

## SAFE WORK METHOD STATEMENT (JSA/SWMS)

### Part1:TaskDetails

TASK:	Delivery of Concrete by Mixer Trucks	SITE:	Customer's site.		
DETAILS:	Onsite activities	SWM NO.	01/19	REV: 01	REV DATE:
Company Details		PPE REQUIREMENTS			
MONIER LIMITED P.O. Box 732 Port Moresby National Capital District Papua NewGuinea Ph:+(675)3253344 Fax: +(675)3253389		PPE Requirements <ul style="list-style-type: none"> <li>• Hi visibility clothing (as per clothing issue) or SafetyVest</li> <li>• Reflective tape required on clothing or day/night safety vest for work between dusk &amp;dawn</li> <li>• Safetyboots</li> <li>• Safety Helmets within designatedareas</li> <li>• Hearing &amp; eye protection must be worn asrequired</li> <li>• Wearinggloves</li> <li>• Clothing as per company issue and/or site requirements- Cotton drill long pants and long sleeve-shirts.</li> </ul>			Additional PPE Requirements

<b>JSA /SWM Initiated/developed by (List all names):</b> 1. <b>Signature:</b> 2. <b>Signature:</b>		<b>Management Review:</b> 1. <b>Signature:</b> 2. <b>Signature:</b>	
--	--	---	--

### Part 2: Hazard Analysis & ControlWorksheet

Step No	Process Steps List the steps needed to do the job in the sequence needed to be done.	Potential Hazard/s Against each step list potential hazards that Could cause injury when the job's done.	Hazard Control Measures For each hazard identify control measures to Eliminate or minimize the risk of injury.	Action requiredby (Print name ofperson)
1.	ARRIVING AND SETTING UP ON SITE  Vehicle Compliance- Prestart Check	<ul style="list-style-type: none"> <li>• Meet road worthy requirements</li> <li>• Mechanical fault</li> <li>• Incompetent driver</li> <li>• No proper/ expired license operating the company vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor registration internally</li> <li>• Prestart check the trucks every day before on operation</li> <li>• Driver must know what to do (trained) and competent to do the task</li> <li>• Driver before operating must have updated driving license</li> </ul>	L All Mixture Truck drivers
2.	Arrive at/ enter site	<ul style="list-style-type: none"> <li>• Traffic &amp; Pedestrian</li> <li>• Maneuver through site</li> <li>• People working near or above discharge point</li> </ul>	<ul style="list-style-type: none"> <li>• Beware of traffic &amp; pedestrians when entering sites</li> <li>• Obey any traffic control personnel</li> </ul>	L All Mixer Truck drivers

		<ul style="list-style-type: none"> <li>Falls or sprains while walking on site</li> <li>Damage to the vehicle</li> <li>Speeding</li> <li>Concrete spillage on the public road</li> <li>Not following Monier Driving Policy</li> <li>Not following other sites safety policy and rules.</li> </ul>		<ul style="list-style-type: none"> <li>Effective communication between drivers and workers of movements</li> <li>Drive slowly following other road safety rules and regulations</li> <li>When climbing up the hill always spin the barrel to prevent concrete pouring off from the barrel onto the public road</li> <li>Follow Monier Driving Policy</li> <li>Concentrate while driving.</li> <li>Respect other sites policy and rules. Abide by their safety rules and regulations</li> </ul>														
3.	Maneuvering truck to discharge point	<ul style="list-style-type: none"> <li>Trenches, formwork, level pegs, profiles, other workers, overhead wires, ventilation ducting, scaffoldings etc</li> <li>Running into power lines can lead to</li> <li>Electrocution</li> <li>Truck on fire/ tire explosion</li> </ul> <p><i>Safe Distance from Power lines</i></p> <p>Nominal phase to phase a.c. voltage (volts) Approach dist</p> <table border="0"> <tr> <td>Low Voltage conductors up to 1000</td> <td>0.6m</td> </tr> <tr> <td>Above LV and include 33,000</td> <td>0.9m</td> </tr> <tr> <td>Above 33 000 and include 132 000</td> <td>2.1m</td> </tr> <tr> <td>Above 132 000 and include 220 000</td> <td>2.9m</td> </tr> <tr> <td>330 000</td> <td>3.4m</td> </tr> <tr> <td>500 000</td> <td>4.4m</td> </tr> </table> <p>In calculating these distances the following should be considered;</p> <ul style="list-style-type: none"> <li>The sag of the cables</li> <li>The swing of the load during handling</li> <li>The effect of the wind forces</li> </ul>	Low Voltage conductors up to 1000	0.6m	Above LV and include 33,000	0.9m	Above 33 000 and include 132 000	2.1m	Above 132 000 and include 220 000	2.9m	330 000	3.4m	500 000	4.4m	H	<ul style="list-style-type: none"> <li>Inspect site before entry</li> <li>Do not reverse unless a guide is present and visible</li> <li><b>NO SEE NO MOVE</b></li> <li>Variable pitch reversing alarms to be fitted and working</li> <li>ELIMINATE THE HAZARDS</li> <li>Ensure that thorough examinations of the approaches and surrounding of the site is carried out before the truck onto the site. This examination is to determined what precautions need t be taken to prevent any part of the plant, any load carried on it and any person on it coming within prescribed to overhead power lines</li> <li>Eliminate the risk by using a alternative plant which cannot encroach power lines</li> <li>Ensure the supply has been de-energized and isolated from the supply. Obtain documentary evidence of the continuing isolation of the power supply before proceeding with the work</li> <li>Set up the truck in a position that eliminates or minimizes the risk</li> <li>Mechanically limit the movement of the truck</li> <li>Ensure truck will not travel while discharge</li> <li>Ensure the power lines are properly maintain non-conducting taglines to control the load if required to go under lines</li> <li>Ensure the observer is present. This is a personal other than the driver or operator of approaching the proximity of the over head power lines.</li> </ul>	L	All Mixer Truck drivers
Low Voltage conductors up to 1000	0.6m																	
Above LV and include 33,000	0.9m																	
Above 33 000 and include 132 000	2.1m																	
Above 132 000 and include 220 000	2.9m																	
330 000	3.4m																	
500 000	4.4m																	
4	Exit Truck	<ul style="list-style-type: none"> <li>Slipping/ falling</li> <li>Falling Objects</li> </ul>	H	<ul style="list-style-type: none"> <li>Maintain 3 points of contact at all times</li> <li>Ensure work boots is in good condition</li> </ul>	L	All Mixer Truck drivers												

		<ul style="list-style-type: none"> <li>Noise</li> </ul>		<ul style="list-style-type: none"> <li>Maintenance of step treads of vehicle</li> <li>Wear hard hats at all times on site (must be on before living the truck)</li> <li>Inspect site for overhead hazards before entry</li> <li>Wear hearing protection ( must be put on before leaving truck)</li> </ul>	
5	Remix and slump load. Charge mix at correct speed	<ul style="list-style-type: none"> <li>Noise</li> </ul>	H	<ul style="list-style-type: none"> <li>Wear hearing protection</li> </ul>	L All Mixture truck drivers
6	Visually slump load	<ul style="list-style-type: none"> <li>Slipping/ falling</li> <li>Falling objects</li> <li>Eye protection</li> <li>Noise pollution</li> </ul>	H	<ul style="list-style-type: none"> <li>Maintain 3 points of contact at all times</li> <li>Wear hard hat at all times on site</li> <li>Wear safety glasses</li> <li>Wear hearing protection</li> </ul>	L All Mixture Truck drivers
7	Change mix at correct speed	<ul style="list-style-type: none"> <li>Noise</li> </ul>	H	<ul style="list-style-type: none"> <li>Wear hearing protection</li> </ul>	L All Mixture Truck driver
8.	Climbing and descending ladder	<ul style="list-style-type: none"> <li>Slipping/ falling</li> <li>Falling objects</li> <li>Noise</li> <li>Drop hose/ container</li> </ul>	H	<ul style="list-style-type: none"> <li>Maintain 3 points of contact at all times</li> <li>Wear hard hat at all times on site</li> <li>Wear safety glasses</li> <li>Wear hearing protection</li> <li>Have someone pass hose/ container once in position on work platform</li> </ul>	L Mixer Truck drivers
9.	Chute selection and positioning	<ul style="list-style-type: none"> <li>Manual Handling (Back strain)</li> <li>Jamming of fingers</li> <li>Ground conditions- tripping, carrying chutes</li> </ul>	H	<ul style="list-style-type: none"> <li>Use correct manual handling practices</li> <li>To position chute with hands, keeps hands away from attachments or ends of chute.</li> <li>Check for trip hazard</li> </ul>	L Mixer Truck Driver
10.	Reverse to discharge point	<ul style="list-style-type: none"> <li>Strike pump, kibble or ground</li> <li>Strike pumps operator or other workers</li> </ul>	H	<ul style="list-style-type: none"> <li>Ensure chute are at the correct height</li> <li>Maintain visual contact with guide at all times</li> <li>NO SEE NO MOVE</li> <li>If reversing with chute on, ensure chute are locked into an off centre position so they are visible from mirrors</li> <li>Variable pitch reversing alarms to be fitted and working</li> </ul>	L Mixer Truck Driver
11	Discharge Load	<ul style="list-style-type: none"> <li>Spillage/ overfill pump or kibble</li> </ul>	H	<ul style="list-style-type: none"> <li>Ensure that chute flap is open watch hopper level</li> </ul>	L Mixer Truck Driver

		<ul style="list-style-type: none"> <li>• Eye injury from pump blow back</li> <li>• Noise</li> </ul>		<ul style="list-style-type: none"> <li>• Keep pump hopper full, notify pump operator if hopper cannot be kept full</li> <li>• Wear eye protection</li> <li>• Wear appropriate eye protection</li> </ul>	
12.	Lifting kibble	<ul style="list-style-type: none"> <li>• Head injury or fracture</li> </ul>	H	<ul style="list-style-type: none"> <li>• Stand well clear when kibble is being lifted and listen to operators instructions</li> </ul>	L Mixer Truck Driver
13.	Worn or missing pump grate or pumps	<ul style="list-style-type: none"> <li>• Fracture and lacerations.</li> </ul>	H	<ul style="list-style-type: none"> <li>• Don not stand on pump hopper</li> <li>• Keep well clear of pump lines and elbows</li> <li>• If grate missing seek site controllers assistance</li> <li>• Pump certification</li> </ul>	L Mixture Truck drivers
14	Two trucks discharging simultaneously	<ul style="list-style-type: none"> <li>• Crushing between trucks</li> </ul>	H	<ul style="list-style-type: none"> <li>• Ensure there is adequate room to move between vehicles</li> </ul>	L Mixture Truck Driver
15.	Trucks empty	<ul style="list-style-type: none"> <li>• Pumps blow back</li> </ul>	H	<ul style="list-style-type: none"> <li>• Notify operator immediately</li> <li>• Eye protection</li> </ul>	L Mixture Truck Driver
16.	Move off discharge area	<ul style="list-style-type: none"> <li>• Damage to equipment</li> <li>• Injury to other workers</li> </ul>	H	<ul style="list-style-type: none"> <li>• Ensure chute height is correct</li> <li>• Warn nearby workers of movements</li> </ul>	L Mixture Truck Driver
17.	Maneuvering truck to wash down point	<ul style="list-style-type: none"> <li>• Trenches, formwork, level pegs, profiles, other workers etc</li> </ul>	H	<ul style="list-style-type: none"> <li>• Check site for hazards before moving or entering</li> <li>• Do not reverse unless a guide is present and visible</li> </ul>	L Truck Driver/ Site Personal
18	Exit Truck	<ul style="list-style-type: none"> <li>• Slipping/ falling</li> <li>• Falling objects</li> <li>• Noise</li> </ul>	H	<ul style="list-style-type: none"> <li>• Maintain 3 points of contact at all times</li> <li>• Ensure work boots in good condition</li> <li>• Maintenance of step treads of vehicle</li> <li>• Wear hard hats at all times on site (must be on before leaving truck)</li> <li>• Inspect site for overhead hazards before entry</li> </ul>	L Mixture Truck Driver
19	Wash down a fame chute	<ul style="list-style-type: none"> <li>• Bodily injuries cause by moving parts of agitator pollution</li> <li>• Back injuries</li> <li>• Slipping from ladder</li> <li>• Eye splash</li> </ul>	H	<ul style="list-style-type: none"> <li>• Stop agitator rotation during scrape down procedures</li> <li>• Scrape and wash down from site only</li> <li>• Scrape down A frame and chutes into bins provided</li> <li>• Wash down A frame and chutes into been provided using minimal water</li> <li>• Ensure no waste to watercourse or drains</li> </ul>	L Mixture Truck Driver

				<ul style="list-style-type: none"> <li>• Use correct lifting techniques</li> <li>• Maintain 3 points of contact at all times</li> <li>• Wear appropriate eye protection</li> </ul>	
20.	Reposition chute on trucks	<ul style="list-style-type: none"> <li>• Back injuries</li> <li>• Tripping whilst carrying chutes</li> <li>• Chutes falling from trucks</li> </ul>	H	<ul style="list-style-type: none"> <li>• Use correct lifting techniques</li> <li>• Check for trip hazards</li> <li>• Ensure lock down straps is correctly fitted</li> </ul>	L Mixture Truck Driver
21	Lock swivel chute into position and position chute flap	<ul style="list-style-type: none"> <li>• Damage to persons or other property</li> <li>• Pollution</li> <li>• Slipping/ falling</li> </ul>	H	<ul style="list-style-type: none"> <li>• Position chute onto anchor hook and release chute jack pressure</li> <li>• Ensure environmental flap is in position</li> </ul>	L Mixture Truck drivers
22	Enter Truck	<ul style="list-style-type: none"> <li>• Slipping/ falling</li> </ul>	H	<ul style="list-style-type: none"> <li>• Maintain 3 points of contact at all times</li> <li>• Ensure work boots in good condition</li> <li>• Maintenance of step treads is correctly fitted</li> </ul>	L Mixture Truck Drivers
23	Dirty wheels and chassis	<ul style="list-style-type: none"> <li>• Pollution</li> </ul>	H	<ul style="list-style-type: none"> <li>• Ensure truck wheels and chassis are clean before leaving site</li> <li>• Wheel wash area provided</li> </ul>	L Mixture Truck Drivers