

Excavation Work Over 1.5 | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Excavation Work Over 1.5

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:
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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

	NAME	SIGNATURE	DATE
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.			
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>Notes on Hierarchy of Controls: 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>Note: 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"> persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; 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, 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. 											

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	Poor site assessment, inaccessible area	2M	<ul style="list-style-type: none"> - Conduct a thorough site assessment before commencing the excavation work, including identifying existing underground services and structures that could pose risks during the excavation. - Establish clear and well-defined access points for machinery and personnel to minimise the risk of accidents due to limited visibility or tight working spaces. - Ensure all workers are informed about the identified hazards on-site and have received proper training in safe excavation techniques, as well as retaining potential emergency situations. - Regularly update and communicate the site access plan as necessary throughout the project to make sure all team members stay informed about any changes to the worksite conditions. - Provide appropriate Personal Protective Equipment (PPE) to workers, including protective footwear, high-visibility clothing, and hard hats, according to the hazard level in the area. - Develop an emergency response plan tailored to the specific site conditions, including processes for evacuating workers from the excavation area, and regularly drill and review the plan with employees to ensure its effectiveness. - Use highly visible barriers and warning signs to clearly demarcate the excavation area, reducing the risk of unauthorised access and incidents involving pedestrians or other site visitors. - Execute proper soil and geotechnical testing to understand the stability of the ground where the excavation is being carried out, allowing for the selection of appropriate shoring or other support systems to prevent cave-ins or landslides. - Schedule regular equipment inspections and maintenance for excavators and other heavy machinery used on-site, ensuring they remain in good working condition and don't contribute to any additional hazards. - Implement a system for monitoring weather conditions and adjust work activities accordingly, reducing the chance of poor weather increasing the risk of incidents related to poor visibility or slippery surfaces. 	1L	
2. Equipment Check	Faulty machinery, inadequate safety gear	3H	<ul style="list-style-type: none"> - Conduct thorough pre-start inspections for all machinery and equipment to ensure they are in proper working condition, free from any defects or parts that may cause malfunctions. - Implement a preventive maintenance schedule for all equipment used in excavation work, including regular servicing and replacement of worn out components as per the manufacturer's guidelines. - Ensure that all operators have received adequate training and hold valid licenses for the specific machinery they operate, with refresher courses conducted periodically. 	1L	

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			<ul style="list-style-type: none"> - Provide workers with appropriate Personal Protective Equipment (PPE), such as hard hats, high visibility vests, safety boots, gloves, and protective eyewear, and ensure they wear them consistently during the work process. - Regularly review and update safe work procedures for equipment operation and report any new hazards or required adjustments to management immediately. - Periodically inspect the site and surrounding areas for potential hazards, such as overhead powerlines or uneven terrain, which could impact the safe use of machinery during excavations. - Establish no-go zones around excavation work areas where only authorised personnel are allowed access, using clear signage and barriers to maintain boundaries. - Keep equipment in a clean and organised state by removing any debris or obstructions that could affect its performance or pose a hazard to workers. - Provide adequate communication devices, such as two-way radios, for workers to report faults, hazards, or other concerns promptly, allowing immediate intervention and rectification. - Develop emergency response plans in case of equipment failures, accidents, or unexpected hazardous situations, ensuring all workers are aware of the necessary actions and source of first aid resources. - Ensure all excavators and machines are fitted with reversing alarms or sensors to alert workers in close proximity of their movement and minimise risk. - Encourage workers to report faulty machinery or inadequate safety gear using a hazard reporting system, emphasising a blame-free culture where all concerns are taken seriously and addressed promptly. - Periodically review and evaluate the effectiveness of implemented control measures to ensure they remain adequate in minimising hazards associated with equipment checks and excavation work. Make continuous improvements where necessary, based on feedback and lessons learned. 		
3. Soil Analysis	Unstable soil conditions, hazardous contaminants	3H	<ul style="list-style-type: none"> - Prior to work commencement, conduct a thorough geotechnical investigation and soil analysis to assess the stability of the soil and determine if any contaminants are present. - Consult with a qualified engineer or geologist to ensure that the excavation design takes into account the identified soil conditions and hazards. - Develop and implement a site-specific safety plan, addressing methods for managing unstable soil and hazardous contaminants. - Identify and clearly mark excavation areas to minimise risk to workers and other personnel on-site. - Implement appropriate shoring or benching systems, as advised by an engineer, to stabilise excavation walls and prevent cave-ins caused by unstable soil conditions. 	2M	

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			<ul style="list-style-type: none"> - Install appropriate barriers or containment measures around hazardous contaminants (e.g., contaminated soil) to prevent worker exposure and environmental contamination. - Conduct regular inspections of the excavation area and surrounding site for any signs of soil instability or hazardous contaminants, and take appropriate corrective actions, if required (e.g., adjusting shoring or cleaning up spills). - Provide all workers involved in excavation activities with training on safe work practices, hazard recognition, and the proper use of personal protective equipment (PPE) required for their specific tasks. - Ensure that workers operating in close proximity to unstable soil or hazardous contaminants wear suitable PPE, including gloves, safety glasses, face masks, and impermeable clothing. - Establish exclusion zones around excavation areas and unstable soil, limiting access only to authorised personnel who have received relevant safety training. - Regularly monitor weather conditions, such as rainfall and high winds, which may contribute to soil instability, and modify work plans accordingly. - Store excavated soil at an appropriate distance from the edge of the excavation to avoid overloading the excavation walls and destabilising the surrounding soil. - Properly dispose of contaminated materials in accordance with local environmental regulations and guidelines, ensuring that a licensed waste disposal contractor is utilised. - Ensure ongoing communication among workers and site management regarding any changes to soil conditions, hazardous contaminants, or work processes. This includes conducting regular toolbox talks and safety meetings to discuss risks and revised control measures. 		
4. Marking Out	Incorrect measurements, unclear markings	2M	<ul style="list-style-type: none"> - Before starting the excavation process, always double-check measurements to ensure accuracy and prevent any mistakes related to incorrect measurements. - Provide workers with clear instructions and training on the proper procedure for marking out the excavation site, as well as how to accurately interpret and follow these markings. - Use high-visibility marking equipment such as spray paint, flags, or stakes to create clear markings that will be easily visible to all workers on site. - Implement a system for regularly inspecting and maintaining the markings to guarantee their visibility throughout the project timeline, including after periods of heavy rain or other adverse weather conditions. - Employ a competent person, such as an engineer or surveyor, to oversee the marking out process and ensure that accurate measurements are taken and recorded, as well as to verify adherence to the project plan. 	1L	

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			<ul style="list-style-type: none"> - Clearly communicate roles and responsibilities among team members, ensuring that those responsible for marking out the excavation site have received adequate training, and have access to up-to-date plans and drawings. - Implement a two-person rule, where one worker takes measurements while another verifies them, helping to minimise the risk of human error leading to incorrect measurements. - Create a contingency plan for dealing with scenarios where unclear or incorrect markings are discovered during the course of work, allowing for swift action to rectify any issues without causing significant delays in the project. - Establish designated safety zones around the excavation site, especially in areas where there is a higher risk of unclear or incorrect markings, to maintain safe distances between workers and potential hazards. - Conduct periodic safety meetings throughout the project to review hazard identification and control measures, fostering open communication within the team and encouraging reporting of problems or concerns with the marking out process. 		
5. Protective Measures	Inadequate shoring, improper barricades	3H	<ul style="list-style-type: none"> - Ensure that the excavation site is thoroughly assessed for soil type and conditions by a qualified geotechnical engineer or competent person before initiating work. - Develop an excavation plan with strict attention to providing suitable shoring systems, based on the assessment, to prevent collapses or cave-ins during operation. - Ensure that all personnel receive regular training and awareness regarding shoring techniques and systems, especially those responsible for their installation and maintenance. - Conduct regular inspections of shoring materials, such as timber, steel or aluminium, to ensure that they are in good condition, free from defects, and compliant with relevant industry standards. - Maintain clear communication between excavation workers, equipment operators, and supervisors, particularly when changes to the shoring or excavation process take place. - Monitor and control groundwater and surface water within the excavation site using dewatering methods like well points or sumps, ensuring they are properly maintained and do not interfere with the shoring system in place. - Provide sturdy barricades and fencing around the perimeter of the excavation site, clearly displaying warning signs and high-visibility markers, to prevent unauthorised access and potential injury to personnel or the public. - Mandate the use of protective gear, including hard hats, steel-toed boots, high-visibility jackets, and gloves, for all workers involved in excavation and related activities. 	2M	

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			<ul style="list-style-type: none"> - Establish a permit-to-work system, particularly for deep excavations or complex processes, and enforce compliance with these permits for all ongoing works. - Regularly review risk assessments and Safe Work Method Statements (SWMS) in order to update control measures and protective actions based on actual working conditions and experiences. - Conduct toolbox talks with the work crew to discuss specific site hazards, reinforce safe work practices, and encourage open communication about any concerns or suggestions for improvement. - Designate a competent person to supervise and monitor the excavation process, ensuring the proper implementation and maintenance of all control measures, including shoring systems and barricades. - Establish clear emergency response procedures, including a designated evacuation zone and rescue team, in the event of a shoring system failure or collapse. Train all personnel on these procedures and practise them periodically to ensure preparedness. 		
6. Excavator Operation	Falling debris, equipment collision	3H	<ul style="list-style-type: none"> - Pre-start safety checks: Ensure that the excavator is in good working condition by conducting pre-start visual inspections, checking for any signs of damage or wear, and ensuring all safety features are functional. - Operator training and qualifications: Verify that the excavator operator holds a valid license and has received proper training in its safe operation, including hazard identification, risk assessment, and control measures. - Establish and maintain exclusion zones: Define a clear work area around the excavation site to prevent unauthorised entry and designate specific access points, which should be well-marked with warning signs and secure barriers. - Load management: Strictly adhere to the excavator's load capacity limits to avoid overloading, instability, and subsequent loss of control. - Suppressing falling debris: Employ suitable methods such as wetting down or compacting soil to mitigate the possibility of falling debris from excavation works. - Use of spotter or banksman: Utilise a trained spotter or banksman to direct and monitor the excavator movements during operation, ensuring safe clearance distances and preventing collisions. - Efficient communication: Establish and maintain clear lines of communication between the excavator operator, spotters, and other workers on-site to enable real-time updates on potential hazards and necessary actions. - Regular inspection of the work area: Carry out frequent inspections of the excavation site to identify and address any newly developing hazards (e.g., unstable grounds, exposed utilities) promptly. - Traffic management plan: Implement a traffic management plan that considers site-specific risks relating to the movement of vehicles, equipment, and pedestrians. 	2M	

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			<ul style="list-style-type: none"> -download Aware monitoring systems: Install safety sensors or cameras on the excavator to provide the operator with increased visibility and awareness of their surroundings. - Appropriate personal protective equipment (PPE): Ensure all workers in the vicinity of the excavator operation wear appropriate PPE, including hard hats, high-visibility vests, and steel-toed boots. - Emergency response plan: Develop and implement an emergency response plan detailing immediate actions to be taken in the event of a hazardous incident, such as a debris fall or equipment collision. - Regular tool-box talks: Conduct regular tool-box talks with all relevant personnel to discuss safe work practices, potential hazards, and control measures specific to excavator operation and excavation works. 		
7. Manual Digging	Ergonomic issues, hand tool injuries	2M	<ul style="list-style-type: none"> - Proper Manual Handling Techniques: Ensure that all workers are trained in and follow proper manual handling techniques, including lifting with the legs and not the back, to help reduce ergonomic risks. - Rest Breaks and Rotation: Implement adequate rest breaks and task rotation, allowing workers to take regular pauses from manual digging to decrease muscle strain and repetitive motion injuries. - Regular Stretching: Encourage workers to perform regular stretching exercises, particularly targeting the muscles used for manual digging, to help alleviate ergonomic risks and stressors on the body. - Appropriate Hand Tools: Use well-maintained hand tools with appropriate ergonomic designs, like padded handles, to minimise the potential for injuries related to tool usage. - Tool Inspection and Maintenance: Implement a systematic inspection and maintenance routine for all hand tools involved in manual digging, ensuring they're sharp, in good working condition, and free from defects. - Personal Protective Equipment (PPE): Always wear appropriate PPE, such as gloves, safety boots, and long-sleeve shirts, while undertaking manual digging tasks to protect against puncture wounds, cuts, and abrasions. - Correct Digging Techniques: Train workers in correct digging techniques, using tools effectively and efficiently to minimise strain on muscles and joints, and reduce the potential for injury. - Work at a Steady Pace: Encourage workers to maintain a moderate, steady pace during manual digging tasks. This can help prevent overexertion and the development of musculoskeletal disorders. - Clear Communication: Promote clear communication among team members regarding any hazards or obstacles encountered, such as buried utility lines or rocks, to minimise the chance of injuries. 	1L	

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			<ul style="list-style-type: none"> - First Aid Training: Ensure that employees have access to first aid training, so they know how to appropriately respond to any potential injuries sustained during manual digging tasks. - Incident Reporting: Establish a swift, efficient process for reporting injuries and hazards related to manual digging. This can help identify areas for improvement in work practices, equipment, or training. 		
8. Utility Identification	Striking buried utilities, miscommunication with utility provider	3H	<ul style="list-style-type: none"> - Engage a professional utility locating service to identify and mark the locations of utilities before starting any excavation work. - Thoroughly review available as-built drawings, blueprints, and utility plans to familiarise yourself with the locations of potential utility lines in the project area. - Use a permit system that requires team members to sign off on utility identification protocol to ensure communication and understanding among all parties. - Implement a trenchless method of excavation, such as vacuum or hydro excavation, which minimizes the risk of striking buried utilities. - Develop and establish a robust communication system between the construction crew, utility provider, and other stakeholders to address any concerns or updates that arise during the project. - Provide proper training to workers on how to safely use excavation equipment and hand tools when working near underground utilities. - Create and enforce a clear safe-work zone with barriers around the excavation area to prevent unauthorised entry. - If a utility line is found while excavating, stop immediately and notify the appropriate utility owner for further guidance before proceeding. - Develop an emergency response plan in case a utility line is struck or damaged, including immediate reporting of the incident, evacuation procedures, and hazard containment measures. - Maintain regular tool and equipment inspections to ensure proper functioning and mitigate risks associated with defective equipment near utility lines. - Utilise ground penetrating radar (GPR) technology to verify the presence of utilities not detected by traditional utility locating methods. - Ensure that temporary supports or shoring systems are in place as needed to protect exposed utilities during the excavation process. - Establish and enforce a thorough safety checklist for each stage of the project, ensuring that all safety measures have been adequately addressed. - When backfilling, ensure that you take precautions to avoid damaging utility lines and maintain safety throughout this process. 	1L	
9. Inspections	Incomplete inspection, overlooked hazards	2M		1L	

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			<ul style="list-style-type: none"> - Develop and implement a comprehensive inspection checklist to cover all aspects of excavation work, preventing any oversight or incomplete inspections. - Provide regular training for all workers involved in excavation work, focusing on hazard recognition and risk management. - Ensure supervisors and inspectors are highly experienced and familiar with excavation work, its risks, and the relevant safety precautions. - Implement a system for double-checking the inspection process by having another qualified person review and sign off on each inspection. - Establish clear lines of communication between the inspection team, supervisors, and workers to ensure all relevant information is shared and understood at every stage of the inspection process. - Schedule regular toolbox talks to reinforce the importance of thorough inspections and ongoing monitoring of hazards, and to address any concerns raised by workers. - Designate an onsite safety representative responsible for overseeing compliance with WHS requirements for excavation work, including but not limited to inspections. - Analyse historical safety data from previous excavation projects, identify patterns and trends, and incorporate this knowledge into the inspection process to prevent repeating past mistakes. - Use visual aids such as signage, posters, and safety videos to remind workers of common excavation hazards and potential consequences if proper control measures are not followed. - Regularly update and review the Safe Work Method Statements (SWMS) for excavation work, ensuring it remains current and reflects any changes in the site conditions, equipment, or work procedures. - Keep detailed records of all inspections and their findings. This accountability promotes thoroughness and ensures that context can be considered if issues arise later. - Encourage a culture of safety where workers feel comfortable reporting potential hazards to supervisors and inspectors without fear of retribution. - Carry out surprise audits on completed inspections in addition to scheduled checks to promote vigilance and thoroughness among inspectors and other parties involved. - Ensure that appropriate personal protective equipment (PPE) is worn by anyone performing inspections, reducing the likelihood of injuries and preparing them for access to any high-risk areas. 		
10. Load Transport	Overloading trucks, unstable load	3H	<ul style="list-style-type: none"> - Properly Train Operators: Ensure all workers involved in loading and transporting processes are adequately trained and competent in their roles, including the correct use of equipment and understanding vehicle specifications. 	1L	

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			<ul style="list-style-type: none"> - Load Limits: Determine and adhere to the manufacturer-specified load limits for each truck used in the operation, and never exceed these limits. - Clear Communication: Maintain clear lines of communication between operators, site supervisors, and other relevant personnel throughout the loading and transport process. - Inspection and Maintenance: Conduct regular equipment inspections and maintenance checks to guarantee proper functioning of trucks and other associated machinery. - Use Approved Lifting Equipment: Utilise only approved lifting equipment and attachments for transferring loads onto trucks, and ensure they're appropriate for the materials being handled. - Load Distribution: Evenly distribute loads to maintain stability during transit, and ensure a low centre of gravity by placing heavier items towards the bottom. - Securing Loads: Firmly secure all loads using approved restraint systems, such as tie-downs, chains, or webbing straps, to prevent any movement during transportation. - Prohibit Overloading Trucks: Establish procedures to verify the correct weights of materials before loading and prevent overloading of trucks. - Vehicle Roadworthiness: Regularly inspect vehicle tires, brakes, suspension, and other relevant components to ensure roadworthiness for carrying heavy loads. - Speed Management: Implement speed control measures and restrict speeds according to the conditions of the worksite and surrounding roads during transportation. - Signage and Barriers: Install appropriate signage and barriers around the work area to alert others of the hazards associated with loading and transporting activities. - Emergency Response Plan: Create an emergency response plan to address potential incidents and accidents that could occur during the load transport process. - Rotation of Tasks: Implement a rotation system for tasks so that workers aren't subject to prolonged exposure to physical strains associated with load handling and transport. - Supervision and Monitoring: Assign a competent supervisor to oversee the entire loading and transport process, ensuring workers adhere to the established safety measures and promptly address any deviations or issues that arise. 		
11. Backfilling	Poor compaction, improper material selection	2M	<ul style="list-style-type: none"> - Conduct a thorough site inspection and soil analysis before selecting the backfill material, ensuring it is suitable and compatible with the existing soil. - Implement proper training programs to educate all workers involved in backfilling on the safety procedures and materials selection. 	1L	

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			<ul style="list-style-type: none"> - Develop and follow a well-planned backfilling sequence that takes into account the type of excavation, surrounding structures, and utilities to prevent any potential hazards. - Ensure proper compaction equipment is used for the specific material, keeping in mind its environmental impact and workplace safety. - Regularly inspect the compaction equipment to ensure it's in good working condition and regularly maintained. - Obtain engineering approval for the selected backfill material to comply with the project specifications and construction standards, as well as relevant codes and guidelines. - Use a layering approach for backfilling, compacting each layer uniformly before adding the subsequent layer, resulting in maximum density and stability. - Monitor the moisture content during the backfill process to achieve optimum compaction while preventing over-saturation or excessive drying. - Establish communication lines between the backfilling team and other workers on-site to coordinate activities and avoid any overlaps or interruptions, minimising the risk of accidents or delays. - Conduct regular inspections throughout the backfilling process, ensuring quality control and adherence to the defined standards, minimising the risk of poor compaction and improper material selection. 		
12.Cleanup & Demobilization	Slips, trips & falls, faulty dismantling of barricades	2M	<ul style="list-style-type: none"> - Ensure proper communication and coordination with the team and other workers on-site during cleanup and demobilization to minimize any confusion or misunderstandings that can lead to accidents. - Keep work areas clear of debris and clutter that may cause slips, trips, and falls by conducting regular housekeeping throughout the project duration and final cleanup. - Use appropriate personal protective equipment (PPE) such as non-slip footwear, gloves, and high visibility clothing during the cleanup and demobilization process. - Implement a safe system of work for dismantling barricades, including step-by-step instructions, training, and supervision from a competent person. - Conduct regular equipment checks and maintenance to ensure removal devices, tools, and machinery used to dismantle barricades are in good working order before use. - Establish exclusion zones around barricades being dismantled to prevent unauthorised access and possible workplace incidents during the process. - Properly store, stack, and transport dismantled barricades, ensuring they are secured in place to eliminate any chance of falling and causing injury. 	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"> - Clearly mark and signpost all potential trip hazards and identify them during safety briefings and toolbox talks for workers involved in the cleanup and demobilization process. - Provide adequate lighting in areas where cleanup and demobilization activities are taking place, particularly during early morning, late afternoon, or night shifts, to increase visibility and reduce the risk of slips, trips, and falls. - Ensure modified ladders or platforms with handrails are used when reaching high areas, allowing for safer access while also increasing stability during cleanup and demobilization works. - Educate workers about the importance of maintaining three points of contact while ascending and descending any height to minimise the risk of incidents related to slips, trips, and falls. - Develop an emergency response plan and regularly review it with employees, ensuring everyone is aware of the procedures to follow in the event of an accident during the cleanup and demobilization process. - Encourage a safety-conscious culture within the workplace, promoting open communication, and reporting of any hazards, near misses, or incidents that occur during the project. - Continually review and revise safety procedures for cleanup and demobilization, considering potential new risks or hazards as the project progresses or circumstances change. 		

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

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"/>	
REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	