

# Work Method Statements

WHS-WI-311

## Applicability

SMS

## Publication Requirement

Internal and External

## Primary Source

Replaces previous document (WHS-PR-311, version 2.0)

## Document Status

Version #	Date Reviewed	Prepared by	Reviewed by	Endorsed	Approved
2.1	15 Dec 2015	Corporate Work Health and Safety Coordinator	Corporate Work Health and Safety Manager	Executive General Manager Enterprise Services	Operational Safety and Environment Review Committee
2.2	8 June 2016	Corporate Work Health and Safety Coordinator	Corporate Work Health and Safety Manager	Executive General Manager Enterprise Services	Operational Safety and Environment Review Committee
2.3	10 July 2018	Corporate Work Health and Safety Coordinator			Corporate Work Health and Safety Manager

## Amendment Record

Amendment Version #	Date Reviewed	Description of Amendment
2.1	15 December 2015	Includes reference to a Work Method Statement Review Checklist, which has been developed to help guide the review of work method statements.
2.2	8 June 2016	Update to the process for creating or changing work method statements.
2.3	10 July 2018	Section 4 updated to include Inland Rail delegations

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## 1 Introduction

### 1.1 What is the purpose of this document?

This document sets out how we will use, review and develop work method statements.

The purpose of work method statements is to help supervisors and workers implement and monitor control measures at a workplace to ensure work is carried out safely.

### 1.2 What is the scope?

This document applies to ARTC and ARTC workers.

Principal Contractors engaged by us are responsible for ensuring that work method statements are in place on sites they control in line with the applicable Work Health and Safety Management Plan.

### 1.3 Who owns this document?

The Executive General Manager Enterprise Services owns this document.

### 1.4 What are our key accountabilities?

Managers will ensure that:

- approved work method statements are made available to workers
- workers are briefed on work method statements relevant to work they will undertake and this is recorded (for example, at team tool-box talks)
- workers understand the hazards, risks and controls associated with their tasks and understand and put required controls in place
- arrangements are in place to monitor that risk controls are in place and effective
- workers do not start or continue work if required controls cannot be put, or are not, in place
- work method statements are reviewed and/or developed if this is required

Workers will:

- understand and work in line with approved work method statements as applied to their work
- stop work and speak to a supervisor if there is any uncertainty about required controls, if a control cannot be put in place, or if it is not safe to start or continue work

### 1.5 What subordinate documents to this are there?

Our [Safety Management System](#) includes a link to [approved work method statements](#).

Also available are a [Work Method Statement Template](#), a [Work Method Statement Field Checklist](#), and a [Work Method Statement Review Checklist](#).

## 1.6 What references should I be aware of?

Commonwealth Work Health and Safety (WHS) law applies to ARTC. Comcare, our work health and safety regulator, publishes information about such law to [www.comcare.gov.au](http://www.comcare.gov.au)

For guidance on work method statements see:

- Commonwealth Work Health and Safety Regulations ([Chapter 6, Part 6.3, Division 2](#))
- [The Code of Practice for Construction Work](#) which provides guidance on how to prepare, implement and review work method statements.

For information on ARTC's risk management processes, see the [Risk Management Policy](#), [Risk Management Procedure](#) and subordinate documents.

## 1.7 What are the key terms and their definitions?

The following terms and acronyms are used within this document:

Term	Description
ARTC Manager	May include ARTC Team Managers and Project Managers.
ARTC Worker	For the purpose of this procedure, an ARTC worker is an ARTC employee, or a contractor directly managed by ARTC.
Business Unit Safety or Safety & Environment teams	Includes Principal Advisors and/or Compliance Managers within each Business Unit, and the Corporate Work Health and Safety Coordinator within Support Divisions.
Control	A measure that modifies risk be either preventing the risk or reducing (mitigating) the consequences of the risk. Controls may include any process, policy, device, practice or other action with modifies risk.
Hazard	A source of potential harm (for example, in terms of human injury, damage to property, or other loss). A hazard can be a risk source.
High Risk Construction Work	Work as defined by <a href="#">Regulation 291</a> of the WHS Regulations (see page 7 of this work instruction).
Risk	Effect of uncertainty on objectives.  An effect is a deviation from the expected, either positive and/or negative. Objectives can have different aspects (such as financial, rail safety, WHS and operations goals) and can apply at different levels (such as strategic, organisational, project and process)
Work Method Statement	A work method statement is a document that sets out the work activities to be carried out, the hazards and risks from these activities and the measures to be put in place to control the risks.  The purpose of work method statements is to help supervisors and workers implement and monitor control measures at a workplace to ensure work is carried out safely.

## 2 Work Instruction

### 2.1 When are work method statements required?

Work Method Statements are required:

- for high risk construction work as defined by WHS Regulations (see page 7 of this work instruction), and
- where an assessment of risk indicates that a work method statement can help work teams to put in place and monitor risk controls for specific tasks.

### 2.2 How are work method statements used?

The [Safety Management System](#) includes links to [approved work method statements](#).

Managers must ensure that:

- relevant approved work method statements are made available to workers.
- workers are briefed on work method statements relevant to work they will undertake and this is recorded (for example, at team tool-box talks)
- workers understand the hazards, risks and controls associated with tasks, and
- workers understand and put required controls in place.

At the same time, workers must

- understand and work in line with approved work method statements as applied to their work
- stop work and speak to a supervisor if there is any uncertainty about required controls, a control cannot be put in place, or if it is not safe to start or continue work.

If a contractor has a work method statement, this may be used subject to this being agreed with the relevant ARTC Manager and the document being consistent with the relevant ARTC requirements.

Changes to an approved work method statement may be made on site should an assessment of risk find this improves the control of risk (and does not increase risk or introduce new risk). Any changes must be recorded (for example, on a pre-work brief).

ARTC Managers must ensure that arrangements are in place to monitor work and ensure that controls are in place and effective. This may include a system of workplace inspections, for example, to observe workers and supervisors to see if work method statements are being followed.

The [Work Method Statement Field Checklist](#) may be used for this purpose.

Work must not commence or proceed if required controls cannot be put in place or are observed not to be in place.

## 2.3 When should work method statements be reviewed?

Work method statements should be reviewed if:

- a new hazard is identified, or if there is a change that is likely to give rise to a new or different risk (for example, new plant or equipment is introduced)
- consultation with workers indicates that a review is needed
- a need is identified by an ARTC Manager during a workplace inspection
- a review period indicated on a work method statement is passed
- a need is identified after an injury, near miss / incident / hazard report or audit.

## 2.4 How are work method statements to be reviewed?

The nature of a review will depend on the reasons for the review (see section 2.3 above).

The [Work Method Statement Review Checklist](#) may be used to help guide a review process.

## 2.5 How are work method statements to be created or changed?

Speak to your Business Unit Safety or Safety and Environment team if a work method statement is required or a need to revise a work method statement is identified.

Business Unit Safety or Safety and Environment teams will assist relevant managers to:

1. mark the proposed change(s) or prepare a new work method statement, using the [work method statement template](#)
2. ensure relevant related documents are reviewed to ensure consistency (this may include, for example, relevant laws, procedures, work instructions, codes of practice and standards)
3. arrange for consultation with relevant workers  
(for example, consultation with workers who will be engaged in the work, Business Unit Safety or Safety and Environment teams, relevant safety committee members, subject matter experts, and other relevant Business Units / Divisions)
4. request approval of the new document or changes to an existing document:
  - facilitated by the Corporate Work Health and Safety Coordinator, if changes are proposed to work method statements covering general safety requirements, or
  - from relevant Executive General Managers or their nominated delegates (see section 4), if changes are proposed to task based work method statements.noting that the [Work Method Statement Review Checklist](#) may be used to confirm appropriate development of a document.
5. ensure approved work method statements are sent to [standards@artc.com.au](mailto:standards@artc.com.au) for registering as [approved work method statements](#).
6. once new work method statements or changes to work method statements are approved, ensure relevant managers are told so that this may be communicated to relevant workers and this recorded (for example, through team tool-box talks)

## 2.6 What records must be kept?

Work method statements must be available while work is being completed, and for at least two years after an injury or significant near miss / incident / hazard if this should occur.

Approved copies will be published on the intranet as [approved work method statements](#) and controlled copies will be kept of these.

Manager briefings on work method statements must be kept (for example, as part of toolbox talks).

### 3 High Risk Construction Work

Work method statements are required for high risk construction work.

Work Health and Safety Regulations (section 291) define high risk construction work.

High risk construction work is construction work (which includes maintenance activities) that:

- involves a risk of a person falling more than 2 metres, or
- is carried out on a telecommunication tower, or
- involves demolition of an element or structure that is load-bearing or otherwise related to the physical integrity of the structure, or
- involves, or is likely to involve, the disturbance of asbestos, or
- involves structural alterations or repairs that require temporary support to prevent collapse, or
- is carried out in or near a confined space, or
- is carried out in or near
  - a shaft or trench with an excavated depth greater than 1.5 metres, or
  - a tunnel, or
- involves the use of explosives, or
- is carried out on or near pressurised gas distribution mains or piping, or
- is carried out on or near chemical, fuel or refrigerant lines, or
- is carried out on or near energised electrical installations or services, or
- is carried out in an area that may have a contaminated or flammable atmosphere, or
- involves tilt-up or precast concrete, or
- is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians, or
- is carried out in an area at a workplace in which there is any movement of powered mobile plant, or
- is carried out in an area in which there are artificial extremes of temperature, or
- is carried out in or near water or other liquid that involves a risk of drowning, or
- involves diving work.

## 4 Approval of Work Method Statements

Section 2.5(4) of this work instruction states that Executive General Managers or their nominated delegates may approve task based work method statements.

Nominated delegates are listed below.

### **Hunter Valley**

- General Manager Asset Delivery,
- General Manager Asset Development, and/or
- General Manager Customer Service and Operations

### **Inland Rail**

- Programme Safety and Construction Manager

### **Interstate**

- General Manager Asset Management, and/or
- relevant Delivery Managers