Horizontal Borer | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Horizontal Borer

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		
	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.			
If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			

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

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

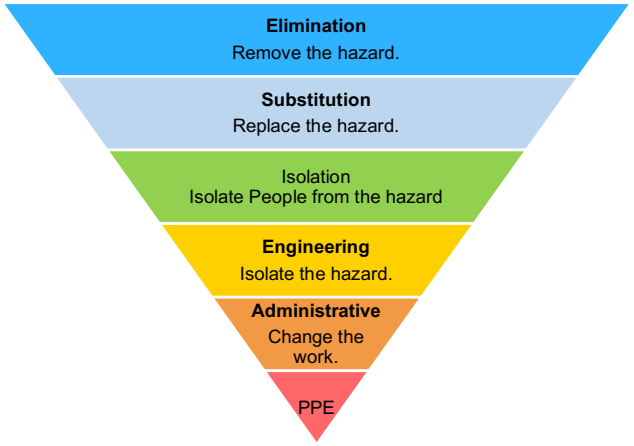
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
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.

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.

HEIRARCHY OF CONTROLS



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
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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	Unsecured work area, Trip hazards	2M	- Clearly define and designate the work area around the Horizontal Borer by installing temporary barriers or signage, restricting access to only authorised personnel. - Ensure adequate lighting is available within the workspace to prevent any visibility-related hazards or potential trip hazards. - Perform a thorough inspection of the area to identify and remove any potential trip hazards, such as loose cables, tools, or debris on the ground. - Consider implementing anti-slip flooring materials or mats in areas where workers will be required to stand for long periods, reducing the likelihood of slips or falls. - Provide proper training and instruction to all personnel who will be operating or working in close proximity to the Horizontal Borer, emphasising the importance of maintaining a tidy and secure work area. - Develop and implement a routine housekeeping plan to ensure that the workspace remains free of clutter and tripping hazards, including daily inspections and cleanup processes. - Place frequently used equipment and tools in designated storage areas when not in use to miniimise potential trip hazards and maintain a well-organised workspace. - Encourage all personnel to wear appropriate footwear, such as steel-toed boots with slip-resistant soles, to reduce the likelihood of injuries from trips or falls. - Keep all cords, power leads, or hoses neatly bundled and secured above working surfaces, or place cable covers over them on the ground to avoid creating additional trip hazards. - Establish an effective communication system for informing workers of existing or newly identified hazards, ensuring the entire team remains aware of any potential risks within the work area. - Regularly review and update the SWMS to address any changes in workplace conditions or practices, as well as any new hazards that may arise during the course of work with the Horizontal Borer.	1L	
2. Equipment Setup	Incorrect lifting techniques, Poorly maintained equipment	3H	- Conduct a pre-start equipment inspection to check for any signs of wear, faults, or poor maintenance that may pose a risk during the setup process. Report and rectify any issues before proceeding with the task. - Ensure all workers involved in the setup process have received proper training and are aware of safe manual handling techniques, including correct lifting methods, posture, and the use of appropriate lifting aids. - Establish a designated equipment setup area with ample space, clear of obstructions and other hazards. Mark this area clearly and restrict access to authorised personnel only.	2M	

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			- Utilise suitable mechanical lifting aids, such as hoists or forklifts, wherever possible to miniimise manual handling and reduce the potential for injury due to incorrect lifting techniques. - Implement safety procedures for the operation of lifting aids, including securing loads, maintaining a safe distance from the borer while lifting, and communicating effectively with fellow staff throughout the entire process. - Inspect all lifting gear, such as slings and shackles, prior to use. Ensure they are appropriate for the load being lifted and free from damage, wear, or defects. - Confirm that the ground surface is stable, level, and can support both the horizontal borer and equipment used for its installation. Use appropriate stabilizers or support mats when necessary. - Develop a detailed step-by-step plan for the setup process, outlining roles and responsibilities for each team member. Instruct workers on specific hazards associated with their tasks, and the control measures put in place to mitigate these risks. - Assign a qualified supervisor or team leader to monitor the setup process and ensure all safety protocols and control measures are adhered to by everyone involved. - Regularly review and update the SWMS to incorporate new equipment, work methods, or insights gained from previous tasks. Ensure all workers are familiar with any changes made to the document. - Encourage open communication and a safety-first culture within the workplace. Empower workers to report concerns or incidents, and promptly address any issues to prevent future incidents or injuries. This includes regular toolbox talks and safety reminders before commencing work on the horizontal borer.		
3. Boring Process	Exposure to noise, Exposure to dust	3H	- Regular maintenance and inspection of boring machinery: Ensure the horizontal borer is well-maintained and in proper working condition to miniimise noise and dust emissions during the operation. - Provision of personal protective equipment (PPE): Provide workers with suitable hearing protection, such as earplugs or earmuffs, as well as respiratory protection like dust masks or respirators, to protect against exposure to noise and dust. - Enclosure or barrier around the boring area: Implement partial or complete physical barriers surrounding the workspace to contain and reduce the spread of noise and dust generated by the boring process. - Proper housekeeping and cleanliness: Maintain a clean and organised work environment to prevent the accumulation of dust that could become airborne during the boring process. This includes regular cleaning and vacuuming of the work area. - Implement administrative controls: Limit the duration and frequency of workers' exposure to noise and dust by properly scheduling breaks, rotating tasks, or shortening shift hours.	1L	

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			- Use dust collection systems: Install effective dust collection equipment, such as vacuum cleaners or dust extractors, to capture and contain airborne particles at the point of generation. - Noise dampening materials: Utilise noise-absorbing materials on the walls and floors surrounding the boring area to lessen the impact of excessive noise on workers and other nearby individuals. - Tools with dust extraction capabilities: Whenever possible, use tools with built-in dust extraction systems to help control the release of dust particles during the boring process. - Worker education and training: Provide comprehensive training to employees on the hazards associated with noise and dust exposure, including the proper use of PPE and best practices for minimising these risks. - Continuous monitoring and assessment: Regularly evaluate existing control measures for their effectiveness in controlling noise and dust emissions, and make necessary adjustments or improvements as needed.		
4. Material Handling	Manual handling injuries, Dropped materials	2M	- Proper training and awareness programs: Before any worker comes into contact with the horizontal borer, ensure they receive proper training in handling techniques, ergonomic posture and safe lifting practices to help miniimise the risk of manual handling injuries. - Appropriate personal protective equipment (PPE): Require workers handling materials to wear appropriate PPE such as safety gloves, boots with steel toe caps, and high-visibility vests to protect against potential dropped materials or other hazards. - Utilise mechanical aids: Encourage the use of material handling equipment like trolleys, pallet jacks, forklifts, or overhead cranes where possible to assist workers in moving heavy loads and reduce the risk of injury. - Implement a pre-lift planning process: Review the materials to be handled before the tasks begin, assessing the size, weight, shape, and necessary equipment required. This helps in identifying potential issues beforehand and avoids any last-minute surprises. - Establish clear communication channels: Communicate the most effective method of material handling for each task and ensure that everyone involved understands their roles, responsibilities, and actions to be taken during the process to prevent confusion or stress. - Design and maintain good housekeeping practices: Keep the workspace well-organised, clean, and free of clutter to miniimise the risk of slipping, trips, and falls while handling materials near the horizontal borer. - Follow a step-by-step procedure for material handling: Create standard operating procedures that outline how materials should be safely loaded, transferred, or unloaded around the horizontal borer for consistent adherence to workplace health and safety standards.	1L	

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			- Regular maintenance of equipment: Ensure all mechanical aids used for material handling are in proper working condition and carry out regular inspection and maintenance to reduce the risk of equipment failure or accidents. - Emergency preparedness and response plans: Develop an emergency response plan in case of accidents involving dropped materials or manual handling injuries. Train employees to follow these procedures to handle situations and administer first aid if required. - Supervision and monitoring of work processes: Assign a competent supervisor to oversee material handling activities around the horizontal borer. Ensure they are monitoring adherence to safety protocols, identifying potential hazards or improvements, and addressing any issues or concerns promptly.		
5. Tool Change	Contact with sharp parts, Unsafe tool usage	3H	- Regular training and refreshers for workers on the proper usage of tools related to Horizontal Borers, ensuring they are up-to-date with best practices to avoid accidents. - Implement a reliable lockout/tagout system to halt machinery movement while changing or adjusting tools, mitigating the risk of contact with sharp parts. - Provide adequate personal protective equipment (PPE), including gloves, safety glasses, and appropriate footwear, to protect workers from contact with sharp parts during tool changes. - Develop clear and concise standard operating procedures (SOPs) that outline the safe method for changing tools and make these accessible to all relevant workers. - Ensure the workplace is well-lit, clean, and organised, which reduces the risk of accidents during tool change operations. - Implement a regular inspection and maintenance schedule, checking the condition and sharpness of tools prior to use, reducing the risk associated with faulty or worn-out equipment. - Encourage open communication between workers about any potential hazards or concerns related to tool changes; this can promote a positive safety culture where everyone is accountable for their actions. - Require that only trained and authorised personnel be permitted to carry out tasks involving tool changes, avoiding involvement by inexperienced workers. - Establish clear guidelines and schedules for breaks to miniimise worker fatigue, keeping them alert and focused while handling potentially dangerous tools. - Conduct thorough risk assessments of each specific task, considering the unique environment and hazards associated with horizontal borers, to tailor control measures accordingly. - Maintain an organised tool storage area where tools should be safely and securely stored when not in use, preventing accidents caused by improper placement.	2M	

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			- Set up signage, barriers, or designated work zones around tool changing areas to clearly indicate hazardous zones and prohibit unauthorised personnel from entering. - Continuously review and update control measures based on incident reports and near misses, further refining and improving workplace health and safety standards.		
6. Debris Removal	Inhalation of dust, Eye injury from flying debris	2M	- Provide workers with appropriate dust masks and ensure they are wearing them correctly to miniimise inhalation of dust particles. - Implement regular work breaks, allowing employees to step away from the work area to reduce exposure to dust and debris. - Install adequate ventilation systems in the work area, ensuring proper air flow that prevents dust accumulation. - Use wet-cleanup methods in conjunction with industrial vacuum cleaners, where suitable, to prevent dust spread during debris removal. - Enforce a strict policy of immediate clean-up upon completing each work segment, limiting the chance for dust and debris to become airborne. - Schedule routine maintenance of horizontal borer equipment to ensure that it remains in optimal working condition, reducing the risk of creating excessive debris. - Provide workers with high-quality safety goggles or face shields to protect their eyes from flying debris. - Develop clear guidelines for workers on how to effectively use tools and machinery in order to miniimise the generation of debris during boring. - Establish a secure work zone, using barricades and signage, to limit access of unauthorised personnel who could be exposed to debris hazards. - Conduct regular toolbox talks and training sessions to educate workers about the importance of safe debris removal practices and potential hazards. - Monitor air quality regularly at the worksite to ensure compliance with workplace health standards and early detection of increased dust levels. - Encourage workers to report any concerns related to debris removal promptly so that timely action can be taken to address potential hazards. - Continuously review and update control measures based on feedback from workers and changes in regulations or industry best practices.	1L	
7. Inspection	Poor lighting, Contact with moving parts	2M	- Perform a thorough inspection of the work area, ensuring well-lit conditions before commencing any operation with the horizontal borer. - Install additional lighting fixtures as necessary to provide maximum visibility while working, thereby minimising the risk of accidents due to poor lighting conditions. - Conduct regular safety checks on all installed lighting solutions to ensure that they remain in good working condition.	1L	

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			- Turn off or lock out all power to the horizontal borer when inspecting accessible moving parts to prevent accidental contact with moving machinery during maintenance and inspection tasks. - Wear appropriate personal protective equipment (PPE), including safety glasses, gloves, and high-visibility clothing, to improve personal visibility within the work area and help protect against potential hazards. - Keep hands, clothing, and accessories clear from moving parts while operating the horizontal borer at all times. - Employ proper machine guarding and interlocks to miniimise the risk of coming into contact with moving parts. This includes using guards, shields, or covers on rotating components, drive belts, or other potentially hazardous areas. - Ensure that all workers have received comprehensive training on the safe operation and inspection procedures for the horizontal borer, emphasising the importance of following established safety protocols and control measures. - Develop and implement a schedule for routine inspections and preventative maintenance, including the systematic review of all components related to both the horizontal borer and its supporting systems, such as electrical components, controls, and lighting systems. - Communicate hazards and control measures with adjacent work crews through toolbox talks, signage, and other appropriate communication methods to ensure awareness of risks. - Establish designated pathways within the work area for personnel to ensure a safe distance is maintained from the horizontal borer and its moving parts. - Conduct frequent reviews and updates to the Safe Work Method Statement (SWMS) to include new or revised hazards, control measures, and best practices learned from prior experience with the horizontal borer. - Outline clear emergency procedures for rapid and safe shutdown in the event of an incident or escalation, including the location and use of emergency stop controls and other critical safety devices. - Monitor the effectiveness of the implemented control measures by recording incidents, close calls, and accidents involving potential hazards related to poor lighting and contact with moving parts, adjusting as necessary for continuous improvement in workplace health and safety.		
8. Maintenance	Electrical hazards, Exposure to hazardous substances	3H	- Regular equipment inspection: Conduct routine checks on the horizontal borer to ensure electrical connections are in good condition and free from any signs of wear or damage. - Lockout/tagout procedure: Implement a strict lockout/tagout procedure when performing maintenance tasks on the horizontal borer, isolating it from energy sources and preventing inadvertent operation.	2M	

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			- Personal protective equipment (PPE): Ensure that all workers involved in the maintenance process wear appropriate PPE, including gloves, safety glasses, and ear protection. - Proper training: Provide comprehensive training for all workers responsible for performing maintenance tasks on the horizontal borer, ensuring they understand the potential hazards and are competent in mitigating risks. - Ventilation: Ensure proper ventilation in the work area to miniimise exposure to fumes and hazardous substances generated during maintenance activities. - Hazardous substance storage: Store all hazardous substances used in the maintenance process in appropriate containers and clearly label them as per the relevant safety guidelines. - Spill containment: Have spill containment materials such as absorbent pads, sand, or chemical binders readily available in case of accidental leakage or spillage of hazardous substances. - Waste disposal: Dispose of waste materials generated during maintenance activities according to local regulations and guidelines, preventing environmental contamination and hazard exposure to workers. - Emergency response plan: Develop and maintain an emergency response plan that addresses potential incidents related to electrical hazards and exposure to hazardous substances during maintenance activities, including first aid procedures, evacuation routes, and emergency contact information. - Periodic risk assessments: Conduct periodic risk assessments to identify possible new hazards and review existing control measures, ensuring their effectiveness in minimising the risks associated with maintenance activities on the horizontal borer.		
9. Machine Shutdown	Entanglement with machinery, Release of stored energy	3H	- Turn off the horizontal borer machine according to the manufacturer's instructions, ensuring all moving parts come to a complete stop before attempting any shutdown or maintenance procedures. - Implement lockout/tagout procedures as required to prevent unauthorised start-up of the equipment and ensure proper energy isolation during the shutdown, cleaning, or maintenance procedures. - Use appropriate personal protective equipment (PPE), such as gloves, safety glasses, and hearing protection, during the entire shutdown process. - Properly secure all loose items, including tools and workpieces, prior to the machine shutdown to prevent unintended movement or dislodgment that may cause injury. - Train employees on proper machine shutdown procedures, recognizing hazards associated with entanglement and release of stored energy, and the proper steps to take in case of emergency.	1L	

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			- Ensure adequate machine guarding is in place for all moving parts and pinch points, especially during shutdown when workers may be in close proximity to these areas. - Regularly inspect the horizontal borer machine for any signs of wear or damage, particularly to safety devices and controls, making repairs or replacements as necessary to maintain safe operation. - Develop and implement standard operating procedures (SOPs) for the horizontal borer machine, including detailed steps for shutdown and engaging safety mechanisms, to miniimise the risk of accidents and injuries. - Establish clear communication protocols among team members to coordinate responsibilities during the shutdown procedure, ensuring everyone is aware of the machine status and potential hazards at each stage of the process. - Schedule regular refresher training sessions for employees to maintain their knowledge of safe working practices, machine operation, and hazard recognition, helping to keep safety awareness at the forefront of their tasks.		
10. Site Cleanup	Slip and trip hazards, Disposal of waste material	2M	- Regularly inspect the work area: Conduct frequent inspections of the site to identify any potential slip and trip hazards and address them immediately. - Maintain a clean workspace: Keep the work area free of debris, clutter, and unnecessary materials that could pose a risk to workers' safety. - Clearly mark hazardous areas: Use bright-colored tapes or signage to clearly mark areas where there are potential slip or trip hazards, such as wet or uneven surfaces, to help ensure worker awareness. - Provide appropriate personal protective equipment (PPE): Equip workers with slip-resistant footwear and any other necessary PPE to miniimise the risk of injuries due to slips and trips. - Proper waste material disposal: Create a designated area for waste material disposal and use appropriate containers, such as sealed bags or bins, to prevent spillage and miniimise the risk of tripping hazards. - Implement a spill response plan: Develop and communicate a spill response plan to all workers, outlining steps to be taken in case of a spill, along with the proper use and storage of cleanup materials. - Train employees on hazard identification and prevention: Provide ongoing training to workers on how to identify potential slip and trip hazards and how to avoid them through proper workplace practices. - Use slip-resistant mats and flooring: Where possible, install slip-resistant flooring or mats in high traffic areas, particularly in places where liquids are frequently used, to reduce the risk of slipping.	1L	

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			- Establish a regular cleaning schedule: Implement a routine cleaning procedure for the work area to prevent the buildup of dirt, dust, or other materials that may contribute to slipping or tripping hazards. - Encourage vigilance and reporting: Foster a culture of safety by encouraging workers to report any identified hazards or near misses so that they can be addressed quickly and effectively. - Perform a site assessment before and after work: Conducting a thorough assessment of the work area before commencing operations and after completing the job helps ensure all hazards have been effectively controlled and mitigated.		
11. Equipment Storage	Manual handling injuries, Storage space hazards	2M	- Provide adequate training to all employees involved in the handling and storage of equipment for horizontal borer operations, including correct lifting techniques, appropriate use of PPE, and familiarity with the storage layout. - Clearly mark designated storage areas for all relevant tools and equipment, ensuring that the location allows for easy access while minimising potential hazards such as trip and fall risks. - Implement an organised storage system with specific locations for each piece of equipment, keeping heavier items stored closer to ground level to miniimise manual handling strain. - Use mechanical aids such as equipment trolleys, pallet jacks, or hoists to move heavy equipment whenever possible, reducing the need for manual lifting. - Ensure enough space is allocated for equipment storage to avoid overcrowding, which can contribute to clutter, decreased visibility, and increased risk of injury. - Remove any waste materials such as packing materials, nails, wires, and wooden splinters from storage areas promptly to miniimise the risk of potential injuries. - Routinely inspect storage areas for signs of damage, wear, and disorganization, taking necessary action to address any issues promptly. - Maintain a clean and tidy workspace by implementing a regular cleaning schedule and promoting employee ownership of maintaining their respective areas. - Encourage communication and teamwork among employees when handling or moving large items, minimising the risk of injury resulting from poor communication during manual handling tasks. - Establish clear pathways within the storage area, ensuring workers have clear, unobstructed access to all equipment needed for horizontal borer operation. - Develop, implement, and maintain an inventory management system, ensuring all equipment is accounted for and available as needed, reducing the risk of unnecessary duplication or overstocking of tools. - Regularly consult with employees regarding any storage concerns and offer opportunities for their input on improvements, promoting worker engagement and fostering a healthy workplace culture.	1L	

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			- Continuously monitor and review the effectiveness of control measures, making necessary adjustments or implementing new controls as needed to further reduce equipment storage hazards and enhance overall workplace health and safety.		
12. Documentation	Miscommunication, Loss of important documents	1L	- Implement a standardised document management system to store and organise all relevant project files, including hard copies and digital documents. - Provide comprehensive training for all workers involved in the Horizontal Borer operation on documentation procedures, relevant WHS legislation, and safety guidelines. - Nominate a dedicated Safety Officer to oversee and monitor compliance with the SWMS, including verifying the accuracy of all documentation and ensuring timely updates. - Mandate clear labeling and filing of all documents relating to the Horizontal Borer task, including design specifications, safety data sheets, safety inspection records, and incident reports. - Make use of essential safety tools such as checklists and communication boards for visual reminders to ensure accurate and up-to-date record keeping at all times. - Keep backup copies of important documents both on- and off-site to miniimise the risk of loss due to theft, damage, or natural disasters. - Enforce the use of proper channels for communication, ensuring the appropriate personnel are kept informed of any changes in the project, potential risks, or incidents that may have occurred. - Hold regular meetings among team members and management to discuss progress, raise concerns, and provide an opportunity for clarification regarding documentation and safety procedures. - Regularly audit the documentation process to identify areas for improvement and ensure ongoing compliance with legislative requirements and industry best practices. - Empower employees by encouraging them to report any discrepancies they encounter in the documentation system or any suspected hazards, without fear of retribution. - Utilise technology to streamline the documentation process, such as shared storage systems for documents or using software specifically designed to simplify complicated work tasks. - Review all documents periodically to ensure their continued accuracy and relevance; promptly update or archive outdated materials as needed. - Promote a strong safety culture focused on transparency and open communication, which fosters trust and responsibility among team members when it comes to documentation and hazard management.	1L	

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			- Seek feedback from employees on suggestions to enhance the current documentation system and address potential areas of concern, ensuring that all parties are actively engaged in the process.		

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

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

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

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

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

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

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

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

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

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

Model Codes of Practice

- 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

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	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 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.	☐	☐	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	☐	☐	
Name, signature, position and date signed of the person approving the SWMS.	☐	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☐	☐	
Provides a step-by-step process of tasks required to carry out the activity or task.	☐	☐	
Adequate risk assessment of any identified hazards has been completed.	☐	☐	
Foreseeable hazards are identified and documented for each step.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWMS.	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effective selections.	☐	☐	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☐	☐	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be used.	☐	☐	
Details of inspection checks required for any equipment listed are noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
Reflects and documents any legislative references and/or Australian Standards.	☐	☐	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☐	☐	

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	