

All Kerbs & Concrete Pty Ltd					
Address: 9 Cove Avenue Bundabah NSW 2324		ABN: 18 163 457 047		Phone: 0488 493 427	
SAFE WORK METHOD STATEMENT HSF518.A GENERAL CONCRETING					
Created by: Mark Howe				Date: 13/01/2020	
Reviewed by: Mark Howe, Shane Wells				Date: 04/02/2020	
Signed by Senior Management Company Representative:				Signed:	
Manager on Site:				Signed:	
Principal Contractor:		Project:		Date:	
Safety Legislation / Code(s) Of Practice, Australian Standards applicable to the works:					
Work Health and Safety Act 2011, Work Health & Safety Regulation 2017, AS 2876-2000 Concrete kerbs and channels (gutters), Construction Work Code of Practice July 2015, Hazardous Manual Task Code of Practice, Code of Practice Excavation July 2015, Managing the Risk of Plant in the Workplace Code of Practice.					
Associated Documents:					
HSF531 SWP Kerb Laying					
High Risk Construction Work on Project:					
Risk of a person falling more than 2 metres		Tilt up or precast concrete elements		Use of explosives	Demolition of lead-bearing structure
Likely to involve disturbing asbestos		Work in areas with artificial extremes of temperature		Work on or near energized electrical installations or services	Work in or near a confined space
Work in or near a shaft or tunnel deeper than 1.5m or a tunnel		Work on a telecommunication tower		Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	Work on or near pressurized gas mains or piping
Work on or near chemical, fuel or refrigerant lines		Temporary load-bearing support for structural alterations or repairs		Work in or near water or other liquid that involves a risk of drowning	Work in an area that may have a contaminated or flammable atmosphere
Work in an area with movement of powered mobile plant	✓	Diving work			

Potential environmental Impacts:		Safety Equipment Required:		Permits Required:		Personal Protective Equipment Required:	
Air (dust, odour, fumes)		Fire Extinguishers	✔	Hot Work		Hard Hat	✔
Noise		Lighting		Excavation		High Visibility Clothing	✔
Spills		Ladder/Mobile Scaffold		Confined Space		Steel Capped Boots	✔
Soil Erosion		Ventilation		Tag Out/Lock Out		Face Shield/Welding Shield	
Flora		Barricades		Formwork Stripping		Safety Glasses	✔
Waste	✔	Traffic Control	✔	Fall Arrest /Protection Systems		Gloves	✔
Traffic/Community	✔	Welding Screens		Scaffolds		Hearing protection	✔
Fauna		Dust Extraction		Other:		Fall Protection harness	
Vibration		Emergency Response	✔			Sun Protection	✔
Contamination		Site Perimeter Fencing				Other:	
Plant and Equipment required for the activity/work:							
Tray truck with S/L crane Kerb extruder machine(s)							

Step	Job Step	Potential Hazards & Risks	Controls	Person Responsible
1	Induction	Accident through unfamiliarity with job and/or site-specific risks.	All onsite staff to have provided evidence of White Card WHS training, to have completed site induction/s and been instructed in this SWMS	Foreman
2	Travel to job site	Machinery failure	Daily inspection procedures to be carried out and sheet completed. Any faults to be reported immediately to supervisor. Machine not to be used until repaired.	Driver
	Driving to/on site	Vehicular accident	All drivers to be licensed. Drug and alcohol policy implemented.	Driver
3	Arrival at site and set up	Traffic; vehicles/machinery on site	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. 20km/h on site, chock vehicle when parked. Flashing light required on site.	Foreman
4	Excavation	Injury to personal and public	All areas of open excavation to be barricaded. Signs and flashing lights to be erected to direct pedestrians around works. All Star droppers to have safety cap placed on top of each one. Site to be kept tidy. All waste material to be placed in trucks. All materials to be barricaded away from pedestrians.	Foreman
5	Forming Up	Back injuries	Proper instruction in technique, including appropriate explanation manual handling procedures. Correct supervision and training for inexperienced workers	Feeder
	Nail gun use	Potential injury	Ensure body parts kept clear of tool. Ensure other staff are aware of use and also keep clear. Safety cap to be put on after use and packed away. Provisions of fully approved safety footwear. Correct supervision and training for inexperienced workers.	Feeder

Step	Job Step	Potential Hazards & Risks	Controls	Person Responsible
5	Steel fixing	Back injuries	Proper instruction in technique, including appropriate explanation manual handling procedures. Correct supervision and training for inexperienced workers.	Foreman
	Quick cut saw usage	Hearing damage Potential injury	Use hearing and eye protection. To be carried out by competent operator. Ensure body parts are kept clear of tool. Ensure all staff in immediate area of use and keep area clear while in use. Safety guard to be on when not in use. Correct supervision and training for inexperienced workers.	Foreman
	Exposure to noise	Hearing damage	Provision of ear plugs. Limit exposure time.	Foreman
	Dropping of objects e.g. pegging hammer	Potential injury to hands and feet	Provision of fully approved safety footwear for personnel. Ensure safe use of all tools. First Aid kit available in trucks and vehicles.	Foreman
6	Handling concrete	Skin irritation/reaction	All personnel supplied with appropriate protective gloves. First Aid kit available in trucks and vehicles. Correct supervision and training for inexperienced workers. Avoid contact by using shovels/trowels. Wash immediately if contact occurs	Foreman
	Shovel concrete	Trips, back injury, strains	Correct PPE to be worn. Be aware of reinforcement to avoid trips and falls. Ensure rest breaks from repetitive twisting and shovelling. Be aware of concrete strength.	Foreman
	Screed concrete	Back injury, strains	Correct PPE to be worn. Ensure rest breaks from repetitive twisting and shovelling. Be aware of concrete strength	Foreman
	Vibrator and operator	Hearing damage Potential injury	Correct PPE to be worn. Hearing protection to be worn at all times when operating. All staff to be clear of machine while in use.	Foreman
	Handling coloured oxide and sealer	Skin, eye and/or lung irritation	All personnel supplied with appropriate protective coverings (e.g. gloves, masks, eyewear). First aid kit stocked with eyewash. Workers to be aware of correct procedural application.	Crane Operator

Step	Job Step	Potential Hazards & Risks	Controls	Person Responsible
7	Exposure to weather	Sunburn: dehydration: eye damage	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.	Foreman
8	Clean up	Slip trip and fall hazards. Environmental runoff	All to ensure that working area is maintained free of potential trip hazards and site is left clean. All tools to be brushed off, not washed, thus avoiding cement water runoff.	Finisher

Qualifications and experience required to complete the task (All persons listed over):	Personnel, Duties and Responsibilities (Supervisory staff and others):	Training Required to complete work (All persons listed over):		
Construction White Card Drivers Licence	Supervisors to carry out daily inspections of work site for hazards and of the equipment for malfunctions/ damage. All personnel to maintain a tidy work site.	Supervisor to be trained in hazard identification, risk assessment and control. Training in the appropriate use of equipment used. All Kerbs & Concrete WHS Induction Principal Contractor Site Induction		
This SWMS has been developed in consultation with all persons involved:				
Surname	Given Name	Signature	Role	Date
This SWMS has been read, understood, accepted and signed below by all persons involved:				
Surname	Given Name	Signature	Role	Date