**Safe Work Method Statement**

**Form 007.2**

**Safe Work Method Statement (Part 1)**

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| **Job: TOP DRESSSING OF TRACK** | | **Document Reference** |
| **Department: TRACKS MAINTENANCE**  **Section: MAINTENANCE / GROUNDS**  **Work Area: COURSE PROPER** | | **No:** |
| **Revision Date:**  **Manager’s Approval:**  **Manager’s Name:** |
| **Key Safety Plant / Equipment / (including P.P.E.)** | | **Safety Checks / Hazardous Substances** |
| * Truck / fuel /trailer * Sieve / shovels * PPE: Masks , boots, gloves , sunscreen , hat * Appropriate Warning signs | | Fuel / truck / topdressing mix |
| **Codes of Practice Legislation: Applicable to Work? Y/N**  **If Yes, state:** | | **External Considerations** |
| **Person/s required to carry out work** | **Duties & Responsibilities** | **Qualifications/ Experience / Training required to do work** |
| Track curator or contractor | Arrange and check all materials and equipment Check any workers are suitably attired.  Ensure signs are displayed | Trained in WHS procedures  Appropriate licenses  Complete Contractor Induction  Appropriate insurance for contractor |

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| **SAFE WORK METHOD STATEMENT (PART 2)** | | **Document Reference:** | |
| **Job: TOPDRESSING OF TRACK** | | **No:** | |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Refuel truck as required | Fuel spillage  Fire & explosion | | Ensure refuelling is undertaken in area with containment bunding/berm, away from drains & spill kit is available.  Ref: Refueling Procedure. Keep clear of ignition sources including mobile phones & microwave ovens. |
| Check water and oil |  | | Ensure hoses well fitted |
| Load truck with top dressing | Personal injury | | Stand clear of loader |
| Top dressing | Personal injury | | Ensure all personnel are a safe distance from machinery  Ensure PPE is worn incl. hi-vis vests |
| Using contractor and front loader | Personal injury | | Ensure all personnel are a safe distance from machinery |
| Traverse track with dressing | Personal injury | | Check no one on track; hi-vis vests worn by essential personnel |
| Return truck to storage |  | |  |
| Turn-off motor and lock | Prevent unauthorised use of equipment | | Ensure keys removed from ignition & securely stored |
| Store fuel correctly | Possible explosion, burn | | Ensure container sealed |
| Put signs away | Muscle strain | |  |
| Clean up workshop | Muscle strain / slipping | |  |
| Erect warning sign to keep off track due to top dressing | Personal injury | | Ensure no persons (or horses) on track |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Cleaning of tank  Back to spray holding pit / refill tank with fresh water and open boom on sprays. Open then flush tank. Refill with fresh water whilst hosing down tank. Pull bottom plug and allow water to drain. Place plug back in tank. Hose down outside of tank. | Spillage and exposure | | Proper decanting of excess chemical |
| Cleaning of equipment | Slipping and falls | | Well drained area |
| Take boom spray off tractor | Muscle strain | | Ensure adequate staff and/or equipment for lifting |
| Cleaning of PPE | Excess residue | | Ensure runoff is captured and prevented from entering drains |
| Fill out data book / application diary | None | | Weather – control process |