

# Work Method Statement

<b>Activity:</b>	Grave Digging	<b>Location:</b>	
<b>Activity Description:</b>	Excavation and Backfill of grave site in lawn cemetery.		
<b>Prepared by Name:</b>		<b>Qualifications:</b>	
<b>Approved by Name:</b>		<b>Qualifications:</b>	

Procedure in Steps	Possible Hazards	Risk Rating Before	Control Measures	Risk Rating After
<b>1. Pre site set up inspection.</b>	Public - personal injury. Trips and falls	4	Ensure worksite is clear of all public before commencement of work. Visual inspection of site to ensure worksite is clear of other obstruction. Place safety signs and safety cones around worksite	6
	Utilities / Services	4	Check location of utilities/services. If not sure Dial-before – you – dig to obtain locations	6
	Water saturated ground/Unstable	3	Inspection of ground surface to determine if suitable to excavate site. This should be taken in to consideration after long periods of rain.	5
	Inclement weather/ Lightning strike/Hail	4	Seek cover post pone digging until weather has cleared. (Review weather forecast before commencement of work.)	5
<b>2. Pre-start check of plant and equipment.</b>	Damage to plant/equipment and personal injury	4	Check plant/equipment using nominated checklists. Any defects identified report and place out of service (Testing & Tagging).	6
<b>3. Preparation for excavation of site.</b>				

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Remove boards from on-site container for placement of plant runway.	Manual handling.	3	Team lifting to be conducted with one person taking charge on the lift.	5
Mark out grave and remove grass	Manual handling	4	Cut grass in small amounts using long handle turf shovel.	6
Excavator/Truck entering worksite using runway.	Personal injury & damage to surrounding grass.	4	Ensure no unauthorised person is on the site and no person is within 3 metres of excavator/truck when moving to location. Excavator/truck to move at walking pace using runway.	5
<b>4. Excavation of Grave:</b>				
Removal of soil.	Person struck by excavator / public	2	Ensure all persons are outside the excavator's boom operating ratios. Member of the public who come within 3 metres of excavator, cease operation.	5
	Falls.	3	Ensure observer remains at grave site at all times. If observer is not possible, cover the grave with boards when grave is unattended.	5
	Confined space – suffocation	4	No person is permitted to enter the grave when greater than 1.5 metres deep.	6
	Person struck by truck	4	Spotters to be used when truck is vacating to dump load.	6
Water entering excavation after rain/storm.	Fall/Drowning	3	Observer to remain at grave site. Cover site with boards until rain/storm has passed.  Pump out water using water pump. (Note: If burial is cancelled due to inclement weather the entry to excavation must be secure to prevent unauthorised entry.)	5
<b>5. Burial Preparation:</b>				
Clear site for burial	Slip/strip & fall. Manual handling	3	Remove all boards, plant and equipment. Team lifting where required.	5

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Place artificial grass and boards around grave site	Fall and Manual handling	5	When placing artificial grass ensure a safe distance from edge of grave. Team lift when placing boards.	6
Placement of chairs	Manual handling	5	Lift one chair at a time using correct lifting technique	6
(Pre coffin arrival) Placement of control around grave	Trip/Fall	4	Safety barriers around grave and board place over top of grave.	6
<b>6. Backfilling grave</b>				
Mourners on site.	Struck by plant/Trip & Fall	4	Backfilling of grave is not to commence until all mourners have vacated the burial site.	5
Preparation for backfilling. Replacing runway boards.	Manual handling.	3	Team lifting to be conducted with one person taking charge on the lift.	5
Plant entering worksite using runway.	Personal injury & damage to surrounding grass.	4	Ensure no unauthorised person is on the site and no person is within 3 metres of plant when moving to location. Plant to move at walking pace when using runway.	5
Backfilling grave with gravel material	Struck by plant, Eye injury, and damage to surrounding grass.	2	Plant use runway and at walking pace. A spotter may be required to ensure public are kept clear. Eye protection to be used.	5
Material to be compacted	Manual handling	3	Use of long handle compactor. Rotate compaction duty.	5
Cement powder added to material	Manual handling	3	Use 20kg bags using correct lifting techniques or team lift if required.	5
	Inhaling cement dust	2	Breathing mask to be worn	5
Backfill with soil	Struck by truck/damage to surrounding grass	4	When truck is reversing ensure spotter is used. Truck to use runway. One person to direct the tipping of soil into grave.	6
Compacting soil using compactor (Wacker)	Manual handling	3	Transporting Wacker from truck ensure team lifting. Rotate operating Wacker regularly. Team lifting when placing Wacker in area to be compacted.	5

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	Noise	3	Hearing protection for operator and persons in close proximity of Wacker.	5
Backfill with soil, turf replacement & watering.	Struck by plant & damage surrounding grass	4	Plant to use runway and at walking pace. A spotter may be required to ensure public are kept clear.	6
	Manual handling	4	Use wheel barrow to transport grass & hose.	6
<b>7. Site clean up</b>				
Remove of runway boards	Manual handling	3	Team lifting to be used	5
Removal of plant/equipment	Manual handling, Slip, strip & fall	4	Site inspection to ensure all plant and equipment has been stowed away and any debris cleaned up. Team lifting when lifting Wacker & Generator.	5

Personnel Qualifications & Experience	Personnel Involved in Activity Consulted	Training Required to Complete Work	Training Officer & Qualifications
Excavator Licence (LE) Truck Licence (LR) Minor construction work		Construction Induction (General) Manual Handling OH&S Site Specific Induction Emergency Procedure	External Trainer External Trainer & Team Leader OH&S Workplace Officer

Description of Equipment to be Used	Maintenance Regime	Description of Chemicals to be used	Legislation/Codes of Practice/Standards/Council Policy
Truck, Ute, Excavator, Turf Shovel, Steel Rake, Trailer, Whacker Packer, Generator, Water Pump, PPE – Steel Cap Boots, Breathing Mask, Hearing Protection, Eye Protection, Sun Protection Clothing.	Workshop Maintenance for Plant Testing & Tagging Onsite Inspection Checklist	Diesel, Cement, Unleaded Petrol  Material Data Sheets for the above chemicals are to be readily available onsite.	OH&S Act 2000 OH&S Regulation 2001 COP – Excavation, OH&S Induction Training Construction, Manual Handling

## Work Method Statement

### Person(s) Responsible for Supervising/Inspecting Work:

Person(s) responsible for supervising the work, inspecting and approving work areas, work methods, protective measures, plant equipment and power tools on this site are:

<b>Name:</b>		<b>Position:</b>		<b>Qualifications:</b>		<b>Signature:</b>	
<b>Name:</b>		<b>Position:</b>		<b>Qualifications:</b>		<b>Signature:</b>	

For list of names and signatures of staff instructed in this WMS see attached Induction Record.

## Work Method Statement Induction Record

Explained, Read, Understood and signed by all relevant employees/subcontractors on site. Copy to be attached to relevant Work Method Statement.

Name	Signed	Date	Name	Signed	Date

## Work Method Statement

### Hazard Guidelines

Safety Hazards	Environmental Hazards	Hierarchy of Control
<ol style="list-style-type: none"> <li>1. Manual Handling</li> <li>2. Plant &amp; Equipment – operation, maintenance, storage and inspection</li> <li>3. Working at Heights</li> <li>4. Confined Spaces – identification and marking of work situations that can be regarded as a confined space.</li> <li>5. Vehicle and Plant Movement – identification of requirements, planning and personnel awareness</li> <li>6. Hazardous Substances and dangerous goods – identification, marking, handling, use, storage, spillage, containment, removal and disposal.</li> <li>7. Electrical Work – identification and marking – contacts for location, adjustment, repair and emergency.</li> <li>8. Body Stressing – caused by lifting, repetition of movements i.e. bending, pulling, pushing, turning or working in confined or unchangeable positions.</li> <li>9. Blasting – warrant, requirements and contacts for carrying out.</li> <li>10. Traffic Control – traffic control plans – additional measures.</li> <li>11. Underground and overhead utilities – identification and marking – contacts for location, adjustment, repair and emergency.</li> <li>12. Other activities identified from experience or notified warning.</li> </ol>	<ol style="list-style-type: none"> <li>1. Environmentally sensitive areas i.e. acid sulphate soils.</li> <li>2. Need for approvals, licences and permits.</li> <li>3. Site access – consideration of erosion, noise, traffic conflict, dust and pedestrian thoroughfare and property access.</li> <li>4. Erosion and sedimentation controls.</li> <li>5. Water Management – discharge to waterways, pool water quality.</li> <li>6. Air Quality – including dust suppression, chemical odours, plant and vehicle emissions.</li> <li>7. Fire – permits, emergency response.</li> <li>8. Ground vibration and air blast – affect on adjacent structures.</li> <li>9. Vegetation – damage, destruction, removal</li> <li>10. Fauna – damage, destruction, removal of food trees and access (i.e. Koala areas)</li> <li>11. Hazardous Chemicals (Herbicides, Pool Chemicals) – licences, handling, use, storage, spillage, containment, removal and disposal.</li> <li>12. Indigenous and Non-indigenous heritage – site identification, marking, preservation.</li> <li>13. Contaminated Ground.</li> </ol>	<ol style="list-style-type: none"> <li>1. Implementing measures to reduce the risk associated with any issue is the process for controlling them. The control measures must follow the order detailed in the Hierarchy of Control below. A combination of controls may be appropriate. <ul style="list-style-type: none"> <li>• Elimination of the hazard</li> <li>• Substitution eg of the equipment or substance</li> <li>• Isolation eg distance or enclosure</li> <li>• Engineering controls eg guarding</li> <li>• Administrative controls eg supervision, training, job rotation</li> <li>• Personal protective equipment</li> </ul> </li> <li>2. It must be noted that personal protective equipment should always be the last control option considered.</li> </ol>

### Risk Analysis

A risk analysis is conducted to determine the level and the different types of risk associated with each step in the activity. The Section Manager, Co-ordinator, Team Leader or Superintendent or an appropriately trained or experienced representative conducts the risk analysis in accordance with the guidance table below. The Risk Analysis Matrix takes into account the probability (likelihood) of a specific unplanned event occurring and the possible outcome (consequence) to the person, environment, public property, quality of the job, cost, etc. if it does. The level of risk ascertained from the analysis determines the control measures that will be implemented for that particular step in the activity. Depending on the risk rating achieved by the a determination needs to be made on the appropriate levels of control to manage the level of risk.

- For each hazard think about: How severely it could hurt someone and How likely is it to happen?

1 – extremely important through to 6 – least important	Kill, disable or Major Damage to Environment	Several Days off Work or Medium Damage to Environment	First Aid or Minor Damage to Environment
Very likely – could happen regularly	1	2	3
Likely – could happen occasionally	2	3	4
Unlikely – could happen, but only rarely	3	4	5
Very unlikely – could happen, but probably never will	4	5	6