



SAFE WORK METHOD STATEMENT

BNP SWMS 11 - Installing Wheel Stops V2

Issued 15-May-23

ABN: 69 056 378 575		ACN: 056 378 575		11 Huntington Place, Banyo QLD 4014		PH: (07) 3630 2500		
Project						Project No		
Client			Location					
Person in control of works			Contact Number					
Work Activity			Grinding					
High Risk Construction Activities			<input type="checkbox"/> Risk of a person falling more than 2 metres <input type="checkbox"/> Work in or near a confined space <input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel <input type="checkbox"/> Work on or near pressurised gas mains or piping <input type="checkbox"/> Work on or near energised electrical installations or services <input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians <input checked="" type="checkbox"/> Work in an area with movement of powered mobile plant <input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning <input type="checkbox"/> Is carried out in an area that may have a contaminated or flammable atmosphere					
Consultation in development of SWMS			Name		Position		Signature	Date
			Greg Steele		Director			
			Randal Black		National Manager			
			Brendan Evans		QLD Manager			
Approved by			Position		Signature		Date	
Legislation and Codes of Practice			Work Health & Safety Act 2011, Work Health & Safety Regulation 2011, How to Manage Work Health and Safety Risks COP 2011, Work Health and Safety Consultation, Co-operation and Co-ordination 2011 Traffic Management for Construction or Maintenance Work Code of Practice 2008, MUTCD Part 3 Managing the Risks of Hazardous Chemicals Code of Practice 2021, Hazardous Manual Tasks Code of Practice 2021, Managing Risks of Plant Code of Practice 2021, Abrasive Blasting Code of Practice 2021, First Aid in the Workplace Code of Practice 2021					
Plant and Equipment required			Forklift, Hammer Drill with attachment					
Inspections and maintenance			Preoperational check to be conducted on forklift					
Materials used			Petrol					



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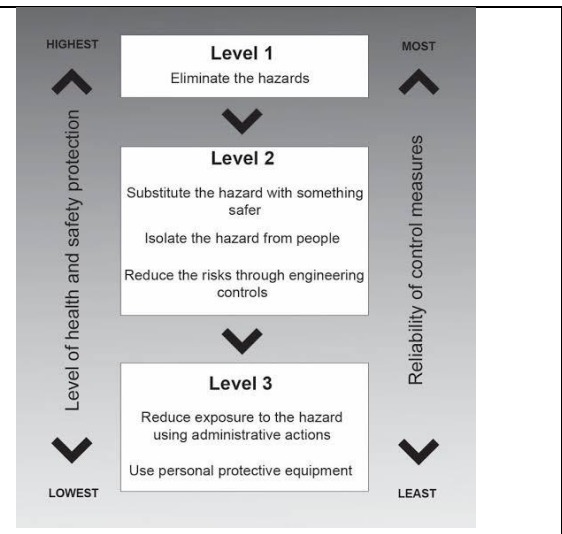
Specific Training	General industry induction (QLD white card); Site specific induction, trained in SWMS / SDS procedures, Trained in Safe & Proper Use of PPE, Forklift HRWL.
Personal Protective Equipment	Mandatory PPE to be worn at all times – Hi-Vis Long Sleeve shirt – (Sleeves rolled down) or Hi-Vis vest over shirt, Long pants, Safety glasses, gloves when Manual Handling, Safety helmet where required. Task PPE – Ears plugs (over 70db), Respirators (P2) with fit testing

Implement, Monitor and Review

Actions before work commences	Workers will be inducted onto the Safe Work Method Statement Conduct pre-operational checks on plant
Actions during works	Signage checks must be completed at regular intervals and documented throughout the day. Works will be monitored to ensure works are carried out in accordance with the Safe Work Method Statement Report any hazards or incidents. Person in control of the works is the nominated person who will ensure the implementation of this SWMS. All incidents and / or near misses must be reported following the Brick N Pave incident reporting process.
Actions after work is completed	Safe Work Method Statement will be reviewed and amended when changes are made or where a new hazard has been identified, or at least annually

Risk Assessment

HEALTH & SAFETY CONSEQUENCES		1. INSIGNIFICANT - no injuries	2. MINOR - first aid treatment, spillage contained on site	3. MODERATE - medical treatment, spillage contained with outside help	4. MAJOR - extensive injuries, loss of production	5. CATASTROPHIC - death, toxic release of chemicals
PROBABILITY	A. Common or Frequent Occurrence	M5	M10	H15	E20	E25
	B. Is known to Occur or 'It Has Happened'	L4	M8	H12	E16	E20
	C. Could Occur or "I've Heard of it Happening"	L3	M6	M9	H12	H15
	D. Not Likely to Occur	L2	L4	M6	M8	M10
	E. Practically Impossible	L1	L2	L3	L4	M5



Identified Hazards and Control Measures

Item	Job sequence	Potential Hazards	Risk	Risk $L \times C = R$	Control Measures	Residual Risk $L \times C = R$	Responsible Person
1.	Site Establishment	Public	Incident due to proximity to adjacent road	$B \times 5 = E20$	<p>Works are established within a carpark and a specific area can be segregated.</p> <p>Site vehicles to have warning devices (e.g. flashing lights, vehicle signage, etc.).</p> <p>Workers to wear high visibility clothing (night vis as required)</p>	$D \times 5 = M10$	BNP representative Traffic Management Company
2.	Starting Work	Poor consultation	Incident due to poor consultation	$B \times 5 = E20$	<p>BNP to coordinate consultation between site personnel and traffic control company.</p> <p>Consultation to include</p> <ul style="list-style-type: none"> • Scheduling of works • Movement of plant and vehicles • Nominated UHF channel • Specific hazards and controls relevant to the shift • Emergency response 	$D \times 5 = M10$	BNP representative
3.	Unloading plant	Falls	Injury due to fall	$B \times 4 = E16$	<p>Ensure fall protection is in place on truck.</p> <p>Utilise ladder access to rear of truck.</p>	$D \times 4 = M8$	BNP representative
4.		Manual Tasks	Sprains and strains	$B \times 3 = H12$	<p>Ensure personnel understand what manual handling is not just about the weight e.g., for example, twisting, jerking or reaching, doing the task too fast, using too much force or lifting the wrong way.</p> <p>If mechanical assistance is not reasonable, utilise team lifts.</p>	$D \times 3 = M6$	BNP representative Site personnel
5.	Operating forklift	Operator competency	Incident due to competency	$B \times 3 = H12$	Operator must hold Forklift HRWL and be familiar with the lifting attachment for the forklift.	$D \times 3 = M6$	BNP representative

Identified Hazards and Control Measures

Item	Job sequence	Potential Hazards	Risk	Risk $L \times C = R$	Control Measures	Residual Risk $L \times C = R$	Responsible Person
6.		Proximity with personnel	Contact with personnel	$B \times 3 = H12$	<p>Personnel to be briefed to the schedule of works and the position of personnel.</p> <p>Ensure 1 person is designated with directing/signalling the forklift operator.</p> <p>Personnel not directly involved with the lift to removed for the immediate work area.</p>	$D \times 3 = M6$	BNP representative
7.	Lifting wheel stops	Lifter fails	Injury due to fall object	$B \times 4 = E16$	<p>An approved lifting device to be utilised that will be attached to the wheel stop.</p> <p>Personnel to be clear when lifting in case of sudden movement or slippage.</p> <p>When travelling under load, keep load as low as reasonably practicable to the ground.</p>	$D \times 4 = M8$	BNP representative Plant operator
8.	Installing pins using a jack hammer and attachment	Electricity	Electric shock	$B \times 3 = H12$	<p>Ensure tool is tested and tagged within the last 3mths.</p> <p>Conduct a visual inspection of tool</p> <p>Ensure tool is connected to a residual current device (RCD) – press test button on generator to ensure functioning.</p> <p>Use a single lead and protect from liquid, heat or mechanical damage.</p>	$D \times 3 = M6$	BNP representative
9.		Manual tasks	MSDs	$B \times 3 = H12$	<p>Mechanical device used to insert pins.</p> <p>Allow for job rotation.</p>	$D \times 3 = M6$	BNP representative
10.	General site hazards	Fuelling Plant	Contact with fuel Fire	$B \times 3 = H12$	<p>Ensure correct fuel is used.</p> <p>Ensure spill kit and ABE fire extinguisher is available.</p> <p>Ensure no naked flames are in the fuelling area</p>	$D \times 3 = M6$	BNP representative Site personnel

Identified Hazards and Control Measures

Item	Job sequence	Potential Hazards	Risk	Risk $L \times C = R$	Control Measures	Residual Risk $L \times C = R$	Responsible Person
11.		Noise	Exposure to excessive noise Hearing Damage	$C \times 4 = H12$	Assess work area for excessive noise. Generally, if there is a need to shout due to production noise, controls need to be implemented. When deciding control measure, the hierarchy of control must be considered, and the highest reasonably practicable control measure must be used e.g. remove personnel away from the noise rather than PPE.	$D \times 4 = M8$	BNP representative Site personnel
12.		Projectiles	Eye injuries	$B \times 3 = H12$	Personnel to wear eye protection.	$D \times 3 = M6$	BNP representative Site personnel

Identified Hazards and Control Measures

Item	Job sequence	Potential Hazards	Risk	Risk L x C = R	Control Measures	Residual Risk L x C = R	Responsible Person
13.		Working outdoors	Heat Stress Skin Cancer	B x 3 = H12	<p>Personnel to be aware of the signs and symptom of heat illness and provided advice on how to minimise the risk including</p> <ul style="list-style-type: none"> • Keep hydrated, about 250ml per 30minutes • Monitor yourself • Check in with your mate • Avoid alcohol and caffeine <p>Signs and symptoms of heat stress include</p> <ul style="list-style-type: none"> • Pale clammy or hot flushed dry skin • Headaches • Nausea and/or vomiting <p>Personnel to be protected from the risk of sun damage. PPE requirements include sunscreen, brims, sunglasses, longs sleeves and long pants.</p> <p>Personnel to report any symptoms of heat illness to BNP representative immediately. Personnel to receive first aid and medical attention.</p> <p>BNP representative to promote heat illness prevention during daily prestart meeting and toolbox meetings.</p>	D x 3 = M6	BNP representative Site personnel

Identified Hazards and Control Measures

Item	Job sequence	Potential Hazards	Risk	Risk L x C = R	Control Measures	Residual Risk L x C = R	Responsible Person
14.	Finalise Works	Equipment left on road Traffic signage not removed / reinstalled	Incident due to contact with equipment Inappropriate signage	B x 4 = E16	<p>BNP representative to inspect closed work area to ensure all equipment is accounted for and packed onto the site vehicles.</p> <p>Liaise with traffic management company before opening work area.</p> <p>Traffic Management company to establish normal traffic conditions.</p> <p>BNP representation to conduct a final inspection to ensure</p> <ul style="list-style-type: none"> • No equipment has been missed • All temporary signage has been removed • All cover traffic signage has been restored 	D x 3 = M6	BNP representative Traffic Management Company

Additional Hazards and Control Measures

Item	Work Activity	What can go wrong	What will be put in place	Responsible Person
1.				
2.				
3.				
4.				
5.				

