SAFE WORK PROCEDURE

SWP No: 337

JOB / TASK: **Establishing a Worksite**

(This procedure is to be used in conjunction with any operating manuals or training relevant to the task)

SPECIAL COMMENTS:

WHAT TO DO STEPS IN ORDER OF PERFORMANCE	HAZARDS APPLICABLE TO EACH STEP	HOW TO DO IT IDENTIFY EQUIPMENT, SAFETY, QUALITY AND PERFORMANCE REQUIREMENTS	PPE
Arrival	Traffic Strains	Engage safety lights. Park vehicles and equipment away from traffic if possible. If not possible to remove vehicles/plant from the roadway a vehicle with a revolving safety light operating should be positioned at the start of the worksite to protect work area in the first instance.	
Setting up	Traffic Strains Pedestrians	Deploy symbolic work signs taking into account particular conditions at the worksite. Assess worksite for hazards, power lines, curves, hills, intersections, schools, etc. Provide safe passage through and around the worksite for vehicles (SWP 323). Provide safe passage through and around the worksite for pedestrians. Use lateral shift markers and witches hats/cones to direct all traffic around worksite and vehicles. Services must be located and marked prior to commencement of any work. All persons should be allotted specific tasks at the worksite. Ensure all personnel and contractors have the required safety equipment. Worksite should be arranged so plant and personnel can work safely within the site.	

WHAT TO DO	HAZARDS	HOW TO DO IT	PPE
STEPS IN ORDER OF PERFORMANCE	APPLICABLE TO EACH STEP	IDENTIFY EQUIPMENT, SAFETY, QUALITY AND PERFORMANCE REQUIREMENTS	
Setting up.	Traffic Strains Pedestrians	Where vehicles or plant may need to enter or leave the worksite, additional traffic control measures may be required. Worksite arrangements may be modified during the works to cater for changing conditions. Every attempt must be made to cause minimal disruption to traffic and residents during the progress of the works. Carry out a pre-closedown inspection to: • Ensure all incomplete works are secured/safe with bunting, barrier mesh and/or lights etc; • Any hazards to pedestrian or vehicle traffic have been removed/secured.	
Leaving the worksite.	Traffic Strains	Allow time for urgent maintenance to the travelled path. Ensure all materials, tools, equipment and rubbish has been cleaned from the worksite prior to departure. Remove all signs not applicable to the site while the site is unattended. All excavations over 300 mm deep must be protected with barrier mesh and lights (shallower holes must be protected with bunting and bollards). In cases where barriers or shift markers are to remain, affix and light lamps. Carry out a drive through inspection and confirm all signs and devices are in position and operating before leaving the worksite.	