



May 2022 Policy Manual

May 2022 Policy Manual | Occupational Health & 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 May 2022 version reflects WAs new work health and safety (WHS) laws.

Client
i3 consultants WA

Project ID Policies
Version 10
Publication Date 16 May 2022
Pages 20

File Name i3c Policy Manual May 2022
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 400 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 (1)*. David has authored over 200 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.

© Copyright, i3 consultants WA, May 2022

This work is copyright. Copyright in all drawings, reports, specifications, calculations, and other documents provided by i3 consultants WA in connection with the Project (as described above) shall remain the property of i3 consultants WA. i3 consultants WA shall have a license to use these documents for the purpose of completing the Project but shall not use, or make copies of such documents in connection with any work not included in the Project, unless written approval is obtained from i3 consultants WA.

Apart from any use as permitted under the *Copyright Amendment Act 2006*, no part may be reproduced without written permission of i3 consultants WA. Nearmap aerial photographs & SIDRA Intersection 9 are used under license.

Disclaimer

Neither i3 consultants WA nor any member or sub consultants to i3 consultants WA takes responsibility in any way whatsoever to any person or organisation, other than that for which this report has been prepared, in respect of the information set out in this report, including any errors or omissions therein. i3 consultants WA is not liable for errors in plans, specifications, documentation, or other advice not prepared or designed by i3 consultants WA.



TABLE OF CONTENTS

Sustainable Environmental Practice	4
Consulting Practice.....	4
Organisational Practice	4
Occupational Health and Safety (OHS)	5
Commitment to a healthy and safe workplace.....	5
Implementing the policy commitment	5
The Role of the Principal	6
Recording injuries	6
Safe Working Procedures	7
Working near traffic.....	7
Manual Handling.....	12
Total Quality Management System	13
Results Orientation	14
Customer Focus.....	14
Leadership and Constancy of Purpose.....	14
Management by Processes and Facts	15
People Development and Involvement	15
Continuous Learning, Innovation and Improvement.....	15
Partnership Development.....	16
Public Responsibility	16
Appendix A Sample Job Safety Analysis – Roadwork Audits	17



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 policies 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.



OCCUPATIONAL HEALTH AND SAFETY (OHS)

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 relevant Acts and Regulations associated with occupational health and safety and 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

Promoting and maintaining occupational health and safety is primarily the responsibility of the Principal. 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.

The Principal has a primary duty of care 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.

Under this primary duty of care, the Principal will ensure that, so far as is reasonably practical,

- *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.*

RECORDING INJURIES

i3 will 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 Register is maintained by the Principal.



SAFE WORKING PROCEDURES

WORKING NEAR TRAFFIC

This policy shall be used for reference when developing project specific JSA's and Safety Plans.

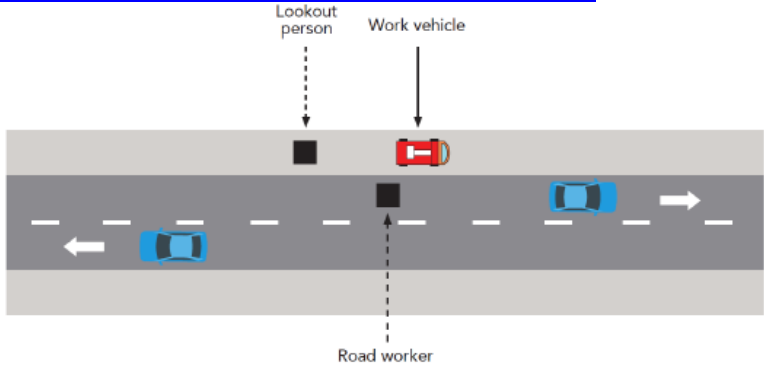
This policy has been developed to provide the minimum standards for *i3* projects and to achieve consistency across its business activities. Additional project specific control measures may be required and shall be documented in the Project Specific Safety Plan and JSEA. This Guideline has been developed using the Main Roads Western Australia (MRWA) [Traffic Management for Works on Roads Code of Practice](#) (May 2022) 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	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: 1) Covered footwear suitable to the risks of the site. Steel Capped Boots only required if there is a risk of crushing, 2) Hi visibility vest to AS/ NZS4602.1.2011 Class D/N, PPE dependent on weather conditions: 3) Wide Brimmed hat, 4) Use 30+ sun block and re-apply at regular intervals, 5) Sunglasses. Additional PPE may be required as identified in JSA's.	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 Traffic Management for Works on Roads Code of Practice (May 2021).	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	Mobile road inspections are carried out according to one of the following requirements or recommendations: (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. (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. (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 Austroads Guide to Temporary Traffic Management Part 4 .	Drivers of vehicles shall report any incident or potential incident to the PM. TMP to be reviewed and approved before work commences.	All PM
6. Requirements for short term work in traffic	Refer Section 4.2 of Austroads Guide to Temporary Traffic Management Part 5: Short Term Low Impact Worksites .  <p><i>Note: The works vehicles placement should consider the impact on vulnerable road users including cyclists.</i></p> <p><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>	PM to constantly check that personnel comply with the minimum requirements. 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.	All



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 TMP shall be developed by a suitably qualified and accredited person in accordance with the MRWA Traffic Management for Works on Roads Code of Practice (May 2022).	TMP 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 TMP, a check for compliance against the requirements of the MRWA Traffic Management for Works on Roads Code of Practice (May 2022). shall be made. Traffic Controllers used shall be certified and accredited in accordance with the MRWA Traffic Management for Works on Roads Code of Practice (May 2022).	Subcontractors TMP 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 TMP. 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



Control Measures	How to use Control Measures	Monitor and Review	Resp. Officer
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 Roadworks Traffic Manager. Any questions regarding this policy should be directed to David on 0407 440 327 or dwilkins@i3consultants.com.



MANUAL HANDLING

i3 is committed to complying with the WA Commission for Occupational Safety and Health document “Code of practice: manual tasks”.

This code of practice aims to provide guidance on identification, risk assessment and risk control of manual handling hazards in Western Australian workplaces.

This code principally applies to manual handling tasks in which the weights of the loads handled, or the forces required to move or restrain them are of concern. This code does not apply to tasks that involve repetitive or forceful movements or the maintenance of constrained or awkward postures.

For tasks where repetitive/forceful movements or constrained postures are the main concern, the National Code of Practice for the Prevention of Occupational Overuse Syndrome [NOHSC:2013(1994)] should be used. This National Code is also an approved code of practice under the Occupational Safety and Health Act 1984.

This code of practice is to be used by all persons involved in any aspect of manual handling, including employers, contractors, self-employed persons, employees, safety and health representatives, etc.

For further information on this code of practice, contact the Chamber of Commerce and Industry of Western Australia (Tel. 9365 7415), UnionsWA (Tel. 9328 7877) or the Department of Consumer and Employment Protection, WorkSafe Division (Tel. 1300 307 877).



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.

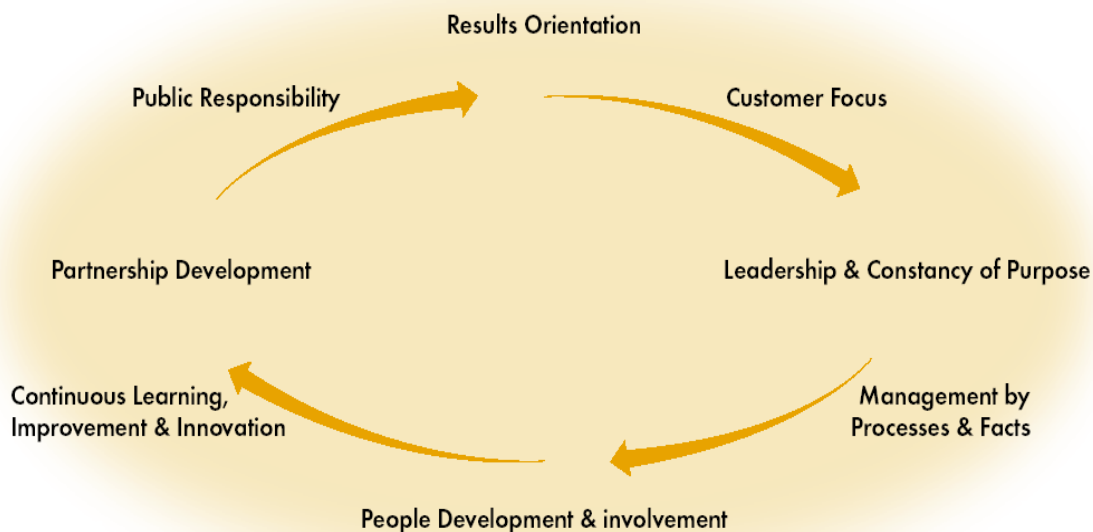


Figure 1 - Fundamental Concepts of Excellence

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 JOB SAFETY ANALYSIS – ROADWORK AUDITS

Safe Work Method Statement (SWMS) Page 1 of 4				Project ID:	23542
Location, Personnel, Training, Experience, Qualifications, Plant, References & Risk Matrix				SWMS No:	1
Revision No:	0	Person preparing SWMS:	David Wilkins	Signature:	
Date issued:	11-January-2022	Reviewed By:	Dennis Nguyen	Signature:	
Job Description:	Detailed Design Road Safety Audit Site Inspection in Ridgewood : Site Visit by Audit Team				
Location:	Mitchell Fwy/ Neerabup Rd western intersection				
PERSONAL QUALIFICATIONS & EXPERIENCE:	MRWA Accredited Roadworks Traffic Manager (RTM020) MRWA Accredited Advanced Worksite Traffic Manager (AWTM STAP-AWTM-19-01709-05) Construction Safety Awareness Training Card (Blue Card 049724)				
PLANT & EQUIPMENT:	i3 Vehicle with Flashing Beacon Digital Camera(s) Enclosed Shoes High Visibility Day/ Night Vest AS/NZ4602		COVID face mask Sanitising Gel Protective gloves First Aid Kit		
REFERENCES:	Austroads Guide to Temporary Traffic Management Part 5: Short Term Low Impact Works (2021). i3 Policy Manual (2021) - Safe Working Procedures - Working near traffic DoT Drive Safe Handbook i3c Coronavirus (COVID-19) Workplace and Site Visits Risk Assessment (Apr 2021)				

Risk Matrix		Consequence				
		5	4	3	2	1
People		Local treatment with short recovery - minor short term health effects.	Medical treatment required or short term acute health effects.	Lost Time Injury (off work recovery required) or short/ medium term health issues.	Extensive injuries or chronic health issues.	Single fatality or permanent disability.
Environment		Onsite release, containable with minimal damage. Localised impact on energy usage.	Major onsite release with some damage, no offsite damage. Numerous and/ or widespread but small scale impacts on energy and waste. Remediation in terms of days.	Offsite release, no significant environmental damage. Remediation in terms of weeks.	Major offsite release, short to medium term environmental damage. Remediation in terms of months.	Major offsite release, long term environmental damage. Remediation in terms of years.
Community		Workforce concern.	Local community concern.	Regional concern.	Widespread reputation loss to i3, client and subcontractors, widespread community outcry.	Widespread reputation loss to i3, client and subcontractors extreme community outcry nationally.
Likelihood	A Almost Certain	Medium	High	Very High	Very High	Very High
	B Probable	Medium	Medium	High	Very High	Very High
	C Possible	Low	Medium	Medium	High	Very High
	D Unlikely	Low	Low	Medium	Medium	High
	E Very Unlikely	Low	Low	Low	Medium	Medium

SAMPLE

- | | |
|--|---|
| Step 1 Determine the severity of the consequences | Step 4 Develop control measures, using hierarchy of controls |
| Step 2 Determine the likelihood that the hazard will cause an incident | Step 5 Determine RESIDUAL RISK (Steps 1-3 on left) |
| Step 3 Analyse the TRUE RISK (Very High, High, Medium, Low) | Note: Significant risks are those determined as being Very High or High |

Risk Levels	Actions
Very High	Risks are intolerable for HSEC. Do not commence or continue at this risk level for HSEC risks. Implement control measures to ensure the risk level is reduced. Communicate and consult thoroughly on non-HSEC risks to ensure the positive benefits outweigh the negative impacts.
High	Risk is undesirable. Verify, and where possible quantify, the accuracy and certainty for the existing risk level. Implement control measures to ensure risk level is reduced to or is confirmed to be As Low As Reasonably Practicable (ALARP). Operation at this level requires management approval.
Medium	Risks are only tolerated if examination proves them to be ALARP. Implement management plans to prevent the occurrence and monitor for changes. Reduce to Low Risk if the benefits outweigh the cost.
Low	Risks are acceptable. Review at next review interval.



Continued next page.

Safe Work Method Statement (SWMS) Page 2 of 4										Project ID: 23542	
Work Methodology Risk Assessment										SWMS No: 1	
Revision No:	0	Person preparing SWMS:	David Wilkins	Signature:	(i3 consultants WA)	Date:	11-January-2022				
Date issued:	11-January-2022		Dennis Nguyen	Signature:	(Arup)	Date:					
Job Description:	Detailed Design Road Safety Audit Site Inspection in the City of Wanneroo : Site Visit by Audit Team										
Location:	Mitchell Fwy/ Neerabup Rd western intersection										
Stage 1 (S1)	Break the activity into steps. Each of the stage should be logical and describe the step in simple terms.										
Stage 2 (S2)	Identify the hazards associated with each step. Consider uncontrolled sources such as Gravity, Electrical, Mechanical, Manual Handling, Pressure, etc.										
Stage 3 (S3)	Using the risk ranking as defined in Part A. Rank the Consequence and Likelihood of the hazard becoming actual. C=Consequence: L=Likelihood: R = Risk.										
Stage 4 (S4)	Develop controls necessary to manage the hazards. Consider the Hierarchy of Controls starting at Elimination to Personnel Protective Equipment.										
Stage 5 (S5)	Using the risk ranking as defined in Part A Re-rank the Consequence and Likelihood to determine if the controls have reduced the risk to an acceptable level.										
Stage 6 (S6)	Nominate the person responsible for managing / working to the controls as nominated										
S1	S2	S3: RISK RATING			S4	S5: RISK RATING			S6		
Job Step				R	Solution/ Control Measures	C	L	R	Responsible person		
Drive from office to site and back	Hit by vehicle whilst in vehicle	1	E	M	Drive according to DPI 'Drive Safe' book.	1	E	M	David Wilkins		
	Inappropriate driver behaviour	1	E	M	Politely request driver to cease inappropriate behaviour - if refused disembark and take/ arrange alternative transport	5	E	L	David Wilkins		
	Stopped or parked in hazardous area	5	B	M	Identify and plan stopping/ parking location away from hazards prior to site visit and review again on site.	5	E	L	David Wilkins		
Walk around site observing/ taking notes/ photographs	Hit by vehicle whilst in vehicle	1	E	M	Drive according to DPI 'Drive Safe' book.	3	E	L	David Wilkins		
	Hit by vehicle whilst on foot	1	C	M	Undertake all work from vehicle using digital cameras, video and audio recording devices.	5	E	L	David Wilkins		
	Working alone	4	C	M	Undertake all work from vehicle using digital cameras, video and audio recording devices.	5	E	L	David Wilkins		
	Bitten by reptiles and/ or spiders	2	E	M	Carry first aid equipment in car and mobile phone.	3	E	L	David Wilkins		
All times	Contract COVID-19	1	C	M	Follow i3c's COVID-19 Workplace and Site Visits Risk Assessment	1	E	L	David Wilkins		
Risk Levels	Actions										
Very High	Risks are intolerable for HSEC. Do not commence or continue at this risk level for HSEC risks. Implement control measures to ensure the risk level is reduced. Communicate and consult thoroughly on non-HSEC risks to ensure the positive benefits outweigh the negative impacts.										
High	Risk is undesirable. Verify, and where possible quantify, the accuracy and certainty for the existing risk level. Implement control measures to ensure risk level is reduced to or is confirmed to be As Low As Reasonably Practicable (ALARP). Operation at this level requires management approval.										
Medium	Risks are only tolerated if examination proves them to be ALARP. Implement management plans to prevent the occurrence and monitor for changes. Reduce to Low Risk if the benefits outweigh the cost.										
Low	Risks are acceptable. Review at next review interval.										

Continued next page.



<i>Safe Work Method Statement</i> Page 3 of 4			Project ID	23542
SIGN OFF SHEET		SWMS No: 1		
		Rev No: 0		
ALL PERSONNEL UNDERTAKING THE WORK TASK MUST SIGN BELOW				
I fully understand the requirements of this SWMS.		Mitchell Fwy/ Neerabup Rd western intersection		
Person conducting the SWMS Training:		<i>David Wilkins</i> Detailed Design Road Safety Audit Site Inspection in Ridgewood : Site Visit by Audit Team		
Name: (print)	David Wilkins (i3)	Signature:		Date: 11/01/2022
Name: (print)	Yaqoob Siddiqui (WSP)	Signature:		Date:
Name: (print)		Signature:		Date:
Name: (print)		Signature:		Date:

SAMPLE

NOTE: Site Induction will be undertaken by David Wilkins on arrival at the site and will be recorded on video as will the site visit itself. A copy of the site induction and site inspection videos will be made available to the Client.

COVID-19 physical distancing restrictions will be complied with at all times. The site inspection will be undertaken by the audit team leader and audit team member remaining at least 3 m apart if and when inspection of the site is required by foot and at least 3 m from the nearest traffic lane. In the event that it is necessary to inspect an item closer than 3 m to a traffic lane and this cannot be done via the vehicle's Dash Cam, this will be done using the 'Gaps in Traffic' methodology using the other team member as a lookout. The Audit Team Leader will complete this site visit by driving through the site as regular traffic with a Dashcam continuously on (not operated during driving) to provide videos, screenshot 'photographs' and recorded narratives to the audit team member.

Refer i3 consultants WA's 'Coronavirus (COVID) Workplace and Site Visits Risk Assessment (January 2022)'

Vaccinations: To help ensure the health, safety and wellbeing of our staff, clients, subcontractors and the general public, i3 consultants WA strongly encourages all subcontractors, including audit team members, to:

1. Be fully vaccinated against COVID-19 and provide a Digital Vaccination Certificate (or medical exemption) as evidence OR
2. Have had the first vaccination by 31st January 2022 and have had the second vaccination by 28 February 2022. Confirmation of your vaccination details will be required.

Continued next page.



 Safe Work Method Statement Page 4 of 4