

Excavator Attachments | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Excavator Attachments

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"> 1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; 2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, 3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS. 											

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	Unstable ground, Struck by moving excavator	3H	<ul style="list-style-type: none"> - Conduct a thorough site inspection to identify and assess any unstable ground conditions before commencing work with the excavator attachments. - Ensure that all workers are trained and competent in the safe operation of excavator attachments, as well as recognizing potential hazards. - Set up appropriate signage, barriers, and exclusion zones around the work area to prevent unauthorised access and protect workers from moving machinery. - Plan the task ahead and communicate the necessary safety controls, ensuring all workers understand their roles and responsibilities. - Properly maintain the excavator and its attachments according to the manufacturer's guidelines, performing pre-use inspections, and addressing any issues promptly. - Use appropriate personal protective equipment (PPE) for workers such as hard hats, high visibility vests, gloves, and safety boots. - Establish clear communication lines between excavator operators and on-ground workers using devices such as two-way radios, hand signals, or warning sirens. - Ensure that the excavator is operated only by certified and experienced individuals who follow industry best practices during attachment installation and use. - Implement effective traffic management plans for vehicles and pedestrians on site, ensuring everyone adheres to established routes and maintains a safe distance from excavator operations. - In case of unstable ground conditions, employ suitable ground protection measures such as installing temporary support structures or using soil compaction techniques. - Regularly monitor weather conditions and environmental factors throughout the project, and halt work if conditions become too hazardous, e.g., severe rainfall, high winds, or extreme temperatures. - Encourage a culture of safety amongst all workers, promoting open communication channels for reporting hazards or incidents, and facilitating regular toolbox talks on relevant topics to continually improve hazard awareness and adherence to control measures. 	2M	
2. Site inspection	Uneven terrain, Falling objects	3H	<ul style="list-style-type: none"> - Implementing a thorough site inspection prior to commencing work to identify uneven terrain and potential falling objects, and taking note of any areas that require extra caution. - Ensuring that all workers are properly trained in recognizing and managing risks associated with uneven terrain and falling objects. - Enforcing the use of appropriate Personal Protective Equipment (PPE) such as steel-toed boots, hard hats, and high visibility vests for all personnel working in the vicinity of the excavator. 	1L	

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			<ul style="list-style-type: none"> - Establishing designated walkways and clearly marking them with signage to minimise pedestrian exposure to hazards related to uneven terrain and falling objects. - Regularly maintaining and inspecting the excavator attachments to make sure they are in good condition, and replacing any damaged or worn parts as needed. - Utilising barriers or exclusion zones around the work area to prevent unauthorised access and reducing the risk of injury from falling objects. - Implementing a rigorous training programme for excavator operators to ensure they are proficient in the proper operation and handling of the equipment, including attachment changes and securing loads. - Developing an effective communication system between the excavator operator and ground personnel, through two-way radios, hand signals, or other means for clear communication in case of emergency situations. - Enforcing strict adherence to manufacturer guidelines and recommendations for excavator attachment usage, including maximum load capacities and operating speed limits. - Adopting a systematic approach to carefully load and unload materials, ensuring that loads are secure and well balanced to reduce the risk of a falling object. - Establishing an incident reporting and investigation system to promptly address any incidents involving uneven terrain or falling objects, and implementing corrective actions to prevent reoccurrence. - Regularly reviewing and updating the Safe Work Method Statement (SWMS) to incorporate new findings or changes to the work environment, ensuring continuous improvement in workplace safety practices. 		
3. Excavator setup	Incorrect attachment method, Pinch points	3H	<ul style="list-style-type: none"> - Proper training of excavator operators: Ensure that all operators have completed required training on the specific attachment method and excavator model. - Pre-use inspection of equipment: Perform a thorough visual inspection of the attachment and connection points to identify any defects or wear that may affect proper operation. - Consult manufacturer's manual: Always refer to the excavator and attachment manufacturer's recommendations and instructions for setting up and use. - Verify correct attachment method for each task: Double-check before initiating the process that the chosen attachment method is correct for the specific task at hand, which may involve changing the attachment if necessary. - Maintain clear communication between workers: Employees should be working together and communicating effectively throughout the entire process, ensuring each worker takes necessary precautions and adheres to safety guidelines. 	2M	

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			<ul style="list-style-type: none"> - Implement lockout/tagout procedures: Use lockout/tagout devices during the attachment process to prevent unintentional machine activation, protecting workers from potential pinch point injuries. - Use appropriate personal protective equipment (PPE): Require equipment such as gloves, safety glasses, and steel-toed boots while workers are involved in the excavator setup process. - Designate a safe area: Establish a designated area free from the excavator's range of movement, with clear boundaries marked using cones, tapes, or signs to keep non-essential personnel away. - Regularly monitor attachment connections: Schedule routine checks of the attachment connecting points for loosening, wear, or other issues throughout the workday. - Establish emergency procedures: Develop and communicate clear steps for dealing with emergencies during excavator setup, including how to shut down the machine and secure the area quickly. - Encourage a culture of vigilance and reporting: Promote an open dialogue within the workplace where individuals feel comfortable reporting hazards or unsafe practices without fear of reprisal. This allows the whole team to constantly improve safety standards throughout each step of the excavator setup process. 		
4. Starting operation	Equipment failure, Accidental contact	2M	<ul style="list-style-type: none"> - Regular equipment maintenance: Ensure that a routine maintenance schedule is in place, and carry out regular checks on the excavator attachments to detect any signs of wear or damage that may result in equipment failure. - Operator training: Ensure that all workers operating the excavator are adequately trained and competent in using the equipment and its various attachments, thereby reducing the risk of accidental contact. - Pre-start inspections: Conduct a thorough inspection of the excavator and its attachments before initiating operation, checking for any signs of damage, wear, or other potential hazards. - Safe working procedures: Establish and follow clear, written safe work procedures outlining proper handling and operating techniques when using excavator attachments. - Appropriate personal protective equipment (PPE): Ensure that all workers involved in the operation wear appropriate PPE, such as safety glasses, gloves, hard hats, and high-visibility vests. - Equipment use limitations: Understand and adhere to the manufacturer's guidelines regarding the safe use and capacity limits of the excavator attachments, always considering the weight, size, and stability of the materials being handled. - Emergency stop measures: Ensure there are accessible emergency stop mechanisms in place, and train operators on how to react promptly in case of accidental contact or equipment failure. 	1L	

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			<ul style="list-style-type: none"> - Exclusion zones: Set up clearly marked exclusion zones around the work area to prevent unauthorised access, which could lead to accidental contact with the excavator and its attachments. - Communication and coordination: Implement an effective system of communication between operators and spotters, allowing them to coordinate movements and avoid accidental contact during the operation. - Proper storage and transportation: Store and transport excavator attachments securely, ensuring that they are properly fastened and protected, minimising the chances of any accidental movement or falling of equipment. - Load monitoring: Continuously monitor loads to quickly identify and address any signs of equipment strain or impending failure. - Reporting incidents: Encourage workers to report any near-miss incidents, equipment malfunctions, or unsafe practices, so as to rectify them and prevent similar occurrences in the future. - Regular safety reviews: Periodically review safety procedures and guidelines, updating and improving them as necessary while also ensuring all workers receive regular training on any updates or changes to protocols. 		
5. Digging	Contact with underground utilities, Overloading	4A	<ul style="list-style-type: none"> - Obtain utility plans and service layout: Before starting any excavation work, obtain the current plans for underground utilities from local authorities, utility companies or Dial Before You Dig services to minimise the risk of damaging or coming into contact with any hidden services. - Use a locator device: Utilise an underground service locator device to confirm the presence and location of hidden utilities before digging. These devices assist in determining the depth and position of services to help avoid accidental contact during excavation. - Limit load capacity: Ensure the excavator operator is aware of the weight restrictions and maximum allowable loads for the excavator attachments to prevent overloading. - Conduct a site inspection: Have a competent person carry out a site-specific hazard identification and risk assessment prior to digging. This helps to identify potential hazards associated with the worksite. - Implement a safe work method statement (SWMS): Develop and implement a detailed SWMS outlining the sequence of excavation activities, including appropriate control measures to minimise risks associated with digging and the use of excavator attachments. - Label-load limits: Clearly display warning signs and instructions on the excavator that indicate the maximum attachment and load capacities to remind operators of load restrictions during operation. 	2M	

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			<ul style="list-style-type: none"> - Provide adequate training: Ensure that all personnel involved in the digging task are trained and competent in operating excavators and their attachments, as well as understanding relevant safety procedures. - Establish an exclusion zone: Create a marked exclusion zone around the digging area to restrict access by unauthorised personnel and maintain a safe distance from potential hazards. - Communicate regularly: Maintain clear communication between the excavator operator, spotters, and any other workers on-site to ensure that they are aware of ongoing activities, hazards, and potential service locations. - Avoid blind spots: Position the excavator strategically to prevent accidents caused by blind spots. The operator should always have a clear line of sight during digging activities, and when this is not possible, a spotter should be employed to guide the operator. 		
6. Material handling	Falling materials, Unsecured loads	3H	<ul style="list-style-type: none"> - Ensure that all operators are properly trained and have the necessary certifications to handle materials using excavator attachments. - Conduct a thorough risk assessment prior to starting any material handling tasks, identifying potential hazards and implementing appropriate control measures. - Implement an exclusion zone around the excavation area, preventing unauthorised personnel from entering and minimising the risk of falling materials causing injury to workers or bystanders. - Utilise appropriate rigging equipment such as slings, chains, and hooks for securing loads during lifting and transportation, ensuring they are properly maintained and inspected prior to use. - Ensure that load limits on excavator attachment equipment are strictly adhered to, reducing the risk of overloading and potential failure of the equipment leading to unsecured loads and falling materials. - Regularly inspect and maintain excavators and their attachments to ensure they are in good working condition and free of defects that may cause materials to be improperly handled or become unsecured. - Develop and implement clear communication protocols between team members involved in material handling tasks, including hand signals, verbal commands, and two-way radios to prevent confusion and accidents. - Use secure storage areas for materials not immediately required, keeping them stable and protected from potential falls or impact sources. - Establish an incident reporting and response plan, ensuring that any potentially hazardous situations are reported and dealt with quickly to minimise further risks. - Prioritise good housekeeping practices, including regular cleanup of debris, spills, and excess materials, to create a safer working environment and reduce the risk of accidents related to material handling. 	1L	

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			<ul style="list-style-type: none"> - Provide personal protective equipment (PPE) such as hard hats, safety boots, gloves, and high-visibility vests to workers who are in close proximity to the material handling operations, ensuring they are protected from potential hazards. - Encourage a safety-focused culture within the project team, promoting open communication about potential hazards and ongoing education about safe work practices, material handling techniques, and excavator attachment safety. 		
7. Excavator movement	Struck by hazards, Obstructed visibility	3H	<ul style="list-style-type: none"> - Ensure all operators have completed appropriate training and hold relevant licenses for operating excavators and handling attachments. - Check the working area for potential hazards, such as overhead or underground utilities, before commencing work to prevent accidental contact causing harm to workers or damage to equipment. - Regularly inspect and maintain excavator attachments to ensure they are in good condition and working order, paying special attention to hydraulics, connections, and wear points. - Provide clear communication between site personnel using two-way radios or agreed-upon hand signals to coordinate safe movement of excavators and personnel around the worksite. - Establish designated exclusion zones on-site, restricting access and directing pedestrian traffic away from the areas where excavators are in operation. - Ensure the operator has a clear line of sight when moving the excavator by utilising spotters to assist in navigating confined spaces with limited visibility. - Utilise GPS systems, cameras, or proximity alarms as applicable to aid the operator with identifying obstacles and maintaining safe working distances. - Implement strict lock-out/tag-out procedures when changing excavator attachments to prevent unauthorised use of the equipment during maintenance or changeover. - Encourage the use of high-visibility protective clothing for workers on foot near ongoing excavation operations to increase their visibility to equipment operators. - Incorporate regular breaks for operators to prevent fatigue and improve concentration, reducing the likelihood of errors or accidents. - Monitor weather conditions, including rain, fog, and strong winds, which can reduce visibility even further and postpone excavation tasks if necessary. - Establish an emergency response plan for incidents involving worker injury or equipment malfunction, ensuring prompt medical attention and immediate cessation of activity until the situation is resolved. 	2M	
8. Attachment change	Inadequate training, High-pressure hydraulics	3H	<ul style="list-style-type: none"> - Provide comprehensive training and instruction on the safe operation of excavator attachments for all operators, including proper procedures for attachment changes. 	1L	

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			<ul style="list-style-type: none"> - Ensure that only competent and authorised personnel are allowed to perform attachment changes on excavators. - Prior to commencement of work or attachment change, carry out a thorough inspection of the hydraulic system to identify and address any potential leaks or weaknesses in the system. - Establish and enforce strict procedures for depressurizing hydraulic systems before performing any attachment change in order to minimise the risk of injury due to high-pressure release. - Keep the area surrounding the excavator clear and free of obstructions to ensure the operator has sufficient space to safely maneuver and change attachments. - Develop and provide excavation task-specific Safe Work Method Statements (SWMS) addressing all relevant hazards associated with attachment changes, including detailed steps and control measures. - Supply and enforce the use of appropriate Personal Protective Equipment (PPE) such as gloves, safety glasses, and steel-capped boots when operators are handling excavator attachments and conducting attachment changes. - Implement regular maintenance schedules for all excavator attachments to ensure they remain in optimal working condition, thus reducing the likelihood of malfunctions or failures during attachment change processes. - Conduct regular safety audits and reviews on attachment change processes to ensure continuous improvement and adherence to the latest safety standards. - Encourage open communication and reporting of any safety incidents or hazards related to attachment changes, in order to promote a proactive safety culture and prevent future occurrences. 		
9. Maintenance	Poor machine condition, Electrical hazards	2M	<ul style="list-style-type: none"> - Regular maintenance checks: Perform frequent equipment inspections to ensure that the excavator and its attachments are kept in good working condition, hence minimising the risk of accidents caused by poor machine performance. - Operator training: Ensure that operators are adequately trained and certified to handle the specific excavator models and attachments used on-site, which helps them to operate the machinery safely and correctly during maintenance activities. - Lockout/tagout procedures: Implement and follow lockout/tagout (LOTO) procedures when performing maintenance tasks, especially those involving electrical hazards. This involves isolating energy sources and securing them so that they cannot be activated unintentionally during maintenance. - Use of appropriate Personal Protective Equipment (PPE): Make sure that workers are provided with suitable PPE such as gloves, safety glasses, and protective footwear, and that they are trained on the proper use and maintenance of this equipment. 	1L	

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			<ul style="list-style-type: none"> - Safe work environment: Keep the area where maintenance is being carried out clean, dry, and free from obstructions. This minimizes the risks associated with tripping or slipping hazards during maintenance activities. - Access to documentation and manuals: Ensure that all relevant operation and maintenance manuals are easily available for reference during maintenance tasks. These can provide valuable insight into the correct procedures and methods to be followed during maintenance processes. - Proper tool use and storage: Utilise appropriate tools designed specifically for the task at hand. Store these tools in designated areas and safely dispose of damaged tools, reducing the risk of accidents caused by misusing or mishandling tools during maintenance activities. - Electrical testing devices: Use appropriate testing devices such as multimeters, voltage testers, and other devices to identify and rectify any electrical issues during maintenance. This ensures that electrical hazards are identified and addressed before they can cause harm. - Compliance with maintenance schedules: Maintain a well-documented and consistent schedule for periodic maintenance checks, ensuring that all machinery and equipment is well-maintained and serviced at the recommended intervals by the manufacturer. - Communication and signage: Employ clear communication between team members during maintenance activities to ensure everyone is aware of the hazards and risks involved. Additionally, use suitable warning signs and labels to identify potential hazards in the maintenance area, promoting a safer environment for workers. 		
10. Fueling	Fire hazards, Spillage	3H	<ul style="list-style-type: none"> - Proper Storage: Ensure the storage of fuel is in approved and clearly marked containers, away from any open flames or heat sources to prevent unintended ignition. - Fire Extinguisher: Always have a fire extinguisher readily available and easily accessible at the refueling area, specifically designed for petroleum fires. - No Smoking Policy: Enforce a strict no-smoking policy during fueling operations and display clear signs to alert workers and visitors of the potential fire hazards. - Personal Protective Equipment (PPE): Require workers to wear appropriate PPE, such as gloves and eye protection, to minimise the risks associated with spills or splashes of fuel on the skin or in the eyes. - Grounding: Make sure the equipment being fuelled is properly grounded to prevent sparks caused by static electricity that could result in fire. - Inspect Hoses and Nozzles: Regularly inspect fueling hoses, clips, and nozzles for damage, leaks, and general wear-and-tear. Replace defective equipment immediately. - Fuel Spill Response Plan: Develop and implement a spill response plan that includes the steps required for containing, cleaning up, and reporting any fuel spills. 	2M	

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			<p>Train all staff involved in fueling operations on the plan and provide them with the necessary materials and equipment to manage spills effectively.</p> <ul style="list-style-type: none"> - Limit Vehicle Movement: Restrict the movement of equipment and vehicles within the vicinity of the refueling area to minimise the risk of accidents or spills. - Clean Up Spills Immediately: Clean up fuel spills promptly using appropriate absorbent materials and dispose of waste according to local regulations. Do not allow spilled fuel to enter drains, watercourses, or contaminate soil. - Scheduled Maintenance and Training: Perform regular maintenance on excavator attachments and fueling equipment to ensure their proper function. Provide ongoing training for all workers involved in fueling operations to reinforce safe work practices and awareness of potential hazards. 		
11. Shutdown	Entanglement, Debris hazard	2M	<ul style="list-style-type: none"> - Clearly communicate shutdown procedure to all workers before work starts, and ensure it is understood by everyone involved. - Ensure adequate training and competency levels of all workers operating the excavator and attachments. - Establish designated safe zones for non-operator personnel to prevent anyone from getting too close to the excavator during shutdown. - Inspect all excavator attachments, parts, and debris-clearing tools prior to each shift to ensure they are maintained and in good working condition. - Install appropriate guards or barriers on rotating parts or moving machinery to minimise exposure to entanglement hazards. - Implement lockout/tagout procedures and ensure adherence to these protocols during shutdown to prevent inadvertent activation of equipment. - Allocate enough time for a controlled and thorough shutdown process to reduce pressure and minimise risk of debris hazards. - When performing shutdown, follow sequence of procedures according to manufacturer's guidelines, ensuring all steps are carried out with precision. - Following attachment removal in the shutdown process, conduct a final inspection to assess the area for any remaining debris or potential further hazards. - Provide ample lighting at the worksite to improve visibility, helping identify potential hazards and reducing the likelihood of accidents during shutdown. - Make sure personal protective equipment (PPE) such as gloves, safety glasses, and steel-toed boots are worn where necessary to protect workers from exposure to hazards. - Continuously monitor and document the shutdown process to take note of any discrepancies or improvement opportunities to be addressed in future works. 	1L	

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			<ul style="list-style-type: none"> - Encourage open communication within the team, creating a blame-free zone where workers feel confident in reporting any issues, near misses, or concerns related to shutdown or any other aspects of the work. 		
12. Clean up	Slip and trip hazards, Fatigue	2M	<ul style="list-style-type: none"> - Regular inspection and maintenance of the excavator attachments to ensure proper working condition for efficient clean up. - Implement a clean-as-you-go policy to minimise accumulation of materials or objects that may cause slip and trip hazards. - Ensure adequate lighting and visibility in the clean-up area to identify potential hazards easily. - Use clearly marked designated walking paths free from obstructions and debris as much as possible. - Provide proper training to all relevant staff on safe clean-up practices and procedures, including how to handle various materials and types of debris. - Implement a waste disposal and recycling system to effectively sort and dispose of waste materials during clean-up. - Keep tools and equipment organised and stored when not in use to prevent clutter that may lead to slip and trip hazards. - Encourage regular breaks and rotation of duties among workers to reduce fatigue, ensuring that workers are always alert to potential hazards. - Always wear appropriate personal protective equipment (PPE) such as non-slip footwear, gloves and high-visibility clothing during clean-up tasks. - Utilise signage and barriers to designate hazardous areas or zones where clean-up is taking place to warn others of potential risks. - Schedule clean-up tasks during periods of low activity or at the end of shifts to reduce the chances of interference with other tasks. - Regularly review and update the Standard Work Method Statement (SWMS) for Excavator Attachments, ensuring that it reflects the most current hazard identification and control measures. - Conduct toolbox talks before commencing clean-up tasks to remind workers of the SWMS contents and any specific precautions they should take. - Investigate and report any clean-up-related incidents or near misses to identify lessons learned and opportunities to improve future practices. 	1L	

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	