

## Trencher Pedestrian Type | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Trencher Pedestrian Type

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

### THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:

Signature:

Title:

Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:

Title:

Phone:

**ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED**

**NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS**

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

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

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### CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	<b>SCOPE OF WORKS</b>
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><b>Notes on Hierarchy of Controls:</b> 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><b>Note:</b> 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"> <li>1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>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,</li> <li>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.</li> </ol>											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, Falling objects	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough site inspection prior to beginning work, identifying and marking any potential trip hazards in the area where the trencher will be operated.</li> <li>- Clear the work area of debris, clutter, and any obstacles that can cause trips or falls while operating the trencher.</li> <li>- Establish clear walkways around the worksite and ensure they are kept free from obstructions and hazards at all times.</li> <li>- Display warning signs and barriers around the work area to alert workers and pedestrians of potential trip hazards or falling objects.</li> <li>- Ensure that workers wear appropriate personal protective equipment (PPE) including steel cap boots, gloves, and high-visibility clothing to miniimise injury risks from trip hazards and falling objects.</li> <li>- Train all workers on proper lifting techniques and utilization of equipment to prevent strains and injuries from moving heavy objects.</li> <li>- Store materials safely away from the edges of trenches and excavation areas to reduce the risk of them falling into the trench.</li> <li>- Develop an emergency response plan to address potential accidents or incidents involving trip hazards and falling objects, ensuring that all workers are familiar with the plan and know how to execute it.</li> <li>- Schedule regular safety briefings for workers to discuss any new hazards or control measures related to trip hazards and falling objects, promoting a culture of safety on site.</li> <li>- Periodically review and update the Safe Work Method Statement (SWMS) as needed to ensure that it remains relevant to the actual work being performed and to account for any changes or improvements in hazard control measures.</li> <li>- Monitor weather conditions closely before starting the work process, and adjust the schedule if necessary to avoid working during times of heavy rain, strong winds, or other adverse conditions that may increase the likelihood of trip hazards or falling objects.</li> </ul>	1L	
2. Marking Trench Area	Uneven terrain, Sharp tools	2M	<ul style="list-style-type: none"> <li>- Ensure all workers have received proper training on identifying hazards and implementing control measures related to uneven terrain and sharp tools while marking the trench area.</li> <li>- Conduct a thorough site inspection before commencing work, focusing on identifying any uneven terrain or obstacles that may pose a risk to worker safety.</li> <li>- Clearly mark the trench area using high-visibility marking tape or flags, taking care to ensure the markings are visible in all lighting conditions.</li> <li>- Make sure all workers wear appropriate personal protective equipment (PPE), including sturdy, slip-resistant footwear, gloves, and high-visibility clothing.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Utilise temporary barriers or fencing around the trench area to prevent unauthorised personnel from entering the marked area.</li> <li>- Designate and maintain clear access routes to and from the marked trench area, ensuring they're free of trip hazards and obstructions.</li> <li>- Implement a buddy system where workers follow a "two-person rule" and always work in pairs when marking the trench area to ensure strict adherence to safety protocols and immediate assistance in case of incidents.</li> <li>- Store sharp tools in secure containers when not in use, and transport them safely between work areas to prevent unnecessary exposure to sharp edges.</li> <li>- Provide regular toolbox talks to discuss potential hazards and reinforce the importance of safety in the workplace, focusing specifically on risks associated with uneven terrain and sharp tools.</li> <li>- Encourage open communication among team members, empowering workers to raise concerns regarding potential hazards or unsafe working conditions.</li> <li>- Schedule frequent breaks for workers operating under high physical demand, allowing time to rest, rehydrate, and recover to prevent fatigue-related incidents.</li> <li>- Maintain well-maintained equipment and tools, inspecting them regularly for defects or signs of wear that may compromise safety.</li> <li>- Adopt a "measure twice, cut once" approach by double-checking measurements of the trench area before marking to minimise mistakes and the need for additional tool usage.</li> <li>- Establish an emergency response plan that outlines procedures for incidents related to uneven terrain or sharp tool injuries, including providing first aid and contacting emergency services when necessary.</li> </ul>		
3. Setting up Barricades	Falling into trench, Traffic accidents	3H	<ul style="list-style-type: none"> <li>- Install warning signs and safety barriers: Place clear signage around the work area to notify pedestrians, workers, and vehicles of the trenching activity. Use safety barriers to physically limit access to the trench and keep unauthorised personnel away from the area.</li> <li>- Designate a clear pathway for pedestrian traffic: Ensure there is a safe and unobstructed path for pedestrians to bypass the work zone, minimising their exposure to potential hazards.</li> <li>- Implement a traffic management plan: Develop and enforce a traffic management plan to control vehicular movement around the construction area. This may include speed limits, designated routes, and designated parking areas to reduce the risk of accidents.</li> <li>- Clearly mark the edge of trenches: Use brightly colored marking materials like flagging tape, spray paint, or cones to make the edge of the trench easily visible to anyone approaching the area.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Establish proper lighting: If working in low-light conditions or during night-time hours, provide adequate lighting to help workers and pedestrians see and avoid hazards.</li> <li>- Provide fall protection equipment: Equip workers with appropriate fall protection gear, such as harnesses and lanyards, particularly when working near the edge of the trench.</li> <li>- Train workers on hazard awareness and safety protocols: Educate and train all personnel on the specific risks associated with the project and emphasise the importance of following safety procedures, including staying clear of the barricades and other parts of the trenching area.</li> <li>- Implement a regular inspection schedule for barricades: Monitor the condition and placement of barricades frequently to ensure they remain properly installed and effective throughout the course of the project.</li> <li>- Develop an emergency response plan: Clearly outline what actions are to be taken in case of an accident, including responsibilities of workers and steps to take if someone falls into the trench or if there is a vehicle accident.</li> <li>- Maintain clear communication lines: Establish a communication system among workers to inform them of any changes to the site conditions or barricade positions. Equip workers with radios or other communication devices to ensure constant connectivity.</li> <li>- Use spotters during vehicle movement: Appoint designated personnel to direct traffic and monitor vehicles' proximity to the trench, ensuring safe and controlled movement in the work area.</li> <li>- Enforce a 'zero-tolerance' policy for unauthorised access: Make it clear to all staff that any attempt to bypass or move barricades without proper authorization is not permitted and will be subject to disciplinary action. This underscores the importance of following established safety protocols and maintaining a secure work environment.</li> </ul>		
4. Pedestrian Type Trencher Set-Up	Incorrect assembly, Collision risks	2M	<ul style="list-style-type: none"> <li>- Proper Training: Ensure all operators have received appropriate training and are familiarised with the trencher's safety features, operating procedures, and assembly guidelines.</li> <li>- Assembly Inspection: Before each use, conduct a thorough inspection of the trencher to ensure that all components are properly assembled, secured, and in working order.</li> <li>- Clear Work Zone: Establish a designated work area around the trencher with visible barriers or signage to minimise collision risks with other workers, vehicles, or equipment.</li> <li>- Use Manufacturer Guidelines: Always follow the manufacturer's recommendations and guidelines for assembling and operating the pedestrian type trencher.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Equipment Maintenance: Perform regular maintenance on the trencher according to the manufacturer's specifications to maintain its safe operation and reduce the risk of equipment failure.</li> <li>- Site Assessment: Conduct a site assessment before starting work to identify any potential hazards or obstacles that may pose a threat during trencher setup or operation.</li> <li>- Trencher Placement: Position the pedestrian trencher appropriately within the work area, taking into account the planned work direction and any nearby hazards or obstructions.</li> <li>- Spotter System: Implement a spotter system during trencher set-up, especially in congested areas where visibility might be limited, to guide the operator and prevent collisions.</li> <li>- Personal Protective Equipment (PPE): Ensure all operators and personnel within the work zone wear appropriate PPE, including high-visibility vests, safety footwear, and hard hats, to minimise the risk of injury.</li> <li>- Communication Plan: Establish clear lines of communication between the trencher operator, spotters, and other crew members to facilitate timely hazard identification and safe equipment operation.</li> <li>- Emergency Procedures: Develop and communicate emergency response procedures, including steps for equipment shutdown, evacuation, and first aid, in case an incident occurs during trencher setup or operation.</li> <li>- Documentation and Recordkeeping: Maintain accurate records of worker training, equipment inspections, and incident reports to track safety performance and support continuous improvement efforts in workplace health and safety.</li> </ul>		
5. Trench Excavation	Striking underground utilities, Cave-ins	4A	<ul style="list-style-type: none"> <li>- Thoroughly review utility maps, and obtain necessary permits before excavating a trench to ensure the location of underground utilities is identified.</li> <li>- Use ground-penetrating radar or similar technology when possible to help verify the position of underground utilities in areas where they may be present.</li> <li>- Communicate with utility companies and local authorities to ensure knowledge of any additional potential hazards related to nearby pipelines or cabling.</li> <li>- Include visual inspections and use marking paint or flags to indicate the location of potential utilities that need to be avoided during excavation.</li> <li>- Conduct regular briefings with all personnel involved in trenching work to ensure full understanding of the known utility locations and excavation plan.</li> <li>- Implement stringent exclusion zones around trenching activities, preventing unauthorised access to construction areas and reducing the risk of accidental contact with utilities.</li> </ul>	2M	



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			<ul style="list-style-type: none"> <li>- Use appropriate trench-ex protection systems, such as shoring or benching to provide stability and prevent cave-ins; regularly inspect these systems for wear, damage or malfunction.</li> <li>- Train all employees on the proper techniques for working near underground utilities and ensuring that they are aware of the risks associated with striking these utilities.</li> <li>- Ensure that workers always follow the "dig-by-hand" method when working in close proximity to known or suspected underground services, avoiding the use of heavy machinery which can easily cause severe damage and injury.</li> <li>- Continuously monitor weather conditions, eliminating trench excavation work during heavy rain or storms, as these can exacerbate the chances of a cave-in.</li> <li>- Establish designated entry and exit points for the trench, including ladders or ramps, ensuring they are inspected regularly and comply with regulatory requirements.</li> <li>- Equip workers with personal protective equipment (PPE) such as hard hats, steel-toed boots, high visibility vest, and gloves to minimise the risk of injury from any potential hazards that may occur during trench excavation.</li> <li>- Develop an emergency response plan in case of a utility strike or cave-in, including the provision of first aid supplies and a means of communication to contact emergency services if necessary.</li> </ul>		
6. Soil Disposal	Manual handling injuries, Dust inhalation	3H	<ul style="list-style-type: none"> <li>- Proper training and supervision: Ensure that all workers involved in the soil disposal process are provided with appropriate training, including manual handling techniques and equipment operation. Supervisors should regularly check that correct procedures are being followed by the workers.</li> <li>- Personal protective equipment (PPE): Workers should wear proper PPE, such as gloves, safety glasses, and dust masks, to protect against potential injuries, dust inhalation, or other hazards during soil disposal.</li> <li>- Pre-job briefings: Conduct pre-job briefings with all workers involved in the soil disposal process. Discuss hazard identification, risk assessment, and control measures to be implemented during the work.</li> <li>- Use mechanical aids: Where possible, utilise mechanical aids, such as wheelbarrows or small excavators, to reduce the need for manual lifting and handling of soil during the disposal process.</li> <li>- Implement a buddy system: Encourage workers to use a buddy system when performing manually intensive tasks, such as lifting heavy containers of soil, thus reducing the risk of manual handling injuries.</li> <li>- Ergonomics and task rotation: Ensure that workers maintain proper ergonomic postures while handling soil, and consider rotating tasks among workers to prevent repetitive stress injuries.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Regular breaks and stretches: Encourage workers to take regular breaks and perform stretching exercises to help minimise the risk of musculoskeletal disorders.</li> <li>- Dust suppression measures: Employ active dust suppression measures during soil disposal, such as moistening soil or using water spray systems to help reduce the risk of dust inhalation by workers.</li> <li>- Proper waste management: Ensure proper disposal methods are used for the removed soil, adhering to any local regulations and environmental guidelines.</li> <li>- Monitor weather conditions: Be aware of weather conditions, such as excessive heat, humidity, or high winds, which can affect dust levels on the worksite. Adjust work practices and schedules accordingly to minimise exposure to dust and heat-related risks.</li> <li>- Emergency response plan: Implement a site-specific emergency response plan, including first aid and rescue procedures for potential manual handling injuries or other emergencies that may arise during soil disposal operations. Ensure all workers are familiar with the plan and the location of emergency equipment.</li> </ul>		
7. Trench Edge Shoring	Collapsing edges, Pinch points	3H	<ul style="list-style-type: none"> <li>- Conduct a risk assessment before starting work to identify potential collapsing edges and pinch points in the trench.</li> <li>- Ensure all site personnel are trained on the proper installation, removal, and maintenance of shoring equipment to prevent collapse or injury from pinch points.</li> <li>- Install temporary edge protection, such as barricades or fencing, to keep unauthorised personnel away from the excavation area.</li> <li>- Barricade and clearly signpost any pinch points to minimise the risks of workers being caught between objects or machinery.</li> <li>- Inspect the trench and shoring equipment daily for signs of settlement, movement, or degradation that may weaken the structural integrity.</li> <li>- Use appropriate shoring systems, such as hydraulic braces, trench boxes, or soldier piles and lagging, to support the trench walls and prevent soil collapse.</li> <li>- Regularly monitor weather conditions and adjust work processes accordingly to minimise the impact of heavy rainfall or other adverse conditions on trench stability.</li> <li>- Maintain a safe distance between heavy machinery and the edge of the trench to reduce the risk of vibrations causing a collapse.</li> <li>- Clearly mark egress routes and provide ladders or ramps at regular intervals along the trench to ensure worker access in and out of the trench is safe and efficient.</li> <li>- Communicate with all team members regularly regarding potential hazards and the importance of following safety procedures when working near trench edges or pinch points.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Have an emergency response plan in place, including rescue and retrieval equipment, to quickly address any incidents involving a trench collapse or pinch point injury.</li> </ul>		
8. Trench Inspections	Slips and falls, Encountering hazardous substances	3H	<ul style="list-style-type: none"> <li>- Regularly inspect the trench for any signs of debris, loose soil, or obstructions that may cause slips and falls.</li> <li>- Install highly visible warning signs and barriers around the perimeter of the trench to alert workers and pedestrians of the hazards associated with the excavation.</li> <li>- Provide proper personal protective equipment (PPE) such as non-slip footwear, hard hats, and high-visibility vests to all workers involved in the trench inspections.</li> <li>- Develop a safe system of work that includes procedures on how to access and exit the trench safely, avoiding any risk of slipping or falling.</li> <li>- Schedule routine safety briefings conducted by a designated supervisor before commencing work near the trench area to ensure all employees are informed about specific hazards and control measures.</li> <li>- Conduct regular site-specific hazard assessments to identify any potential hazardous substances that may be encountered during the inspection process, such as asbestos or contaminated soil.</li> <li>- Develop an emergency response plan that outlines the steps required when encountering hazardous substances during the trench inspection, including proper containment, decontamination, and disposal procedures.</li> <li>- Ensure that workers are adequately trained in recognizing hazardous substances, handling them safely, and understanding the related health risks they pose.</li> <li>- Use ladders or scaffoldings specifically designed for accessing trenches or excavations to ensure workers can safely enter and exit the area without risking slips and falls.</li> <li>- Keep the trench area well-lit through the use of portable lighting equipment during night-time or low-light conditions to highlight hazards and maintain a safe working environment.</li> <li>- Keep emergency spill kits and first aid stations easily accessible within proximity to the trench site, ensuring that workers have immediate access should they encounter hazardous substances or sustain injuries.</li> <li>- Implement a system for regularly monitoring weather conditions, as heavy rainfall may increase the risk of trench collapse and exposure to hazardous substances.</li> <li>- Encourage workers to report any incidents or near-misses involving slips and falls, or contact with hazardous substances, to promote a culture of continuous safety improvement.</li> <li>- Conduct ongoing safety inspections and safety audits, followed by appropriate corrective actions when any breaches or inadequacies are identified in the control measures for trench work.</li> </ul>	1L	

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9. Manhole Access/Placement	Falls from height, Confined space risks	4A	<ul style="list-style-type: none"> <li>- Install appropriate fall protection systems, such as guardrails or temporary edge protection, around manhole access points to prevent falls from height.</li> <li>- Ensure that workers are adequately trained in the correct use of fall protection equipment and are familiar with rescue procedures in case of a fall.</li> <li>- Provide adequate lighting at access points and inside manholes to prevent tripping hazards and increase visibility.</li> <li>- Establish a permitting system to control access into confined spaces like manholes, ensuring that only authorised personnel enter these areas.</li> <li>- Implement a safe work procedure for entry into confined spaces, including proper ventilation, atmospheric testing, and continuous monitoring of air quality.</li> <li>- Conduct regular inspections of manhole access points and surrounding area to ensure that no new hazards have emerged, and promptly address any identified issues.</li> <li>- Utilise safety signage and barricades to clearly indicate active manhole access points and their potential hazards to all workers and site visitors.</li> <li>- Develop an emergency response plan specific to incidents involving falls from height or confined space risks, including the presence of trained first aiders and suitable rescue equipment on-site.</li> <li>- Equip workers involved in manhole access tasks with appropriate personal protective equipment (PPE), such as safety harnesses, helmets, reflective clothing, and gloves.</li> <li>- Implement a buddy system requiring at least two workers to be present during manhole access operations, ensuring constant communication and support if issues arise.</li> <li>- Schedule regular toolbox talks and refresher training sessions emphasising the importance of adhering to established safety protocols and encouraging workers to report hazards.</li> <li>- Create and maintain clear lines of communication between work teams, supervisors, and management regarding any updates or changes to manhole access procedures and guidelines.</li> <li>- Monitor weather conditions and reschedule manhole access tasks if necessary, reducing the risk of slips, trips, and falls due to wet or unstable ground conditions.</li> <li>- Review and update the Safe Work Method Statement (SWMS) periodically to ensure it remains current and relevant, incorporating any newly identified hazards or control measures as needed.</li> </ul>	2M	
10. Pipe/Cable Laying	Crushing injuries, Struck-by moving equipment	4A	<ul style="list-style-type: none"> <li>- Provide adequate training: Ensure that all workers operating the trencher and those involved in pipe/cable laying are trained, competent, and familiarised with the equipment and safety rules before starting the job.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Establish safe work zones: Set up barricades, safety tapes or exclusion zones, and clear signage to keep unauthorised personnel away from the working area and prevent accidental injuries from moving equipment.</li> <li>- Use a spotter: Appoint a designated spotter to observe the equipment operator while pipe/cable laying is in progress, ensuring that they have a clear line of sight and effective communication with the operator at all times.</li> <li>- Keep a safe distance: All workers should maintain a safe distance (at least two meters) from moving equipment to avoid being struck by or coming into contact with it.</li> <li>- Implement a lockout/tagout policy: When equipment is not in use or during maintenance, make sure it is de-energised, locked out, and tagged as appropriate to prevent accidental activation and possible crushing injuries.</li> <li>- Inspect equipment daily: Routinely inspect the pedestrian trencher and associated equipment for any visible defects or damages, and address any issues immediately before beginning work.</li> <li>- Follow proper lifting techniques: When manually handling pipes/cables, ensure workers follow correct lifting and carrying procedures to avoid injury. Utilise mechanical aids, such as trolleys, whenever possible for heavier loads.</li> <li>- Wear appropriate PPE: Require all workers to wear necessary personal protective equipment such as high-visibility vests, safety gloves, safety boots, hard hats, and hearing protection to minimise injury risks.</li> <li>- Plan for emergencies: Develop an emergency response plan and ensure all team members are trained on the procedures, including first aid and evacuation, should an incident occur.</li> <li>- Practice regular toolbox talks: Conduct safety meetings regularly to address any specific concerns related to pipe/cable laying worksite conditions and hazards, and to reinforce safe work practices.</li> <li>- Avoid working under suspended loads: Never allow workers to position themselves underneath suspended pipes or cables during the lifting or laying process, reducing the risk of crushing injuries.</li> <li>- Review and adjust the SWMS as needed: Continually monitor and review the Safe Work Method Statement (SWMS) throughout the project, amending it when necessary to account for changing site conditions, equipment, or procedures.</li> </ul>		
11. Trench Backfilling	Working near machinery, Collapse of excavated materials	4A	<ul style="list-style-type: none"> <li>- Provision of appropriate Personal Protective Equipment (PPE): All workers must wear appropriate PPE, such as high visibility vests, steel-toed boots, gloves, and safety goggles to minimise the risk of injury near machinery and excavated materials.</li> <li>- Safe work procedures: Establish and enforce standard operating procedures for trench backfilling, focusing on techniques that prevent cave-ins or accidental contact with machinery.</li> </ul>	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> <li>- Proper machine operation: Provide training in the operation of trenchers or excavation equipment, emphasising best practices like using guards, using correct positioning, and turning off machines when not in use.</li> <li>- Barricades and signage: Set up visible barriers and warning signs around the work area to raise awareness of potential hazards and restrict unauthorised access.</li> <li>- Inspections and equipment maintenance: Regularly inspect the trencher and other machinery to ensure optimal performance and adherence to safety standards. Schedule routine maintenance checks and repairs to minimise malfunctions or equipment failures.</li> <li>- Pre-fill inspections: Before backfilling commences, inspect trenches for stability and integrity to address any issues that could lead to a collapse during the filling process.</li> <li>- Monitoring soil conditions: Pay close attention to soil conditions throughout the project, particularly during times of heavy rainfall or significant temperature changes that can impact trench stability.</li> <li>- Controlled backfilling: Implement a slow and methodical approach to backfilling to avoid exerting undue pressure on trench walls, which can lead to collapse. This may include gradually adding layers of material and compacting them individually.</li> <li>- Communication between team members: Equip all crew members working near the trench with communication devices such as two-way radios so they can stay informed about operations and relay hazards immediately should they arise.</li> <li>- Emergency preparedness plan: Develop and communicate a clear emergency response plan to be executed if there is a collapse or machinery accident during the backfilling process. The plan should outline specific roles, responsibilities, and communication procedures to help prevent confusion and panic in the event of an emergency.</li> </ul>		
12. Site Clean-up	Exposure to contaminants, Waste disposal injuries	3H	<ul style="list-style-type: none"> <li>- Conduct a site and hazard assessment before the commencement of site clean-up activities to identify potential exposure risks, such as nearby hazardous materials or contaminants.</li> <li>- Ensure all personnel involved in site clean-up are adequately trained in Hazardous Material (Hazmat) awareness and handling, along with proper waste disposal procedures.</li> <li>- Provide appropriate Personal Protective Equipment (PPE) for workers, including gloves, safety eyewear, high visibility clothing, and footwear with slip-resistant soles to mitigate injuries during the clean-up process.</li> <li>- Clearly mark and designate specific areas for waste collection and ensure the proper separation of different types of waste materials to avoid cross-contamination during disposal.</li> <li>- Utilise proper equipment and tools, such as shovels, wheelbarrows, or vacuum trucks, to safely remove large amounts of debris and contaminants from the job site.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Organise regular breaks for workers engaged in the clean-up process, especially when working in a hot environment, to avoid heat stress or other heat-related illnesses.</li> <li>- Implement a buddy system where workers pair up and monitor each other to ensure they are adhering to safe work practices and not experiencing any adverse effects from their exposure to contaminants.</li> <li>- Maintain a well-ventilated work area, utilising fans, air scrubbers, and open windows/doors where possible, to reduce the risk of exposure to airborne contaminants.</li> <li>- Employ effective spill response procedures, including using absorbents or containment booms, to manage any accidental leaks or spills during the clean-up process.</li> <li>- Prioritise waste disposal according to their hazard levels, ensuring hazardous waste is safely contained and transported to licensed facilities for processing or disposal.</li> <li>- Regularly inspect waste containers and storage areas for damage, spills, or leaks, and immediately address any issues discovered through repair or replacement.</li> <li>- Develop and implement an emergency response plan that includes evacuation routes and communication protocols in case of sudden accidents, injuries, or exposure to contaminants during the site clean-up process.</li> <li>- Ensure all personnel are aware of their roles and responsibilities in relation to waste disposal, as well as the potential risks involved, through toolbox talks or other informative communication.</li> <li>- Conduct a post-clean-up inspection of the worksite to verify that all waste materials have been appropriately disposed of, and no hazards or contaminants remain before allowing workers to resume their normal activities.</li> </ul>		
13. Equipment De-Mobilisation	De-energising equipment, Transport incidents	3H	<ul style="list-style-type: none"> <li>- Properly communicate demobilisation plans: Before de-energising and transporting equipment, notify all workers involved. Clear communication minimises confusion and potential incidents during this process.</li> <li>- Conduct a thorough inspection of the equipment: Inspect the equipment to ensure there are no damages or defects that could pose risks during demobilisation and transportation.</li> <li>- Follow manufacturer instructions for shutdown procedures: Adhere to the equipment's manual for proper shutdown and de-energising processes to prevent any electrical hazards.</li> <li>- Isolate and secure energy sources: Turn off and disconnect any energy sources such as electricity, gas, or hydraulic lines before initiating the equipment demobilisation process.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Use appropriate PPE during the demobilisation: Make sure all workers involved in the process wear necessary personal protective equipment (PPE), including gloves, goggles, hard hats, and high visibility vests.</li> <li>- Secure equipment attachments: Safely secure or remove any accessories or attachments from the trencher prior to transport, ensuring it will not become loose or fall off during transportation.</li> <li>- Select an appropriate method of transport: Choose a suitable vehicle or trailer designed to handle the weight and size of the trencher safely. Ensure that the transport vehicle is in good condition and has appropriate safety features.</li> <li>- Create a traffic management plan: Develop a plan to manage traffic flow around the worksite during demobilisation, ensuring safe movement and minimising the risk of transport-related accidents.</li> <li>- Load equipment on transport vehicles safely: Utilise trained professionals to load the trencher onto the transport vehicle following best-practice guidelines and any applicable regulations.</li> <li>- Secure equipment adequately for transport: After loading the trencher onto the transport vehicle, securely fasten it with designated load restraint devices such as chains, straps, or wedging materials to minimise movement during transit.</li> <li>- Drive cautiously and follow road rules: Transport drivers should drive carefully, adhering to speed limits, traffic signals, and other relevant road rules to avoid accidents or transport incidents.</li> <li>- Regularly maintain transportation vehicles: Conduct routine inspections and maintenance on transport vehicles to ensure they are functioning safely and efficiently during equipment demobilisation.</li> </ul>		
14. Sign Off and Handover	Communication issues, Incomplete work	2M	<ul style="list-style-type: none"> <li>- Establish clear communication channels: Ensure that all workers involved in the operation are briefed on the established communication protocols, including hand signals and radio channels, to prevent miscommunication.</li> <li>- Conduct a pre-start meeting: Before commencing work, gather all team members to discuss the scope of work, specific responsibilities, potential hazards, and control measures in place to mitigate risks.</li> <li>- Assign a site supervisor: Appoint an experienced and qualified individual to oversee the operation and ensure proper communication and adherence to safety procedures.</li> <li>- Utilise warning signs and barriers: Clearly demarcate hazardous areas using appropriate signage and barricades to prevent unauthorised access and potential accidents.</li> <li>- Conduct regular inspections: Periodically assess the work site to ensure that safety measures are being effectively implemented and maintained throughout the course of the project.</li> </ul>	1L	



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			<ul style="list-style-type: none"> <li>- Implement a two-way communication system: Use radios or other devices to facilitate real-time, two-way communication among team members and reduce the chances of misunderstandings or errors.</li> <li>- Create a handover checklist: Develop a comprehensive handover document outlining critical information and key safety considerations, to be reviewed by both parties during the sign-off process.</li> <li>- Schedule regular progress updates: Arrange for routine meetings with all relevant stakeholders to discuss the ongoing status of the project, address any concerns, and identify potential risks.</li> <li>- Complete work according to established guidelines: Ensure that all tasks are performed as per industry standards and verified by the site supervisor or other responsible personnel before final sign-off.</li> <li>- Provide training on hazard identification and risk management: Conduct regular training sessions to keep workers up-to-date on best practices for recognizing and addressing potential hazards.</li> <li>- Maintain records of all communications: Keep detailed records of discussions, decisions, and actions taken during the project to ensure transparency and accountability.</li> <li>- Use SWMS as a reference tool: Continuously consult the Safe Work Method Statement (SWMS) to verify that proper protocol is being followed, and amend as necessary to address new or emerging hazards.</li> <li>- Conduct a final site review: Before sign-off and handover, perform one last comprehensive inspection of the work area to ensure all tasks have been completed satisfactorily, and that any outstanding safety concerns have been addressed.</li> </ul>		

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

## 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"/>	
<b>REVIEWED BY</b>		<b>DATE REVIEWED</b>	
<b>SIGNATURE</b>		<b>DATE COMPLETED</b>	