

PORTABOOM® Safe Work Method Statement (SWMS)



Product: PORTABOOM®

Project No: NA

SWMS No: PB002

Work Activity: Setup and operations

ALL PERSONS INVOLVED IN THE WORKS MUST HAVE THE SWMS EXPLAINED AND COMMUNICATED TO THEM PRIOR TO START OF WORKS.

SWMS DETAILS

Brief Description of Work Activity: Portaboom setup and operations at various locations

Location: Various

Revision: Rev. 1 | 17/11/2019

Company: Traffic & Access Solutions Pty Ltd,
1/610 Great Western Highway, ABN: 14 162 894 975
Girraween NSW 2145

Next Review: 17/11/2020

Personnel Responsible for Monitoring this Activity: Manager / Supervisor / Operator

Work Health and Safety (WHS) Act and Regulation (2011 and 2017)
Occupational Health and Safety Act (OHS) and Regulation (2004 and 2017)
Code of Practice – How to Manage Work Health and Safety Risks
Code of Practice and Compliance Code – Hazardous Manual Tasks / Handling
Code of Practice – Work Health and Safety Consultation, Cooperation and Coordination
ISO 31000 – Risk Management
AS/NZS 1742.3 - Manual of uniform traffic control devices - Traffic control for works on roads

Legislation/ Codes of Practice / Standards Consulted:
These must be complied with.

Procedures / Instruction

Portaboom User Manual
SOP – Portaboom Setup and Operations
Site Specific Risk Assessment

Plant and Equipment Required for this Activity:

PORTABOOM® and Portable Signage
Relevant Portaboom Accessories
Battery Charging Unit

Details of Maintenance Checks Required for this Activity:

Daily Inspection
 Periodic Maintenance in line with User Manual
 Electrical Test and Tagging – Six (6) monthly

Material Safety Data Sheet (MSDS) Required? (Yes / No) NA

Required Training / Qualification / Competency: Operator training on SOP(s) and User Manual
 Relevant state certification for task has been undertaken or plant being operated OH&S General Construction Induction (as required for worksites)
 Relevant traffic control / traffic management qualifications when used on roads / as traffic treatments

Personnel consulted on development of SWMS:

Name:	Signature:	Name:	Signature:

ACKNOWLEDGEMENT*

*Signatures must be obtained prior to the commencement of activity / works.

The hierarchy of controls needs to be considered when identifying control measures. The highest level of control should be implemented wherever reasonably practicable.

1. Accepted by Operator: Signature: Date:

2. Accepted by Supervisor: Signature: Date:

3. Accepted by Manager: Signature: Date:

RISK ASSESSMENT MATRIX

		CONSEQUENCE							
		Health and Safety (Injury and Disease)	Environment	Environment	Environment	Environment	Environment	Environment	Environment
		No appreciable changes to environment and/or highly localised event.	Change from normal conditions within environmental regulatory limits and environmental effects are within site boundaries.	Short-term and/or well-contained environmental effects. Minor remedial actions probably required.	Single recoverable lost time injury or illness, alternative/restricted duties injury, or short-term occupational illness.	1-10 major injuries requiring hospitalisation and numerous days lost, or medium-term occupational illness.	Long-term environmental impairment in neighbouring or valued ecosystems. Extensive remediation required.	Single fatality and/or 10-20 major injuries/permanent disabilities/chronic diseases.	Multiple fatalities and/or >20 major injuries/permanent disabilities/chronic diseases.
		CB: Insignificant	CS: Minor	CA: Moderate	CC: Major	CE: Severe	CF: Catastrophic		
Expected to occur frequently during time of activity or project.	L1: Almost Certain	3 - Medium	2 - High	2 - High	1 - Very High	1 - Very High	1 - Very High	1 - Very High	1 - Very High
	L2: Very Likely	3 - Medium	3 - Medium	2 - High	2 - High	1 - Very High	1 - Very High	1 - Very High	1 - Very High
	L3: Likely	4 - Low	3 - Medium	3 - Medium	2 - High	2 - High	2 - High	1 - Very High	1 - Very High
	L4: Unlikely	4 - Low	4 - Low	3 - Medium	3 - Medium	2 - High	2 - High	2 - High	2 - High
	L5: Very Unlikely	4 - Low	4 - Low	4 - Low	3 - Medium	3 - Medium	3 - Medium	2 - High	2 - High
	L6: Almost Unprecedented	4 - Low	4 - Low	4 - Low	4 - Low	4 - Low	3 - Medium	3 - Medium	3 - Medium
Action to be Taken (refer to TRNSW Risk Management Standard for more information)									
Risk Rating									
1 - Very High		Unacceptable and generally intolerable. The task must not be performed.							
2 - High		Undesirable and can only tolerated if it is not reasonably practicable to reduce the risk further. Additional control measures must be sought and evaluated to assess their reasonable practicability. The task must not be performed without the explicit concurrence of the Project Director who is to verify that all reasonably practicable treatments have been implemented.							
3 - Medium		Tolerable if it is not reasonably practicable to reduce the risk further and the task should be reviewed to determine if there is a safer way of doing it. The relevant manager competent in the activity must verify that all reasonable risk treatments have been considered.							
4 - Low		Broadly Acceptable with control measures should be effective and reliable and subject to appropriate monitoring.							

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Activity Break down the job steps	Potential Risks What can go wrong	Raw Risk Rating Before controls			Control Measures How are the risks managed	Residual Risk Rating After controls			Responsibility Who is responsible
		L	C	R		L	C	R	

GENERAL PREPARATION AND PRE-OPERATIONAL ACTIVITIES:

Training and competency of operators in the safe setup and operation of the Portaboom unit and accessories	Operators not trained or competent on the setup and utilisation of the Portaboom and accessories resulting in equipment damage, incident or injury.	L2	C4	H	Operators to be trained on the Safe Operating Procedures (SOP) and familiar with the User Manual. Operators to be trained and sign onto this Safe Work Method Statement (SWMS) and any relevant site-specific risk assessment.	L4	C4	M	Supervisor Operators
Inspection and maintenance of the Portaboom unit and accessories	Inspection and maintenance program not established, implemented or inconsistent resulting in equipment damage or defective equipment.	L2	C4	H	Ensure a proactive and consistent inspection and maintenance program is established in accordance with the User Manual and manufacturer recommendations (as a minimum). Conduct pre-operational and post-operational inspections of the unit and accessories. If any defects, damage or operational issues are identified that may compromise the effective and safe operation or the unit (or accessories), do not use and arrange for repairs / maintenance to be completed.	L4	C4	M	Supervisor Operators
Handling and transporting the Portaboom unit and accessories	Safe handling and transportation practices not established or adopted resulting in equipment damage or injury.	L2	C4	H	The Portaboom unit is fitted with a lifting lug to enable the use of mechanical aid and reduce the need for manual handling practices. Ensure safe manual handling practices are adopted when manoeuvring the unit or fitting accessories considering the distance, terrain, use of the handle and wheels, two-person lifts, load is close to body, back is straight, using legs, line of sight and avoid overhead lifting or awkward movements. Ensure all equipment is secure for transportation purposes.	L4	C4	M	Supervisor Operators

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Planning, integration with site treatments and approvals	Portaboom units and accessories not integrated into planning or site treatment arrangements including access, pedestrian or traffic and associated control plans resulting in delay, noncompliance or incident.	L2	C5	M	Ensure Portaboom unit(s) and accessory placement is integrated into existing management plans and or site specific risk assessment. Plans should identify appropriate placement locations, specific operational scope, location of operators and relevant site safety information including rules and personal protective equipment. If utilising Portaboom specific signage, implementation and placement is to be included in the existing management plans and or site specific risk assessment. Relevant approvals are to be obtained and documentation communicated and signed-off prior to commencement and conclusion (as required).	L4	C5	L	Supervisor Operators

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ON-SITE SETUP AND OPERATIONS:

Inspection of the placement area	Overhead hazards including powerlines and street signs. Unsuitable terrain and or obstructed positioning. Risk of contact with live electricity, breach of exclusion zones, tipping, injury or property damage.	L2	C4	H	Inspect the proposed placement area for any overhead hazards, unsuitable terrain or visibility obstructions and consider risks and controls as a part of the risk assessment process. Reposition the Portaboom unit(s) to a suitable location away from overhead, obstruction hazards and ensuring that it is on a level and stable surface, update relevant site management plans and or risk assessments. Communicate any positioning or layout changes with relevant site stakeholders.	L5	C4	L	Supervisor Operators Site Stakeholders
Placement of the Portaboom unit(s) for setup and testing	Portaboom unit(s) not positioned as planned or in a safe location for setup resulting in delay, injury or incident.	L2	C4	H	Position the Portaboom unit(s) and relevant accessories as close as safely possible to the placement location to reduce the transition distance. Position / re-position using handle and fitted wheel system. Avoid manually lifting or shuffling the unit(s). Ensure the Portaboom(s) are positioned in the planned placement area for setup and testing. This must be in a safe location to setup and test the unit(s), if on the road, ensure the shaft is facing the footpath.	L5	C4	L	Operators
Setup Portaboom unit(s) with boom arm, stop sign and or relevant accessories	Portaboom unit(s) or accessories not setup properly or tested prior to operations resulting in delay, injury or incident.	L2	C4	H	Refer to the SOP Portaboom Setup and Operations for detailed setup and operational instructions and personal protective equipment requirements. Ensure the Portaboom is turned off and wheel locking brakes applied prior to fitting attachments and accessories. Connect the boom arm, stop sign and relevant accessories such as traffic lights, pedestrian lights, solar panel, LED boom light, pedestrian button and	L5	C4	L	Operators

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					<p>access controllers as per the SOP.</p> <p>Ensure all attachments and accessories are secure with locking nuts, wing nuts and other locking mechanisms, tighten by hand only.</p> <p>Ensure accessories are connected to the correct port and or socket.</p> <p>Access the control panel and turn the relevant accessories on by flicking the switch upwards. Once the relevant switches are activated, turn the unit on.</p> <p>Once the self-testing cycle is complete, the power light will illuminate green indicating that it is ready.</p> <p>Push the "RED PUSH BUTTON" in the top left hand corner of the control panel to test the operational cycles.</p> <p>Check bounce back operation by pressing the remote whilst holding your hand under the boom arm.</p> <p>Run the same test with the remote control(s).</p> <p>If using the boom arm, prior to concluding the testing sequence, push the "RED PUSH BUTTON" in the top left hand corner of the control panel to move the boom arm into a horizontal position.</p> <p>Extend the Boom Arm to the span required, ensuring that the end of the Boom Arm is at least 500mm from the centre line of the road (when two way traffic operating).</p> <p>Ensure the stop sign is attached and positioned in the intended direction of oncoming traffic.</p> <p>Push the "RED PUSH BUTTON" in the top left hand corner of the control panel to move the boom arm into a vertical position.</p>				

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Placement of the Portaboom for live operational positioning	Portaboom unit(s) not positioned for live operations resulting in delay, injury or incident.	L2	C4	H		<p>Disable the brakes and reposition Portaboom unit into "LIVE" Operational Position, ensuring that the treatment is facing the intended audience (traffic, pedestrians or access) - enable the brakes and secure the stability legs.</p> <p>The Portaboom must be positioned in a level and stable surface, consult your supervisor if this cannot be achieved (it is not recommended to use the Portaboom on an uneven or unstable surface).</p> <p>In the event of windy or forecasted windy conditions and if Portaboom requires additional stability, sand bags are to be applied to all 4 stability legs for additional stability. Fix sandbag hooks to all 4 stability legs by placing the hook through the hole at the back of the stability leg - add a maximum of 2x sandbags to all stability legs.</p> <p>If using the pedestrian button accessory, position the pedestrian button in close proximity to the Portaboom unit (radius no greater than 4m).</p> <p>Ensure the plate is on a flat surface and secured to the ground to prevent it from falling. Ensure the button is visible and accessible to pedestrians.</p>	L5	C4	L		Operators
Portaboom operations and monitoring	Operators not effectively managing and monitoring the Portaboom unit(s) resulting in delay, injury or incident.	L2	C4	H		<p>Operators to be positioned in a safe area that will allow effective operation of the Portaboom unit(s) including clear line of sight and remote / accessory operational radius.</p> <p>Operators to closely monitor access, traffic and or pedestrian movements.</p> <p>If controlling traffic, the operator activates the remote control which raises the boom arm when it is safe for motorists to proceed.</p> <p>If using the traffic light accessory, once the boom arm is completely vertical, the traffic light turns green for the motorists to proceed.</p> <p>If using the traffic light fitted with the pedestrian light accessory, the</p>	L5	C4	L		Operators

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					pedestrian light will turn green once the traffic light has turned red and the boom arm has lowered.				
	Operators positioned in an unsafe location (impact by plant, vehicles or equipment) resulting in serious injury or death.	L2	C2	VH	Operator to be positioned in a safe zone off the road and away from plant and equipment ensuring that they are within operating distance of the units (up to 75m) and have a clear line of site on the units and traffic, pedestrians and or access. Operators to ensure they reframe from standing directly under the boom arm and ensure that pedestrians and other stakeholders do the same.	L6	C2	M	Operators
	Incliment weather and windy conditions resulting in injury and or property damage.	L2	C4	H	Operators to ensure that weather conditions are monitored in the planning and operational stages. If windy conditions are identified, install sandbags on the stability legs – refer to the SOP for inclement weather planning and monitoring.	L5	C4	L	Supervisor Operators
	Slips, trips and falls as a result of moving around the work area.	L3	C4	M	Operators to move through site / location with care. Check the ground and ensure it is stable to step onto.	L5	C4	L	Operators

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CONCLUSION OF OPERATIONS AND PACK UP:

Conclusion of operations and pack up of Portaboom unit(s) and relevant accessories	Portaboom unit(s) or accessories packed up properly resulting in equipment damage or loss, injury or incident.	L2	C4	H	<p>Ensure the revenant approvals, acknowledgements and confirmations have been received from the site stakeholders prior to concluding and packing up the Portaboom unit(s) and accessories.</p> <p>Leave the Portaboom on, remove the sandbags (if installed) and pack-down the stability legs.</p> <p>Disable the brakes and position the Portaboom in a safe location, the same position where initial testing was conducted.</p> <p>Enable the brakes and lower the boom arm to remove the stop sign. Once the stop sign has been removed and the boom arm retracted, raise the boom arm to the vertical position and turn the unit off.</p> <p>Detach all accessories and boom arm, stow and secure appropriately.</p> <p>Refer to the SOP Portaboom Setup and Operations for detailed pack up instructions. Apply the same process to each respective unit.</p>	L5	C4	L	Operators
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ISSUE AND INCIDENT MANAGEMENT AND EMERGENCY PREPAREDNESS:

Portaboom unit(s) issue and incident management	Unit fails or ceases to operate.	L2	C4	H	Regularly monitor the battery levels, utilise the solar accessory where available and applicable. This may require the access point to remain closed or contingent control procedures to be implemented where approved and compliant. When safe to do so, restart unit by turning off and on. Refer to the trouble shooting section of the user manager or contact the distributor / technical support.	L5	C4	L	Supervisor Operators
	Unit is struck by a vehicle or plant.	L2	C4	H	Ensure personnel involved in the incident are ok, if an injury or suspected injury has occurred, follow emergency response protocols. Take down details of party(s) involved and third-party insurance details (where vehicles / plant has been involved). Ensure incident reports are completed. Assess unit for damage and test if safe to do so, if deemed unsafe or non-operational, arrange for site repairs and / or replacement. This may require the access point to remain closed or contingent control procedures to be implemented where approved and compliant.	L3	C4	M	Supervisor Operators Emergency Services
	Charging cables, ports and / or equipment damaged or electric shock	L3	C4	M	Ensure routine inspections and electrical cables are tested, tagged and in-date. Treat equipment with care when connecting and disconnecting charging points and adapters. If damage is identified, decommission and arrange maintenance and / or replacement.	L5	C4	L	Supervisor Operators

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Contingency arrangements	Absence of contingency arrangements in the vent that the Portaboom unit(s) become in operable or damaged resulting delay, injury or incident.	L2	C4	H	Ensure contingency arrangements are planned for, this may include the use of alternate manual barriers for access control and manual forms of pedestrian and traffic management.	L3	C4	M	Supervisor Operators Site stakeholders
Emergency preparedness	Absence of basic provisions, competency and protocols to respond to an emergency situation resulting in a delayed response and exacerbated incident.	L2	C4	H	Basic emergency response provisions include trained personnel, fire extinguisher and first aid kit to be readily available and on hand. Standard emergency response process: <ul style="list-style-type: none"> • Raise the alarm and call emergency services • Provide assistance only if safe to do so • Secure the area is safe, appropriate and equipped • Complete incident reports at conclusion of incident 	L3	C4	M	Supervisor Operators Emergency Services

REVIEWS

Review No:	1	2	3	4	5	6	7	8	9
Reviewed By:	Traffic & Access Solutions								
Date:	17/11/2019								
Review No:	10	11	12	13	14	15	16	17	18
Name & Initials									
Date:									

RECORD OF CONSULTATION AND INDUCTION INTO SAFE WORK METHODS

By signing this record, I acknowledge that consultation has been provided and I have been given the opportunity to contribute to the identification of safety hazards associated with this work, and to the formulation of work methods that will enable the work activity to be undertaken safely. I also acknowledge I have been instructed into the safe work methods and understand them. I have the appropriate competency, qualification and inductions required to undertake the work detailed in this SWMS.

Ref #	First Name	Surname	Employed By	Signature	Date	Have you completed the PORTABOOM® Training?	Have you completed the Site Specific Induction?
01						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
02						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
03						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
04						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
05						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
06						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
07						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
08						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
09						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
10						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
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15						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
16						<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="checkbox"/> YES <input type="checkbox"/> NO