

WORK METHOD STATEMENTS

**GUIDELINES FOR THE
CIVIL CONSTRUCTION
INDUSTRY**



FOREWORD

The civil construction industry provides the built infrastructure that underpins community and business services such as roads, water and sewerage, pipelines, bridges, marine structures, residential and commercial subdivisions and related earthworks.

While civil construction activities are a precursor to most building (residential and non-residential) works, there is little commonality in practices between civil and building construction works. In fact there are significant risks that are unique to the civil construction industry. These include potential fatalities from working with moving plant, working on roads or the collapse of trenches.

Queensland's *Workplace Health and Safety Act* establishes a framework for preventing or minimising risks through a variety of mechanisms, the *Workplace Health and Safety Regulation 2008* is subordinate legislation to the Act and provides further requirements on what must be done to prevent or control certain hazards which cause injury, illness or death.

Work Method Statements (WMS) are one of the requirements set out by the *Workplace Health and Safety Regulation 2008*. The Regulation stipulates that they are to be prepared for high risk construction activities, prescribed activities and for some demolition work. WMS are an administrative control measure that provide vital information to assist workers undertake a task safely.

As the peak body representing civil contractors, the Civil Contractors Federation (CCF) is acutely aware of the need for tools and resources tailored to meet the needs of our industry. That is why we are proud to be able to develop this Guide with the support of the Department of Employment and Industrial Relations through the Small Business Grants Scheme.

This Guide meets a critical need within our industry – information and tools specific to civil construction to assist contractors develop effective Work Method Statements (WMS). It aims to unpack some of the jargon that sometimes creates unnecessary confusion whilst providing a step by step framework for contractors to follow.

The Guide has been designed so that it will be of use to everyone in our industry – from new entrants right through to veteran contractors. Smaller organisations will be able to work through the information and examples to develop their own WMS and larger principal contractors can use the guide as a reference tool, particularly when they engage subcontractors.

The Guide will help contractors understand what work method statements are, why contractors need them, what they should look like and what information they should contain.

Importantly the guide is not intended to facilitate a 'cut and paste' approach to WMS. The information and frameworks provided are intended to assist contractors as they develop their own WMS which are tailored to the specific task/risk that has been identified.

The CCF believes that this Guide will become an invaluable resource for contractors and ultimately contribute to safer work practices within the civil construction industry.

Signed



Chief Executive Officer

The Civil Contractors Federation of QLD

February 2009

Date

ACKNOWLEDGEMENTS

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Our sincere gratitude is also extended to Members of the Civil Contractors Federation for their support and input into the development of this Guide.

The development of this guide would not have been possible without the contribution of the following people:

- Belinda Binnington, CCF Qld Workplace Health and Safety Manager
- Chris Mountford, CCF Qld Member Services Manager
- Edwina Cattanaach, CCF Qld Marketing and Communications Manager
- Erin Sticklen, EG Design
- Various Inspectors and Small Business Advisors from Workplace Health and Safety Queensland



DISCLAIMER



This publication contains information regarding workplace health and safety. It includes some obligations under the various laws that govern workplace health and safety. It has not been designed to cover all of your legal obligations. To ensure you can achieve compliance you must refer to the appropriate Acts, Regulations, Codes Of Practice and Ministerial directions. Information contained in this guide may contain legislation that has been amended or repealed therefore it is strongly recommended that you refer to and read the current laws when using this guide. Whilst the CCF QLD has taken every care in preparing this publication, the CCF QLD, including its directors, servants and agents, will not accept any responsibility or liability to any person or corporation seeking to rely on any information, advice, or opinion provided in this publication or otherwise given in any matter by the directors, servants or agents of the CCF QLD for any loss or damage of whatever nature suffered by any such person or corporation.

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QUIZ



INFORMATION



LEGISLATION



STOP



TOOL KIT



If you are new to the civil construction industry you may hear people talking about or asking you for a Construction Safety Plan, Traffic Management Plans, Risk Assessments, Job Safety Analysis (JSA) and Work Method Statements (WMS).

In the following section we will be walking you through what this construction safety jargon is all about.



QUICK QUIZ

Queensland's Workplace Health and Safety Regulation 2008 requires one of the following to be prepared before any work commences on high risk construction activities or prescribed activities. Do you know which one?

1. Risk Assessments
2. **Work Method Statement**
3. Job Safety Analysis
4. Construction Safety Plan
5. Traffic Management Plan



LEGISLATION

Queensland's Workplace Health and Safety Regulation 2008 requires work method statements to be prepared before work commences for high risk construction activities or prescribed activities. For further information on work method statement obligations refer to Queensland's Workplace Health & Safety Regulation 2008.

HIGH RISK CONSTRUCTION ACTIVITIES

High risk construction activities include both high risk construction work such as entering a trench more than 1.5 metres and prescribed activities such as asbestos removal work. For further information on high risk construction activities refer to section "What The Law Says About Work Method Statements" in this guide and Queensland's Workplace Health and Safety Regulation 2008.

WORKING THROUGH THE JARGON

When tendering for a new contract, to the time work commences and up until the work is completed you may be required to complete one or more of the following; risk assessments; JSA's; Traffic Management Plans. Depending on the type or price of construction work you may also be required to prepare a construction safety plan and WMS. Information provided on the following pages intends to explain the differences between these requirements.

RISK ASSESSMENTS

Risk assessments involve a careful examination of all the hazards associated with your work that have the potential to cause harm to your employees, others, the environment or your business so that they can be assessed and either removed or minimised by using various control measures.

Risk Assessments are part of the risk management process that is called up in Queensland's Workplace Health and Safety Act and Code Of Practice (CoP) for Risk Management 2007.

In summarising Queensland's safety legislation, to properly manage risks, a person **must**:

- a. Identify hazards;
- b. Assess risks that may result because of the hazards;
- c. Decide on control measures to prevent or minimise the level of the risks;
- d. Implement control measures; and
- e. Review and monitor the control measures

To help you assess the risks refer to Form C – Risk Matrix in the Tool Kit. This will help you to;

- Identify the likelihood of an incident occurring at your workplace
- Identify the consequences of an incident occurring at your workplace
- Assist you in identifying what risks require your immediate attention

If there is no direction given in any legislation about how to control a hazard, you must consider another way to provide protection against risks. When considering your options you must follow the "hierarchy of control measures". The hierarchy of control measures will help you to decide on the most appropriate control measures.

HIERARCHY OF CONTROL MEASURES

Queensland's safety legislation says control measures should be implemented in the following order:

1. Get rid of the harm or prevent the risk
2. If this is not possible:
 - Replace with something less harmful, for example, replace a corrosive chemical with a non-corrosive detergent; or
 - Separate people from the harm, for example, using barriers; or
 - Change work processes or the physical work environment, for example, by redesigning work e.g. adjustable work benches; or
 - Apply administrative arrangements, for example, work method statements, safety instructions; or
 - Use personal protective equipment, for example, high visibility vests, hard hats, safety boots

The “hierarchy of control measures” do not provide specific examples of control measures however they are designed to help you to decide what the most practicable control measure would be given the severity of the risk. For example if you had a high rating risk score that could result in a fatality you would start at the top of the hierarchy of controls and work your way down. In some cases a combination of control measures are required to manage the risks where the hazard cannot be eliminated.

In the civil construction industry contractors generally complete an initial risk assessment at the planning phase, this phase may include at the design or tendering stage. This risk assessment allows the Principal Contractor or Relevant Person to identify all hazards associated with the contract including any high risk construction activities and/or prescribed activities. It also allows them to prioritise risks, factor in control measures and their costs. If a contract has been won the risk assessment should be reviewed in case there has been any changes.



LEGISLATION

For further information on your risk management obligations and the “hierarchy of controls” refer to Queensland's Workplace Health and Safety Act, Regulation and CoP Risk Management 2007.



TOOL KIT

Risk Assessment Form (Form B)

A Risk Assessment Form template can be found in the Tool Kit on page 27

TRAFFIC MANAGEMENT PLANS

A Traffic Guidance Scheme is defined in the Manual Of Uniform Traffic Control Devices (MUTCD) Part 3, 2007 as “an arrangement of signs and devices and as necessary a traffic management plan to warn traffic and guide it through, past or around a work area or temporary hazard”. The MUTCD Part 3 is produced by the Department of Main Roads and is based on Australian Standards AS1742.3 – 2002, Traffic Control Devices for Work on Roads. It deals with the principles of signing at road works, describes the signs and devices used to affect traffic guidance and provides typical layout diagrams for deployment of signs and devices for various work site configurations. The MUTCD Part 3 is called up in the new Code of Practice 2008, Traffic Management for Construction or Maintenance Work. A traffic guidance scheme is developed after a site risk assessment and before work commences.



TOOL KIT

Traffic Guidance Scheme (Form J)

A sample of MUTCD Part 3 Traffic Guidance Scheme can be found in the Tool Kit on page 35

CONSTRUCTION SAFETY PLAN

A Construction Safety Plan identifies who a Principal Contractor is and provides detailed information about the risks the Principal Contractor is obliged to manage, proposed control measures for the risks and how the controls will be implemented, monitored and reviewed. A construction safety plan helps Principal Contractors to manage their workplace health and safety obligations.

Queensland's Workplace Health and Safety Regulation 2008 requires a Principal Contractor to prepare a construction safety plan before construction work starts. A Principal Contractor must be appointed when a prescribed activity is being conducted or when the final cost of construction work is over \$80,000.



INFORMATION

Even though legislation does not specifically require a construction safety plan where the cost of the construction work is less than \$80,000 or where the work is not a prescribed activity, it is always a good work practice to prepare a plan.



TOOL KIT

Construction Safety Plan (Form A)

A Construction Safety Plan template can be found in the Tool Kit on page 26

JOB SAFETY ANALYSIS (JSA'S)

JSA's are similar to a risk assessment however they are used to identify all the steps in a particular activity, for example; entering a trench more than 1.5 metres. They include all the steps in the activity in the sequence they are carried out, the hazards associated with each step, the risks associated with each hazard and control measures needed to ensure the risks associated with the activity are removed or minimised as far as possible. Missing any one of the steps in a JSA can lead to hazards, serious risks and appropriate control measures being missed, serious incidents occurring and breaches of the law.

In the civil construction industry JSA's are generally performed once a Contractor has secured a contract. JSA's should be documented for all construction activities where there is no risk assessment/or Work Method Statement. Whilst legislation does not call up JSA's specifically they evolve as part of the risk management process. JSA's allow Contractors to demonstrate compliance with their legal obligations as they identify the hazards and risks the Contractor is obliged to manage and the proposed control measures to remove or minimise the risks.



INFORMATION

Do you know a JSA can sometimes result in a document that is 15 pages or more in size. However they are a critical part of the risk management process and provide as a valuable tool in removing or minimising risks.



TOOL KIT

Job Safety Analysis (Form D)

A sample JSA form can be found in the Tool Kit on page 29



WMS (WORK METHOD STATEMENTS)

Work Method Statements are similar to a JSA only they contain all the major steps in an activity whereas a JSA contains every step in an activity.

Work Method Statements are written statements that;

- Guide workers how to complete an activity
- Inform people about the hazards associated with the activity
- Provide control measures to remove or minimise the hazards
- Assign responsibilities to persons for implementing/maintaining control measures
- Are sometimes a condensed version of a JSA and are easy to follow

WMS are an important tool for employees performing high risk construction activities or prescribed activities. WMS are sometimes also referred to as Safe Work Method Statements (SWMS).



INFORMATION

Do you know if WMS are developed and used correctly they can remove or minimise serious risks? They can also save your company valuable time and money and help you to meet your legal obligations.



TOOL KIT

Work Method Statement High Risk Construction Work (Form E)

Template for Part I of WMS for a High Risk Construction Activity can be found on page 30

Work Method Statement Prescribed Activity (Form F)

Template for Part I of WMS for a Prescribed Activity or Demolition Work can be found on page 31

Why do you need a WMS if a JSA covers all the same information and more you might ask? Some employers choose to complete a JSA only and call it a JSA/WMS. JSA's can end up being a very large document as mentioned. If you have 3 or 4 or more of these to go through at induction time it is less likely that workers will remember the information in them. Queensland's Workplace Health and Safety Regulation 2008 says WMS must be easy to follow.

The need for a WMS is often identified when seeking control measures whilst completing a site risk assessment during the tendering process or when completing a JSA or after there has been a workplace incident. WMS like JSA's are generally developed after a Contractor has secured a contract or throughout the completion of work where new hazards have been identified.

CASE STUDY

ZYX Civil Contractors were tendering for a contract, they visited the site where the work was to be performed and whilst there conducted a risk assessment. They identified several hazards including some high risk activities; they factored the costs for the required control measures into their quote.

After successfully securing the contract they were lucky to obtain some generic work method statements from a colleague. On the first day of the job one of their employees completing one of the high risk activities was seriously injured and an Inspector was coming to visit the site. The hazard that caused the injury was foreseeable but not included in their generic work method statement. The employee was using a control measure they thought was safe.

Their luck had changed. What went wrong?

SUMMARY

The differences between a Risk Assessment, Job Safety Analysis and Work Method Statement:

CONTENTS

DOCUMENT	Major Steps in Activity	All Steps in Activity	Potential Hazards	Risk Score	Control Measures	Resp. Officer	Date	When to Complete	Required by Law
Risk Assessment			✓	✓	✓	✓	Optional	At tendering/ design stage, after tender won and ongoing	Yes
JSA		✓	✓	✓	✓	✓	Optional	After tender won, where there are no risk assessments or WMS	Not specifically, results as part of risk management process
WMS	✓		✓	✓	✓	✓	Optional	After tender won and ongoing	Yes

REVISION

Hazard identification and risk assessment must be carried out for all work	✓
A JSA should be completed for all construction activities where there are no risk assessments	✓
WMS are required by law for all high risk construction activities	✓
WMS are required by law for all prescribed activities	✓
Risk Assessments and JSA's are not the same as a WMS	✓



The following pages provide a summary of the obligations in Queensland's Workplace Health and Safety Regulation 2008 for WMS. As legislation changes this information **must** be read in conjunction with the above Regulation to ensure you have the most up to date information.

WHEN ARE WMS REQUIRED?

WMS need to be prepared for high risk construction activities before work commences.

WHAT ARE THE HIGH RISK CONSTRUCTION ACTIVITIES THAT REQUIRE A WMS AND THAT RELATE TO CIVIL CONSTRUCTION WORK?

The high risk construction activities that have been identified in the Workplace Health and Safety Regulation 2008 and that relate to civil construction work include;

1. Where a person is to:
 - Enter a trench more than 1.5 metres deep
 - Use explosives
 - Use a confined space
 - Use a hazardous substance
2. During the activity if a person could fall at least 2 metres and the activity is not housing construction work.
3. Where the activity is:
 - Demolition work (that is not a prescribed activity eg. asbestos removal work)
 - Prescribed activities (asbestos removal work)
4. A WMS is also required for high risk activities where the activity includes;
 - Tilt up and pre-cast construction work
 - Structural alterations that require temporary support to prevent collapse
 - Moving powered mobile plant at the workplace
 - Working on a telecommunications tower
 - Working in, over or adjacent to water where there is risk of drowning
 - Working on, or adjacent to a road or railway
 - Work on or near a pressurised gas distribution mains and consumer piping

- Work on or near a chemical, fuel or refrigerant line
- Work near an exposed energised electrical installation
- Work in an area that may have a contaminated or flammable atmosphere
- Work in an area where there are artificial extremes of temperature
- Where a Principal Contractor reasonably believes an activity could result in death or bodily harm, for example; body stressing injury (MSD)

WHO IS RESPONSIBLE FOR PREPARING WMS?

The Regulation says WMS need to be prepared by or under the direction of a Relevant Person.

WHAT INFORMATION MUST A WMS CONTAIN?

If the activity is a high risk construction activity other than a prescribed activity then the WMS **must** contain;

- the high risk construction activity
- if the relevant person has an ABN, the ABN
- the specific control measures the relevant person proposes to use to discharge the relevant person's workplace health and safety obligations for the activity
- the way the relevant person proposes to perform the activity, including how the control measures are to be used
- how the effectiveness of the control measures will be monitored and reviewed
- if the activity is to be performed in an earthmoving or particular crane occupation - the occupation
- if the activity is high risk work - the class of high risk work that includes the work

If the high risk construction activity is a prescribed activity;

A work method statement must be prepared by or under the direction of a relevant person who is the holder of a certificate prescribed in subsection (3) of the Workplace Health & Safety Regulation 2008 for the activity and state;

- what prescribed activity is being performed
- if the holder has an ABN, the ABN
- the certificate number of the certificate
- the specific control measures the holder proposes to use to discharge the holder's workplace health and safety obligations for the activity

- the way the holder proposes to perform the activity, including how the control measures are to be used
- how the effectiveness of the control measures will be monitored and reviewed
- the arrangements for appropriate training for workers employed, or otherwise allowed, to perform the activity
- the arrangements for supervision of the activity by a competent person.

For demolition and asbestos work the WMS must also state:

- take account of AS2601 Demolition Work

WHAT OTHER RESPONSIBILITIES DO RELEVANT PERSONS HAVE IN RELATION TO WMS?

The following responsibilities are also called up in Queensland's Workplace Health and Safety Regulation 2008 for Relevant Persons;

Relevant Persons WMS must take into account:

- The current construction safety plan; and
- If the activity is demolition work, the requirements of AS 2601 (Demolition of structures); and
- Circumstances at the workplace that will, or are likely to, affect the way the activity is performed; and
- Be written in a way likely to be understood by the persons working, or about to work, at the workplace who are likely to be affected by the activity; and
- Be signed and dated by the Relevant Person; and
- If the Relevant Person is not also the Principal Contractor for the construction work, be copied and the copy given to the Principal Contractor.

Relevant Persons are also not to allow another Relevant Person to start a prescribed activity

This applies if -

A Relevant Person is the holder of a certificate under section 46 to perform a prescribed activity and the activity is to be performed by another Relevant Person.

The Relevant Person must not allow the other Relevant Person to perform the prescribed activity unless the Relevant Person who is the holder of the certificate - has given a copy of the WMS for the activity to the other Relevant Person; and has discussed with the other Relevant Person the aspects of the WMS relevant to the activity; and has ensured that the other Relevant Person understands and is able to comply with those aspects of the statement.

A Relevant Person who is an employer is not to allow a worker to start a high risk construction activity

A Relevant Person who is an employer must not allow a worker of the Relevant Person to perform a high risk construction activity unless - The Relevant Person, or someone acting for the Relevant Person, has discussed with the worker the aspects of the current WMS for the activity relevant to the worker's work; and the worker has satisfied the Relevant Person, or someone acting for the Relevant Person, that the worker understands and is able to comply with those aspects of the statement.

Relevant Persons not to allow a high risk construction activity to be performed unless in compliance with the WMS

A Relevant Person must not perform a high risk construction activity unless the activity is performed in a way complying with the current WMS for the activity.

A Relevant Person who is an employer must not allow a worker of the Relevant Person to perform a high risk construction activity unless the activity is performed in a way complying with the current WMS for the activity.



Amendment of work method statement

If there is a change in the way the high risk construction activity is to be performed.

Example of a change - a change in a control measure included in the statement or the insertion of a new control measure

A Relevant Person must - Ensure a WMS for the activity is amended as soon as possible after the change. If the Relevant Person is not also the Principal Contractor for the construction work—give the Principal Contractor a copy of the amended statement and ensure each person affected by the amendment is advised of the details of the amendment.

Availability and review of work method statement

A Relevant Person must ensure the current WMS for the high risk construction activity is readily available for inspection while the activity is being performed.

The Relevant Person must review, and if necessary amend, the statement within one year after it is prepared and afterwards at intervals of not more than one year while the statement is required.

WHAT ELSE DO I NEED TO KNOW WHEN PREPARING A WMS?

The legislation also says that a WMS:

- Must be easy to understand, signed and dated
- Readily available for inspection
- Updated as soon as any changes have been made to the way the work is performed
- Reviewed each year and amended where necessary
- For high risk construction activities or prescribed activities may be a generic work method statement for workplaces where the activity is to be performed in the same way in the same or similar circumstances
- All people affected by changes must be advised of amendments to the WMS

WHO ELSE HAS RESPONSIBILITIES IN RELATION TO WMS?

Principal Contractors

A Principal Contractor must:

- Not allow a Relevant Person start a high risk construction activity unless the Relevant Person has prepared a WMS for the activity
- Not allow a person to perform a high risk construction activity that is a prescribed activity unless the activity is performed in a way complying with the current WMS for the activity
- If a Principal Contractor is given a WMS or amended WMS for a high risk construction activity to be performed the Principal Contractor must - sign and date the WMS or amended WMS; and keep the statement or amended statement with the construction safety plan
- A Principal Contractor must monitor the use of any WMS required under the Workplace Health and Safety Regulation to ensure that all persons to whom the statement applies comply with the statement

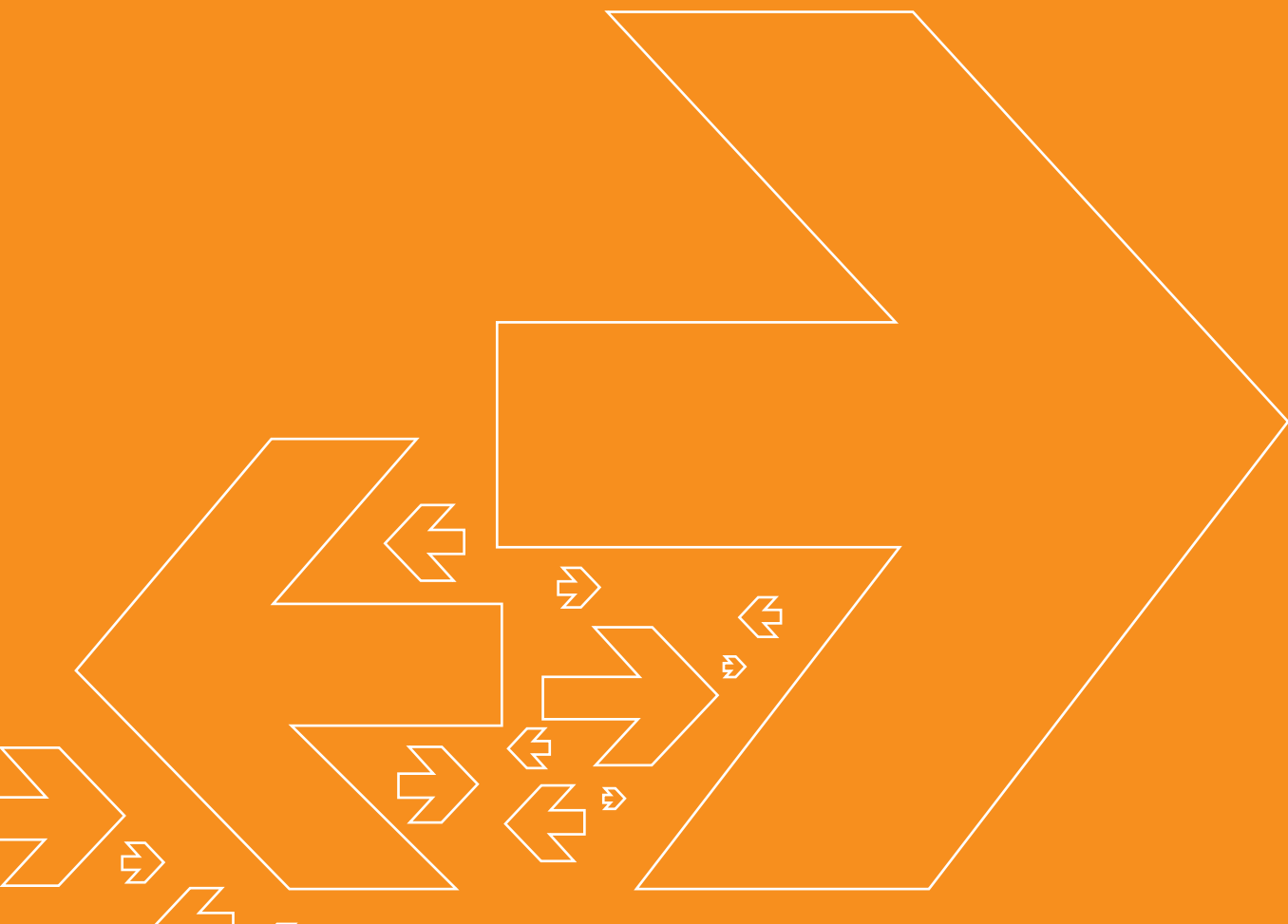
Workers

Under Queensland's safety legislation workers have a workplace health and safety obligation to themselves and to others. This includes complying with instructions given for workplace health and safety, for example, following safety control measures provided in WMS.



FAQ

FREQUENTLY ASKED QUESTIONS





DO I NEED TO PROVIDE WMS IF I AM CONTRACTING TO A PRINCIPAL CONTRACTOR?

Yes, it is required by law and it also demonstrates to Principal Contractors that you understand your obligations. It can also improve your chances when tendering for a contract.

DO I NEED TO DEVELOP A NEW WMS FORMAT FOR EACH NEW CONTRACT/CLIENT?

No, legislation requires specific information to be included in WMS it does not identify a particular format. Formats are a personal choice, however if your contracting to another company they may have their own preferred format. If you choose to use someone else's WMS format you must check that it covers all the information required in the Workplace Health and Safety Regulation 2008.

CAN I USE GENERIC WMS?

Yes, the legislation allows for generic WMS to be used where the job is similar or the same. However, you must review and update these at each new site where additional hazards have been identified. If you are using someone else's WMS you must check that it covers all the information required in the Workplace Health and Safety Regulation 2008 and that the identified control measures also comply with any prescriptive requirements in legislation. Failing to do this could make the WMS a very risky document.

CAN I PROVIDE CONTRACTORS/CLIENTS WITH ONE WMS FOR ALL ACTIVITIES?

No, WMS need to be completed for every high risk construction activity and/or prescribed activity. Each activity needs to have its own WMS that contains the major steps in each activity in the sequence the activity is carried out. For example Earthworks may include a number of activities such as excavation, using a confined space, entering a trench more than 1.5 metres and working on a road. You would need to have separate WMS for each of these.

WHEN COMPLETING A WMS CAN I USE MY OWN CONTROL MEASURES AS LONG AS THEY WORK?

No, safety legislation contains some specific requirements that must be followed. To comply with your obligations you must implement these requirements unless you have been provided a written exemption from Workplace Health and Safety Queensland that says you can do otherwise. Where there is no prescriptive control measures contained in any legislation then you can adopt of a control measure using the hierarchy of controls.

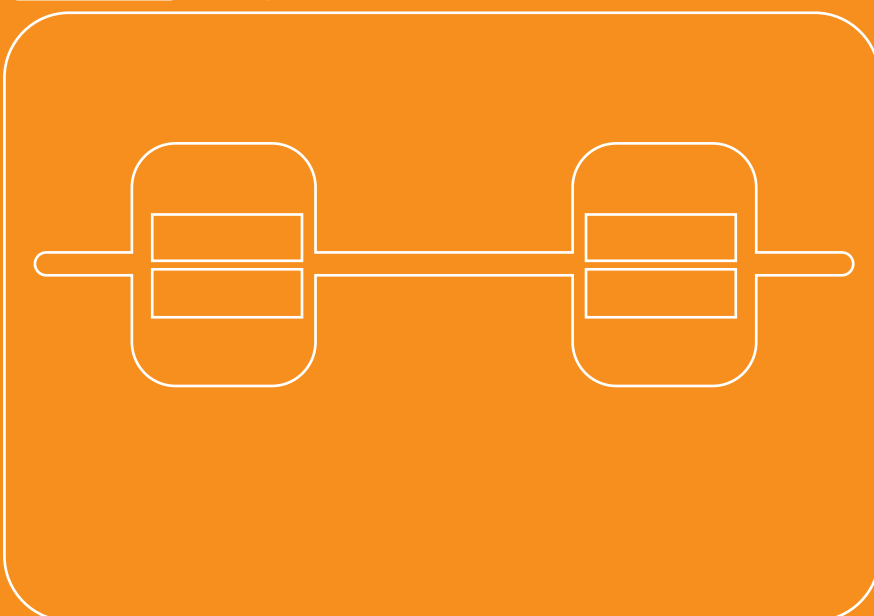
REVISION

Checking legislation regularly will me to keep up to date with my legal obligations	✓
Queensland's Workplace Heath and Safety Regulation 2008 sets out legal requirements for WMS	✓
WMS must be prepared before construction work commences	✓
WMS need to be reviewed at each new site to ensure no new hazards have been missed	✓
WMS must be kept with your construction safety plan	✓



WORK METHOD STATEMENT

TOOL KIT



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WORK METHOD STATEMENTS

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TOOL KIT IMPORTANT INFORMATION

In the Tool Kit you will find everything you need to help you develop a WMS. It is your responsibility to refer to legislation when reading this guide or using any of the tools in the Tool Kit to ensure you are working with the most up to date information. These following pages provide brief information on getting you started with your WMS refer to samples in the tool kit for further prompts on completing WMS.

WMS PART 1

Firstly you will need to check the following areas for information and requirements on high risk construction activities or prescribed activities before commencing;

- QLDs Workplace Health and Safety Regulation 2008
- Completed job safety analysis's
- Site specific risk assessments
- Incident/injury records



STOP

Do not go any further if you have not completed the above. Refer to Queensland's Workplace Health and Safety Act and Regulation for further information on requirements for risk assessments, construction safety plans and work method statements.

- After you have checked for any high risk construction activities or prescribed activities commence filling in all the relevant information in PART 1 of your work method statement.
- Be sure to complete all relevant information in the fields provided about the activity. Missing any information may result in a serious incident occurring or a breach of legislation.
- When completing this page consult with persons who have relevant experience and knowledge about the activity.



TOOL KIT

Forms E or F

Template for Part 1 of WMS for a High Risk Construction Activity can be found on page 30

Template for Part 1 of WMS for a Prescribed Activity or Demolition Work can be found on page 31

WMS PART 2

COMPLETING YOUR WMS FROM A JSA

To be able to complete this part of the process you will need to have with you a copy of your completed JSA for the high risk construction activity and/or prescribed activity.

Looking at the column in your JSA titled "All Steps In Activity" and see where you can group some of the smaller steps into larger steps and insert in the first column of your WMS titled "Major Steps In Activity".

The steps should not be so detailed that a large number of steps result nor so general that basic steps are omitted.

- Now next to column titled "Major Steps In Activity" in the WMS is a column titled "Potential Hazards" insert all the hazards that were identified in the JSA that relate to the major steps into this column. Be sure to include all hazards as missing any of them may lead to an incident occurring.
- Once you have completed this repeat the same process again for risk assessment score.

You will have several scores because of the number of steps in the JSA - use the highest score identified.

- The same applies for control measures, insert all control measures identified in the JSA into the column titled "Control Measures" on your WMS. Ensure they are relevant to the hazards identified.
- In the next column titled "Responsible Officer" insert titles of persons responsible for maintaining the control measures, this may include several different persons

You are almost there!

- Once you have completed this process consult with relevant and experienced persons performing the activity and any other persons who may be affected by the hazards associated with the activity to ensure all vital information has been captured. If you make any amendments in the "Control Measures" column be sure to check that they comply with any prescriptive control measures found in associated legislation.

This completes the process for developing a work method statement. Have you missed anything?



TOOL KIT

Form G

A sample of WMS Part 2 is available in the Tool Kit on page 32



Now that you have finished you can use the following checklists to see if you are on the right track:



TOOL KIT

Form H

The Employers Work Method Statement Checklist can be found in the Tool Kit on page 33

Form I

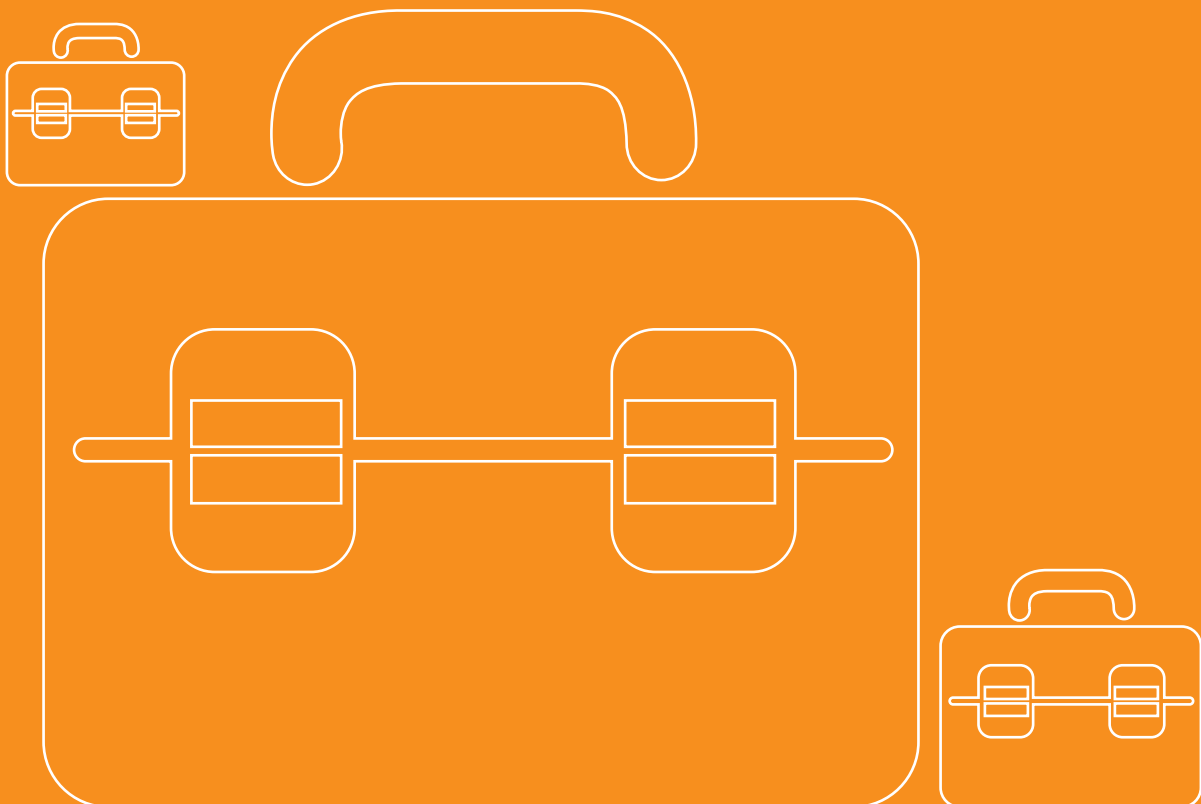
The Employees WMS Checklist can be found in the Tool Kit on page 34

REVISION

Completing Part 1 of the WMS will help me to prepare for the activity	✓
Relevant employees are required to be inducted into WMS	✓
Ensuring employees are following Part 2 of the WMS will help to me remove or minimise risks	✓
Experienced workers should be consulted when developing WMS as they can aid in the identification of the potential hazards associated with a job or activity	✓
Involving employees in the preparation of the WMS will encourage them to take ownership for safety	✓

TOOL KIT

SUMMARY OF FORMS TO BE USED WHEN COMPLETING A WMS



FORMS TO USE WHEN DEVELOPING YOUR FIRST WORK METHOD STATEMENT

FORM B - RISK ASSESSMENT FORM

PAGE 27

RISK ASSESSMENT FORM - Use this form to identify any high risk construction activities, prescribed activities or demolition work that were recorded on this form at the site inspection during the tendering process or after the contract was won that require a WMS to be completed.

POTENTIAL HAZARDS	EXISTING CONTROL MEASURES	RISK SCORE 1 - 25	RISK CONTROL MEASURES	RESIDUAL RISK SCORE 1 - 25	RESPONSIBLE PERSON	DATE
Insert potential hazards associated with contract and site in this column	This form can also be used to review existing control measures. Insert existing controls in this column if reviewing control measures	Insert risk score using Risk Matrix - Form C	Check legislation and insert control measures. If no control measures prescribed in legislation use hierarchy of controls and consult with workers.	Insert new risk score using Risk Matrix - Form C	Insert persons responsible for following, implementing, or maintaining control measures in this column	Insert date in this column

FORM C - RISK MATRIX

PAGE 28

RISK MATRIX - Use this form to help you prioritise risks when completing FORMS B and/or D and/or G

LIKELIHOOD How likely is it to happen?	CONSEQUENCES How severely could it hurt someone if it happens?				
	INSIGNIFICANT (No injuries)	MINOR (First aid only, spillage contained at site)	MODERATE (Medical treatment spillage contained with outside help)	MAJOR (Extensive injuries, loss of production)	CATASTROPHIC (Death, toxic release of chemicals)
ALMOST CERTAIN Expected in most circumstances	15 H	10 H	6 A	3 A	1 A
LIKELY Will probably occur in most circumstances	19 M	14 H	9 H	5 A	2 A

FORM D - JOB SAFETY ANALYSIS

PAGE 29

JOB SAFETY ANALYSIS - Use this form to conduct a risk assessment on a high risk construction activity, prescribed activity, demolition work or other activity where there are no risk assessments, WMS or procedures. JSA`s are generally site specific and used for the task at hand. They are not used across other sites as a generic document as they capture the hazards at a specific place and during a specific time.

NOTE: Two extra columns have been added to the Risk Assessment Form and JSA Form so that they can be used to review existing control measures for a hazard or a specific activity. For example, when changes are being considered or after an incident has occurred. If you are starting from scratch you will **not** need to fill in the Existing Control Measures

STEPS IN ACTIVITY	POTENTIAL HAZARDS	EXISTING CONTROL MEASURES	RISK SCORE 1 - 25	RISK CONTROL MEASURES	RESIDUAL RISK SCORE 1 - 25	RESPONSIBLE PERSON	DATE
Insert steps in activity in this column in the sequence the activity is to be carried out, step by step	Insert all foreseeable hazards associated with each step	If reviewing an activity insert existing control measures in this column	Insert risk score using Risk Matrix - Form C	Check legislation and insert new control measures. If no control measures written in legislation use hierarchy of controls and consult with workers and professionals	Insert new risk score using Risk Matrix - Form C	Insert title or name of persons responsible for following, implementing, or maintaining control measures	Insert date control measures must be met

FORM E - WMS PART I (HIGH RISK ACTIVITIES)

PAGE 30

WMS PART I - Use this form for High Risk Construction Activities.

PART I

ZYX Civil Contractors Pty Ltd - Work Method Statement

HIGH RISK CONSTRUCTION ACTIVITY

COMPANY DETAILS	Insert Company Name, Address, Phone Number here	HIGH RISK WORK CLASS	List any high risk work class here
ABN	Insert Company ABN here	DATE WMS DEVELOPED	Insert Date 00/00/0000
SITE ADDRESS	100 Dig up Street Brisbane	VERSION NUMBER	Insert Version Number
		LINKS	

FORM F - WMS PART I (PRESCRIBED ACTIVITIES)

PAGE 31

WMS PART I - Use this form for Prescribed Activities or Demolition Work.

PART I

ZYX Civil Contractors Pty Ltd - Work Method Statement

PRESCRIBED ACTIVITY

COMPANY DETAILS	Insert Company Name, Address, Phone Number here	THE ARRANGEMENTS FOR APPROPRIATE TRAINING & SUPERVISION	Insert relevant training for prescribed activity and how supervision will be carried out
ABN	Insert Company ABN here	HIGH RISK WORK CLASS	List class of any high risk work here
SITE ADDRESS	100 Dig up Street Brisbane	DATE WMS DEVELOPED	Insert Date 00/00/0000
PRESCRIBED ACTIVITY/ DEMOLITION WORK	Insert name of Prescribed Activity or Demolition Work e.g. Removal of 50 square metres of bonded asbestos, Demolish wooden bridge	VERSION NUMBER	Insert Version Number
PRESCRIBED ACTIVITY CERTIFICATE NUMBER	Insert relevant certificate number here	LINKS	

FORM G - WMS PART 2

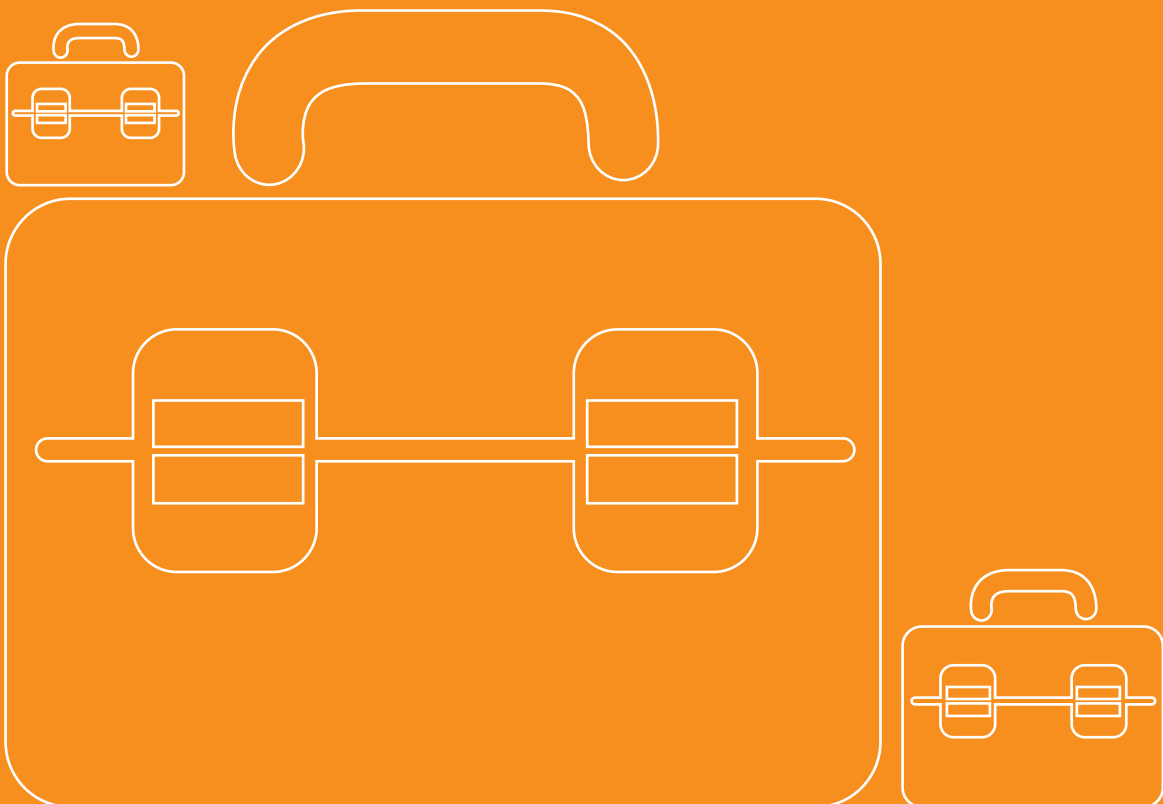
PAGE 32

WMS PART 2 - Form G can be used for a High Risk Construction Activity, Prescribed Activity or Demolition Work

Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
E.G. Control unauthorised access to site	• Hit by moving plant • Falls, slips, trips • Trench collapse	2	• Ensure security perimeter fencing and signage erected • Ensure trench has been benched, battered, shored	Principal Contractor/ Relevant person

TOOL KIT

BLANK SAMPLE FORMS



FORM A

CONSTRUCTION SAFETY PLAN

ZYX Civil Contractors Pty Ltd

ORGANISATIONAL DETAILS

PRINCIPAL CONTRACTOR’S NAME

PRINCIPAL CONTRACTOR’S ABN

PRINCIPAL CONTRACTOR’S ADDRESS

WORKPLACE ADDRESS

TYPE OF CONSTRUCTION Civil Construction – Excavation

EXPECTED START DATE

ESTIMATED DURATION OF THE WORK

WHS COMMITTEE

WHS OFFICER

FIRST AID OFFICER

EXAMPLE CONTENTS

- Company Safety Policy
- General Safety Requirements
- Hazardous Substance Register
- Site Rules
- Plant Provided For Common Use
- Risk Assessments
- Job Safety Analysis
- Work Method Statements
- Traffic Management Plans
- Emergency Procedures
- Emergency Phone Numbers
- Public Safety Strategy
- The Risks the Principal Contractor is obliged to manage, the proposed control measures for those risks, and how the control will be monitored and reviewed.

FORM B RISK ASSESSMENT FORM

PRINCIPAL CONTRACTOR / RELEVANT PERSON Insert name here	CONTRACT Insert contract here e.g. Subdivision Ormeau	SITE ADDRESS Insert site address here
WORK AREA Insert work area e.g. Division 1	ACTIVITY Insert name of activity here e.g. Site Preparation	DATE Insert date assessment completed here

POTENTIAL HAZARDS	EXISTING CONTROL MEASURES	RISK SCORE 1 - 25	RISK CONTROL MEASURES	RESIDUAL RISK SCORE 1 - 25	RESPONSIBLE PERSON	DATE
Insert potential hazards associated with contract and site in this column	This form can also be used to review existing control measures. Insert existing controls in this column if reviewing control measures	Insert risk score using Risk Matrix - Form C	Check legislation and insert control measures. If no control measures prescribed in legislation use hierarchy of controls and consult with workers.	Insert new risk score using Risk Matrix - Form C	Insert persons responsible for following, implementing, or maintaining control measures in this column	Insert date in this column
E.G. Excavation		4	Obtain information on location of services from Dial Before You Dig Perimeter fencing required for 12 weeks Complete WMS for this activity	8 8 13	Principal Contractor / Relevant Person	Before work commences
E.G. Entering trench more than 1.5 metres		4	Complete WMS for this activity	13	Principal Contractor / Relevant Person	Before work commences
E.G. Working near underground services		4	Obtain information on location of services from Dial Before You Dig Appoint competent person to locate and mark services	8 13	Principal Contractor / Relevant Person	Before work commences

FORM C

RISK MATRIX

This Risk Matrix is to be used to identify and assess risks associated with identified hazards when completing Forms B and/or Form D and or Form G.

LIKELIHOOD How likely is it to happen?	CONSEQUENCES How severely could it hurt someone if it happens?				
	INSIGNIFICANT (No injuries)	MINOR (First aid only, spillage contained at site)	MODERATE (Medical treatment spillage contained with outside help)	MAJOR (Extensive injuries, loss of production)	CATASTROPHIC (Death, toxic release of chemicals)
ALMOST CERTAIN Expected in most circumstances	15 H	10 H	6 A	3 A	1 A
LIKELY Will probably occur in most circumstances	19 M	14 H	9 H	5 A	2 A
POSSIBLE Might occur at some time	22 L	18 M	13 H	8 A	4 A
UNLIKELY Could occur at some time	24 L	21 M	17 M	12 H	7 A
RARE May occur only in exceptional circumstances	25 L	23 L	20 M	16 H	11 H

SCORE	ACTION
1 - 8 A - Acute	ACT NOW - Urgent do something about the risks immediately. Requires immediate attention
9 - 16 H - High	Isolate the hazard and seek the highest management decision urgently
17 - 21 M - Moderate	Isolate the hazard and follow management instructions
22 - 25 L - Low	OK for now. Record and do something about the risks as soon as possible

CONTROL MEASURES

When deciding on control measures they should be implemented in the following order:

ELIMINATION **Get rid of the harm or prevent the risk (best outcome)**

IF THIS IS NOT POSSIBLE:

Substitution	Replace hazardous materials, equipment, chemicals with something less harmful; and/or
Engineering	Separate people from the harm, change the physical working environment, for example, by redesigning work, plant, equipment, components or premises; and/or
Administration	Establish administrative procedures such as work method statements, safety instructions and provide staff with training in them; and/or
PPE	Use protective clothing

FORM D JOB SAFETY ANALYSIS

PRINCIPAL CONTRACTOR / RELEVANT PERSON Insert name here	CONTRACT Insert contract here e.g. Subdivision Ormeau	SITE ADDRESS Insert site address here
WORK AREA Insert work area e.g. Division 1	ACTIVITY Insert name of activity here e.g. Site Preparation	DATE Insert date assessment completed here

ALL STEPS IN ACTIVITY	POTENTIAL HAZARDS	EXISTING CONTROL MEASURES	RISK SCORE 1 - 25	RISK CONTROL MEASURES	RESIDUAL RISK SCORE 1 - 25	RESPONSIBLE PERSON	DATE
1 Insert steps in activity in this column in the sequence the activity is to be carried out, step by step	Insert all foreseeable hazards associated with each step	If reviewing an activity insert existing control measures in this column	Insert risk score using Risk Matrix - Form C	Check legislation and insert new control measures. If no control measures written in legislation use hierarchy of controls and consult with workers and professionals	Insert new risk score using Risk Matrix - Form C	Insert title or name of persons responsible for following, implementing, or maintaining control measures	Insert date control measures must be met
2 E.G. Arrive at site	Moving plant		4	Read and obey all signs Stay alert and watch for moving plant	13	Plant Operators	At all times
3	Pedestrians		4	Stay alert and give way to pedestrians	17	Plant Operators	At all times
4 Access excavator	Falls/slips/trips		7	Park as close to excavator as possible Stay alert and remove any trip hazards where safe to do so	17	Plant Operators	At all times

THE FOLLOWING PERSONS HAVE RECEIVED TRAINING ON THIS JSA

Name and sign

FORM E

WMS MUST BE SITE SPECIFIC AND MUST BE PREPARED BEFORE ANY **HIGH RISK CONSTRUCTION ACTIVITY** COMMENCES.

PART I **ZYX Civil Contractors Pty Ltd - Work Method Statement**

HIGH RISK CONSTRUCTION ACTIVITY

COMPANY DETAILS

Insert Relevant Persons Company Name, Address, Phone Number here

HIGH RISK WORK LICENSE/S

List high risk work licences here

ABN

Insert Company ABN here

DATE WMS DEVELOPED

Insert Date 00/00/0000

SITE ADDRESS

Insert work site address here

VERSION NUMBER

Insert Version Number

LINKS

HIGH RISK CONSTRUCTION ACTIVITY / OTHER

Insert name of High Risk Construction Activity/Other e.g. Entering trench more than 1.5 metres

HOW CONTROL MEASURES ARE TO BE MONITORED AND REVIEWED

- Insert how control measures will be monitored and reviewed, by whom and when e.g. control measures will be monitored by employees and site supervisor and reviewed during pre start checks/tool box talks daily

PLACE A TICK IN BOXES TO INDICATE COMPULSORY REQUIREMENTS TO BE ABLE TO COMPLETE THIS ACTIVITY

Plant / Equipment	☐ Backhoe ☐ Crane ☐ Dozer ☐ Excavator	☐ Amenities ☐ Grader ☐ Loader ☐ Road Roller	☐ Scraper ☐ Skid Steer ☐ Barriers ☐ Fall Arrest System ☐ Fall Restraint System	☐ Lights ☐ Ladders ☐ Signage ☐ Jackhammer
Licences / Permits / Tickets	☐ Backhoe ☐ Crane ☐ Demolition ☐ General Safety Induction (Blue Card)	☐ Dozer ☐ Dogger ☐ Excavator	☐ Grader ☐ Loader ☐ Explosive Power Tools ☐ Rigger	☐ Scaffold ☐ Scraper ☐ Skid Steer ☐ Traffic Control
Training	☐ Site Specific Induction ☐ Task Specific Training ☐ Cert 3 in Civil Construction ☐ Confined Spaces	☐ Emergencies ☐ First Aid ☐ Manual Tasks ☐ Moving Plant	☐ MUTCD Part 3 Level 1 ☐ MUTCD Part 3 Level 2 ☐ MUTCD Part 3 Level 3 ☐ MUTCD Part 3 Level 4	☐ Risk Management ☐ Slips, Trips, Falls ☐ Working Near Utilities ☐ Working at Heights
Applicable Legislation / References	ACTS (QLD) ☐ WHS ☐ Dangerous Goods ☐ Electrical Safety	REGULATIONS (QLD) ☐ WHS ☐ Dangerous Goods ☐ Electrical Safety	CODES OF PRACTICE ☐ Traffic Management for Construction or Maintenance Work ☐ Working Near Exposed Live Parts	OTHER ☐ Guide to Safety in the Civil Construction Industry
Maintenance Checks	☐ All Electrical Tools ☐ All Excavations / Pits Daily	☐ Amenities ☐ Atmospheric Testing / Monitoring Equipment	☐ All Equipment Pre Start Checks ☐ Gas Monitoring Equipment	☐ All Signage Daily ☐ PPE
PPE	☐  ☐  ☐  ☐  ☐  ☐ 			
Other	☐ Insert any other comments / requirements here e.g. fire extinguishers, scaffold, spotter, Authority from the Department of Main Roads / Police to close roads			

FORM F

THIS WMS IS A SITE SPECIFIC WMS AND MUST BE PREPARED BEFORE ANY **PRESCRIBED ACTIVITY** COMMENCES.

PART I

ZYX Civil Contractors Pty Ltd - Work Method Statement

PRESCRIBED ACTIVITY

COMPANY DETAILS	Insert Relevant Persons Company Name, Address, Phone Number here	THE ARRANGEMENTS FOR APPROPRIATE TRAINING & SUPERVISION	Insert relevant training for prescribed activity and how supervision will be carried out
ABN	Insert Relevant Persons Company ABN here e.g. person carrying out work		
SITE ADDRESS	Insert work site address here	HIGH RISK WORK CLASS	List class of any high risk work here
PRESCRIBED ACTIVITY/ DEMOLITION WORK	Insert name of Prescribed Activity or Demolition Work e.g. Removal of 50 square metres of bonded asbestos, Demolish wooden bridge	DATE WMS DEVELOPED	Insert Date 00/00/0000
PRESCRIBED ACTIVITY CERTIFICATE NUMBER	Insert Relevant Certificate Number	VERSION NUMBER	Insert Version Number
		LINKS	

HOW CONTROL MEASURES ARE TO BE MONITORED AND REVIEWED

- Insert how control measures will be monitored and reviewed, by whom and when e.g. control measures will be monitored by employees and site supervisor and reviewed during pre start checks/tool box talks daily

PLACE A TICK IN BOXES TO INDICATE COMPULSORY REQUIREMENTS TO BE ABLE TO COMPLETE THIS ACTIVITY

Plant / Equipment	☐ Backhoe ☐ Crane ☐ Dozer ☐ Excavator	☐ Grader ☐ Loader ☐ Road Roller ☐ Scraper	☐ Skid Steer ☐ Waste Bins ☐ Double Thickness Plastic ☐ Air Testing Equipment ☐ Air Monitoring Equipment	☐ Lights ☐ Ladders ☐ Signage ☐ Vacuum ☐ Water
Licences / Permits / Tickets	☐ A - Class license (Friable Asbestos) ☐ B - Class license (Bonded Asbestos) ☐ General Safety Induction (Blue Card)	☐ Backhoe ☐ Crane ☐ Dozer ☐ Excavator	☐ Grader ☐ Explosive Power Tools ☐ Road Roller ☐ Scaffold	☐ Scraper ☐ Skid Steer ☐ Traffic Control
Training / Tickets / Permits	☐ Demolition work DM1 ☐ Demolition work DM2 ☐ Site Specific Induction ☐ Task Specific Training ☐ Cert 3 In Civil Construction	☐ Confined Space ☐ Emergencies ☐ First Aid ☐ Manual Tasks ☐ Moving Plant	☐ MUTCD Part 3 Level 1 ☐ MUTCD Part 3 Level 2 ☐ MUTCD Part 3 Level 3 ☐ MUTCD Part 3 Level 4	☐ Risk Management ☐ Slips, Trips, Falls ☐ Working Near Utilities ☐ Working at Heights
Applicable Legislation / References	ACTS (QLD) ☐ WHS ☐ Dangerous Goods ☐ Electrical Safety	REGULATIONS (QLD) ☐ WHS ☐ Dangerous Goods ☐ Electrical Safety	CODES OF PRACTICE ☐ Management and control of asbestos in workplaces [nohsc: 2018 (2005)] ☐ Safe removal of asbestos 2nd edition [nohsc:2002 (2005)]	OTHER ☐ Guide to Safety in the Civil Construction Industry ☐ AS 2601-2001 : Demolition of structures
Maintenance Checks	☐ All Electrical Tools ☐ Air monitoring equipment	☐ Amenities ☐ Gas Testing Equipment	☐ Pre Start Checks All Plant ☐ All Signage Daily	☐ PPE
PPE	☐ 	☐ 	☐ 	☐ 
Other	☐ Insert any other requirements e.g. disposable overalls, asbestos removal signs, demolition in progress, unauthorised entry not permitted			

FORM G

PART 2

ZYX Civil Contractors Pty Ltd - Work Method Statement

FAILURE TO PLAN AND FOLLOW THIS WMS MAY LEAD TO PERSONS BEING SERIOUSLY OR FATALLY INJURED AND POSSIBLE LEGAL ACTION BEING TAKEN. **DON'T RISK IT.**

HOW THE ACTIVITY WILL BE PERFORMED

Insert how the activity will be performed here

Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
If developing a WMS from a JSA looking at the JSA extract small steps from column titled "All Steps In Activity" and group into larger steps. Insert steps into this column in the sequence the activity is to be performed.	Extract all the hazards that could cause harm identified in your JSA that relate to the major steps in the activity and insert into this column	Insert risk score from the JSA into this column	Insert control measures from JSA into this column	Identify persons responsible for complying with control measures

ADDITIONAL INSTRUCTIONS / COMMENTS

Principal Contractors Signature

Name of person signing WMS on behalf of the Principal Contractor

Date

I have recieved training in this WMS and I fully understand the hazards and control measures to be implemented as part of this activity.

Name

Signature

Date

FORM H EMPLOYERS WORK METHOD STATEMENT CHECKLIST

Each tick in the RED zone means you are less likely to be compliant

ADDRESS THESE AREAS PROMPTLY

- ☐ Current Legislation applying to work method statements not obtained
- ☐ High risk construction activities not identified nor the risk controlled
- ☐ Control measures for doing high risk construction work/prescribed activities safely left up to workers
- ☐ Principal Contractor allows persons to start high risk construction activity without work method statement
- ☐ Relevant Person allows persons to start high risk construction activity without work method statement
- ☐ Generic work method statements not reviewed and amended at each new site
- ☐ Work Method Statements not amended as soon as possible when there is a change in the way the high risk construction work/prescribed activity is to be performed
- ☐ Principal Contractor not given a copy of amended work method statements by Relevant Persons
- ☐ Relevant Person has not ensured each person affected by the amendment of a work method statement is advised of the details of the amendment/s
- ☐ Work method statements not kept with construction safety plan
- ☐ Work method statements not signed and dated by Principal Contractor

Each tick in the ORANGE zone means you are increasing your level of compliance

BUT YOU STILL HAVE WORK TO DO

- ☐ Current Legislation for work method statements obtained
- ☐ High risk construction work/prescribed activities identified and some work method statements developed
- ☐ Limited involvement of workers in developing work method statements
- ☐ Principal Contractor or Relevant Person monitors some persons to whom the work method statement applies
- ☐ System developed but not maintained for reviewing and updating work method statements as required by legislation
- ☐ Some work method statements kept with construction safety plan
- ☐ Principal Contractor or Relevant Person signs and dates some work method statements
- ☐ Generic work method statements are reviewed but not always amended at each new site to reflect site specific hazards
- ☐ Work method statements are easy to follow
- ☐ Work method statements for high risk construction work / prescribed activities developed not always followed in day to day operations
- ☐ Work Method Statements for other high risk activities identified but not developed

Each tick in the GREEN zone means you are more likely to be compliant

MONITOR AND REVIEW TO CONTINUALLY IMPROVE

- ☐ Work method statements for high risk construction work / prescribed activities developed and followed
- ☐ Control measures in work method statements contain all current requirements called up in legislation
- ☐ Workers involved in developing work method statements
- ☐ Principal Contractor/Relevant Person monitors persons to whom the work method statement applies to
- ☐ System implemented and maintained for reviewing and amending work method statements
- ☐ Generic work method statements amended at each new site and include site specific hazards
- ☐ All people likely to be affected by changes advised of amendments to work method statement
- ☐ Principal Contractor/Relevant Person has signed and dated work method statements
- ☐ Work method statements easy to understand and follow
- ☐ Principal Contractor has copies of all work method statements
- ☐ Work method statements kept with construction safety plan
- ☐ Work method statements are readily available for inspection

FORM I

EMPLOYEES WORK METHOD STATEMENT CHECKLIST

This WMS checklist relates to the following activity _____

Date _____

This WMS checklist relates to the following site address _____

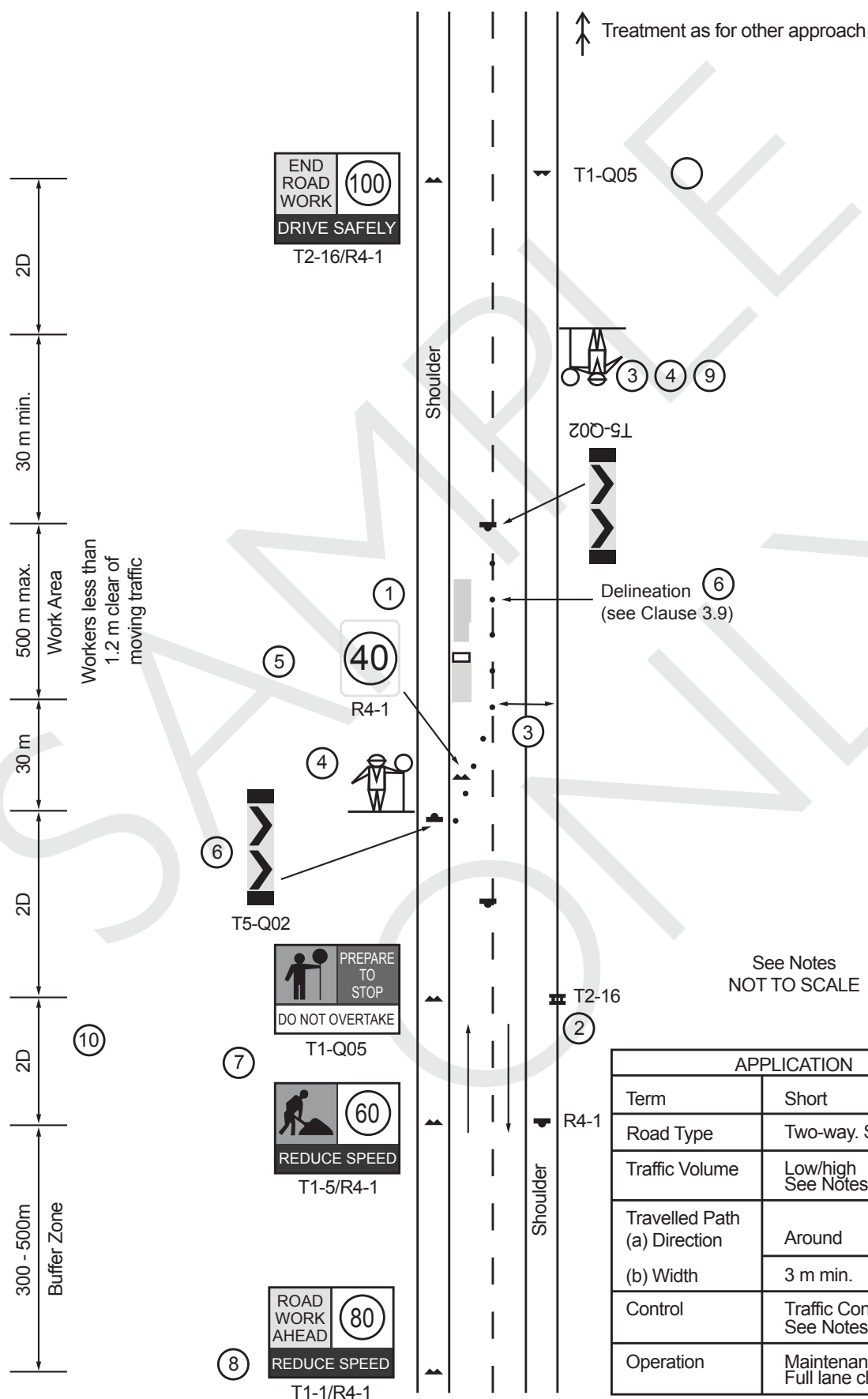
WMS includes the name of the high risk/prescribed construction activity	☐	☐	☐
WMS states the way the activity is to be performed	☐	☐	☐
WMS includes hazards associated with the activity	☐	☐	☐
WMS includes control measures to be followed	☐	☐	☐
WMS includes how the control measures will be monitored and reviewed	☐	☐	☐
WMS includes any relevant prescribed occupations	☐	☐	☐
IF A PRESCRIBED ACTIVITY			
WMS includes the arrangements for appropriate training	☐	☐	☐
WMS takes account of AS 2601 Demolition work	☐	☐	☐
GENERAL			
WMS has been signed and dated by Principal Contractor	☐	☐	☐
Part 1 of WMS has been completed	☐	☐	☐
Part 2 of WMS has been completed	☐	☐	☐
This WMS includes site specific hazards related to the above address	☐	☐	☐
I have been trained in this WMS	☐	☐	☐
I understand I am responsible for following this WMS	☐	☐	☐

I have read the above questions and have ticked all boxes where the answers are correct.

_____ Name	_____ Signature	_____ Date
_____ Name	_____ Signature	_____ Date
_____ Name	_____ Signature	_____ Date

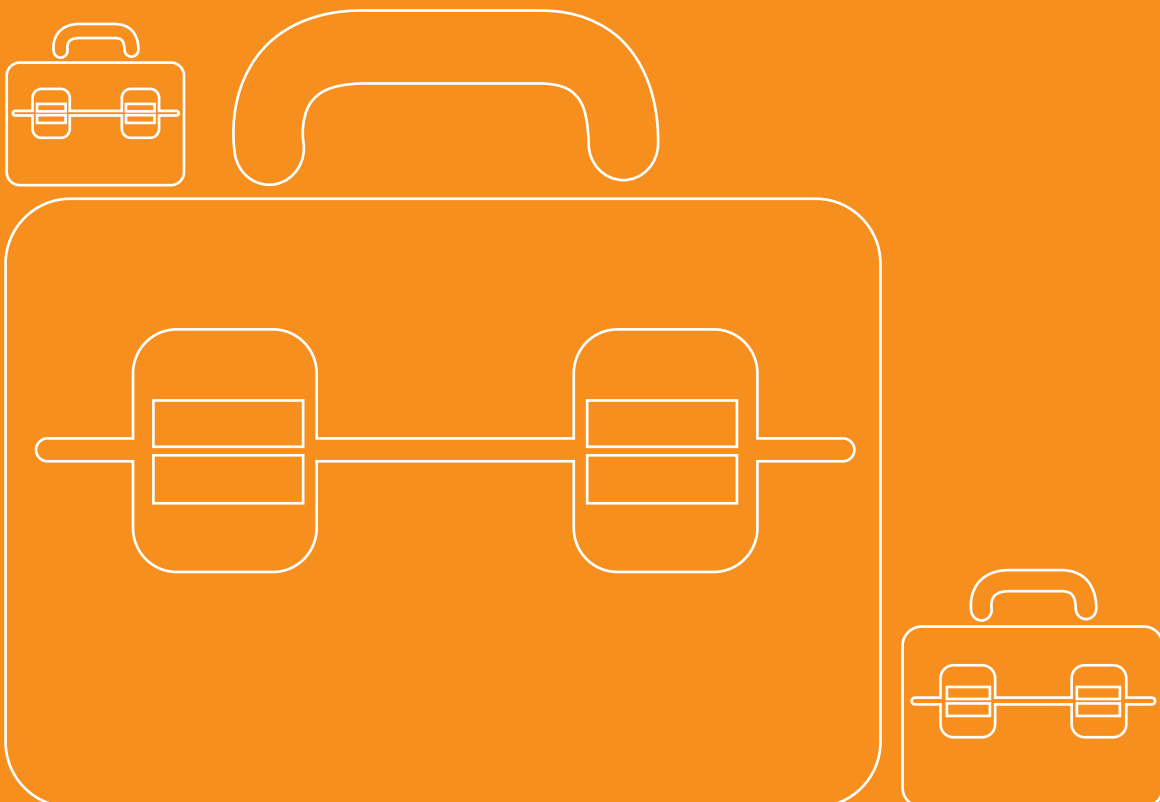
SITE SUPERVISOR: NO WORK TO COMMENCE UNTIL ALL ABOVE REQUIREMENTS HAVE BEEN MET

Sample of a traffic guidance scheme from the Traffic Management for Construction or Maintenance Work Code of Practice 2008



TOOL KIT - SAMPLES

WORK METHOD STATEMENTS



CONFINED SPACE ENTRY

NOTE: This WMS template is a sample only and does not attempt to limit your scope of works or replace your responsibilities under any statutory requirements.

PART I

ZYX Civil Contractors Pty Ltd - Work Method Statement

WMS must be site specific and **must be** prepared before any high risk construction activity commences.

COMPANY DETAILS	ZYX Civil Contractors Pty Ltd 25 Donkin Street Brisbane 07 3846 7933	HIGH RISK WORK LICENSES	
ABN	00 000 000 000	DATE WMS DEVELOPED	30 October 2008
SITE ADDRESS	100 Dig up Street Brisbane	VERSION NUMBER	001
HIGH RISK CONSTRUCTION ACTIVITY / OTHER	Use a Confined Space	LINKS	Risk Assessment, WMS 21, 22, 24

HOW CONTROL MEASURES ARE TO BE MONITORED AND REVIEWED

- WMS to be reviewed at start of each day during pre start checks/tool box talks to identify and control additional site specific hazards
- PC/RP to conduct periodic inspections to ensure confined space activity being carried out in accordance with WMS
- Standby person to watch monitoring equipment throughout confined space entry where required
- Workers are responsible for immediately reporting any hazards associated with activity and control measures

PLACE A TICK IN BOXES TO INDICATE COMPULSORY REQUIREMENTS TO BE ABLE TO COMPLETE THIS ACTIVITY

Plant / Equipment	☒ Atmospheric monitoring ☒ Amenities ☒ Face Mask ☒ First Aid Kit ☒ Fire Extinguishers	☒ Gas Detection Equipment ☒ Harness ☒ Life Line ☒ Lifting equipment	☒ Mobile Phone ☒ Portable ladders ☒ Rescue Winch ☒ Signage ☒ Tripod	☒ Voice activated two-way radios		
Licences / Permits / Tickets	☐ Backhoe ☒ General Safety Induction (Blue Card)	☐ Crane ☐ Dozer	☐ Excavator ☐ Grader ☐ Explosive Power Tools	☒ Confined Space Entry Ticket ☒ Confined Space Entry Permit ☐ Hot Work Permit		
Training	☒ Site Specific Induction ☒ Task Specific Training ☒ Cert 3 in Civil Construction ☒ Confined Spaces ☒ Emergencies ☒ First Aid	☐ Manual Tasks ☐ MUTCD Part 3 Level 1 ☐ MUTCD Part 3 Level 2 ☐ MUTCD Part 3 Level 3 ☐ MUTCD Part 3 Level 4	☒ PPE ☒ Rescue Drill ☒ Risk Management ☒ Slips, Trips, Falls ☒ Use of Safety Equipment	☒ Use of Communication Equipment ☒ Working in Varied Temperatures ☐ Working Near Water		
Applicable Legislation / References	ACTS (QLD) ☒ WHS ☐ Dangerous Goods ☐ Electrical Safety	REGULATIONS (QLD) ☒ WHS ☐ Dangerous Goods ☐ Electrical Safety	CODES OF PRACTICE ☐ Traffic Management for Construction or Maintenance Work ☒ Risk Management	OTHER ☒ Guide to Safety in the Civil Construction Industry ☒ Guide to Working Safely in Confined Spaces		
Maintenance Checks	☐ All Electrical Tools ☐ All Excavations / Pits Daily	☒ Amenities ☒ Atmospheric Testing / Monitoring Equipment	☒ All Equipment Pre Start Checks ☒ All Signage Daily	☒ Housekeeping ☒ PPE		
PPE	☒ 	☐ 	☐ 	☒ 	☒ 	☒ 
Other	☒ Fire extinguishers 2 x 10 kg powder; life lines, 2 x safety harness, AS/NZS 2865 Safe Working in a Confined Space, non static PPE to be worn, organic vapour half face respirator, elbow length PVC gloves, life line, safety harness, MSDS register; chemical suits					

PART 2

ZYX Civil Contractors Pty Ltd - Work Method Statement

WARNING This is an **EXAMPLE WMS** only to show Contractors what might be found in a WMS. It is not specific to any site and copying and using it without alteration may result in a serious workplace incident occurring. Users need to develop their **own WMS** using the blank sample in the Tool Kit in conjunction with their own JSA / Risk Assessment and refer to current Acts, Regulations, Codes of Practice, Standards and other applicable requirements when considering control measures for hazards identified at each site.

FAILURE TO PLAN AND FOLLOW THIS WMS MAY LEAD TO PERSONS BEING SERIOUSLY OR FATALY INJURED AND POSSIBLE LEGAL ACTION BEING TAKEN. **DON'T RISK IT.**

HOW THE ACTIVITY WILL BE PERFORMED

- The Principal Contractor/Relevant will ensure a competent person conducts a risk assessment in accordance with AS/NZS 2865 Safe Working in a Confined Space and Queensland's Guide to Working Safely in Confined Spaces
- The Principal Contractor/Relevant Person will consult workers on risk assessments and/or activity specific JSA's/WMS
- The Principal Contractor/Relevant Person will ensure the control measures identified in the risk assessment are implemented and maintained whilst work is being performed in Confined Space
- The Principal Contractor/Relevant Person will select workers to use Confined Space and ensure they receive training and a competency assessment before entering Confined Space or acting as a Safety Observer
- The Principal Contractor/Relevant Person will ensure a competent person tests Confined Space for dangerous substances/gases and records information on Confined Space Entry Permit and communicates results to workers before they enter a Confined Space
- The Principal Contractor/Relevant Person will ensure a competent person conducts monitoring of atmospheric conditions whilst workers are occupying Confined Space where there is a risk of exposure to dangerous substances/gases or oxygen deficiencies
- The Principal Contractor/Relevant Person will ensure a competent person completes Confined Space Work Permit and posts in close proximity to Confined Space being used
- The Principal Contractor/Relevant Person will erect appropriate warning signs reflecting the hazards near the Confined Space
- Workers will not enter any confined space where they have not received relevant training or hold relevant/current tickets
- Workers will remove all ignition sources from their body/work bags etc prior to entering confined space where there is a risk of fire/explosion
- Workers will check information again on Confined Space Work Permit before entering confined space
- Workers will use ladder to access confined space
- Workers will check two way communication devices before entry and as soon as they have reached the bottom of the ladder where required

	Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
1.	Testing for oxygen levels / gases	• Testing equipment not tested and tagged • Inexperienced/untrained worker • Not recording and communicating results	4 4 5	• Pre start check to be carried out on testing equipment in accordance with manufacturer's instructions • Conduct tests on Confined Space in accordance with manufacturers operating procedures • Record results immediately found during tests on Confined Space Entry Permit and risk assessment and communicate to workers and post in close proximity to Confined Space	Competent Person (Worker)
2.	Selecting Standby Person	• Inexperienced/untrained worker	8	• Only workers who have received relevant training and who have been assessed as competent may act as a stand-by person	All Workers
3.	Entering Confined Space	• No entry permit • No experience/training in Confined Space entry • No signage erected • No information available on atmosphere of confined space • No stand by person available • Falls, slips, trips • Explosion/fire	4 4 7 4 4 13 12	• Access to or entry of a Confined Space is not permitted at any time where Entry Permit has not been issued, atmospheric conditions have not been communicated to workers, workers have not undergone appropriate training and assessment, signage has not been erected, there is no stand-by person available • Report any above missing items to site supervisor immediately • Remove any tripping hazards or obstructions where safe to do so and stay alert at all times • Remove any built up mud from boots and enter Confined Space using ladder maintaining 3 points of contact and facing ladder rungs • Ignition sources, media players, mobile phones, spark generating equipment/clothing/footwear to be removed prior to entering a Confined Space where the risk assessment has identified a risk of fire/explosion	All Workers

	Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
3. Continued		Emergencies	17	- Test communication device is working prior to entry and when you reach bottom of ladder If no risk of fire/ explosion - In the event of an emergency follow instructions of the stand-by person at all times and use ladder maintaining 3 points of contact to exit - Ensure all equipment/persons accounted for - Report any hazards to your supervisor immediately	
4.	Carrying out work activities in a confined space	- Dangerous gases/ contaminants - Oxygen deficiency - Over heating - Feeling Unwell - Explosion/Fire - Emergencies e.g. fires, flooding, bites, stings, fumes - Risk assessment and consultation with relevant workers not conducted - Inexperienced/ untrained workers - Stand-by person identifies risk of exposure to dangerous gases/contaminants - Oxygen deficiency below 19.5% or in excess of 23.5%	4 4 13 21 12 17 8 13 2 2	- Air monitoring to be conducted at all times whilst Confined Space is being occupied where JSA/Risk Assessment identifies the need - Exit confined space immediately if you start to feel dizzy, light headed or uncomfortable. Report any hazards immediately to site supervisor - Ignition sources must be removed whilst occupying confined space e.g. media players, mobile phones - Exit confined space immediately if any of these or any other unplanned event occurs - No one is permitted to carry out any work activities in a confined space at any time where a Risk Assessment and Job Safety Analysis has not been completed by an experienced person - Complete planned work activity following safe work procedures/instructions and if anything changes stop work and exit confined space. A new Risk Assessment/ Job Safety Analysis will need to be completed - Stand-by person to instruct workers to evacuate confined space immediately - Exit confined space immediately if instructed to do so - Account for all persons and equipment - Report any hazards to your supervisor immediately	Competent Person All Workers All Workers Stand-by Person All Workers
5.	Exiting Confined Space	- Falls, slips, trips - Unauthorised access	21 11	- Exit confined space using ladder maintain 3 points of contact facing ladder rungs - Account for all equipment/persons - Report any hazards to supervisor immediately - Secure all openings prior to removing signage/ barricades	All Workers

ADDITIONAL INSTRUCTIONS / COMMENTS

Principal Contractors Signature

Name of person signing WMS on behalf of the Principal Contractor

Date

I have recieved training in this WMS and I fully understand the hazards and control measures to be implemented as part of this activity.

Site Supervisor Signature

Date

ACCESSING TRENCH MORE THAN 1.5 METRES

NOTE: This WMS template is a sample only and does not attempt to limit your scope of works or replace your responsibilities under any statutory requirements.

PART I

ZYX Civil Contractors Pty Ltd - Work Method Statement

WMS must be site specific and **must be** prepared before any high risk construction activity commences.

COMPANY DETAILS ZYX Civil Contractors Pty Ltd
25 Donkin Street Brisbane
07 3846 7933

ABN 00 000 000 000

SITE ADDRESS 100 Plant Street
Goanna

HIGH RISK WORK LICENSES

DATE WMS DEVELOPED 30 October 2008

VERSION NUMBER 001

HIGH RISK CONSTRUCTION ACTIVITY / OTHER

Entering a trench more than 1.5 meters

LINKS

HOW CONTROL MEASURES ARE TO BE MONITORED AND REVIEWED

- WMS to be reviewed at start of each day during pre start checks / tool box talks to identify and control additional site specific hazards
- Before work starts each day and periodically throughout the day, a competent person will check the excavation for signs of collapse
- Before work starts each day, a competent person will check test atmosphere for dangerous substances / gases
- Before work starts, periodically and at end of day site supervisor to check trenches covered/perimeter security fence in place and all signs erected where applicable

PLACE A TICK IN BOXES TO INDICATE COMPULSORY REQUIREMENTS TO BE ABLE TO COMPLETE THIS ACTIVITY

Plant / Equipment	☐ Backhoe ☐ Crane ☐ Dozer ☐ Excavator	☒ Amenities ☐ Grader ☐ Loader ☐ Road Roller	☒ Scraper ☒ Skid Steer ☒ Barriers ☒ Fall Arrest System ☒ Fall Restraint System	☐ Lights ☒ Ladders ☒ Quick Hitches ☐ Signage ☐ Jackhammer
Licences / Permits / Tickets	☐ Backhoe ☒ General Safety Induction (Blue Card)	☐ Crane ☐ Dozer ☐ Excavator	☐ Grader ☐ Loader ☐ Road Roller ☐ Explosive Power Tools	☐ Scaffold ☐ Scraper ☐ Skid Steer ☐ Traffic Control
Training	☒ Site Specific Induction ☒ Task Specific Training ☐ Cert 3 in Civil Construction ☒ Critical warning signs of collapse	☒ Emergencies ☒ First Aid ☐ Confined Spaces ☐ Manual Tasks	☒ Moving Plant ☒ PPE ☒ Risk Management ☒ Falls, slips, trips	☒ Working Near Utilities ☐ Working at Heights ☐ Working Near Water
Applicable Legislation / References	ACTS (QLD) ☒ WHS ☐ Dangerous Goods ☐ Electrical Safety	REGULATIONS (QLD) ☒ WHS ☐ Dangerous Goods ☐ Electrical Safety	CODES OF PRACTICE ☐ Traffic Management for Construction or Maintenance Work ☐ Working near exposed live parts	OTHER ☒ Guide to Safety in the Civil Construction Industry
Maintenance Checks	☐ All Electrical Tools ☒ All Excavations / Pits Daily	☒ Amenities ☐ Atmospheric Testing / Monitoring Equipment	☒ All Equipment Pre Start Checks ☒ All Signage Daily	☒ PPE
PPE	☒ 	☒ 	☒ 	☐ 
Other	☒ Barricades, perimeter security fence, deep excavation, no unauthorised access signs, fresh drinking water, first aid kit, two-way radio			

PART 2

ZYX Civil Contractors Pty Ltd - Work Method Statement

WARNING This is an **EXAMPLE WMS** only to show Contractors what might be found in a WMS. It is not specific to any site and copying and using it without alteration may result in a serious workplace incident occurring. Users need to develop their **own** WMS using the blank sample in the Tool Kit in conjunction with their own JSA / Risk Assessment and refer to current Acts, Regulations, Codes of Practice, Standards and other applicable requirements when considering control measures for hazards identified at each site.

FAILURE TO PLAN AND FOLLOW THIS WMS MAY LEAD TO PERSONS BEING SERIOUSLY OR FATALLY INJURED AND POSSIBLE LEGAL ACTION BEING TAKEN. **DON'T RISK IT.**

HOW THE ACTIVITY WILL BE PERFORMED

- The Principal Contractor or Relevant Person will complete a risk assessment/JSA/activity specific WMS and any other procedures or site rules required. The risk assessment will incorporate all relevant components in relation to the trench if it is determined by way of risk assessment that the trench will be classified as a confined space then confined space procedures will be implemented.
- The Principal Contractor or Relevant Person will consult workers on risk assessments and/or activity specific JSA's/WMS.
- The Principal Contractor or Relevant Person will implement and ensure control measures are maintained as identified during the risk assessment process, including, where necessary, atmospheric monitoring of the trench prior to entry (as determined by the risk assessment).
- The Principal Contractor or Relevant Person will have assessed documentation from the client in relation to the trench size/dimensions, soil type, safety measures to be used (e.g. benching, battering, shoring etc) etc and developed suitable work processes, and provide copies of this documentation to the employer.
- If a trench is designed to have workers working inside it, the trench will be "constructed" in such a manner as to make it safe for person to do so. Before a person enters the trench it shall either be appropriately benched, battered, shored or have an inspection report available from a geotechnical engineer declaring that it is safe to work in the trench without other controls in place.
- A competent person will inspect the trench prior to any entry and regularly throughout the operation for signs of trench collapse (This is to be documented by the person required to assess the trench).
- Ladders shall be used to access the trench and these shall be placed no more than 9 metres apart.

	Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
1.	Approaching trench	• Falls, slips, trips	13	• Approach trench using designated/marked walkways • Remove any trip hazards/obstructions and stay alert • If you observe any plant or other vehicles operating in close proximity to trench, do not approach or access trench	All Workers
		• Plant operating near trench/hit by moving plant	8		
2.	Access/work in trench	• Trench collapse	1	• Conduct work in the trench only inside areas that have been benched, battered or shored or have a geotechnical engineer declare that it is safe to work without these controls • Remove any built up mud from boots and access trench using ladder, maintain 3 points of contact and face rungs • Leave trench immediately using ladders if you hear or observe any plant/vehicles approaching trench • If you hear other persons approaching trench alert them to your location. Use appropriate signage such as "No unauthorised entry to excavation area" • Leave trench immediately if any signs of trench collapse observed e.g. top edge of trench fretting away and dropping into a trench may indicate that a more serious wall collapse is imminent, a slump in surface near trench indicates that the wall is subsiding behind the ground support system, ground subsidence behind the supports is also indicated by ground swelling up from bottom of trench supports or from sheet piling, tension cracks opening in the surface ground and running parallel to the sides of a trench, support timbers bowing or cracking, water leaks, smell any fumes and report hazards immediately to site supervisor • Wear appropriate PPE as identified e.g. hard hat, dust masks if required, long sleeved shirts and long trousers and use a sunscreen with an sun protection factor (SPF) rating of at least 15+ on the exposed parts of the body • At no time are media devices/mobile phones to be used whilst working in trench • If you need to use mobile phone exit trench and stand in safe location	All Workers
		• Falls, slips, trips	7		
		• Plant/vehicles approaching trench	12		
		• Other person approaching trench	7		
		• Signs of trench collapsing	4		
		• Hit by falling objects e.g. spoil, branches	12		
		• Working in sun	6		
		• Dust	9		
		• Distractions using media devices/mobile phones	8		

	Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
2. Continued	Access/work in trench	• Maintaining awkward postures • No WMS/Procedures developed for carrying out specific activity in trench	13 12	• Change posture at regular intervals to avoid musculoskeletal injuries • Do not enter trench or carry out any unplanned work until risk/assessment/JSA completed • Do not enter trench or carry out any unplanned work where activity specific training has not been provided on WMS/Procedures	All Workers
3.	Exiting trench leaving site	• Falls, slips, trips	13	• Remove any built up mud from boots and use ladders provided to exit trench maintaining three points of contact and facing ladder rungs	All Workers
4.	Leaving site	• Falls, slips, trips • Unauthorised access	13 7	• Secure covers over trenches where covers have been provided or ensure perimeter fencing is securely in place and warning / after hours contact signs posted/ erected, or the trench is backfilled	All Workers

ADDITIONAL INSTRUCTIONS / COMMENTS

Minimise persons access to trench where possible, complete as much work as possible without requiring persons to enter trench area, minimise time trench open, cover or backfill as soon as possible.

Principal Contractors Signature

Name of person signing WMS on behalf of the Principal Contractor

Date

I have received training in this WMS and I fully understand the hazards and control measures to be implemented as part of this activity.

Site Supervisor Signature

Date

EXCAVATION

NOTE: This WMS template is a sample only and does not attempt to limit your scope of works or replace your responsibilities under any statutory requirements.

PART I

ZYX Civil Contractors Pty Ltd - Work Method Statement

WMS must be site specific and **must be** prepared before any high risk construction activity commences.

COMPANY DETAILS	ZYX Civil Contractors Pty Ltd 25 Donkin Street Brisbane 07 3846 7933	HIGH RISK WORK LICENSES	
ABN	00 000 000 000	DATE WMS DEVELOPED	30 October 2008
SITE ADDRESS	100 Plant Street Goanna	VERSION NUMBER	001
HIGH RISK CONSTRUCTION ACTIVITY / OTHER	Excavation	LINKS	

HOW CONTROL MEASURES ARE TO BE MONITORED AND REVIEWED

- WMS to be reviewed at start of each day during pre start checks/tool box talks to identify and control additional site specific hazards
- Before work starts each day and periodically throughout the day, a competent person will check the excavation for signs of collapse
- At end of day person to check perimeter security fence securely in place and all signs posted and erected
- PC/RP to regularly monitor work being carried out in accordance with WMS

PLACE A TICK IN BOXES TO INDICATE COMPULSORY REQUIREMENTS TO BE ABLE TO COMPLETE THIS ACTIVITY

Plant / Equipment	☒ Backhoe ☐ Crane ☐ Dozer ☒ Excavator	☐ Grader ☐ Loader ☐ Road Roller ☐ Scraper ☐ Skid Steer	☒ Amenities ☐ Barriers ☐ Fall Arrest System ☐ Fall Restraint System	☐ Lights ☒ Ladders ☒ Signage ☐ Jackhammer		
Licences / Permits / Tickets	☒ Backhoe ☒ General Safety Induction (Blue Card)	☐ Crane ☐ Dozer ☐ Explosive Power Tools	☒ Excavator ☐ Grader ☒ Loader ☐ Road Roller	☐ Scaffold ☐ Scraper ☐ Skid Steer ☒ Traffic Control		
Training	☒ Site Specific Induction ☒ Task Specific Training ☐ Cert 3 in Civil Construction ☒ Critical warning signs of collapse ☒ Emergency / Communication / Rescue Procedures	☐ First Aid ☐ Confined Spaces ☐ Manual Tasks ☐ MUTCD Part 3 Level 1 ☐ MUTCD Part 3 Level 2	☒ MUTCD Part 3 Level 3 ☒ MUTCD Part 3 Level 4 ☒ PPE ☒ Risk Management ☒ Falls, slips, trips	☒ Working Near Utilities ☒ Working at Heights ☒ Working Near Water ☐ Working Near Moving Plant		
Applicable Legislation / References	ACTS (QLD) ☒ WHS ☒ Dangerous Goods ☒ Electrical Safety	REGULATIONS (QLD) ☒ WHS ☒ Dangerous Goods ☒ Electrical Safety	CODES OF PRACTICE ☒ Traffic Management for Construction or Maintenance Work ☐ Working near exposed live parts	OTHER ☒ Guide to Safety in the Civil Construction Industry		
Maintenance Checks	☒ All Electrical Tools ☒ All Excavations / Pits Daily	☒ Amenities ☐ Atmospheric Testing / Monitoring Equipment	☒ All Equipment Pre Start Checks ☒ All Signage Daily	☒ PPE		
PPE	☒ 	☒ 	☒ 	☐ 	☐ 	☐ 
Other	☒ Security perimeter fencing, first aid kit, written information on location of underground services, witches hats for unloading area, signs - unauthorised entry, deep excavation, speed limits, PPE, hard hat area, safety boots, hi vis clothing, markers for underground services, amenities, fresh drinking water, two-way radios, flashing lights					

PART 2

ZYX Civil Contractors Pty Ltd - Work Method Statement

WARNING This is an **EXAMPLE WMS** only to show Contractors what might be found in a WMS. It is not specific to any site and copying and using it without alteration may result in a serious workplace incident occurring. Users need to develop their **own** WMS using the blank sample in the Tool Kit in conjunction with their own JSA / Risk Assessment and refer to current Acts, Regulations, Codes of Practice, Standards and other applicable requirements when considering control measures for hazards identified at each site.

FAILURE TO PLAN AND FOLLOW THIS WMS MAY LEAD TO PERSONS BEING SERIOUSLY OR FATALY INJURED AND POSSIBLE LEGAL ACTION BEING TAKEN. **DON'T RISK IT.**

HOW THE ACTIVITY WILL BE PERFORMED

Before work commences

- The Principal Contractor/Relevant Person will complete a risk assessment/JSA/activity specific WMS and any other procedures or site rules required
- The Principal Contractor/Relevant Person will consult workers on risk assessments and/or activity specific JSA's/WMS
- The Principal Contractor/Relevant Person will implement and ensure control measures are maintained as identified during the risk assessment process
- The Principal Contractor/Relevant Person will have the need to erect a security perimeter fence at least 900mm in height around the perimeter of the work area assessed by a competent person prior to work commencing
- The Principal Contractor/Relevant Person will place reflective tape around excavation
- The Principal Contractor/Relevant Person will erect warning signs e.g. "Danger Deep Excavation, "No Unauthorised Entry"
- If the excavation is going to go deeper than 1 metre or there are signs of collapse the Principal Contractor/Relevant Person will engage a Geo Technical Engineer to determine the risks and appropriate control measures e.g. the excavation will be benched, battered or shored
- Where the risk assessment/JSA identifies risk of atmospheric contamination the excavation will be tested at start of each day for dangerous substances/ gases e.g. LPG gas if present area will be purged and monitored whilst work being conducted
- The Principal Contractor/Relevant Person will mark safe access/egress paths for plant and pedestrians
- The Principal Contractor/Relevant Person will be obtained written information on underground services from appropriate sources e.g. Dial Before You Dig Council, Ergon Energy, Telstra, and share this with relevant workers. It will also be recorded.
- The Principal Contractor/Relevant Person will select an experienced worker to carry out pot holing using a non conductive hand tool to locate services and to mark services identified
- The Principal Contractor/Relevant Person will check plant operators pre start records daily
- The Principal Contractor/Relevant Person will select experienced operators and will check they hold relevant and current licences/tickets to carry out excavation work
- The Principal Contractor/Relevant Person will ensure two workers working at excavation at all times
- The Principal Contractor/Relevant Person will conduct site induction and tool box talks at the start of each day
- Operators will review site specific plans/drawings
- Operator will locate safest place to position excavator to commence excavation work
- The Principal Contractor/Relevant Person will use a competent person to assess the location that spoil can be placed. In general, operators will dump spoil in area marked at least 1 metre away from edge of excavation
- To prevent spoil rolling into excavation Operators will not stack spoil any more than 600 mm in height
- Operator will operate excavator in accordance with training and conditions of their licence
- Operators will backfill excavations as soon as possible
- Operator will park plant in safe location at end of shift with all attachments lowered, lock cabins where possible and remove keys

Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
Arriving at site, loading, unloading plant/equipment at site	• Hitting pedestrians/ bystanders	8	• Proceed to site office where required • Read and obey all traffic/warning signs/speed limits at site • Proceed to designated/marked loading area and unload/load plant/equipment	Plant operators/ Delivery Persons/ Principal Contractor
	• Being hit by other moving plant	8	• Watch and give way to other moving plant and pedestrians whilst travelling	
	• Being crushed by plant when unloading	7	• Follow procedures for safe loading/unloading of equipment/plant • Spotters to stand at safe distances whilst plant/equipment being unloaded • Ensure area is clear before unloading plant/equipment	
	• Manual tasks	8	• Use trolleys/two person lifts for manual task activities if required • Follow safe lifting techniques as per induction/tool box talk	
	• Falls, slips, trips	13	• Remove any trip hazards/obstructions and built up mud from your work boots	

	Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
2.	Locate and access work area	• Moving plant • Pedestrians • Unmarked/ Unidentifiable work area	13 13 8	• Watch for moving other moving plant/pedestrians • Travel to work area using designated safe access/egress pathways • Stay at a safe distance when plant in operation • Check work area matches plans/drawings • Excavation details assessed prior to work commencing	Plant Operators and All Workers
		• Rollovers	4	• Plant not to be operated where suitable ROPS has not been fitted	
3.	Excavating work area using plant	• Inexperienced/ untrained workers • Underground services not marked • Excavation collapse	8 4 4	• Only experienced workers who have undergone appropriate training and hold current relevant licences/ tickets to be carrying out or working near excavation • Check Prescribed Information on location of underground services, and that services have been marked. If services not marked do not proceed and report to Supervisor immediately • Check excavation for signs of collapse e.g. top edge of excavation fretting away and dropping into a excavation may indicate that a more serious wall collapse is imminent, a slump in surface near excavation indicates that the wall is subsiding behind the ground support system, ground subsidence behind the supports is also indicated by ground swelling up from bottom of excavation supports or from sheet piling, tension cracks opening in the surface ground and running parallel to the sides of a excavation, support timbers bowing or cracking, water leaks, smell any fumes and report hazards immediately to site supervisor	Plant Operators and All Workers
		• No risk assessment/JSA /WMS prepared specific to the activity being carried out e.g. site preparation, removing rocks • Striking underground services • Rollovers • Distractions • Person being exposed to dangerous conditions from damaged underground services • Persons approaching work area • Collapse of excavation	8 4 4 8 3 5 4	• Do not carry out any unplanned work. Activity specific risk assessments/JSA's/WMS must be prepared and workers must be inducted/trained in these • Follow emergency procedures located in cabin in the event of an emergency e.g. striking underground services • Only operate plant that has been fit with suitable roll over protection • Operate plant in accordance with manufacturers instructions, training and conditions of licence/ticket • The use of media devices/mobile phones not permitted whilst operating plant • No workers allowed near plant while digging work is conducted in the vicinity of underground services • Cease operating plant immediately when persons approach the work area • Place excavated material/spoil outside zone of influence e.g. at least 1 metre from edge of excavation • Stack spoil no more than 600mm high • Follow emergency procedures as per induction/tool box talk • Mobile phones may be used in the event of an emergency if safe to do so but not whilst operating plant	
4.	Loading trucks with spoil	• Distractions	8	• Tipper truck to be located in safe location e.g. outside zone of influence • Driver to exit tipper where practicable, stand at a safe distance until loading complete and watch for persons approaching site • Tippers not to be overfilled	Plant Operators and All Workers
		• Persons approaching work area • Persons trapped by collapse of excavation • Falling objects • Rollovers	5 8 8 4	• Workers not permitted to approach plant whilst in operation • No one permitted to stand near edge of excavation or in excavation whilst plant operating • Workers not to approach plant whilst tipper being loaded with spoil • Stay on safe travelling path	All Workers Plant Operator

5.

Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
Leaving site	• Unauthorised access • Excavation collapse • Rollovers • Plant damage/theft	7 4 4 7	• Backfill open excavation where possible • Secure perimeter security fencing at end of each shift and check warning signs and after hours contact signs posted • Park plant in safest location e.g. on flat stable surface • Remove all keys/valuables from plant and lock • Exit site using designated/marked walk ways	Plant Operators and All Workers

ADDITIONAL INSTRUCTIONS / COMMENTS

Minimise persons access to excavation, complete as much work as possible without requiring persons to enter excavation area minimise time excavation open, backfill as soon as possible.

Principal Contractors Signature

Name of person signing WMS on behalf of the Principal Contractor

Date

I have recieved training in this WMS and I fully understand the hazards and control measures to be implemented as part of this activity.

Site Supervisor Signature

Date

PIPE LAYING

NOTE: This WMS template is a sample only and does not attempt to limit your scope of works or replace your responsibilities under any statutory requirements.

PART I

ZYX Civil Contractors Pty Ltd - Work Method Statement

WMS must be site specific and **must be** prepared before any high risk construction activity commences.

COMPANY DETAILS	ZYX Civil Contractors Pty Ltd 25 Donkin Street Brisbane 07 3846 7933	HIGH RISK WORK LICENSES	
ABN	00 000 000 000	DATE WMS DEVELOPED	30 October 2008
SITE ADDRESS	100 Plant Street Goanna	VERSION NUMBER	001
HIGH RISK CONSTRUCTION ACTIVITY / OTHER	Pipe laying	LINKS	WMS 31 Using Cut Saw

HOW CONTROL MEASURES ARE TO BE MONITORED AND REVIEWED

- WMS to be reviewed at start of each day during pre start checks/tool box talks to identify and control additional site specific hazards
- PCIRP to monitor workers working in accordance with WMS
- At end of day controller of site to check perimeter security fence securely in place and all signs posted/erected
- WMS will be reviewed and amended when changes have been made, where a new hazard has been identified or annually

PLACE A TICK IN BOXES TO INDICATE COMPULSORY REQUIREMENTS TO BE ABLE TO COMPLETE THIS ACTIVITY

Plant / Equipment	☒ Backhoe ☐ Crane ☒ Dozer ☒ Excavator	☒ Amenities ☐ Grader ☐ Loader ☐ Road Roller	☐ Scraper ☐ Skid Steer ☐ Barriers ☐ Fall Arrest System ☐ Fall Restraint System	☐ Lights ☐ Ladders ☒ Signage ☐ Jackhammer		
Licences / Permits / Tickets	☒ Backhoe ☒ General Safety Induction (Blue Card)	☐ Crane ☐ Dozer ☒ Dogger ☒ Excavator	☐ Grader ☐ Loader ☐ Road Roller ☐ Explosive Power Tools	☐ Scaffold ☐ Scraper ☐ Skid Steer ☐ Traffic Control		
Training	☒ Site Specific Induction ☒ Task Specific Training ☐ Cert 3 in Civil Construction ☐ Confined Spaces	☒ Emergencies ☒ First Aid ☒ Manual Tasks	☒ Moving Plant ☒ PPE ☒ Risk Management ☒ Falls, slips, trips	☒ Working Near Utilities ☐ Working at Heights ☐ Working Near Water		
Applicable Legislation / References	ACTS (QLD) ☒ WHS ☐ Dangerous Goods ☐ Electrical Safety	REGULATIONS (QLD) ☒ WHS ☐ Dangerous Goods ☐ Electrical Safety	CODES OF PRACTICE ☐ Traffic Management for Construction or Maintenance Work ☒ Working near exposed live parts	OTHER ☐ Guide to Safety in the Civil Construction Industry		
Maintenance Checks	☐ All Electrical Tools ☒ All Excavations / Pits Daily	☒ Amenities ☐ Atmospheric Testing / Monitoring Equipment	☒ All Equipment Pre Start Checks ☒ All Signage Daily	☒ PPE		
PPE	☒ 	☒ 	☒ 	☐ 	☒ 	☒ 
Other	☒ Hi Ab Crane (Used to lower pipes to ground off delivery truck but NOT into the trench), chains/slings, trolleys, cut saw, chamfering tool, hearing protection, High Risk Work Dogging Licence,					

PART 2

ZYX Civil Contractors Pty Ltd - Work Method Statement

WARNING This is an **EXAMPLE WMS** only to show Contractors what might be found in a WMS. It is not specific to any site and copying and using it without alteration may result in a serious workplace incident occurring. Users need to develop their **own** WMS using the blank sample in the Tool Kit in conjunction with their own JSA / Risk Assessment and refer to current Acts, Regulations, Codes of Practice, Standards and other applicable requirements when considering control measures for hazards identified at each site.

FAILURE TO PLAN AND FOLLOW THIS WMS MAY LEAD TO PERSONS BEING SERIOUSLY OR FATALLY INJURED AND POSSIBLE LEGAL ACTION BEING TAKEN. **DON'T RISK IT.**

HOW THE ACTIVITY WILL BE PERFORMED

- The Principal Contractor/Relevant Person will complete a risk assessment/JSA/activity specific WMS and any other procedures or site rules required
- The Principal Contractor/Relevant Person will ensure that there is a designated and marked area for accessing the work area, and for unloading of pipes which is close to where the pipes are to be laid.
- The Principal Contractor/Relevant Person will ensure that all chains and slings used to move pipes are inspected, tested and appropriately tagged.
- The Principal Contractor/Relevant Person will ensure that adequate and appropriate signage is erected e.g. "Unauthorised Entry Not Permitted".
- Pipes will be unloaded from transport vehicles and placed on the ground. They will be lowered into the trench using an excavator operating in crane mode, and qualified operator and a dogger.
- Cutting of pipes will be done either before lowering pipes into the trench or in-situ to ensure pipes can be suitably joined.
- Excavations will be backfilled as soon as practicably feasible.
- All equipment used in this task will be subject to a regular maintenance process and outcomes recorded.

	Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
1.	Delivery of pipes to work area	• Striking/crushing bystanders/pedestrians with plant	4	• Watch for pedestrians/bystanders	Plant Operators
		• Falls, slips, trips	9	• Travel to work area using designated safe access/egress paths	All Workers
		• Persons being hit/crushed when unloading pipes	4	• Only workers holding high risk work licence for Dogging to be in area where pipes being unloaded • Only operators who hold relevant and current license for operating plant in crane mode can operate plant to move loads • Select and fit slings to pipes and signal plant operator to lift pipes	Plant Operators Dogger
2.	Guiding plant operator to lower pipes into trench	• Hit/crushed by falling pipes	4	• Wear all PPE e.g. hi visibility vests, hard hats, work boots • Signal plant operator to lower pipes into trench and stay clear whilst pipes being lowered do not place any part of your body in close proximity to or under the load • Once pipes have been lowered to nearly 0.2 meters from ground signal driver to stop and walk to where pipes are to be placed • Do not place feet under pipes • Signal to driver to lower pipes slowly whilst you manoeuvre pipes into position in trench • Remove slings	All Workers Dogger Dogger Dogger
		• Failure of hydraulics in lowering arm of plant	4	• Anti-burst device fitted to hydraulics. If not, use appropriate exclusion zones whilst lowering pipes	Dogger Plant Operators/PC
		• Falls, slips, trips	9	• Regularly check work boots and remove built up mud	All Workers
3.	Cutting pipes	• Lacerations/amputations	9	• Follow WMS for Cutting Pipes • Follow manufacturers operating instructions when using electrical saws to cut pipes	All Workers
		• Hit by shattering blades from using cut saw to chamfer sides	5	• At no time is cut saw to be used to chamfer sides of pipe. Use appropriate tool provided to chamfer sides of pipes	
		• Damage to pipes	18	• Do not maintain awkward postures when cutting/chamfering pipes	
		• Manual tasks	9	• Change posture at regular intervals	
		• Lacerations/foreign objects in eye	5	• Wear all appropriate PPE e.g. gloves, goggles/faceshield	
		• Exposure to ultra violet light, glare	6	• Protective clothing, sunscreen and flap on hard hat to be worn	

	Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
4.	End of shift	• Damage to pipe	18	• Return all pipes not laid at end of day to secure stockpile area	Plant Operator

ADDITIONAL INSTRUCTIONS / COMMENTS

Principal Contractors Signature

Name of person signing WMS on behalf of the Principal Contractor

Date

I have recieved training in this WMS and I fully understand the hazards and control measures to be implemented as part of this activity.

Site Supervisor Signature

Date

WORKING NEAR MOVING PLANT

NOTE: This WMS template is a sample only and does not attempt to limit your scope of works or replace your responsibilities under any statutory requirements.

PART I

ZYX Civil Contractors Pty Ltd - Work Method Statement

WMS must be site specific and **must be** prepared before any high risk construction activity commences.

COMPANY DETAILS	ZYX Civil Contractors Pty Ltd 25 Donkin Street Brisbane 07 3846 7933	HIGH RISK WORK LICENSES	
ABN	00 000 000 000	DATE WMS DEVELOPED	30 October 2008
SITE ADDRESS	100 Plant Street Goanna	VERSION NUMBER	001
HIGH RISK CONSTRUCTION ACTIVITY / OTHER	Working Near Moving Plant	LINKS	Safety Construction Plan, JSA 023

HOW CONTROL MEASURES ARE TO BE MONITORED AND REVIEWED

- Before work starts each day site inspection to be completed by PC/RP to ensure all signage is erected, all trip hazards are removed and all access / egress areas are clear of obstacles
- PC/RP to monitor work being carried out in accordance with WMS
- WMS will be reviewed during tool box talks or pre start checks daily

PLACE A TICK IN BOXES TO INDICATE COMPULSORY REQUIREMENTS TO BE ABLE TO COMPLETE THIS ACTIVITY

Plant / Equipment	☒ Backhoe ☒ Crane ☒ Dozer ☒ Excavator	☒ Amenities ☒ Grader ☒ Loader ☒ Road Roller	☒ Scraper ☒ Skid Steer ☐ Barriers ☐ Fall Arrest System ☐ Fall Restraint System	☐ Lights ☐ Ladders ☒ Signage ☐ Jackhammer		
Licences / Permits / Tickets	☒ Backhoe ☒ Crane ☒ General Safety Induction (Blue Card)	☒ Dozer ☒ Excavator ☒ Grader ☒ Loader	☒ Road Roller ☐ Explosive Power Tools ☐ Scaffold ☒ Scraper ☒ Skid Steer	☐ Traffic Control ☐ Hot work permit ☐ Excavation permit ☐ Confined space permit		
Training	☒ Site Specific Induction ☒ Task Specific Training ☐ Cert 3 in Civil Construction	☒ Emergencies ☐ First Aid ☐ Confined Spaces ☐ Manual Tasks	☒ Moving Plant ☒ PPE ☒ Risk Management ☒ Falls, slips, trips	☒ Working Near Utilities ☐ Working at Heights ☐ Working Near Water		
Applicable Legislation / References	ACTS (QLD) ☒ WHS ☐ Dangerous Goods ☐ Electrical Safety	REGULATIONS (QLD) ☒ WHS ☐ Dangerous Goods ☐ Electrical Safety	CODES OF PRACTICE ☐ Traffic Management for Construction or Maintenance Work ☐ Working near exposed live parts	OTHER ☒ Guide to Safety in the Civil Construction Industry		
Maintenance Checks	☐ All Electrical Tools ☒ All Excavations / Pits Daily	☒ Amenities ☐ Atmospheric Testing / Monitoring Equipment	☒ All Equipment Pre Start Checks ☒ All Signage Daily	☒ PPE		
PPE	☒ 	☒ 	☐ 	☐ 	☐ 	☐ 
Other	☒ All workers must be trained in emergency procedures before work commences. These must cover plant rollovers, hitting overhead powerlines and underground services. Unauthorised entry, plant operating, speed limit, PPE and emergency contact signs required. Witches hats for designated unloading/loading area, fresh drinking water, first aid kit					

PART 2

ZYX Civil Contractors Pty Ltd - Work Method Statement

WARNING This is an **EXAMPLE WMS** only to show Contractors what might be found in a WMS. It is not specific to any site and copying and using it without alteration may result in a serious workplace incident occurring. Users need to develop their **own** WMS using the blank sample in the Tool Kit in conjunction with their own JSA / Risk Assessment and refer to current Acts, Regulations, Codes of Practice, Standards and other applicable requirements when considering control measures for hazards identified at each site.

FAILURE TO PLAN AND FOLLOW THIS WMS MAY LEAD TO PERSONS BEING SERIOUSLY OR FATALLY INJURED AND POSSIBLE LEGAL ACTION BEING TAKEN. **DON'T RISK IT.**

HOW THE ACTIVITY WILL BE PERFORMED

- The Principal Contractor/Relevant Person will complete a risk assessment/JSA/activity specific WMS and any other procedures or site rules required
- The Principal Contractor/Relevant Person will consult workers on risk assessments and/or activity specific JSA's/WMS
- The Principal Contractor/Relevant Person will implement and ensure control measures are maintained as identified during the risk assessment process
- The Principal Contractor/Relevant Person will select experienced operators and will check they hold relevant and current licences/tickets
- The Principal Contractor will ensure a Dogger holding a current high risk work license is engaged when plant is being used in crane mode and the load is out of the operators view or slinging techniques including the selection and/or inspection of lifting gear is required
- The Principal Contractor/Relevant Person will create an exclusion zone where plant is working near public by placement of barriers and/or placement of a 900mm high perimeter fence and warning signs
- The Principal Contractor/Relevant Person will check plant operators pre start records daily
- Workers working near plant will not stand close to or behind plant at any time
- Workers will not stand underneath any loads being lifted or slewed at any time
- Workers will not "get a lift" on any parts of any plant
- Workers will wear hard hats, safety boots and hi visibility clothing whilst working near any plant
- Plant Operators will conduct a daily plant pre start check and record the results
- Plant Operators and workers will obey all signs and travel on designated travelling paths
- Workers will not be permitted to approach moving plant until plant operator has observed worker, parked plant and signalled to them to approach
- Workers are to carry out activities in view of operator or facing moving plant
- Operators are to operate plant in forward direction where possible
- All plant, where applicable will be fitted with a rollover protection (ROPS) or Fall On Protection (FOPS) system
- All Plant Operators shall wear seat belts whilst the plant is in operation
- Plant will be only be operated on ground suitable for safe movement of the particular piece of plant in accordance with the user manual for that plant
- Plant operators using quick-hitches will have the locking pin inserted at all times when operating plant
- New Plant will be fitted with control lowering devices where plant is being used in crane mode
- Plant Operators will not operate plant in crane mode without holding the relevant/current license

	Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
1.	Loading and unloading plant at site	• Striking pedestrians/bystanders • Being crushed by plant when unloading/loading	4 4	• Travel to designated loading area upon arrival at site • Watch for pedestrians/bystanders • Unload plant in accordance with Safe Loading/Unloading Procedures • Where identified in risk assessment/JSA ensure Spotters at placed at safe distance to watch for persons approaching loading/ unloading area • Stand at safe distance whilst plant being unloaded	Plant Operators
2.	Operating Plant	• Striking/crushing pedestrians/bystanders	4	• Obey all speed limiting signs • Read and understand all warning signs in cabin • Conduct pre start check and ensure all safety devices in working order • Record details of check on daily plant checklist • Check area before reversing to ensure persons not in close proximity to plant • Pass others only when given right of way • Use flashing/lights after dark and in dim/dusty conditions • Use all safety devices when operating plant e.g. reversing alarms, safety beacons, lights, horn • Operate plant in accordance with manufacturers specifications, training and licence/ticket conditions	Plant Operators

	Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
2. Continued		• Distractions	8	• Check safe work loads (SWL) displayed on plant before operating	All Workers Plant Operators
		• Persons being hit by falling objects	8	• SWL shall not be exceeded at any time	
		• Plant working near underground services or overhead powerlines	4	• Check plant is fitted with ROPS and FOPS where required	
		• Rollovers	4	• To ensure the safety of plant operators, utilise a designated area as the ONLY place to park equipment and get out of cabin	
3.	Working near moving plant	• Mobile phones/media players are not to be used by any workers in or around the path of mobile plant		• Mobile phones/media players are not to be used by any workers in or around the path of mobile plant	All Workers
		• If using plant in crane mode no work to commence unless licensed Dogger available to determine loads/slugs		• If using plant in crane mode no work to commence unless licensed Dogger available to determine loads/slugs	
		• Cease operating plant immediately if workers approach area when moving/carrying loads		• Cease operating plant immediately if workers approach area when moving/carrying loads	
		• No workers shall work in close proximity to plant operating near underground services or overhead powerlines without relevant ticket/training		• No workers shall work in close proximity to plant operating near underground services or overhead powerlines without relevant ticket/training	
3.	Working near moving plant	• Avoid turning or travelling across a slope where practicable. Plant to be operated in accordance with manufacturers specifications		• Avoid turning or travelling across a slope where practicable. Plant to be operated in accordance with manufacturers specifications	All Workers
		• Being hit/crushed by moving plant	4	• Wear hi visibility safety clothing e.g. shirts, vests, pants	
		• Being hit by falling objects	8	• Stand at safe distance and face direction of plant when plant in operation or parked on a slope at all times	
		• Plant rollovers	4	• Move well out of the way of reversing plant	
3.	Working near moving plant	• Attract attention of Operator if required to speak with Operator and wait until plant has ceased operating and Operator has signalled you before approaching		• Attract attention of Operator if required to speak with Operator and wait until plant has ceased operating and Operator has signalled you before approaching	All Workers
		• Follow emergency procedures as per induction/tool box talk and do not approach plant		• Follow emergency procedures as per induction/tool box talk and do not approach plant	
		• Plant hitting underground services or contacting overhead powerlines	4		

ADDITIONAL INSTRUCTIONS / COMMENTS

Carry out all work outside of confined space where possible

Principal Contractors Signature

Name of person signing WMS on behalf of the Principal Contractor

Date

I have received training in this WMS and I fully understand the hazards and control measures to be implemented as part of this activity.

Site Supervisor Signature

Date

WORKING NEAR OVERHEAD POWERLINES

NOTE: This WMS template is a sample only and does not attempt to limit your scope of works or replace your responsibilities under any statutory requirements.

PART I

ZYX Civil Contractors Pty Ltd - Work Method Statement

WMS must be site specific and **must be** prepared before any high risk construction activity commences.

COMPANY DETAILS	ZYX Civil Contractors Pty Ltd 25 Donkin Street Brisbane 07 3846 7933	HIGH RISK WORK LICENSES	
ABN	00 000 000 000	DATE WMS DEVELOPED	30 October 2008
SITE ADDRESS	100 Digitup Street Brisbane	VERSION NUMBER	001
HIGH RISK CONSTRUCTION ACTIVITY / OTHER	Working near overhead powerlines		

HOW CONTROL MEASURES ARE TO BE MONITORED AND REVIEWED

- WMS will be reviewed at start of each day during pre-start checks / tool box talks to identify and control additional site specific hazards
- Before work starts each day a competent person will check electricity has been disconnected and / or relevent controls are in place eg. tiger tails
- Before work starts each day, a competent person will check work area to identify competence of operators working around power lines
- PC to monitor work conducted in accordance with WMS
- WMS will also be reviewed and amended when changes have been made, where a new hazard has been identified or annually

PLACE A TICK IN BOXES TO INDICATE COMPULSORY REQUIREMENTS TO BE ABLE TO COMPLETE THIS ACTIVITY

Plant / Equipment	☒ Backhoe ☒ Crane ☒ Dozer ☒ Excavator	☒ Grader ☒ Loader ☒ Road Roller ☒ Scraper ☒ Skid Steer	☒ Amenities ☐ Barriers ☐ Equipotential metallic mat ☐ Fall Arrest System ☐ Fall Restraint System	☒ First Aid Kit ☐ Lights ☒ Ladders ☒ Signage ☐ Jackhammer		
Licences / Permits / Tickets	☒ Backhoe ☒ General Safety Induction (Blue Card) ☒ Authorisation from owner of electrical line	☒ Crane ☒ Dozer	☒ Excavator ☒ Grader ☐ Explosive Power Tools ☒ Loader	☐ Scaffold ☒ Scraper ☒ Skid Steer ☐ Traffic Control		
Training	☒ Site Specific Induction ☒ Task Specific Training ☐ Cert 3 in Civil Construction ☒ Emergencies ☒ First Aid ☐ Confined Spaces	☐ Manual Tasks ☒ Moving Plant ☐ MUTCD Part 3 Level 1 ☐ MUTCD Part 3 Level 2 ☐ MUTCD Part 3 Level 3 ☐ MUTCD Part 3 Level 4	☒ PPE ☒ Risk Management ☒ Falls, slips, trips ☒ Safety Observer	☒ Working Near Overhead Powerlines ☐ Working at Heights ☐ Working Near Water		
Applicable Legislation / References	ACTS (QLD) ☒ WHS ☐ Dangerous Goods ☒ Electrical Safety	REGULATIONS (QLD) ☒ WHS ☐ Dangerous Goods ☒ Electrical Safety	CODES OF PRACTICE ☐ Traffic Management for Construction or Maintenance Work ☒ Working near exposed live parts	OTHER ☒ Guide to Safety in the Civil Construction Industry		
Maintenance Checks	☒ All Electrical Tools ☐ All Excavations/Pits Daily	☒ Amenities ☐ Atmospheric Testing / Monitoring Equipment	☒ All Equipment Pre Start Checks ☒ All Signage Daily	☒ PPE		
PPE	☒ 	☒ 	☒ 	☐ 	☐ 	☐ 
Other	☒ Tiger Tails, "Danger Live Wire" signs, Safety advice request form to be faxed to Ergon / Energex 14 days prior to work commencing, AS/NZ 4836:2001 Safe Working on LV Electrical Installations. Exclusion zone distance chart, insulating gloves					

PART 2

ZYX Civil Contractors Pty Ltd - Work Method Statement

WARNING This is an **EXAMPLE WMS** only to show Contractors what might be found in a WMS. It is not specific to any site and copying and using it without alteration may result in a serious workplace incident occurring. Users need to develop their **own WMS** using the blank sample in the Tool Kit in conjunction with their own JSA / Risk Assessment and refer to current Acts, Regulations, Codes of Practice, Standards and other applicable requirements when considering control measures for hazards identified at each site.

FAILURE TO PLAN AND FOLLOW THIS WMS MAY LEAD TO PERSONS BEING SERIOUSLY OR FATALLY INJURED AND POSSIBLE LEGAL ACTION BEING TAKEN. **DON'T RISK IT.**

HOW THE ACTIVITY WILL BE PERFORMED

- The Principal Contractor or Relevant Person will conduct and record a risk assessment in accordance with requirements of QLD's Code of Practice for Working Near Live Electrical Parts, Code of Practice for Risk Management and WHS and Electrical Safety Acts where a hazard has been identified involving overhead power lines
- The Principal Contractor or Relevant Person will consult workers on risk assessments and/or activity specific JSA's/WMS
- The Principal Contractor or Relevant Person will implement and ensure control measures are maintained as identified during the risk assessment process
- The Principal Contractor or Relevant Person shall identify the relevant exclusion zones distances, the voltage of the line being worked near, whether it is an insulated or non-insulated line and the competence of workers required (e.g. untrained or authorised)
- The Principal Contractor or Relevant Person shall conduct pre-planning activities and determine the appropriate responses and courses of actions required in the event of emergencies, and communicate this to all relevant parties on site
- The Principal Contractor or Relevant Person will provide the person in control of the overhead electrical lines written notice of the intention to perform work 7 days prior to work commencing where it is likely that the work may encroach the applicable exclusion zone
- The person in control of the overhead electrical lines will reply in writing to the employer within 7 days after receiving notification and provide them with safety advice about the performance of work
- The Principal Contractor or Relevant Person will not allow any work to commence until they have received safety advice about the performance of work
- Where required the Principal Contractor or Relevant Person will engage an appropriate safety observer depending upon the work task and ensure that they have attended the relevant training to the level of competence that is required
- The Principal Contractor or Relevant Person will ensure the role of safety observer will be that solely and that they are not given any other tasks whilst acting as a safety observer

	Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
1.	Working near overhead powerlines with plant	- Contact with overhead powerlines - Untrained/Unauthorised persons operating plant or working near exclusion zones for low and high voltage overhead electrical lines - Unauthorised persons accessing work area	1 13 13	- No work to be conducted within the exclusion zones - Encroaching the exclusion zones with any part of any plant e.g. Excavator, hand tools etc is prohibited - Always work outside the exclusion zones unless the lines are de-energised - Plant operators to follow all the instructions of the safety observer or employer - Cease working immediately if any persons approach the work area unless it is the designated safety observer	Plant Operators
2.	Working near plant that is operating near overhead powerlines	- Arcing (electricity can arc up to 2 metres) - Hit by moving plant - Struck by damaged powerlines	18 5 4	- Approaching exclusion zones or coming into close proximity to plant working near overhead powerlines is prohibited unless all relevant training has been completed including site inductions and activity specific training - Be aware of underground cable locations – do not allow any worker to be in contact with the operating plant when underground cables are present (due to potential for the plant to contact live cables and become live itself)	All Workers
3.	Safety observer	Untrained/ Inexperienced workers	2	- No workers are permitted to act as safety observer unless they have attended relevant training and are skilled in observation (including distance estimation), warning processes, and communication methods - Check two-way communication devices with plant operators and ensure that they know how to operate the equipment	All Workers

3. Continued

Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
Safety observer	• Doing multiple tasks • Distractions	4 4	• Observe one plant operator at all times and do not perform any other tasks • Maintain constant observation of the operator and warn them using a flag/whistle or some other communication device if any part of the plant is about to enter the exclusion zone • Media devices not to be used at any worksite during work hours	Safety Observer

ADDITIONAL INSTRUCTIONS / COMMENTS

Principal Contractors Signature

Name of person signing WMS on behalf of the Principal Contractor

Date

I have recieved training in this WMS and I fully understand the hazards and control measures to be implemented as part of this activity.

Site Supervisor Signature

Date

WORKING NEAR UNDERGROUD SERVICES

NOTE: This WMS template is a sample only and does not attempt to limit your scope of works or replace your responsibilities under any statutory requirements.

PART I

ZYX Civil Contractors Pty Ltd - Work Method Statement

WMS must be site specific and **must be** prepared before any high risk construction activity commences.

COMPANY DETAILS	ZYX Civil Contractors Pty Ltd 25 Donkin Street Brisbane 07 3846 7933	HIGH RISK WORK LICENSES	
ABN	00 000 000 000	DATE WMS DEVELOPED	30 October 2008
SITE ADDRESS	100 Plant Street Goanna	VERSION NUMBER	001
HIGH RISK CONSTRUCTION ACTIVITY / OTHER	Working near underground services	LINKS	Safety Construction Plan, WMS 18 - Potholing and marking services

HOW CONTROL MEASURES ARE TO BE MONITORED AND REVIEWED

- WMS to be reviewed at start of each day, during pre start checks/tool box talks to identify and control additional site specific hazards
- PC/RP to monitor workers working in accordance with WMS
- At end of day controller of site to check perimeter security fence securely in place and all signs erected
- WMS will also be reviewed and amended when changes have been made, where a new hazard has been identified or annually

PLACE A TICK IN BOXES TO INDICATE COMPULSORY REQUIREMENTS TO BE ABLE TO COMPLETE THIS ACTIVITY

Plant / Equipment	☐ Backhoe ☐ Crane ☐ Dozer ☒ Excavator	☒ Amenities ☐ Grader ☐ Loader ☐ Road Roller	☐ Scraper ☐ Skid Steer ☐ Barriers ☐ Fall Arrest System ☐ Fall Restraint System	☐ Lights ☐ Ladders ☒ Signage ☐ Jackhammer
Licences / Permits / Tickets	☐ Backhoe ☒ General Safety Induction (Blue Card)	☐ Crane ☐ Dozer ☒ Excavator	☐ Grader ☐ Loader ☐ Road Roller ☐ Explosive Power Tools	☐ Scaffold ☐ Scraper ☐ Skid Steer ☐ Traffic Control
Training	☒ Site Specific Induction ☒ Task Specific Training ☐ Cert 3 in Civil Construction ☒ Emergencies ☒ First Aid ☐ Confined Spaces	☐ Manual Tasks ☒ Moving Plant ☐ MUTCD Part 3 Level 1 ☐ MUTCD Part 3 Level 2 ☐ MUTCD Part 3 Level 3 ☐ MUTCD Part 3 Level 4	☒ PPE ☒ Risk Management ☒ Falls, slips, trips	☒ Working Near Utilities ☐ Working at Heights ☐ Working Near Water
Applicable Legislation / References	ACTS (QLD) ☒ WHS ☐ Dangerous Goods ☒ Electrical Safety	REGULATIONS (QLD) ☒ WHS ☐ Dangerous Goods ☒ Electrical Safety	CODES OF PRACTICE ☐ Traffic Management for Construction or Maintenance Work ☒ Working near exposed live parts	OTHER ☒ Guide to Safety in the Civil Construction Industry
Maintenance Checks	☐ All Electrical Tools ☒ All Excavations / Pits Daily	☒ Amenities ☐ Atmospheric Testing / Monitoring Equipment	☒ All Equipment Pre Start Checks ☒ All Signage Daily	☒ PPE
PPE	☒ 	☒ 	☒ 	☐ 
Other	☒ Security perimeter fencing, first aid kit, safety advice request form to be faxed to the relevant electrical authority (e.g. Ergon, Energex etc) 7 days prior to work commencing, AS/NZ 4836:2001 Safe Working on LV Electrical Installations, fresh drinking water, markers for underground services, non-conductive hand tool for locating underground services			

PART 2

ZYX Civil Contractors Pty Ltd - Work Method Statement

WARNING This is an **EXAMPLE WMS** only to show Contractors what might be found in a WMS. It is not specific to any site and copying and using it without alteration may result in a serious workplace incident occurring. Users need to develop their **own WMS** using the blank sample in the Tool Kit in conjunction with their own JSA / Risk Assessment and refer to current Acts, Regulations, Codes of Practice, Standards and other applicable requirements when considering control measures for hazards identified at each site.

FAILURE TO PLAN AND FOLLOW THIS WMS MAY LEAD TO PERSONS BEING SERIOUSLY OR FATALLY INJURED AND POSSIBLE LEGAL ACTION BEING TAKEN. **DON'T RISK IT.**

HOW THE ACTIVITY WILL BE PERFORMED

- The Principal Contractor or Relevant Person will complete a risk assessment/JSA/activity specific WMS and any other procedures or site rules required
- The Principal Contractor or Relevant Person will consult workers on risk assessments and/or activity specific JSA's/WMS
- The Principal Contractor or Relevant Person will implement and ensure control measures are maintained as identified during the risk assessment process
- The Principal Contractor or Relevant Person will obtain from a relevant source e.g. Dial Before You Dig, to identify underground services
- The Principal Contractor or Relevant Person will obtain Prescribed Information from relevant electrical authority about the location of underground electrical services
- The Principal Contractor or Relevant Person will ensure emergency response procedures have been developed and that consultation with local relevant emergency services e.g. fire brigade, hospital etc has been undertaken if there is a risk that an incident will have significant impacts on the services or community (e.g. damaging a main oxygen line to a hospital)
- The Principal Contractor or Relevant Person will ensure perimeter fencing is erected around the site and relevant signs posted e.g. "Danger Electrical Work", "Unauthorised Entry Not Permitted"
- The Principal Contractor or Relevant Person will engage/select an experienced worker to locate the services using potholing techniques with non-conductive hand tools and/or electronic cable location devices to source/locate the route of the entire cable
- Any services identified will be marked every 25 metres
- Workers working near or operating plant in close proximity to services will not commence work before receiving relevant training and without holding relevant current licences/tickets
- Workers will proceed to site and look for markers and check plans/drawings are current and match the location of markers
- Workers will carry out work in accordance with any site/activity specific WMS/Procedure for the activity being conducted near underground services

	Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
1.	Working near underground services with plant	• Services not marked • Collision with markers • Striking underground services	4 2 2	• No work to be conducted near underground services unless risk assessment/JSA/WMS has been completed, controls have been implemented and communicated with workers • Check work area matches plans/drawings • Check for markers if markers do not match plans do not commence work report immediately to site supervisor • Use designated safe access/egress paths when travelling to and from designated work area • If plant strikes any underground services, follow emergency instructions as per training and instruction sheet in your cab • Work to be conducted in accordance with activity specific WMS/Procedures • Cease work and report to supervisor immediately if any markers damaged • Follow emergency procedures as per induction/tool box talk and procedures in cabin • Consider changing the bucket or digging device to a device that does not sever services easily. Where possible install physical barriers around services	All Workers Plant Operator
2.	Working near plant operating near underground services	• Exposure to damaged underground services e.g. leaking gas, explosions, fire, live electrical components • Hit by moving plant • Inexperience or no training provided	8 5 8	• No worker is permitted to commence work at site unless they have undergone training in emergency procedures in the event underground services are damaged at the work site • At no time are workers permitted to enter an exclusion zones or approach plant that is operating near underground services unless you have received relevant training	All Workers

	Major Steps in Activity	Potential Hazards	Risk Score 1 - 25	Risk Control Measures	Responsible Officer
2.	Working near plant operating near underground services			• Avoid direct contact with operating plant (e.g. leaning against the side of the plant) to reduce the risk if the plant does become "live"	All Workers
3.	Leaving site	• Unauthorised access to site	21	• Secure perimeter security fencing and ensure after hours contact details and warning signs are posted	All Workers

ADDITIONAL INSTRUCTIONS / COMMENTS

Carry out all work outside of confined space where possible

Principal Contractors Signature

Name of person signing WMS on behalf of the Principal Contractor

Date

I have recieved training in this WMS and I fully understand the hazards and control measures to be implemented as part of this activity.

Site Supervisor Signature

Date

DEFINITIONS



COMMON PLANT

Means plant provided by the principal contractor for use by any person at the workplace for a purpose other than discharging the principal contractor's workplace health and safety obligations.

Examples of common plant -

- Perimeter guard railing
- 1800mm hoarding

EXCLUSION ZONE

Refer to Queensland's Code of Practice Working Near Live Electrical Parts.

HAZARD

A hazard is something with the potential to cause harm.

HIERARCHY OF CONTROLS

This is the preferred list of control measures, in prioritised order that can be used to eliminate or minimise risk/s.

HIGH RISK CONSTRUCTION ACTIVITY

A High Risk Construction Activity means an activity that is part of construction work and involves, for example; entering a trench that is more than 1.5 m deep. A High Risk Construction Activity could also be a prescribed activity or demolition work that is not a prescribed activity.

MUTCD PART 3

Means the *Manual of Uniform Traffic Control Devices Part 3, 2007*.

This is the document used by the Department of Main Roads that outlines principles of signing at roadworks, describing signs and devices used to effect traffic guidance, planning and designing traffic guidance schemes, including the installation, operation and removal of traffic guidance schemes.

PERMIT-TO-WORK SYSTEM

Permit-to-work system includes a written permit which:

- a. Authorises certain people to carry out specific work at a certain time; and
- b. Sets out the main precautions needed to complete the job safely.

POTHOLING

Potholing is a procedure that is performed prior to excavation to verify the location and depth of underground services. It generally involves digging manually with ones hand or with specially designed hand tools.

PRESCRIBED ACTIVITY

Prescribed activity means an activity that is a prescribed activity under schedule 1 of Queensland's Workplace Health and Safety Act. Examples of prescribed activities include; demolition work and the removal of asbestos.

PRESCRIBED OCCUPATIONS

Prescribed Occupation' means an occupation, or part of an occupation, stated in schedule 5 of the *Workplace Health and Safety Regulation 2008*. Examples of prescribed occupations include; Load shifting equipment operators - dozers, excavators, forklift trucks, order-picking forklift trucks, front-end loaders, front-end loader/backhoes, graders, road rollers, skid steers and scrapers.

PRINCIPAL CONTRACTOR

The Principal Contractor for construction work, other than prescribed construction work, is the person appointed by the client as the Principal Contractor for the construction work. If the client does not appoint a Principal Contractor for the construction work, the client is taken to be the Principal Contractor for the construction work.

RELEVANT PERSON

Relevant Person means a person who conducts a business or undertaking and has an obligation to ensure the workplace health and safety of the person, each of the person's workers and any other person affected by the conduct of the relevant person's business or undertaking. The obligation is discharged if the person, each of the person's workers and any other persons are not exposed to risks to their health and safety arising out of the conduct of the relevant person's business or undertaking. The obligation applies whether or not the Relevant Person conducts the business or undertaking as an employer, self-employed person or otherwise; whether or not the business or undertaking is conducted for gain or reward; and whether or not a person works on a voluntary basis.

RISK

The chance of something going wrong that may result in harm to someone or something.

RISK-ASSESSMENT

The overall process of using available information to predict how often hazards or specified events may occur (likelihood) and the magnitude of their consequences.



Civil Contractors Federation
Queensland Branch

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