



# Policy Manual (Feb 2024)

# Policy Manual (Feb 2024) | Work Health and Safety | Safe Working Procedures | Total Quality Management System

## Prepared by

David Wilkins | Senior Traffic & Road Safety Engineer

## Contact

M 0407 440 327

dwilkins@i3consultants.com

## Published by

i3 consultants WA

PO Box 1638

SUBIACO WA 6904 Australia

T +61 8 9467 7478

www.i3consultants.com



## Description

The purpose of this Policy Manual is to provide a repository for i3 consultants' policy and procedure documents affecting the legislative, procurement and day-to-day operation. This document is intended to provide clarification or instruction on a variety of subjects relating to activities undertaken by i3 consultants. The manual is an evolving document that has, and will be, continually updated with new policies and procedures, as they are required. This Feb 2022 version reflects WAs new Work Health and Safety (WHS) laws.

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This is not an approved document unless certified below.

## About the Author

David Wilkins is an RTA NSW Certified Level 3 Lead Auditor (RSA-08-0178) and Main Roads Western Australia (MRWA) accredited Senior Road Safety Auditor (SRSA 0101). In addition to this, David is an MRWA accredited Crash Investigation Team Leader and Roadworks Traffic Manager (MRWA-RTM-10-RTM20). David has undertaken approximately 550 road safety audits in Australia since 2001 across the full range of stages from feasibility through to pre-opening, including roadworks, existing roads, schools, and mine sites.

David specialises in undertaking and preparing traffic impact assessments in accordance with either the WAPC *Transport Impact Assessment Guidelines* or Austroads *Guide to Traffic Management Part 12: Integrated Transport Assessments for Developments*. David has authored over 250 of these since 2001.

David is a member of Engineers Australia and committee member of Transport Australia society and is guided by its Charter and Code of Ethics which states that its members act in the interest of the community, ahead of sectional or personal interests towards a sustainable future. Engineers are members of the community and share the community's aspirations for Australia's future prosperity.

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# SUSTAINABLE ENVIRONMENTAL PRACTICE

## CONSULTING PRACTICE

i3 consultants WA (*i3*) believes that sustainable environmental practices are important to economic and social development in Australia. Engineering is at the heart of all Australian industry. As such, it is the key to implementing the principles of sustainability in Australian industry.

*i3* is committed to guidelines and polices prepared by Engineers Australia with respect to sustainable environmental practices.

Engineers Australia believes that engineers have much to offer organisations that wish to improve their environmental sustainability performance. Indeed, sustainability is a major tenet of Engineers Australia's code of ethics. It requires engineers to consider the long-term impact of development on local and global ecosystems, and to consider what actions need to be taken to protect and restore them. The code of ethics further requires engineers to consider the role that industry and local communities can play in protecting the environment.

*i3* supports sustainable management of development in cities and regional areas in Australia. This involves consideration of triple bottom line reporting standards that incorporate economic, social, and environmental factors into urban and regional development. The protection of local ecosystems and waterways is an important part of this process.

The environmental concerns of *i3* relate to several areas including transport infrastructure, transport planning, transport management, road safety, land and resource management.

In the transport sector, Engineers Australia has been involved in the creation of guidelines for sustainable development of transport networks for government and industry. This includes the incorporation of factors such as energy efficiency, greenhouse gas emissions and management of pollution into urban and regional development.

## ORGANISATIONAL PRACTICE

In addition to the above, *i3* is committed to reducing its impact on the environment and achieves this through the following practices:

- Preference for electronic communication and deliverables through use of secure document control technologies such as Adobe document software
- Minimising transport impacts by:
  - Opting for public transport use over single occupancy vehicle use
  - Seeking work in close proximity to business address
  - Minimising airplane trips and single occupancy vehicle trips by making these multi-purpose trips,
- Use of low energy lighting, computer and other electronic devices and minimising use of these devices, including on stand-by mode.



# WORK HEALTH AND SAFETY (WHS)

## COMMITMENT TO A HEALTHY AND SAFE WORKPLACE

i3 commits itself to providing a healthy and safe work and service delivery environment to its clients and visitors.

i3 will make resources available to comply with the Work Health and Safety Act 2020 (WA) and Work Health and Safety (General) Regulations 2022 (WA) to ensure that its workplaces are safe and without risk to health.

## IMPLEMENTING THE POLICY COMMITMENT

i3 will implement this policy commitment by ensuring, so far as is reasonably practicable:

- *the provision and maintenance of a working environment that is safe and without risks to health, including safe access to and exit from the workplace*
- *the provision and maintenance of plant, structure and systems of work that are safe and do not pose health risks (for example, providing effective guards on machines and regulating the pace and frequency of work)*
- *the safe use, handling, storage and transport of plant, structure and substances (for example, toxic chemicals, dusts and fibres)*
- *the provision of adequate facilities for the welfare of workers at work (for example, access to washrooms, lockers and dining areas)*
- *the provision of information, instruction, training or supervision to workers needed for them to work without risks to their health and safety and that of others around them*
- *that the health of workers and the conditions of the workplace are monitored to prevent injury or illness arising out of the conduct of the business or undertaking*
- *the maintenance of any accommodation owned or under their management and control to ensure the health and safety of workers occupying the premises.*

i3 has developed safe working procedures for two specific hazards in the workplace: working near traffic (including travel to and from remote sites) and manual handling. These procedures are incorporated into this Policy Manual.



## **THE ROLE OF THE PRINCIPAL (PRIMARY DUTY HOLDER AND 'PCBU')**

Promoting and maintaining Work Health and Safety is primarily the responsibility of the Principal.

Under the WHS Act, the Primary Duty Holder is the 'person conducting a business undertaking' (PCBU).

The WHS Act requires all PCBUs to ensure, so far as is reasonably practicable, the health and safety of:

- workers engaged, or caused to be engaged by the person,
- workers whose activities in carrying out the work are influenced or directed by the person while the workers are at work in the business or undertaking.

This primary duty of care requires duty holders to ensure health and safety, so far as is reasonably practicable, by eliminating risks to health and safety. If this is not reasonably practicable, risks must be minimised so far as is reasonably practicable.

PCBUs owe a similar duty of care to other people who may be at risk from work carried out by the business or undertaking.

Self-employed persons, such as the Principal of i3 consultants WA, must ensure their own health and safety while at work, so far as is reasonably practicable.

Under the primary duty of care, a PCBU must ensure, so far as is reasonably practicable:

- the provision and maintenance of a working environment that is safe and without risks to health, including safe access to and exit from the workplace,
- the provision and maintenance of plant, structure and systems of work that are safe and do not pose health risks (for example, providing effective guards on machines and regulating the pace and frequency of work),
- the safe use, handling, storage and transport of plant, structure and substances (for example, toxic chemicals, dusts, and fibres),
- the provision of adequate facilities for the welfare of workers at work (for example, access to washrooms, lockers, and dining areas),
- the provision of information, instruction, training, or supervision to workers needed for them to work without risks to their health and safety and that of others around them,
- that the health of workers and the conditions of the workplace are monitored to prevent injury or illness arising out of the conduct of the business or undertaking,
- the maintenance of any accommodation owned or under their management and control to ensure the health and safety of workers occupying the premises.

It is the responsibility of the Principal to establish and implement systems that provide for the health and safety of all persons in the organisation, to ensure that these OHS policy and safety procedures are effectively implemented, and to support the workers and volunteers and hold them accountable for their specific responsibilities.



## RECORDING INJURIES

*i3* must keep a **Register of Injuries**. Subcontractors and clients are requested to record all accidents and incidents that occur to staff and visitors while on the premises, and any journey accidents and incidents involving staff and volunteers. All incidents should be reported within 24 hours of occurrence. The *i3* **Register of Injuries** is maintained by the Principal.



# SAFE WORKING PROCEDURES

## WORKING NEAR TRAFFIC

This policy shall be used for reference when developing project specific JSEA's and Safe Work Method Statements (*SWMS*).

This policy has been developed to provide the minimum standards for *i3* projects and to achieve consistency across its business activities. Additional project specific control measures may be required and shall be documented in the Safe Work Method Statement. This Guideline has been developed using the Main Roads Western Australia (MRWA) [Traffic Management for Works on Roads Code of Practice](#) (Sep 2023) and [Austroads Guide to Temporary Traffic Management Part 5: Short Term Low Impact Worksites](#) (Ed 1.1 2021).

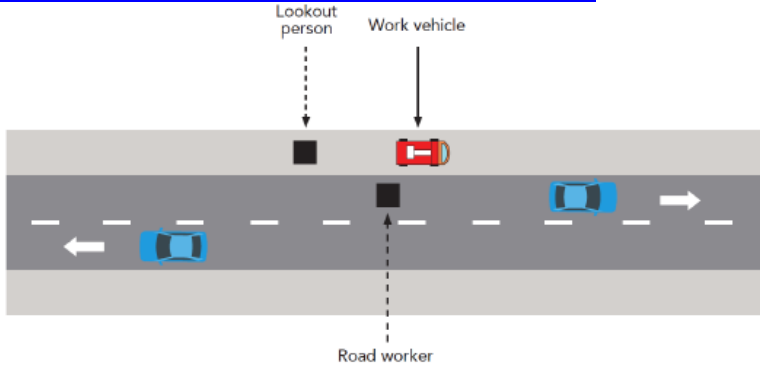
*TMP* refers to the specific or generic Traffic Management Plan prepared and used for the project.





Control Measures	How to use Control Measures	Monitor and Review	Resp. Officer
1. All personnel will have a construction safety induction and check of Construction Safety Awareness Training Card (Blue or White Card) validity prior to commencing work	White/ Blue Cards will be sighted for all staff and sub-consultants. The responsible person for the worksite will be contacted prior to arrival to ensure all necessary site-specific inductions have been undertaken.	Ensure cards have not expired. Contact worksite Project Manager to advise of site visit and ensure necessary inductions are undertaken prior to arrival.	All
2. Work site vehicles to have a vehicle mounted warning device	A single or double rotating flashing yellow lamp(s) or equivalent LED device shall be placed on the roof of the vehicle and turned on at all times whilst on the work site.	Drivers of vehicles shall check lamps are working prior to and during use. Drivers of vehicles shall report any incident or potential incident to the PM	All
3. Personal Protective Equipment	Minimum standards are: <ul style="list-style-type: none"> <li>• Covered footwear suitable to the risks of the site. Steel Capped Boots only required if there is a risk of crushing,</li> <li>• Hi visibility vest to <i>AS/ NZS4602.1.2011 Class D/N</i>,</li> <li>• PPE dependent on weather conditions:                             <ul style="list-style-type: none"> <li>○ Wide Brimmed hat,</li> <li>○ Use 30+ sun block and re-apply at regular intervals,</li> <li>○ Sunglasses.</li> </ul> </li> </ul> Additional PPE may be required as identified in <i>SWMS</i> .	PM to constantly check that personnel comply with the minimum requirements.	All
4. Before commencing any works on roads, the requirements of MRWA must be met.	Abide by requirements of MRWA <a href="#">Traffic Management for Works on Roads Code of Practice</a> (Sep 2023).	Review MRWA requirements – check with RTM or AWTM qualified personnel or MRWA direct if unsure.	PM



Control Measures	How to use Control Measures	Monitor and Review	Resp. Officer
5. Requirements for Mobile Inspections	<p>Mobile road inspections are carried out according to one of the following requirements or recommendations:</p> <p>(a) If the inspection vehicle maintains speed that:-                      (i) is less than 20 km/h below the speed limit; or                      (ii) on a road with less than 200 vpd is at least 25 km/h, it may travel in the traffic stream, but in the case of Item (ii) shall display at least one flashing yellow light.</p> <p>(b) If the inspection vehicle can operate by travelling along a shoulder or verge clear of moving traffic, using gaps in traffic to pass any obstructions in the shoulder or verge, it may operate as a single vehicle but shall display at least one flashing yellow light.</p> <p>(c) If the inspection vehicle is required to block or partially block a traffic lane continuously at speeds lower than in Item (a) it shall operate within a mobile works convoy as specified in <a href="#">Austroads Guide to Temporary Traffic Management Part 4</a>.</p>	<p>Drivers of vehicles shall report any incident or potential incident to the PM.                      TMP to be reviewed and approved before work commences.</p>	<p>All  PM</p>
6. Requirements for short term work in traffic	<p>Refer Section 4.2 of <a href="#">Austroads Guide to Temporary Traffic Management Part 5: Short Term Low Impact Worksites</a>.</p>  <p><i>Note: The works vehicles placement should consider the impact on vulnerable road users including cyclists.</i>  <i>Note: The road worker should always have a clear exit path from the road and ensure that this is not blocked by the placement of the work vehicle.</i></p>	<p>PM to constantly check that personnel comply with the minimum requirements.</p> <p>The effectiveness, location, and timing of signs (when erected and dismantled) to be recorded on a daily basis. Video may be used for this purpose subject to privacy limitations under the Surveillance Act.</p>	<p>All</p>



Control Measures	How to use Control Measures	Monitor and Review	Resp. Officer
7. Develop a Traffic Management Plan	For any works on roads other than those in points 5 and 6 above, a <i>TMP</i> shall be developed by a suitably qualified and accredited person in accordance with the MRWA <a href="#">Traffic Management for Works on Roads Code of Practice</a> (Sep 2023).	<i>TMP</i> to be reviewed and approved before work commences.	PM
8. Use competent and qualified sub-contractors	Competent sub-contractors shall be utilised for all traffic management works involving road closures or detours. If the sub-contractor develops the <i>TMP</i> , a check for compliance against the requirements of the MRWA <a href="#">Traffic Management for Works on Roads Code of Practice</a> (Sep 2023). shall be made. Traffic Controllers used shall be certified and accredited in accordance with the MRWA <a href="#">Traffic Management for Works on Roads Code of Practice</a> (Sep 2023).	Subcontractors <i>TMP</i> to be reviewed and approved before work commences. Check and record all traffic controller accreditation.	PM
9. Roadwork's signs will be fully erected prior to work commencing	Sub-contractors' procedure to be checked prior to the works commencing.	Check and record any procedures and discussions. The effectiveness, location, and timing of signs (when erected and dismantled) shall be recorded on a daily basis. Video may be used for this purpose subject to privacy limitations under the Surveillance Act.	PM
10. Work zone and separation distances to be defined	Work zones will be delineated in accordance with the <i>TMP</i> . All personnel will remain within the work zone unless traffic has been stopped by traffic controllers. A lookout person shall be used to warn personnel of any vehicles that might pose a risk. (e.g. speeding, excessive size)	PM to constantly check that personnel comply with the minimum requirements.	All
11. Emergency Preparedness	Personnel shall have available at all times the following: First aid kit applicable to the location Communication device and contact phone numbers of the PM and other relevant staff.	PM to constantly check that personnel comply with the minimum requirements. First aid kits to be checked prior to leaving the office.	All



<b>Control Measures</b>	<b>How to use Control Measures</b>	<b>Monitor and Review</b>	<b>Resp. Officer</b>
12. Alertness	Personnel shall be alert at all times to vehicle/ traffic movements.	Personnel shall report any incident or potential incident to the PM	All
13. Additional requirements for night works	In addition to the requirements of points 1-10 above, the following is required: The work area shall be flood lit if existing lighting is not adequate. The existence of extraneous lighting and glare sources shall be considered when assessing the need for work site lighting. (Excluding Mobile Inspections and Intermittent and Low Impact Works) Hi Visibility vests shall have reflective taping	PM to constantly check that personnel comply with the minimum requirements.	All
14. Site Specific Control Measures	If working adjacent a road on a site controlled by others, personnel shall participate in a site induction and shall comply with their traffic management plan. The minimum requirements in points 1 – 13 above however shall take precedence over their requirements. In other words, at no time shall the minimum requirements in points 1 – 13 above be reduced or not applied.	PM to constantly check that personnel comply with the minimum requirements.	All

The Principal of i3, David Wilkins, is an MRWA accredited RTM (020), AWTM (STAP-AWTM-22-10570-06), BWTM (STAP-BWTM-23-10570-02) and TC (STAP-TC-23-10570-02). Any questions regarding this policy should be directed to David on 0407 440 327 or [dwilkins@i3consultants.com](mailto:dwilkins@i3consultants.com).



## MANUAL HANDLING

i3 is committed to complying with the WorkSafe WA [Code of practice: Hazardous manual tasks](#).

This code of practice aims to provide guidance on how to manage the risks associated with hazardous manual tasks and control the risks of workers being affected by musculoskeletal disorders and is an approved code of practice under section 274 of the Work Health and Safety Act 2020 (the WHS Act).

An approved code of practice provides practical guidance on how to achieve the standards of work health and safety required under the WHS Act and the Work Health and Safety (General) Regulations 2022.

A code of practice can assist anyone who has a duty of care in the circumstances described in the code of practice. Following an approved code of practice will assist the duty holder to achieve compliance with the health and safety duties in the WHS Act and WHS Regulations, in relation to the subject matter of the code of practice. Like regulations, codes of practice deal with particular issues and may not cover all relevant hazards or risks. The health and safety duties require duty holders to consider all risks associated with work, not only those for which regulations and codes of practice exist.

Codes of practice are admissible in court proceedings under the WHS Act and WHS Regulations. Courts may regard a code of practice as evidence of what is known about a hazard, risk, risk assessment or risk control and may rely on the code in determining what is reasonably practicable in the circumstances to which the code of practice relates. For further information see the Interpretive guideline: How to determine what is reasonably practicable to meet a health and safety duty.

Compliance with the WHS Act and WHS Regulations may be achieved by following another method if it provides an equivalent or higher standard of work health and safety than the code.

An inspector may refer to an approved code of practice when issuing an improvement or prohibition notice.

### Scope and application

This Code is intended to be read by a person conducting a business or undertaking (PCBU). It provides practical guidance to PCBUs on how to manage health and safety risks associated with musculoskeletal disorders arising from hazardous manual tasks in the workplace.

This Code may be a useful reference for other persons interested in the duties under the WHS Act and WHS Regulations.

This Code applies to all workplaces covered by the WHS Act where hazardous manual tasks are carried out.

### How to use the Code of Practice

This Code includes references to the legal requirements under the WHS Act and WHS Regulations. These are included for convenience only and should not be relied on in place of the full text of the WHS Act or WHS Regulations. The words 'must', 'requires' or 'mandatory' indicate a legal requirement exists and must be complied with.

The word 'should' is used in this Code to indicate a recommended course of action, while 'may' is used to indicate an optional course of action.



# TOTAL QUALITY MANAGEMENT SYSTEM

i3 is committed to a Total Quality Management system that places quality at the centre of everything it does.

i3 recognises that quality is not just a theory, it is the achievement of tangible levels of results in key areas that are "best in class". It also requires documented evidence to provide confidence that these results can be sustained.

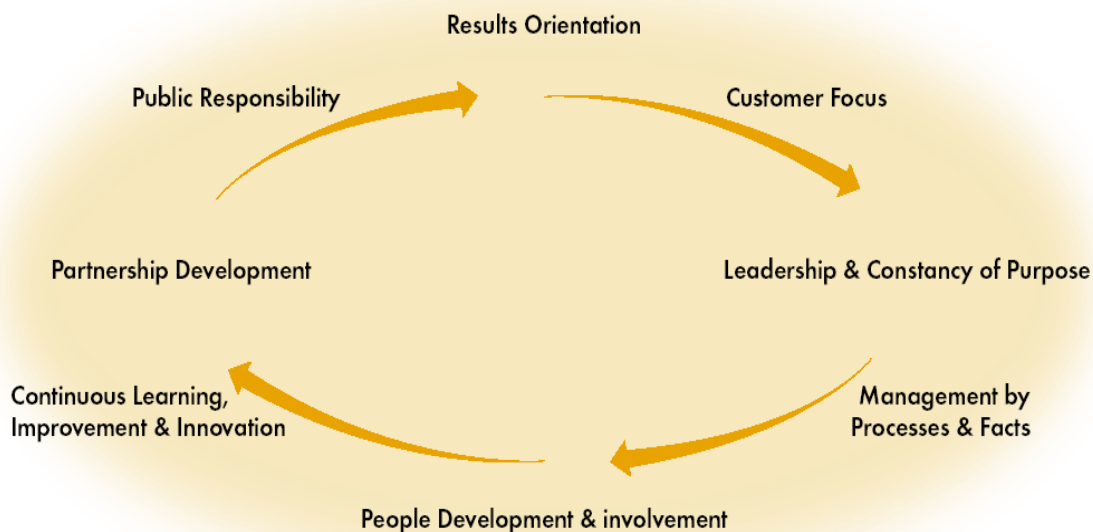
The evidence needed is not limited to the financial results, which demonstrate the outcome of past performance. The evidence also includes results from other stakeholders that serve as leading indicators of future financial performance.

These leading indicators include:

- measured excellence in customer satisfaction and loyalty,
- people motivation and capability, and
- the satisfaction of the wider community.

To create confidence that the results can be sustained, there must also be evidence that the operations and activities of the organisation are soundly based, systematic, and continuously reviewed and improved.

The management processes and procedures outlined in this document are those adopted by i3 to achieve Quality Service.



**Figure 1 - Fundamental Concepts of Excellence**

The following pages describe these Fundamental Concepts in further detail.



## RESULTS ORIENTATION

### *The Concept*

Excellence is dependent upon balancing and satisfying the needs of all relevant stakeholders (this includes the people employed, customers, suppliers, and society in general as well as those with financial interests in the organisation).

### *Significant Benefits*

- Adding value for all stakeholders,
- Sustainable long-term success,
- Mutually beneficial relationships,
- Relevant measures, including leading indicators, in place for all stakeholders.

## CUSTOMER FOCUS

### *The Concept*

The customer is the final arbiter of product and service quality and customer loyalty, retention and market share gain is best optimised through a clear focus on the needs of current and potential customers.

### *Significant Benefits*

- Market share gain,
- A clear understanding of how to deliver value to the customer,
- Minimised transaction costs,
- Long term success.

## LEADERSHIP AND CONSTANCY OF PURPOSE

### *The Concept*

The behaviour of an organisation's leaders creates a clarity and unity of purpose within the organisation and an environment in which the organisation and its people can excel.

### *Significant Benefits*

- Maximised people commitment and effectiveness,
- Clear sense of direction,
- Market place respect,
- All activities aligned and deployed in a structured and systematic way.



## **MANAGEMENT BY PROCESSES AND FACTS**

### *The Concept*

Organisations perform more effectively when all inter-related activities are understood and systematically managed and decisions concerning current operations and planned improvements are made using reliable information that includes stakeholder perceptions.

### *Significant Benefits*

- Focus on desired outcomes,
- Maximised use of People and Resources,
- Consistency of outcomes and control of variation,
- Fact based management to set realistic goals and strategic direction.

## **PEOPLE DEVELOPMENT AND INVOLVEMENT**

### *The Concept*

The full potential of an organisation's people is best released through shared values and a culture of trust and empowerment, which encourages the involvement of everyone.

### *Significant Benefits*

- Maximised participation, positive attitude and morale,
- Positive company recruitment and retention,
- Effective sharing of knowledge,
- The opportunity for people to learn and develop new skills.

## **CONTINUOUS LEARNING, INNOVATION AND IMPROVEMENT**

### *The Concept*

Organisational performance is maximised when it is based on the management and sharing of knowledge within a culture of continuous learning, innovation, and improvement.

### *Significant Benefits*

- Organisational agility,
- Cost reduction,
- Opportunity identification,
- Performance optimisation,
- Prevention based improvement activities within the daily work of everyone.





## **PARTNERSHIP DEVELOPMENT**

### *The Concept*

An organisation works more effectively when it has mutually beneficial relationships, built on trust, sharing of knowledge and integration, with its Partners.

### *Significant Benefits*

- The ability to create value for both parties,
- Competitive advantage through relationships that endure,
- Synergy in terms of resources and costs.

## **PUBLIC RESPONSIBILITY**

### *The Concept*

The long-term interest of the organisation and its people are best served by adopting an ethical approach and exceeding the expectations and regulations of the community at large.

### *Significant Benefits*


- Credibility, performance, and organisation value is enhanced,
- Public awareness, safety, trust, and confidence.



APPENDIX A SAMPLE SAFE WORK METHOD STATEMENT – ROADWORK AUDIT/ INSPECTION IN REMOTE AREA

**[09205T83] BRIDGE 3125 ON WHINBIN ROCK RD (SLK 6.092), HIGHBURY**  
**HIGH-RISK WORK ON OR NEAR ROADS: SAFE WORK METHOD STATEMENT**



<p><b>NOTE:</b> Work must be performed in accordance with this SWMS.                  This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept.                  If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.</p>			
<p><b>i3 consultants WA   08 9467 7478   www.i3consultants.com</b></p>		<p><b>Principal Contractor (PC)</b></p>	<p>Main Roads WA   Great Southern Region</p>
<p><b>Auditor:</b> Contact phone:</p>	<p>David Wilkins 0407 440 327</p>	<p><b>Date SWMS provided to PC:</b></p>	<p>6/02/2024</p>
<p><b>Work activity:</b></p>	<p>Temporary Traffic Management TMP Suitability Audit Site Inspection.</p>	<p><b>Workplace location:</b></p>	<p>Bridge 3125 on Whinbin Rock Rd (SLK 6.092), Highbury</p>
<p><b>High risk work on or near roads:</b></p>	<p><input checked="" type="checkbox"/> Hit by passing vehicles</p>	<p><input type="checkbox"/> Falling objects (working under bridges/ platforms etc)</p>	<p><input type="checkbox"/> Chemical exposure (fumes, dust, asphalt)</p>
	<p><input type="checkbox"/> Noise (proximity to grinders)</p>	<p><input checked="" type="checkbox"/> Trips, slips, and falls (excavations, uneven surface)</p>	<p><input type="checkbox"/> Electrocutation (overhead, underground power)</p>
	<p><input checked="" type="checkbox"/> Weather conditions (heatstroke, sunburn)</p>	<p><input checked="" type="checkbox"/> Poor visibility (sun glare, night, fog)</p>	<p><input checked="" type="checkbox"/> Fatigue (travel to and from remote locations)</p>
	<p><input checked="" type="checkbox"/> Travelling in remote locations <a href="https://www.dmp.wa.gov.au/Safety/Guidance-about-travelling-for-6824.aspx">https://www.dmp.wa.gov.au/Safety/Guidance-about-travelling-for-6824.aspx</a></p>	<p><input type="checkbox"/> Site specific 1 (describe)</p>	<p><input type="checkbox"/> Site specific 2 (describe)</p>
<p><b>Person responsible for ensuring compliance with SWMS:</b></p>	<p>David Wilkins 0407 440 327 (RTM)</p>	<p><b>Date SWMS received:</b></p>	<p>6/02/2024</p>
<p><b>What measures are in place to ensure compliance with the SWMS?</b></p>	<p>Inspection to be video recorded to provide documented evidence of compliance with SWMS or otherwise.</p>		
<p><b>Person responsible for reviewing SWMS control measures:</b></p>	<p>Mirala Bao (Main Roads WA)</p>	<p><b>Date SWMS received by reviewer:</b></p>	<p>6/02/2024</p>
<p><b>How will the SWMS control measures be reviewed?</b></p>	<p>Review of video recordings to determine effectiveness.</p>		
<p><b>Review date:</b></p>	<p><b>Reviewer's signature:</b></p>		
<p><b>Forecast Weather:</b> <b>Planned Inspection Date &amp; Times:</b> Wednesday, 7 February 2024   0700 - 1500</p>		<p>Hot and Sunny Min 13° Max 35°. Low Intensity Heat Wave Warning in place.  <a href="http://Heatwave.warning.bom.gov.au">Heatwave warning (bom.gov.au)</a></p>	



What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Drive to site and back	Fatigue. Risk of crash at high-speed resulting in death.	<b>ELIMINATE:</b> Not Feasible. <b>REDUCE:</b> Set maximum working hours on any one day, including travel, at 10. Requires overnight stay in Denmark.
Driving in regional/ remote areas	Risk of Fatigue (refer above). Risk of animal impacts Extreme Weather Rough Road Conditions Lack of water and food in event of breakdown. No one aware that driver is missing in event of breakdown or incident.	<b>ELIMINATE:</b> Not Feasible. <b>REDUCE:</b> Avoid travel in country areas between 6 PM and 6 AM when most animal strikes occur. Select vehicle with 'bull bar' protection where possible. Slow down where animals are observed and brake heavily if encountered – do not swerve to avoid. Plan trip and ensure base contact (Miotti 0800 754 441) knows the plan. Check on latest road and weather forecast before setting out. Arranging schedule of contact times with base contact. Ensure adequate supplies of water and food and use well maintained 4WD for remote area trips.
Stopped or parked in hazardous location on site.	Risk of being hit by vehicles whilst manoeuvring, looking for safe place to stop and exiting the vehicle.	<b>ELIMINATE:</b> Auditor to identify and specify safe stopping locations 3 - 6 m away from moving vehicles. <b>REDUCE:</b> Use flashing beacon on vehicle when slowing and stopping on approach to and departure from any stopping locations. Wear high visibility clothing that complies with AS/ NZS 4602 when driving so that this is worn if required to exit the vehicle.
Inspecting the site.	Hit by vehicles whilst on foot.	<b>ELIMINATE:</b> Undertake as much of the audit as possible using two forward facing and one rear-facing GPS enabled dash-cams and driving through the site in all direction in day and night time conditions. <b>REDUCE:</b> Never work within 3.0 m of trafficable lanes when walking this site unless it is necessary to inspect, measure or photograph something. In these instances, park in a safe location and work in gaps in traffic for a duration of less than 10 seconds with a minimum sight distance of 250 m to approaching traffic.. Wear High visibility clothing that complies with AS/ NZS 4602.
	Trips, slips, and falls.	<b>ELIMINATE:</b> Undertake as much of the audit as possible using two forward facing and one rear-facing GPS enabled dash-cams and driving through the site in both directions in day time conditions. <b>REDUCE:</b> Wear fully enclosed boots with a good tread and avoid walking on pea gravel, unstable and uneven surfaces and in close proximity to excavations.
	Snake and insect bites.	<b>ELIMINATE:</b> Undertake as much of the audit as possible using two forward facing and one rear-facing GPS enabled dash-cams and driving through the site in both directions in day time conditions. <b>REDUCE:</b> Wear fully enclosed steel capped boots, long trousers and long sleeved shirts and avoid walking or entering areas of vegetation. Carry a First Aid Kit with appropriate treatments and instructions for snake and insect bites.
	Sunburn, heat exhaustion.	<b>ELIMINATE:</b> Undertake as much of the audit as possible using two forward facing and one rear-facing GPS enabled dash-cams and driving through the site in both directions in day time conditions. Carry at least 5 litres of water in vehicle for each occupant. Carry a First Aid Kit with appropriate treatments and instructions for sunburn and heat exhaustion.



What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Covid-19	Becoming infected with, or transmitting, Covid-19.	<b>ELIMINATE:</b> Not Feasible. <b>REDUCE:</b> Comply with i3 consultant's COVID-19 Workplace and Site Visits Risk Assessment @ i3consultants.com [Policies].
Poor Visibility.	Sun glare during sunrise and sunset resulting in reduced visibility and crash or impact.	<b>ELIMINATE:</b> Not Feasible. <b>REDUCE:</b> Avoid driving in glare conditions (may be necessary for assessment purposes). Ensure windscreen is clean and carry cleaning products and material in vehicle to maintain this.
Name of Worker(s)		Worker signature(s)
David Wilkins		
<b>Date SWMS received by workers:</b>		06/12/2024

Identified SWMS items to be brought to site	Confirmed and responsible person(s)	
Accredited RTM, AWTM, BWTM & TC.	<input checked="" type="checkbox"/>	David Wilkins
Remote Area Trip Plan.	<input checked="" type="checkbox"/>	(Appendix B)
2 Forward GPS and 1 Rear time coordinated Dashcams.	<input checked="" type="checkbox"/>	David Wilkins
Flashing beacon on vehicle.	<input checked="" type="checkbox"/>	David Wilkins
Hi Vis clothing, long trousers, long sleeved shirts, enclosed boots.	<input checked="" type="checkbox"/>	David Wilkins
First Aid Kit with treatment and instruction for snake bites, insect bites, sunburn, and heat exhaustion.	<input checked="" type="checkbox"/>	David Wilkins
At least 5 litres of water for each team member in vehicle + food for 1 day.	<input checked="" type="checkbox"/>	David Wilkins
Windscreen washing products.	<input checked="" type="checkbox"/>	David Wilkins
This SWMS.	<input checked="" type="checkbox"/>	David Wilkins



## APPENDIX A VEHICLE PRE-START FORM

Pre start checklist is to be completed prior to commencing journey at the start of the day.

Seat belts to be worn at all times.

Vehicle Registration No	KO 8671	Vehicle Type:	ISUZU MU-X 4WD
Date		ODO Depart:	
Inspection by	David Wilkins	ODO Return:	

Checklist	✓	Comment
<b>Tyres</b> - check they are in good condition, intact with rim. Look for visual wear or damage. Check Tyre Pressure.		New tyres 10 Nov 2022 Last service 29 Sep 2023
<b>Fluids</b> - check battery level, oil, and fuel.		
<b>Structure</b> - check for damaged or loose parts (cracks, bends, dents, distortion or broken parts).		
<b>Windows and Mirrors</b> - Ensure windows and mirrors are clean and properly adjusted and that the windscreen reservoir has sufficient liquid.		
<b>Lights and Switches</b> - Test to make sure they are all working, including indicators.		
<b>Seat belts</b> - are seatbelts in good working order and free from fraying.		
<b>Driver Adjustments</b> - Check driving adjustments such as seat and steering wheel.		
<b>Fridge</b> - Working and contains sufficient food and water for each occupant for 2 days.		
<b>First Aid Kits</b> - Regular and TFA Snake Bite and Insect Stings (sealed and unused).		Expiry Date 28 Feb 2024

Signature:	Date:
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**APPENDIX B REMOTE AREA TRIP PLAN (WED 7<sup>TH</sup> FEBRUARY 2023)**

Departure Time to Site		Base Check	
Planned: 0700	Actual:		
Arrival Time at Site		754	
Planned: 1030	Actual:	441	
Departure Time from Site			
Planned: 1130	Actual:		
Arrival Time at Base			
Planned: 1500	Actual:		
Contact Details: Base: J Miotti 0407 440 327 Auditor: D Wilkins 0407440 327 Client: M Rahman 08 9622 4772			via Albany Hwy/State Route 30 <b>2 hr 51 min</b> 242 km