

Safe Work Method Statement No:				WMS-04	Task:	Operate Diesel Road Saw			
No	Activity	Possible Hazards	Possible Risks	Risk Score	Risk Controls	Risk Score (1 – 6) AFTER Controls	Person Responsible	Possible Product / Environment Hazards	Product / Environment Risk Control
1	Site establishment	Un-inducted personnel, incorrect PPE, non-conformance to project policies		5	All staff to be industry inducted (Green / White card), project inducted, wearing correct PPE, and have any required client paperwork completed (toolbox, pre-start etc.)	5	Leading Hand		
		Interference with public vehicles / pedestrians	Death, body impact injuries	4	Client to ensure that work area is sufficiently barricaded, and Traffic Control Plan in place if required to ensure no access / interference to site by members of the public	5	Leading Hand	Personnel / members of the public being injured	Notify persons nearby, apply TCP if working near roadway
2	Unload equipment and set-up work area	Traffic on site	Death, body impact injuries	3	Ensure correct vehicle and traffic management plan is in place, job site is barricaded and sign-posted as required, stay within the designated work area at all times	5	Crew Leader	Moving vehicles on site / accidents	Barricade work area, use pedestrian and traffic signs
		Manual handling	Musculo-skeletal disorders, sprains, strains	5	Ensure adequate access and means of unloading equipment (ramps, lifting equipment), use team lift where applicable	6	Leading Hand		
3	Check equipment	Slips, trips, falls	Sprains, strains	5	Inspect equipment for damage, report any damage to supervisor, check that blade guard is in place, always use a proper sized blade guard for the size blade being used, make sure the blade features and specifications properly match the sawing operation, check local exhaust ventilation, check the bladeshaft tachometer to identify the correct rpm for the scheduled blade size, inspect the blade, flanges and shafts for damage before installing the blade, make sure the blade and flanges are clean and free of dirt before mounting the blade, always mount the blade solidly and firmly, tighten the arbor nut, check hydrostatic transmission fluid level, test hydraulic operations (raise and lower), check the water hose, check the engine air filter	6	Operator		

4	Check services in the work area	Electrical cabling cut or damages, pipes being ruptured, inundation	Electrocution / death, drowning	2	Check for electrical hazards overhead, assume that power lines or electrical conductors are 'live' including when a communication cable or wire is encountered, check the location of underground hazards is known (power cables, sewer, telephone lines, computer cables, water, natural gas and drainage systems), provide or obtain service plans as necessary	4	Crew Leader	Inrush or seepage of water, unplanned contact with utility services, cable whiplash and electrifying of other objects	Dial 1100 Before You Dig Obtain clearance before works start, isolate as required, locate all underground services
5	Start operation	Noise, flying objects	Hearing damage, visual impairment, cuts	5	Remove any trip hazards before starting, wear PPE, make sure hands and feet are clear of the blade, make sure the area is clear of obstructions and unnecessary people	6	Operator		Erect barriers to designate work area
6	Perform operation – wet cutting	Flying particles	Cuts, bruises, eye injuries	3	Wear appropriate PPE, raise the blade clear of the surface and allow it to reach operating speed before cutting, apply forward pressure to avoid undue stress on the blade and motor, do not operate with the blade guard raised, do not exceed the maximum cutting depth of the blade	4	Operator		
		Concrete vibration	Hand / arm vibration syndrome	5	Always cut in a straight line, take regular short rest breaks, rotate operators where suitable	6	Operator		
		Dust	Inhalation, respiratory disorders	4	Turn the water control to full 'on' when using wet cutting blades	6	Operator	Slurry	Vacuum and clean up as work progresses
		Hot blade	Burns	4	Do not touch the cutting blade directly after use, allow it to cool down	6	Operator		
		Other people on work site	Cuts, body impact injuries	3	Never leave the saw unattended while the engine is running, do not use a blade that has overheated	6	Operator	Damage to equipment	Keep within the designated work area and barricade to pedestrians
7	Maintenance	Perform maintenance and replace parts on road	Hand / finger injuries, cuts, burns	3	Only perform maintenance in accordance with the manufacturer's manual, never attempt to leave the saw running when performing maintenance, always locate the machine on a	5	Operator		

		saw			level surface with the engine off and the ignition in the off position, let the machine cool down before performing any work, clean the machine at the end of each job, check engine oil level, check blade guard for damage, tighten or replace hoses and clamps if loose or damaged, clean air filter and replace at regular intervals				
8	Refuelling	Fire, explosion, fumes	Burns, skin irritations, respiratory disorders	4	Shut off the machine and allow it do cool down, move at least 3 metres away from the refuelling point before restarting, properly tighten the fuel cap, only in well ventilated area	6	Operator		
9	General	Hazards encountered that are not covered by this SWMS or the work changes and new hazards are presented		1	Stop work or source alternative duties, gather the work group and supervisor together and discuss the identified hazard or condition that has resulted in the work ceasing, review the SWMS to incorporate the identified hazard or change, agree on the mitigation or management method required to rectify, eliminate and reduce exposure to the hazard or change, sign off on the revision then continue with the revised procedure, submit the revision of the SWMS to the Safety Manager for approval	4	Crew Leader, Leading Hand, Workcrew		

Plant / Equipment	Maintenance of Plant / Equipment	Plant / Equipment	Maintenance of Plant / Equipment
Diesel Road Saw	Maintenance Log		
Petrol Quick Cut Saw	Maintenance Log		

Personal Qualifications & Experience	Personnel, Duties and Responsibilities	Training Required to Complete Works
Construction Industry General Induction (Green / White Card)	Crew Leader	Supervisor to be trained in hazard identification, risk assessment and control
	Leading Hand	Ongoing safety training and toolbox talks
	Workcrew	
	Operator	

NSW Legislation				
Work Health & Safety Act 2011	OHS Amendment (Dangerous Goods) Act 2003	Workers' Compensation (Dust Diseases) Act 1942	Workers' Compensation Act 1987; Workplace Injury Management and Workers' Compensation Act 1998	
Work Health & Safety Regulation 2011	OHS Amendment (Dangerous Goods) Regulation 2005	Workers' Compensation (Dust Diseases) Regulation 2008	Workers Compensation Regulation 2003	
Australian Standards				
AS 1319:1994 Safety signs for the occupational environment	AS/NZS 1270:2002 Acoustics – Hearing protector	AS/NZS 2210.1:2010 Safety, protective and occupational footwear – Guide to selection, care and use	AS/NZS 5762:2005 In-service safety inspection and testing – repaired electrical equipment	
AS 1940:2004 The storage and handling of flammable and combustible liquids	AS/NZS 1337.1:2010 Personal eye protection – Eye and face protectors for occupational applications	AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment	AS/NZS 31000:2009 Risk management – Principles and guidelines	
AS/NZS 1269:2005 Occupational noise control	AS/NZS 1800:1998 The selection, care and use of industrial safety helmets	AS/NZS 4399:1996 Sun protective clothing	AS/NZS/ISO 600079.1:2009 Classification of hazardous areas	
AS/NZS 2161.1:2000 Occupational protective gloves – Selection, use and maintenance	AS/NZS 4602:2011 High visibility safety garments – Garments for high risk applications			
WorkCover Codes of Practice – NSW	Subject Matter for National COP	National Codes of Practice	Subject Matter for National COP	National Codes of Practice
Amenities for construction work	Consultation	Work health and safety consultation, cooperation and coordination	First aid	Fist aid in the workplace
Excavation work	Construction	Construction work	Hazardous chemicals	Managing risks of hazardous chemicals in the workplace
Formwork	Demolition	Demolition	Manual handling	Hazardous manual tasks
Moving plant on construction sites	Electrical	Managing electrical risks at the workplace	Noise	Managing noise and preventing hearing loss at work
Work near overhead power lines	Excavation	Excavation work	Plant	Managing risks of plant in the workplace
Work in hot or cold environments	Falls	Managing falls at workplaces	Risk Management	How to manage work health and safety risks
Workplace amenities	Facilities	Managing the work environment and facilities		
National Standards / Other Standards				
National Exposure Standards Atmospheric Contaminants in the Occupational Environment [NOHSC 1003 (1995)]		National Standard for Occupational Noise [NOHSC 1007 (2000)]		
National Code of Practice for Noise Management and Protection of Hearing at Work [3 rd Edition]		Lend Lease Global Minimum Requirements		

