

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

TASK OR ACTIVITY: Excavation Work Under 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:

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>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	Trip hazards, Inadequate PPE	2M	<ul style="list-style-type: none"> - Conduct a thorough site inspection prior to commencing work, identifying any potential trip hazards such as uneven ground or loose materials, and mark them to alert workers to these hazards. - Ensure that all workers have the appropriate Personal Protective Equipment (PPE) required for this job, including hard hats, high visibility vests, sturdy footwear with reinforced toe caps, and appropriate gloves. - Assign a team leader or supervisor responsible for ensuring that PPE is worn correctly, and ensure that ongoing assessments are carried out throughout the project to ensure compliance. - Implement regular housekeeping practices within the workspace in order to maintain a clean and organised environment which helps reduce the likelihood of accidental trips or slips. - Establish clearly marked walkways around the excavation area, implementing temporary barriers if necessary, thus separating work areas from pedestrian zones, minimising tripping hazards for those not directly involved with the excavation. - Conduct toolbox talks or pre-shift meetings focusing on hazard identification and risk mitigation strategies, encouraging workers to prioritise safety and be aware of the potential hazards associated with the work site. - Make sure that all workers are properly trained in how to move around the excavation site safely, emphasising the importance of following established paths, maintaining situational awareness, and using caution when working near edges. - Install adequate lighting around the work area to increase visibility, particularly for night shifts, to minimise the potential for trip hazards going undetected. - Regularly inspect the condition of the PPE and replace any damaged or worn-out equipment promptly, ensuring that all workers continue to have the necessary protection while performing their tasks. - Foster a culture of open communication among team members, allowing them to voice their concerns about potential hazards in the workplace, and collaboratively work towards finding effective solutions to enhance overall safety. 	1L	
2. Excavation Marking	Inaccurate measurements, Slips and falls	2M	<ul style="list-style-type: none"> - Proper training: Ensure that all workers involved in the excavation process are well-trained and familiar with the equipment they will be using to avoid inaccuracies and potential slips or falls. - Double-check measurements: Before commencing work, double-check all measurements related to the excavation area to ensure their accuracy and minimise the risk of errors during the excavation process. - Clear site marking: Use clear, bright markings (such as flags or spray paint) to clearly delineate the boundaries of the excavation area, reducing the likelihood of miscommunication among workers. 	1L	

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			<ul style="list-style-type: none"> - Adequate lighting: Make sure the excavation site has sufficient lighting, especially when working in low-light conditions or at night, to reduce the risk of accidents due to poor visibility. - Proper footwear: Require all workers to wear appropriate non-slippery footwear, such as steel-toed boots with slip-resistant soles, to minimise the risk of slips and falls. - Barricades and signage: Install barricades and appropriate warning signs around the excavation site to alert workers and other individuals onsite to the potential hazards associated with the area. - Regular inspections: Conduct regular inspections of work areas throughout the excavation process to identify any developing hazards (such as loosened soil) and take corrective action immediately. - Safe access points: Establish safe access routes for workers and equipment entering and exiting the excavation site to minimise the risk of slips, trips, and falls. - Proper handling of equipment: Train workers on the correct usage of measurement tools and excavating equipment, including how to store and maintain these items, to prevent unexpected slips and falls due to improper handling. - Fall protection: Implement appropriate fall protection measures, such as guardrails or personal fall arrest systems, where there is a risk of falls from elevated surfaces or into the excavated area. - Communication plan: Develop and implement a communication plan detailing the roles, responsibilities, and required actions of all team members involved in the excavation process to minimise misunderstandings that could lead to accidents. - Weather monitoring: Keep an eye on weather conditions and adjust work schedules accordingly, especially during wet or excessively windy conditions, which might increase the risk of slips and falls around the excavation site. - Cleanliness and organisation: Maintain a clean and organised work area throughout the excavation process, promptly addressing any spills or clutter to reduce the likelihood of slips, trips, and falls. 		
3. Utility Location	Striking utilities, Electrocutation	3H	<ul style="list-style-type: none"> - Obtain the necessary permits and consult utility service providers prior to any excavation work, ensuring that all utilities in the area are accurately identified and marked. - Engage a licensed utilities locator for a comprehensive investigation of the area using instruments like ground penetrating radar or cable and pipe locators to identify underground utilities. - Maintain up-to-date utility plans and keep on-site as a reference material for all workers involved in the excavation process. 	2M	

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			<ul style="list-style-type: none"> - Clearly mark and delineate the boundaries of underground utilities in the excavation zone with brightly colored flags, spray paint or stakes to avoid accidental contact. - Conduct a thorough risk assessment prior to commencing work and communicate the findings to all workers, highlighting the possible hazards and control measures associated with striking utilities or electrocution. - Equip workers with proper personal protective equipment (PPE) such as insulated gloves, boots, and eyewear where necessary to reduce the risk of incidents relating to utilities. - Utilise non-conductive tools and equipment, particularly when working near power lines or other electrical infrastructure, to minimise the potential for electrical incidents. - Train employees on safe excavating practices, emergency response procedures, first aid, and CPR to ensure they are well-equipped to handle any unforeseen accidents related to utility strikes. - Implement a no-go zone around identified utility lines and establish a minimum clearance distance to prevent accidental contact during excavation activities. - Regularly inspect the work site for any changes in conditions or potential new risks related to utilities, updating the SWMS as needed to address any new hazards. - Employ a designated spotter to observe and monitor excavation work near utilities, ensuring communication between the excavator and support personnel is maintained. - Ensure emergency response equipment, such as fire extinguishers and first aid kits, is readily accessible on site and regularly refilled and inspected for functionality. - Maintain clear lines of communication with utility companies throughout excavation work to report any damage or emergencies, as well as exchanging necessary information about potential hazards. <p>By implementing these control measures for utility location during excavation work, the likelihood of striking utilities and associated accidents such as electrocution can be considerably reduced. This ensures a safer work environment for workers and helps to prevent costly disruptions to utility services.</p>		
4. Pedestrian Management	Pedestrian injury, Traffic accidents	2M	<ul style="list-style-type: none"> - Implement and adhere to the site-specific Traffic Management Plan, including designated pedestrian routes, vehicle movement paths, and exclusion zones to minimise the potential for collisions and accidents. - Clearly mark and signpost all pedestrian walkways and crossings, ensuring they are adequately lit and visible from a safe distance to both pedestrians and vehicle operators. - Ensure that all personnel on-site, including visitors, receive proper induction regarding pedestrian safety rules and procedures before accessing the worksite. 	1L	

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			<ul style="list-style-type: none"> - Assign a trained traffic marshal or spotter to monitor and control access points between excavation work areas and adjacent pedestrian zones, using clear hand signals and communication protocols to coordinate the safe movement of both people and vehicles. - Equip all workers and pedestrians who may be exposed to traffic hazards with high visibility clothing, including vests, jackets, or other PPE that meets the required safety standards. - Install physical barriers, such as construction fencing, bollards, or temporary barricades to separate pedestrian pathways from active work zones and prevent unauthorised access to excavation sites. - Schedule excavation work during periods of low pedestrian activity when feasible to reduce the risk of accidents involving pedestrians and vehicle operators. - Regularly review and update risk assessments for pedestrian management, taking into account any changes in work conditions, site layout, or personnel responsibilities. - Provide drivers of heavy machinery and vehicles with comprehensive training on operating safely within proximity to pedestrians, reinforcing the importance of maintaining continuous situational awareness and strictly adhering to speed limits. - Develop an emergency response plan that incorporates the management of accidents involving pedestrians and establishes clear guidelines for reporting, addressing, and learning from these incidents. - Conduct regular site inspections and safety audits to evaluate the effectiveness of pedestrian management controls, making any necessary adjustments to policies or practices in order to maintain optimal safety standards. 		
5. Equipment Inspection	Equipment malfunction, Hydraulic failures	2M	<ul style="list-style-type: none"> - Ensure all excavation equipment undergoes a thorough inspection by a competent person before use, with checks for any signs of wear and tear or damage that could lead to malfunction or hydraulic failure. - Establish regular maintenance schedules for all machinery used in excavation work, keeping records of inspections, repairs, and part replacements. - Implement a system to track the operating hours of equipment, scheduling regular services as per manufacturer recommendations to prevent malfunctions and hydraulic failures. - Provide comprehensive training for all operators on correct equipment usage, including instructions for identifying potential issues and carrying out pre- and post-operational checks. - Conduct toolbox talks or safety briefings at the start of each shift, emphasising the importance of equipment inspection and addressing known risks or site-specific concerns. 	1L	

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			<ul style="list-style-type: none"> - Utilise protective devices such as guardrails, shields, and barriers to minimise risks associated with equipment dysfunction, ensuring these measures are regularly inspected for integrity and effectiveness. - Have a clear communication protocol in place for reporting any equipment-related hazards or issues promptly so that prompt action can be taken to rectify the problem and prevent accidents. - Verify that necessary safety features, such as emergency stop buttons or backup alarms, are installed on relevant equipment and are in working order during routine inspections. - Develop an action plan to handle incidents of malfunctioning or failed equipment, including procedures for safely shutting down the machinery, isolating the hazardous area, and evacuating workers as needed. - Store all equipment in designated zones when not in use, protecting it from exposure to potentially damaging elements and reducing the risk of unauthorised access or tampering. - In case of hydraulic failures, have spill kits readily available to address any leakages or spills quickly and minimise environmental or health risks associated with hydraulic fluid exposure. - Maintain adequate inventory of essential spare parts, allowing swift repair or replacement of worn or damaged components in excavation equipment to prevent prolonged downtime or hazardous situations. - Encourage a safety-conscious work culture, fostering open communication for discussing potential hazards, near-misses, and incidents involving equipment malfunction or hydraulic failures. - Periodically review and update the Safe Work Method Statement (SWMS) to reflect any changes in equipment, procedures, or workforce - ensuring continued effective risk management relating to excavation work under 1.5 meters. 		
6. Soil Classification	Unstable soil, Inaccurate classification	3H	<ul style="list-style-type: none"> - Ensure the soil classification system is in place and well-understood by all workers before beginning excavation. - Conduct regular safety training for all workers, specifically focusing on soil types and their respective classifications. - Verify that workers have competent knowledge of load-bearing capacities of soil, and the relevant practices to handle each type. - Perform thorough inspections of the excavation area, including detailed soil analysis of representative samples, to determine correct classification. - Appoint a qualified geotechnical engineer to supervise complex sites and offer guidance in soil extraction and stabilization processes. - Provide adequate support to trench walls using appropriate methods such as shoring, benching, or sloping based on soil classification. 	2M	

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			<ul style="list-style-type: none"> - Avoid work during extreme weather conditions, which may impact soil stability and lead to hazardous situations. - Regularly monitor moisture levels in the soil since its stability can be significantly affected by water content variations. - If signs of instability are detected, halt excavation work immediately and call in specialists to evaluate soil conditions and recommend suitable corrective measures. - Implement excavation permits or task cards, requiring approval from a responsible supervisor before initiating work. - Use appropriate personal protective equipment (PPE) for workers, such as hard hats, steel-toe boots, and high-visibility vests. - Establish an effective communication system (such as two-way radios) among workers to relay crucial information about potential hazards or changes in the workplace environment promptly. - Ensure periodic reviews of implemented control measures to verify their effectiveness and make necessary adjustments as needed. 		
7. Trench Support Installation	Collapse of trench, Struck by materials	3H	<ul style="list-style-type: none"> - Adequate planning and design: Prior to the excavation work, engage a professional engineer or competent person to design the trench support system based on soil characteristics, anticipated loads, nature of work, and any other relevant factors. - Trench box/shoring installation: Install trench boxes or shoring systems as per the engineer's recommendations to provide lateral support to the sidewalls of the trench, thereby reducing the risk of collapse. - Regular inspections: Conduct regular inspections of the trench support system by a competent person to identify any signs of wear, damage, or instability. Promptly report and address any defects or concerns. - Proper training: Ensure that all workers involved in the trench support installation are adequately trained in the safe use, handling, and assembly of the required support equipment and systems. - Limited entry/exit points: Establish designated entry/exit points along the trench with appropriate edge protection (e.g., guardrails) to minimise the risk of workers being struck by materials or accidentally falling into the trench. - Safe storage of materials: Safely store excavated materials and other construction materials at least 1 meter away from the trench's edge to prevent materials from accidentally sliding or rolling into the trench. - Ladders and access equipment: Provide suitable ladders, ramps, or stairways at designated entry/exit points to facilitate safe access and egress for workers. - Constant communication: Develop and implement a communication plan among the workers to effectively communicate hazards, progress updates, and any changes in the work environment. This can be achieved through toolbox talks, hand signals, or other appropriate communication methods. 	1L	

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			<ul style="list-style-type: none"> - Controlled exclusion zones: Establish exclusion zones around the trench work area, where only authorised personnel are allowed to enter, to reduce the risk of people inadvertently coming into contact with the excavation site or the hazardous materials present. - Emergency preparedness: Develop and implement an emergency response plan, including first aid provisions and rescue procedures, to efficiently address any incidents or injuries that may occur during the trench support installation process. 		
8. Excavation Work	Falling objects, Collapse of adjacent structures	4A	<ul style="list-style-type: none"> - Regularly inspect the work area for potential falling objects and ensure any loose materials or equipment are securely stored away from the excavation site. - Implement exclusion zones around the excavation area to prevent unauthorised personnel from entering or accessing the workspace. - Use physical barriers, such as fences or barricades, to protect employees and other individuals from approaching the edge of the excavation. - Employ a safety observer, also known as a spotter, to monitor the work area and alert workers of any potential falling object hazards or unstable conditions. - Conduct daily inspections of the excavation site to assess the stability of adjacent structures and determine if any preventative actions or work modifications are necessary. - Install appropriate shoring, bracing, or other support systems to reinforce the adjacent structures and prevent collapse. - Develop an emergency action plan that includes evacuation procedures in case of structural failure or other major hazard exposure. - Ensure all workers involved in the excavation process receive proper training on safe work practices, relevant regulatory requirements, and potential hazards they may encounter. - Utilise Personal Protective Equipment (PPE) such as hard hats, high-visibility clothing, and steel-toed boots for all workers operating in or around the excavation site. - Establish clear lines of communication between supervisors, workers, and equipment operators to relay important safety information and report potential hazards in a timely manner. - Periodically review and update the excavation Safe Work Method Statement (SWMS) to reflect any changes in the work environment, tasks, or hazards that arise during the project. - Schedule regular tool-box talks or safety briefings to remind workers of the importance of following established safety protocols and maintaining awareness of their surroundings at all times. 	2M	

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			<ul style="list-style-type: none"> - Monitor weather forecasts and ground conditions closely, and consider suspending work during heavy rain, high winds, or other adverse weather events that could increase the likelihood of hazards such as falling objects and structural collapses. 		
9. Material Storage	Stockpile failure, Inaccessible materials	2M	<ul style="list-style-type: none"> - Clearly designate material storage areas and carry out regular inspections to ensure they are maintained correctly. - Implement proper engineering controls such as retaining walls, reinforcement, and other structural measures to prevent stockpile failures. - Store materials in a stable, flat area clear of any obstructions or potential slip hazards. - Stack materials evenly with adequate support to maintain the stability of stored materials and prevent overloading. - Keep materials at least 1 meter away from excavation edges to prevent accidental falls and potential collapse of the excavation wall. - Limit the height of stockpiles to ensure their stability and prevent material movement or avalanche. - Use barricades, signage or fences around stockpiles to restrict access to authorised personnel only and prevent unauthorised entry. - Maintain clear access routes for workers and equipment to reach stored materials safely and without obstructions. - Properly label stored materials and provide appropriate handling instructions to minimise manual handling risks and prevent falls from stored equipment. - Regularly inspect the condition of all equipment and tools used in the storage process to ensure that it's in good working order. - Train all workers in safe material handling practices and provide them with appropriate personal protective equipment (PPE) such as gloves, steel-toed boots, and hard hats. - Establish an emergency response plan, including evacuation procedures and contact information for relevant emergency personnel, to be followed in case of a material storage incident or stockpile failure. 	1L	
10. De-watering Operations	Flood hazards, Groundwater contamination	3H	<ul style="list-style-type: none"> - Proper planning and assessment of the site before commencing de-watering operations to identify potential flood hazards and groundwater contamination risks. - Utilise appropriate dewatering methods, such as sump pumps, well points, or deep wells, based on the site conditions and volume of water to be managed. - Regularly inspect and maintain all dewatering equipment to ensure proper functioning and prevent malfunction-related hazards. - Install barriers or diversion channels around the excavation area to manage water flow and prevent flooding in the work zone. 	1L	

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			<ul style="list-style-type: none"> - Establish monitoring protocols for possible groundwater contamination by taking regular samples and analysing them for contaminants. If detected, take action immediately to control the spread of contamination. - Train all workers involved in de-watering operations on relevant workplace health and safety procedures, the proper use of dewatering equipment, and emergency response protocols if flooding or spills occur. - Develop a site-specific emergency response plan detailing appropriate actions in case of flooding, groundwater contamination, or other unforeseen incidents during de-watering operations. - Ensure that discharge from dewatering activities complies with applicable environmental regulations to minimise the impact on surrounding ecosystems and downstream water bodies. - Use sedimentation basins or sediment control devices, where necessary, to capture and treat any sediment-laden water before discharging back into the environment. - Communicate with local authorities, environmental agencies, and stakeholders to notify them of planned de-watering activities, address concerns, and promote transparency. - Regularly review and update the Safe Work Method Statement (SWMS) to incorporate new findings, regulatory requirements, and improved mitigation measures related to de-watering operations and associated hazards. 		
11. Inspections & Monitoring	Inadequate supervision, Inaccurate reporting	2M	<ul style="list-style-type: none"> - Implement a comprehensive training programme for all workers involved in the excavation work to ensure they are aware of the specific hazards, required safety measures, and proper usage of equipment. - Establish a clear communication chain amongst workers and supervisors to foster open discussions on identified hazards, risks, and necessary corrective actions. - Assign an experienced supervisor to monitor and oversee each stage of the excavation work, ensuring that all workers adhere strictly to the established SWMS. - Conduct daily pre-start meetings with all workers to reiterate the importance of maintaining adherence to safety protocols, reporting any potential hazards or nonconformances, and encouraging continuous improvement in overall site safety. - Use standardised inspection checklists and reporting templates to facilitate accurate recording and tracking of site conditions, performance, and safety issues. - Incorporate regular, unannounced site audits and inspections by senior management or external safety auditors to evaluate compliance, identify discrepancies in protocol or documentation, and reinforce safety culture. - Develop a robust hazard reporting system to enable direct and anonymous communication between workers and management, ensuring that every individual feels empowered and safe in reporting unsafe or inadequate working conditions. 	1L	

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			<ul style="list-style-type: none"> - Promote a strong safety culture that encourages open discussions about workplace health and safety concerns, fosters collective learning, and supports continuous improvement in safety performance. - Schedule periodic reviews of the SWMS to assess its effectiveness, identify areas for improvement and update it based on evolving industry best practices, new technology, and analysis of any incidents or near-misses. - Ensure supervisors follow up on reported risks and hazards, taking appropriate steps to address them in a timely and efficient manner, and communicate the implemented control measures back to the team. 		
12. Backfilling & Compaction	Poor compaction, Uneven surface	2M	<ul style="list-style-type: none"> - Ensure all workers involved in backfilling and compaction have received appropriate training and are knowledgeable about the task requirements. - Conduct a thorough site inspection before commencing work to identify and assess any potential hazards, such as unstable ground or buried utilities. - Develop and implement a job safety analysis (JSA) that outlines the specific steps for safely completing the backfilling and compaction process. - Use appropriate equipment for the task, such as compactors and excavators, ensuring they are well-maintained and suitable for the ground conditions. - Implement regular monitoring and quality control checks throughout the backfilling and compaction process to ensure proper placement and density levels. - Utilise industry best practices and guidelines for soil compaction, including lift thickness, moisture content, and compaction techniques. - Maintain clear communication between all workers and supervisors during the entire process to address any issues or concerns as they arise. - Install adequate signage and barriers around the work area to prevent unauthorised access and reduce the risk of accidental injury to others. - Ensure proper drainage is in place to prevent water accumulation and minimise the impact of wet soil on compaction efforts. - Develop a contingency plan to manage unexpected challenges, such as excessive rain or equipment failures, to minimise delays and maintain safety. - Require all workers to wear appropriate personal protective equipment (PPE), such as hard hats, high-visibility vests, and steel-toed boots, while working on the site. - Limit the number of workers present in the immediate vicinity during compaction activities to minimise the risk of injury from equipment movement. - Conduct regular site meetings to discuss progress, identify any developing hazards, and review safety precautions to continuously improve job site safety. - Upon completion of the backfilling and compaction process, perform a final inspection to ensure the surface is even, properly compacted, and free of any additional hazards or obstacles. 	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

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	