

Assessment Tool

Controlling major risks on civil construction sites

Assessment details

ABN

Legal name

Address

Postcode

Date

 / /

Region

Categorisation

1 Category of work

2 Focus

3 Activity

Documentation

4 Has a SWMS or/and a TMP been developed?

yes no

Notice issued

Issued to

5 Have risks been adequately identified and evaluated?

yes no n/a

6 Have appropriate controls been identified?

yes no n/a

Notice issued

Issued to

7 Have all SWMS/TMP identified controls been implemented?

yes no n/a

Notice issued

Issued to

7a Provision of amenities for **traffic controllers**

yes no n/a

Traffic controllers are relieved from duty after not more than 2 hours for a period of rest or other duties of at least 15 minutes.

yes no n/a

Notice issued

Issued to

8 Using the hierarchy of controls as a basis, indicate what levels have been implemented to manage the risks associated with the activity.

PPE Administrative Engineering
 Substitution Isolation Elimination

Supervisors/Managers

9 How are workers made aware of the SWMS/TMP?

Group/team consultation 1:1 instruction/training
 Site specific induction Daily pre-start meetings
 Workers given a copy of the SWMS/TMP
 SWMS/TMP posted on a notice board or in a site office

10 How is compliance with the SWMS/TMP monitored?

Constant activity monitoring by supervisor
 Periodic monitoring by supervisor/safety manager
 Team leader Individual worker

Workers

11 Can the worker demonstrate an understanding of the SWMS/TMP contents as they relate to the activity?

yes no

To what extent was the worker involved in the development of the SWMS/TMP?

Not at all Some discussion
 Detailed discussion Developed by workers

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Assessment details

The assessment details section records particulars for the person conducting a business or undertaking (PCBU) that is the subject of the assessment. The details recorded should match those that would ordinarily be recorded for an enforcement notice. The site and office location details will be used to categorise the data geographically.

Categorisation

1 Category of work

This question records the type of civil construction work being performed at the site. Record one of the following:

- Residential
- Non-residential/commercial
- Roads and bridges
- Services and utilities

2 Focus

Record the high risk work activity that will be the focus of the assessment.

- Worker interaction with mobile plant
- Traffic management

3 Activity

Identify the specific activity that will be assessed.

Worker interaction with mobile plant:

- Excavating, shifting materials (tip trucks, bobcats, etc.)
- Road/building platform construction (grading, bitumen, rolling/compaction)
- Clearing (top soil, foliage, etc.)
- Concrete placement (cement trucks, concrete pumps, etc.)
- Drilling/horizontal boring
- Infrastructure installation (drainage, pipeline, pits manhole, cable, conduit, etc.)
- Lifting/hoisting (e.g. cranes)
- Piling operations
- Tunnel operations
- Boom lifts/elevated work platforms

Traffic management:

- Public/worker safety system installation (compliance check of road safety barriers, speed control, signage, pedestrian movement, etc.)
- Traffic control operations (setup, number, location/position, equipment, visibility)
- Traffic controller requirements (amenity, fatigue management, induction, consultation)

- Works being carried out adjacent to a road or carriageway
- Competent person checks (traffic management plan (TMP) development and implementation, traffic controller (TC training levels) Activities that do not appear in this list are not appropriate for the assessment.

Documentation

4 Has a safe work method statement (SWMS) and, where necessary, a traffic management plan (TMP) been developed?

Confirm the existence of a SWMS for the high risk work activity selected under Question 3. If the focus of the assessment is traffic management then there should also be a TMP. Only mark 'Yes' if the PCBU has ALL of the necessary documentation (i.e. both the SWMS and the TMP).

The Regulations set out the requirements for a SWMS. There is no prescribed format, however suggested formats and templates are available. Where a SWMS makes reference to another document (e.g. a job safety assessment) for detail, the referenced document must also be readily available for inspection or it cannot be considered.

A notice may be issued where the PCBU does not have the required documentation. Record the notice type and who the notice was issued to. Notices issued prior to 1 January 2012 will be issued to either the principal contractor or the relevant person. Notices issued after this date will be issued to either the principal contractor or a PCBU.

5 Have risks been adequately identified and evaluated?

The inspector is required to review the SWMS and/or TMP and make a judgement about whether or not the documentation adequately identifies and evaluates the risks (e.g. likelihood and consequence). The inspector will consider: those risks that are generally addressed by industry material (e.g. Codes of Practice, guidance material, etc.) and good practice; those hazards that are known to represent a serious or immediate risk to workers or other persons; whether risks have been poorly or under-evaluated.

A notice may be issued if the documentation is inadequate.

6 Have appropriate controls been identified?

The inspector is required to review the controls identified in the documentation and make a judgement about whether or not they are appropriate for the risks. An inappropriate control is one that does not eliminate or minimise the risk such that it provides for a safe working environment for workers. The inspector will consider information and controls that are generally available through codes of practice, and guidance notes or are otherwise considered good industry practice.

A notice may be issued if the controls identified are not appropriate.

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7 Have all SWMS/TMP identified controls been implemented?

Record the high risk work activity that will be the focus of the assessment.

7a For activities involving traffic controllers, have the following been adequately addressed: the provision of amenities for traffic controllers; the management of fatigue for traffic controllers.

In 2009, the Queensland Workplace Rights Ombudsman completed an investigation into the traffic control industry that identified shortcomings in the provision of basic amenities and fatigue breaks for traffic controllers. The inspector is required to review amenities available to traffic controllers as well as the arrangements in place to provide fatigue breaks.

Fatigue: The Manual of Uniform Traffic Control Devices Part 3: Work on Roads states that 'Traffic controllers shall be relieved from their duty after not more than 2 hours for a period of rest or other duties of at least 15 min'.

Amenities: Prior to 1 January 2012, compliance required as per Schedule 11 of the Workplace Health and Safety Regulations 2008. From 1 January 2012, compliance required as per the Managing Risks for Construction Work Code of Practice.

A notice may be issued if either area is not adequately addressed.

8 Using the hierarchy of controls as a basis, indicate what levels have been implemented to manage the risks associated with the activity.

This question relates only to controls that have been implemented on the site. Controls that were identified in the SWMS or TMP but not implemented should not be recorded.

The inspector is required to mark each category that has been used to control risks associated with the selected activity.

Supervisors/Managers

9 How are workers made aware of the SWMS/TMP?

The supervisor or manager of the activity being assessed is required to indicate which methods have been used to communicate the contents of the SWMS or TMP to workers. Mark each method that has been used or leave the question blank if workers are not made aware of the contents of the SWMS or TMP.

10 How is compliance with the SWMS / Traffic Management Plan monitored?

The Supervisor or Manager of the activity being assessed is required to indicate which methods have been used to monitor and enforce compliance with the SWMS or Traffic Management Plan. Mark each method that has been used or leave the question blank if compliance is not monitored or enforced.

Workers

11 Can the worker demonstrate an understanding of the contents of the SWMS/TMP as they relate to the activity?

The Inspector is required to evaluate the relevant workers' understanding of the risks and controls identified by the documentation. The worker is not required to recount the contents of the documentation exactly. However, they must demonstrate knowledge of the relevant hazards and risks as well as an understanding of what controls are/should be in place and why they are important.

12 Does the worker report that the SWMS/TMP was:

- Suitable for the activity
- Easy to understand
- Enforced/checked by management (a worker or workers carrying out the activity are required to indicate their perception of the documentation).

Construction housekeeping practices

15 Are safe construction housekeeping practices in place for the construction work?

Poor construction housekeeping practices can increase the likelihood of slip, trip and fall incidents and musculoskeletal injuries. The inspector is required to indicate in three key areas whether or not the site is implementing effective housekeeping practices.

A notice may be issued if any of the areas not being adequately carried out.

16 Is there a review process in place?

The PCBU is required to indicate whether or not such a process is in place. If so, the inspector must verify that the process exists and that it has been implemented.

A notice may be issued where a process does not exist.

17 Was the worker provided with instructions on how to comply with the site's housekeeping practices/rules?

The worker is required to indicate whether or not they were informed of the site's housekeeping rules and what is required of them in order to comply.

A notice may be issued where workers have not been instructed of their housekeeping requirements.

Other enforcement activities

18 Indicate any other areas of high risk construction work that required inspector intervention (e.g. notices, etc.) during the visit.

The inspector is required to record any enforcement action taken for issues outside of the scope of this assessment. Record the notice type and the issue the action related to (e.g. excavation, asbestos).