|  |  |  |  |
| --- | --- | --- | --- |
| **Date:** |  | **Work Order #** |  |
| **Location:** |  |
| 1. **Type of work to be performed:**
 |
|  | Pot holes |  | Line marking |  | Sign general / street name |  | Weed spraying / poisoning |
|  | Pavement reinstatement |  | Safety bars |  | Road furniture |  | Tree trim / removal / planting |
|  | Kerb / gutter maintenance |  | Guard rail(s) |  | Traffic island(s) |  | Other |
|  | Drainage const. / maintenance |  | Road const. / maintenance |  | Mowing – verge  |  |  |
|  | Footpath const. / maintenance |  | Bridge maintenance |  | Mowing – reserve  |  |  |

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| 1. **Risk assessment prior to starting work (must be carried out by a person with current WZTM certification in consultation with team):**

Before starting work a written risk assessment must be conducted. All reasonable foreseeable hazards that might put workers or members of the public at risk of injury must be identified and control measures put in place prior to work commencing. See Risk Assessment Table page 3. |
| **Risk rating code** | **E** | **STOP** | High level of risk with potentially catastrophic outcomes. Work to stop and not resume until controls implemented. |
| **H** | **ACT** | Timely implemented control(s) required to minimise the risk of injury, illness or equipment damage. |
| **M - L** | **MONITOR** | Work as normal, monitoring situation for any change in risk. If the risk elevates raise rating to H or E as appropriate. |
| **Hazards identified** | **Risk rating** | **Controls** | **Residual risk** |
| **Traffic in work zone** | **L** | **M** | **H** | **E** | **Controls** | **L** | **M** | **H** | **E** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Others affected by work site** | **L** | **M** | **H** | **E** | **Controls** | **L** | **M** | **H** | **E** |
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|  |  |  |  |  |  |  |  |  |  |
| **Weather conditions** | **L** | **M** | **H** | **E** | **Controls** | **L** | **M** | **H** | **E** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Road conditions** | **L** | **M** | **H** | **E** | **Controls** | **L** | **M** | **H** | **E** |
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|  |  |  |  |  |  |  |  |  |  |
| **Detour** | **L** | **M** | **H** | **E** | **Controls** | **L** | **M** | **H** | **E** |
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|  |  |  |  |  |  |  |  |  |  |
| **Other hazards** | **L** | **M** | **H** | **E** | **Controls** | **L** | **M** | **H** | **E** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 1. **Considerations prior to the work commencing – the following have been contacted or notified:**
 |
|  | Dial Before You Dig (ph 1100) |  | SA Power Networks (ph 131366) |  | Dept. Planning, Transport & Infrastructure (DPTI) |  | Relevant Emergency Services |
| 1. **Traffic guidance scheme:**
 |
| **Reference document** | **Figure #** | **Job location(s)** | **Time installed** | **Dismantled** |
|  |  |  |  |  |
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|  |  |  |  |  |
| Work site has been driven through to ensure the setup is appropriate for traffic conditions **Yes** ❑ **No** ❑ **N/A** ❑ | **Time inspected:** |
| Signage has been inspected to ensure it is non-conflicting, easy to see, and secure **Yes** ❑ **No** ❑ **N/A** ❑ | **Time inspected:** |
| Pathways have been checked to enable safe access for disabled, pedestrians and cyclists **Yes** ❑ **No** ❑ **N/A** ❑ | **Time inspected:** |
| **AUTHORISING PERSON:**I agree to act as the authorising person for the setting up, changing and/or removal of the scheme and confirm that I have been trained and hold a current WZTM card. |
| Full Name: (please print) | Signature: | Date: |
| **RESPONSIBLE PERSON:****I agree to act as the responsible person for the setting up, changing and/or removal of the scheme and confirm that I have been trained and either hold a current WZTM card or I am operating under the direction of an authorized officer.** |
| Full Name: (please print) | Signature: | Date: |

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| **Use the space below to draw diagram of site set up.** |
| 1. **At the conclusion of work on site:**
 |
| **Short term work – the work site must be returned to normal** |
| * All signs and devices removed and properly stored **Completed?** **Yes** ❑ **No** ❑ **N/A** ❑
 |
| * All permanent signage, especially speed signs, returned to normal **Completed?** **Yes** ❑ **No** ❑ **N/A** ❑
 |
| **Long term work – if the work site is unattended overnight, complete section 7. below, “End of day risk assessment”** |
| 1. **End of day risk assessment (must be carried out by a person with current WZTM certification):**

Must be completed when the work site is left unattended overnight. Note: the unattended work site shall be setup for the road user and not for the road worker. |
| **Risk rating code** | **E** | **STOP** | High level of risk with potentially catastrophic outcomes. Work to stop and not resume until controls implemented. |
| **H** | **ACT** | Timely implemented control(s) required to minimise the risk of injury, illness or equipment damage. |
| **M - L** | **MONITOR** | Work as normal, monitoring situation for any change in risk. If the risk elevates raise rating to H or E as appropriate. |
| **Hazards identified** | **Risk rating** | **Controls** | **Residual risk** |
| **Traffic in work zone** | **L** | **M** | **H** | **E** | **Controls** | **L** | **M** | **H** | **E** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Others affected by work site** | **L** | **M** | **H** | **E** | **Controls** | **L** | **M** | **H** | **E** |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| **Weather conditions** | **L** | **M** | **H** | **E** | **Controls** | **L** | **M** | **H** | **E** |
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|  |  |  |  |  |   |  |  |  |  |
| **Road conditions** | **L** | **M** | **H** | **E** | **Controls** | **L** | **M** | **H** | **E** |
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|  |  |  |  |  |  |  |  |  |  |
| **Detour** | **L** | **M** | **H** | **E** | **Controls** | **L** | **M** | **H** | **E** |
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|  |  |  |  |  |  |  |  |  |  |
| **Other hazards** | **L** | **M** | **H** | **E** | **Controls** | **L** | **M** | **H** | **E** |
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| **Name (print):** |  | **Signature:** |  | **Date:** |  |

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| **7. Risk Matrix - (Align Likelihood x Consequence = Risk)** |  | **Consequence - Definition** |
| **Likelihood – Definition** | **Consequence****Where the post control Risk Rating exceeds Significant, expert advice must be sought.**  |  | **Environmental impacts** | **Health and Safety issues** |
| **Minor** | **Serious** | **Severe** | **Major** | **Catastrophic** | **Minor** | Onsite minor leak contained without impact.  | First Aid, No Medical Treatment |
| **Almost Certain-** Will almost certainly occur once (or more) every couple of years. (Expected to happen, happens frequently). | Moderate  | High  | Extreme | Extreme | Extreme | **Serious** | On/offsite release with minimal impact.  | LTI / Medical Treatment |
| **Likely-** Will probably (>50%) occur once (or more) in 20 years. Could occur within business unit or similar sites. | Moderate  | Significant  | High  | Extreme | Extreme | **Severe** | Offsite release, damage to flora/ fauna & short term effects to soil, water, air. | Temporary or partial permanent disability / LTI |
| **Possible-** Could occur, but not probable  | Moderate  | Moderate  | Significant  | High  | Extreme | **Major** | Major offsite release of pollutants with significant ongoing impact to flora/fauna | Single Fatality or total permanent disability |
| **Unlikely-** Not expected to occur. Has not occurred at Remo Contractors , but has occurred within the industry within Australia. | Low  | Low  | Moderate  | Significant  | High  | **Catastrophic** | Widespread toxic release offsite with long term/substantial effects to flora/fauna, soil/water | Multiple Fatalities or total permanent disabilities |
| **Rare-** May occur only in exceptional circumstances. Has occurred in known history worldwide or is conceptually possible. | Low  | Low  | Moderate  | Moderate  | Significant  |