

ORGANISATION DETAILS			
Organisation Name:	Gedoun Constructions Pty Ltd	Contact Name:	Joe Gedoun
ACN/ABN:	52 284 873 581	Contact Position:	Director
Address:	PO Box 1138, Townsville QLD 4810	Contact Phone Number:	0412 968 974

PROJECT DETAILS			
Project:	Gedoun Construction Sites	Project Address:	Gedoun Construction Sites
Project No:		This WMS has been developed in consultation with: Joe Gedoun Reviewed by: Stacy Jacobsen Position: Contract Administrator	
Activity:	EXCAVATION AND TRENCHING		
Training/Instructions to be provided:	<input checked="" type="checkbox"/> Site Induction Training <input checked="" type="checkbox"/> OHS Induction Card Training <input checked="" type="checkbox"/> Manual Handling Training	<input checked="" type="checkbox"/> Task Specific Training, Manual Handling Training <input checked="" type="checkbox"/> Training Specified in any MSDS <input checked="" type="checkbox"/> Other (Specify): Competent Plant Operator and Dogman	
Resources/Trades Involved:	Qualified Electricians	Engineering Details/Certificates/EPA/QLD Work Place Health & Safety Approvals:	Permit to Dig
Plant/Equipment Used:	Excavator, Crane, Hydro-vac System, Sediment Fence, Compactor, Spill Kit, Fire Extinguisher	Warning Signs and Controls Measures:	As per Displayed Signage
		Details of Emergency Procedures:	As per Site Safety Plan
Personal Protective Equipment (PPE) to be used:	High Visibility Clothing and Safety Footwear (Steel Capped Boots) are to be worn by ALL worksites. Fire retardant material long sleeve shirt, trousers, safety helmet, safety glasses, rescue kit, low voltage insulating gloves.	Safety Data Sheets Required:	Diesel, Unleaded Petrol

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<p>Occupational Health Safety or Environmental Legislation:</p>	<ul style="list-style-type: none"> • Queensland Acts & Regulations • Workplace Health & Safety Act 2011, Workplace Health & Safety Regulations 2011 • Electrical Safety Act 2015, Electrical Safety Regulations 2013 • Building and Construction Industry Improvement Acts 2005 	<p>Codes and/or Standards Applicable to the Works:</p>	<p>Building Code of Australia 2010 Queensland & National Codes of Practice:</p> <ul style="list-style-type: none"> • Building and Construction 2000 Updated 2011 • Noise 2004 • Scaffold 2009 • Electrical 2013 • Manual Tasks 2010 • Plant 2013 • First Aid 2015 • Hazardous Substances 2011 • Prevention of Falls in Housing Construction 2012 • Construction Work 2013 • Building Code of Australia 2015 • Hazardous Substance Code of Practice 2003 <p>National Standards:</p> <ul style="list-style-type: none"> • Risk Management AS/NZS15031000:2009 • National Standard for Construction Work NOSHC:1016 (2005) • National Standard for Manual Tasks 2007

HIGH RISK ACTIVITY: EXCAVATION AND TRENCHING

JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
Pre-Start: Select plant/equipment for task/activity (excavator, skid, steer, truck mounted crane, electrical equipment, concrete cutter, ladders, etc.)	Plant/equipment used for task/activity not up to required standard. On site plant/equipment failure/breakdown.	3	4	12	<ul style="list-style-type: none"> - Select the most appropriate plant/equipment for the task - Safety checklist for plant to be completed (if no maintenance records available) by owner/hirer/supplier and reviewed by nominated staff before plant commences on site - Plant operators to complete a daily checklist before start up - Equipment to be checked daily before use - Immediate action to be taken on identified deficiencies - Servicing/maintenance as per manufacturer's instructions - Reversing/movement alarms on all major plant 	2	2	4	Project Manager
Pre-Start: Select labour for task/activity	Inexperienced personnel unaware of site conditions and work hazards	3	4	12	<ul style="list-style-type: none"> - All personnel to undergo specific training (site and general industry inductions, task/activity awareness, other training as required) before commencing on site - Certifiers/competent personnel (or trainees under supervision) for prescribed occupations (load shifting equipment, etc) - Licensed/competent drivers of construction traffic - Site personnel who are to use nominated equipment are to have the training and skills required to operate/use that equipment competently - An 'Authorised Person' who has undergone the appropriate training is to be in place when working within the exclusion zone of power lines 	2	2	4	Project Manager

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		L	C	R		L	C	R	
Per-Start: Identification of Services	Contract with underground and aboveground services and protection of underground services	4	5	20	<ul style="list-style-type: none"> - Verify location of all underground services (Dial before you dig, etc.) before commencing excavation - Ensure Permit to Dig completed before commencing work (emergency procedures to be highlighted) - Carry out site walk thru and identify overhead power lines in works area, instigate tiger tails on lines where necessary - Highlight power lines by placing "Danger – Overhead Power Lines" and flagging under lines where works are to be carried out - Competent person to act as spotter when working around power lines - 'Authorised Person' to be in place when working within the exclusion zones of power lines - Carry out hand excavation as necessary to locate services with approved non-destructive means such as hydro-vacuum systems, i.e. vacuum/sucker truck 	1	5	5	Project Manager
Preparation: Work Area	Contact with pedestrians/public vehicles	3	5	15	<ul style="list-style-type: none"> - Works to be barricaded as required - Permits in place as required (police, council) - Pedestrian thoroughfare to be delineated with appropriate signage - Traffic controller/police in place as required - Traffic control devices eg signage etc to be in place as per traffic control plan - Access and egress to site for construction vehicles 	1	5	5	Site Supervisor

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		L	C	R		L	C	R	
Preparation: Work Area (Continued)				15	planned - Site entry point to be closed off at all time when not in use			4	
Operation: Excavate	Personnel struck by plant	3	5	15	- Reverse/movement alarms to be installed when working on major plant - Restrict access to area to be excavated to key personnel only - Operators to be aware of location of site personnel - Site personnel to wear high visibility clothing, e.g. vests - Safety pin to be in bucket assembly to prevent loss of bucket	1	4	4	Site Supervisor
	Plant collisions	2	4	8	- Operators advised on dangers of major plant working in the same area - Reversing alarms to be activated	1	3	3	Plant Operator
	Cave in of excavation	3	5	15	- Authorised personnel only in area – use fencing and signage - Nominated personnel to inspect and assess ground conditions regularly - Shore, bench and batter as required. As a minimum, excavation below 1.5m require benching of 1 vertical to 1 horizontal or battering of 1:1 - Excavated spoil to be placed so that there is no likelihood of it falling into excavated area, i.e. 600mm away - Heavy machinery to be kept away from the edge	2	4	8	Site Supervisor

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		L	C	R		L	C	R	
				12	of excavated surfaces to avoid slope failure			4	
Operation: Excavate	Falls from heights	3	4	12	<ul style="list-style-type: none"> - If unattended, barricading to be in place around excavations where there is a danger of falls of personnel over 1m - Excavations to be backfilled to prevent accidental falls by outside normal work areas - Sufficient safe access to base of excavation to be provided 	1	4	4	Site Supervisor
	Environmental harm	3	3	9	<ul style="list-style-type: none"> - Sediment fence to be erected and maintained as required - If identified as acid sulphate soil, precautions to be taken to mitigate risk eg bund area and treat with agricultural lime to ensure PH is maintained within specified range. Testing to be undertaken. - Water down area as necessary to minimize dust problems 	1	2	2	Site Supervisor
	Community complaints	3	3	9	<ul style="list-style-type: none"> - Confirm the client has consulted with the local community - Consult with local property owners in respect to access provisions - Housekeeping on and around site to be maintained (included temporary signage, barriers, etc.) 	1	2	2	Project Manager
Operation: Refuelling Portable Generator Units/Pumps/Stationary and Mobile Plant	Fire hazard and petrol/exhaust fumes	4	5	20	<ul style="list-style-type: none"> - All engines are to be switches off before refuelling - Have standby pump to eliminate refuelling hot flex drive petrol pumps - Refuelling to preferably take place before work commences or during break in work 	1	5	5	Site Supervisor

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		L	C	R		L	C	R	
		Operation: Refuelling Portable Generator Units/Pumps/Stationary and Mobile Plant (Continued)						<ul style="list-style-type: none"> - Strictly NO SMOKING during refuelling operation - Fuel to be stored and dispensed from approved containers only, using funnel or pouring device - Do not store fuel near generator, keep in ventilated/shaded area away from ignition sources - Ensure fire extinguisher is accessible - Clean up all spills - Keep adequate spill kits on site - Maintain MSDS for fuel in accessible location (site vehicle) - Check electrical connections and replace fuel cap before restarting generator 	
Operation: Using electrical equipment and generators	Electrocution	3	5	15	<ul style="list-style-type: none"> - Ensure earth leakage system are fitted to all generators - Ensure all power boards are earth leakage compatible - Ensure all leads are tagged and tags are current 	1	5	5	Site Supervisor
Operation: Working in trench	Inadequate access/egress	3	4	12	<ul style="list-style-type: none"> - Where excavations require it, ensure that ladders are positioned for access and egress. Ladders shall be no more than nine (9) metres apart and shall be adequately secured 	2	2	4	Site Supervisor
	Collisions with objects/personnel when placing conduits etc into trench with crane (or other plant)	3	4	12	<ul style="list-style-type: none"> - Crane operator and dogger made aware of site/working restrictions and locations of plant, materials, objects and personnel - Reversing alarm on plant to be in use when mobile - Personnel to be made aware of plant movements 	2	2	4	Plant Operator

HIGH RISK ACTIVITY: EXCAVATION AND TRENCHING

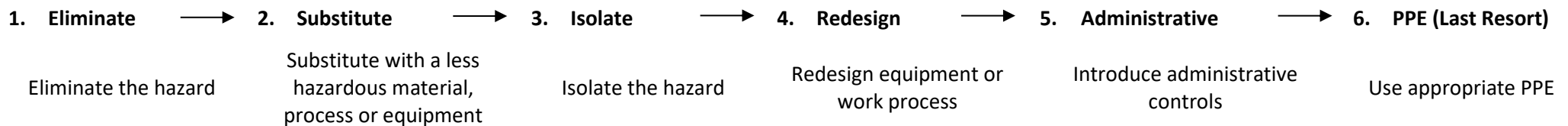
JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
		Operation: Working in trench (Continued)						<ul style="list-style-type: none"> - Thorough check of ground conditions to be carried out - Lifting gear hook to be positioned above centre of gravity of load 	
Operation: Working in trench	Loss of connection to conduits etc (too heavy, poor selection of lifting gear, incorrect slinging)	3	4	12	<ul style="list-style-type: none"> - Operator to ensure plant capable of lifting load and correct selection of lifting point (hook on plant to be certified) - After assessing load, competent person (excavator operator, dogger or trainee under supervision) to select correct lifting gear and sling load - All lifting gear to be in good condition, inspected before use and tagged as required - Only authorised personnel in area - Check lifting points to verify they are not damaged 	2	2	4	Site Supervisor
	Plant overbalances	2	5	10	<ul style="list-style-type: none"> - Weather and ground conditions in working area (e.g. proximity to excavated surface, uneven surfaces) to be fully assess before moving mobile crane/plant - Ensure crane/plant is operated within safe working limits 	1	5	5	Plant Operator
	Personal/material damage (crushing, hit by load)	3	5	15	<ul style="list-style-type: none"> - When load out of operators vision, operator to stop load movement if unsure of instructions from dogger (method of communication to be understood by all persons involved in the lift) - Loads to be controlled by tag lines if necessary - Only personnel involved in the lift are to be in the 	1	5	5	Site Supervisor

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		L	C	R		L	C	R	
Operation: Working in trench (Continued)					immediate area - Loads are not to be lifted over personnel - When landing loads, personnel to be kept clear - Personnel to keep hands clear when landing - Support/check load as necessary to prevent movement - Wear gloves if necessary - Personnel to be made aware of risks of manual handling injuries				
Operation: Working in trench	Slips trips falls	3	3	9	- Unload onto the ground using plant to eliminate slips or falls, from back of transportation vehicle - Keep worksite clean and tidy at all times	2	2	4	Site Supervisor
	Back injuries	3	3	9	- Do not lift weights over 20kg, use mechanical lifting aid or ask for help	2	2	4	Site Supervisor
	Personnel struck by plant	3	5	15	- Reversing alarms to be installed when working on major plant - Restrict access to area to be backfilled to involved personnel only - Operators to be aware of location of site personnel - Site personnel to wear high visibility clothing e.g. vests, safety helmet	1	5	5	Site Supervisor
	Plant collisions	3	4	12	- Operators advised on dangers of major plant working in the same area - Reversing alarms to be activated	1	3	3	Plant Operator
	Collapse of excavation during backfill	3	4	12	- Authorised personnel only in area - Heavy machinery to be kept away from the sides of the excavation	2	3	6	Site Supervisor

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		L	C	R		L	C	R	
Operation: Working in trench (Continued)	Personal injuries (hand damage, hearing loss, etc.) during compaction	3	3	9	<ul style="list-style-type: none"> - Wear appropriate PPE (gloves, hearing protection, hand protection, etc.) - Personnel are to be trained and competent in the use of equipment 	1	3	3	Site Supervisor
Reinstatement	Environmental harm	3	3	9	<ul style="list-style-type: none"> - Monitor sediment fences - Water area if dust becomes a nuisance - Ensure sand bags are in place 	2	2	4	Site Supervisor
	Complaints	3	3	9	<ul style="list-style-type: none"> - Reinstatement area to pre-construction activities 	2	2	4	Project Manager
	Plant collisions	3	4	12	<ul style="list-style-type: none"> - Operators advised on dangers of major plant working in the same area - Reversing alarms to be activated - Spotter to direct the reversing of trucks 	1	3	3	Plant Operator

RISK MATRIX					
LIKELIHOOD	CONSEQUENCES				
	INSIGNIFICANT (1)	MINOR (2)	MODERATE (3)	MAJOR (4)	CATASTROPHIC (5)
RARE (1)	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (4)
UNLIKELY (2)	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
POSSIBLE (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
LIKELY (4)	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
ALMOST CERTAIN (5)	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)

If the residual risk is	Catastrophic (16+)	Then	Work is unable to proceed. Seek other methods (Significant)
	High (10 – 15)	Then	Permission from High Level Management for work to proceed (Significant)
	Moderate (4 – 9)	Then	Permission from Worker in Charge for work to proceed (Insignificant)
	Low (1 – 3)	Then	Work able to proceed (Insignificant)







C = Consequence

- 5 = **Catastrophic** = Fatality, permanent disability, long term widespread impacts, huge financial loss
- 4 = **Major** = Permanent disability or extensive injuries, medium to long term widespread impact, major financial loss
- 3 = **Moderate** = Lost time injury, reversible medium term local impact, high financial loss
- 2 = **Minor** = Medical treatment, reversible short – medium term impact to local area, medium financial loss
- 1 = **Insignificant** = First aid, limited impact to minimal area, low financial loss


L = Likelihood

- 5 = **Almost Certain** = It is almost certain that the risk will occur in most circumstances
- 4 = **Likely** = The risk is likely to occur in most circumstances
- 3 = **Possible** = There is uncertainty that the risk could occur
- 2 = **Unlikely** = The risk could occur at some time but there is confidence that it will not
- 1 = **Rare** = The impact/risk may occur only in exceptional circumstances

**I HAVE BEEN CONSULTED AND I ASSISTED IN DEVELOPPING THE WORK METHOS STATEMENTS THAT APPLY TO MY WORK ACTIVITIES.
I WILL COMPLY WITH ITS SAFE WORK PRACTICE.**

PRINT NAMES	POSITION/TRADE	SIGNATURE	DATE
JOE GEDOUN	DIRECTOR/SITE MANAGER		16 October 2017
MATTHEW CARROLL	SITE SUPERVISOR		16 October 2017
CRAIG PENSINI	SITE SUPERVISOR		16 October 2017
BOYD TURNER	SITE SUPERVISOR		16 October 2017

MONITORING AND REVIEWING OF WMS USE AND EFFECTIVENESS

NAME	SIGNATURE	DATE
STACY JACOBSEN		16 October 2017