

Excavator | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Excavator

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:	

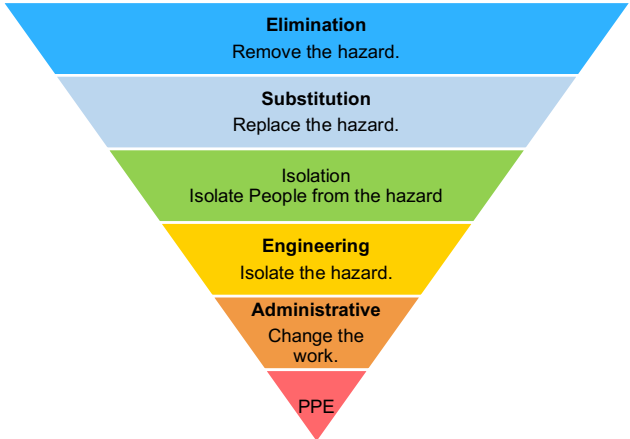
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

<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	SCORE	ACTION	 <p>Elimination Remove the hazard.</p> <p>Substitution Replace the hazard.</p> <p>Isolation Isolate People from the hazard</p> <p>Engineering Isolate the hazard.</p> <p>Administrative Change the work.</p> <p>PPE</p>
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).

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.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

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	Trip hazards, Falling objects	2M	<ul style="list-style-type: none"> - Regular site inspections: Conduct thorough inspections of the worksite to identify and address potential trip hazards, such as exposed cords, tools, and debris. - Clearly marked pathways: Establish well-defined paths for workers and equipment to avoid any risks associated with trip hazards. - Housekeeping procedures: Implement and maintain strict housekeeping measures to ensure that the work area is free of unnecessary clutter and potential objects that may cause trips or falls. - Proper storage of equipment: Ensure that all tools and equipment are stored safely when not in use to prevent them from becoming trip hazards or falling objects. - Use of barriers and barricades: Erect temporary barriers or barricades around the excavator's operating zone to keep unauthorized personnel out and prevent accidental intrusion into the area where falling objects are a concern. - Proper communication: Develop and implement an efficient communication system among workers to provide necessary information on potential hazards and measures to mitigate them. - Personal protective equipment (PPE): Enforce the use of appropriate PPE – hard hats, steel-toed boots, and high-visibility vests – to protect workers from potential injuries caused by trip hazards and falling objects. - Adequate training: Organise comprehensive training sessions for all workers involved in the project, focusing on hazard identification, proper equipment handling, and safety practices specific to the operation of excavators. - Equipment maintenance: Regular inspection and maintenance of the excavator and related equipment must be carried out to ensure it is functioning effectively and not posing any additional risks. - Secure loading and unloading: Implement stringent loading and unloading procedures to minimize the risk of materials falling from the excavator, causing accidents or injuries. - Emergency response plan: Develop and communicate a clear emergency response plan to all workers on the site to ensure quick action can be taken if an incident involving trip hazards or falling objects occurs. 	1L	
2. Plant Inspection	Faulty equipment, Inadequate maintenance	3H	<ul style="list-style-type: none"> - Conduct regular equipment inspections by qualified personnel to identify any signs of wear, damage or malfunction. - Carry out preventative maintenance on the excavator, following the manufacturer's guidelines and recommended schedule. - Train all operators in proper plant operation, inspection, and basic maintenance procedures to ensure they can identify and report potential issues promptly. - Utilise a pre-start checklist prior to commencing work each day to ensure the excavator is in safe working condition. 	1L	

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			<ul style="list-style-type: none"> - Implement a detailed record-keeping system for all inspections, maintenance activities, and repairs, to help identify trends and inform future maintenance planning. - Keep all relevant plant documentation, including operator manuals and service records, readily accessible to enable the identification of manufacturers' specifications and requirements. - Ensure adequate safety signage and informational labels are permanently affixed to the excavator, including warnings of hazards and guidance for correct use. - Display emergency contact information and reporting channels prominently at the worksite so that workers know who to report equipment faults or other concerns to. - Implement strict lockout/tagout procedures to prevent unauthorised access and usage of the excavator, in order to avoid damage or accidents from mishandling. - Provide access to appropriate personal protective equipment (PPE) for all workers involved in the operation and maintenance of the excavator, such as safety glasses, gloves, and hearing protection. - Establish clear communication lines between operators, ground workers, and supervisors so that any issues identified during inspections can be promptly addressed. - Consult with equipment manufacturers and suppliers to stay informed about any design improvements or updated safety guidelines for the excavator, ensuring compliance with the latest industry standards. 		
3. Site Assessment	Uneven terrain, Overhead obstacles	3H	<ul style="list-style-type: none"> - Conduct a thorough site inspection to identify any uneven terrain, overhead obstacles, or potential hazards prior to commencing excavator operations. - Ensure that the excavator operator is adequately trained and holds the relevant certifications as required by the Australian regulations. - Implement clearly marked exclusion zones around the work area where overhead obstacles are present to prevent unauthorized access or entry. - Provide all workers with adequate personal protective equipment (PPE), such as hard hats, safety boots, high-visibility clothing, and other necessary items based on the specific conditions of the worksite. - Utilise appropriate signage and barriers to highlight potential uneven terrain and maintain clear navigation routes for workers and machinery. - Plan and schedule excavation works during suitable weather conditions to minimise adverse effects on ground stability and visibility. - Regularly inspect and maintain the excavator equipment to ensure its safe operation, including any attachments and accessories utilised for the specific task. 	2M	

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			<ul style="list-style-type: none"> - Implement a suitable communication system between the excavator operator, spotter, and other workers to efficiently coordinate the movement of machinery and personnel within the worksite. - Conduct toolbox talks and safety briefings to ensure that all workers are aware of the identified hazards and control measures in place, as well as their role in maintaining a safe workplace. - Monitor and adapt work practices as needed, taking into account any changing conditions or new hazards identified throughout the project's duration. - Maintain detailed records of all site assessments and incident reports to facilitate ongoing improvement in hazard management strategies and processes. - Consult with industry experts and regulatory bodies, as needed, to ensure compliance with the latest Workplace Health and Safety (WHS) standards and guidelines in Australia. 		
4. Excavation Planning	Collision with services, Inadequate site controls	3H	<ul style="list-style-type: none"> - Obtain Dial Before You Dig plans and any other available information on the location of underground services at the project site to identify potential hazards beforehand. - Establish clearly marked exclusion zones around the excavation area to prevent unauthorized access, using temporary fencing or barricades together with appropriate signage. - Conduct a thorough pre-excavation risk assessment involving all relevant personnel, including the excavator operator, project manager, and site safety officer, ensuring that control measures are understood. - Implement a traffic management plan to manage vehicle movements and minimize the likelihood of collisions with plant, equipment, and personnel on-site. - Ensure proper selection and use of the appropriate personal protective equipment (PPE) such as high-visibility clothing, steel-toed boots, hard hats, and hearing protection for all employees working within the vicinity of excavation activities. - Develop and implement a communication strategy, which may include the use of two-way radios, warning signals, or hand signals, to enhance coordination between the excavator operator and ground personnel. - Verify the stability of surrounding structures, particularly if excavation works are in close proximity to them, by engaging a qualified structural engineer to conduct an assessment if necessary. - Employ appropriately trained spotter(s) to monitor the excavation works continuously, alerting the operator and other site personnel of potential hazards, and ensure compliance with exclusion zones and traffic management plans. - Review and update the Safe Work Method Statement (SWMS) as required, especially if there are any changes in the work environment, excavation tasks, or associated risks, and communicate any revisions to staff. 	2M	

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			<ul style="list-style-type: none"> - Schedule routine inspections, regular toolbox talks, or safety briefings, focusing on excavation planning and associated hazards, to reinforce safe work practices and maintain awareness among site personnel. 		
5. Pre-Excavation Setup	Incorrect positioning, Unstable materials storage	2M	<ul style="list-style-type: none"> - Conduct a thorough pre-start inspection of the excavation site, evaluating and marking proper boundaries and exclusion zones to ensure correct positioning. - Ensure that all workers involved in the excavation process have been trained on safe work procedures, including machinery operations and hazard identification specific to excavator use. - Establish a comprehensive communication system between machine operators, spotters, and ground personnel to prevent miscommunication regarding positioning and task processes. - Use Personal Protective Equipment (PPE), such as high visibility clothing, safety boots, gloves, hard hats and safety glasses during pre-excavation setup and throughout the excavation process. - Store materials and equipment at least 1 metre away from the edge of the excavation site to mitigate the risk of unstable materials storage. - Avoid stockpiling heavy or bulky items near the excavation area, ensuring secure stacking and sufficient clearance for Worker and plant access to avoid material collapse. - Implement traffic controls around the site, including clear signage and barriers, to prevent unauthorised entry or collision with excavation machinery. - Keep machinery, such as excavators, within the designated work zone to avoid accidental damage to adjacent structures, utilities, and other work areas. - Routinely inspect excavation sites for environmental risks or changes, such as rainfall or erosion effects which could so cause slipping hazards or pooling. - Ensure that the site's ground conditions are properly assessed, with adjustments made for any soft ground through appropriate shoring and support mechanisms to prevent possible machinery slippage or toppling. - Provide workers with emergency response training and protocols, including knowledge of site evacuation points and nearby first-aid facilities. - Regularly review and update Safe Work Method Statements (SWMS) affecting the excavation process, incorporating ongoing feedback from operational staff and reviewing incidents to continuously improve and maintain workplace safety. 	1L	
6. Equipment Operation	Struck by moving parts, Noise exposure	2M	<ul style="list-style-type: none"> - Adequate training: Ensure all excavator operators have completed necessary training and hold a valid ticket for operating the equipment, including understanding potential risks and hazard control procedures. 	1L	

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			<ul style="list-style-type: none"> - Risk assessment: Undertake a thorough risk assessment before commencing work, identifying potential hazards such as moving parts, noise exposure, and other site-specific threats. - Traffic management: Implement traffic management plans to separate pedestrians and other vehicles from the vicinity of the excavator, avoiding any accidental contact with moving parts. - Inspection and maintenance: Regularly inspect and maintain the excavator to ensure it is in good working order, reducing the likelihood of unexpected movements or mechanical failure. - Personal protective equipment (PPE): Provide appropriate PPE for operators and nearby workers, including hard hats, safety glasses, ear protection, and high visibility clothing when working near excavator machinery. - Limiting noise exposure: Implement noise reduction measures, such as limiting engine revs, proper machine maintenance, and utilising acoustic barriers when needed to reduce overall noise levels. - Clear communication: Establish clear communication protocol amongst workers, ensuring any changes to the operation or environment are communicated promptly and accurately. - Work area monitoring: Continuously monitor the work area for any changes to hazards or risks, staying alert for shifting ground conditions or the presence of unauthorized personnel near the excavation site. - Emergency stop procedures: Develop and implement an emergency stop procedure for the excavator in case of sudden hazards or malfunctions, ensuring all operators are familiar with this process. - Enclosed cabs: Where possible, utilise excavators with enclosed cabs to further reduce exposure to noise and moving parts. Train operators on proper use and maintenance of these cabs to ensure their effectiveness. 		
7. Digging and Loading	Uncontrolled movement of excavated material, Slips and falls	3H	<ul style="list-style-type: none"> - Conduct a pre-start inspection of the excavation site to identify and mark any potential obstacles or hazards that may require special consideration during digging and loading. - Ensure all excavator operators are appropriately trained, licensed, and competent to perform the required tasks. - Establish exclusion zones around the excavation area to prevent unauthorised access and reduce the risk of slips and falls. - Install appropriate barricades, signage, and warning devices to clearly communicate excavation areas and potential hazards to workers and the public. - Ensure suitable personal protective equipment (PPE), such as safety footwear with slip-resistant soles, high-visibility clothing, and protective headgear, is worn by all personnel working in the vicinity of excavator operations. 	2M	

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			<ul style="list-style-type: none"> - Implement a communication protocol between excavator operators, spotters, and other workers on-site to ensure clear communication of movements, loading requirements, and potential hazards. - Regularly inspect and maintain excavation equipment, including the excavator, buckets, and any attachments, to ensure their safe operation and minimise the risk of mechanical failure. - Employ proper excavation techniques and work methods, such as benching or battering, to manage the stability of excavated material and reduce the risk of uncontrolled movement or collapse. - Utilise trench boxes or shoring systems when necessary to support excavation walls and minimise the risk of cave-ins or uncontrolled movement of material. - Keep excavated material at least 1 metre away from the edge of the excavation to reduce the likelihood of uncontrolled movement or collapse. - Regularly inspect the excavation site for signs of instability or unsafe conditions, such as water ingress, tension cracks, or slumping, and address issues promptly. - Designate specific areas for the loading and unloading of materials, ensuring they are clearly marked and free from obstructions and hazards. - Ensure all loads are securely and evenly distributed on trucks or other transport vehicles before transportation, and confirm the load does not exceed weight limits for safe transportation. - Conduct a thorough excavation site clean-up at the end of each work shift, removing any debris, tools, or equipment that may pose a risk to workers or the public. 		
8. Trenching and Shoring	Trench collapses, Inadequate shoring system	4A	<ul style="list-style-type: none"> - Ensure all workers have completed appropriate training on trenching and shoring techniques, so they are aware of best practices and potential hazards. - Utilise a geotechnical engineer to assess the soil stability prior to beginning any excavation work, in order to understand the specific risks associated with the site. - Develop and implement a detailed excavation plan, incorporating safe trenching and shoring techniques as recommended by relevant Australian standards, guidelines, and legislation. - Conduct regular inspections of trenches, shoring systems, and excavation sites to ensure their continuing stability and safety throughout the project. - Provide appropriate personal protective equipment (PPE), such as hard hats and steel-toed boots, for workers involved in trenching and shoring activities. - Establish clear communication protocols between excavation equipment operators and ground personnel, as well as within the team on-site, to guarantee timely information sharing about potential hazards or changes in working conditions. 	2M	

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			<ul style="list-style-type: none"> - Implement frequent safety briefings and training sessions, with a focus on hazard identification and reporting, risk minimisation, and emergency response procedures. - Utilise well-maintained shoring systems that comply with Australian standards and regulatory requirements, and confirm proper installation and use at all times. - Avoid excavating in adverse weather conditions (such as heavy rain) to reduce the risk of trench collapses caused by erosion or reduced soil stability related to moisture infiltration. - Maintain an exclusion zone around the perimeter of a trench, restricting access only to authorised personnel trained in trench safety. - Install appropriate barriers and signage around the excavation site to warn both workers and members of the public about the hazards and potential risks associated with trenching and shoring. - Develop and practise emergency response plans tailored to incidents involving trench collapses or inadequate shoring systems, so that all workers are familiar with the process and can respond effectively in case of an emergency. 		
9. Spoil Placement	Moving vehicle collisions, Incidents while loading/unloading	2M	<ul style="list-style-type: none"> - Ensure proper site induction and training for all personnel involved in the excavation task, with particular focus on hazard awareness and emergency response procedures. - Establish designated travel paths and exclusion zones for moving vehicles, clearly marked with appropriate signs and barricades to prevent pedestrian access. - Schedule spoil placement activities during periods of minimal traffic and pedestrian movement to further reduce the risk of collisions. - Conduct pre-start inspections on excavators and other heavy machinery to ensure they are in optimal condition and properly fitted with functional mirrors, cameras, and reversing alarms. - Tet Develop and enforce traffic management protocols, including supervision measures and effective communication between drivers, spotters, and ground workers. - Ensure that excavator operators possess relevant qualifications, hold necessary licenses, and demonstrate proficiency in safe handling and operation of the equipment. - Utilise competent personnel to guide the loading and unloading process, and provide clear hand signals or use two-way radios for efficient, non-verbal communication. - Avoid overloading vehicles and always comply with the manufacturer's recommended load capacity to minimise potential tipping hazards. - Ensure the stability and levelled surfaces of designated spoil areas while adhering to approved sediment and erosion control plans. 	1L	

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			<ul style="list-style-type: none"> - Mandate the use of appropriate personal protective equipment (PPE) for all workers in the vicinity, including high-visibility clothing, safety boots, gloves, and hard hats. - Encourage regular toolbox talks and safety meetings to reinforce safe work practices, discuss incident reports, and adapt the SWMS as required. - Continuously challenge any complacency or unsafe behaviour observed amongst workers, enforcing disciplinary actions when necessary. - Undertake thorough risk assessments for specific tasks or site conditions that may present unique hazards, updating and implementing controls as needed. - Engage in periodic reviews and audits of the SWMS, ensuring its effectiveness in managing identified risks and maintaining compliance with Australia's Workplace Health and Safety regulations. 		
10. Backfilling	Inadequate compaction, Collapsing backfill	2M	<ul style="list-style-type: none"> - Engage a qualified geotechnical engineer to assess the soil conditions and provide guidelines for appropriate backfill materials, compaction rates, and best practices suitable for the site. - Ensure that all personnel involved in backfilling operations have received proper training in safe work procedures, risk management, and equipment usage. - Conduct a thorough inspection of the excavator equipment before use to ensure it is in good working condition and can adequately handle the required tasks for backfilling. - Utilise appropriate personal protective equipment (PPE) for all workers, including visibility vests, safety boots, gloves, and hard hats with face shields if necessary. - Install temporary fencing or barriers around the backfill area to keep other personnel and equipment away from the immediate work zone, minimising potential hazards. - Adhere to the manufacturer's recommendations and requirements for backfill material and compaction equipment specifications. This may include utilising specific fill materials, layers, and compaction techniques as advised. - Implement ongoing testing and monitoring throughout the backfill process to ensure adequate compaction and stability are achieved, in accordance with the geotechnical engineer's recommendations. - Avoid overloading the work area with excess material, which could contribute to poor compaction results and increased risks of collapsing backfill. - Plan and communicate a clear communication system for backfilling operations, including designated signalers and spotters to assist with safe manoeuvring and placement of materials. - Maintain a stable and level working surface around the backfill area to reduce potential tripping or slipping hazards for workers and equipment operators. 	1L	

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			<ul style="list-style-type: none"> - Store and manage stockpiles of backfill materials in designated areas away from active worksites, slopes, or drainage points, minimising risks of material runoff or collapse. - Review and update the Safe Work Method Statement (SWMS) for the excavation and backfilling processes as needed throughout the project, ensuring that it remains current and relevant to any changing conditions or requirements. 		
11. Demobilisation	Equipment struck during transport, Hazards while cleaning up	2M	<ul style="list-style-type: none"> - Ensure only trained and competent personnel are involved in the demobilisation process to minimise the risk of accidents during transport and clean-up activities. - Conduct a thorough pre-trip inspection of the transport vehicle, including checking tyre pressure and fluid levels, securing all components, and verifying the excavator's weight is evenly distributed. - Plan the transport route beforehand, taking into consideration site access, road conditions, load limits, overhead powerlines, and any potential obstructions that may pose a hazard during transport. - Follow manufacturer's guidelines for proper immobilisation procedures, such as attaching lock-out devices or placing equipment in safe positions or modes. - Equip the transport vehicle with necessary safety features such as warning lights, reflective markings, and signage indicating "Oversize Load" to alert other motorists. - Establish communication protocols between transport driver, site supervisor, and spotters to ensure real-time monitoring of the loading and unloading process. - Assign spotters at strategic locations to guide and direct drivers during transport, manoeuvring, and reversing, ensuring clear hand signals or radio communication is used. - Utilise traffic management plans and appropriate signage when required to control vehicle and pedestrian movements around the excavation site. - Follow approved housekeeping procedures during clean-up activities, including regular waste removal, cleaning spills, and maintaining clear pathways, minimising slip and trip hazards. - Dispose of waste materials in accordance with relevant environmental regulations and guidelines, preventing pollution or contamination of the surrounding environment. - Develop and implement an emergency response plan, outlining the actions to take in the event of an accident or incident, providing personnel with necessary training and resources. - Perform periodic equipment inspections and maintenance tasks to identify signs of wear, failure, or damage that could contribute to hazards during the demobilisation process. 	1L	

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			<ul style="list-style-type: none"> - Encourage open reporting of any near-miss incidents or injuries to continuously improve safety practices and promote a pro-active safety culture within the workplace. 		
12. Traffic Control	Site congestion, Pedestrian and worker safety	2M	<ul style="list-style-type: none"> - Implement a site-specific Traffic Management Plan (TMP) considering the specific layout and operations within construction zones to minimize congestion. - Clearly mark designated pedestrian walkways and crossings, separated from vehicular traffic areas using physical barriers or high-visibility demarcation lines. - Employ a dedicated traffic controller for coordination and safe movement of vehicles, machinery, and pedestrians in high-traffic or congested areas. - Schedule deliveries and movement of machinery during less busy periods, and communicate these to all workers as part of the project planning. - Use appropriate signage, warning devices, and high-visibility clothing for workers and traffic controllers to ensure visibility and awareness of hazards around the site. - Establish a speed limit policy applicable to all on-site vehicles to achieve safer traffic management whilst maintaining efficiency. - Conduct regular toolbox talks, safety briefings, and training sessions regarding safe traffic and pedestrian management and to reinforce site-specific rules and regulations. - Regularly inspect and maintain traffic control equipment (including signs, cones, barriers, and portable traffic signal systems) to ensure effective implementation of traffic management measures. - Communicate with all subcontractors and stakeholders involved in the project to ensure they are aware of the Traffic Management Plan and the associated guidelines and responsibilities. - Designate separate parking areas for worker's personal vehicles and external service providers to reduce the likelihood of on-site congestion and increase worker and pedestrian safety. 	1L	
13. Environmental Controls	Contaminated soil, Erosion and sediment loss	3H	<ul style="list-style-type: none"> - Pre-construction site assessment: Conduct an initial site evaluation to identify any existing soil contamination and potential risks before commencing excavation works. - Erosion sediment control plan: Develop a comprehensive erosion and sediment control plan, tailored to address the specific conditions and potential impacts of the project. - Clearly mark construction areas: Using high-visibility signage, flags or barriers, clearly demarcate construction zones and restricted access areas to prevent accidental disturbance of surrounding soil or waterways. - Proper storage of hazardous materials: Store all fuels, chemicals, and other hazardous materials in designated bunded containment areas with appropriate spill management equipment readily accessible. 	2M	

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"> - Water management system: Implement effective water management measures, such as silt fences, sediment ponds or catchment basins, to prevent runoff from carrying contaminated soil into nearby water sources or stormwater systems. - Dust suppression: Implement dust suppression measures, such as regular water sprinkling, to reduce airborne particles and minimise their spread throughout the site. - Decontamination stations: Require workers who may come into contact with contaminated soil to use designated decontamination stations for proper cleaning and disposal of personal protective equipment (PPE). - Regular inspections and maintenance: Conduct routine inspections of environmental controls and replace or repair them as needed to ensure their continued effectiveness. - Site-specific training: Provide mandatory training on the project's environmental hazards and controls for all staff and contractors prior to beginning work on site. - Waste management: Dispose of excavated contaminated soil in accordance with relevant waste classification guidelines and applicable regulations, including arranging for disposal at licensed facilities if necessary. - Revegetation and rehabilitation: Upon completion of the excavation works, restore disturbed areas through revegetation measures and soil stabilization techniques to minimise long-term erosion risk. - Incident reporting: Ensure that all incidents involving a breach of environmental controls or potential contamination are promptly reported to site supervisors and relevant authorities, and that appropriate action is taken to remediate any impacts. 		
14. Maintenance and Cleaning	Inadequate lockout/tagout, Working with hazardous substances	3H	<ul style="list-style-type: none"> - Implement Lockout/Tagout protocols to ensure that the excavator's power is off, and it remains inoperative during maintenance and cleaning, preventing accidental start-ups. - Provide comprehensive training on proper handling, storage and disposal of hazardous substances for all employees involved in maintenance and cleaning activities. - Use appropriate Personal Protective Equipment (PPE), such as gloves, masks and goggles, to protect workers from coming into contact with hazardous substances during cleaning tasks. - Develop a documented maintenance and cleaning schedule to reduce exposure time to hazardous substances and minimise the risk of inadequate or delayed procedures. - Display clear signage to identify areas where hazardous substances are stored or used during maintenance and cleaning tasks, alerting other staff members to keep clear when necessary. - Store hazardous chemicals in secure, well-ventilated locations with secondary containment systems in place, to prevent spills and potential exposure to staff. 	2M	

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"> - Ensure that Material Safety Data Sheets (MSDS) are readily available for all hazardous substances used during maintenance and cleaning tasks, enabling workers to understand any specific health risks and take necessary precautions. - Maintain a clean work environment by adhering to regular cleaning schedules and protocols, reducing debris and clutter which may pose additional safety hazards. - Dispose of hazardous waste materials according to local regulations, using approved containers and labelling them correctly, to prevent contamination of non-hazardous waste streams. - Conduct regular risk assessments and spontaneous inspections of maintenance and cleaning processes to identify potential risks and ensure constant compliance with relevant Workplace Health and Safety regulations. 		
15. Emergency Procedures	Inadequate emergency procedure training, Lack of communication	2M	<ul style="list-style-type: none"> - Conduct regular emergency procedure training sessions for all personnel including the use of excavation safety equipment, evacuation protocols, and first aid measures. - Ensure adequate signage is posted around the worksite to clearly indicate emergency escape routes, assembly points, and safety equipment locations. - Implement clear communication protocols in the event of an incident, such as assigning designated roles and responsibilities to specific individuals for efficient communication and action. - Equip all personnel with necessary personal protective equipment (PPE) such as high-visibility vests, helmets, and hearing protection. - Establish a comprehensive emergency response plan that addresses potential emergency scenarios specific to the excavator operation and other related activities on the site. - Conduct regular refresher courses in first aid procedures and emergency response actions for all employees involved in the excavation work. - Monitor and maintain effective communication systems on the site e.g. two-way radios or mobile phones with dedicated channels for efficient communication during emergencies. - Schedule routine drills and practice exercises to familiarise workers with emergency procedures and hone their skills in responding to emergencies effectively. - Maintain up-to-date records of all personnel's emergency training, certifications, and qualifications to ensure they have the necessary skills and knowledge. - Engage local emergency services (e.g. fire department, medical services) as needed to discuss and review the site-specific emergency response plans. - Regularly inspect and maintain all safety equipment, such as fire extinguishers, eye wash stations, and first aid kits, to ensure they are in good working order and readily accessible. 	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"> - Encourage open lines of communication among workers so that they feel comfortable reporting any perceived hazards or emergencies without fear of repercussion. - Designate personnel as Emergency Response Team members who will provide immediate assistance to injured parties and coordinate with emergency services if needed. - Educate workers on their responsibility to alert supervisors or the Emergency Response Team immediately in the event of an emergency, and prioritise the safety of themselves and their colleagues. 		

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"/>					
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