

Geelong Regional Linemarking - Safe Work Method Statement (SWMS)

Company Name:	Geelong Regional Linemarking Pty Ltd	ABN:	11 672 228 189
Address:	9/5 Bridge St. Geelong VIC 3220	Company Contact:	Chris Huby (Director)
Email:	chris@geelongregionallinemarking.com.au	Mobile:	0448 200 658
Work Activity	Installation of new line marking/road markings and/or maintenance of existing line marking/road markings.		

Steps for filling out

1. Discuss with relevant employees, contractors and HSRs what work will be high-risk, the tasks, and associated hazards, risks and controls.
2. In the 'What are the tasks involved?' column, list the work tasks in sequence to how they will be carried out.
3. In the 'What are the hazards and risks?' column, list the hazards and risks for each work task.
4. In the 'How will the hazards and risks be controlled?' column, select the hazard or risk and then work through the control levels 1 – 4 from top to bottom. Choose a control measure (and how it is to be used) that is as close to level 1 as is reasonably practicable.

Control of Hazards

This SWMS has been prepared to identify specific safety hazards and risk related to the high risk work activity. The hierarchy of control shall be adopted utilising reasonably practicable controls.

Most Effective -----> -----> -----> -----> -----> -----> -----> **Least Effective**

1. Elimination	2. Minimising Hazard by:	3. Control Hazard by:	4. Protect
-----------------------	---------------------------------	------------------------------	-------------------

Control levels

1. **Eliminate** any risk to health or safety associated with construction work.
2. **Reduce** the risk to health or safety by any one or any combination of the following:
 - **Substituting** a new activity, procedure, plant, process or substance
 - **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
 - **Using engineering controls**, such as mechanical or electrical devices.
3. **Use administrative controls**, such as changing the way the work is done.
4. **Provide appropriate personal protective equipment.**
5. Brief each team member on this SWMS before commencing work. Ensure team knows that work is to immediately stop if the SWMS is not being followed.
6. Observe work being carried out. If controls are not adequate, stop the work, review the SWMS, adjust as required and re-brief the team.
7. Retain this SWMS for the duration of the high-risk construction work.

Mandatory and optional PPE								
PPE - Mandatory			PPE - Optional or Site Specific.					
High Vis	Footwear	Eyewear	Hard Hat	Gloves	Hearing Protection		Dust Mask	
								

Risk Assessment Matrix		
L: Likelihood	Score	C: Consequence
Almost Certain - is expected to occur in most circumstances.	5	Catastrophic - death or permanent disability.
Likely - will probably in most circumstances.	4	Major - serious injuries, hospitalisation. Prolonged rehabilitation.
Possible - might occur at some time.	3	Moderate - injury or health problems requiring medical attention.
Unlikely - Could occur at some time.	2	Minor - injury or health problems requiring first aid treatment.
Rare - may occur in exceptional circumstances.	1	Insignificant - low personal risk not resulting in injury.

What are the tasks involved?	What are the hazards and risks?	Risk level.	How will the hazards and risks be controlled?	Hierarchy of controls.	Responsible persons.
Working on construction site.	Personal injury to self or others.	L2 C5	Ensure all workers have completed general Construction Induction course and obtain Construction Induction Card.	1	Supervisor and workers.
Operating vehicle.	Accident/Collision	L2 C5	Ensure all operators of vehicles and plant have obtained specific licence to operate vehicle or plant.	1	Supervisor and vehicle/ plant operator.
Operating vehicle.	Accident/Collision	L3 C4	Ensure vehicles are in a roadworthy condition and are regularly serviced. Vehicle to contain first aid kit.	1	Owner and operator of work vehicles.
Transport of equipment/materials.	Load coming loose, falling off vehicle.	L1 C1	Correctly installed straps/ropes to secure load.	2	Owner and operator of work vehicles.
Loading/unloading of equipment/ materials.	Manual handling injuries. Strains and sprains.	L3 C3	Always maintain correct manual handling techniques. Two people to lift heavy/ awkward loads. Use of lifting equipment/ ramps as required.	2 3	Operator
General tasks.	Cuts and abrasions.	L3 C2	First aid kit on site at all times.	2	Operator
Outdoor work.	Exposure to sun/UV. Risk of skin cancer, dehydration, sun burn.	L1 C3	Wear suitable clothing to cover as much skin as possible. Broad brimmed hat or hard hat extension. SPF 30 sunscreen on all exposed skin. Maintain fluid intake.	4	Operator
Working in close proximity to traffic.	Non secure site prior to signage and barrier set up and vehicle enter proposed work area. Could be struck by vehicle.	L2 C4	Review site and traffic management plan. Park vehicle in safe position while unloading and setting up of advanced warning signs, cones and bollards.	2	All

	Workers being struck by vehicle/ plant.	L3 C5	Review 'safe' site prior to commencing works. Position vehicle to provide additional barrier while maintaining visual line of site to oncoming traffic. Use of vehicle flashing warning lights. Maintain recommended clearances from traffic.	2	All workers involved in works.
		L3 C5	Advise any plant operators operating close to works area where workers will be working.	2	All
	Pedestrians on road or within work area.	L2 C3	Provide safe pedestrian access around work area to prevent pedestrians entering site or areas of traffic. Communicate with pedestrians to clearly indicate these safe areas.	2	All
Operating plant/equipment, including light trucks and vehicles.	Personal being struck by vehicle. Uncontrolled vehicle movement (rolling), vehicle striking assets.	L1 C4	Where practicable, park on a flat surface. Ensure parking brake is activated prior to leaving the vehicle. Follow site speed restrictions and maintain lookout for permanent and temporary assets.	2	Vehicle operator.
	Crushing of feet or injury to persons when moving machinery or equipment.	L1 C2	Maintain manual handling procedures when loading and unloading. Wear appropriate PPE.	2	All workers involved in works.
	Noise exposure, moving parts, hot surfaces.	L1 C2	Wear appropriate PPE, complete pre start checks for all plant prior to operation. Use of safety guards. Adhere to warning labels and manufacturers operating instructions.	2	All workers involved in works.
	Risk of pressure injection.	L1 C3	Tip guards fitted, knowledge of the dangers and correct handling, follow safe operating instructions.	2	Operator
	Fumes.	L5 C1	Use in well ventilated area or use mask/ breathing apparatus.	2	Operator

Refilling gas or fuel containers.	Risk of explosion.	L1 C4	Check gas containers for leaks. Only fill fuel tanks prior to starting engine or when machine is cool; wait at least 10 mins after use. No naked flames or ignition sources. Use correct fuel type and follow correct filling procedure.	1	Operator
	Exposure to fumes. Skin exposure to solvent.	L3 C1		2	
Pressurised spray cans.	Eye injury.	L1 C3	PPE - eye protection.	4	Operator
	Inhaling fumes.	L1 C1	Mask, breathing apparatus, well ventilated area.	3 4	Operator
	Explosion.	L1 C3	Do not puncture, store at correct temperature, don't leave in sun or inside vehicle. Dispose of correctly.	2	Operator
Spillage.	Slips.	L2 C2	Avoid area, thorough clean up.	2 3	All
	Site contamination.	L1 C1	Spill kit on hand to avoid extended contamination.	2	All
Weather.	Rain - slippery surfaces.	L1 C2	Work area inspection, take extra care.	2 4	All
	Storms - electrocution.	L1 C4	Cease work, get in vehicle or move to safe area.	1	All
Working with hazardous materials.	Contact with chemicals/solvents.	L2 C3	Review MSDS and assess risk. Keep hazardous materials are clearly labeled and stored correctly. Use of correct PPE and follow manufacturers handling recommendations. Dispose of correctly.	3 4	All workers involved in works.
Heating materials with blow torch.	Burns	L2 C3	Use of PPE and operate blow torch correctly. Stand upwind of material. Be aware that torch is hot even when not lit.	3 4	Operator
	Gas leakage.	L2 C1	Gas bottle and hose inspections to check for leaks. Equipment maintenance.	2 4	Operator
	Damage to property or persons.	L1 C1	Close work area. Do not operate close to vehicle, property or persons.	2	Operator

	Fire.	L1 C1	Site inspection, remove any possible fuels that may ignite. Have water buckets and/ or fire extinguisher on hand.	2 3	All workers involved in works.
Working in isolation.	Injury.	L1 C3	Follow OHS procedures, have communication device at hand to contact medical help.	1 2 3 4	Operator
			Check in and notify colleagues or office of job location and expected arrival and leaving times. Notify when arriving at and leaving site.	1 2 3 4	Operator
	Being struck by vehicle.	L1 C5	Review work area and traffic management plan so no vehicles can enter area, especially from a blind side. Position myself in line of site to oncoming traffic.	2	Operator
	Fatigue.	L2 C2	Take regular breaks, UV sun protection and keep up fluids. Keep warm, stay alert.	3 4	Operator

Additional site specific hazards NOT identified in general SWMS.						
Date:		Site / location:				

Principal contractor site induction.				
Principal contractor:				
Site location:				
Employee Name:		Completed site induction? Yes / No	Date:	

Principal contractor site induction.				
Principal contractor:				
Site location:				
Employee Name:		Completed site induction? Yes / No	Date:	

Principal contractor site induction.				
Principal contractor:				
Site location:				
Employee Name:		Completed site induction? Yes / No	Date:	

Principal contractor site induction.				
Principal contractor:				
Site location:				
Employee Name:		Completed site induction? Yes / No	Date:	

TRAINING / QUALIFICATIONS / SKILLS REQUIREMENTS					
Construction Industry Induction Card – Blue / White Card	X	Plant Operator's Ticket:		Truck Licence – Class : Heavy Rigid	X
First Aid / CPR		Plant Operator's Ticket:		Confined Space Licence	
Plant Operator's Ticket		Plant Operator's Ticket:		Working at Heights Licence	
Crane Operator Licence		Plant Operator's Ticket:		Traffic Control Licence	X
Dogging Licence		EWP Ticket – 11 metres +		Other	
Other		Other		Other	

HIGH RISK CONSTRUCTION WORK		
High Risk Construction Work (high risk construction and potential safety hazards) Check (☐) indicate HRCW associated with the Activity/Task per project.		
☐ Falls from height of more than 2m	☐ On or near electrical installations or services	☐ Powered mobile plant
☐ Excavations deeper than 1.5m	☐ Temporary support for structural alteration	☐ Demolition
☐ On or near a road used by traffic	☐ On or near a railway	☐ On or near water with a risk of drowning
☐ Removal or disturbance of asbestos	☐ Confined spaces	☐ Energised and or pressurized lines
☐ Other	☐ Other	☐ Other

Names of people consulted and involved in developing the SWMS

The persons signing below verify:

1. They have been involved in the hazard/risk assessment and the determination of the hazard/risk controls applicable to their tasks, duties and responsibilities.
2. All hazards and risk controls have been communicated to them.
3. They are fully aware of and understand the hazards/risks and safety risk controls and rules required.
4. They agree to all the hazard/risk controls.
5. They agree to and understand their **duty of care** to themselves and others.
6. I will **stop work immediately**, if I cannot work to this SWMS.

SWMS REVIEW TABLE

These SWMS will be reviewed every 2 years and or if these SWMS do not adequately comply or cover risk profiles associated with the content scope and or following an incident covered by these SWMS. SWMS are reviewed in consultation with workforce employees.

Date	Version / SWMS No	Amendments / Changes	Author	Worker Representative	Approved By
01/07/2025	001	Initial Draft	Chris Huby	Chris Huby	Chris Huby

Considerations:

Use of traffic management devices as per AS 1742.3-2009 (Australian Standards)

S.276 The Work site Safety Traffic Management Code of Practice (VIC)

Sample Field Guides (Standards Australia)

Worksafe Victoria Handbook 'Working safely in the general construction industry' February 2008 Edition #1