









Works Procedure










Install Wire Rope Barrier

Activity Definition	All works associated with the installation of Brifen roadside wire rope barrier furniture.		
Unit of Measurement	Metres	Average Daily Production	
Specification or Restoration Standard			
The wire rope barrier shall be installed to the Hill & Smith Pty. Ltd. specifications and Manual of Uniform Traffic Control Devices			

Procedure Steps	Hazard	Additional PPE	Details / Issues	Resp. Officer
1. Locate work area <ul style="list-style-type: none"> Identify the proposed job site from Works orders or as directed Evaluate other site specific conditions 	 Manual Handling	 	Are there any changes required for the environment? Are there any changes required for safety? Check for above and under ground services Dial before you dig	All Staff
2. Daily Pre-start Meeting <ul style="list-style-type: none"> Keep clear of moving plant Determine where Spotter will be required. Nominate Spotter from team for days work PPE as per Site policy 			Spotter to be nominated and recorded on daily pre-start form Ensure Spotter is aware of exclusion zones requirements for plant	All Staff
3. Establish Traffic Control <ul style="list-style-type: none"> Erect signs and other traffic control devices in accordance with requirements Record sign layout and time of erection 			Are there any changes required for traffic management? Refer 'Roadworks signing Guide'	All Staff
4. Determine the Work Area			Mark out site	
5. Mark Out Wire Rope Footings / Posts <ul style="list-style-type: none"> Excavate footings / anchors Drill footing for wire rope barrier Dispose of waste as directed 	 Crush by reversing vehicles High traffic volume Muscular strains/bending	  	Environmental control Spoil to be removed from site or spread Pothole.	All Staff

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Procedure Steps	Hazard	Additional PPE	Details / Issues	Resp. Officer
6. Layout Posts and Anchors <ul style="list-style-type: none"> ▶ Set posts / anchors into concrete footings / 	 Manual Handling Exposure to concrete	 	Correct height Fit reo rings into concrete as you set the posts. Fit dust covers before wire rope.	All Staff
7. Lay out wire rope and swag turn buckles at tension points / spacers / bobbins / caps / reflectors		 	Lay out the rope to specs Swage bolts to wire rope as you lay out the rope	All Staff
8. Tensioning <ul style="list-style-type: none"> ▶ Tension wire rope to Hill & Smith Pty. Ltd. specification 			Check the lay of rope and or height at anchors.	All Staff
9. Check the work against the standards			Audit site	All Staff
10. Re-establish Road Furniture <ul style="list-style-type: none"> ➤ Check Signs 			Ensure signs are clean	All Staff
11. Leave Work Site Safe and Tidy <ul style="list-style-type: none"> ▶ Remove all loose material 			Dispose of all materials to designated site	All Staff
12. Remove Traffic Control <ul style="list-style-type: none"> ▶ Remove signs and other traffic control devices in accordance with requirements ▶ Record time of removal 				
13. Complete and hand in relevant paperwork				

Approved by **Works Reference Group**

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Project Specific Details

There no additional procedures to follow the above.

Project:		Project Manager:			
Step #	Procedure Steps	Hazard	Additional PPE	Details / Issues	Resp. Officer
1	Consider potential hazards, control measures and appropriate PPE associated with loading and/or unloading equipment and material.	<ul style="list-style-type: none"> • Struck by moving object • Crushed by vehicle, plant or object • Manual handling 		<ul style="list-style-type: none"> • Pre-start site safety meeting • Refer to Work Method Statement "Moving Powered Mobile Plant at the Workplace" and "Working on, or Adjacent to a Road or Railway". • Refer to specific state "Plant Code of Practice" • PPE as per department policy • High Visibility Clothing • Manual handling training • A recommended lifting weight of 20kg for a single person 	All Staff
2	Ensure plant has been serviced and adjusted.	2.1 <ul style="list-style-type: none"> • Use of unsafe plant • Slips, Trips, Falls 		<ul style="list-style-type: none"> • Plant servicing and pre-start checks to be carried out and recorded in logbooks • Housekeeping 	All Staff
		2.2 <ul style="list-style-type: none"> • Contaminant's spill for example, motor oil, hydraulic liquid, fuel and so on. 		<ul style="list-style-type: none"> • Bioactive absorbent material and/or spill kit to be on site • Environmental controls as per sate requirements 	All Staff
3	Establish traffic management devices	3.1 <ul style="list-style-type: none"> • Struck by passing traffic 		<ul style="list-style-type: none"> • Pre-start site safety meeting • Traffic control setup and devices utilized as per TMP's • Qualified personnel • PPE as per departmental policy • Where possible exit vehicle on opposite side to passing traffic • If exiting vehicle on traffic side always check for approaching vehicles • Vehicles are to display arrow boards (when available) <p><u>Work Using a Truck Mounted Attenuator (TMA)</u></p> <ul style="list-style-type: none"> • Consider the use of a TMA as per Traffic Management Diagrams and Work Instructions included in the "Guide for Use of TMA's." • If a TMA is required then use in accordance with the above Guide. 	All Staff

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Project:		Project Manager:			
				<ul style="list-style-type: none"> • TMA to shadow personnel and vehicle placing traffic control devices • TMA should be used on all M/way & H/way job sites 	
		3.2 <ul style="list-style-type: none"> • Muscular Strain while handling warning devices 		<ul style="list-style-type: none"> • Manual handling training • A recommended lifting weight of 20kg for a single person 	All Staff
		3.3 <ul style="list-style-type: none"> • Cuts and bruises 		<ul style="list-style-type: none"> ▪ Store signs in easy to reach locations • PPE as per state policy 	
4	Determine the work area: <ul style="list-style-type: none"> • From supervisor's instructions • Mark out site • Drill / Excavate 	<ul style="list-style-type: none"> • Speed Environment • High Vehicle Volumes Environment • Struck or Crushed by plant or passing traffic • UV Radiation • Underground and overhead power line • Environmental risks 		<ul style="list-style-type: none"> • Pre-start site safety meeting • Staff do not cross any multi lane carriageways on foot • Keep clear of moving plant or vehicles • Spotter for overhead power lines • PPE as per state policy • High Visibility Clothing • Check with "Dial Before You Dig" • Environmental controls as per state requirements • Refer to Work Method Statement "Moving Powered Mobile Plant at the Workplace" and "Working on, or Adjacent to a Road or Railway". • Refer to specific state "Plant Code of Practice" • Refer to Work Method Statement "Work near overhead or underground power lines". • Overhead and/or underground power lines may be required to have power isolated • Spotters for plant • Pothole if necessary. 	All Staff
5	Lay out Materials Posts /Swages / Dust Covers / Anchors.	5.1 <ul style="list-style-type: none"> • Manual handling • Sprains and strains • Hand tools/cuts or striking injuries • Slips, Trips, Falls 		<ul style="list-style-type: none"> • Manual handling training • A recommended lifting weight of 20kg for a single person • Maintain hand tools in good condition • PPE as per state policy • Gloves while handling Wire Rope and post components • Maintain a clean worksite 	All Staff

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Project:		Project Manager:		
5			<ul style="list-style-type: none"> • Visual check of site 	All Staff
		5.3 <ul style="list-style-type: none"> • Struck or Crushed by plant or passing traffic 	<ul style="list-style-type: none"> • Keep clear of moving plant or vehicles • PPE as per state policy • Traffic management in accordance with approved "Traffic Management Plans" • Work vehicles and plant warning devices (Flashing lights, Reversing beepers, Spotters while reversing, lights and work area lighting for night work) to be checked and working • Refer to Work Method Statement "Moving Powered Mobile Plant at the Workplace" and "Working on, or Adjacent to a Road or Railway". • Refer to specific state "Plant Code of Practice" 	
		5.4 <ul style="list-style-type: none"> • Contaminant's spill for example, motor oil, hydraulic liquid, fuel and so on. 	<ul style="list-style-type: none"> • Bioactive absorbent material and/or spill kit to be on site • Environmental controls as per state requirements. 	All Staff
6	Concrete Anchors/ Footings/Posts.	6.1 <ul style="list-style-type: none"> • Manual handling • Sprains and strains • Hand tools/cuts or striking injuries • Slips, Trips, Falls • Noise 	<ul style="list-style-type: none"> • Manual handling training • A recommended lifting weight of 20kg for a single person • PPE as per state policy • Gloves while handling Wire Rope post components • Maintain a clean worksite 	All Staff
		6.2 Struck or Crushed by plant or passing traffic	<ul style="list-style-type: none"> • Keep clear of moving plant or vehicles • PPE as per state policy • Traffic management in accordance with approved "Traffic Management Plans" • Work vehicles and plant warning devices (Flashing lights, Reversing beepers, lights and work area lighting for night work) to be checked and working • Spotter while reversing. 	All Staff

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Project:		Project Manager:			
				<ul style="list-style-type: none"> • Refer to Work Method Statement "Moving Powered Mobile Plant at the Workplace" and "Working on, or Adjacent to a Road or Railway". • Refer to state specific "Plant Code of Practice" 	
6		<p>6.3</p> <ul style="list-style-type: none"> • Contaminant's spill for example, motor oil, hydraulic liquid, fuel and so on. 		<ul style="list-style-type: none"> • Bioactive absorbent material and/or spill kit to be on site • Environmental controls as per state requirements. 	All Staff
7	Lay out Wire Rope Tension rope. Swage bolts	<p>7.1</p> <ul style="list-style-type: none"> • Manual handling • Sprains and strains • Hand tools/cuts or striking injuries • Struck by the use of a overhead crane • Slips, Trips, Falls • Noise 		<ul style="list-style-type: none"> • Manual handling training • A recommended lifting weight of 20kg for a single person • Use of crane truck • Hard Hats to be wear while the crane is been used • Keep others away from area while the crane is in use • PPE as per state policy • Gloves while handling Wire Rope post components • Maintain a clean worksite 	All Staff
		<p>7.2</p> <ul style="list-style-type: none"> • Overhead power line 		<ul style="list-style-type: none"> • Spotter for overhead power lines • Tiger Tails • Visual check of site • Refer to Work Method Statement "Work near overhead or underground power lines". • Overhead and/or underground power lines may be required to have power isolated 	All Staff
		<p>7.3</p> <p>Struck or Crushed by plant or passing traffic</p>		<ul style="list-style-type: none"> • Keep clear of moving plant or vehicles • PPE as per state policy • Traffic management in accordance with approved "Traffic Management Plans" • Experience in Swaging Machine. • Work vehicles and plant warning devices (Flashing lights, Reversing beepers, lights and work area lighting for night work) to be checked and working 	

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Project:		Project Manager:		
			<ul style="list-style-type: none"> • Spotters for reversing 	
		7.4 <ul style="list-style-type: none"> • Contaminant's spill for example, motor oil, hydraulic liquid, fuel and so on. 	<ul style="list-style-type: none"> • Bioactive absorbent material and/or spill kit to be on site • Environmental controls as per state requirements. 	All Staff
8	Dispose of waste / excess material: <ul style="list-style-type: none"> • Dispose waste material at an environmentally approved site • Store excess material for future work at an environmentally approved site • Recycle old material 	8.1 <ul style="list-style-type: none"> • Manual handling • Sprains and strains • Syringes 	<ul style="list-style-type: none"> • Manual handling training • A recommended lifting weight of 20kg for a single person • Dispose of syringes in sharps containers • Sharps awareness training 	All Staff
		8.2 <ul style="list-style-type: none"> • Overhead power line 	<ul style="list-style-type: none"> • Spotter for overhead power lines • Tiger Tails • Visual check of site 	All Staff
		8.3 <ul style="list-style-type: none"> • Recyclable material 	<ul style="list-style-type: none"> • Recycle material • Environmental controls as per state requirements. 	All Staff
9	Check the work against the restoration standard		Audit Site	Project Team
10	Leave work site safe and tidy <ul style="list-style-type: none"> • Remove all loose material 	<ul style="list-style-type: none"> • Manual Handling • Sprains and strains 	<ul style="list-style-type: none"> • Manual handling training • A recommended lifting weight of 20kg for a single person 	All Staff

Approved by **Project Manager:** _____ / ____ / ____
Signature *Date*