



Management Plan

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Introduction

This management plan has been developed for **Crack Sealing Solutions** to undertake crack sealing and specialist work. This plan describes the **Crack Sealing Solutions** management system and other key aspects of the business, its policies, requirements and procedures relevant to contractual requirements of all government bodies and private companies. The management system is a key element of **Crack Sealing Solutions** commitment to total quality management, health, safety and the environment.

Scope

Crack Sealing Solutions has documented the policies, the procedures and other relevant documentation that it will use to meet our customer's expectations while following relevant regulatory requirements. Work instruction has not been included but will be made available to all staff at all work sites.

Quality policy

Crack Sealing Solutions provides cracks sealing services to a range of government bodies and private companies in metropolitan Melbourne, country and interstate locations.

All staff at **Crack Sealing Solutions** is committed to providing quality products and services in accordance with client, regulatory and legal requirements ensuring that services are provided and delivered in a timely manner conforming to customer requirements and expectations.

Crack Sealing Solutions views quality assurance as an important part of its overall goals and objectives. Through the implementation, development, establishment and continual improvement and effective process it aims to have a quality system that meets the internationally recognised standard AS/NZS ISO 9000 by December 2012.

Emphasis will be placed on the following measurable objectives to ensure **Crack Sealing Solutions** is regarded as a preferred supplier to its clients and that it provides an environment where personnel are committed to achieving quality products and service:

- All products sold must conform to specifications as required by Australian standards.
- A continuous improvement system will ensure quality is maintained at the highest possible level.
- Supply of raw materials will be restricted to those companies that can demonstrate commitment to quality and environmental principles.
- To provide appropriate training to all employees to enable activities to be carried at 'best practice'.
- To provide a safe and enjoyable work environment for all staff.
- To ensure that all regulatory codes of practice are adhered to.
- Ensure that employees clearly understand **Crack Sealing Solutions** quality commitment and the contents of this Quality Policy.

Crack Sealing Solutions is striving to become an effective and efficient organisation that is strongly client focused and one that can provide its staff with appropriate training and development.

Stephen Brodie, Director

Occupational health, safety and rehabilitation policy

Crack Sealing Solutions places the health and safety of its staff as its number one priority. It aims to provide staff members with training and operating standards that assist in the prevention of any health and safety related incidents.

Due to the nature of the work conducted by **Crack Sealing Solutions** it is of utmost importance that all machinery and worksites are checked thoroughly for knowledge of hazards and to be identified prior to commencement of works. Risk assessments of all machinery and practices will be undertaken and reviewed at least every 12 months. Traffic Management control set ups must be compliant to VicRoads Worksite Traffic Management Code of Practice and based on Australian Standards - 1742.3 and the general public affected by such set ups considered.

Training will be provided to new employees and on an ongoing basis. As a minimum all staff members must have induction training. First aid kits and a fire extinguisher must be carried in all vehicles at all times. Protective safety clothing and gloves will be provided to all staff members and must be worn at all times on the job as appropriate.

All health and safety incidents must be reported firstly to the OH&S officer (the supervisor of the job). A written report will be made on 'Incidence/Non Compliance Report' or reported to the director if incidence is of a serious nature. Incidents will be thoroughly investigated and will be conducted to establish the root cause. Corrective and preventive actions will be put in place and all safety incidents will be reviewed as part of the 'management review process'.

All members of staff will be asked to put forward recommendations and to also attend 'Management Review Process' which will be held monthly or more frequent if urgent business needs to be attended to. All OH&S officers will be in attendance. Correspondence involving Work Safe, agents of Work Safe, industry specific work related items that might help in the increased efficiency of protection and safety of workers will be discussed at 'Management Review Process' and actioned upon if needed.

A history of all 'Management Review Process' documentation will be kept and used for analysing the effectiveness of increasing safety in the work environment.

If any member of staff is injured whilst on the job **Crack Sealing Solutions** will support and assist them to return to the workplace in a capacity recommended by medical practitioners. A rehabilitation program will be established by a medical practitioner, management of **Crack Sealing Solutions** and the staff member to ensure it is of suitable work.

Protective safety clothing and gloves will be provided to all staff members and must be worn at all times on the job as appropriate.

Stephen Brodie, Director

Environment policy

The following are the major environmental concerns that **Crack Sealing Solutions** is committed to managing during the course of its work.

- Noise
- Pollution
- Impact on vegetation
- Waste.

Prior to commencement of work **Crack Sealing Solutions** will assess the possible impacts of the job on the above key areas.

When work has commenced noise levels will be kept to a minimum, all waste materials cleaned up and disposed of within guidelines and no parking of vehicles on local vegetation that may be adversely affected by such actions.

Stephen Brodie, Director

Equal opportunity policy

Crack Sealing Solutions believe that every employee is to be treated with courtesy and respect at all times in the work place. Each employee has a right to work in an environment free of discrimination and prejudice.

All employees are entitled to access employment, promotion, training and the benefits of employment on the basis of merit with regard to skills, qualifications, abilities, prior work performance and aptitude.

Discrimination will not be tolerated and is unlawful under Commonwealth and Victorian legislation. No information will be requested either written or orally that can be used to prejudice a person.

It is unlawful to treat somebody unfairly on the basis of one or more 'personal characteristics':

- Sex
- Race (colour, religion, nationality, decent)
- Impairments(mental, physical, past, present and future)
- Marital status
- Age
- Sexual orientation
- Parental status
- Industrial activity
- Physical features
- Political belief
- Religious belief
- Carer status
- Personal associations
- Irrelevant criminal conviction.

Breaches of any part of this equal opportunity policy will be regarded as a serious breach of discipline.

Where an employee believes they may have been discriminated against on any of the above grounds they may firstly deal with their supervisor/manager or approach the director to resolve the dispute. All complaints and procedures to rectify the problem will be documented. This will be followed up to ensure a resolution. An employee may decide to take his complaint to the Equal Opportunity Commission directly if they desire.

Management system

Policy

The nature of the work performed by **Crack Sealing Solutions** demands particular emphasis on:

- Quality of workmanship
- Employee safety
- Conformance to customer specifications
- VicRoads specifications
- Delivery and performance
- Preservation of environment.

To achieve this objective, **Crack Sealing Solutions** has established, and maintains, an effective system, planned and developed with other **Crack Sealing Solutions** management functions and which satisfies but is not limited to AS/NZS ISO 9001:2000.

The system is based on the requirements outlined in AS/NZS ISO 9001:2000 and comprises the following four levels which are each supported by relevant documentation.

- The Management Manual which outlines **Crack Sealing Solutions'** policies, objectives and practices for achieving and maintaining the requirements of AS/NZS ISO 9001:2000 as well as Environmental and Occupational Health and Safety.
- Management System Procedures detailing day to day operations of the business in general terms and which include the purpose, scope, responsibility, method and control of the activities relevant to those operations.
- **Crack Sealing Solutions'** Technical and Work Instructions.
- Forms.

All works carried out by **Crack Sealing Solutions** shall meet the following minimum requirements:

- Provision of safe effective and efficient travel by all vehicles during a range of weather and light conditions.
- Provision of safe through traffic and turning movements at all road intersections.
- Work area is safe for pedestrians, the general public and abutting landowners.
- Works are consistent with abutting developments.
- To minimise inconvenience and delay.
- Is sensitive to the environment.
- Is durable and minimises ongoing maintenance costs.
- Maximises the effective life of the assets.
- Is functional and aesthetically pleasing.
- Non-conformances are reported to client.

Determination of conformance of work to contractual requirements is made on the basis of objective evidence of achieved quality.

Any non-conformities during product and service installation are identified, recorded, analysed, documented and reviewed for the purpose of implementing appropriate corrective action to prevent any recurrence.

Quality Assurance and the achievement of **Crack Sealing Solutions** objectives require strong, responsive, and participative management and the total and united commitment of all **Crack Sealing Solutions** personnel.

All **Crack Sealing Solutions** staff has the total support of Management in the practices of ensuring the implementation, maintenance, review and audit of this system.

Elements of management system

The management system is set up and maintained to improve the procedures and standards of the business. Specifically, the system covers the following:

Organisation

- Clearly defined responsibility and level of authority for all activities and positions.
- Clearly documented organisation structure.
- Clearly defined lines of communication.
- Measurable goals and objectives for the organisation.

Resourcing

- The management review committee, specifically review resources for the management system, as part of its scheduled meetings.

Procedures

- Documented requirements and standards covering all specified activities.
- Audits of compliance to those procedures and standards.

- Adherence to clients agreed special quality requirements.
- Review of contractual requirements to ensure compliance.

Purchasing

- Purchase products and services conform to purchasing requirements.
- Suppliers of products and services are assessed, reviewed and routinely audited for compliance to agreed requirements.
- Inspections are carried out on specified incoming products.

Nonconforming products

- A function incident reporting system.
- Control of nonconforming products and services.
- A corrective action procedure.
- Continuous improvement of process, products and services.

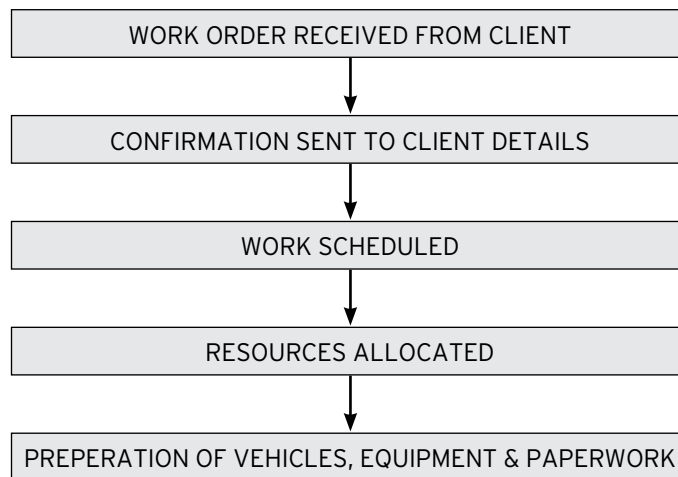
Quality planning

In order to ensure that product and services meet specified requirements **Crack Sealing Solutions** makes use of Quality Planning that identify the necessary practices, equipment, inspections and testing to be carried out during road crack sealing.

These requirements are documented in a format, which is consistent with **Crack Sealing Solutions** methods of operation. Where appropriate, quality-planning requirements may be incorporated in to or referenced in Management System Procedures (MSP) or Work Instructions (WI).

Quality planning shall include the process of the Management System, resources needed and continual improvement.

Planning shall take into account the requirement for change to be conducted in a controlled manner so the integrity of the Management System is maintained.



Company background

The director Stephen Brodie has just recently established **Crack Sealing Solutions**. The primary purpose of this company is to give customers an extended life of their pavements with minimal outlay and a more professional service than is currently given by current contractors in road maintenance. Stephen Brodie will have a 'hands on' approach to the management of the business being heavily involved on a day-to-day basis. With a vast wealth of knowledge from our main supplier we will endeavour to bring the latest products and services to our customers, specialised problems and advice on current procedures are all areas we hope our clients can learn to increase efficiency of road maintenance.

Management system policies

The registered office of **Crack Sealing Solutions** is:

8 Cobbitty Court, Boronia 3155.

As this business is starting up Stephen Brodie will perform the following, these can be broken up in to three main areas.

Managing director

- Overall responsibility for company policy and procedures.
- To define the policies and ensure that all staff are aware of the contents.
- For the provision of sufficient and appropriate recourses and staff to ensure that all policies, objectives of **Crack Sealing Solutions** are implemented and maintained.
- Approval and review of procedures and work instructions used by **Crack Sealing Solutions**.
- The safe, effective, efficient and profitable operation of **Crack Sealing Solutions**.
- Development of plans, budgets and key performance indicators for the business to ensure ongoing improvements and measurements of objectives.

Quality, OHS and environment

- Resolve all matters associated with quality and control.
- Ensure all staff adheres to operational policies and procedures.
- Ensure all staff receives adequate training in applicable quality and safety related topics.
- Confirm relevant statutory and codes requirements are met.

Office manager

- Receipt of orders and client instructions.
- Distribution of work.
- Managing of recourses.
- Company correspondence.
- Preparation and submission of monthly account statements.
- Payroll.

Management responsibility

Management reviews

The director will organise reviews of management procedures no less than once every 12 months. All staff, directors, and associates will be asked to attend. These formal review meetings are for the purpose of ensuring that the Management System continues to be suitable adequate and effective for **Crack Sealing Solutions** current practices.

Customer focus

Management will ensure that all clients' needs and expectations are determined and converted in to requirements by use of relevant procedures and work instructions.

This will regularly be reviewed with the aim of achieving customer satisfaction.

Internal communication

All staff will be advised of pertinent outcomes of management review meetings as well as changes that may need to be implemented. This will be done on an informal and formal basis. **Crack Sealing Solutions** provides an environment where staff is encouraged to come forward with any issues or concerns. As the director also works along side crews he will always be available and accessible to discuss issues at all times.

Control of documents

Documents relating to the procedures and requirements pertinent to the management system will be reviewed and approved for adequacy, issued and distributed in a controlled manner to ensure that only the latest, approved issues are used.

Documents shall comprise of the following:

- Management system policies
- Procedures
- Work instructions
- Forms
- Relevant acts and regulations.

Obsolete documents are labelled as obsolete, and withdrawn promptly from points of issue. The documents will be stored in such a manner to protect them from deterioration while making them accessible.

Resource management

Management shall identify and address resources required providing customer satisfaction. Management shall review resource requirements as part of its management review process or in response to a specific need. Resources include staff, vehicle and equipment.

Assignment of staff

Crack Sealing Solutions staff will be employed on the basis of their ability to undertake the requirements of the position ensuring that they have the appropriate qualifications. Qualifications shall include the necessary education, training, skills and experience. **Crack Sealing Solutions** train their staff in the specifics of their responsibilities prior to commencement of the job or whilst on the job. External training is provided should the need arise.

Staff training

Crack Sealing Solutions objective of consistently meeting our client's requirements is dependant on its on going staff training and development programs.

The competency needs to perform tasks that effect the quality outcomes are determined and staff are trained to meet these needs.

The effectiveness of the training is determined by monitoring on the job results of trained personnel. Employees are kept aware of the importance and relevance of their activities and their contribution to the achievement of quality objectives by working closely with the directors and via monthly informal staff meetings.

Employees are encouraged to use all available training resources, including on the job coaching, self-development activities and formal training programs.

The Management keeps records of personnel trained; these records shall include education, experience, training and qualifications.

Induction

When a staff member commences with **Crack Sealing Solutions** an induction is provided which covers the following:

- Requirements of position
- Administration details i.e. Superannuation, payroll, and emergency contacts
- Introduction to management systems and policies
- Health and safety training
- Customer requirements
- Work ethic
- Environmental awareness.

Appropriate instructions, guidelines and procedures will be provided to staff to enable them to conduct their activities as prescribed.

Facilities

Management shall identify and address facilities required achieving conformity of product. Management shall review facility requirements as part of its management review process or in response to specific need.

- Work space and associated facilities
- Equipment hardware and software
- Supporting services.

Work environment

Due to the nature of the services provided by **Crack Sealing Solutions** most work will be performed out doors. As a result employees are exposed to the elements. To protect employees from the effects **Crack Sealing Solutions** provides:

- Plenty of fresh, cool clean water
- Air conditioned vehicles
- Sunscreen and hats
- Provide opportunities for employees not used to extreme temperatures to climatise
- Working at a sensible pace.

These methods reduce the fatigue of crew members allowing them to pay more attention to achieve conformity of workmanship as well ensuring their own health and safety.

Product and/or service realisation

The procedures for ensuring clients specifications are met and that the jobs are completed in compliance as defined and controlled in procedures, checklists and reports provided by the staff with the following included:

- Quality objectives for the project
- The need to establish processes and documentation
- Provide resources and facilities specific to the project
- Verification and validation activities and the criteria for acceptability
- The records that are necessary to provide confidence of conformity of the process and resulting project.

To achieve the required level of quality and safety, inspections and tests are carried out as part of each job.

Review of customer requirements

The 'realisation process' will include the clients' requirements for availability, delivery and support. Any product or project requirements not specified by clients but necessary for the intended or specified use, is identified with regulatory legal obligation are also taken into account.

Review of product requirements

Prior to a commitment to the client **Crack Sealing Solutions** reviews the requirements together with additional requirements as determined by **Crack Sealing Solutions** with quality, safety, reliability and functionality in mind.

To ensure that client requirements are met, product requirements are defined and confirmed with the client before acceptance of the contract. Any contract or order requirements that differ than those previously expressed by the client will be resolved.

Crack Sealing Solutions shall ensure that it has the ability to meet defined requirements. Results of the review will be recorded and kept in a file held by the management representative.

All relevant documentation shall be changed in the advent any amendments to the contract or agreement takes place and that all-relevant personnel are informed via the 'document change form'.

Customer communication

When client orders are placed all information as required is provided to them. Any enquires by the client should be made to the director.

Any relevant product information or information relating to changes to product shall be conveyed to the client.

Delivery requirements are established with the client at time of order placement.

Crack Sealing Solutions will provide when work is in progress the client with either written or verbal updates to keep them advised of the status.

Should the client be dissatisfied with any aspect of the service or product provided by **Crack Sealing Solutions** all details will be recorded on an incident report form, an investigation of the root cause carried out and corrective action put in place. Clients will receive feedback on the outcome.

Purchasing

Crack Sealing Solutions purchases from suppliers who are reliable and have the capability to provide products and equipment to meet **Crack Sealing Solutions** requirements selection of suppliers is based on the following:

- Previous satisfactory supply.
- Equipment and products are suitable for processes.
- Ability to meet **Crack Sealing Solutions** delivery requirements.

A list of current approved suppliers is maintained (appendix A). Periodic evaluations shall be undertaken to validate supplier's inclusion. In the event of no-conforming products or services are identified, details will be recorded using 'incident reporting procedures. **Crack Sealing Solutions** will endeavour to work with its suppliers to achieve suitable supply arrangements.

Orders are placed on suppliers details what is required, quantity and delivery date. Other requirements that may be included are product, procedural, process equipment and personnel; requirements. The director approves all purchase orders.

Verification checks on purchased products for quality and visual inspection are conducted upon receipt of purchased goods. The type and extent of quality checks takes into account the effect of nonconformities on subsequent realisation processes.

If the verification process needs to take place at the supplier's premises then arrangements shall be made and specified on the purchasing documents including the method of product release.

Production and service operations

Crack Sealing Solutions controls its processes by the following methods:

- The availability of information that specifies the characteristics of the product.
- Work Instructions.
- Provision of suitable tools and equipment.
- Availability and use of measuring and monitoring devices.
- The implementation of in process monitoring activities.
- The implementation of defined processes for release, delivery and post delivery activities.
- On the job guidance and supervision.

Identification and trace ability

Crack Sealing Solutions identifies and traces products from initial purchase to supply to the client. **Crack Sealing Solutions** identifies the status of products by measuring and monitoring as required. Where trace ability is a requirement **Crack Sealing Solutions** records the unique identification of the product.

Preservation of product

Crack Sealing Solutions will ensure that product conformity to client requirements is preserved from the final process to the point of use.

Validation of processes

Crack Sealing Solutions will ensure that processes are monitored and validated as necessary to ensure the final product meets requirements and fitness for use. To achieve this a survey is carried out to determine the ambient and surface conditions conform to applicable standards and personnel are suitably trained.

Control of measuring and monitoring devices

Visual and hands on experience will be used to measure the quality and conformance of product and services that is being provided. A history of past jobs will be used to determine the quality and longevity of the process.

A history file will be set up giving details of:

- Start date
- Completion date
- Roads completed
- Traffic flow/ heavy vehicle
- Unusual conditions/ comments
- Road surface at completion
- Sealant condition @ 6 month intervals (or when practicable).

Measurement, analysis and improvement

Crack Sealing Solutions will determine monitoring activities required assuring conformance of product quality and service.

Incidents will be reviewed as part of the management review process and resources assigned to attend to corrective actions.

Internal audits

Internal audits will be scheduled and conducted in accordance with the procedure to ensure conformance to the AS/NZS 9000 quality system criteria and that the quality system is being implemented and maintained. The audit schedule takes into account the status and importance of each of the activities and areas to be audited and results of previous audits. All aspects of the quality system will be audited at least once every 12 months.

Suitably qualified personnel not having specific responsibility for activity or area being audited will conduct audits.

Outcomes of audits and follow up activities will be reviewed at Management Review meetings.

Corrective actions taken as a result of any audit are not only timely but also regularly monitored so as to ensure their continuing effectiveness.

External audits

External audits will be scheduled and conducted in accordance with AS/NZS9000 quality systems and not less than 18 monthly intervals.

Measurement and monitoring of processes

Internal processes will be monitored and measurements defined to ensure that the client requirements are being met. The methods used by **Crack Sealing Solutions** will confirm continuing ability of each process to satisfy its intended purpose.

Measurement and monitoring of product

To ensure conforming products are used, the characteristics of products supplied by **Crack Sealing Solutions** will be measured and monitored at appropriate stages of product realisation.

Inspections shall be carried throughout the realisation process in accordance with acceptance criteria. Such inspections are recorded to ensure conformity and signed off by the leading hand or responsible authority.

Product will not be released, or service considered complete until final inspection is completed and signed off, unless otherwise released with approval by the client in writing.

Control of non-conformances

Where surfaces are deemed not to be suitable to be worked on a Hold Point Notification shall be raised and attached to the front of the non-conformance report.

Analysis of data

Data will be collected from the non-conformance reporting system and checklists completed by staff to ensure:

- Customer satisfaction levels are known and any deficiencies improved.
- Review of internal processes to gain efficiencies.
- Monitoring of processes to identify trends.
- Measurement of supplier performance and the impact on **Crack Sealing Solutions**.

Improvement

Through the management review process and based on outcomes of measurements, analysis, audits, incident reporting and planned goals areas where improvements can be made will be identified and implemented.

Corrective actions

Once deficiencies have been identified corrective action based on thorough investigations will be implemented.

The investigations covers the following:

- Identification of the no-conformance.
- Determining the root cause.
- Evaluating the need for actions to ensure no-conformances do not recur.
- Implementation of determination of appropriate corrective action.
- Recording results of actions taken.
- Review that corrective action taken has been appropriate and effective.

Preventive actions

Preventive actions will be communicated and put into place to work towards an environment where staff identifies areas or activities that may cause potential deficiencies.

Records of results of preventive actions will be reviewed at management meeting.

Environmental management plan

Control of dangerous goods

Crack Sealing Solutions maintains an MSDS register of all chemical substances (Appendix B), which contains the trade name and description of the hazard, the location and quantities that may be safely kept. The MSDS register also acts as a central location of Material safety data sheets.

Hazardous substances controls will be implemented in accordance with legislation covering health and safety, dangerous goods and environment, as well as the National Standards for Hazardous Substances. Where possible the need for hazardous substances will be eliminated.

The management representative is to ensure that the entire storage of hazardous substances at any site meets legislative obligations. Leading hands or supervisors will liaise with the Management Representative. In addition to any other specific duties, it is the Management Representative's responsibility to liaise with the relevant legislative authorities and emergency services.

New substances

An MSDS shall be acquired and added to the MSDS Register (Appendix B) when new substances are purchased. The management representative shall read the MSDS of new substances to ensure that all safety requirements with the new substance is determined and implemented.

Transportation and packaging

The Leading Hands shall be responsible for ensuring substances transported are packaged in such a way that they are:

- Leak proof.
- Protected from contamination.
- Free from corrosion.

Noise control

The equipment used by **Crack Sealing Solutions** is well maintained to roadworthy standards in order to keep noise levels and emissions to a minimum. A plant maintenance schedule has been developed to ensure all maintenance is carried out.

Staff is under instruction to keep speaking levels at an appropriate level without a risk to safety and to use appropriate language.

Hazard identification, risk assessment and control

Hazard Identification is the process of identifying all situations or events that could give rise to the potential for injury, illness or damage to plant or property.

Risk Assessment is the process of determining the likelihood of an injury, illness or damage to plant or property happening.

Hazard control is the process of implementing measures to reduce the risk associated with a hazard. The control process must follow the control hierarchy, in order, as prescribed in some health and safety legislation. It is always important that any control is monitored.

The Hierarchy of Control is:

1. Elimination of the hazard.
2. Substitution eg. of the equipment or substance.
3. Isolation eg. distance or enclosure.
4. Engineering controls eg. guarding.
5. Administrative controls eg. supervision, training, and rotation.
6. Personal protective equipment.

Note: Provision of protective equipment shall always be the last control option considered. A combination of controls may be appropriate however the combination must be based on the control hierarchy.

Safety plan

Safe Work Method Statements (SWMS) have been produced for the various activities undertaken by **Crack Sealing Solutions** staff. The SWMS may be updated at any times as activities are modified for special projects or as new activities or hazards are identified. Below is a list of requirement that **Crack Sealing Solutions** staff must comply with while working on site.

- High visibility jackets must be worn at all times.
- High visibility white overalls with reflective tape must be worn during night works at all times.
- Safety boots must be worn at all times.
- Gloves to be worn when using hot melt adhesives.
- Do not manually lift heavy objects - seek help or use appropriate tools, crane trolley to assist.
- Advise supervisor and record any safety incidents in appropriate register.
- Vehicles only to be driven by personnel with appropriate licenses, endorsements or permits.
- Traffic controllers must have completed an approved traffic control course.
- Staff must not operate any equipment that they have not been trained on.

Traffic management systems

All traffic management systems will use 'VicRoads Worksite Traffic Management Code of Practice' which is based on Australian Standards -1742.3. This code requires that all major traffic control item to be approved by VicRoads. A 'Memorandum of Consent' needs to be obtained before any traffic control items are used.

The responsibilities for the operation of traffic guidance scheme are the supervisor of that particular job.

If the supervisor is unsure of the correct procedure or would like to double check the control he/she can refer to field guidebook in vehicle. The supervisor should always feel confident with his/her plan and if still in doubt contact VicRoads to ensure there is no risk.

The supervisor must complete a 'Traffic Hazard Risk Assessment' plan that must take in to account safety, convenience of public and efficiency of operation. These plans must be kept and handed in at the end of day to be filed as per AS1742.3.

All signs will be 'Class 1' reflective and adhere to the Australian Standards and shall be mounted in accordance with VicRoads code of practice.

Procedure manuals and safe work methods

1. Documentation

- On receiving of 'works order' the proposed work is to be slotted in the planning diary and to correspond as close as possible to the customers wishes.
- A forward 'work plan' of what roads, times and dates with attention to: intersections, major roadways, school crossings/parking areas, retail/industrial traffic, peak traffic times and any unusual traffic flow.
- Major traffic control items must get a 'memorandum of consent' before work can begin.
- A confirmation must be sent back to the customers manager of the proposed works entailing:
 - Dates sealing to commence and finish
 - Expected times and days will be needed
 - Forward a 'work plan'
 - Expected time delays likely
 - Any special requirements that may be needed.
- A copy of 'works order', 'memorandum of consent', confirmation and job plan to be put in vehicles folder.
- A 'work report form' must be filled in at the start, during the and the finish of day.
- Once on site a 'traffic risk assessment' needs to be completed by the supervisor.
- Any incidence or non compliance work to be recorded on 'incidence/non compliance' form.
- All forms to be put together in vehicle folder and put in 'in tray'.

2. Tow vehicle

- Check all tires for wear, damage, unevenness and correct pressure.
- Check engine oil.
- Check coolant level.
- Fill fuel tank.
- Check brake fluid levels.
- Check lights are working correctly.

- Visual inspection. for oil leaks/spray and abnormalities.
- Any problems with these check then vehicle should not be driven until rectified or supervisor gives approval for vehicle to be driven.
- Drivers must obey all road rules and not have consumed alcohol before or during driving.
- Drivers to carry a current drivers license.
- Any incidence to be logged including mechanical, traffic accident, property damage.
- Problems or concerns with vehicle to be either directed to supervisor or director for urgent conditions or noted on 'incidence/non compliance' report.

3. Hitching trailer

- Check ball and coupler for wear or damage.
- Check wheels on trailer are chocked.
- Grease ball with extreme pressure grease.
- Ensure ground is level (firm if on soil) and free of obstacles obstructing jockey wheel.
- Wind jockey wheel so the hitch of the trailer will not hit tow ball.
- A second person will be needed to guide the tow vehicle back so the hitch is over the tow ball.
- If the hitch and tow ball are close then the jockey wheel can be manoeuvred to the correct position.
- Wind jockey wheel down while pulling coupling lever out.
- Check coupling and ball align correctly.
- Take most of the weight off jockey wheel.
- Connect both safety chain.
- Check the ball has completely inserted in the coupler ball socket and the ball coupler is closed around the underside of tow ball and the yoke and handle is in closed position.
- Check hitch and ball are coupled correctly by raising rear of vehicle by 10cm by winding jockey wheel.
- Unwind jockey wheel and position in travel mode.
- Connect lights and check function.
- Attach Break-a-way cable to tow vehicle.
- Check electric brake operation.

4. Site set up

- All personnel to be wearing and zipped up traffic jackets and safety boots.
- Supervisor must set up site.
- If this is a major traffic control item check that 'memorandum of consent' is with vehicles documentation folder if in doubt ring VicRoads for confirmation.
- Fill in 'traffic management plan' form, detailing all appropriate information on plan.
- Refer to field guide book or Australian Standards 1742.3 for information or contact VicRoads direct for further information.

5. Oil Jacketed Kettle

Loading

- Disengage agitator control.
- Open loading chute and place block of product on chute, close loading chute and product will drop into tank. Open chute and repeat procedure until desired level is achieved with car to not go above maximum level markers.

- Close loading chute but DO NOT latch this will allow for emergency venting in case of a 'flash'.
- Engage agitator control when product is at proper temperature.

Prestart Checks

- Site set up must be complete and safe.
- Supervisor will visually check condition of all hoses, pipes, valve operation, furnace operation, stirrer drives/chains and thermostat operation.
- Faults to be noted 'incidence/non compliance Report'.
- Serious faults are to be reported to director if machinery is still to be used.
- Check all fluid levels: Fuel, Hydraulic, Engine oil, Coolant & Heating oil.
- Check alternator tension.
- With engine off turn burner power switch ON, the burner and blower motor should NOT operate. If the burner or blower motor runs there is a fault in the system shut down immediately.
- Return burner switch to the OFF position.

Engine Starting

- Set WPC valve to the 'recirculate' position.
- Set agitator control to neutral (centre) position.
- Turn key clockwise to the preheat position until the glow plug indicator light goes out.
- Hold the un-loader button and the murphy switch in, then turn the key to the start position, release key when engine starts, then release the murphy switch.
- Continue to hold the un-load button for about 10 seconds to allow the engine to come up to speed, then release the un-loader button.
- Check to see if the Heat transfer oil pump is rotating.

Burner and Pump Operations

- Unlatch loading chute.
- Set heating oil thermostat to 25-50°F above the asphalt product manufactures recommended temperature.
- Set product thermostat to the product manufactures recommended temperature.
- Turn ON burner power switch and the burner will ignite.
- When the product begins to melt, slowly engage agitator and observe drive motor for rotation, if it does not rotate, disengage and continue heating.
- Set WPC valve to 'Recirculate'.
- Set pump saver switch to 'Wand control'.
- Slowly engage product pump hydraulic valve to the 'Pump' position and observe the pump motor for rotation, if no rotation allow more heating time.
- Place the wand in to the recirculating flange and close the wand control valve located on the wand control handle.
- Set the 'Electric Wand Heat Control' to the ON position and allow a further 20 to 30 minutes.
- Continue to heat until temperature on the thermometer near the WPC valve has reached the desired setting.
- Slowly move the WPC vale to the 'Wand' position to allow the product to flow through the wand and back to tank.
- When product is flowing freely and temperatures are stabilised, the product is ready to apply to the road.

Shut Down Procedures

- Turn OFF the wand heat control switch.
- Move the product pump hydraulic control valve to the neutral (centre) position.
- Move the WPC valve to the 'recirculate' position.
- Set the pump saver switch to the 'Pump Recirculate' position.
- Move the product pump hydraulic control valve to the 'Reverse' position for 2 minutes, then return lever to the neutral position. This will draw the product from the pump, plumbing and WPC valve.
- Turn both thermostats to their lowest settings.
- Turn OFF the burner power switch.
- Place the agitator control lever in neutral position.
- Turn the key to OFF position to shut down the engine.
- Securely latch hatches.

6. Preparing cracks

- Site set up must be in place before proceeding on.
- Repair work must never go wider than one lane of carriageway.
- Cracks need to be identified as to if it is a craze crack or other type. If it is a craze type crack then this needs to be marked and noted on incidence report.
- Large cracks may need to be routed if customer requires this process.
- All cracks must be cleaned using an air hose to dislodge loose particles.
- Any debris should be collected and put in waste bin in vehicle.
- Excessive crack openings can be partially filled with unwashed sand until depth is within 10-15mm.

7. Pavement cutter model 200

- Site set up must be complete before going on any further.
- Ensure eye and ear protection are worn.
- Bystanders must keep clear of operation of machine.
- Check oil level and fuel add if needed.
- Check cooling air intake areas and external surfaces of engine for obstruction and cleanliness.
- Check the clutch is in neutral.
- Raise the cutter mechanism by moving the toggle switch to the right so blade is not touching the pavement.
- Open fuel valve on bottom of fuel tank.
- Place throttle mid way between slow and fast.
- Turn key to start motor and warm motor up.
- Turn choke off and increase throttle to maximum engine speed.
- Engage electric clutch by pulling on 't' handle.
- Adjust cutting to suit depth required.
- Ensure a person is supervising the operation for any unforeseen events (as operator tends to not look up and around).
- When cutting is finished raise depth to starting position.
- Turn key to 'off'.

8. I-Seal vehicle

- Check all tires for wear, damage ,unevenness and correct pressures.
- Check engine oil.
- Check coolant oil.
- Fill fuel tank.
- Check brake fluid levels.
- Check lights are working correctly.
- Visual inspection for oil leaks/spray and abnormalities.
- Ensure X frame carriage locks are in locked position.
- Ensure Y frame carriage locks are in locked position.
- Check hose delivery is well supported with cable.
- Check winch cable for wear.
- Inspect boom is secure.
- Check all fluid levels.
- Check fire extinguisher.
- Supervisor shall perform pre operational check: hose condition, leaking pipes, valve operation, furnace operation, thermostat, stirrer drives and chains.
- Faults to be noted in incidence/non compliance report and discussed with supervisor/director if machinery is to be used.
- Turn on master power.
- Start vehicle and engage hydraulic clutch.
- Turn kettle power on and set oil and product temperature to 200 Celsius.
- Engage hose heaters and stirrer when product reaches 121 Celsius.
- When 180 celsius has been reached engage pump in recirculate mode.
- When hose and product are heated turn foot heaters on.
- Engage directional board and flashing beacons.
- Follow Iseal operational manual.
- Ensure there are no obstacles and pedestrians in front of vehicle.
- Turn camera on boom to on.

Appendix A – Approved suppliers list

(m.s.p A 12/10)

SUPPLIER	ADDRESS	PHONE	PRODUCT	LAST REVIEWED	NEXT REVIEW
Sealant & Pavement Adhesives	8 Cobbitty Court, Boronia	97298820	Asphalt sealant	1/12/10	1/06/12
Moparts	10 Windsor Road, Croydon	97255344	Auto motive parts	1/12/10	1/06/12
Tyre World	161 Canterbury Road, Croydon	97205333	Tyres	1/12/10	1/06/12
Mobil Bayswater East	Corner Dorset and Mountain Hwy		Fuel	1/12/10	1/06/12
Bayswater Industrial Work Wear & Safety	716 Mountain Highway, Bayswater	97293784	Safety wear	1/12/10	1/06/12
RMS Road Management Solutions	6/48 Malvern Street, Bayswater	97299111	Signs	1/12/10	1/06/12
AA Industrial Supplies	17 Loddon Drive, Bayswater	97629322	Hardware	1/12/10	1/06/12

Appendix B – MSDS register

(m.s.p B 6/04)

Listing and central register of all Material Safety Data Sheets (MSDS) by trade name, hazard, location and quantity.

PRODUCT NAME	HAZARD	LOCATION	QUANTITY
Rubber modified asphalt material	Health = 1 Fire = 1	Supply vehicle	Up to 2,000 kg
Rubber modified asphalt material	Health = 1 Fire = 1	Storage area	Up to 35,000 kg

Appendix C – Plant maintenance schedule

(m.s.p C
6/04)

PLANT	SCHEDULED MAINTENANCE
1. Towing vehicle	Service every 5,000 km
2. Trailer for melter pot	Service every 5,000 km
3. Oil Jacketed Kettle	Service every 100 hours
4. Pavement cutter	Service every 200 hours
5. Compressor	Service every 200 hours
6. Signage	Service every 12 months
7. I-Seal vehicle	Service every 5,000 km

Schedule maintenance 3 (m.s.p C [3] 6/04)

Oil Jacketed Kettle:

Rego:

Hour gauge:

Date:

Pavement cutter serial number:

Compressor serial number:

ITEM	OPERATION TO PERFORM	HOURS	AS NEEDED	DAILY	EVERY 3 MTHS	EVERY 12 MTHS	EVERY 24 MTHS
Engine							
Oil	Check engine oil level, add oil as needed			XXXX			
Oil	Change engine oil & filter	100				XXXX	
Coolant	Check engine coolant			XXXX			
Coolant	Flush cooling system and replace coolant						XXXX
Radiator	Clean radiator fins of dirt and dust with garden hose		XXXX				
Air filter	Clean air filter	100	XXXX				
Air filter	Replace air filter	400				XXXX	
Fuel filter	Replace fuel filter	400				XXXX	
Fan belt				XXXX			
Hydraulics							
Hyd oil				XXXX			
Hyd oil	Change hydraulic oil						XXXX
Filter	Change hydraulic oil filter	200				XXXX	
Strainer	Clean strainer screen					XXXX	
Un-loader	Check function of hydraulic un-loader switch and valve			XXXX			
Drive line							
Alt belts	Check condition and tension of 24 V alternator belts			XXXX			
Stub shaft	Check stub shaft on engine for wear and proper adjustment					XXXX	
Coupling	Check drive line coupling for proper alignment and excess wear					XXXX	
Burner							
Electrodes	Check electrodes for wear and proper adjustment					XXXX	
Brushes	Check brushes for excess wear				XXXX		
Nozzle	Replace fuel nozzle					XXXX	
Filter	Replace burner fuel filter					XXXX	
f-head	Check condition of F-head					XXXX	
Controls							
Interlock	Check function of burner safety interlock						
Thermostat	Check that index marks are aligned on knobs for proper calibration						

Comments:

OH&S Report needed (circle one): Yes No

Signed _____

Date _____

Schedule maintenance 4 & 5 (m.s.p C [4&5] 6/04)

Oil Jacketed Kettle: Rego: Hour gauge: Date:
Pavement cutter serial number: Compressor serial number:
HOURS **200** **400** **600** **800** **1000** **1200**

Pavement cutter

Engine oil xxxx
filters xxxx

Compressor

Compressor oil xxxx
Battery xxxx
Engine oil xxxx
filters xxxx

Comments:

OH&S Report needed (circle one): Yes No

Signed _____ Date _____

Schedule maintenance 1 & 2 (m.s.p C [1&2] 6/04)

I-Seal vehicle:

Model:

Rego:

Date:

Odometer:

Melter pot rego:

MILEAGE	10,000	15,000	20,000	25,000	30,000	35,000	REMARKS
Oil level							
Coolant level							
Washer fluid							
Tyre condition							
Brake wear							
Oil change	xxxxx	xxxxx		xxxxx	xxxxx	xxxxxx	
Oil, air & fuel filter	xxxxxx	xxxxx		xxxxx	xxxxx	xxxxxx	
Flush coolant	xxxxxx	xxxxx		xxxxx	xxxxx	xxxxxx	
Hand brake adjustment							
Power steering fluid							
Radiator hoses							
Fuel hoses	xxxxx		xxxxxx	xxxx		xxxxxx	
Steering joints		xxxx		xxxxx		xxxxxx	
Wheel bearings	xxxxx	xxxxx	xxxxxx	xxxxx	xxxxx		
Timing belt	xxxxxx	xxxxx	xxxxx	xxxxx	xxxxx	xxxxxx	
Tappet adjust	xxxxxx	xxxxx	xxxxxx	xxxxx	xxxxx	xxxxxx	
Wiper blades							
Fan belt							
lights							
cables	xxxxx		xxxxxx		xxxxx		
Diff & tailshaft	xxxxx	xxxxx	xxxxxx	xxxxx	xxxxx		
Locking pins	xxxxx		xxxxxx		xxxxx		
Mounting bolts		xxxxx			xxxxx		
Chain tension X and Y	xxxxxx	xxxxx	xxxxxx	xxxxx	xxxxx	xxxxxx	
Clean X and Y track	xxxxxx	xxxxx	xxxxxx	xxxxx	xxxxx	xxxxxx	
Inspect rollers		xxxxx			xxxxx		
Inspect tows and fittings		xxxxx			xxxxx		
Inspect foot	xxxxxx		xxxxxx		xxxxx		

Comments:

OH&S Report needed (circle one): Yes No

Signed

Date

Safework method statement

Health and safety

- Take reasonable care of your own health and safety when at work.
- Tell supervisor of potential hazards or personal physical problems in the work place.
- Follow any safety guidelines systems of work as per training instructions.
- Take reasonable care not to affect the health and safety of others by your acts or omissions.
- Work with your employer in any action taken to make your work place safer.
- Report any accident injury to your supervisor/OH&S officer.
- You must not wilfully or recklessly interfere with or misuse safety wear that is provided.
- You must not wilfully put at risk the health safety of others.

Before leaving depot each person must:

- Be wearing proper safety boots.
- To be alcohol free.
- To have consumed no drugs to effect health & safety.
- To have no medical conditions to effect health & safety.
- To have and be carrying current drivers license if driving.
- Drivers to register in log book times vehicle is in their control.

Upon arriving at job site:

- Ensure safety vests is put on and is left till finish of work day.
- Sunscreen is applied and reapplied at least once during the day.
- A hat is highly recommended on sunny days to be worn.
- A current Traffic and Management certificate must be held by the person planning and managing traffic on the day.
- Any concerns with safety should be told to leading hand/supervisor and if not resolved taken to the director.
- Eye protection should be used when blowing out cracks.
- Gloves, eye protection & long sleeve shirt to be worn when refilling Oil Jacketed Kettle.
- Follow work method statement when refilling fuels.

Arriving back to depot:

- 'Incidence/non conformance report' completed and addressed immediately if needed.
- Work report form completed and put in file.
- Insurance/work safe obligations attended to.

I approve and comply to this safe work methods statement.

Name _____ Position _____

Signed _____ Date _____

Appendix D – Safe work method statements (m.s.p D 6/04)

Routing cracks

Issue date: January 04

DESCRIPTION OF ACTIVITY	POTENTIAL HAZARDS	SAFETY CONTROLS
Removing routing machine from trailer.	Fall from ramps. Machine descends too quickly down ramp.	Second person assists to guide machine down. Ensure braking system can control speed.
Refilling petrol.	Fire hazard.	Avoid refilling when machine is hot. Do not overfill fuel. Ensure no naked flames. Quickly putting fuel caps back on.
Operating machine.	Debris flung in air. Noise.	Wear eye protection. No bystanders in danger area. No risk of property damage. Wear ear protection.
Traffic control.	Hit by vehicle.	Wear high visibility jackets. Completion of traffic control course. Traffic signage and controls to Australian Standards.
Hitching trailer.	Trailer comes off. Lights not connected.	Safety chains attached. Second person to verify lights operating correctly.

I approve and comply to this safe work methods statement.

Name _____ Position _____

Signed _____ Date _____

Crack sealing and crack clearing

Issue date: December 10

DESCRIPTION OF ACTIVITY	POTENTIAL HAZARDS	SAFETY CONTROLS
Working around machine.	Burns.	Wear gloves long sleeves & safety boots.
Temperature settings.	Burns.	Double check settings.
Application.	Burns.	Under no circumstance touch heated product.
Traffic control.	Hit by vehicle.	Wear high visibility jackets. Completion of traffic control. Traffic signage and control devices to Australian Standards.
Hitching trailer.	Trailer comes off. Lights not working.	Ensure safety chains attached. Second person to verify lights operating correctly.
Starting compressor.	Burns.	Correct procedure when refuelling. Do not touch hot surfaces.
Lowering frame.	Impact.	Follow correct procedure.

I approve and comply to this safe work methods statement.

Name _____ Position _____

Signed _____ Date _____

Appendix E – Work report form

(m.s.p E 6/12)

Daily checklist

Date _____ Start time _____ Finish time _____
Stock used _____ Daily plant check completed _____

DESCRIPTIONS (please tick where appropriate)

<input type="checkbox"/> First aid kit	<input type="checkbox"/> Street directory	<input type="checkbox"/> Jerry can	<input type="checkbox"/> Crew wearing correct attire
<input type="checkbox"/> Gloves	<input type="checkbox"/> Funnels	<input type="checkbox"/> Mobile phone	<input type="checkbox"/> Operators manuals
<input type="checkbox"/> Fire extinguisher	<input type="checkbox"/> Safety vests	<input type="checkbox"/> Water	<input type="checkbox"/> Crack sealant
<input type="checkbox"/> Contract paper work	<input type="checkbox"/> Traffic controls	<input type="checkbox"/> Shovel	<input type="checkbox"/> Broom

SUPERVISOR

Name _____

is in control of all staff and operations for the work sites listed. I certify that I have current H.T Vic Roads licence, White card, Traffic management/control certificate, first aid and have completed training in the operation of Iseal truck. Steel cap boots and high visibility long sleeve shirt will be worn. A safety vest will be worn when exiting vehicle. When refilling kettle gloves will be worn. All workers will have appropriate training in tasks required. Traffic control will be in accordance to Victorian Government Worksite Safety Traffic Management Code of Practice 2010 includes AS 1742.3.

Signed _____

WORKERS

I certify by my signature below that I have had attended, understood and been given the opportunity to comment on the content of the JSA/SWMS and I am aware of:

- the risks involved in the work and the control measures required to control those risks.
I agree to implement those control measures as I perform the work
- my obligation to perform tasks in a safe and appropriate manner
- my duty and responsibility to maintain a safe work environment as detailed in this safe work methods.

NAME	COMPANY	SIGNATURE	DATE
_____	_____	_____	_____
_____	_____	_____	_____

RISKS (please tick where appropriate)

High risk: 70% probability event causing physical damage to persons or property value over \$2,000.00.
Stop risk and precede to hold point notification.

Medium risk: 30% probability event causing physical damage to persons or property value over \$500.00.
Manage risk and complete incident/nonconformist report.

Low risk: 5% probability event causing slight physical damage to persons or property.
Manage risk and complete incident/nonconformist report.

ENVIRONMENTAL HAZARDS

Dust and debris: ensure workers and public are not exposed **Noise:** ensure low levels during night works

ACTIONS (please tick where appropriate)

Incident/non-conformist report Hold point notification

ROADS COMPLETED

Appendix F – Risk assessment of plant (m.s.p F[1] 6/04)

Make /model:

Service meter reading:

Registration/serial number:

Assessed by:

Dated:

Note: To be reassessed with in 12 months or after modifications made.

IDENTIFIED POTENTIAL HAZARD	YES, NO, N/A	CONTROL METHODS IN PLACE	YES, NO, N/A	IS THERE STILL A RISK
Entanglement				
Hair, jewellery		Keep clear warning decals		
Clothing, tie		Guards installed		
Rags, brush		Personal induction		Addressed by induction program
Body parts		Engine covers		
		Rotating parts decal		
High temperature				
Contact with		Hot part warning decal		
Hot surface		Guarding		
Fire		Fire protection provided		
Product		Follow safe work method		
High pressure fluid				
Hydraulic oil		Leaking hoses		
Heating oil		Leaking hoses		
		Hydraulic oil decal		
		Cooling system decal		
Slipping/falling				
Lack of proper steps		Non slip surface		
Slippery work area		Non slip surface		
Hand rails		Grab rails		
Other hazards				
Exposure to dust		Refer to 'safe work method statement'		
Exposure to fumes		Safe work method statement		
Operator				
Current induction		Holds relevant qualifications		
Current manual		In operators station		
Documentation				
Daily plant inspection		Daily inspection record		
		Date of last record		
Other				

Risk assessment of manual handling

Task:

Date:

Assessors name/s:

Repetitive or sustained postures, movements or forces

Tick if more than twice a minute (repetitive) or 30 seconds (sustained)

TASK	YES	CONTROL METHODS	STILL A RISK WHAT WILL BE DONE
Bending the back forward or sideways more than 20 degrees	<input type="checkbox"/>		
Twisting the back more than 20 degrees	<input type="checkbox"/>		
Back bending more than 5 degrees	<input type="checkbox"/>		
Twisting the neck more than 20 degrees	<input type="checkbox"/>		
Working with one or both hands above shoulder height	<input type="checkbox"/>		
Reaching behind the body	<input type="checkbox"/>		
Standing with most of the bodies weight on one leg	<input type="checkbox"/>		
Working with fingers close together or far apart	<input type="checkbox"/>		
Excessive bending of the wrist	<input type="checkbox"/>		
Carrying with one hand or one side of body	<input type="checkbox"/>		
Pushing pulling or dragging	<input type="checkbox"/>		
Exerting force while in an awkward position	<input type="checkbox"/>		
Twisting the back more than 20 degrees	<input type="checkbox"/>		
Bending the head back more than 5 degrees	<input type="checkbox"/>		
Reaching forward or side ways more than 30cm from body	<input type="checkbox"/>		
Squatting, kneeling, crawling, lying, semi lying or jumping	<input type="checkbox"/>		
Twisting, turning, grabbing, picking or wriggling action with fingers or hand	<input type="checkbox"/>		
Lifting or lowering	<input type="checkbox"/>		
Excessive force with one hand or side of body	<input type="checkbox"/>		
Gripping with fingers clenched together or held wide apart	<input type="checkbox"/>		
Holding, supporting or restraining any object or tool	<input type="checkbox"/>		

High force

Tick if task involves any of the following even if applied once.

TASK	YES	CONTROL METHODS	STILL A RISK WHAT WILL BE DONE
Lifting lowering or carrying heavy loads	<input type="checkbox"/>		
Using finger grip, pinch grip or open handed grip to handle a heavy load	<input type="checkbox"/>		
Needing two hands to operate a machine designed to use one	<input type="checkbox"/>		
Hitting or kicking	<input type="checkbox"/>		
Jumping while holding a load	<input type="checkbox"/>		
Two or more people need to be assigned to handle a heavy load	<input type="checkbox"/>		
Applying fast uneven or jerky forces during lifting carrying pushing or pulling	<input type="checkbox"/>		
Pushing object hard to move or stop	<input type="checkbox"/>		
Exerting force at the limit of grip span	<input type="checkbox"/>		
Throwing or catching	<input type="checkbox"/>		
Holding supporting restraining a heavy object	<input type="checkbox"/>		
Excessive force with no preferred hand	<input type="checkbox"/>		
Exerting high force while in an awkward position	<input type="checkbox"/>		
Task can be done only in short periods	<input type="checkbox"/>		

Environmental factors

Tick if present in work environment.

ENVIRONMENT	YES	CONTROL METHODS	STILL A RISK WHAT WILL BE DONE
High temperatures	<input type="checkbox"/>		
High humidity	<input type="checkbox"/>		
Wearing protective clothing while in hot conditions	<input type="checkbox"/>		
Handling very cold or frozen objects	<input type="checkbox"/>		
vibration	<input type="checkbox"/>		
Radiant heat	<input type="checkbox"/>		
Low temperatures	<input type="checkbox"/>		
Working in hot conditions and not use to it	<input type="checkbox"/>		

Appendix G – Safety training records

(m.s.p G 6/04)

Date of commencement of employment:

Name:

	YES/NO	COMMENTS	DATE	SIGNATURE
Orientation tour/introductions				
Clock on details				
Personnel contact details				
Quality system requirements/policy				
OH&S system requirements/policy				
Environment policy				
Overview of technical instructions				
Manual handling procedures				
INITIAL TRAINING				
Site safety/safety parameters				
Hazard controls				
Coning & signage				
Establishing work zone				
Equipment handling				
Maintenance				
Traffic control procedures				

Supervisor/safety officer to sign off when above instructions has been completed and employee have shown competency in carrying out instructions/procedures as required.

Name _____ Position _____

Signed _____ Date _____

Appendix I – Training history

(m.s.p I 6/04)

Name:

WORKSITE TRAFFIC MANAGEMENT FIRST AID LEVELS 1 +2

	Certificate no.
	Date completed
	Date expires
	Comments

Worksite traffic management: **Certificate 111 (civil construction) units of competency** Control construction traffic (course code BCC 1014A) & control traffic (course code BCC 3028A). Updated to Australian Standards AS 1742.3 and recognised by VicRoads.

Appendix K – Traffic management plans

(m.s.p K 6/04)

Date: Name:

Time: Location:

DIAGRAM OF ROADWAYS

Signed _____

Appendix L – Management system procedure register

(m.s.p OO 6/04)

SECTION	DESCRIPTION	EDITION	DATE STARTED	DATE TERMINATED	DOC. CODE
MSP A	Approved suppliers list	3	1/12/10		m.s.p A 12/10
MSP B	M.S.D.S. register	1	1/06/04		m.s.p B 6/04
MSP C	Plant maintenance schedule	1	1/06/04		m.s.p C 6/04
MSP C(1&2)	Maintenance vehicle & trailer	1	1/06/04		m.s.p C(1&2) 6/04
MSP C(3)	Maintenance of Oil Jacketed Kettle	2	1/04/05		m.s.p C(3) 4/05
MSP C(4&5)	Maintenance pavement cutter & compressor	2	1/04/05		m.s.p C(4&5) 4/05
MSP D	Safe work method statements	1	1/06/04		m.s.p D 6/04
MSP E	Work report form	1	1/06/04		m.s.p E 6/04
MSP F(1)	Risk assessment of plant	1	1/06/04		m.s.p F(1) 6/04
MSP G	Training record	1	1/06/04		m.s.p G 6/04
MSP H	Management review process	3	1/12/10		m.s.p H 12/10
MSP I	Training history	1	1/06/04		m.s.p I 6/04
MSP J	Incidence/non compliance report	1	1/06/04		m.s.p J 6/04
MSP K	Work order documentation	1	1/06/04		m.s.p k 6/04
MSP L	Tow vehicle	1	1/06/04		m.s.p L 6/04
MSP M	Hitching trailer	1	1/06/04		m.s.p M 6/04
MSP N	Oil Jacketed Kettle	1	1/06/04		m.s.p N 6/04
MSP O	Pavement cutter 200	1	1/06/04		m.s.p O 6/04
MSP P	Site set up	1	1/06/04		m.s.p P 6/04
MSP Q	OH&S	3	1/12/10		m.s.p Q 12/10
MSP U	I-Seal vehicle	1	1/12/10		m.s.p U 12/10
MSP OO	Management system procedure register	1	1/06/04		m.s.p OO 6/04