


# Hunter Kerb Constructions Pty. Ltd.

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## SAFE WORK METHOD STATEMENT.

**Kerb laying in Accordance with AS2876, OHS Act 2000, OHS Regulation 2001 and Workcover Risk Assessment Code of Practice**

<b>Work Activity/Task:</b> Installation of kerb		<b>Project Name/Number:</b>	
<b>Date:</b> 10/8/11	<b>Issue no:</b> 1	<b>Principal Contractor:</b>	
<b>Prepared by:</b> James Vadas,		<b>Site Foreman:</b>	
<b>Signature:</b> 		<b>Note:</b> Sign off to be provided at Tool Box talk	
<b>Plant:</b> Tray truck with S/L crane. Kerb extruder machine(s)		<b>Commencement Date:</b>	
		<b>Duration of job:</b>	

See risk matrix for explanation of numbers. **Environmental controls in green.**

ITEM	JOB/ACTIVITY	RISK	RISK CLASS 1-3	CONTROL MEASURES	RISK CLASS with controls in place	PERSON RESPONSIBLE (insert name)
Step1	Travel to job site	Machinery failure	1	Daily inspection procedures to be carried out and sheet completed. Any faults to be reported immediately to supervisor.	4	Driver
	Driving to/on site	Vehicular accident	1	All drivers to be licensed. Drug and alcohol policy implemented.	4	Driver
Step 2	Arrival at site and set up	Traffic; vehicles/machinery on site	1	Principal contractor to provide traffic control to guide/direct vehicles if needed; provision to men of high visibility vests and shirts: site induction including risk assessment and familiarisation of site if necessary.	4	Foreman
	Lifting machine off truck with crane	Dropping of machine; tipping of truck: potential oil spill	1	Ensure lifting chains are ticketed, hooks secured, area cleared. Crane legs must be down. Truck parked safely. Oil spill kit available on site, and in vehicles.	4	Crane operator
	Fuelling kerb machine	Spilling/fire <b>Environmental runoff</b>	2	Use suitable funnel. Smoking banned in area. Easy access to fire extinguisher & environmental protection granules. Workers educated in correct use of extinguishers. All spills to be cleaned up immediately. Spill kit in truck. Report to main contractor. <b>Refer to PETROL MSDS.</b>	5	Foreman

Step 3	Pouring of concrete down truck chute into hopper	Potential for hands/feet to be jammed in hopper/crushing	2	Keep hands away from hopper – use shovel. Inexperienced workers to be fully supervised. Do not stand on machine whilst it is running.	4	Feeder
	Directing concrete truck onto machine	Crushing	1	Always remain in view of driver. Do not stand between machine and truck. Always move chute away from machine and lock chute before moving truck.	4	Feeder
	Shovelling of concrete. Lifting	Back injuries	2	Proper instruction in technique, including appropriate explanation of OH & S. Use team lift or mechanical lift (crane)	4	Foreman
	Handling concrete	Skin irritation/ reaction	3	All personnel supplied with appropriate protective gloves. First aid kit available in trucks. Correct supervision for inexperienced workers. Avoid contact by using shovels/trowels. Wash immediately if contact occurs.	4	Foreman
	Handling coloured oxide and sealer	Skin, eye and/or lung irritation	2	All personnel supplied with appropriate protective coverings (eg gloves, masks, eyewear). First aid kit stocked with eyewash. Workers to be aware of correct procedural application.	4	Foreman
	Exposure to weather	Sunburn: dehydration: eye damage	1	Provision of sunscreen, eye protection, hats and SPF approved protective clothing. Workers to be educated in the results of UV exposure. Fresh clean drinking water to be provided at all work sites. Appropriate clothing and PPE to be worn at all times.	4	Foreman
	Dropping of objects e.g. pegging hammer	Potential injury to feet	2	Provision of fully approved safety footwear for personnel	4	Foreman
	Exposure to noise	Hearing damage	1	Provision of ear plugs	4	Foreman
	Clean up	Slip trip and fall hazards. Environmental runoff	3	All to ensure that working area is maintained free of potential trip hazards and site is left clean. All tools to be brushed clean, not washed, thus avoiding cement water runoff.	5	Foreman
Step 4	Lifting lintels onto pit	Failure of lifting devices	1	Only use appropriately rated lifting devices. Follow excavators/cranes load chart.	4	Crane Operator
		Excavation/pit collapse	2	Ensure body parts kept clear of kerb machine at all times. Reinforce pit cover.	5	Foreman
		Person being struck by bucket	1	Always let operator know where you intend to go when moving around excavator. Only 1 person to give instructions to operator when moving loads.	5	Finisher

Name:	Position	Other experience / competencies	Years of experience	Signature "I have read and understood the SWMS for "installation of kerb".	Date
Andrew Struyf	Foreman	MR Truck lic	30	as	27/05/11
Brad Hartson	Finisher		8	bh	27/05/11
Mitchell Lane	Labourer		1	ml	27/05/11
Brock Sewell	Truck Driver / Labourer	MR Truck Lic	1	bs	27/05/11
Shane Wells	Foreman		20	sw	27/05/11
Brad Fogg	Finisher, Mach Driver		3	bf	27/05/11
Luke Vernon	Labourer		1	Lv	27/05/11
Mark Wagland	Finisher, Truck Driver	HR Truck	7	mw	27/05/11
Scott Wagland	Foreman, Truck Driver	MR Truck	10	sw	27/05/11
Shane Mears	Finisher		9	sm	27/05/11
Jason Costello	Finisher	First Aid Ticket	13	Jc	27/05/11
Nathan Fogg	Finisher	Finisher	3	nF	27/05/11

This SWMS has been compiled in consultation with the staff on this site.

Site foreman ( ) is responsible for ensuring HKC workers are using correct work techniques, and if they are observed not doing so, they will be instructed in the correct technique.

## Hazpak Risk Assessment Matrix

The Hazpak Risk Assessment determines the priority that should be placed on controlling the hazard.

### Priority Rating

1. The hazard must be controlled immediately; and the task should **not** be performed until adequate control measures are in place.
2. Temporary control measures should be implemented immediately; Permanent control measures should be implemented within 7 days.
3. The hazard should be controlled as soon as practicable, within 14 days.
4. After hazard is controlled, high degree of care and alertness needed constantly to minimise risk.
5. After hazard is controlled general care and sense needed to minimise risk.
6. No significant risk after hazard is controlled.

### Risk Assessment Matrix

<b>Think about:</b> How likely is it to happen? →  Severity of injury/illness? ↓	<b>Very Likely</b> Could Happen any time	<b>Likely</b> Could happen sometime	<b>Unlikely</b> Could happen some time	<b>Very Unlikely</b> Could happen but probably never will	<b>Risk Removed</b> Only likely to happen if rules ignored
Kill or cause permanent disability or ill health	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Long term illness or serious injury	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
Medical attention and/or time off work	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>