Motorised Auger | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Motorised Auger

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.

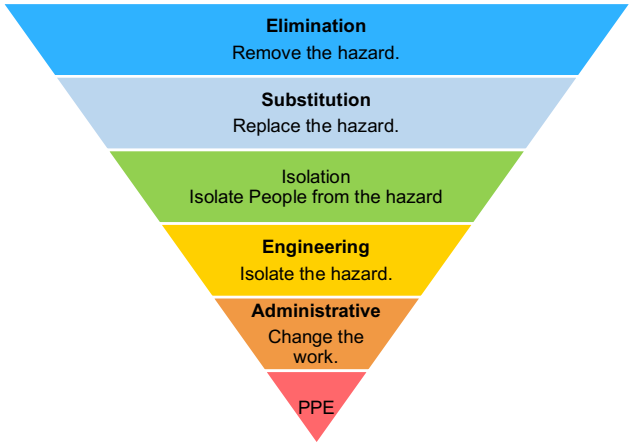
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ 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	Trip hazards, Electrical hazards	2M	- Conduct a thorough risk assessment and site inspection prior to starting work, focusing on identifying trip hazards and electrical hazards; document and communicate the findings with all team members. - Ensure all team members working on-site have completed required training for handling motorized augers and are familiar with safe operating procedures. - Mark out and establish designated walkways, ensuring they are wide enough for the passage of personnel and equipment, to miniimise the potential for trip hazards. - Keep the workplace clean and tidy: regularly remove debris or materials that may cause trip hazards or obstruct access pathways. - Use cable guards where possible to cover and secure electrical cables running across the ground to help miniimise trip hazards. - Ensure electrical cables are in good condition, well-insulated, and free from damage. Maintain and monitor their condition throughout the project. - Install and maintain appropriate signage near potential hazards, such as warning signs for electrical hazards or notices to remind workers to keep pathways clear. - Establish a procedure for shutting down power sources in case an emergency arises involving an electrical hazard. - Ensure that protective wear (such as gloves and safety boots), is provided and worn by all on-site personnel to help prevent injuries in case of contact with electrical hazards or a trip. - Regularly review and update the Safe Work Method Statement (SWMS) based on site conditions and any changes during the project; communicate updates clearly to all team members. - Encourage communication between team members, encouraging them to report any identified hazards immediately to a supervisor for prompt resolution. - Conduct ongoing toolbox talks and safety briefings on relevant topics, such as trip and electrical hazards, ensuring that workers remain aware of the steps to be followed to mitigate risks associated with their tasks. - Ensure adequate lighting is available so that hazards can be easily identified and appropriately managed, particularly during early morning or late afternoon shifts when sunlight levels may be low.	1L	
2. Equipment setup	Unguarded auger, Incorrect setup	3H	- Thorough inspection: Prior to equipment setup, ensure that the motorised auger has all its safety guards in place and is in good working condition. - Manufacturer's guidelines: Always follow the manufacturer's instructions when setting up and operating the motorised auger to miniimise the risk of incorrect setup or unguarded hazards.	1L	

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			- Training and competency: Ensure that only trained and competent personnel are allowed to set up and operate the motorised auger, thereby reducing the likelihood of an incorrect setup or exposure to unguarded hazards. - Warning signs and barriers: Display appropriate warning signs around the work area to inform other workers and visitors of potential hazards associated with the motorised auger. Where possible, use barriers and safety tape to establish a safe exclusion zone to miniimise the risk of accidental contact with unguarded auger parts. - Personal protective equipment (PPE): Ensure that all employees working with or near the motorised auger wear appropriate PPE, such as safety gloves, safety glasses, and steel-capped footwear, to protect them from any potential hazards during the equipment setup process. - Equipment stability: When setting up the motorised auger, ensure that it is anchored and placed on a stable, level surface to prevent tip-over accidents or malfunctioning due to an uneven foundation. - Regular maintenance: Implement a regular maintenance schedule for the motorised auger to ensure that all parts, including safety guards, remain in optimal working condition and reduce the risk of unguarded hazards or incorrect setups. - Emergency stop button: Ensure the motorised auger is equipped with an emergency stop button that is clearly visible and easily accessible to operators in case of unexpected issues whilst setting up or during operation. - Safe work procedures: Establish clear and concise safe work procedures for the setup and operation of the motorised auger, taking into account general workplace health and safety practices and specific hazards related to the equipment. Ensure that all employees involved receive training on these procedures. - Incident reporting and investigation: In the event of an incident related to unguarded hazards or incorrect setup of the motorised auger, ensure that a thorough investigation is conducted and documented. Implement corrective actions to prevent similar incidents from occurring in the future.		
3. Inspecting PPE	Inadequate PPE, Damaged PPE	2M	- Ensure all workers are provided with the appropriate PPE that complies with Australian Standards, including safety goggles, gloves, earplugs, and high-visibility clothing. - Before commencing work, conduct a thorough inspection of all PPE to identify any visible signs of wear or damage. - Promptly replace any damaged or worn PPE before use. Never allow workers to operate the motorised auger with inadequate or damaged protection. - Incorporate regular inspections of PPE into the site's maintenance schedule to guarantee optimal equipment performance and worker safety. - Train workers on the correct usage, inspection, care, and storage of their PPE; this should include understanding what types of damage requires replacement.	1L	

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			- Store all PPE in a dedicated area away from exposure to direct sunlight, chemicals, and moisture; doing so will help ensure equipment remains in good condition. - Establish a system to monitor and enforce PPE usage among workers, such as daily checklists, spot-checks, and routine supervisor rounds. - Communicate the importance of PPE to staff members during safety meetings and toolbox talks, emphasising the role it plays in reducing the risk of injury. - Implement a system for workers to report faulty or defective PPE, ensuring timely replacements and continued safety compliance. - Provide guidance to workers on how to fit PPE properly, ensuring optimal protective coverage for each individual. - Encourage an open dialogue between management and staff about PPE concerns, enabling swift resolution of potential hazards and promoting safe practices. - Consider investing in ergonomic or user-friendly PPE options designed to miniimise discomfort, thereby encouraging consistent and correct usage. - Continually review and update safety procedures regarding PPE, staying up-to-date with new advances and industry best practices. - Periodically audit the effectiveness of the current PPE inspection and management systems, taking note of any areas for improvement and implementing action plans accordingly.		
4. Drilling operation	Excessive noise, flying debris	3H	- Proper training: Ensure that all operators have received adequate training and are proficient in using the motorized auger safely. - Personal protective equipment (PPE): Provide appropriate personal protective equipment to all workers involved in drilling operations, such as safety glasses or goggles, hearing protection like earmuffs or earplugs, and a safety helmet. - Auger maintenance: Regularly inspect and maintain the motorized auger to ensure it is in good working condition and does not pose additional risks to workers during drilling operations. - Area preparation: Clear the worksite of any loose debris or obstructions prior to drilling, which may present a hazard if dislodged by the auger. - Safety barriers: Install safety barriers or rope off the work area to restrict access from unauthorised personnel and protect bystanders from potential hazards. - Work at a safe distance: Instruct workers to perform tasks at a safe distance from the drilling operation to miniimise their exposure to excessive noise and flying debris. - Secure the auger: Fasten the auger securely to prevent it from slipping while in use, protecting both the operator and others in the vicinity. - Slow and steady operation: Encourage workers to operate the motorized auger at a controlled speed and avoid abrupt movements, reducing the risk of losing control and creating hazardous situations.	2M	

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			- Regular breaks: Schedule regular breaks for workers operating the auger to limit their continuous exposure to noise and reduce the risk of fatigue-related errors. - Communication plan: Establish clear communication protocols between workers on-site to relay information about potential hazards and other safety-related concerns. - Emergency response plan: Create an emergency response plan specific to the operation involving the motorized auger, outlining the steps to be taken in case of an incident or accident. - Dust suppression measures: Implement dust suppression techniques, such as dampening the ground before drilling or using a dust collection system, to reduce the risk of flying debris during drilling operations. - Periodic monitoring: Conduct regular monitoring and assessments of the work environment to ensure all safety measures are being adhered to and hazards are effectively mitigated throughout the duration of the project.		
5. Manual lifting	Risk of back injury, Dropped load	2M	- Provide training and instructions on proper manual handling techniques, ensuring all workers understand how to safely lift and carry objects. - Implement a system where workers are required to wear appropriate personal protective equipment (PPE) such as steel-toed boots, gloves, and back braces/weight belts when lifting heavy objects. - Make use of mechanical aids such as trolleys or hoists to assist in moving the motorized auger or any other heavy equipment, minimising the need for manual lifting. - Assess the weight of loads before attempting to lift them manually; if necessary, seek assistance from another worker or use mechanical aids to redistribute the weight more evenly. - Ensure work areas are clutter-free and well-maintained, providing sufficient space for workers to lift and carry objects safely. - Encourage workers to communicate with each other when they are undertaking tasks involving manual lifting, so they are aware of each other's movements and can give support when needed. - Encourage the use of proper lifting techniques such as bending at the knees, keeping a straight back, and using leg muscles rather than relying solely on the back muscles when lifting objects off the ground. - Restrict the duration of manual lifting tasks by implementing regular breaks and rotating tasks between workers so that they do not become excessively fatigued. - Utilise team lifts or buddy systems for loading or unloading of heavier objects, promoting teamwork and reducing the chance of injuries. - Implement a risk assessment process to identify potential hazards and control measures relating to manual lifting tasks before beginning any operations.	1L	

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			- Regularly inspect PPE and mechanical aids for signs of damage, wear, or malfunction, and ensure all equipment is maintained adequately. - Establish an open communication platform among workers to encourage discussions about safety concerns, possible hazards, or improvement suggestions regarding manual lifting procedures. - Conduct regular toolbox talks or safety meetings to remind workers of the control measures related to manual lifting and keep them informed about any updates or changes in procedures. - Monitor and review the effectiveness of control measures, updating them as needed to maintain a safe working environment and to ensure continuous improvement in workplace health and safety practices.		
6. Equipment maintenance	Unplanned equipment start-up, Exposure to hazardous chemicals	3H	- Implement lockout/tagout procedures on the equipment to prevent accidental start-ups and unauthorised use during maintenance and repair activities. - Train operators and maintenance personnel on correct equipment handling procedures, including how to safely shut down and isolate the machine from energy sources. - Regularly inspect the condition of equipment components, identify wear and tear or damage, and replace worn parts as necessary. - Schedule periodic maintenance and servicing according to the manufacturer's recommendations to maintain optimal performance and miniimise hazardous risks. - Ensure that appropriate personal protective equipment (PPE), such as gloves, safety goggles, and chemical-resistant clothing, is provided and used by workers when handling hazardous materials during maintenance tasks. - Use suitable spill containment measures, such as drip trays, to manage any leaks or spills that may occur during maintenance activities involving hazardous chemicals. - Establish designated areas for equipment and chemical storage, with clear signage and access controls, to separate these materials from other work operations and reduce potential exposure risks. - Develop a procedure for reporting and investigating incidents or near misses related to equipment maintenance to identify root causes and implement corrective actions on an ongoing basis. - Dispose of used maintenance materials and hazardous waste according to local regulations and environmental guidelines. - Provide ongoing training, reinforcement, and support to workers in maintaining good housekeeping practices around the equipment and work site, such as keeping the area clean, organised, and free from trip hazards. -Evaluate and review this SWMS regularly to ensure that control measures are effective in minimising risks associated with equipment maintenance and hazardous	2M	

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			chemicals, and update as necessary based on changing conditions or new information.		
7. Clearing the area	Uneven surfaces, Housekeeping hazards	2M	- Conduct a thorough inspection of the worksite prior to starting the task to identify any uneven surfaces, obstacles, or tripping hazards that may pose a risk during drilling operations with the motorised auger. - Mark out the designated work area with safety signage and barriers to ensure proper housekeeping practices are maintained and prevent unauthorised access to the site. - Level or fill in any uneven surfaces within the work area to reduce the risk of slips, trips or falls while operating the motorised auger. - Remove or relocate any debris, tools, equipment, or other obstructions from the work area to miniimise the potential for accidents or injuries. - Ensure proper lighting is installed and maintained throughout the work area, especially if the motorised auger is being used at night, to improve visibility and decrease the risk of potential hazards. - Create a designated storage area for all tools, equipment, and material required for the task, ensuring it is organised, tidy and easily accessible to prevent clutter and trip hazards within the work area. - Implement and enforce a daily clean-up schedule at the end of each work shift, where workers are responsible for clearing, organising, and maintaining their work area to maintain safe working conditions. - Provide workers with appropriate Personal Protective Equipment (PPE) such as safety boots, gloves, high-visibility vests, and hard hats to miniimise injury risk when dealing with uneven surfaces and general housekeeping issues. - Conduct regular toolbox talks and safety meetings with workers to encourage proper safety practices, hazard identification and reporting, teamwork, and communication within the work area. - Continuously monitor the work area for hazards and changing conditions, making adjustments to safety measures and housekeeping practices as needed. - Establish a clear communication system among workers and supervisors to promptly address any safety concerns, near misses, incidents, or changes to the work environment. - Regularly review and update the Safe Work Method Statement (SWMS) to ensure it accurately reflects the task requirements and effectively manages identified hazards within the work area. - Provide ongoing safety training and refresher courses for employees on proper handling and operation of motorised augers, as well as maintaining a safe work environment through effective housekeeping practices.	1L	

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8. Transporting materials	Collision risks, Falls from vehicle	2M	- Ensure that all operators have the appropriate licenses, training, and qualifications necessary for operating motorized augers and other vehicles involved in the transportation of materials. - Conduct regular safety briefings and toolbox talks to emphasise the importance of safe practices and adherence to established procedures when transporting materials using motorized augers. - Implement a traffic management plan to safely direct moving vehicles and pedestrians at the worksite, significantly reducing the risk of collisions and falls from vehicles. - Set up designated loading/unloading zones with clear signage and barriers to miniimise the potential for accidents during the transport of materials. - Regularly maintain and inspect vehicles, including motorized augers, to ensure they are in good working condition and feature effective safety features such as mirrors, backup alarms, and fall prevention equipment. - Require workers to wear appropriate personal protective equipment (PPE) at all times, including high-visibility clothing, hard hats, and steel-toed boots, for better hazard identification and the prevention of falls from vehicles. - Enforce a policy of minimising distractions while operating motorized augers or other vehicles within the worksite, involving prohibiting the use of mobile phones, headphones, or other personal devices that may divert attention from safe navigation. - Utilise spotters or flaggers alongside vehicle operators to guide them during transportation maneuvers and ensure adequate clearance between vehicles, pedestrian walkways, and other obstacles. - Encourage the practice of a "buddy system" wherein workers assist each other in observing proper safety measures while loading, unloading, and transporting materials using motorized augers. - Clearly mark and communicate permissible speed limits within the worksite, ensuring drivers adhere to slow speeds when maneuvering around pedestrians and other vehicles. - Empower employees to report any unsafe behaviors, faulty equipment, or hazardous conditions that they witness, fostering a collaborative environment that prioritizes worker safety. - Establish emergency response procedures and communication plans tailored to the specific requirements of each worksite, ensuring availability in case an incident involving motorized augers or other vehicles arises.	1L	
9. Auger removal	Pinch points, Lifting hazards	2M	- Conduct a pre-start inspection of the motorised auger and its components to ensure its proper functioning and detect any possible defects or damages that may contribute to the hazards.	1L	

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			- Ensure all workers operating or working near the motorised auger have completed adequate training sessions specific to the equipment, including its safe operation and handling procedures. - Make certain that appropriate personal protective equipment (PPE) is worn by all personnel involved in the auger removal process, including gloves with a secure grip, safety boots, hard hats, and eye protection. - Implement lockout/tagout procedures to cut off the power supply to the motorised auger prior to removal to eliminate any chances of accidental activation during the process. - Utilise mechanical lifting aids or devices, such as hoists and trolleys, to miniimise manual handling and reduce the potential for lifting hazards during the removal process. - Establish a designated exclusion zone around the motorised auger work area to prevent unauthorised personnel access and minimise the risk of injury from pinch points or moving parts. - Develop and implement a detailed step-by-step procedure for removing the auger, ensuring that all necessary precautions and processes are followed to mitigate risks associated with pinch points and lifting hazards. - Clearly communicate the roles and responsibilities of each team member involved in the auger removal process to avoid confusion and ensure teamwork while mitigating hazards. - Implement regular breaks, if required, to reduce potential fatigue and maintain alertness and focus among the workers throughout the auger removal process. - Designate a competent supervisor to oversee the removal process and enforce adherence to the outlined safety measures, addressing any unsafe work practices observed immediately. - Inspect the site continuously for changes and potential hazards, such as ground stability, shifts in weather conditions, and unforeseen obstructions that could impact the auger removal process. - Maintain well-lit work areas during the removal process to ensure full visibility of hazards and potential risks, considering the use of portable lighting solutions, if necessary. - Conduct a thorough post-removal inspection and debrief with all team members involved in the auger removal process to discuss lessons learned and areas for improvement in future operations.		
10. Fuel refueling	Fire or explosion, Spill hazards	3H	- Develop and implement a structured refueling procedure that outlines the specific steps to follow during the fueling process. - Train all employees involved in handling, storing, and fueling equipment on best practices and relevant safety guidelines for motorized augers.	2M	

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			- Ensure an appropriate fire extinguisher is located nearby and accessible during the refueling process. - Use only approved containers and nozzles suitable for the type of fuel being used when refueling. - Keep a spill kit nearby to deal with any spills immediately, including absorbent materials, containment tools, and personal protective equipment (PPE). - Conduct regular inspections and maintenance of the motorized auger's fuel system, looking for signs of wear or damage that may lead to fuel leaks or spills. - Reduce the risk of static electricity by touching metal parts of the equipment before starting the refueling process and using ground straps to help dissipate static buildup. - Never smoke or allow open flames or sparks near the refueling area. - Refuel the motorized auger at the end of the day or when the machine is turned off and cool to avoid contact with hot surfaces. - Store fuel in a designated area away from ignition sources and comply with local regulations on fuel storage. - Limit the quantity of fuel stored on site and ensure proper ventilation in the storage area. - Use PPE such as gloves, eye protection, and long sleeves while handling fuel to prevent skin irritation or injury. - Report any incidents, near misses, or concerns regarding the fueling process to your supervisor and review procedures as necessary to improve workplace safety.		
11. Training and supervision	Communication issues, Lack of training	2M	- Comprehensive Training Programs: Conduct thorough training programs to educate workers on the safe operation of a motorized auger and the key hazards associated with the equipment, as well as proper communication techniques. - Supervisor Presence: Arrange for experienced supervisors to be present during all stages of the work process, providing guidance, management, and corrective feedback to ensure proper practices are being followed. - Clear Communication Protocols: Establish foolproof communication protocols within the team to prevent mishaps due to misinterpretation or missed instructions, such as using hand signals or designated radio channels. - Personal Protective Equipment (PPE): Ensure all workers have access to and wear appropriate PPE at all times while working with the motorized auger, such as safety glasses, goggles, ear protection, gloves, and high-visibility vests. - Regular Refresher Courses: Schedule periodic refresher training courses for employees to review safe operating procedures, hazards related to the motorized auger, and effective communication strategies.	1L	

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			- Pre-project Briefings: Conduct pre-project briefings to familiarise the team with the specific tasks, potential hazards, and required safety precautions before commencing work with the motorized auger. - Hazard Reporting System: Implement a system for workers to report observed or suspected hazards promptly, allowing supervisors to take swift action to rectify any emerging issues. - Buddy System: Encourage pairing up less experienced workers with more skilled team members to provide additional monitoring and support while working with the motorized auger. - Emergency Response Plan: Develop and clearly communicate an emergency response plan that includes clear procedures for dealing with accidents, injuries, or other incidents involving the motorized auger. - Signage and Barriers: Place visible warning signs and physical barriers around the worksite to inform workers and bystanders of the potential hazards created by the motorized auger. - Continuous Improvement: Actively solicit feedback from team members to identify potential areas of improvement in training programs, supervision techniques, and communication processes, and make necessary adjustments to enhance overall workplace safety.		
12. Emergency response	Inadequate response, Blocked access routes	3H	- **Emergency Response Plan:** Develop and communicate a comprehensive emergency response plan specific to the worksite, ensuring that all workers are familiar with the procedures and trained to respond effectively to potential incidents. - **Emergency Contact Information:** Display emergency contact numbers (including in-house first aiders) at prominent locations around the site, as well as on readily accessible documents such as work permits and safety plans. - **Regular Drills:** Conduct regular emergency simulation drills to ensure workers can effectively initiate the emergency response protocol and evacuate the site promptly and safely. - **Clear Signage:** Install visible signs to indicate emergency exits, evacuation routes, assembly points, and the location of fire-fighting equipment, first-aid supplies, and spill containment kits. - **Accessible Emergency Equipment:** Ensure that emergency response equipment such as fire extinguishers and first-aid kits are inspected regularly, clearly marked, and easily accessible during operations involving motorised augers. - **Designated Site Access Routes:** Establish designated access routes for emergency vehicles and personnel, keeping them free from obstruction at all times and disseminating this information to all workers on-site. - **Two-way Communication:** Equip operators and key personnel with two-way radios or other communication devices to enable quick notifications and communication during an emergency situation.	2M	

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			- **Incident Reporting and Investigation:** Encourage prompt reporting of near misses, incidents, and accidents, followed by thorough investigations to understand the root cause and implement corrective and preventive measures. - **Safety Briefings:** Include emergency response training and reminders as part of daily toolbox meetings and pre-start discussions, reinforcing expectations and responsibilities. - **Worker Training**: Ensure workers receive adequate training and maintain current certifications for first-aid, fire-fighting and emergency response protocols, including instruction on operating motorised augers safely in accordance with manufacturer guidelines. - **Continuous Improvement:** Regularly review and update the emergency response plan based on ongoing risk assessments, feedback from workers, changes in legislation and industry best practices, and learnings from incidents.		

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**	