

Work Method Statement Development Guide

General

A Work Method Statements (WMS) does what?

- Describes execution of work activity identified within a Scope of Work (otherwise typically known as Standard Operating Procedures of Construction Execution Procedures)
- Details Work Methodology where Construction and / or Operational Management require a detailed explanation of the required safe system of work - reflected following Risk Assessment and recorded in the Risk Register of the entity controlling the works;
- Specified by OSH Regulations as a requirement of the entity controlling the works;

Introduction Content

Overview of the Work Scope (the Mission)

Describes the scope & work location (**MISSION OBJECTIVES & RECEIVING ENVIRONMENT**) in enough detail for the work team to understand clearly details of the receiving environment:

- Location/topography/geology, weather, interfaces
- Work site plan / layout drawing attachment that addresses:
 - Exclusion zone/barricading/signage establishment
 - Traffic flow/control,
 - Laydown areas
 - Routine/emergency access/egress
 - Muster/emergency equipment & amenities locations.

Schedule Description

Describes the proposed schedule for mobilisation/demobilisation and phases of work flow:

- Operational/Construction timeline
 - sequence of activities
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- Considerations in schedule for:
 - Shift work/working hours
 - Work at night (including post-dusk / pre-dawn) and associated logistics e.g. Night Shift/Lighting Plans

Details of Proposed Personnel & Job Positions

- Work Scope Control/Organisation Flow Chart
 - Discipline Responsibility/Authority Delegation
 - Chain of Command
 - Reporting/Interface Communications between interested parties

In a supporting table format identify :

- Overview numbers of personnel demonstrating:
 - Task level disciplines/competencies required
 - Unique Training (e.g. VOC or Challenge Testing)
 - Manpower availability & adequacy (Manning histogram) for completion of the tasks in sequence

Detailed description of Work Methodology

- One work method statement V's One phase of work or One discipline as required
- Listed task activities follow logical sequence
- Task Activities detail a comprehensive, easy to understand, **step by step** methodology being the basis the job steps listed in the first column of a JHA.
 - Test for Assumption
 - Command language
 - Clear delegation of accountability where possible

Listing of Identified Plant and Equipment required to complete the Scope of Works

In table format identify :

- Major Plant and Equipment to be mobilised to complete the work described (in particular any plant / equipment either deemed by Statutory Authorities or generally by the entity to be hazardous / high risk).
- Specific barricading materials/ signage (Type/Quantity)
- Extra ordinary safety equipment; first aid, emergency, environment, lighting and communications equipment.
- Availability of arrangements for Ablution, Crib/Welfare, Shelter resources required

Listing of Equipment required should include unique Personal Protective Equipment

- Identifies the **specific** (not generic) Personal Protective Equipment required for the work (eg: Kevlar gloves – not “gloves”)
- Appropriate for the potential hazards and risks identified.
- Quantities as part of equipment listing

Identified Hazards, Controls, and Risk

- Provide a reference to an attachment or appendices of the WMS confirming that a HazID Workshop was conducted for the scope of work & a listing of all hazards, specific controls unique to the work scope has been established against residual risk scores confirming a Safe System of Work exists prior to mobilizing
- HazID Worksheets appended to the back of the WMS to reinforce the requirements for Personnel/Competence, Plant/Equipment and procedural inclusions in the previously detailed Work Methodology confirming the establishment of a **Safe System of Work**.

Emergency Response Requirements

- Specific Emergency Response and Rescue planning requirements for the work.
- Reference to the relevant work activity location specific Emergency Response Planning:
 - Local emergency response contact details (i.e. phone and radio channel)
 - First Aid/Fire response/Mustering
 - Height rescue planning
 - Confined space rescue planning
- Incorporate into site plan/layout drawing appended to the WMS or provided as an independent supporting documentation.

Environmental Management Requirements

Provide specific detail of any local environmental impact or interface potential and proposed control

- Environmental uniqueness recognition
- Chemical transfer methods / location for storage
- Spill prevention/response (containment, clean up and disposal).
- Disposal of all hazardous materials / substances strategy
- Waste Stream management

Details of Hazardous Materials Inventory Involved Work Activity

- Identify by name and quantity all Chemicals / Hazardous Materials and Substances (Table Format/Project Approved), safe use associated with the work in accordance with the requirements of the products Material Safety Data Sheets (MSDS).
 - Exposure Monitoring
 - Transfer methods / location for storage
 - Spill prevention/response (containment, clean up and disposal).
 - Disposal of all hazardous materials / substances strategy
- Copies of MSDS information should be attached to the WMS or listed as contained in the Work Pack

Change Management

- Identify the necessary activities / processes / documentation required to manage change to the work, location, conditions, or engineering.
 - Relates to Org Chart for approval of change to the signed-off WMS
 - Any Permit To Work requirements for the activity
 - Any Subsequent Risk workshop activity for changes to phases in work scope activity

- Specify communication methodology to the work force and affected parties:
 - Site Notices
 - Schedule of planned briefings, meetings(SIMOP/SIMCON) /handover sessions
 - Task specific orientation/training sessions.

Forecast Simultaneous Operation Management & Planning

- List and known / potential incompatible activities and details of 3rd parties that require a more significant level of interface management.
 - Shared work location
 - Competing scopes of work same work location
 - Access approval to 3rd Party controlled environments
- Specify planned representative delegation & involvement and attendance at SIMOP/SIMCON meetings/briefings.
- Designate delegation of responsibility and relevant Permit system as a control if required to be implemented

Listing of Legislative Reference & Industry Guidance Material

- Listing of any specific statutory / regulatory requirements:
 - Australian / New Zealand Standards
 - Codes of Practice
 - Industry guidelines etc relevant to the work.
- All work as described complies with the relevant sections of:
 - Occupational Safety and Health Act (WA)
 - Occupational Safety and Health Regulations (WA)

Documents listed above should be available for work Team reference if required but are not required to be available in Work Pack

List any applicable HESQ Documents and Plans

- Any **key** entity, client or Operational/Project specific HESQ Documentation (Policies, Plans, Procedures, Processes, Forms etc) relevant to the work activity is listed.

**Documents listed should be available In
Supervisor Work Packs**

Applicable Reference Documents & Drawings

- Lists applicable documentation relevant to the work activity to be readily / easily available at the specific work location:
 - Procedures
 - Specifications
 - Plans (ITP's, Controls etc)
 - Drawings / diagrams (e.g. P&ID's, GA's etc)
 - Lift Studies

**Documents listed should be available In
Supervisor Work Packs**

WMS relationship to Job Hazard Analysis

- Specifies the allocation of Job Hazard Analysis to a responsible person and the work team/crew undertaking the work.
- JHA job steps are based on the WMS documented procedural steps.
- Nominated Supervisory person responsible for work activity should be accountable for ensuring no work commences without a current WMS and JHA review consistent with content of approved WMS