

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 HSF531 KERB LAYING					
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, 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	
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 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 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 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:							
Trailer							
Kerb extruder machine(s)							

Item	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	
2	Travel to job site	Mechanical failure	Daily inspection procedures to be carried out on all vehicles and sheet completed. Any faults to be reported immediately to supervisor. Vehicle not to be used until repaired.	
	Driving to/on site	Vehicular accident	All drivers to be licensed. Drug and alcohol policy implemented.	
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. Obey site rules, two-way communication and vehicle parked fundamentally stable. Flashing light required when on site.	
	Fuelling kerb machine	Spilling/fire Environmental runoff	Use suitable funnel. Smoking banned in area. Easy access to fire extinguisher & environmental protection granules. Extinguisher to be checked monthly. Workers educated in correct use of extinguishers. All spills to be cleaned up immediately. Spill kit in vehicles. Report to site manager. Refer to PETROL SDS.	
4	Pouring of concrete down truck chute into hopper	Potential for hands/feet to be jammed in hopper/crushing	Keep hands away from hopper – use shovel. Inexperienced workers to be fully supervised whilst being trained. NEVER stand on machine whilst it is running. All other employees to keep clear of truck and machine while in operation.	
	Directing concrete truck onto machine	Crushing	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. Feeder only person to direct truck in position.	
	Shovelling of concrete. Lifting	Back injuries	Proper instruction in technique, including appropriate explanation manual handling procedures. Use team lift or mechanical devices.	

4	Handling concrete	Skin irritation/ reaction	All personnel supplied with appropriate protective gloves. First aid kit available in all vehicles. Avoid contact by using shovels/trowels. Wash immediately if contact occurs. All employees to be familiar with SDS. Correct supervision and training for inexperienced workers.	
	Handling coloured oxide and sealer	Skin, eye and/or lung irritation	All personnel supplied with appropriate protective coverings (e.g. gloves, masks, eye wear). First aid kit stocked with eyewash. Workers to be aware of correct procedural application. Wash immediately if contact occurs. All employees to be familiar with SDS.	
	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. Regular breaks to be taken, rehydrate in extreme temperatures.	
	Dropping of heavy objects e.g. pegging hammer	Potential injury to feet	Provision of fully approved safety footwear for personnel	
	Exposure to noise	Hearing damage	Provision of ear plugs and earmuffs. Limit exposure time.	
	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 clean, not washed, thus avoiding cement water runoff. If tools need to be washed use site wash out bay if available.	
5	Lifting lintels onto pit	Failure of lifting devices	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. If tools need to be washed use site wash out bay if available.	
		Excavation/pit collapse	Only use appropriately rated lifting devices. Follow excavators/cranes load chart.	
		Person being struck by bucket	Ensure body parts kept clear of kerb machine at all times. Reinforce pit cover. Pits over 1.5m deep to be benched. Safe access/egress hard barricade to be used.	

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