

	<b>SAFE WORK METHOD STATEMENT CONCRETE PUMP OPERATION</b>	Address:
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<b>PART A: SWMS SUMMARY</b>	<b>Project Name:</b> _____	<b>Job Number:</b> _____
	<b>Scope of Works:</b> Pump concrete as requested	<b>Date:</b> _____
	<b>Job Address:</b> INSERT	<b>Issue:</b> 1
	<b>Activity:</b> Concrete Pump operation	<b>SWMS No.:</b> 001
	<b>Approved By:</b> Manager	

<p><b>Type of Work Permit Required:</b> (Indicate by marking box)</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> None</td> <td><input type="checkbox"/> Excavation</td> </tr> <tr> <td><input type="checkbox"/> Hot Work</td> <td><input type="checkbox"/> High voltage</td> </tr> <tr> <td><input type="checkbox"/> Work near Power lines</td> <td><input type="checkbox"/> Confined Space</td> </tr> <tr> <td><input type="checkbox"/> Other:</td> <td><input type="checkbox"/> Other:</td> </tr> </table>	<input type="checkbox"/> None	<input type="checkbox"/> Excavation	<input type="checkbox"/> Hot Work	<input type="checkbox"/> High voltage	<input type="checkbox"/> Work near Power lines	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:	<p><b>PPE Requirements:</b> (please list)</p> <p>1) Hard hat, Steel cap boots, High visible gear</p> <p>2) Long sleeve shirt/if required</p> <p>3) Long pants/if required</p> <p>4) Safety glasses, Earmuffs/plugs, Gloves, Full safety shield/if required.</p>	<p><b>Special Tools or Equipment Required</b> (consider such things as gas detection, ventilation fans, lighting, high pressure water blaster etc)</p> <p>Boom / Line pump, static line,</p>						
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<p><b>Potential Environmental Hazards:</b> (Indicate by marking box)</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Air Pollution (dust, fumes)</td> <td><input checked="" type="checkbox"/> Spills to ground</td> </tr> <tr> <td><input type="checkbox"/> Noise Pollution</td> <td><input type="checkbox"/> Soil Erosion</td> </tr> <tr> <td><input type="checkbox"/> Spills to water</td> <td><input type="checkbox"/> Hazard to Flora or Fauna</td> </tr> </table>	<input type="checkbox"/> Air Pollution (dust, fumes)	<input checked="" type="checkbox"/> Spills to ground	<input type="checkbox"/> Noise Pollution	<input type="checkbox"/> Soil Erosion	<input type="checkbox"/> Spills to water	<input type="checkbox"/> Hazard to Flora or Fauna	<p><b>Hazardous Materials</b> (List any hazardous materials to be used and attach a MSDS)</p> <p>Concrete, Diesel</p>	<p><b>Fire/Emergency Equipment Requirements</b> (consider fire extinguishers, rescue gear, etc)</p> <p>Fire extinguisher</p>								
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<p><b>Summary of Potential Hazards</b> (See SWMS Control Recommendations)</p>	<table style="width: 100%;"> <tr> <td><input type="checkbox"/> Electrical</td> <td><input type="checkbox"/> Dust or Fume</td> </tr> <tr> <td><input checked="" type="checkbox"/> Mechanical (crush points)</td> <td><input checked="" type="checkbox"/> Manual Handling</td> </tr> <tr> <td><input type="checkbox"/> Chemical</td> <td><input checked="" type="checkbox"/> Moving Plant</td> </tr> <tr> <td><input type="checkbox"/> Rigging</td> <td><input type="checkbox"/> Noise</td> </tr> <tr> <td><input type="checkbox"/> Pressure (air/water/gas)</td> <td><input type="checkbox"/> Explosive Tools</td> </tr> </table>	<input type="checkbox"/> Electrical	<input type="checkbox"/> Dust or Fume	<input checked="" type="checkbox"/> Mechanical (crush points)	<input checked="" type="checkbox"/> Manual Handling	<input type="checkbox"/> Chemical	<input checked="" type="checkbox"/> Moving Plant	<input type="checkbox"/> Rigging	<input type="checkbox"/> Noise	<input type="checkbox"/> Pressure (air/water/gas)	<input type="checkbox"/> Explosive Tools	<table style="width: 100%;"> <tr> <td><input type="checkbox"/> Excavations</td> </tr> <tr> <td><input type="checkbox"/> Radiation</td> </tr> <tr> <td><input type="checkbox"/> Ignition sources</td> </tr> <tr> <td><input type="checkbox"/> Work at Height</td> </tr> </table>	<input type="checkbox"/> Excavations	<input type="checkbox"/> Radiation	<input type="checkbox"/> Ignition sources	<input type="checkbox"/> Work at Height
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## SAFE WORK METHOD STATEMENT CONCRETE PUMP OPERATION

Address:

Task #	JOB STEP List the steps required to perform the task in the sequence they are carried out.	POTENTIAL HAZARDS Against each step list the potential hazards that could cause injury/damage when the task step is performed.	Inherent Risk	REQUIRED HAZARD CONTROL For each hazard identified list the control measures required to eliminate or minimise the risk of injury.	Residual Risk	Responsible Person
2	Set up of Concrete pump	Concrete pump, (boom, line) not stable & tipping over Machine failure Boom collapsing on workers	High	<ol style="list-style-type: none"> <li>1. Truck drivers / operators to be made aware of site entry, driver to be aware of location of the off sider &amp; site personnel.</li> <li>2. Reverse siren to be in working order on concrete pump. Pump operators to supply maintenance checklist &amp; log books.</li> <li>3. Where required use appropriate hard wood timbers to support hydraulic jacks</li> <li>4. Ensure perimeter of pump is barricaded / bunted off from unauthorised personnel.</li> <li>5. Concrete pump to set up in accordance to the Code of Practice (concrete pumps are to be registered with WorkCover)</li> <li>6. Builder to ensure no workers permitted under boom during pump operation</li> <li>7. Ensure appropriate checks / inspections are conducted on pipes / line</li> </ol>	Low	Coastcrete pump crew
	Pipeline couplings.	Improperly Placed Clamps may	High	<ol style="list-style-type: none"> <li>1. Ensure pipe joints level</li> <li>2. Ensure pipes and clamps are clean prior to placement</li> <li>3. Pins to be placed on each clamp</li> <li>4. Adequately support pipe work.</li> </ol>		
4	Pump line inspection log book	- Pump line blow out under pressure	High	<ol style="list-style-type: none"> <li>1. All static lines to be inspected tested and logged</li> <li>2. Log book to be available for inspection.</li> <li>3. A copy of all service / maintenance records to be provided to the builders site office PRIOR to the commencement of task</li> <li>4. Ensure competent persons secure line</li> </ol>	Low	Coastcrete pump crew
5	Set up concrete pouring through concrete delivery hose	- Movement of pipes under pressure - Manual handling injury from moving rubber hose and line reduction.	High	<ol style="list-style-type: none"> <li>1. Anchor &amp; support pipeline, safety pins are to be fitted to clamps</li> <li>2. Use J or T bars for rubber hose movements.</li> <li>3. 2 persons to lift, Lift 1 end to lift pipe</li> <li>4. Ensure catch tray is under hopper with plastic membrane</li> </ol>	Low	Coastcrete pump crew

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6	Concrete discharge into hopper	Loss of limbs, serious bodily injuries. Concrete Splash	High	1. Grate on hopper to be left down at all times whilst pumping. 2. Cut off switch to be tested daily prior to use. 3. Protective wear		Coastcrete pump crew
7	Pouring concrete	Concrete pour and splatter	High	1. Use eye protection if splatter is excessive 2. The use of shields of some sort to be used to stop concrete splatter from the pour. 3. Have MSDS available. 4. Barricade concreted area after the pour to allow the concrete to set and for public safety.	Low	Concreters / Coastcrete pump crew
		Personnel and Public Access/impact with machinery/vehicles crushing points	High	1. Cleared pathways to machinery/vehicles. 2. Wear high vis gear. 3. Plant to have flashing light & beacon. 4. Traffic management plan to be developed and adhered to at all times.	Low	Truck Operator/All Staff
				5. Ensure work site is clearly defined and secured. 6. Use Spotter to direct Concrete Trucks		
8	Placing concrete	Hit by concrete  Back injury from shovelling  Concrete burns Sun burn, skin cancer, eye damage Fatigue / Dehydration	High	1. No persons to be standing in front of concrete hose. 2. Relevant personnel shown correct posture for shovelling. 3. Avoid contact to skin, wash skin & clothing after. 4. Sun protection, P.P.E equipment such as sun cream, hats shirt, sun glasses 5. Where required consider job rotation and ensure drinking water is available	Low	Concreters
9	Pump blockages.	Violent ejection of concrete from hose. Delivery hose/joint failure.	Med  Med	1. Ensure AGI not wash in hopper. 2. Contaminants discarded from safety grate. 3. Only necessary personnel to be near pump whilst in operation. 4. Safe distances are to be maintained at all times. 5. Remove non essential staff from work area	Low  Low	Coastcrete pump crew

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10	Cleaning of pipeline/ delivery hose using compressed air and sponge.	Disconnection of pipe under pressure, concrete splash, body injuries, bystanders.  Damaged air hoses causing possible injuries to bystanders.	High  Med	<ol style="list-style-type: none"> <li>1. <u>Only use</u> blow out adaptors with air relief valves fitted.</li> <li>2. Linesman to establish control measures by means of constant communication amongst all personnel involved in the blow out cleaning operations.</li> <li>3. Double check that air hoses and fittings are suitable and in good order.</li> <li>4. Insert safety pins in air hose joints.</li> <li>5. Isolate/barricade area – provide spotter if necessary.</li> </ol>	Low  Low	Coastcrete pump crew  Coastcrete pump crew
11	Housekeeping / pump and line cleaning	Slippery surfaces Trips Unauthorised use High velocity projectiles Hopper jam Communication failure Eye damage	High	<ol style="list-style-type: none"> <li>1. Ensure all access/egress is cleared of obstacles, remove all unused material from work area eg: form ply, off cuts etc</li> <li>2. Only competent operators to operate boom, remove hydraulic legs etc</li> <li>3. Remove rubber hose, Sponge catching devise at discharging end to be used.</li> <li>4. Never stand on hopper gate.</li> <li>5 Always shut down engine when unattended</li> <li>6. Always have spare batteries for 2way radios</li> <li>7. Wear correct PPE eg: Hard hat, protective eye wear, Hi-vis wear</li> </ol>	Low	Coastcrete pump crew

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Risk Assessment and Prioritisation Matrix						Consequence and likelihood descriptors		
	Consequence					Consequence Descriptors		
Likelihood	Catastrophic A	Major B	Significant C	Moderate D	Minor E	Consequence	Safety	Environment
Almost Certain 1	HIGH	HIGH	HIGH	MEDIUM	MEDIUM	Catastrophic	Fatality	Irreversible environmental damage leading to community outcry
						Major	Serious injury/illness causing permanent disability	Environmental damage leading to prosecution
Likely 2	HIGH	HIGH	MEDIUM	MEDIUM	LOW	Significant	Serious injury/illness requiring hospitalisation and long-term absence	Environmental damage requiring significant remediation
						Moderate	Injury/illness requiring medical attention and causing LTI up to 5 working days	Community complaint but no significant damage. Minor remediation
Possible 3	HIGH	MEDIUM	MEDIUM	LOW	LOW	Minor	Injury/illness requiring first aid but no resulting LTI	Negligible impact, no remediation required
						Likelihood Descriptors		
Unlikely 4	MEDIUM	MEDIUM	LOW	LOW	LOW	Almost Certain	Expected to occur in most circumstances	
						Likely	<ul style="list-style-type: none"> <li>It has happened often in similar circumstances</li> <li>Will probably occur in most circumstances</li> <li>It has happened sometimes in similar circumstances but not often</li> </ul>	
Highly Unlikely 5	MEDIUM	LOW	LOW	LOW	LOW	Possible	<ul style="list-style-type: none"> <li>Might occur at some time</li> <li>It has happened often in slightly different circumstances but rarely in similar circumstances</li> </ul>	
						Unlikely	<ul style="list-style-type: none"> <li>Could occur at some time</li> <li>It has never happened in similar circumstances but has happened sometimes in slightly different circumstances</li> </ul>	

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## PART C: STANDARDS, CODES OF PRACTICE, LEGISLATION , EQUIPMENT & TRAINING

**ENGINEERING CERTIFICATES/WORKCOVER APPROVALS:**

WorkCover Certificates of Competency for operators of plant requiring WorkCover Certification

**ACTS & REGS**

WHS Act 2011  
WHS Reg 2011  
Protection of the Environment Operations Act 1997

**CODES OF PRACTICE - WorkCover**

Control of workplace hazards  
AS 2550.15-1994  
COP Pumping Concrete  
Manual handling  
Moving Plant on Construction Sites  
Occupational Health & Safety Consultation  
Risk Assessment  
Work in hot & Cold Environments  
Const & testing of concrete pumps, pumping concrete, Working near overhead power lines  
Labeling of workplace hazardous chemicals  
Managing noise and preventing hearing loss at work  
Managing the work environment and facilities  
Preparation of safety data sheets for hazardous chemicals  
Work health and safety consultation, coordination and cooperation

AS 1742.3:2002 – Manual of uniform traffic control devices – traffic control devices for works on roads  
AS 1576.1:1995 – Scaffolding – general requirements  
AS 4576:1995 – Guidelines for scaffolding  
AS 2211.1:2004 – Safety of laser products – Equipment classification, requirements and users guide  
AS 1418.1:2002 – Cranes, hoists and winches – General requirements  
AS 3610:1995 – Formwork for concrete  
AS 1851:2005 – Maintenance of fire protection systems and equipment  
AS 2550.10:2006 - Cranes, hoists and winches - Mobile elevating work platforms  
AS 2550.15:1994 – Cranes – Safe use – Concrete placing equipment  
AS 4332:2004 – The storage and handling of gases in cylinders  
AS 1657:1992 – Fixed platforms, walkways, stairways and ladders – Design, Construction and installation  
AS/NZS 4602:1999 High Visibility Safety Garments  
AS2550 Part 15 Safe use of concrete pumps

**PLANT/EQUIPMENT:**

Concrete trucks  
Concrete Boom / Line pump

**INSPECTIONS AND SUPERVISION PROVIDED:**

Daily pre-start inspection on all plant  
Daily pre start briefing  
Tool box talk meetings

**GUIDANCE NOTES**

**EMERGENCY CLIENT CONTACTS**

**TRAINING & INSTRUCTION**

**Pump Operators** - Follow safe work activities, Environmental procedures, Operate pump  
**Linesman**- Follow safe work activities, Set up pump line  
**All personnel** - General industry induction.  
Relevant competencies.  
Work activity induction.  
Site Specific induction.

**AUSTRALIAN STANDARDS**

AS/NZS 4360:1999 Risk management

Certified and competent plant operators  
All to be inducted into SWMS  
Manual Handling  
White Card/Blue Card/Green card

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PART D: CLIENT TO COMPLETE THIS SECTION	
<b>Client Representative:</b>	<b>Date:</b> /                    /
<b>Signed off:</b>	<b>Accepted:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Amendments required as per attached details

<b>Project Name:</b>	<b>Activity:</b> Concrete Pump operation	
PART E: APPROVAL		
<b>Prepared by:</b>	<b>Reviewed by:</b>	<b>Approved by:</b>
<b>Role:</b> OHS Consultant	<b>Role:</b> Manager	<b>Role:</b> Manager
<b>Signature:</b>	<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b> 30/09/12	<b>Date:</b>	<b>Date:</b>
<b>Mobile:</b>	<b>Mobile:</b>	<b>Mobile:</b>

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PART F: CREW REVIEW & ACKNOLWEDGMENT					
NAME	SIGNATURE	DATE	NAME	SIGNATURE	DATE