

## Part 9


# SAFE WORK PROCEDURE GUIDELINES

## 9.0. SAFE WORK PROCEDURE GUIDELINES

### 9.1. Safe Work Procedure and Risk Assessment Guidelines

The following information has been developed as a guide for producing safe work procedures. (This does not include 'high-risk construction work'. Refer to the following Section 8 for guidelines).

Individual work method statements will vary depending on the nature of the tasks and risks that are present. Accordingly, the emphasis on any one of the headings below will vary on the nature of the job. For instance, if the work involves working adjacent to a public thoroughfare, considerable details will be required under the appropriate heading.

WorkSafe Victoria has available Codes of Practice/Compliance Codes and requirements for various operations. It is essential that any work method statement is prepared in context with the background information available in those documents. Also, WorkSafe Victoria advises: 

*'Codes of Practice/Compliance Codes should be followed, unless there is an alternative course of action which achieves the same or better standard of health and safety in the workplace.'*

A risk assessment should be performed prior to developing a safe work procedure.

Any or all control measures identified in the hazard assessment must be included under the relevant heading.

#### 9.1.1. Description

Safe work procedures should contain a brief description of the Scope of Works and tasks to be performed.

#### 9.1.2. Supervision

Where personnel require supervision to carry out the tasks the name qualifications and experience of the Supervisor should be noted. The experience and qualifications of the personnel involved may also be included under this heading.

#### 9.1.3. Hours of Work

Hours of work of the job and duration should be nominated. Any work that is carried out after normal working hours consideration may have to be given to such things as first aid, lighting, local council restrictions on noise etc.

**9.1.4. Training and Information**

Any specific training/information required by personnel carrying out the task of the work method statement. It is advisable that all personnel involved in the task be issued with a copy of the work method statement.

**9.1.5. Access**

The means of access to the work areas should be noted in the safe work procedure. (Use of ladders refer Australian Standard AS 1892.1: Portable Ladders).

**9.1.6. Safety of Public/Workers Not Involved**

Where other workers or the public are likely to be at risk because of the tasks being carried out, a detailed description of methods used to isolate or protect the persons concerned is to be formulated.

**9.1.7. Fire Prevention**

Any requirements for fire prevention by relevant authorities and/or the Builder should be complied with and noted in the safe work procedure.

**9.1.8. Work Areas**

Details of the specific area where the works are to be performed should be included. Provision for ensuring the safety of personnel where they could fall more than 2.0 metres must be included. This may involve persons working from scaffolding. If so, details/description of the type of scaffolding that is to be erected are to be included.

**9.1.9. Material Handling**

Details of the method and/or equipment to be used to handle materials used in the tasks; i.e. brick or tile hoists and material lifts etc.

**9.1.10. Removal of Rubbish and Excess Materials**

Details of the method and/or equipment to be used to remove rubbish should be included.

#### 9.1.11. Engineers Details

Where any task involves subjecting floor slabs, awnings etc. to loads other than which they are designed; i.e. erecting scaffolds, storage of heavy materials etc. then statement/certificates from an appropriate qualified engineer should be included.

#### 9.1.12. Personal Protective Equipment (PPE)

Any PPE that is to be used should be detailed. For instance, if safety harnesses are to be used, then the type should be specified and it's compliance to the relevant Australian Standard. Also, any training required in the use of PPE should be noted.

#### 9.1.13. Work Method Statement

The work method statement is a step-by-step procedure describing each part of the operation that is to be carried out. All details of the equipment/tools should also be included in the procedural steps.

#### 9.1.14. Additional Information

Any information not covered by this guideline that is relevant to the works should be noted such as, hazardous chemicals, isolating of electrical apparatus and traffic and vehicle safety.

An additional work method statement may be required if substantial variation is required as a result of changes in conditions, location, etc. is encountered.

### 9.2. Task Assessment

In certain instances where a task or operation is to be performed which could pose a risk to the health and/or safety of those persons engaged to perform such a task, (i.e. high-risk construction work) a safe work method statement for high-risk construction is required to be undertaken.

(Refer to **Part 8 - 'High-Risk Construction Work'** section of this manual.)

### 9.3. Record Keeping

Site management is to maintain a copy of all on-site safe work procedures and provide copies on request. These records will be archived as a means of verifying compliance.

Ref Form:

Form No.027: - Format of Safe Work Procedure

# FORMAT OF SAFE WORK PROCEDURE

COMPANY NAME: \_\_\_\_\_

SITE: \_\_\_\_\_ JOB NO.: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

## 1. DESCRIPTION OF SCOPE OF WORKS:

A brief description of the scope of the works and tasks to be performed. Also, the name and location of the project should be included.

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## 2. SUPERVISION PERSONNEL:

Where personnel require supervision to carry out the tasks the name qualifications and experience of the supervisor should be noted. The experience and qualifications of the personnel involved may also be included under this heading.

Position	Name	Qualification
Supervisor		

## 3. HOURS WORKED:

Hours of work of the job and duration should be nominated. Any work that is carried out after normal working hours consideration may have to be given to such things as first aid, lighting, local council restrictions on noise.

Monday to Friday: \_\_\_\_\_

Saturday: As required

Sunday: As required

(All work is to be carried out in compliance with council by-laws).

## 4. TRAINING AND INFORMATION:

Any specific training/information required by personnel carrying out the task of the work method statement. It is advisable that all personnel involved in the task be issued with a copy of the work method statement.

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**5. ACCESS:**

The means of access to the work areas should be noted in the safe work procedure. (Use of ladders refer Australian/New Zealand Standard AS/NZS 1892.1 - *Portable ladders*).

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**6. SAFETY OF PUBLIC/WORKERS NOT INVOLVED IN TASK:**

Where other workers or the public are likely to be at risk because of the tasks being carried out, a detailed description of methods used to isolate or protect the persons concerned.

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**7. FIRE PREVENTION:**

Any requirements for fire prevention by relevant authorities and/or head contractor/Client should be complied with and noted in the safe work procedure.

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**8. WORK AREAS:**

Details of the specific area where the works are to be performed should be included. Provision for ensuring the safety of personnel where they could fall more than 2.0 metres must be included. This may involve persons working from scaffolding. If so, details / description of the type of scaffolding that is to be erected.

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**9. MATERIAL HANDLING:**

Details of the method and/or equipment to be used to handle materials used in the tasks.

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**10. REMOVAL OF RUBBISH AND EXCESS MATERIALS:**

Details of the method and/or equipment to be used to remove rubbish should be included.

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**11. ENGINEERS DETAILS:**

Where any task involves subjecting floor slabs, awnings etc. to loads other than which they are designed, i.e. erecting scaffolds on awnings, earth moving machinery on suspended concrete floors, then statement/certificates from appropriate qualified engineer should be included.

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**12. PERSONAL PROTECTIVE EQUIPMENT (PPE):**

Any Personal Protective Equipment (PPE) that is to be used should be detailed. For instance if safety harnesses to be used, then the type should be specified and its compliance to the relevant Australian Standard. Also, any training required in the use of PPE should be noted in the relevant section "Training and Information".

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**13. PLANT/EQUIPMENT MAINTENANCE AND LOG REGISTERS:**

All plant and equipment is to be placed on the Plant and Equipment Register that is to be maintained on site. Details in the register are to include the date and details of the last servicing, relevant health and safety information in regards to the safe operation of that plant and equipment and a current logbook.

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**14. HAZARDOUS MATERIALS/CHEMICALS:**

Detail all hazardous materials and the method to be used to avoid injury.

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**14. WORK METHOD STATEMENT:**

The Work Method Statement is a step-by-step procedure describing each part of the operation that is to be carried out by the Company. All details of the equipment/tools should also be included in the procedural steps.

Detail any information not covered by this guideline that is relevant to the works should be noted. Such as, hazardous chemicals, isolating of electrical apparatus and traffic and vehicle safety.

An additional work method statement may be required if substantial variation is required as a result of changes in conditions, location, etc. is encountered.

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**15. ADDITIONAL INFORMATION:**

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**16. AUTHORISATION:**

The authorisation of this safe work procedure is an acknowledgement of our company's commitment to all aspects of occupational health and safety.

The safe work procedure is approved by:

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Position:** \_\_\_\_\_

