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SAFE WORK METHOD STATEMENT

Working Adjacent to Roadways

Business	Albert Munsell Painting	**Document number**	AMP-WHS-SWMS-003
Prepared by	Taris Meehan, Owner / Manager	**Version / date**	1.0 / 10 September 2026
Project / client		**Site address**	
Principal contractor / road authority		**Supervisor / contact**	
Work area and road classification		**Scheduled work date / time**	

Important authorisation requirement
Do not place signs, cones, barriers, workers, plant or materials within a public road reserve or alter traffic conditions without the approvals, permits and temporary traffic management arrangements required by the relevant road authority. Use authorised and suitably trained traffic-management personnel where required.

1. Scope and high-risk construction work

This SWMS covers painting, preparation, access-equipment setup, loading and unloading, and associated work conducted on or adjacent to a road, shoulder, verge, footpath, driveway or traffic route where workers may be exposed to moving vehicles, cyclists, pedestrians or mobile plant. Work on or adjacent to a road in use may be high-risk construction work and requires a SWMS before work starts.

High-risk circumstances and interfaces

☐ Work on or adjacent to a road or traffic corridor in use	☐ Movement of powered mobile plant
☐ Work where a person could fall more than 2 metres	☐ Work near energised electrical services
☐ Work in an area with a contaminated or flammable atmosphere	☐ Other prescribed high-risk construction work: _____

2. Legal, code and site requirements

- Work Health and Safety Act 2011 (Qld).
- Work Health and Safety Regulation 2011 (Qld), including requirements for high-risk construction work and SWMS.
- Traffic management for construction or maintenance work Code of Practice 2008 (Queensland, preserved code as varied).
- Construction work Code of Practice 2021 and How to manage work health and safety risks Code of Practice 2021.
- Queensland Manual of Uniform Traffic Control Devices Part 3 and applicable supplements, together with Roadworks 2 Traffic Management for Works on Roads where required by the road authority.
- Relevant council, Department of Transport and Main Roads, principal-contractor, client and site permit requirements.

Albert Munsell

- Manufacturer instructions, safety data sheets, project JSA, emergency plan and other applicable Albert Munsell Painting procedures.

3. Required competency, plant and PPE

Traffic-management designer / provider		**Traffic controller details / evidence**	
Required permits / approvals		**TMP / TGS reference**	
Other licences / competencies		**Emergency / first-aid contact**	

Typical plant and materials

- Work vehicles, trailers, ladders, trestles, mobile scaffold or EWP as applicable.
- Painting equipment, airless spray equipment, power tools, hoses, leads, drop sheets and paint products.
- Road-authority-approved signs, cones, bollards, barriers, delineation and lighting only as specified in the authorised traffic guidance scheme.
- Two-way communication, first-aid kit, fire extinguisher, spill kit and emergency information.

Minimum PPE subject to site risk assessment

☐ High-visibility clothing suitable for conditions	☐ Safety footwear
☐ Safety glasses / face protection	☐ Task-selected gloves
☐ Hard hat where required	☐ Hearing protection where required
☐ Respiratory protection selected for paint/dust	☐ Sun protection and weather protection

4. Risk assessment and work method

Step / activity	Hazards and possible harm	Control measures	Responsible person	Monitoring / hold point
1. Consult and obtain approvals	Unauthorised road occupation; inadequate coordination; traffic conflict	Contact road authority/client before work; confirm land/road ownership; obtain permits and approved TMP/TGS; consult principal contractor, affected businesses, residents and other duty holders; verify traffic-management qualifications.	Supervisor	Before mobilising
2. Inspect site and assess conditions	Poor sight distance; high speed/volume; narrow clearance; intersections; curves; pedestrians/cyclists; weather	Conduct on-site risk assessment. Record speed environment, traffic volume/composition, clearance, road geometry, visibility, bus stops, crossings, driveways, schools, heavy vehicles, parking, lighting and weather. Revise plan if site differs from approved documents.	Supervisor / traffic-management provider	Pre-start and when conditions change

Albert Munsell

Step / activity	Hazards and possible harm	Control measures	Responsible person	Monitoring / hold point
3. Plan work sequence and timing	Workers exposed longer than necessary; peak traffic; conflicting tasks	Schedule work for lower-risk periods where approved; minimise time adjacent to traffic; coordinate deliveries; designate safe access, parking, loading, work and escape areas; separate pedestrians and cyclists.	Supervisor	Daily briefing
4. Establish traffic controls	Vehicle strike during setup; incorrect sign spacing; workers facing away from traffic	Only authorised persons install controls in the approved sequence and from a protected position. Use compliant vehicle warning devices where specified. Maintain escape route. Never improvise or move approved devices without authority.	Traffic-management personnel	Continuous during setup
5. Establish work zone	Vehicle intrusion; public entry; overspray; falling objects	Create positive separation using approved barriers/delineation; establish exclusion zones; secure tools/materials; control overspray and dust; protect footpaths and property; do not obstruct emergency access.	Supervisor	Before painting begins
6. Park and unload	Reversing collision; door opening into traffic; dropped loads; manual handling	Use designated off-road area where practicable. Park in direction of traffic as required; apply brake; use spotter for reversing; unload from non-traffic side; use mechanical aids/team lifts; do not leave materials in pedestrian route.	Driver / spotter	Each delivery
7. Set up access equipment	Ladder/scaffold/EWP struck by traffic; unstable verge; overhead services	Locate equipment outside clear zone where practicable; assess ground and underground services; maintain powerline clearances; use road-authority-approved protection; inspect equipment; use separate SWMS for heights/EWP where applicable.	Supervisor / operator	Pre-start and after relocation
8. Conduct surface preparation	Dust/debris entering road; noise; flying objects; lead/silica/asbestos exposure	Confirm substrate hazards; do not disturb suspect asbestos; use extraction/wet methods; contain debris; orient tools away from traffic/public; use PPE/RPE; stop if containment fails or material enters traffic lane.	Painter / supervisor	Continuous
9. Paint by brush or roller	Distraction to drivers; splashes; repetitive work; traffic intrusion	Keep within protected work zone; maintain awareness and escape path; use extension tools to avoid encroachment; secure containers; control drips; rotate tasks; never step into live traffic area.	Painter	Continuous
10. Spray painting if authorised	Overspray on vehicles; inhalation; flammable vapour; reduced visibility	Prefer non-spray method near live traffic. If spraying is approved, implement spray-specific SWMS/SDS controls; increase containment/exclusion; monitor wind; eliminate ignition sources; stop immediately if overspray could reach road users.	Supervisor / spray painter	Continuous and wind changes

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Step / activity	Hazards and possible harm	Control measures	Responsible person	Monitoring / hold point
11. Manage pedestrians and cyclists	Conflict, redirection into traffic, inaccessible route	Maintain a safe, accessible route or use an authorised detour. Provide clear signs/barriers and competent control where required. Do not force people into the roadway. Assist vulnerable users without physical contact unless requested/necessary.	Designated worker	Continuous
12. Monitor controls and traffic	Moved cones/signs; queueing; driver non-compliance; changing weather/light	Inspect controls at intervals specified by TMP/TGS and after disturbance. Monitor traffic flow, queues, visibility and worker behaviour. Record inspections. Stop work and contact authorised traffic-management personnel if controls are ineffective.	Traffic-management personnel / supervisor	Specified intervals and after changes
13. Emergency or vehicle intrusion	Worker struck/near miss; damaged barrier; spill; emergency access blocked	Stop work, move to safe refuge, call 000 if required, provide first aid when safe, notify road authority/principal contractor, preserve notifiable incident site, and activate spill/fire procedures. Do not re-enter until controls are re-established and authorised.	Supervisor / first aider	Immediate
14. Pack up and reopen area	Vehicle strike during removal; debris; premature opening	Inspect and clean work area; secure loads; remove controls only by authorised persons in approved reverse sequence; account for workers/equipment; confirm road, footpath and visibility are restored; close permits and record completion.	Traffic-management personnel / supervisor	End of work

5. Stop-work triggers

☐ Traffic controls missing, moved, damaged or not matching approved TGS	☐ Worker, plant or material enters live traffic area unexpectedly
☐ Vehicle intrusion, collision, near miss or public complaint indicating risk	☐ Visibility, lighting, wind, rain, storm or road conditions become unsafe
☐ Traffic queues or behaviour differ materially from the plan	☐ Pedestrian/cyclist route is blocked or unsafe
☐ Emergency access is obstructed	☐ Overspray, dust, debris or chemical spill could affect road users
☐ Required authorised traffic-management person leaves site	☐ Any worker considers the risk uncontrolled

6. Emergency and communication arrangements

Emergency number	000	**Site address / GPS**	
Safe refuge / assembly point		**First-aid location / first aider**	

Albert Munsell

Road authority / council contact		**Principal contractor contact**	
Communication method		**Nearest accessible emergency entry**	

Vehicle intrusion or struck-person emergency
Raise the alarm, stop approaching work movements, move to the safe refuge if possible, call 000, provide first aid only when safe, maintain traffic protection, notify the relevant authorities and preserve the site where legally required. Work must not resume until the incident is assessed and controls are restored.

7. SWMS consultation and worker acknowledgment

Workers must be briefed on the approved traffic arrangements, safe access and refuge, work sequence, communication signals, prohibited areas, emergency response and stop-work triggers. By signing, workers confirm the SWMS was explained and questions were addressed.

Worker / contractor	Role / employer	Relevant competency / licence	Signature	Date / time

8. Monitoring, review and approval

Review this SWMS before work, when the work or site changes, when controls are ineffective, after an incident or near miss, when the approved TMP/TGS changes, or when consultation identifies a concern. If work is not carried out in accordance with this SWMS, stop it immediately or as soon as it is safe and resume only in accordance with the SWMS or a revised SWMS.

Prepared by	Taris Meehan	**Signature / date**	

Consulted persons		**Review date**	
Approved by / position		**Signature / date**	
Principal contractor received by		**Date / reference**	

9. Reference links

- WorkSafe Queensland, Safe work method statements: https://www.worksafe.qld.gov.au/resources/guides/safe-work-method-statements
- WorkSafe Queensland, Traffic management for construction or maintenance work Code of Practice 2008: https://www.worksafe.qld.gov.au/__data/assets/pdf_file/0018/22158/traffic-management-construction-cop-2008.pdf
- Department of Transport and Main Roads, Work in proximity to traffic checklist: https://www.tmr.qld.gov.au/-/media/busind/businesswithus/Traffic-Management/Work-in-proximity-to-traffic-Checklist.pdf?la=en
- Safe Work Australia, Work on or near a public road: https://www.safeworkaustralia.gov.au/safety-topic/managing-health-and-safety/traffic-management/work-or-near-public-road