

Post Hole Auger | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Post Hole 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:
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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.

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS. 											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, Unstable ground	2M	<ul style="list-style-type: none"> - Conduct a thorough site inspection prior to commencing work to identify and mark out any potential trip hazards, such as uneven ground, obstacles, or protruding objects. - Ensure the work area is clean and free of clutter and debris that could cause trips or falls while operating the Post Hole Auger Post Driver. - Clearly communicate with team members about identified hazards in the work area, and post signage where necessary to alert workers and site visitors to the potential risks. - Provide appropriate personal protective equipment (PPE) for workers, including sturdy footwear with slip-resistant soles and safety helmets, to reduce the risk of injury when working around trip hazards and unstable ground. - Utilise temporary ground stabilization methods, such as laying mats or planks, where necessary to create a stable work surface for operating the Post Hole Auger Post Driver safely. - Regularly monitor weather conditions throughout the project duration, adjusting work plans to accommodate any adverse changes in weather that may impact ground stability or create new trip hazards (e.g., heavy rain leading to muddy and slippery conditions). - Implement comprehensive worker training and ongoing supervision to ensure all operators of the Post Hole Auger Post Driver are aware of best practices for maintaining a safe work environment and managing identified hazards. - Establish designated walkways around the worksite to minimise exposure to trip hazards and unstable ground by keeping foot traffic away from high-risk areas. - Where possible, plan to undertake work during daylight hours to maximise visibility and reduce the risk of encountering hidden obstacles that could pose trip hazards. - Schedule regular site inspections and hazard assessments as work progresses to ensure any new risks or changes to existing hazards are quickly identified and addressed appropriately. - Encourage open lines of communication between workers, supervisors, and management staff to promote a culture of safety on the worksite and ensure all team members are empowered to report concerns or potential hazards. 	1L	
2. Site Inspection	Poor visibility, Overhead power lines	2M	<ul style="list-style-type: none"> - Conduct a thorough site inspection before commencing work to identify potential hazards such as poor visibility and overhead power lines. - If possible, schedule the work during daylight hours or in well-lit conditions to minimise the risk of poor visibility. - Utilise high-visibility clothing and signage to ensure all workers are easily visible on the worksite. 	1L	

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			<ul style="list-style-type: none"> - Familiarise all staff with the location of overhead power lines and clearly mark these areas with warning signs and barriers. - Maintain a safe exclusion zone around overhead power lines, adhering to relevant legislation and guidelines. - Use a qualified spotter to guide equipment operators when working near overhead power lines, ensuring a safe distance is maintained at all times. - Regularly inspect and maintain all equipment, such as the post hole auger and post driver, to ensure they are functioning correctly and safely. - Provide appropriate training for all workers on how to operate the post hole auger and post driver safely and effectively. - Develop an emergency response plan that outlines the appropriate actions to take in case of a workplace incident or accident, including reporting procedures and first aid provisions. - Establish clear communication methods between all team members to maintain awareness of potential hazards and warn others if any new risks arise. - Encourage open feedback from all workers about potential hazards and control measures, allowing for continuous improvement of the worksite's safety. - Monitor weather conditions closely, and postpone work if heavy rain or high winds are likely to increase the risk of accidents. - Ensure all personnel have the necessary personal protective equipment (PPE) such as hard hats, gloves, and safety glasses, and provide training on their correct use and maintenance. 		
3. Equipment Setup	Incorrect assembly, Damaged components	3H	<ul style="list-style-type: none"> - Ensure that all operators have received appropriate training and are competent in the correct assembly and use of post hole augers and drivers. - Follow manufacturer guidelines and best practices for equipment setup and assembly, including cross-checking recommendations for bolt tightening and torque specifications. - Inspect equipment components thoroughly before assembly to identify any signs of wear or damage. - Replace any damaged, worn, or malfunctioning components with OEM-approved replacement parts prior to assembly and setup. - Use suitable personal protective equipment (PPE) throughout the setup process, such as gloves, safety glasses, hearing protection, and steel-toed boots. - Clear the designated work area of any potential hazards, including trip risks (cables, tools, debris), prior to setting up the equipment. - Set up equipment on level, stable ground, and ensure it is properly braced and secured according to the manufacturer's instructions. 	1L	

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			<ul style="list-style-type: none"> - Check all fasteners and connections during assembly to ensure they are tightened securely, but not overtightened, which may cause component stress. - Limit the number of personnel within the work area during equipment setup to minimise exposure to potential hazards. - Regularly maintain and service the post hole auger and driver according to the manufacturer's recommended schedule, and keep records of completed maintenance tasks. - Display warning signs and barriers surrounding the work area to alert others of the ongoing activity and potential hazards. - Implement a communication system between team members, such as hand signals or two-way radios, to ensure clear communication during the setup process. - Conduct a pre-start inspection and safety briefing prior to commencing work, including verifying the correct setup and readiness of the equipment. - Have an emergency action plan in place, outlining the necessary steps to take in the event of an incident or equipment malfunction during setup. 		
4. Drilling Operation	Entanglement, Flying debris	3H	<ul style="list-style-type: none"> - Proper Training: Ensure all workers operating the post hole auger are appropriately trained and competent in its use, following manufacturer guidelines. - Personal Protective Equipment (PPE): Workers should wear appropriate PPE, including safety gloves, safety boots, eye protection, and hearing protection during drilling operations. - Pre-Operation Inspection: Thoroughly inspect the auger and its associated equipment for any signs of damage or wear before use. Regular maintenance should be conducted to ensure all components are functioning properly. - Area Preparation: Clear the work area of any debris or obstructions that could pose a hazard during drilling operations. Create a barrier around the work zone to prevent unauthorised access. - Auger Guarding: Ensure proper guarding is installed on the auger to minimise the risk of entanglement with moving parts. - Secure the Auger: Properly secure the auger to minimise any movement during operation that may result in accidents. - Drilling Plan: Develop a procedure for drilling operations that accounts for soil conditions, potential underground obstructions or utility lines, and coordinates teamwork effectively. - Communication: Establish clear communication protocols among workers on-site, using hand signals or radios to convey important information during drilling operations. 	2M	

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			<ul style="list-style-type: none"> - Two-person Operation: Utilise a two-person team for drilling operations, with one person operating the auger and another monitoring progress and communicating potential hazards. - Flying Debris Protection: Use screens or other barriers to minimise the risk of flying debris from drilling impacting nearby workers or property. - Emergency Stop Procedure: Implement an emergency stop procedure in case of an entanglement or other hazards requiring immediate shutdown of the auger. - Periodic Breaks: Schedule regular breaks during drilling operations to reduce fatigue and maintain situational awareness among workers. - Incident Reporting and Review: Encourage workers to report any near misses or incidents to improve overall safety performance and identify areas for further hazard mitigation. 		
5. Post Alignment	Musculoskeletal injury, Incorrect post placement	2M	<ul style="list-style-type: none"> - Proper training: Ensure that all workers involved in the post alignment process are trained appropriately to reduce the risk of musculoskeletal injuries and incorrect post placement. - Correct lifting technique: Encourage workers to use proper lifting techniques, such as bending their knees and keeping their back straight when handling posts, to reduce the risk of injury. - Use of appropriate equipment: Utilise post alignment tools or mechanical aids, such as post levelers, to help with positioning and reducing physical strain on workers. - Work rotation and breaks: Rotate workers between tasks and allow for regular breaks to reduce fatigue and minimise the risk of musculoskeletal injuries. - Personal protective equipment (PPE): Require workers to wear appropriate PPE, including safety gloves, boots, helmets, and high visibility clothing, to minimise potential hazards. - Clear communication: Implement clear communication protocols between team members during the post alignment process to ensure accurate placement and avoid errors. - Workspace setup: Arrange the worksite in a manner that allows for efficient movement of materials and workers while minimising awkward postures and repetitive movements. - Pre-determined post positions: Have pre-determined post positions marked out before work commences, so as to guide the workers and minimise the risk of incorrect placement. - Inspection of equipment: Regularly inspect and maintain all post hole augers and post driver tools to ensure they are functioning correctly and safely. - Risk assessment: Continuously evaluate the worksite and its conditions for any new risks that may arise during the post alignment process. 	1L	

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			<ul style="list-style-type: none"> - Supervision: Provide adequate supervision throughout the post alignment process to ensure that work is being carried out safely and correctly. - Incident reporting: Promptly report and investigate any incidents or near misses related to the post alignment process, and implement corrective measures to prevent reoccurrence. 		
6. Lifting Posts	Manual handling, Falling objects	2M	<ul style="list-style-type: none"> - Proper lifting techniques: Train workers to use the correct manual handling techniques when lifting posts, such as bending knees, keeping their back straight, and avoiding twisting movements. - Appropriate PPE: Ensure workers wear appropriate Personal Protective Equipment (PPE) such as steel-toed boots, safety gloves, and high-visibility clothing to minimise potential injuries. - Team lifting: Where possible, encourage workers to use a team-based approach for lifting heavy or oversized posts, reducing the risk of injury due to manual handling. - Mechanical aids: Utilise mechanical lifting devices like wheelbarrows, carts, and forklifts to transport heavy posts and reduce manual handling efforts. - Clear working area: Maintain a clean and clutter-free workspace to eliminate trip hazards and ensure adequate space for moving posts. - Secure storage: Store large or unstable posts securely to prevent accidental falls and potential injuries from falling objects. - Proper placement: When positioning posts, ensure they are placed upright and secured before being put into operation. - Lifting plan: Develop a comprehensive lifting plan that outlines the steps and guidelines for safely lifting and moving posts within the worksite. - Load limits: Adhere to the manufacturer's recommended load limits for lifting equipment and materials to reduce the risk of falling objects. - Hazard inspection: Regularly inspect the work area for potential hazards, such as uneven ground or obstructions that may impede safe lifting practices. - Communication: Maintain good communication among the work crew regarding all aspects of the lifting process, including any potential risks or changes in plans. - Fatigue management: Implement programs to monitor and manage worker fatigue levels, ensuring employees are well-rested and capable of performing required tasks. - Spotter assistance: Assign a designated spotter to oversee the lifting process and communicate any emerging hazards or problems. - Supervision: Ensure experienced and qualified supervisors regularly monitor work activities, provide feedback, and address any potential issues related to the lifting of posts. 	1L	

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7. Equipment Maintenance	Exposure to harmful substances, Electrical hazards	3H	<ul style="list-style-type: none"> - Proper Training: Ensure all workers involved in equipment maintenance are adequately trained to safely handle the machinery and recognise potential hazards associated with the task. - Lockout/Tagout Procedures: Follow appropriate lockout/tagout procedures before commencing any maintenance work to prevent accidental startup of the auger post driver. - Personal Protective Equipment (PPE): Require workers to wear appropriate PPE, including gloves, safety goggles, and dust masks whenever they perform maintenance tasks on the auger post driver. - Safety Data Sheets (SDS): Keep up-to-date Safety Data Sheets for all materials and chemicals used in the equipment maintenance process and make them accessible to workers. - Regular Inspection: Conduct routine inspection and servicing of the post hole auger post driver, including checking for signs of wear or damage that could cause electrical hazards or leaks. - Well-Ventilated Work Area: Carry out equipment maintenance activities in a designated, well-ventilated area to mitigate the risk of exposure to harmful substances. - Electrical Inspection and Maintenance: Regularly inspect the electrical components of the auger post driver, including cords, plugs, and connections, to ensure they are in good working condition and free from defects. - Proper Waste Disposal: Implement proper waste disposal procedures for all materials and chemicals used during equipment maintenance to reduce the possibility of contamination or exposure to harmful substances. - Emergency Spill Response Plan: Develop an emergency spill response plan to address any accidental release of harmful substances during equipment maintenance activities. - Risk Assessment Reviews: Periodically review and update the Safe Work Method Statement (SWMS) to identify new hazards and implement updated control measures related to equipment maintenance and use of the post hole auger post driver. 	1L	
8. Earthworks Excavation	Excavation collapse, Overloading equipment	4A	<ul style="list-style-type: none"> - Implement proper excavation support systems: Utilise appropriate shoring, benching, or sloping methods to prevent the collapse of excavation walls and ensure the stability of the area. - Inspect excavations regularly: Examine excavation sites daily, paying special attention to potential signs of instability, such as cracks, fissures, or water seepage. - Develop an exclusion zone: Create a physical barrier around the perimeter of the excavation site to keep unauthorised personnel and unnecessary equipment at a safe distance. 	3H	

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			<ul style="list-style-type: none"> - Conduct regular toolbox talks: Ensure workers are aware of the risks associated with earthworks excavation and that they understand the importance of following safe work practices. - Train workers in safe excavation techniques: Provide comprehensive training for employees who will be involved in earthworks excavation, including the operation of heavy machinery and reading technical diagrams. - Use appropriate equipment for the task: Ensure all lifting and digging equipment is suitable for the specific type of soil and job requirements, reducing the risk of overloading and structural failure. - Establish a designated spoil placement area: Designate a specific location for the disposal of excavated material, ensuring that it is well away from the excavation's edge to minimise the risk of collapse. - Communicate equipment load limits: Clearly display the maximum load capacities for all machinery used during the excavation process, and educate operators about these limits to avoid exceeding them. - Monitor weather conditions: Keep a close eye on local weather reports, suspending operations if there is a risk of heavy rain or other inclement conditions that could compromise the safety of the excavation area. - Implement emergency procedures: Develop a comprehensive emergency response plan for excavation incidents, including rescue protocols for workers trapped in collapses and communication channels for alerting emergency services. - Provide personal protective equipment: Supply workers with appropriate PPE, such as hard hats, steel-toed boots, and gloves, to protect against potential hazards at the excavation site. - Perform regular equipment maintenance and inspections: Schedule routine examinations of earth-moving and support equipment to identify any safety concerns or wear-and-tear issues that could pose a risk during excavation operations. 		
9. Safety Barrier Installation	Working at heights, Entanglement	3H	<ul style="list-style-type: none"> - Fall protection: Equip all workers operating at heights with appropriate personal fall protection systems, including harnesses, lanyards, and anchor points, to mitigate the risk of falls. - Proper training: Ensure that all staff working with the post hole auger and post driver have received comprehensive training on equipment use, safety precautions, and techniques for handling hazards associated with the task. - Regular equipment checks: Conduct routine inspections and maintenance of the post hole auger and post driver to ensure all components are in good working order and free of defects that may increase the risk of entanglement or other hazards. - Clear workspace: Keep the area around the work zone clear of debris, tripping hazards, and other obstacles that could impede movement or increase the risk of incidents. 	1L	

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			<ul style="list-style-type: none"> - Install safety barriers: Erect temporary barriers around the work area to restrict access and prevent unauthorised individuals from entering the space while the post hole auger and post driver are in operation. - Emergency stop procedures: Ensure all workers are familiar with the proper procedure for stopping the equipment in case of emergency, and regularly review these procedures as part of ongoing training efforts. - Communication: Establish clear lines of communication between team members, including hand signals or two-way radios, to coordinate tasks and share information about potential hazards in real-time. - Entanglement prevention: Instruct workers to wear close-fitting clothing and remove any loose accessories, such as jewellery or lanyards, that could potentially become caught or tangled in the machinery. - Lockout/tagout procedures: Implement lockout/tagout procedures for the post hole auger and post driver when performing maintenance or troubleshooting tasks, ensuring the equipment is powered down and secured against accidental startup. - Safe work practices: Encourage a culture of safety among workers, emphasising the importance of following established safety protocols, reporting hazards or concerns immediately, and actively participating in safety meetings and training programs. 		
10. Vehicle and Traffic Control	Collision, Blind spots	3H	<ul style="list-style-type: none"> - Prior to commencing work, conduct a thorough risk assessment of the worksite to identify potential hazards related to vehicle and traffic control, including collision risks and blind spots. - Develop a comprehensive Traffic Management Plan (TMP), outlining measures to minimise collisions and manage blind spots during post hole auger post driver operations. - Ensure all workers operating vehicles or machinery are adequately trained in their proper use and aware of TMP requirements, as well as any site-specific rules for managing vehicle and pedestrian interactions. - Implement clear signage at the worksite entrance and throughout the area indicating active post hole auger post driver operations, vehicle and pedestrian restrictions, and advised travel paths. - Establish designated loading and unloading zones to restrict heavy vehicle movements and avoid unnecessary interaction between pedestrians and vehicles. - Assign a dedicated spotter to assist vehicle operators when reversing or navigating tight spaces, ensuring they have clear visibility and can avoid blind spots. - Utilise high-visibility vests or clothing for all workers on the site, allowing for increased visibility and making it easier for vehicle operators to see and avoid potential collisions with pedestrians. 	2M	

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			<ul style="list-style-type: none"> - Schedule deliveries and other non-essential vehicle movements to occur outside of peak working hours whenever possible, reducing the number of vehicles present on the worksite and minimising collision risks. - Equip vehicles and machinery with appropriate safety features, such as reversing cameras or sensors, to aid operators in detecting potential hazards and avoiding blind spots. - Conduct regular toolbox talks and safety meetings with all workers on the importance of following TMP guidelines and being vigilant about vehicle and pedestrian movements on the worksite, reinforcing the shared responsibility for maintaining a safe working environment. 		
11. Underground Services Detection	Utility strikes, Electrocutation	4A	<ul style="list-style-type: none"> - Obtain up-to-date underground utility information - To avoid utility strikes or electrocution, it is essential to gather the most recent plans and schematics of the site before commencing work on the project. - Use equipment designed for utility detection - Utilise specialised ground-penetrating radar, cable and pipe locators or other advanced technologies to accurately locate any underground utilities within the area, minimising the chances of accidents. - Implement an exclusion zone - Establish and clearly mark a defined exclusion zone around the area where underground services are present. This prevents unauthorised personnel from entering and reduces risk of injury. - Follow the 'dial before you dig' protocol - Get in touch with local utility companies about planned excavation activities to obtain crucial information about potential hazards hidden beneath the ground. - Implement continual visual surveillance - Ensure that the designated worker is consistently checking for signs of underground utilities throughout the excavation process to minimise adverse effects. - Conduct regular toolbox talks - Hold regular safety meetings to discuss hazards, control measures, and responsibilities, emphasising the specific risks posed by buried utilities. - Train staff on hazard identification - Provide adequate training to all workers involved in the project so that they are capable of recognizing and responding appropriately to potential underground service-related dangers. - Excavate manually when necessary - If there's a high probability of encountering underground services, switch to manual digging methods such as shovels or vacuum excavation to reduce the risk of accidental utility strikes. - Mandate use of appropriate Personal Protective Equipment (PPE) - Workers should be equipped with proper PPE such as gloves, safety glasses, hard hats, and high-visibility vests, providing protection against possible utility strikes or electrocution. - Review and Update SWMS - Regularly revise and adjust the Safe Work Method Statement (SWMS) as the project progress, accounting for new hazards and control 	3H	

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			measures and ensuring that all workers remain informed and current on latest safety practices.		
12. Removal and Clean-up	Manual handling, Slippery surfaces	2M	<ul style="list-style-type: none"> - Ensure proper training and instruction for workers in safe lifting and manual handling techniques to avoid injuries while removing the post hole auger or any other equipment. - Provide appropriate personal protective equipment (PPE) such as gloves, safety footwear, and high-visibility vests to all workers involved in the clean-up process. - Establish a designated route for transporting materials to and from the work area, clearly marking any potential trip hazards and maintaining these areas free from obstructions. - Use mechanical aids or equipment such as trolleys or wheelbarrows to transport heavy or bulky loads where possible, minimising the need for manual handling. - Implement a two-person lift rule for items weighing more than 25 kg or when carrying awkward or unbalanced loads that could pose a risk of injury. - Organise regular breaks and rotation of workers involved in heavy and repetitive manual handling tasks to prevent fatigue and overexertion. - Maintain the worksite clean and clutter-free throughout the project by timely removal of waste materials, debris, and excess soil, ensuring that walking surfaces are even and free from slip hazards. - Address any slippery surfaces immediately by applying appropriate absorbent materials, and if necessary lay down temporary non-slip mats. - Implement a 'buddy system' where workers keep an eye on each other's well-being, encouraging them to report any health and safety concerns to supervisors without delay. - Conduct a final inspection and walkthrough of the work area upon completion of the clean-up process to ensure that any remaining hazards have been addressed and the site is left in a safe and tidy condition. 	1L	

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

<p>Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</p>	<p>Victoria Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</p>
<p>New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</p>	<p>Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice</p>
<p>Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</p>	<p>Safe Work Australia Links Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</p>
<p>South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</p>	<p>Model Codes of Practice</p> <ul style="list-style-type: none"> - Managing noise and preventing hearing loss at work - Confined spaces - Labelling of workplace hazardous chemicals - Managing risks of hazardous chemicals in the workplace - Welding processes - First aid in the workplace - Managing the risk of falls at workplaces - Hazardous manual tasks - Managing the risk of falls in housing construction - Managing electrical risks in the workplace - Demolition work - Excavation work - Work health and safety consultation, cooperation and coordination - Managing the work environment and facilities - How to manage work health and safety risks - Managing risks of plant in the workplace - Construction work
<p>Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> - Permits from local council - Authorisation to commence work - Any required documents. 	

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	<input type="checkbox"/>	<input type="checkbox"/>	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Check control measures added to the SWMS are the most effective selections.	<input type="checkbox"/>	<input type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>	
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>	
REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	