

## 5T Excavator and Skid Steer Loader Combo On Site | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: 5T Excavator and Skid Steer Loader Combo On Site

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

### THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:

Signature:

Title:

Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:

Title:

Phone:

**ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED**

**NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS**

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.

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### CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

### ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

<input type="checkbox"/> involves a risk of a person falling more than 2 meters.	<input type="checkbox"/> is carried out on or near pressurised gas mains or piping.
<input type="checkbox"/> is carried out on a telecommunication tower.	<input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines.
<input type="checkbox"/> involves demolition of an element of a structure that is load-bearing.	<input type="checkbox"/> is carried out on or near energised electrical installations or services.
<input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure.	<input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere.
<input type="checkbox"/> involves, or is likely to involve, disturbing asbestos.	<input type="checkbox"/> involves tilt-up or precast concrete.
<input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse.	<input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.
<input type="checkbox"/> is carried out in or near a confined space.	<input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant.
<input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives.	<input type="checkbox"/> is carried out in areas with artificial extremes of temperature.
<input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.	<input type="checkbox"/> involves diving work.

### ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p><b>Notes on Hierarchy of Controls:</b> Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p><b>Note:</b> A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> <li>1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and,</li> <li>3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.</li> </ol>											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip and fall hazards, falling objects	2M	<ul style="list-style-type: none"> <li>- Conduct a safety briefing with all workers involved in the operation to discuss potential hazards and control measures to be implemented during the preparation phase.</li> <li>- Install proper signage in and around the work area to inform workers of potential trip and fall hazards and to maintain awareness of their surroundings.</li> <li>- Maintain a clean and clutter-free work area by removing unnecessary debris, equipment, or tools that could cause tripping or falling incidents.</li> <li>- Inspect the site for any uneven or unstable ground conditions, taking appropriate action to level or stabilise the area to minimise the risk of falls or trips.</li> <li>- Ensure that excavator and skid steer loader operators are properly trained and competent in the safe use and operation of each machine, as well as hazard recognition and avoidance.</li> <li>- Develop an exclusion zone around the working area to keep uninvolved personnel away from potential hazards, such as falling objects.</li> <li>- Establish clear communication methods between operators and supporting crew, including the use of radios, hand signals, or other standard communication practices.</li> <li>- Require all workers to wear appropriate personal protective equipment (PPE) as per company policy, including but not limited to steel-toed boots, high-visibility vests, and hard hats.</li> <li>- Regularly inspect and maintain equipment, ensuring excavators and skid steer loaders are in good working order and free of defects that could contribute to accidents.</li> <li>- Keep material stockpiles at a safe distance from the operating area, minimising the risk of inadvertent contact with machines or falling objects.</li> <li>- Implement a buddy system for workers moving through the site, ensuring there is always someone watching out for obstacles and potential hazards.</li> <li>- Utilise temporary barriers, such as cones or rope, to clearly delineate areas where trip and fall hazards may exist, and to direct foot traffic away from these areas.</li> <li>- Assign a designated safety supervisor for the project, responsible for monitoring work conditions and overseeing the implementation of appropriate control measures to prevent accidents and injuries.</li> </ul>	1L	
2. Pre-start inspection	Inadequate machine maintenance, leakage of hazardous chemicals	2M	<ul style="list-style-type: none"> <li>- Conduct regular and thorough pre-start inspections of the excavator and skid steer loader to identify any potential maintenance issues or signs of wear.</li> <li>- Ensure that all operators are trained and competent in the proper inspection and operation of the equipment to minimise the risk of inadequate machine maintenance.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Maintain up-to-date and accurate service records for both the 5T excavator and the skid steer loader to ensure that required maintenance is performed according to manufacturer recommendations.</li> <li>- Establish a scheduled maintenance programme, based on manufacturer's guidelines, which includes checks for hydraulic hoses, fluid levels, and other components that may cause leakage if damaged or worn.</li> <li>- Prepare an emergency response plan and spill kit in case of hazardous chemical leaks, including the proper PPE (personal protective equipment) and cleanup materials needed.</li> <li>- Implement clear communication channels for reporting any found issues during pre-start inspections, as well as a system for prompt repairs, equipment replacements, or downtime as needed.</li> <li>- Keep the work environment clean and organised to prevent slips, trips, and falls due to potential spills or leaks from the excavator or skid steer loader.</li> <li>- Install appropriate secondary containment systems for storage and handling of hazardous chemicals that may leak from the machinery, such as drip trays or drain covers.</li> <li>- Provide training to workers on the proper handling, storage, and disposal of hazardous chemicals to minimise the risk of leaks and environmental contamination.</li> <li>- Conduct routine environmental audits to monitor and control chemical leakage risk within the worksite, ensuring compliance with local regulations and standards for workplace safety.</li> <li>- Utilise available technologies, such as automatic shut-off systems, to mitigate the occurrence of hazardous chemical leaks in the event of equipment failure, damage, or accidents.</li> <li>- Promote a positive safety culture within the workplace by encouraging employees to actively identify potential hazards, communicate concerns, and contribute to the continuous improvement of safety practices for pre-start inspections and beyond.</li> </ul>		
3. Site set up	Poor site access, uneven terrain	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough pre-start inspection of the site to identify and assess potential hazards, including access points and uneven terrain.</li> <li>- Clearly mark designated routes for site ingress and egress, ensuring they are wide enough to accommodate both the excavator and skid steer loader.</li> <li>- Establish temporary traffic control measures, such as signage and barriers, to direct vehicles and equipment safely through the site.</li> <li>- Provide workers with appropriate personal protective equipment (PPE), such as high-visibility vests and steel-capped boots, to minimise the risk of injuries in the event of an incident.</li> <li>- Ensure all workers and operators have received necessary training on operating the 5T excavator and skid steer loader in varying terrains and conditions.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Regularly inspect the equipment to ensure it is properly maintained and functioning, as a lack of maintenance can contribute to accidents on uneven terrain.</li> <li>- Implement regular communication and safety meetings among workers and operators to discuss any changing site conditions and concerns, so that hazards can be addressed promptly and efficiently.</li> <li>- Use ground protection mats or similar solutions to distribute the weight of the equipment evenly and reduce the risk of the machinery sinking into soft or unstable ground.</li> <li>- Install warning signage around areas with significant inclines or declines, to alert operators to exercise extra caution when navigating these areas with the excavator and skid steer loader.</li> <li>- Assign a designated spotter to assist with the navigation of the equipment, providing additional guidance and support to the operator in traversing difficult terrain.</li> <li>- Employ a "buddy system" among workers, so that they can provide support and assistance to one another in the event of an emergency or unexpected site conditions.</li> <li>- Make sure adequate lighting is present during night-time operations or where visibility may be reduced, to better monitor potential risks related to site access and uneven terrain.</li> <li>- Prepare an emergency response plan and ensure that all employees are familiar with the procedure in case of incidents involving site access or uneven terrain hazards.</li> </ul>		
4. Trench excavation	Trench collapse, striking underground utilities	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough visual inspection of the trench area before starting excavation to identify any potential hazards and unstable ground conditions that could lead to trench collapse or utility line strikes.</li> <li>- Ensure all workers are trained in recognizing signs of unsafe trench conditions or utility markings, and have clear communication protocols in place to halt work immediately if hazards are observed.</li> <li>- Obtain accurate underground utility location information from proper authorities, and use this information when planning the excavation to avoid striking any utility lines.</li> <li>- Conduct regular hazard assessments during the excavation process, reviewing the state of the trench walls and identified risks against the planned work method and safety measures.</li> <li>- Employ a designated safety expert or engineer for trench excavations deeper than 1.5 meters who will oversee the trench excavation process and ensure safety measures are implemented correctly.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Install appropriate trench support systems, such as shoring or benching, based on site-specific requirements and according to soil type and other relevant factors to prevent trench collapse.</li> <li>- Ensure that appropriate safety barriers or barricades are installed around the perimeter of the trench to maintain clear separation between authorised personnel working within the trench vicinity and unauthorised persons, minimising the risk of accidents due to slips, trips, and falls.</li> <li>- Establish exclusion zones around equipment and excavated areas, ensuring there is a safe distance between operating machinery and workers on foot to prevent injury from moving equipment, falling materials, or hazardous work activities.</li> <li>- Create and enforce an emergency response plan for the worksite, including training workers in evacuation procedures, emergency contact information, and providing first-aid equipment that is easily accessible in case of injuries related to trench collapse or striking underground utilities.</li> <li>- Regularly review, update and communicate changes to the Safe Work Method Statement (SWMS) with all workers involved in the excavation process to ensure they remain informed about new control measures to be implemented, any changes to the work environment or methods, and ongoing safety requirements for the project.</li> </ul>		
5. Soil removal	Dust exposure, manual handling injuries	2M	<ul style="list-style-type: none"> <li>- Conduct a risk assessment before beginning the soil removal process to identify potential hazards and determine necessary control measures.</li> <li>- Provide proper Personal Protective Equipment (PPE) such as dust masks, safety goggles, and gloves for all workers involved in the soil removal process to minimise exposure to dust and reduce manual handling injuries.</li> <li>- Utilise appropriate machinery, like the 5T Excavator and Skid Steer Loader Combo, to reduce the amount of manual handling required by workers during soil removal, thus reducing the risk of strain injuries.</li> <li>- Maintain regular maintenance checks of the machinery and equipment being used for soil removal to ensure they are functioning correctly and safely.</li> <li>- Establish exclusion zones around the work area to prevent unauthorised personnel from entering and getting exposed to hazards during the soil removal process.</li> <li>- Implement dust suppression methods, such as wetting down surfaces or using water carts, to minimise airborne dust arising due to soil removal activities.</li> <li>- Encourage workers to use proper lifting techniques and seek assistance from colleagues when handling heavy objects to reduce the risk of manual handling injuries.</li> <li>- Schedule regular breaks for the workers during the soil removal process to avoid overexertion and lessen the likelihood of injuries.</li> </ul>	1L	



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			<ul style="list-style-type: none"> <li>- Provide adequate training and instructions to all workers involved in soil removal activities to ensure they are aware of potential hazards and how to operate machinery safely.</li> <li>- Ensure good communication among workers to alert each other about any hazards or obstacles they encounter during the soil removal process.</li> <li>- Monitor weather conditions during soil removal activities, as high winds can increase dust exposure and reduce visibility, posing additional risks to workers.</li> <li>- Have a first-aid kit readily available on-site in case of any injuries sustained during the soil removal process, and ensure that workers know its location and how to access it.</li> <li>- Conduct regular reviews and updates of the Safe Work Method Statement (SWMS) to ensure that the control measures implemented are effective and relevant for addressing the hazards present during soil removal activities.</li> </ul>		
6. Pipe laying	Crushing injuries, improper handling of pipes	2M	<ul style="list-style-type: none"> <li>- Provide appropriate training and skill development for all workers involved in pipe laying operations.</li> <li>- Conduct a thorough risk assessment, including identifying potential hazards and implementing suitable control measures for crushing injuries and improper handling of pipes.</li> <li>- Utilise proper protective equipment, including gloves, hard hats, steel-toed boots and high-visibility clothing, to minimise the risk of injury during pipe laying activities.</li> <li>- Constantly monitor and supervise work areas to ensure that employees are following safe work practices while handling and laying pipes.</li> <li>- Designate specific zones for machinery operation, storage, and pedestrian access, and enforce strict adherence to these guidelines to avoid accidents and collisions.</li> <li>- Inspect all excavators and skid steer loaders before use, ensuring they are well-maintained and equipped with necessary safety features.</li> <li>- Clearly communicate excavation plans, including the location and depth of trenches, to all workers involved in the process.</li> <li>- Establish a step-by-step protocol for pipe installation, requiring workers to follow standard operating procedures and ensuring overall site safety.</li> <li>- Implement a reliable communication system between machine operators and ground personnel to maintain efficient coordination and prevent accidents.</li> <li>- Implement a buddy system, where two or more workers are responsible for checking each other's work during crucial stages of pipe laying to ensure the correct methodology is being followed.</li> <li>- Encourage regular breaks and rotation of tasks among workers to prevent fatigue, which can lead to accidents or poor decision-making.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Promote a strong safety culture on-site, encouraging workers to report any concerns or hazards as soon as they become aware of them.</li> <li>- Routinely assess and update control measures, taking into consideration any new hazards that may arise over time or changes in industry best practices.</li> <li>- Periodically conduct safety drills and training sessions, ensuring that all workers remain vigilant about maximising safety within the worksite, and understand the roles and responsibilities associated with pipe laying operations.</li> </ul>		
7. Backfilling	Unstable trenches, contact with moving parts	2M	<ul style="list-style-type: none"> <li>- Ensure proper training and certification of operators handling the 5T Excavator and Skid Steer Loader to guarantee they're competent in operating these machines.</li> <li>- Mark off the work area and ensure appropriate barricades, signs, or flags are in place to create a safe buffer zone around the backfilling activity.</li> <li>- Inspect the stability of trenches prior to beginning backfill operations, repair any identified issues, and make sure they have shoring, benching, or other suitable support system installed.</li> <li>- Implement effective communication channels among workers, including the use of two-way radios for all involved in the backfilling process, to enable immediate alerts should any potential dangers emerge.</li> <li>- Adhere to the machine's load capacities and specs, avoiding overloading or lifting heavy materials beyond the equipment's limits to minimise destabilisation and accidents.</li> <li>- Perform routine maintenance checks on the excavator and skid steer loader before commencing work each day to spot any possible malfunctions or mechanical issues requiring attention.</li> <li>- Establish procedures for operators to follow when entering or exiting the machinery, ensuring they maintain three points of contact when climbing and avoid jumping off or onto the equipment.</li> <li>- Use high-visibility clothing and PPE (like hard hats, safety boots, gloves, and goggles) for all staff working at or near the backfill area to increase visibility on site and offer protection against hazards.</li> <li>- Encourage workers to remain alert while on the job, staying focused on their surroundings and monitoring the conditions within the trenches, such as changes in soil moisture and subsequent instability.</li> <li>- Schedule regular health and safety meetings to discuss ongoing risks, emphasise the importance of following established protocols, and review corrective measures in response to any incidents or near-misses.</li> <li>- Incorporate temporary stop-work procedures if weather conditions such as heavy rain or strong winds pose risks to workers, equipment, or trench integrity during backfilling operations.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Ensure at least one qualified first aid officer is present on the site and have a well-stocked first aid kit available for immediate use, should any accident or injury occur during backfilling operations.</li> </ul>		
8. Compaction	Noise and vibration, soil erosion	2M	<ul style="list-style-type: none"> <li>- Provide proper Personal Protective Equipment (PPE) for operators, including noise-cancelling earmuffs or earplugs to minimise exposure to excessive noise and vibration.</li> <li>- Ensure regular maintenance checks are conducted on equipment such as the excavator and skid steer loader to keep vibration and noise levels within acceptable limits.</li> <li>- Implement a traffic management plan for the work area, regulating the movement of heavy machinery including the speed at which they operate to reduce risk from vibrations.</li> <li>- Train machine operators in the safe use of their equipment and appropriate techniques to minimise vibrations produced during compaction processes.</li> <li>- Encourage the practice of regular rest breaks for machine operators, ensuring they have sufficient time away from the constant noise and vibrations associated with Compaction tasks.</li> <li>- Incorporate erosion control measures into the worksite design, such as silt fences, sediment basins or earth bunding, to prevent soil erosion and minimise potential environmental impacts during Compaction activities.</li> <li>- Develop an environmental management plan outlining relevant guidelines and protocols to be followed during the duration of the project, ensuring minimal long-term harm to the environment.</li> <li>- Schedule regular site inspections by a competent person to assess any possible risks related to soil erosion, taking appropriate action when necessary to rectify any issues identified.</li> <li>- Rotate machine operators between different tasks where feasible to reduce their continuous exposure to high noise levels and vibrations, minimising the risk of physical injury and fatigue.</li> <li>- In consultation with operators and other workers, establish and enforce safe working procedures for Compaction activities, promoting open communication channels to address any concerns regarding safety and well-being.</li> </ul>	1L	
9. Landscaping	Puncture and laceration hazards, potential allergic reactions	2M	<ul style="list-style-type: none"> <li>- Mandatory use of personal protective equipment (PPE) such as steel-toe boots, safety gloves, long-sleeved shirts, and safety glasses to protect from sharp objects, lacerations, and puncture hazards.</li> <li>- Inspect the work area for any potential hazards, including exposed wires, sharp debris, or other objects that might cause punctures or lacerations, and remove them or create a safe barrier around them.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Ensure that all landscaping tools and machinery are in proper working condition and maintained regularly to prevent any malfunction or breakage that might cause injuries.</li> <li>- Train personnel on the safe handling and operation of excavators, skid steer loaders, and other machinery, as well as the correct use of related tools, to minimise the risk of accidents during the landscaping process.</li> <li>- Create designated storage areas for tools and machinery when not in use to make it easier for workers to safely access and store their equipment while also minimising the risk of injury from tripping over unsecured items.</li> <li>- Provide adequate first aid supplies on-site and ensure that personnel know where to find them in case of an emergency. Consider keeping an allergy kit available to address allergic reactions.</li> <li>- Implement a buddy system so that workers can monitor each other's activities, quickly spot potential hazardous situations, and act fast enough to prevent or minimise injury.</li> <li>- Instruct workers on the handling of specific plants, materials, or chemicals that could cause allergic reactions, and provide appropriate PPE (e.g., facial masks, full-coverage clothing) as needed to limit exposure to allergens.</li> <li>- Establish a clear communication protocol between team members during the landscaping process, using radios or hand signals, to coordinate operations smoothly and avoid potential accidents.</li> <li>- Regularly update training and review safety procedures with all personnel, emphasising best practices for mitigating the hazards identified in the landscaping work step. This will ensure that new employees are aware of the risks and how to manage them, while also serving as a refresher for more experienced team members.</li> </ul>		
10. Clean up	Exposure to hazardous materials, trip and fall hazards	2M	<ul style="list-style-type: none"> <li>- Inspect the work area regularly for any accumulated debris and waste materials, ensuring a clean workspace to minimise trip and fall hazards.</li> <li>- Familiarise all workers with the location of material safety data sheets (MSDS) for any hazardous substances they may encounter during clean up, such as chemicals or oils.</li> <li>- Provide appropriate personal protective equipment (PPE), including gloves, goggles, and high-visibility vests, to workers involved in the cleaning process to prevent exposure to hazardous materials.</li> <li>- Clearly mark designated walkways and maintain proper housekeeping practices in the work area to reduce the risk of tripping or slipping accidents.</li> <li>- Properly dispose of used cleaning materials, such as rags or mop heads, in the appropriate containers to prevent hazardous materials from being accidentally reintroduced into the work environment.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Implement a "buddy system" for workers during clean up, where they are paired together to watch each other's back and identify potential hazards before they become a problem.</li> <li>- Develop and implement a clean up schedule that ensures regular and consistent removal of waste materials, thus minimising the chance for hazardous materials to accumulate.</li> <li>- Train workers on the safe handling, storage, and disposal of hazardous materials, emphasising the importance of adhering to these procedures to protect both their health and the site's environmental integrity.</li> <li>- Regularly inspect tools and equipment used for clean up, such as brooms, shovels, or dustpans, to ensure they are in good working order and not contributing to hazards during the clean up process.</li> <li>- Utilise signage, barricades, or caution tape to create exclusion zones around potentially dangerous areas during clean up, so workers are aware of what areas they should avoid.</li> <li>- Encourage workers to report any hazards or unsafe conditions that they observe during clean up, and promptly address reported issues to prevent accidents and injuries.</li> </ul>		
11. Maintenance	Cuts and abrasions, exposure to live electrical components	2M	<ul style="list-style-type: none"> <li>- Regular inspection: Conduct a thorough visual inspection of the equipment before each shift to identify any damage or wear and tear that could pose a risk during maintenance.</li> <li>- Always disconnect power sources: Ensure that all electrical components are turned off, and the equipment is disconnected from the power source before carrying out any maintenance work to avoid exposure to live electrical components.</li> <li>- Use appropriate Personal Protective Equipment (PPE): Wear gloves, safety glasses, and other required PPE to minimise the risk of cuts, abrasions or other injuries while performing maintenance tasks.</li> <li>- Follow manufacturer guidelines: Adhere strictly to the manufacturer's recommended procedures for maintaining the excavator and skid-steer loader combo, as this ensures the safest methods are being employed.</li> <li>- Implement lockout/tagout procedures: Apply lockout/tagout methods to ensure the equipment remains de-energised during maintenance, preventing accidental start-ups.</li> <li>- Maintain a clean work area: Keep the maintenance workspace free of debris, loose tools, and other hazards, reducing the likelihood of accidental cuts and injuries.</li> <li>- Use caution with sharp objects: Be mindful when handling sharp tools or parts, using proper techniques, and store them securely when not in use.</li> <li>- Adequate lighting: Ensure sufficient lighting is available during maintenance tasks to avoid accidents caused by poor visibility.</li> </ul>	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> <li>- Incorporate safety training: Provide workers with regular safety training, including first aid, toolbox talks, and the correct way to handle excavation machinery.</li> <li>- Repair or replace damaged components: Promptly address any observed faults, defects, or issues with the equipment in order to reduce potential hazards.</li> <li>- Store hazardous materials safely: Safely dispose of waste materials (e.g., oils, chemicals) according to local regulations and in designated containers to prevent contamination and injury.</li> <li>- Utilise spill containment: Keep spill containment equipment on hand to quickly address spills or leaks before they pose a risk to workers' health and safety.</li> <li>- Designate maintenance zones: Establish specific areas designated for maintenance work, clearly marked, and separated from the rest of the site, including vehicle and pedestrian traffic.</li> <li>- Report incidents promptly: Encourage staff to report any accidents, near misses, or hazardous situations so that appropriate corrective measures can be taken to prevent reoccurrence.</li> </ul>		

## EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

## LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

<p><b>Queensland &amp; Australian Capital Territory</b>                  Work Health and Safety Act 2011                  Work Health and Safety Regulations 2011                  Legislation QLD: <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws">https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</a>                  Codes of Practice QLD: <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</a>                  Legislation ACT: <a href="https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations">https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</a>                  Codes of Practice ACT: <a href="https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</a></p>	<p><b>Victoria</b>                  Occupational Health and Safety Act 2004                  Occupational Health and Safety Regulations 2017                  Legislation VIC: <a href="https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations">https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations</a>                  Codes of Practice VIC: <a href="https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice">https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</a></p>
<p><b>New South Wales</b>                  Work Health and Safety Act 2011                  Work Health and Safety Regulations 2017                  Legislation NSW: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislation">https://www.safework.nsw.gov.au/legal-obligations/legislation</a>                  Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice">https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</a></p>	<p><b>Western Australia</b>                  Work Health and Safety Act 2020                  Work Health and Safety Regulations 2022                  Legislation Western Australia: <a href="https://www.commerce.wa.gov.au/worksafe/legislation">https://www.commerce.wa.gov.au/worksafe/legislation</a>                  Codes of Practice WA: <a href="https://www.commerce.wa.gov.au/worksafe/codes-practice">https://www.commerce.wa.gov.au/worksafe/codes-practice</a></p>
<p><b>Northern Territory</b>                  Work Health and Safety (National Uniform Legislation) Act 2011                  Work Health and Safety (National Uniform Legislation) Regulations 2011                  Legislation NT: <a href="https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws">https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws</a>                  Codes of Practice NT: <a href="https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice">https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</a></p>	<p><b>Safe Work Australia Links</b>                  Law and Regulation (All States): <a href="https://www.safeworkaustralia.gov.au/law-and-regulation">https://www.safeworkaustralia.gov.au/law-and-regulation</a>                  Model Codes of Practice: <a href="https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice">https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</a></p>
<p><b>South Australia</b>                  Work Health and Safety Act 2012 (SA)                  Work Health and Safety Regulations 2012 (SA)                  Legislation for SA: <a href="https://www.safework.sa.gov.au/resources/legislation">https://www.safework.sa.gov.au/resources/legislation</a>                  Codes of Practice for SA: <a href="https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs">https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</a></p>	<p><b>Model Codes of Practice</b></p> <ul style="list-style-type: none"> <li>- Managing noise and preventing hearing loss at work</li> <li>- Confined spaces</li> <li>- Labelling of workplace hazardous chemicals</li> <li>- Managing risks of hazardous chemicals in the workplace</li> <li>- Welding processes</li> <li>- First aid in the workplace</li> <li>- Managing the risk of falls at workplaces</li> <li>- Hazardous manual tasks</li> <li>- Managing the risk of falls in housing construction</li> <li>- Managing electrical risks in the workplace</li> <li>- Demolition work</li> <li>- Excavation work</li> <li>- Work health and safety consultation, cooperation and coordination</li> <li>- Managing the work environment and facilities</li> <li>- How to manage work health and safety risks</li> <li>- Managing risks of plant in the workplace</li> <li>- Construction work</li> </ul>
<p><b>Tasmania</b>                  Work Health and Safety Act 2012                  Work Health and Safety (Transitional and Consequential Provisions) Act 2012                  Work Health and Safety Regulations 2012                  Work Health and Safety (Transitional) Regulations 2012                  Legislation for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a>                  Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a></p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> <li>- Permits from local council</li> <li>- Authorisation to commence work</li> <li>- Any required documents.</li> </ul>	

## SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

## SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

**The SWMS must be reviewed regularly** to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

**The SWMS must be monitored regularly** for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
NAME							
INITIALS							
DATE							



## SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	<input type="checkbox"/>	<input type="checkbox"/>	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Check control measures added to the SWMS are the most effective selections.	<input type="checkbox"/>	<input type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>	
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>REVIEWED BY</b>		<b>DATE REVIEWED</b>	
<b>SIGNATURE</b>		<b>DATE COMPLETED</b>	