

Form

RoadTek Prestart Meeting & Welfare Facilities Form (Operational Area)



Date:	26.6.22	Time:	0630am
Location / Depot:	<u>Pavement Repairs</u> <u>Bruce Hwy</u>	Job Type/No:	51-005521
Supervisor:	NR	H&S Representative:	
Maximum number of workers on site (inc. contractors):		15	
RoadTek is Principal Contractor	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Lead related processes being conducted	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
Asbestos related-work being conducted	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		

ALL INCIDENTS MUST BE REPORTED TO YOUR SUPERVISOR IMMEDIATELY

What Did We Do Well Yesterday? Did Anyone Notice Anything Unsafe? Near Miss?

- pos Comms
- Various Crews & Subbies working well together
-
-
-
-
-

Latest Safety Alerts – Could That Happen To Us? NO

Latest 'RoadTek Weekly Safety Incidents' email for discussion. YES / NO (Please Circle)

Toolbox Talk Today Yes / NO (Please Circle) – If Yes Attach to this prestart

Expected Weather Conditions Today: Fine

Covid Safe Plan in place and adhered to, All workers healthy and fit for work. YES / NO (Please Circle)

What's Happening Today (Where are any subcontractors)?

- VeriKast Control Traffic @ Sites 31 & 36 ~~21 & 28~~
- Single lane closure using type 2 lights - Signage as per IAS
- Spreader & Stabiliser - Drop Cement @ 8.8kg/m², Dry
- Munch, connect to water cut & wet Munch
- Grader, rollers, Pesi & Tipper - Shape material compact with smooth drum, trim to match existing, Pesi pick up excess material & load into tipper, cut to stock pile area
- Works in Site 31 & 36
-
-
- Caution around rail sidings as lane cut is in process
-
-
-

Specific Activities and Assigned Responsibilities: (for Stop-Think-Go Pocketbook assessment)

Manual Handling , Loading Trucks , Sealing Works , Traffic Control , Rolling/Trimming , Soil Testing ,
Back Watering , Dust Control , Spotters , Ground Crew , Excavation , Backfilling ,
Sweeping The Road , Stabilising , Spreading Cement Powder , Profiling
Anything else: _____

**What High Risk Construction Activities Are We Undertaking Today
(Need Safe Work Method Statements)?**

Working Near Roads , Working Near Mobile Plant , Working Near Rail , Working Near Water ,
Working at Height , Working Near Overhead Powerlines , Working in a Confined Space ,
Working Near Pressurised Gas Main , Working at Night , Working in a Confined Space , Demolition Work
Anything else: Working with respirable silica

Exclusion Zones: (Eg. Traffic/ Plant/ Powerlines/ Pedestrians)

**10m Exclusion Zone for all pedestrians when working near Mobile Plant
Stabiliser – 10m Exclusion Zone During Dry Munch, 1m During Wet Munch**

What are the Hazards and Risks at this Site?

Traffic , Dust , Overhead Powerlines , Reversing Plant & Equipment , Working Near Earthmoving
Equipment , Working In Confined Area's , Slips Trips and Falls , Working in a Hot Environment ,
Working with paint , Working with herbicide , Tac/Bitumen , Cement Powder , Steep Slopes/Batters ,
Manual Handling , Swing area of Excavator/Backhoe , Excavations , Rock Falls , Snakes & Spiders ,
Storm's/Wet Weather , Working in High Terrain , Ticks , Hazardous Chemicals ,
Anything else: _____

How Will We Make Sure We Are Safe? What Control Measures Will We Use?

TMP , Traffic Controllers , Spotters , Positive Communications , Eye Contact with operators ,
10m Plant Exclusion Zone , PPE , RPE , Stop Think Go , Correct Manual Handling Techniques , \$2k
Well defined work areas , 3 points of Contact , Look out for each other , Communication Channel 24 ,
Level Ground for Tipping Truck , Bulk Watering for Dust suppression , Hazardous Chemical Storage ,
ChemAlert , Firm footing when walking around the job site ,
Shall do stop think go books (for each different activity) , Ask for Help
Anything else: _____

Are There Any Environmental Or Quality Issues?

Welfare Facilities

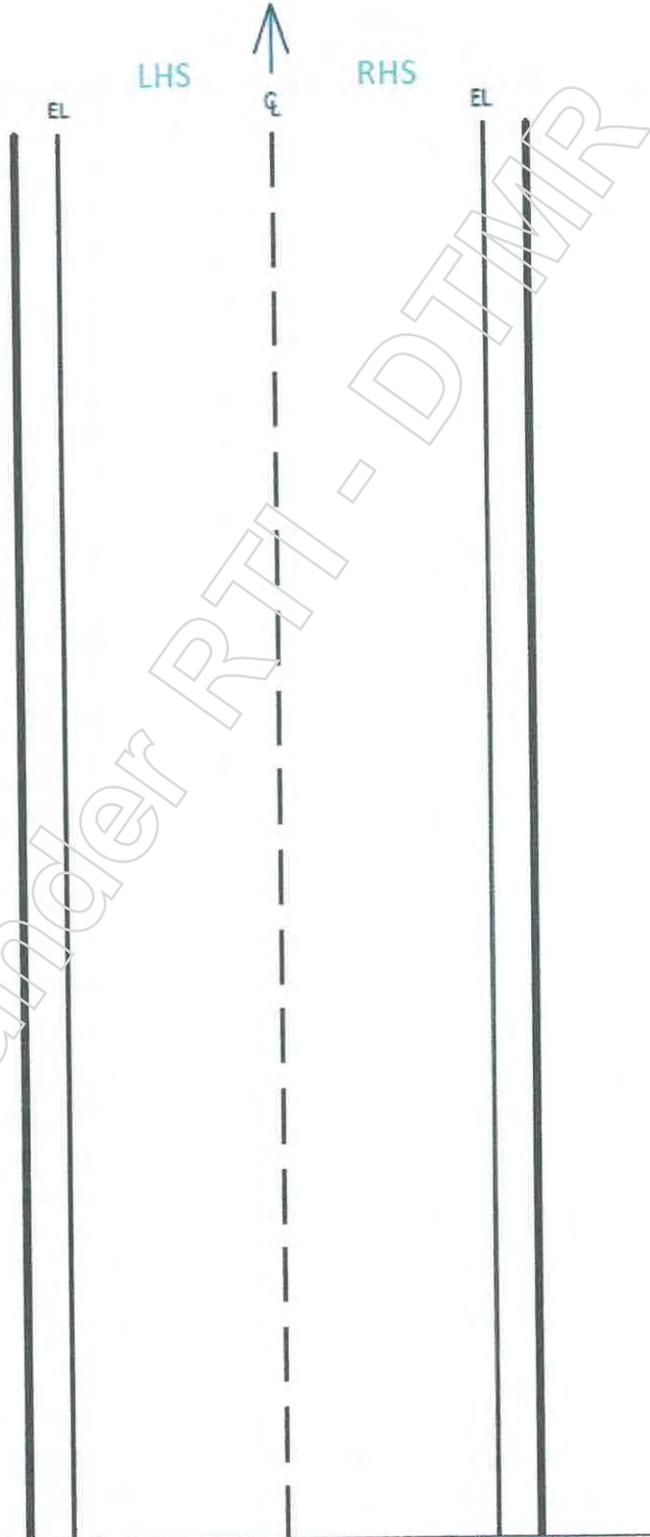
<p>Drinking water: Easily accessible, clean drinking water that is at or below 24°C must be provided free of charge. Bottled water or containers are acceptable.</p>	<ul style="list-style-type: none"> • 15 Workers. • Water available at Motel • Water in Caravan
<p>Toilets: Reasonable access is required to clean toilets with toilet paper, hand washing facilities, rubbish bins, and disposal facilities for sanitary items. Precise locations must be identified.</p> <ul style="list-style-type: none"> • 1 toilet per 15 males and 1 toilet per 15 females • 1 unisex toilet if ≤10 workers and ≤ two of one gender <p>Portable toilets located on site should be provided where it is not reasonably practicable to provide access to permanent toilets. Portable toilets must be safe to access and regularly cleaned.</p>	<p>Toilet facilities available at – Porta Loo On-Site – RoadTek Caravan</p>
<p>Hand washing: Must include clean hot and cold water, soap and hygienic drying facilities that should be accessible to work areas, eating areas and toilets.</p>	<p>Please tick applicable:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Water wash facility located in site toilet hut <input type="checkbox"/> Water wash facility in truck / LV <input checked="" type="checkbox"/> Hand cleaner / wipes in truck / LV <input checked="" type="checkbox"/> Rags located in truck / LV <input type="checkbox"/> Other: _____
<p>Dining facilities: Hygienic facilities for eating, preparing and storing meals are required on site. Facilities must accommodate the total number of workers on site likely to use them at one time.</p>	<p>Please tick applicable:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Site crib hut provided and hired from ___RoadTek___ <input checked="" type="checkbox"/> 5 fold out chairs, 1 Awning <input checked="" type="checkbox"/> Work crew agrees to use truck for lunch and smoko breaks <input type="checkbox"/> Public facilities (undercover area & seating) location (inc. road/distance):
<p>First aid: First aid facilities, equipment and personnel must be provided, including a clean and private space where possible.</p>	<p>First aid kits located in Site office that are in date and serviced</p> <p>First aid officer/s NR</p>
<p>Change rooms: Where a change of clothes is required, access to permanent or portable private areas with secure storage should be provided on site.</p>	<ul style="list-style-type: none"> • Change rooms located at Carmila Motel
<p>Shower facilities: Hot, dirty or hazardous work may require showers with clean hot and cold water on site.</p>	<ul style="list-style-type: none"> • Showers located Carmila Motel
<p>Access to facilities: Workers, including those with needs or disabilities, must have safe access to the necessary facilities.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Work area tidy <input checked="" type="checkbox"/> No obstructions in the way of facilities
<p>Other Issues?</p> <ul style="list-style-type: none"> ○ Discuss hazards associated with design / scope change. ○ Is there any work that requires use of ladders? Have alternative methods been investigated and risk assessment carried out ○ Daily plant movement and expected changes ○ Safety requirements for the unloading of delivery trucks <p>Important Numbers (to be read out/reinforced during each prestart)</p> <p>WHS Connect (7am-5pm Mon-Fri) - reporting incidents - <u>1800 867 947 (1800 TMR WHS)</u></p> <p>Roadworker Safety Hotline (24hrs) - reporting poor driving behaviour - <u>1800 501 509</u></p>	

A traffic movement plan shall be developed to prevent workers' exposure to plant movements.
Use the space below to develop the Traffic Management Plan for the day, or refer to:

Ensure that this diagram identifies the minimum of the following:

- Turnaround points
- Onsite parking for plant and vehicles
- Lane closures
- Work area entry and points
- Vehicle movement direction

As Per TMP



NOTES:

Date: 26.6.22	Project: Bruce Hwy Patch Repairs	
Job No: 51-005521	Worksite Location: Bruce Hwy Patch Repairs	
TGS - 22020263	TGS Description: Stop Slow AFTERCARE	
Select work type:	<input type="checkbox"/> Short Term Works	<input checked="" type="checkbox"/> Long Term Works

SIGNAGE LOCATIONS					
Fixed Reference Point / Chainage: 92-777			92.965		
Sign	Qty	Distance from Reference Point	Sign	Qty	Distance from Reference Point
	2	1030m			
	2	730m		2	730m
	2	330m			
	2	220m			
	1	100m			
	1	Work Zone		1	
	1			1	Work Zone
				1	100m
				2	220m
				2	330m
	2	730m		2	730m
				2	1030m

INSTALLATION / OPENING / CHANGEOVER

Work hour signage 26-6-22 Out of work hour signage 27-6-22
 Time: 1300 By whom ^{NR} [Redacted] Time: 1130 By whom ^{NR} [Redacted]

Regulatory signs / devices covered: N/A

INSPECTIONS

Before work
 Name of Inspector: ^{NR} [Redacted] Time of Inspection: 1300
 Signature: ^{NR} [Redacted]
 Details of changes made & by whom / Comments:
CHANGE TO AFTERCARE

During work
 Name of Inspector:
 Signature:
 Details of changes made & by whom / Comments:

During Work
 Name of Inspector:
 Signature:
 Details of changes made & by whom / Comments:

Closing down
 Name of Inspector: ^{NR} [Redacted] Time of Inspection: 1130
 Signature: ^{NR} [Redacted]
 Details of changes made & by whom / Comments:
CHANGE TO WORKAREA

After hours
 Name of Inspector:
 Signature:
 Details of changes made & by whom / Comments:

RoadTek Authorised Person: Vikum Mahagamage

Date: 26-6-22 Project: Bruce Hwy Patch Repairs

Job No: 51-005521 Worksite Location: Bruce Hwy Patch Repairs

TGS - 22020263 TGS Description: Stop Slow AFTERCARE

Select work type: Short Term Works Long Term Works

SIGNAGE LOCATIONS					
Fixed Reference Point / Chainage: <u>95.137</u>			Fixed Reference Point / Chainage: <u>95.280</u>		
Sign	Qty	Distance from Reference Point	Sign	Qty	Distance from Reference Point
	2	1030m			
	2	730m		2	730m
	2	330m			
	2	220m			
	1	100m			
	1	Work Zone		1	
	1			1	Work Zone
				1	100m
				2	220m
				2	330m
	2	730m		2	730m
				2	1030m

LONG TERM

INSTALLATION / OPENING / CHANGEOVER

Work hour signage 26-6-22 Out of work hour signage 27-6-22
Time: 1630 By whom NR Time: 0645 By whom NR

Regulatory signs / devices covered: N/A

INSPECTIONS

Before work
Name of Inspector: NR Time of inspection: 1630
Signature: NR
Details of changes made & by whom / Comments: CHANGE TO AFTERCARE

During work
Name of Inspector: Time of inspection:
Signature:
Details of changes made & by whom / Comments:

During Work
Name of Inspector: Time of inspection:
Signature:
Details of changes made & by whom / Comments:

Closing down
Name of Inspector: NR Time of inspection: 0645
Signature: NR
Details of changes made & by whom / Comments: CHANGE TO WORKAREA

After hours
Name of Inspector: Time of inspection:
Signature:
Details of changes made & by whom / Comments:

RoadTek Authorised Person: Vikum Mahagamage

Date: 26-6-22 Project: Bruce Hwy Patch Repairs
 Job No: 51-005521 Worksite Location: Bruce Hwy Patch Repairs
 TGS - 22020263 TGS Description: Stop Slow
 Select work type: Short Term Works Long Term Works

SIGNAGE LOCATIONS					
Fixed Reference Point / Chainage: 92.777			92.965		
Sign	Qty	Distance from Reference Point	Sign	Qty	Distance from Reference Point
	2	1030m			
	2	730m		2	730m
	2	330m			
	2	220m			
	1	100m			
	1	Work Zone		1	
	1			1	Work Zone
				1	100m
				2	220m
				2	330m
	2	730m		2	730m
				2	1030m

LONG TERM

INSTALLATION / OPENING / CHANGEOVER

Work hour signage

Out of work hour signage

Time: 0645

By whom

NR

Time: 1300

By whom

NR

Regulatory signs / devices covered:

N/A

INSPECTIONS

Before work

Name of Inspector:

NR

Time of inspection:

0645

Signature:

NR

Details of changes made & by whom / Comments:

CHANGE TO WORKAREA

During work

Name of Inspector:

NR

Time of inspection:

1000

Signature:

NR

Details of changes made & by whom / Comments:

During Work

Name of Inspector:

Time of inspection:

Signature:

Details of changes made & by whom / Comments:

Closing down

Name of Inspector:

NR

NR

Time of inspection:

1300

Signature:

Details of changes made & by whom / Comments:

CHANGE TO AFTERLARG.

After hours

Name of Inspector:

Time of inspection:

Signature:

Details of changes made & by whom / Comments:

RoadTek Authorised Person: Vikum Mahagamage

Form

RoadTek Prestart Meeting & Welfare Facilities Form (Operational Area)



Date:		Time:	0630am
Location / Depot:	<u>Pavement Repairs</u> <u>Bruce Hwy</u>	Job Type/No:	51-005521
Supervisor:	NR	H&S Representative:	
Maximum number of workers on site (inc. contractors):			
RoadTek is Principal Contractor	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Lead related processes being conducted	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N
Asbestos related-work being conducted	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N		

ALL INCIDENTS MUST BE REPORTED TO YOUR SUPERVISOR IMMEDIATELY

What Did We Do Well Yesterday? Did Anyone Notice Anything Unsafe? Near Miss?

• Pos comms

Latest Safety Alerts – Could That Happen To Us?

Latest 'RoadTek Weekly Safety Incidents' email for discussion. YES / NO (Please Circle)

Toolbox Talk Today Yes / No (Please Circle) – If Yes Attach to this prestart

Expected Weather Conditions Today:

Covid Safe Plan in place and adhered to, All workers healthy and fit for work. YES / NO (Please Circle)

What's Happening Today (Where are any subcontractors)?

- Verifact control traffic @ sites 36 & 27 & 31
- single lane closures using type 2 lights, signage as per TGS
- Spreader & stabiliser, drop cement @ 8.8kg/m², dry munch,
- wet munch
- Grader, rollers, pos & tipper, shape material & compact, pick up
- excess material
- Prep & seal sites 31 & 36, clean up sites once complete
- caution around rail sidings as cane cut in progress

Specific Activities and Assigned Responsibilities: (for Stop-Think-Go Pocketbook assessment)

Manual Handling , Loading Trucks , Sealing Works , Traffic Control , Rolling/Trimming , Soil Testing ,
Back Watering , Dust Control , Spotters , Ground Crew , Excavation , Backfilling ,
Sweeping The Road , Stabilising , Spreading Cement Powder , Profiling
Anything else: _____

**What High Risk Construction Activities Are We Undertaking Today
(Need Safe Work Method Statements)?**

Working Near Roads , Working Near Mobile Plant , Working Near Rail , Working Near Water ,
Working at Height , Working Near Overhead Powerlines , Working in a Confined Space ,
Working Near Pressurised Gas Main , Working at Night , Working in a Confined Space , Demolition Work
Anything else: Working with respirable silica

Exclusion Zones: (Eg. Traffic/ Plant/ Powerlines/ Pedestrians)

**10m Exclusion Zone for all pedestrians when working near Mobile Plant
Stabiliser – 10m Exclusion Zone During Dry Munch, 1m During Wet Munch**

What are the Hazards and Risks at this Site?

Traffic , Dust , Overhead Powerlines , Reversing Plant & Equipment , Working Near Earthmoving
Equipment , Working In Confined Area's , Slips Trips and Falls , Working in a Hot Environment ,
Working with paint , Working with herbicide , Tac/Bitumen , Cement Powder , Steep Slopes/Batters ,
Manual Handling , Swing area of Excavator/Backhoe , Excavations , Rock Falls , Snakes & Spiders ,
Storm's/Wet Weather , Working in High Terrain , Ticks , Hazardous Chemicals
Anything else: _____

How Will We Make Sure We Are Safe? What Control Measures Will We Use?

TMP , Traffic Controllers , Spotters , Positive Communications , Eye Contact with operators ,
10m Plant Exclusion Zone , PPE , RPE , Stop Think Go , Correct Manual Handling Techniques , ^{\$26}
Well defined work areas , 3 points of Contact , Look out for each other , Communication Channel ²⁴ ,
Level Ground for Tipping Truck , Bulk Watering for Dust suppression , Hazardous Chemical Storage ,
ChemAlert , Firm footing when walking around the job site ,
Shall do stop think go books (for each different activity) , Ask for Help
Anything else: _____

Are There Any Environmental Or Quality Issues?

Welfare Facilities

<p>Drinking water: Easily accessible, clean drinking water that is at or below 24°C must be provided free of charge. Bottled water or containers are acceptable.</p>	<ul style="list-style-type: none"> Workers. Water available at Motel Water in Caravan
<p>Toilets: Reasonable access is required to clean toilets with toilet paper, hand washing facilities, rubbish bins, and disposal facilities for sanitary items. Precise locations must be identified.</p> <ul style="list-style-type: none"> 1 toilet per 15 males and 1 toilet per 15 females 1 unisex toilet if ≤10 workers and ≤ two of one gender <p>Portable toilets located on site should be provided where it is not reasonably practicable to provide access to permanent toilets. Portable toilets must be safe to access and regularly cleaned.</p>	<p>Toilet facilities available at – Porta Loo On-Site – RoadTek Caravan</p>
<p>Hand washing: Must include clean hot and cold water, soap and hygienic drying facilities that should be accessible to work areas, eating areas and toilets.</p>	<p>Please tick applicable:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Water wash facility located in site toilet hut <input type="checkbox"/> Water wash facility in truck / LV <input checked="" type="checkbox"/> Hand cleaner / wipes in truck / LV <input checked="" type="checkbox"/> Rags located in truck / LV <input type="checkbox"/> Other: _____
<p>Dining facilities: Hygienic facilities for eating, preparing and storing meals are required on site. Facilities must accommodate the total number of workers on site likely to use them at one time.</p>	<p>Please tick applicable:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Site crib hut provided and hired from ___RoadTek___ <input checked="" type="checkbox"/> <u>5</u> fold out chairs, <u>1</u> Awning <input checked="" type="checkbox"/> Work crew agrees to use truck for lunch and smoko breaks <input type="checkbox"/> Public facilities (undercover area & seating) location (inc. road/distance):
<p>First aid: First aid facilities, equipment and personnel must be provided, including a clean and private space where possible.</p>	<p>First aid kits located in Site office that are in date and serviced</p> <p>First aid officer/s NR</p>
<p>Change rooms: Where a change of clothes is required, access to permanent or portable private areas with secure storage should be provided on site.</p>	<ul style="list-style-type: none"> Change rooms located at Carmila Motel
<p>Shower facilities: Hot, dirty or hazardous work may require showers with clean hot and cold water on site.</p>	<ul style="list-style-type: none"> Showers located Carmila Motel
<p>Access to facilities: Workers, including those with needs or disabilities, must have safe access to the necessary facilities.</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Work area tidy <input checked="" type="checkbox"/> No obstructions in the way of facilities
<p>Other Issues?</p> <ul style="list-style-type: none"> Discuss hazards associated with design / scope change. Is there any work that requires use of ladders? Have alternative methods been investigated and risk assessment carried out Daily plant movement and expected changes Safety requirements for the unloading of delivery trucks <p>Important Numbers (to be read out/reinforced during each prestart)</p> <p>WHS Connect (7am-5pm Mon-Fri) - reporting incidents - <u>1800 867 947 (1800 TMR WHS)</u></p> <p>Roadworker Safety Hotline (24hrs) - reporting poor driving behaviour - <u>1800 501 509</u></p>	

Person affected:

Unknown Unknown (PAN9904)

Details:

Name: NR
Person Type: Full-time

Position Title: WHS Officer
Business Unit: Health & Safety
Person Workplace: 61 Mary Street Flr 6
Work Phone:

Email: NR @TMR.QLD.GOV.AU

Notified On Behalf Of:

Name: Unknown Unknown (PAN9904)
Person Type: Member of the Public

Position Title:
Business Unit: Mackay (MO)
Person Workplace: Mackay Depot
Work Phone:

Email:

Released under RTI - DTMR

Details

Incident Type: Near Miss
Status: New
Time Zone: (UTC +10:00) Brisbane
Inc. Statistical Reporting: Yes
Date of Incident: Sunday, 26 June 2022
Time of Incident: 12:00 PM
Date Logged: Monday, 27 June 2022
Time Logged: 3:10 PM
Assigned To: NR
Did an injury occur: No
Is confidential: No
Restricted Work Duties: No
HiPo: No

Risk Assessment

Inherent Rate:
Residual Rate:

Title

A minor vehicle accident occurred in a roadworks area.

Description

Roadworks were set up along a highway. Traffic controllers were on site directing the traffic. Two vehicles were approaching the traffic lights, when the vehicle in front had slowed down, the vehicle behind it did not, resulting in a nose to tail accident. No injuries were sustained and the incident was reported to a supervisor.

Security Impact

Security Impact: No
Identified Security:
Impact Description:

Environment Impact

Environmental Impact: No

Classification

Identify what occurred: Vehicle incident
What was the most significant cause: Other adults

Incident Location

The Incident is located: Non TMR Site,
Location Details: Bruce Highway, Koumala

Work/activity Being Performed

Work/Activity Category: Road Work / Construction / Maintenance

Work/Activity Frequency: Daily

Activity Being Performed:

Plant Equipment:

Property Damage

Was there any property involved/damaged: No

Relevant Event

Low Potential

Witness Details

Witness Available: No

Vehicle Involved

Vehicle Involved: No

Notification

Manager/Supervisor: NR 26/06/2022 3:04 PM

Other Internal Person: NR 27/06/2022 3:04 PM

External Person:

RoadTek Incident MRC Assessment and Investigation Level Advice

Purpose: To capture the MRC assessment (scenario and logic) to support investigation level decisions by RoadTek Operations Managers. This process is described in the RoadTek Safety Incident Investigation Procedure.

Incident Details

Incident number	PAN 9904	Unit	Mackay Operations
Incident title	A minor vehicle accident occurred in a roadworks area		
Incident location	Bruce Highway, Koumala		
Involved / Exposed Person	Unknown Unknown (PAN9904) (- Member of the Public)		
Incident description	Roadworks were set up along a highway. Traffic controllers were on site directing the traffic. Two vehicles were approaching the traffic lights, when the vehicle in front had slowed down, the vehicle behind it did not, resulting in a nose to tail accident. No injuries were sustained and the incident was reported to a supervisor.		
Incident date	26/06/2022	Potential	Low
Actual damage to people	None		

Assessment and advice details

Prepared by	NR	Sent to	NR	On	28/06/2022
-------------	----	---------	----	----	------------

MRC assessment details

MRC assessment scenario	Nose to tail MVA at temporary traffic lights
MRC assessment	NFPD
Supporting information / logic	<p>This MRC assessment is in relation to McP exposure, it assumed workers were not within the vicinity of the MVA impact area. It is not known what speed the impact occurred, but injuries such as whiplash can occur at speeds as low as 15 km/hr, and such injuries can result in non fatal permanent damage outcomes. This MRC assessment is based on the assumption the vehicle was traveling at least 15km/hr at the time of the collision.</p> <p>It is also assumed any help/assistance provided by TC, work crews or emergency services post MVA, were done in a safe environment and with modified traffic management.</p> <p>If these assumptions are not correct, then this MRC may need to be revisited.</p>

RoadTek Investigation procedure ...

Procedure suggests	Level 2	Client	Business Unit Manager
Methodology	8Steps or Standard TMR		

Operational Safety advice ...

Advice re methodology	Standard TMR
Advice re Scoping	None
Advice re investigation	
Advice re preliminary data collection	
Investigation of benefit to business?	Yes
If 'No' - reason	

Other considerations

Notifiable	No
If 'Yes' - reason	
Safety alert recommended	No
If 'Yes' - reason	
Advice re immediate corrective actions	



Survey Date 18 March 2022



Google Streetview October 2022