WMS 001 – General Site Activities

	ACN: 141 206 591 ABN: 41 149 364 727	**This WMS has been prepared and authorised by Eagle Alliance Earthmoving Pty Ltd**			
		Date:		**Last Review Date:**	4 April 2019
	P: 07 3843 1649 **F:** 07 3395 2083	**Name:**	Rui Lopes	**Next Review Date:**	4 April 2020
		Position:	Managing Director		
	A: U15, 8 Metroplex Avenue MURARRIE QLD 4172	**Signature:**			

WORK METHOD STATEMENT

Description of Works / Activities undertaken:	**General Site Activities**					
Personnel involved in the development and review:	Rui Lopes (Managing Director) Alex Hood (WHS Manager) and Subcontractors					
Date of consultation:	4 April 2019					
Person responsible for Implementation / Monitoring / Compliance:	Alex Hood (WHS Manager)					
Approx. Start Date:			**Approx. Finish Date:**		4/04/2020	
Includes the following High Risk Construction Work:	☑	Movement of powered mobile plant	☐	Work adjacent to a road, railway, shipping lane, or other traffic corridor used by pedestrians	☐	Work in or near water or other liquid that involves the risk of drowning
	☐	Work in or near a shaft or trench with an excavated depth of 1.5m	☐	Demolition of a load bearing element or structure	☑	Principal Contractor Policy

Work Method Statement submitted to the following Principal Contractor:

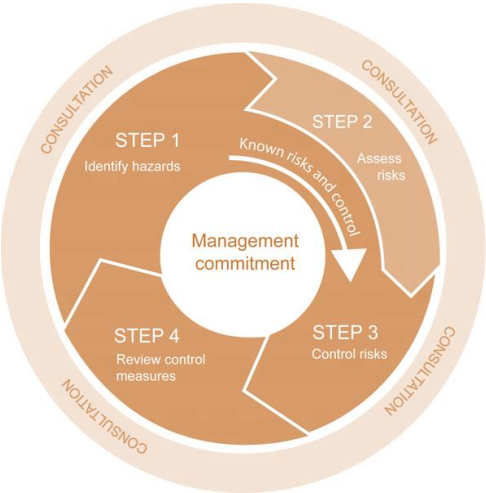
COMPANY:	
NAME:	
SITE ADDRESS:	

Work Method Statement reviewed by Principal Contractor:

NAME:			
POSITION:		**DATE:**	
SIGNATURE:			

INTEGRITY | INNOVATION | QUALITY

Risk Management Process



a) The likelihood of an incident occurring as a result of the hazard will first be assessed.

Likelihood Ratings		
A	Almost Certain	The event is expected to occur in most circumstances
B	Likely	The event will probably occur in most circumstances
C	Possible	The event may occur at some time
D	Unlikely	The event could occur at some time
E	Rare	The event may only occur in exceptional circumstances

b) The consequences (if an incident did occur) will then be determined. To determine the possible consequences, a judgement on the severity of the potential outcome will be made.

Consequence Ratings		
1	Insignificant	Nil injuries
2	Minor	First aid treatment, on-site release immediately contained
3	Moderate	Medical treatment, on-site release contained with outside assistance
4	Major	Extensive injuries, loss of capability, off-site release with no detrimental affects
5	Catastrophic	Death, release off-site with detrimental effect

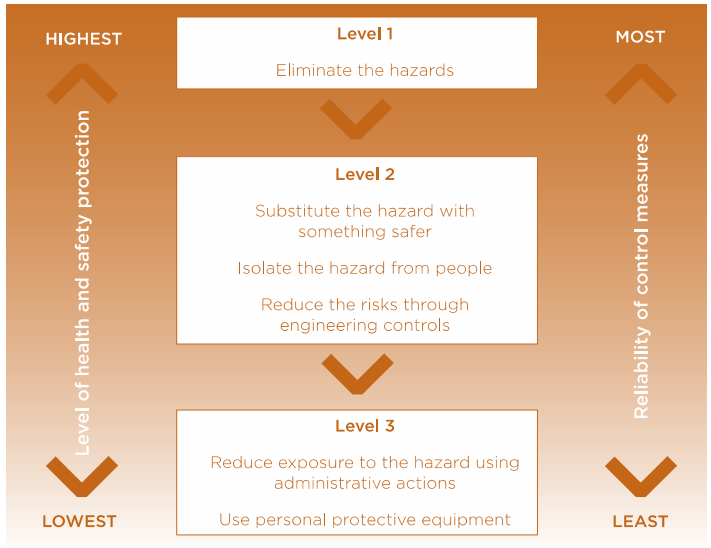
c) The likelihood and consequences estimates will then be combined to obtain a total risk score by using the following risk priority table.

Risk Priority Table			Consequences				
			Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	A	Almost Certain	H 11	H 16	E 20	E 23	E 25
	B	Likely	M 7	H 12	H 17	E 21	E 24
	C	Possible	L 4	M 8	H 13	E 18	E 22
	D	Unlikely	L 2	L 5	M 9	H 14	E 19
	E	Rare	L 1	L 3	M 6	H 10	H 15

d) The following legend will be used to determine the response.

Legend		
Score		Action
E	18 – 25	**Extreme Risk**. Requires immediate attention
H	10 – 17	**High Risk**. Senior management attention required urgently
M	6 – 9	**Moderate Risk**. Follow management instructions and procedures
L	1 - 5	**Low Risk**. Record and review if processes change. Monitor

e) Control measures will be implemented using the following hierarchy of controls.



TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)			CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)			RESPONSIBLE PERSON
		L	C	R		L	C	R	
Pre-start discussion and planning with client / principal contractor	Communication (Unaware of site policies)	C	4	E 18	1. A pre-work discussion will be held and site specific induction attended with the principal contractor to determine: (i) Location of existing services including electricity and underground services; (ii) Areas allocated for storage of materials and equipment; (iii) Intended location for spoil and waste; (iv) Anticipated scheduling and impact of other trades on site at the time of the works; (v) Other issues to plan and allow for the safe performance of works. 2. This pre-work discussion must be recorded.	E	3	M 6	Project Management Supervisor All workers
Adequacy of Plant	Plant Failure	C	4	E 18	1. Type of plant selected suit particular needs addressing issues such as terrain and conditions, existing services, rated capacity and characteristics. 2. Operator's manuals kept / applicable load charts available at all times. 3. Manufacturer's data plates and registration details in clear view. 4. Check plant service history and maintenance log books for any recent faults and currency. 5. Plant pre-start checklist must be completed prior to movement of plant. Both pre-operational and post-operational checks are to be conducted in order to complete the pre-start checklist.	E	3	M 6	Operators

TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)			CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)			RESPONSIBLE PERSON
		L	C	R		L	C	R	
Assessment of work areas	Unidentified hazards	C	3	H 13	1. Inspection of general work areas and equipment to ensure: (i) Working platforms are adequate and contain edge protection where required; (ii) Lighting (natural or other) is adequate; (iii) Weather conditions are suitable for the task to be performed; (iv) Tools and equipment are free of defects / in good working order. (v) Personal protective equipment required is in good working order. (vi) First aid kit is readily available.	E	3	M 6	All workers
Storage of materials and housekeeping	Slips, trips falls	C	3	H 13	1. Equipment and plant to be delivered and stored where arranged with client / principal contractor. 2. Work areas to be maintained in a clear and tidy condition. 3. At end of each day a thorough clean up and inspection to be performed to ensure all hazards have been removed or controlled.	D	3	M 9	All workers

TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)			CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)			RESPONSIBLE PERSON
		L	C	R		L	C	R	
Handling of materials and equipment	Manual handling injuries	C	4	E 18	1. Lifting aids such as cranes, trolleys, and barrows to be used wherever possible. 2. Activities co-ordinated and correct positioning of work platforms and materials to avoid over reaching and over stretching. Wherever possible activities to be done at waist height. 3. Where manual handling is required the following to be utilised: (i) Minimise the weight of loads where possible so as excessive loads are not carried; (ii) Use of team lifting; (iii) Use of good lifting techniques as follows: • A firm grip on the load • Load close to the body • Leg muscles to do the work when lifting • Smooth lift avoiding twisting or jerking • Weights that feel excessive or above workers capacity not to be lifted	E	3	M 6	All workers
Repetitious tasks / Static posture	Musculoskeletal injuries	C	4	E 18	1. Workers stretched and warmed up prior to activities. 2. Sufficient rest breaks taken. 3. Use of job rotation where possible at regular intervals. 4. Ergonomic and anti-vibration equipment / tools / seating to be utilised.	E	3	M 6	All workers

TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)			CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)			RESPONSIBLE PERSON
		L	C	R		L	C	R	
Working outdoors	UV Exposure	D	3	M 9	1. SPF 50+ sunscreen to be applied before and regularly during work. 2. Use hats, sunglasses and wear UV clothing.	E	3	M 6	All workers
	Dehydration	D	3	M 9	1. Regular intake of water and utilise shade available when possible.	E	3	M 6	All workers
	Insects, Tick & Snakes	D	3	M 9	1. Identify known tick or insect infested areas, adhere to vaccination requirements and regularly apply insect repellent when applicable. 2. Advise supervisor of any known allergic reactions, regularly inspect skin for any abnormalities and advise of any adverse reactions.	E	3	M 6	All workers
Weather Conditions	Slips / trips	C	4	E 22	1. Work not to be started or will cease until weather conditions become suitable. Adverse conditions include: (i) an increased risk of falling due to wet and slippery work surfaces (ii) materials being caught by the wind leading to falling objects and / or an increased risk of people falling.	E	3	M 6	All workers
Lighting	Slips, trips, falls	C	4	E 22	1. Lighting to be suitable for the tasks performed. 2. Lighting to be provided or work to cease where natural lighting becomes inadequate.	E	3	M 6	All workers
First Aid Provisions	Exacerbated injuries	C	3	H 13	1. A first aid kit will be provided for employees, which is adequate for the type of injuries which may occur. 2. Kit to meet statute requirements. 3. Kit to be kept readily accessible to work area at all times. 4. Workers to be familiar with location of kit and any designated first aid personnel.	D	3	M 9	All workers
Fire Fighting Equipment	Fire	C	4	E 18	1. An adequate dry powder type extinguisher to be available at all times. 2. Extinguisher to be maintained according to Australian Standard and evidence available of this maintenance. Current test and tag (within 6 months). 3. Workers trained in the correct use of extinguishers.	E	3	M 6	All workers

TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)			CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)			RESPONSIBLE PERSON
		L	C	R		L	C	R	
Confined spaces	Explosive / contaminated atmosphere Excessive or deficient oxygen levels	C	4	E 18	1. Confined space entry permit gained and requirements adhered to. 2. Only trained, competent and authorised persons to perform work. 3. Initial and Entry tests of atmosphere prior to entry and where necessary atmosphere purged. Purging agent not to introduce any additional hazards. 4. Risk management assessment to be documented with control measure clearly defined. 5. All workers to be trained and clearly understand safe work procedures and emergency plan. 6. Emergency response plan in place and emergency rescue equipment, personnel and first aid available. 7. Air in confined space continually monitored to ensure: (i) Oxygen levels stay between 19.5% and 23.5% (ii) Carbon Monoxide level stays less than 30ppm (iii) Hydrogen Sulphide level stays less than 10ppm (iv) Combustible (LEL) level stays below 5% 8. Signage and / or barricading to be used to restrict unauthorised access.	E	4	H 10	All workers
Alcohol and Drugs	Personal Injury from delayed / inaccurate responses	C	3	H 13	1. Alcohol and illicit drugs are not to be taken onto worksites or consumed on worksites. 2. Employees are not to work affected by alcohol or drugs 3. Persons affected by alcohol or drugs will be removed from site and will face disciplinary action. 4. Where prescribed or over the counter medicine is taken that may affect performance (i.e. drowsiness), employees are to advise Supervisor immediately.	E	3	M 6	All workers

TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)			CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)			RESPONSIBLE PERSON
		L	C	R		L	C	R	
Personal Protective Equipment	Struck by objects Respirable Crystalline Silica (RCS)	C	3	H 13	1. Use of items of PPE where it is not practical to control risk of injury by other means. 2. Type 1 protective footwear to be worn at all times. 3. Safety helmets to be worn where there is any reasonable risk of injury due to falling objects, contact with a moving object, contact with a fixed object. 4. High visibility clothing worn at all times.	D	3	M 9	All workers
	Noise	C	3	H 13	1. Hearing protection (muffs or plugs) must be used when excessive noise is generated. 2. Noise above 85db(A) will require a specific risk assessment. Any work being conducted at this level of exposure needs to be notified to a supervisor immediately. 3. The National Code of Practice (Managing Noise & Preventing Hearing Loss At Work" must be referenced in the specific task risk assessment.	D	3	M 9	All workers
	Cuts / Burns	C	3	H 13	1. Task appropriate gloves must be worn where hot, sharp, rough or chemical materials are being handled. See product information or SDS for specific PPE requirements.	D	3	M 9	All workers
Emergency preparedness	Exacerbated injury and damage	C	3	H 13	1. All workers to be familiar with and adhere to site emergency procedures and emergency procedure of Eagle Alliance Earthmoving. 2. In the event of an emergency Eagle Alliance Earthmoving and Site Supervisor to be notified immediately 3. 1 person to calm injured worker and maintain continuous verbal communication. 4. Emergency services contacted immediately – Dial 000 5. 1 person to await emergency services at front of site 6. 1 person to maintain continuous communication with injured worker.	E	3	M 6	All workers

Additional Hazards / Special Precautions / Control Measures

(to be completed where review may determine necessary)

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)			CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)			RESPONSIBLE PERSON
			L	C	R		L	C	R	

Risk Priority Table			Consequences				
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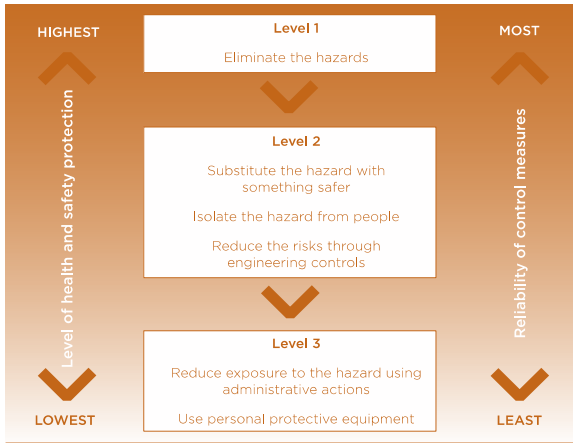

Applicable Legislation, Standards and Competencies

Engineering Details / Approvals	Plant and design registration for plant where required.
Maintenance Checks	Plant and equipment – visual inspection and pre-start checklist prior to use. Ongoing service and maintenance in accordance with manufacturer's instructions and recommendations. Machines – visual inspection and pre-start checklist prior to use. Ongoing service and maintenance in accordance with manufacturer's instructions and recommendations. Electrical equipment – current test and tag at 3 monthly intervals.
Relevant Legislation, Applicable Codes of Practice	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Hazardous Manual Tasks Code of Practice 2011 Managing Noise and Preventing Hearing Loss Code of Practice 2011 Managing the Risk of Falls at Workplaces Code of Practice 2011 Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011 Excavation Work Code of Practice 2015 Demolition Code of Practice 2013 Welding Code of Practice 2013 Managing Risks of Plant in the Workplace Code of Practice 2013 Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013 Safe Design of Structures Code of Practice 2013 First Aid in the workplace Code of Practice 2014 Model Code of Practice: Construction Work 2018 Electrical Safety Act 2002 Electrical Safety Regulation 2013 Electrical Safety Code of Practice 2010 - Works Electrical Safety Code of Practice 2010 – Working near overhead and underground electric lines Electrical Safety Code of Practice 2013 – Managing Electrical Risks in the Workplace 2013 Environmental Protection Act 1994 Environmental Protection Regulation 2008 Environmental Protection (Waste) Policy and Regulation 2000 Environmental Protection (Water) Policy 2009 Environmental Protection (Noise) Policy 2008 Environmental Protection (Air) Policy 2008 State Penalties Enforcement Act 1999 Heavy Vehicle National Law (Queensland) 2018 Heavy Vehicle (General) National Regulation 2018 Heavy Vehicle (Fatigue Management) National Regulation 2018 Heavy Vehicle (Mass, Dimension and Loading) National Regulation 2018 Heavy Vehicle (Registration) National Regulation 2018 Heavy Vehicle (Vehicle Standards) National Regulation 2018 Workers Compensation and Rehabilitation Act 2003 Manual of Uniform Traffic Control Devices Part 3 2016
Training / Competencies / Certificates to perform work	General Construction Induction Training Site Specific Induction Work Activity Induction Training Equipment owner manuals Work Method Statements and Safe Work Procedures Training RTO Certified VOC's

Competencies / Authorities to Work required:

☐	LE	Excavator	☐	LB	Front End Loader / Back Hoe
☐	LS	Skid Steer	☐	LZ	Dozer
☐	DG	Dogger	☐	LG	Grader
☐	LP	Scraper	☐	LR	Roller
☐	EW	Essential Worker	☐	VOC	Internal VOC (induction inclusive)

Monitoring / Evaluation

Measurement and evaluation will be an ongoing process performed principally by:

- Continuous monitoring by supervisor;
- on site monitoring by Director, Operations Manager and Supervisor/s;
- formal site safety inspections against pre-determined criteria as per Eagle Alliance Earthmoving Pty Ltd WHS Management System Manual;
- formal incident investigations; and
- consultation with employees and subcontractors.

Should circumstances change during the activity work will cease and the WMS will be amended as necessary. Re-training of workers in the new WMS will occur.

Consultation & Communication

Eagle Alliance Earthmoving Pty Ltd actively consult with workers and subcontractors in the following forms:

- site visits by Supervisors;
- tool box talks used to induct employees and subcontractors;
- staff meetings;
- correspondence to subcontractors;
- WMS can be added to by any person(s) involved provided consultation has been made between Eagle Alliance Earthmoving and other parties concerned. All parties to sign WMS;
- other forums as determined.

Applicable Plant / Equipment and PPE

Plant / Equipment Used:		Personal Protective Equipment Used:	
	☐	Safety Boots AS/NZS 2210.3:2009	☑
	☐	High visibility clothing AS/NZS 4501.1:2008 and AS/NZS 4501.2:2006	☑
	☐	SPF 50+ sunscreen AS/NZS 2604:2012	☑
	☐	Safety Helmet AS/NZS 1801:1997 (tick if required)	☑
	☐	Gloves AS/NZS 2161:2008 (tick if required)	☑
	☐	Eye protection AS/NZS 1337:1992 (tick if required)	☑
	☐	Ear protection AS/NZS 1269:(set)2005 (tick if required)	☑
	☐	Respiratory protection AS/NZS 1716:2012 (tick if required)	☑

Consultation, Training and Competency Register

Declaration by Employees and Subcontractors

We, the undersigned, acknowledge that:

- this WMS has been developed in consultation with us; and
- we have been trained in the contents of this WMS and are fully conversant with the safety procedures and precautions; and
- we will work in accordance with the procedures listed in the WMS.
- any change to this WMS must be consulted with a management representative before action takes place.

Name	Signature	Date	Name	Signature	Date