

Safe Work Method Statement (SWMS) - Working on or adjacent to roads or railways

ORGANISATION DETAILS			
Principal contractor:	Brendan McKenna Earthmoving PTY LTD	Contact number:	0417 710 806
Project manager or supervisor:		Contact number:	
Other contractors (PCBUs):		Contact number:	
Person completing the SWMS:	Brendan McKenna	Contact number:	0417 710 806
Position:	Site Manager	Reviewed by:	Ron Broadhurst
Date prepared:	02/09/2026	Review date:	02/09/2028
PROJECT DETAILS			
What is the scope of the work?	Working on or adjacent to road or railway.		
Who else was consulted/involved in preparing this SWMS?	This SWMS has been developed in consultation with Subject Matter Experts. Reviews will be conducted two years, in the event an incident occurs, if there is a change in operational practices and if there is a change in legislation. It will also be reviewed in conjunction with any review of associated procedures and/or training programs. Effectiveness of control measures will be monitored by on site Managers/Supervisors		
What high risk work activities are covered by this SWMS?	Working on or adjacent to road or railway.		
References: Legislation, Australian Standards, Codes of Practice, MSDS and SOPs.	WHS Act and Regulations 2011 Local and State legislation		
Plant involved in the scope of work:			

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The following notes apply to the risk controls where relevant:

Personal Protective Equipment (PPE): The following PPE will need to be worn by workers at times on this project as directed:

☐ High Vis Garments ☐ Hearing protection ☐ Safety Glasses ☐ Hard Hats ☐ Gloves ☐ Safety Footwear ☐ Other

For Roads:

1. For Main Roads – must get relevant permission and approvals from Department.
2. For private roads or access (e.g. shopping centres) seek approval from relevant authorities.
3. For major Council roads - must get permission and approval from relevant Council.
4. During set up and dismantling, operate flashing lights of work vehicle.
5. Employees or other persons working on the worksite, operating in low light or at night must wear reflective vests.
6. Prepared Traffic Management Plan.

For Rails:

1. For planned and responsive work contact the Railway Authority before work begins within the authority's boundaries.
2. Do not start until permission is granted from controlling authority.
3. All work must conform to controlling authority's guidelines.
4. No employee or other persons on the worksite are permitted access to the site unless they receive a valid Trackside Safety Induction issued by Queensland Rail.

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Emergency situations

While initial and short-term emergency response measures will in many cases be taken by police, the primary security of the site and the follow-up control and protection measures for longer term situations will often be provided by the road authority. Because of the speed at which it will usually be necessary to deploy road authority resources, frequently outside working hours, specific work methods and procedures for attending emergency closures or part closures must be developed.

Workers likely to be allocated to these tasks must be trained in their use. The procedures should include the following duties of workers attending the site:

- Modified duties where there are initially, insufficient workers available for optimum control of the site, e.g. the need for a single traffic controller to control traffic in two directions.
- Procedures for contacting police, emergency services, back-up assistance from the road authority and any other needed help, including when usual communication (mobile telephone) is not available or not working.
- Equipment that is to be ready at all times on potential call-out vehicles.

Initial attendance at an incident site will often be by police, fire or emergency services personnel trained and equipped for incident management. They will not necessarily remain on site for the entire length of the closure.

Where a road authority work unit is to provide the initial attendance or has to take over from police or other emergency service units, the following shall apply:

a) Minor partial road closure:

For closures where traffic can continue to flow in both directions (two-way road) or at least one lane in each direction is open (divided road) a vehicle with a vehicle-mounted warning device shall be placed to shadow the closure at one or both ends of the incident site as necessary.

b) Major partial road closure:

For closures where traffic is restricted to one-way movement past the incident site, the vehicle as in Item (a) and traffic controllers shall be provided at both ends of the site. Where the posted speed limit is more than 60 km/h, high priority shall be given to the provision of advance signs such as:

- TRAFFIC HAZARD
- TRAFFIC CONTROLLER AHEAD/PREPARE TO STOP.

c) Complete road closure:

The requirements of Item (b) together with barricades across the entire roadway shall be provided. As far as practicable, the positioning requirements of the closure point as well as those of traffic controllers should follow those outlined in the Health Safety Management Plan.

All hazards/ risks have been assessed to be as low as reasonably achievable.

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Identify each task in order	Specify the hazards/risks you have identified	What are the risks to health and safety?	Who is responsible for implementing and monitoring controls?
<u>Road</u> Pre-planning working on roads	Hazard: Inadequate Planning Unsafe equipment Risk: Unsafe work site	Pre-start meetings to ensure employees and other persons on worksites are inducted and fully aware of the scope of work and site hazards/risks before work commences. For work on Main Roads: Relevant permission and approvals from Queensland Department of Transport and Main Roads is to be obtained. For private roads or access (e.g. shopping centres): Seek approval from relevant authorities. For major Council roads: Seek Management approval. Prepare for safe operation of employees and other persons on worksites. Use the following as appropriate: • Traffic management by signage. • Control devices. • Road closure. • Law enforcement and approved traffic controllers (Stop/Go), as per Health Safety Management Plan. • Ensure that all equipment and signage needed to undertake the work task is available. • Ensure that all plant and equipment is maintained as per manufacturer instructions. • Before operating the plant or equipment, conduct a thorough inspection of the machine and attachments e.g. steering, brakes, controls, warning devices, brake fluid, hydraulic oil, etc.	Site Manager or Supervisor
Arrival on site, setting up traffic management signage.	Hazard: Motor vehicle traffic Risk: Struck by vehicle	During set up of traffic signage, operate flashing lights of work vehicle. Personal Protective Equipment (PPE): Standard uniform high visibility long sleeve shirt and long trousers and safety footwear. This applies to: • Employees and other persons on worksite • Employees and other persons on worksite on or adjacent to roads Workers operating in low light or at night must wear: • Reflective vests • Bio reflective clothing Other relevant PPE, i.e. eye protection, hearing protection, safety helmets, as required when performing specific tasks on site. (This should be determined through a risk assessment). If traffic control (Stop/Go) is required, only accredited traffic controllers will be used for traffic control purposes on a worksite.	Site Manager or Supervisor

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		Traffic controllers must present their accreditation and a traffic control plan for the site to the Supervisor before work commences.	
Operating with Traffic Controllers	Hazard: Motor vehicle traffic, Traffic management plan not prepared, signage not correctly installed, Risk: Struck by vehicle.	The traffic controller must prepare a traffic management plan, and this must be sighted by the site supervisor. The correct signage must be installed before work commences. The Supervisor must ensure any control device does not become a potential hazard to employees and other persons on the worksite, pedestrians or vehicles and does not obstruct permanent road signage. Vehicle travel paths must be clearly identified. Safety devices (e.g. witches' hats, water filled barriers) around high-risk work sites (e.g. traffic islands) must be installed. Signs must be clean and in good condition, e.g. not faded. Signs must be set up at correct distances and correct heights according to the traffic management plan	Site Manager or Supervisor
Setting up site to manage pedestrians	Hazard: Excavations, traffic, obstructions Risk: Falling, slips, trips, struck by vehicle	Where required clearly marked alternative safe laneways shall be made available for pedestrians. Laneways crossing kerb and channelling shall have non-slip ramps suitable for wheelchairs, baby strollers, pedestrian scooters and aged or disabled persons.	Site Manager or Supervisor
Operating short- term works at site	Hazard: Motor vehicle traffic Risk: Struck by vehicle	Vehicles to have warning devices (e.g. flashing lights, vehicle signage, vehicle frequently stopping) Regularly inspect traffic control signage to ensure control is maintained.	Site Manager or Supervisor
Operating site at night	Hazard: Poor light, motor vehicle traffic	Install lighting as required for night work to ensure safe working conditions.	Site Manager or Supervisor

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	Risk: Struck by vehicle	Check for safety and effectiveness by an inspection and drive-through the worksite after adjustments have been made to signage to check the worksite prior to work commencing.	
Inspections	Hazard: Motor vehicle traffic Risk: Struck by vehicle	The Supervisor must ensure that prestart checks are completed in logbooks or check sheets before work commences. Effective reliable communications must be available on site. Check barricading is in place each day where applicable. In the event a work shift is changed, the site Supervisor will hold a toolbox meeting with the incoming employee/s or other person/s on the worksites in order to discuss the workplace and identify any hazards/risks that may exist.	Site Manager or Supervisor
Ongoing Monitoring		On-going risk assessments should be conducted during the work task/project. The site Supervisor will hold regular toolbox meetings to discuss changes to the workplace and identification of any new hazards/risks as a result of a risk assessment.	Site Manager or Supervisor
<u>Rail</u> Job Pre- planning for work near railway	Hazard: Permission not gained Risk: No access to site	For planned and responsive work contact the Railway Authority before work commences within the Authority's boundaries. Do not commence work until permission is granted from the controlling Authority. All work must conform to the controlling Authority's guidelines. No employee or other person is permitted access to the site unless they have had a valid Trackside Safety Induction by Queensland Rail.	Site Manager or Supervisor
Working trackside	Hazard: Moving trains, vehicles, electricity Risk: Struck by vehicle or train, electrocution	PPE: Comply with relevant requirements of the Railway Authority.	Site Manager or Supervisor

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This SWMS has been developed in consultation and has been read, understood and signed by all workers undertaking the scope of works:		
Print Names:	Signatures:	Dates: