

Work Method Statement



A1 Ground Cover – Work Method Statement

Work Method Statement Details

Activity / Task:	INSTALLATION OF ARTIFICIAL TURF, SOFT FALL RUBBER and PLAYGROUND EQUIPMENT
General Overview of Task	The Task may involve the preparation of surfaces, the mixing of rubber compounds and glues, the use hand tools, Battery and Electrical tools.
Activity / Task Start Date:	
Activity / Task Completion Date:	
Project Details	
Project Title:	
Project Address:	
Contractor Details	
Contractor:	A1 Ground Cover
Contractor ABN:	39 099 816 522
Name of Contractor Representative:	Robin Hinds
Title of Contractor Representative:	Director
Contact Telephone No of Contractor Representative:	0437 547 328
Date Work Method Statement Submitted:	
Signature of Contractor Representative:	
Principal Contractor Details	
Principal Contractor:	

Version Number:

Contractor:

	<h1>Work Method Statement</h1>	
	A1 Ground Cover – Work Method Statement	

Name of Principal Contractor Representative:	
Date Work Method Statement Accepted:	
Signature of Principal Contractor Representative:	

Activity / Task Planning – Work Process		
Work Process Factor - People		
<p>Standard:</p> <ul style="list-style-type: none"> • All people involved in the activity / task have completed the statutory requirement for general induction. • All people involved in the activity / task have completed the statutory requirement for site specific induction. • Where relevant, people performing high risk work and other prescribed work hold a current licence issued by the statutory authority. • All people involved in the activity / task have the skills and knowledge to perform the work allocated to them (currently competent). • All people involved in the activity / task are physically capable to perform the work allocated to them. 		
Site Specific Induction Reference Number (If Applicable)	Details of High Risk Work Licence (If Applicable)	Details of Person Involved in the Activity / Task

Version Number:	Contractor:
-----------------	-------------

Work Method Statement



A1 Ground Cover – Work Method Statement

Add additional sheets as an attachment where in sufficient space is provided above.

Activity / Task Planning – Work Process	
Work Process Factor - Work Environment	
Standard:	
The following sources of harm have been considered when designing risk treatments:	
Hazard	Details
Mechanical	Hardware components that cut, crush, bend, shear, pinch, wrap, pull, puncture
Electrical	Low and High Voltage
Substance	Corrosive, toxic, flammable, reactive
Kinetic energy (impact)	Objects in motion
Stored energy	Things under pressure, tension, compression

Version Number:	Contractor:
-----------------	-------------

Work Method Statement



A1 Ground Cover – Work Method Statement

Physical stressors	Anything that causes a human to exert beyond their individual physical capacity
Gravity	Any situation or physical thing that potentially may cause a person to slip, trip or fall from height or cause an object to fall from height
Thermal	Excessive heat, cold, sources of flame ignition, heat related explosions
Acoustic	Excessive noise and vibration
Radiant	Short wavelength energy – radar, infra red, visible microwave, ultra violet, x-ray, and ionizing radiation
Atmospheric, geological, oceanographic	Wind, storm conditions, wave action, instability in the earths surface
Biological	Poisonous plants, dangerous animals, biting insects, disease carrying bacteria, fungal, viral, parasitic
Asphyxiation	Oxygen deficient atmosphere
Visual	Poor lighting conditions
Psychological	Work related stressors including cognitive and psychological ergonomics

Activity / Task Planning – Work Methodology

Legislation Applicable to this Activity / Task:	Qld Workplace Health & Safety Act 1995 Qld Workplace Health & Safety Regulations 2008 Electrical Safety Act 2002 Electrical Safety Regulations 2002
Codes or Other Standards Applicable	Risk Management ISO31000:2009 National Standard for Construction Work NOSHC:1016 (2005)

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

**to this
Activity / Task:**

Hazardous Substance Code of Practice 2003
 Noise Code of Practice 2004
 National Code of Practice for Prevention of Muscular Skeletal Disorders caused by performing Manual Task 2007
 National Standard for Manual Tasks 2007
 National Code of Practice for Induction in Construction 2007
 Building and Construction Industry Improvement Act 2005
 Building Code of Australia 2008

Activity / Task Planning - Work Permits

The following work permits are required to supplement this Work Method Statement: (TICK IF APPLICABLE)

Excavation and Trenching	<input type="checkbox"/>	Performing Hot Work	<input type="checkbox"/>
Working at Height	<input type="checkbox"/>	Confined Space Entry	<input type="checkbox"/>
Using a Ladder	<input type="checkbox"/>	Using a Hazardous Substance / Dangerous Good	<input type="checkbox"/>

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
		C	L	R			C	L	R
Travelling to and from Work *Work Owned or Operated Vehicles ONLY – DOES NOT include use of private vehicles for travelling to or from work.	Hazards Journeys to and from places of work require Employees and Contractors to travel by car, truck, motor cycle or some other form of motorised transport, from one location to the other. Injuries may be caused through impact of: <ul style="list-style-type: none"> • One vehicle to another, or • One vehicle to a stationary object, or • Moving materials and products as a result of the sudden stopping of the vehicle. 	C	4	E	<ul style="list-style-type: none"> • All drivers of vehicles must possess current relevant State or Territory licence. • Vehicles must be: <ul style="list-style-type: none"> - In good working order - Regularly maintained and meet current State or Territory roadworthy requirements, and - Registered and insured appropriately • All drivers must be adequately experienced in driving work/private vehicles to and from places of work and in handling road and adverse weather conditions. • All materials and products must be stored and secured during travel in such a way as not to be hazardous as 	Bob Hinds	D	2	L
				18				5	

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

	<p>Risk</p> <p>Depending on the severity of the impact:</p> <ul style="list-style-type: none"> • Death • Serious injury • Minor injuries • Cuts and abrasions 				a result of an impact collision.				
Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
<p>Working in Sunlight, Heat and Cold</p>	<p>Hazard</p> <p>Exposure to:</p> <ul style="list-style-type: none"> • Sunlight • Heat • Cold <p>Short Term Exposure to Heat</p> <ul style="list-style-type: none"> • Acute risk of sunburn if exposed to sunlight • Heat stress, and • Dehydration <p>Long Term Exposure to</p>	B	3	H	<p>General</p> <p>Conduct inspection/review to identify hazards and risks.</p> <p>Heat</p> <p>Wear:</p> <ul style="list-style-type: none"> • Broad brimmed hat • Safety sunglasses • Long sleeved shirts or short sleeve shirts (only to elbow), and • Trousers (long shorts) <p>Sunlight</p> <ul style="list-style-type: none"> • Where there is exposed skin, wear 30+ broad spectrum sunscreen 	Bob Hinds	E	2	L 3

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

	<p>Sunlight</p> <ul style="list-style-type: none"> • Skin Cancer <p>Exposure to Wet (including slippery conditions)</p> <ul style="list-style-type: none"> • Injury through muscles not working properly • Slips and falls • Workers may also contract illnesses more quickly 				<ul style="list-style-type: none"> • Apply sunscreen 15 minutes before exposure to the sun • Reapply every two hours or sooner if worker are made wet through their work (including significant perspiration). 				
Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Entering Work Sites	<p>Established Work Site</p> <ul style="list-style-type: none"> • Potential for: <ul style="list-style-type: none"> - Being struck by moving vehicles or machinery, or by falling equipment or materials - Tripping and falling 	C	4	E 1 8	<ul style="list-style-type: none"> • Enter the work site through the proper access. • Report to the Principal Contractor for site induction. • Discuss any known problems and risks with the Principal Contractor or Site Controller. 	Bob Hinds	D	2	L 5

Version Number:	Contractor:
-----------------	-------------

Work Method Statement



A1 Ground Cover – Work Method Statement

	<p>over materials, rubble and waste, or on unmarked steps, and uneven and unstable surfaces</p> <ul style="list-style-type: none"> - Hazards to third parties from workers moving in and out of sites. <p>Depending on the circumstances a high level of risk or minor to serious:</p> <ul style="list-style-type: none"> • Fractures • Bruising • Cuts and abrasions • Sprains or strains <p>Vacant Land</p> <ul style="list-style-type: none"> • Unknown terrain • Venomous or poisonous wildlife <p>Noise from Plant and Equipment</p> <ul style="list-style-type: none"> • Immediate and long term effect on a workers hearing 				<ul style="list-style-type: none"> • Obey all signage. • Wear effective PPE. NOTE. Safety footwear, high visibility clothing are minimum standard on appropriately controlled work sites. • Wear other PPE as required by WMS or MSDS. • Undertake inspection of site conditions. • Move at a pace allowing for proper visual assessment. • Have a First Aid kit at hand and effective communications available. • Plant operations will only occur within the working hours displayed on site or contained in the Site Safety Plan. • Delivering, erecting, maintain and dismantling scaffold will only occur within the working hours displayed on site or contained in the Site Safety Plan. 			
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Version Number:	Contractor:
-----------------	-------------

Work Method Statement



A1 Ground Cover – Work Method Statement

Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Setting Up, including Accessing Temporary Power	Temporary Power Hazard <ul style="list-style-type: none"> Poorly installed or maintained temporary power boards Risk <ul style="list-style-type: none"> Electrocution Burns Fibrillation Death 	C	4	E 1 8	<ul style="list-style-type: none"> Check temporary services are in good condition and suitable for the intended task. Confirm power boards have been tested and tagged by a qualified Electrician and are current and safe. Check power point is fitted with RCD or earth leakage switch. 	Bob Hinds	D	2	L 5

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Running Out an Electrical Lead	Hazard <ul style="list-style-type: none"> Potential for damage from pedestrian/vehicular /plant movement Exposure to the lead to moisture Potential for the lead to create a trip hazard Risk <ul style="list-style-type: none"> Electrocution Burns Fibrillation 	C	4	E 1 8	<ul style="list-style-type: none"> Decide the best route to take the lead away from potential damage by traffic and from moisture. Consider what additional materials, such as hooks, may be needed. Check that the power to the main box is turned off before plugging in the lead. Run out the lead from the main power box towards the work area. Locate lead on stands or in ducts as appropriate. Check leads are not hanging over scaffold or other metal framework. 	Bob Hinds	E	2	L 3

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

	<ul style="list-style-type: none"> • Death • Fractures • Bruising • Cuts and abrasions • Sprains or strains 				<p>Use lead hooks.</p> <ul style="list-style-type: none"> • Check lead is out of harm’s way and away from moisture. NOTE. The last stand or hook should finish about 4m before the work area. • Unwind any surplus lead, including any left on the drum. Attach it in large coils (about 1m diameter) (insulated) to the last stand or hook. • At this stage a tool can be connected and the power turned on. 				
Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Checking Equipment	<p>Hazard</p> <ul style="list-style-type: none"> • Faulty leads <p>Risk</p> <ul style="list-style-type: none"> • Electrocution • Burns • Fibrillation • Death 	C	4	E 1 8	<ul style="list-style-type: none"> • Check currency of tags, and condition of stands, leads and plugs (stability, insulation). NOTE. Leads should be one length from power board to tool or multi-outlet box. WARNING. Out-of-date leads, or leads, plugs and stands in poor condition should be set aside for 	Bob Hinds	E	2	L 3

Version Number:	Contractor:
-----------------	-------------

Work Method Statement



A1 Ground Cover – Work Method Statement

					testing and maintenance. WARNING. Do not join leads				
Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Setting Up Stands and Hooks	Hazard If leads are left lying around: <ul style="list-style-type: none"> Trips Obstruction to traffic 	C	2	M 8	<ul style="list-style-type: none"> Check stands and hooks are away from trafficable area and high enough to clear traffic. Check stands are stable 	Bob Hinds	E	2	L 3

Version Number:	Contractor:
-----------------	-------------

Work Method Statement



A1 Ground Cover – Work Method Statement

	<p>Risk</p> <ul style="list-style-type: none"> Fractures Bruising Cuts and abrasions Sprains or strains 								
Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Disconnecting	Hazard	C	2	M	• Turn off power.	Bob Hinds	E	2	L

Version Number:	Contractor:
-----------------	-------------

Work Method Statement



A1 Ground Cover – Work Method Statement

Activity / Task /	Hazard / Risk	Intrinsic	Risk Treatments		Residual
Tools	<ul style="list-style-type: none"> Disconnecting tools before turning off power and removing plug from socket <p>Risk</p> <ul style="list-style-type: none"> Electrocution Burns Fibrillation Death 	<p>8</p>	<ul style="list-style-type: none"> Remove power cord plug from socket. 		<p>3</p>

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

Job Step		Risk Level				Responsible Person	Risk Level		
Coiling Up Lead	Hazard	C	2	M	<ul style="list-style-type: none"> If coiling by hand, make sure the coil is in large loops of approximately one metre diameter. As coiling proceeds, check the lead for any damage. <p>WARNING. Damage to outer insulation, loose plugs or exposed conductors must be reported to the person responsible for maintenance.</p>	Bob Hinds	E	2	L
	<ul style="list-style-type: none"> Damage to the lead may occur if coils are too small 								
	Risk								
	<ul style="list-style-type: none"> Electrocution Burns Fibrillation Death 								

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Removing Stands and Hooks	Hazard If leads are left lying around: <ul style="list-style-type: none"> Trips Obstruction to traffic Risk <ul style="list-style-type: none"> Fractures Bruising Cuts and abrasions Sprains or strains 	C	2	M 8	<ul style="list-style-type: none"> During the dismantling process check for any damage and store in an appropriate location. Report any damage to person responsible for maintenance. 	Bob Hinds	E	2	L 3

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Using Manual Hand Tools	<p>Hazard</p> <ul style="list-style-type: none"> Inadequate training Incorrect use of hand tools Tools in poor condition Defective tools Repetitive use Slips, trips and falls <p>Risk</p> <ul style="list-style-type: none"> Loss of fingers or eyesight Broken bones 	C	M	H 1 3	<ul style="list-style-type: none"> Employees must be properly trained in the safe use of hand tools. Use the right tool for the job. WARNING. Do not use tools for jobs they were not intended to do eg. Do not use a slot screwdriver as a chisel, pry bar, wedge or punch, or wrenches as hammers. Use good-quality tools and keep them in good condition at all times. Maintain tools carefully. Keep them clean and dry and store them properly after each use. Inspect tools for defects before use. Replace or repair defective tools. 	Bob Hinds	D	2	L 5

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

	<ul style="list-style-type: none"> Impact and/or penetration injuries from flying objects Bruises, cuts and abrasion Injuries to muscles, joints and ligaments through using the wrong tool, or the right tool improperly. 			<ul style="list-style-type: none"> Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact. Point sharp tools eg. Saws, chisels, knives etc lying on benches away from aisles. Handles should not extend over the edge of the benchtop. Tools handles must fit tightly into the head of the tools. 				
Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level		Risk Treatments	Responsible Person	Residual Risk Level		
Using Manual Hand Tools (Continued)				<p>WARNING. Do not carry tools in a way that interferes with using both hands on a ladder, while climbing on a structure, or when doing any hazardous work.</p> <ul style="list-style-type: none"> Replace cracked, splintered or broken handles on hammers, files, screwdrivers or sledgehammers. Wear the correct PPE for the job you are doing. This included 30+ broad 	Bob Hinds			

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

					<p>spectrum sunscreen, long sleeved shirt, long trousers, safety glasses, safety footwear, well fitting gloves.</p> <p>WARNING. Do not wear bulky gloves to operate hand tools.</p> <ul style="list-style-type: none"> Keep the work environment clean and tidy to avoid clutter which may cause accidents. <ul style="list-style-type: none"> WARNING. Do not throw tools. Hand them handle first, directly to other workers. 				
Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Using Electrical and Battery Powered Tools	<p>Hazard</p> <ul style="list-style-type: none"> Safety and Compliance testing not conducted by licensed Electrician Portable plug-in 	C	M	H	<ul style="list-style-type: none"> Employees must be properly trained in the safe use of electrical power tools. Inspect tools for any damage before each use. Check the handle and body casing of 	Bob Hinds	D	2	L
									5

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

	<p>electrical equipment not tested</p> <ul style="list-style-type: none"> • Electrical risk assessment report not completed • Hired electrical equipment not tested • Electrical equipment not tagged • RCD's not tested • Flying objects • Slips, trips and falls. <p>Risk</p> <ul style="list-style-type: none"> • Death • Electrocution • Burns • Fibrillation • Impact injuries • Broken bones • Loss of fingers or eyesight • Cuts and abrasion, and • Sprains strains and bruising 				<p>the tool for cracks or other damage.</p> <ul style="list-style-type: none"> • Inspect cords for defects. Check for power cord cracking, fraying and other signs of wear or fault in the cord insulation. • Check for damaged switches and ones with faculty trigger locks. • Inspect the plug for cracks and missing, loose or faulty prongs. • Replace damaged equipment immediately. Do not use defective tools. • WARNING. If the tool is defective, remove it from service, and tag it clearly "Out of Service for repair". • Use only tools that have been tested and tagged. • Make sure that all electrical tools are protected through the use of RCD's. • Use only the kind of battery that the manufacturer specified for the tool you are using. 			
Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level	Risk Treatments	Residual Risk Level				

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

				Responsible Person
<p>Using Electrical and Battery Powered Tools</p> <p>(Continued)</p>			<ul style="list-style-type: none"> • Recharge a battery powered tool only with the charger that is specifically intended for battery in the tool. • Remove the battery from the tool. Make sure that the tool is switched off or locked off before changing accessories, making adjustment or storing the tools • Store a battery pack safely so that no metal part, nails, screws, wrenches etc can come into contact with the battery terminals. • Wear PPE and clothing that is appropriate for the work you are doing eg. Safety glasses or goggles, hearing protection, dust mask, gloves, safety boots or shoes. • Switch off tools before connecting them to a power supply. • Disconnect the power supply before making adjustments or changing accessories. • Keep power cords clear of tools and the path that the tool will take. • Use clamps, a vice or other devices to hold and support the piece you are working on, when practical to do so. 	<p>Bob Hinds</p>

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Using a Wheelbarrow – Check Equipment	Hazard <ul style="list-style-type: none"> Poorly chosen equipment Poorly maintained equipment Risk <ul style="list-style-type: none"> Sprains and strains Muscular injuries 	C	2	M 8	<ul style="list-style-type: none"> Use only approved extension leads. Keep power cords away from heat, water, oil, sharp edges and moving parts. Store tools in a dry, secure location when they are not being used. <ul style="list-style-type: none"> Check that the wheelbarrow is sturdy and suitable for the intended task. Check handles and framework are rigid. Check the pneumatic tyre is suitably inflated. Regularly maintain the wheelbarrow. Wear PPE, including appropriate safety footwear and gloves where necessary. High visibility clothing should always be worn. <p>NOTE. This applies to all parts of this WMS.</p>	Bob Hinds	D	2	L 5

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Assess Intended Route	<p>Hazard</p> <ul style="list-style-type: none"> Uneven ground Rubble and other hazards Slips, trips and falls <p>Risk</p> <ul style="list-style-type: none"> Impact injuries Sprains and strains 	C	3	H	<ul style="list-style-type: none"> Clear rubble. Secure ramps and planks intended for use. Avoid difficult terrain. Ensure others are aware of your intended path. 	Bob Hinds	D	2	L
								5	

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

	<ul style="list-style-type: none"> Muscular injuries Broken bones 								
Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Position Wheelbarrow	Hazard <ul style="list-style-type: none"> Unnecessary twisting and turning Risk <ul style="list-style-type: none"> Back and shoulder 	C	3	H 1 3	<ul style="list-style-type: none"> Face the wheelbarrow in the direction of travel Ensure the load is distributed evenly and as far forward as practicable Limit contents to an appropriate level and weight for the conditions and 	Bob Hinds	D	2	L 5

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

	<ul style="list-style-type: none">• Unbalanced or uneven loads <p>Risk</p> <ul style="list-style-type: none">• Back and shoulder strain• Injuries to legs and arms			3	<ul style="list-style-type: none">• Be prepared to move forward as soon as the weight is taken off the ground.				
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Version Number:	Contractor:
-----------------	-------------

Work Method Statement



A1 Ground Cover – Work Method Statement

Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Lift and Start Wheeling	<p>Hazard</p> <ul style="list-style-type: none"> • Incorrect lifting techniques <p>Risk</p> <ul style="list-style-type: none"> • General sprains and strains • Body stressing 	C	3	H 1 3	<ul style="list-style-type: none"> • Check workers have appropriate skills and awareness training in Manual Handling. <p>WARNING. Do not overload wheelbarrow.</p>	Bob Hinds	D	2	L 5

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Wheeling and Unloading	<p>Hazard</p> <ul style="list-style-type: none"> Lack of balanced load Shifting loads <p>Risk</p> <ul style="list-style-type: none"> Back and shoulder strain Injuries to legs and arms 	C	3	H	<ul style="list-style-type: none"> Keep pace even and steady. Keep back and arms straight and chin in. Knees should absorb shock. Be prepared to move the weight of the load forward over the wheel and use the momentum for dumping. If not dumping, bend knees (NOT back) to lower the wheelbarrow legs to the ground. <p>NOTE. The ground should be sufficiently level so that the wheelbarrow will be stable.</p>	Bob Hinds	D	2	L
									5

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Remove Waste – Site Clean	Hazard <ul style="list-style-type: none"> Slips, trips and falls from waste lying around. Manual Handling hazards from moving or removing the waste Short and long-term effects of hazardous 	C	3	H 1 3	<ul style="list-style-type: none"> Assess hazards and risk. Induct employees onto the site. Check employees are aware of any hazardous materials and report the hazardous materials to the Site Manager for removal by Principal Contractor. Check employees wear glove, safety footwear, eyewear and high visibility 	Bob Hinds	D	2	L 5

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

	waste Risk <ul style="list-style-type: none"> Lacerations and bruising Short and long-term effects of any hazardous materials 				clothing.				
Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Manual Handling	Hazard <ul style="list-style-type: none"> Any activity requiring a 	B	3	H	<ul style="list-style-type: none"> Identify specific site hazards and risks Eliminate the need for Manual 	Bob Hinds	D	2	L
				1					5

Version Number:	Contractor:
-----------------	-------------

Work Method Statement



A1 Ground Cover – Work Method Statement

	<p>person to grasp, manipulate, strike, jump, throw, carry, move, lift, lower, push, pull, hold or restrain any object, load or body part.</p> <p>Examples</p> <ul style="list-style-type: none"> • Holding tools • Turning screws • Hitting with a hammer • Jumping down from a ladder • Throwing materials from the roof to the ground • Loading equipment and materials • Unloading equipment and materials • Carrying equipment and materials • Failing to correctly assess a load 		7	<p>Handling where possible.</p> <ul style="list-style-type: none"> • Make sure workers are sufficiently trained and experience in: <ul style="list-style-type: none"> - Manual handling techniques - Team lifting - Assessing and carrying loads, and - Rest breaks as needed. • Deliver product as close to site as possible, safely parking where necessary. • Consider: <ul style="list-style-type: none"> - Frequency and duration of the activity - The position of the load relative to the body - The distance to be moved, and - The characteristics of the load. <p>NOTE. Weight is not the only factor to cause Manual Handling injuries.</p>				
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Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Manual Handling (Continued)	Risk <ul style="list-style-type: none"> Minor impact injuries and hand injuries through misuse of equipment Sprains, strains, muscle and bone damage through moving materials by hand. 				<ul style="list-style-type: none"> Limit each load to a minimum and seek assistance wherever possible. Workers lifting in excess of 20kg are to seek assistance. WARNING. Workers are not to lift in excess of 55kg without mechanical assistance or team lifting. Ensure safety footwear and high visibility clothing is worn at a minimum Use gloves where hand injuries are a possibility. 	Bob Hinds			

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

	<ul style="list-style-type: none"> Sprains, strains, muscle and bone damage through moving materials by hand 				<ul style="list-style-type: none"> The characteristics of the load Limit each load to a minimum and seek assistance wherever possible. Workers lifting in excess of 20kg are to seek assistance WARNING. Workers are not to lift in excess of 55kg without mechanical assistance or team lifting. Ensure safety footwear and high visibility clothing is worn at a minimum Use gloves where hand injuries are a possibility 				
Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Fuelling and Using the Generator	Hazard <ul style="list-style-type: none"> A petrol powered generator used on site requires lifting into place and refuelling SEE: Manual Handling and Moving the Generator Generators with incorrectly fitted and 	B	3	H 1 7	<ul style="list-style-type: none"> Use care and diligence to ensure that fuel does not ignite or cause other problems in the work place Store fuel in an appropriate container out of direct sunlight Remove all sources of ignition Fuelling should take place only in well ventilated areas 	Bob Hinds	D	2	L 5

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

	<p>operating residual current device (RCD)</p> <ul style="list-style-type: none"> Generators incorrectly earthed <p>Risk</p> <ul style="list-style-type: none"> Burns through igniting fuel Electrocution from an incorrectly fitted and operating RCD Electrocution from an incorrectly earthed generator Minor impact injuries and hand injuries through misuse of equipment Sprains, strains, muscle and bone damage through moving the generator by hand 			<ul style="list-style-type: none"> Wear appropriate PPE of safety glasses. Respiratory protection, safety footwear and clothing. Refer to MSDS for other controls Regularly test and tag the RCD Perform regular maintenance and auditing of the integrity of the generator to ensure everything is operating correctly and has not been inadvertently damaged Eliminate the need for Manual Handling where possible by leaving the generator on a trailer or tray during operation <p>WARNING. Do not refuel the generator if the motor is hot for fear of explosion or fire</p>			
Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level		Risk Treatments	Responsible Person		Residual Risk Level

Version Number:	Contractor:
-----------------	-------------

Work Method Statement



A1 Ground Cover – Work Method Statement

Packing up the Generator	<p>Hazard</p> <p>When packing up the generator workers are required to lift, lower, push, pull and hold. These activities may cause manual handling injuries</p> <p>Risk</p> <ul style="list-style-type: none"> • Burns, if the generator is not given time to cool down before lifting • Minor impact injuries and hand injuries through misuse of equipment • Sprains, strains muscle and bone damage through moving materials by hand 	B	3	H	<ul style="list-style-type: none"> • Operation of the generator is to cease before packing it up • NOTE. A cool down period is warranted to ensure no hot parts exist when lifting occurs • Make sure workers are sufficiently trained and experienced in: <ul style="list-style-type: none"> - Manual Handling techniques - Team lifting - Assessing and carrying loads, and - Rest breaks as needed • Deliver the generator as close as possible to where it will be used • Consider: <ul style="list-style-type: none"> - Frequency and duration of the activity - The position of the load relative to the body - The distance to be moved, and - The characteristics of the load 	Bob Hinds	D	2	L	5
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Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Packing up the Generator (Continued)					<ul style="list-style-type: none"> Limit each load to a minimum and seek assistance wherever possible. Workers lifting in excess of 20kg are to seek assistance. 				
					<ul style="list-style-type: none"> WARNING. Workers are not to lift in excess of 55kg without mechanical assistance or team lifting Ensure safety footwear and high visibility clothing is worn at a minimum Use gloves where hand injuries are a possibility 	Bob Hinds			

Version Number:	Contractor:
-----------------	-------------

Work Method Statement



A1 Ground Cover – Work Method Statement

Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
		B	3	H			D	2	L
Mixing Rubber Compounds	<p>Hazards exist through:</p> <ul style="list-style-type: none"> Manual handling Entanglement The use of electric tools to mix render The presence of trip and slip hazards Exposure to hazardous substances <p>Risks include:</p> <ul style="list-style-type: none"> Minor impact injuries 	B	3	H 1 7	<ul style="list-style-type: none"> Asses the specific hazards and risks using a job safety analysis or similar Ensure persons involved with preparation of render, are aware of MSDS content Refer to Manual Handling, Hand and Power tools All workers to possess competencies which enable them to operate hand and power tools safely Electrical tools, compressors and residual current devices are tested 	Bob Hinds	D	2	L 5

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

	<ul style="list-style-type: none"> • Eye, nose, throat and skin irritation • Cuts and abrasions • Bruising • Muscle/ligament strains and stresses • Broken bones • Permanent disablement 				<p>and tagged as required</p> <ul style="list-style-type: none"> • Manual Handling training/awareness is provided to workers and safe manual handling techniques are used • PPE, including high visibility clothing, safety footwear, safety eyewear and hearing protection is available and worn where appropriate • No loose clothing worn while using mixer, to minimise possible entanglement • Ensure clear access from mixer to work area, by removing all trip/slip hazards 				
Activity / Task / Job Step	Hazard / Risk	Intrinsic Risk Level			Risk Treatments	Responsible Person	Residual Risk Level		
Application of Compounds	<p>Hazards exist through:</p> <ul style="list-style-type: none"> • Manual handling • Falls from height • The presence of trip and slip hazards • Exposure to hazardous 	B	3	H 1 7	<ul style="list-style-type: none"> • Assess the specific hazards and risks using a job safety analysis or similar • Ensure persons involved with application of render, are aware of MSDS content • Refer to Manual Handling, hand and 	Bob Hinds	D	2	L 5

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

	<p>substances</p> <p>Risks include:</p> <ul style="list-style-type: none"> • Minor impact injuries • Eye, Nose, throat and skin irritation • Cuts and abrasions • Bruising • Muscle/ligament strains and stresses • Broken bones • Permanent disablement 			<p>power tools</p> <ul style="list-style-type: none"> • All workers to possess competencies which enable them to operate hand tools safely • Lifting and moving work is undertaken with assistance to lighten the load where necessary • Weights lifted match the ability of the employee. Each employee will vary in the loads they can lift • Rotate tasks where possible to minimise muscle strain • Manual handling training/awareness is provided to workers and safe manual handling techniques are used • PPE, including high visibility clothing. Safety footwear, safety eyewear and hearing protection is available and worn where appropriate 			
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Note: Each hazard may have multiple risks. Each risk is to be assessed in isolation unless the risk treatments are common to multiple risks.

Version Number:	Contractor:
-----------------	-------------

Work Method Statement



A1 Ground Cover – Work Method Statement

Risk Matrix

Perform a risk assessment for each hazard identified by:

- (i) Determining the consequences (refer Table 1)
- (ii) Determining the likelihood of the consequence occurring (refer Table 2)
- (iii) Apply the values obtained from Tables 1 and 2 to the Qualitative Risk Matrix (Table 3) to obtain the resultant Risk Score and Level

Table 1 – Consequence

Level	Descriptor	Descriptor
1	Insignificant	No Injuries
2	Minor	First aid treatment, on-site release immediately contained
3	Moderate	Medical treatment required, on-site release contained with outside assistance
4	Major	Extensive injuries, loss of production capability, off-site release with no detrimental effects
5	Catastrophic	Death, toxic release off-site with detrimental effect

Table 2 – Likelihood

Level	Descriptor	Descriptor
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 might occur at some time
D	Unlikely	The event could occur at some time
E	Rare	The event may occur only in exceptional circumstances

Table 3 – Risk Level / Priority

LIKELIHOOD	CONSEQUENCES				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	H 11	H 16	E 20	E 23	E 25

Legend
 E: extreme risk;
 H: high risk;
 M: moderate risk;
 L: low risk;

Hierarchy of Controls

1. Eliminate
2. Substitute
3. Isolate
4. Engineer
5. Admin
6. PPE

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

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		

Version Number:

Contractor:

	<h1>Work Method Statement</h1>	
	A1 Ground Cover – Work Method Statement	

Activity / Task Planning – Post Incident Plan	
Incident Scenarios and Post Incident Plan	
In accordance with the Principal Contractors Construction Safety Plan.	
Activity / Task Planning – Monitoring	
Details of how the activity / task will be monitored	Responsible Supervisor
Formal Work Method Statement compliance inspections are to be undertaken and recorded at least once per week	Construction Manager
Formal Work Method Statement compliance inspections are to be undertaken and recorded at least twice a day	Construction Supervisor
Continuous monitoring of Work Method Statement compliance is to be undertaken	Leading hand
All participants are to perform a visual inspection of the work environment, the plant, any substances and materials to be used prior to commencing work each day to ensure the context in which the activity / task is undertaken is fully established and considered, and that this Work Method Statement remains technically adequate in terms of representing acceptable tolerances of risk if fully implemented	All workers, leading hands and supervisors to which this Work Method Statement applies
All participants are to perform a visual inspection of the work environment, the plant, any substances and materials to be used prior to commencing work after any change to this Work Method Statement to ensure it remains technically adequate in terms of	All workers, leading hands and supervisors to which this Work Method Statement applies

Version Number:	Contractor:
-----------------	-------------

Work Method Statement



A1 Ground Cover – Work Method Statement

representing acceptable tolerances of risk if fully implemented

Activity / Task Execution – Monitoring Record

Date / Time	Conducted By	Results of Observation – Sub-standard Conditions and Behaviours	Reference to Generated Reports

Version Number:	Contractor:
-----------------	-------------

	<h1>Work Method Statement</h1>	
	A1 Ground Cover – Work Method Statement	

Work Method Statement Acknowledgement

A person performing work otherwise interacting with the work associated with this Work Method Statement must sign this Work Method Statement before commencing the activity / task or interacting with it. By signing the Work Method Statement the person is stating:

- They were involved in the compilation of the Work Method Statement including any associated risk assessment
- If they were not involved in the original compilation of the Work Method Statement including any associated risk assessment, they have been given the opportunity to comment on the statement
- They have read or been read the Work Method Statement
- They have received training and education in the work methodology expressed in the Work Method Statement
- They understand the Work Method Statement
- They have the skills and knowledge to perform the work as described in the Work Method Statement and as allocated to them
- They understand they must comply with the content of the Work Method Statement.

Training and Induction into the Work Method Statement

Name of Person Delivering the Training and Induction into the Work Method Statement	Date

Version Number:	Contractor:
-----------------	-------------

Work Method Statement



A1 Ground Cover – Work Method Statement

Version Number:

Contractor:

	<h1>Work Method Statement</h1>	
	A1 Ground Cover – Work Method Statement	

Version Number:	Contractor:
-----------------	-------------

Work Method Statement



A1 Ground Cover – Work Method Statement

Work Method Statement – Attachments		
Attachment	Attachment Reference	Attachment
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Version Number:

Contractor:

Work Method Statement



A1 Ground Cover – Work Method Statement

Version Number:

Contractor: