



Pandanus Workforce

Safe Work Method Statement (SWMS)

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Project:	Project No:
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SWMS No:	Work Activity: <i>Traffic Control</i>
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All persons involved in the works must have the SWMS explained and COMMUNICATED to them prior to start of works.

SWMS DETAILS

Brief Description of Work Activity: Traffic Control while cleaning

Location: Work Area	Date: July 2025
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Date to be Reviewed:

Personnel Responsible for Monitoring this Activity:	Managers, Workers
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Legislation / Codes of Practice / Standards Consulted: These must be complied with.	Work Health and Safety Act 2011 Work Health and Safety Regulations 2011
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Plant and Equipment Required for this Activity:	Signage and Traffic Cones
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Details of Maintenance Checks Required for this Activity:	General visual inspection prior to use Maintenance as per manufacturers requirements
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Materials Used:	Nil
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SDS Required? (Yes / No)	No
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Personnel Qualifications Required for this Activity:

Relevant state certification for task has been undertaken or plant being operated

Specific Training Required for this Activity:

All personnel to have completed a Site Induction. Must be trained in this SWMS and have all relevant certification for this task.

Site Specific Induction

Work Activity Training

Appropriate training for equipment

Personnel consulted on development of SWMS:

Name:	Position	Industry Experience

Person Responsible for Updating SWMS:

Signature:

Date:

High Risk Work involves:	<input type="checkbox"/> Risk of falls from greater than 2 metres	<input type="checkbox"/> Work on a telecommunications tower	<input type="checkbox"/> Demolition of load-bearing structure
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support structures	<input type="checkbox"/> Work in confined spaces
	<input type="checkbox"/> Work in or near shaft or trench with an excavated depth greater than 1.5m or a in tunnel	<input type="checkbox"/> Use of Explosives	<input type="checkbox"/> Work on or near pressurised gas pipes or mains
	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work in an area with contaminated or flammable atmosphere
	<input type="checkbox"/> Work with tilt up or pre-cast concrete	<input type="checkbox"/> Work on, in or adjacent to road, rail shipping or other major traffic corridor	<input type="checkbox"/> Work in an area with movement of powered mobile plant
	<input type="checkbox"/> Work in or areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near a drowning risk	<input type="checkbox"/> Diving work
	<input type="checkbox"/> Other [please specify]:		

RISK ASSESSMENT

Step 1 – Determine Consequence (Impact) (C)

I Consequence (Impact) Table				
Impact band	Health & Safety		Environment & Heritage	Reputation
Substantial (5)	Fatal Incident (Class 1)		Permanent widespread ecological damage	International negative media coverage. Loss of business from key sector.
Major (4)	Permanent Injury (Class 1)	Damage, which permanently alters a person's future (e.g. quadriplegia, paraplegia, amputation of a limb).	Heavy ecological damage, costly restoration	Sustained national negative media coverage. Loss of long-term key client.
Moderate (3)	Lost Time Injury (Class 2)	Damage, which temporarily alters a person's future.	Major but recoverable ecological damage	Regional/short negative media coverage. Loss of Client / project.
Minor (2)	Medical Treatment (Class 2)	Damage, which temporarily inconveniences a person	Limited but medium-term damage	Local negative media coverage. Site or project problem
Negligible (1)	First Aid Treatment (Class 3)	Actual injury which requires no treatment or simple first aid	Short term damage	Brief local negative media coverage.

Step 2 - Determine Probability (Likelihood) of Event Occurring (P)

Probability (Likelihood) Table			
Probability band	Description		
Almost Certain (5)	The threat can be expected to occur 75% - 99%	Common / Frequent Occurrence	More than 1 event per month
Likely (4)	The threat will quite commonly occur 50% - 75%	Is known to occur or "It has happened regularly"	More than 1 event per year
Possible (3)	The threat may occur occasionally 25% - 50%	Could occur or "I've heard of it happening"	1 event per 1 to 10 years
Unlikely (2)	The threat could infrequently occur 10% - 25%	Not likely to occur very often	1 event per 10 to 100 years
Rare (1)	The threat may occur in exceptional circumstances 0% - 10%	- Conceivable but only in exceptional circumstances	Less than 1 event per 100 years

Step 3 – Assess Risk Level (R) Determine the risk level by combining Consequence with Probability

Risk Assessment Matrix	Consequence (Impact) Table				
	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Substantial (5)
Almost Certain (5)	Low (5)	Moderate (10)	Very High (15)	Extreme (20)	Extreme (25)
Likely (4)	Low (4)	Moderate (8)	Very High (12)	Very High (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	High (9)	Very High (12)	Very High (15)
Unlikely (2)	Low (2)	Low (4)	High (6)	High (8)	Very High (10)
Rare (1)	Low (1)	Low (2)	Moderate (3)	High (4)	High (5)

HIERARCHY OF CONTROLS

Highest Level of Control					Lowest Level of Control	
Elimination	Substitution	Engineering	Administration	Administration	Personal Protective Equipment	Personal Protective Equipment

PROBABILITY:

- 5=Almost Certain
- 4=Probable
- 3=Moderate
- 2=Unlikely
- 1=Rare

1-6 Acceptable

CONSEQUENCE:

- 5=Substantial
- 4=Major
- 3=Moderate
- 2=Minor
- 1=Negligible

7-12 Acceptable with Strict Control Measures or Short Duration

13-25 Unacceptable

Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Risk Rating After Controls			Person Responsible To ensure management method applied
		C	P	R		C	P	R	
Loading of signs and cones onto Vehicles	<ul style="list-style-type: none"> Manual Handling Severe Flesh Cuts 	4	3	12	<ul style="list-style-type: none"> Use Protective Gloves Correct Lifting, bend legs with a straight back Max lift load per crew member is 15kg. 	2	2	4	Manager Worker
Before Starting Work at Site	<ul style="list-style-type: none"> Employee and Public Injury. Collision Being Struck by Stationary and Moving Objects. 	5	3	15	<ul style="list-style-type: none"> Carry out Site Induction as necessary specifying risks and detailing methods of hazard control incorporating site Location Risk Assessment & Toolbox Talk. Identify escape Route from work position. Workers will be instructed on the location of the Pedestrian Restricted Areas around the work site. 	2	2	4	Manager Worker
Setup of Traffic Control in carpark and footpath	<ul style="list-style-type: none"> Vehicle Collisions Being Hit or Struck by moving Vehicle Confusion 	4	3	12	<ul style="list-style-type: none"> Ensure work area and are to be cordoned off is clear of vehicles Setup signage and barriers furthest from work area first, working back towards the work area Ensure Work Site is clearly sign posted with damage free Signage & devices. 	2	1	2	Manager Worker
Pedestrian Movements	<ul style="list-style-type: none"> Being Hit or Struck by moving Vehicle Falling Materials 	5	3	15	<ul style="list-style-type: none"> Pedestrian movements are to be re-directed safely around the work area using signage and barriers No Pedestrian movements through the Work Area at any time unless local access to be maintained. This is to be done when a clear and safe thoroughfare is maintained. 	2	2	4	Manager Worker
Exposure to Sun/UV Rays	<ul style="list-style-type: none"> Burnt Skin Blisters Sun Stroke De-hydration Future Skin Problems Melanomas 	4	3	12	<ul style="list-style-type: none"> Long Sleeved Hi-Vis Shirts and Pants are to be worn at all times. SPF 30+ Sunscreen is to be applied to exposed skin every 2 hours or as required. Approved Broad Brimmed Hat and Sunglasses to be worn at all times. Keep Fluid levels up in the body by drinking lots of Water. 	2	1	2	Manager Worker
Removal of Signs & Devices	<ul style="list-style-type: none"> Workers & Public Injury Collision Confusion Workers being 	5	4	20	<ul style="list-style-type: none"> Removal of traffic control signs & devices should be undertaken in the reverse order of erection, progressing from the Work Area out toward the approaches. Wear PPE – High Visibility Clothing, steel cap boots, protective gloves. Use manual handing techniques when lifting and placing signs 	2	2	4	Manager Worker

Activity Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Risk Rating After Controls			Person Responsible To ensure management method applied
		C	P	R		C	P	R	
	<ul style="list-style-type: none"> struck by live traffic and/or stationary and moving objects. Manual handling injuries 				and devices. (bend from knees when placing/removing cones) <ul style="list-style-type: none"> Correct Lifting, bend legs with a straight back Max lift load per crew member is 15kg. 				
Unloading of Vehicles	<ul style="list-style-type: none"> Manual Handling Severe Flesh Cuts 	4	3	12	<ul style="list-style-type: none"> Use Protective Gloves Correct Lifting, bend legs with a straight back Max lift load per crew member is 15kg. 	2	2	4	Manager Worker
Environment	<ul style="list-style-type: none"> Slip and Fall on Slippery or Hard Surfaces during Cold, Foggy and Wet days. 	4	3	12	<ul style="list-style-type: none"> Wear correct PPE such as rubber soled steel toe capped lace up boots. Identify all slip and trip hazards before commencement of works and throughout the shift. Adequate High Visibility Wet Weather Uniform is to be worn as required in the event of wet weather. 	2	1	2	Manager Worker
General	<ul style="list-style-type: none"> Failure to comply with the content and intent of this SWMS results in injury to persons or damage to equipment 	4	4	16	<ul style="list-style-type: none"> Ongoing inspection by Supervisor will be conducted to ensure all members of the team are compliant with the requirements of this WMS. Observations and workplace inspections will be conducted randomly. All identified non-conformances to the process contained with this WMS shall be closed out and offending personnel may be subject to disciplinary action. 	2	1	2	Manager Worker
	<ul style="list-style-type: none"> Unable to respond to emergencies 	3	3	9	Equipment operator is to know the following: <ul style="list-style-type: none"> Location of the isolation switch. Location of any safety features. Location and use of any firefighting equipment. 				Manager Workers

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		C	P	R		C	P	R	
Injuries or incidents	<ul style="list-style-type: none"> Personnel hurt Equipment or equipment damaged 	3	3	9	<ul style="list-style-type: none"> First aid – report to nearest first aider for assistance. Incidents – stop work and report incident to the Manager. Major incident – stop work, inform the Manager and barricade area off. Dial 000 for all Emergency Services. Dial 112 from mobile phones. Activate site emergency Procedures. 	2	1	2	Workers

SIGNOFF

We the undersigned, confirm that the SWMS nominated above has been explained and its contents are clearly understood and accepted. We also confirm that our required qualifications to undertake this activity are current. We also clearly understand the controls in this SWMS must be applied as documented; otherwise, work is to cease immediately.

Name	Qualification Required for this Activity	Signature	Date	Time	High Risk Licence number & Expiry (if required)