaise BMA, Road Tek RTA NSW Joseph Smith BMA – SC037298 Sonia Balfour	White Card NSW Learners License White Card Drivers License – HC Dangerous Goods White Card	CGI1394947SEQ01 611833 13843500 NSW 2012236 CGI01285912SEQ1	Bobcat & Roller Operator - SUPERVISED HC Truck Operator Hot Bitumen Sprayer, Roller, Bobcat	5 yrs asphalt Asphalter 18 Years Accounts	15-02-2013 25-01-2013 2008 10-09-2012 29-06-2009
John Espig	White Card Drivers Licence – HR Dangerous Goods	041150T QLD 015243472 QLD	Hot Bitumen Spraying, Roller, Bobcat,	Bitumen Contractor 8 Years	7/4/2006
Chaquita Espig	White Card Drivers Licence – Car	0411500 33434212	Roller Operator, Lake Hand	Bitumen Contractor 8 Years	5-12-2013

Ashlie Balfour	White Card Learners Permit Bobcat & Roller	1738547 119 845 010 Qld No 02570	Laboiurer, Bobcat & Roller Oparator - SUPERVISED	Labourer	5-12-2013 7-2-2014
Anthony Moutsatsos	White Card Licence	0980318 Qld 099274258	Hot Bitumen Spraying, Roller, Bobcat.	Bitumen Contractor 5 Years	27/01/2009

Work Safe Method – Project/Business Induction Registrar to certify that the following employees have been inducted and instructed on SWMS