

Trencher Tractor Type | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Trencher Tractor Type

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address: 33 Jindalee rd, Port Macquarie, NSW 2444

Contact Person:

Phone:

Email:

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

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

Full Name:

Signature:

Title:

Date:

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

Full Name:

Title:

Phone:

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

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

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

NAME

SIGNATURE

DATE

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

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

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

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

RISK MATRIX

RISK MATRIX							
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE		
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.

HEIRARCHY OF CONTROLS

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.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

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

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Storage of equipment, Pedestrian access	2M	<ul style="list-style-type: none"> - Designate specific storage areas for equipment and materials, ensuring they are clearly marked and easy to access, while not obstructing any pedestrian walkways or access points. - Regularly inspect the storage areas to ensure all equipment is stored securely and correctly, minimising the risk of damage, spills or other incidents that may pose a hazard to workers or pedestrians. - Install barriers or fencing around the work area where trencher tractors will be operating, in order to separate the work zone from pedestrian areas and reduce the risk of accidents. - Clearly mark pedestrian pathways with signage and physical barriers (e.g., cones, tape) so that workers and pedestrians are well-aware of the designated walkways and potentially hazardous areas. - Implement a traffic management plan to control the movement of equipment and vehicles within the work site, ensuring that there are safe routes for both machines and pedestrians. - Provide training to all staff involved in the operation of trencher tractors on safe work practices, including proper storage of equipment, maintaining clear pedestrian access paths, and adhering to the site's traffic management plan. - Develop an emergency response plan for the work site that outlines procedures to follow in case of an incident involving equipment storage or pedestrian access hazards, such as equipment falls or collisions. - Conduct regular toolbox talks with all team members to reinforce safety protocols for equipment storage, pedestrian access, and other relevant aspects of trencher tractor work. - Monitor weather conditions and take necessary precautions when it comes to equipment storage and pedestrian access, ensuring safe and reliable conditions during periods of rain, high winds, or other adverse conditions. - Perform regular audits of the worksite safety measures, including evaluations of storage areas and pedestrian access routes, in order to identify potential hazards and implement corrective actions to continuously improve safety on site. 	1L	
2. Site Assessment	Incorrect location choice, Poor weather conditions	3H	<ul style="list-style-type: none"> - Conduct a thorough site inspection: Before any work is initiated, ensure that a comprehensive site assessment is conducted by a qualified professional to identify the optimum location for trenching and minimise potential hazards. - Develop a site-specific safety plan: Create a detailed safety plan that outlines the necessary precautions and control measures to be taken during the course of the trenching project based on the site assessment findings. - Mitigate weather-related risks: Regularly monitor weather forecasts and avoid conducting trenching activities during poor weather conditions such as heavy rain, 	1L	

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			<p>strong winds, or extreme temperatures that may pose a risk to worker safety or impact the structural integrity of the trench.</p> <ul style="list-style-type: none"> - Establish clear communication protocols: Ensure all team members are aware of established communication channels (such as two-way radio or hand signals) to report any risks or changes in the work environment promptly. - Utilise appropriate personal protective equipment (PPE): Require workers to wear necessary PPE such as hard hats, high visibility clothing, and safety boots to protect them from potential hazards at the worksite. - Provide adequate training: Ensure that all workers involved in trenching operations receive appropriate training for the safe operation of machinery, hazard recognition and response, and general safety procedures relevant to their specific tasks. - Maintain proper documentation: Keep up-to-date records of site assessments, safety plans, and incident reports to facilitate ongoing hazard identification and continuous improvement of safety measures. - Implement traffic management measures: Set up barriers, signage, and other traffic controls to separate workers and pedestrians from moving vehicles and machinery, ensuring safe access and egress points. - Conduct regular safety audits: Periodically review the effectiveness of control measures to address new hazards and revise the workplace safety plan as needed, involving a wide range of staff in decision-making processes. - Install adequate fall protection systems: If there is a risk of falls due to the incorrect location choice, provide suitable fall protection equipment (such as guardrails or fall arrest systems) and train workers in their proper use. - Ensure emergency response preparedness: Develop an effective emergency response plan that includes protocols for evacuation, first aid, and rescue - and regularly review and update components as required to ensure the ongoing safety of workers on site. 		
3. Trench Plan	Inaccurate design, Inadequate safety measures	3H	<ul style="list-style-type: none"> - Proper evaluation and assessment of the worksite, taking into consideration the soil type, ground conditions, presence of underground utilities, and nearby structures to ensure accurate design and planning. - Development of a detailed trench design plan, specifying the required dimensions and slopes for the excavation, along with any necessary shoring or support systems in compliance with local regulations and industry standards. - Implementing thorough training programs for all workers involved, emphasising the importance of proper trench planning, understanding of work procedures, and following established safety protocols. - Regular site inspections by appropriately qualified engineers to verify the accuracy of trench design and detect any potential hazards and deviations from the established plan. 	2M	

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			<ul style="list-style-type: none"> - Inclusion of appropriate signage and barriers around the worksite to warn pedestrians, workers, and other parties of the ongoing excavation works and its associated dangers. - Adherence to a strict permit system that requires written sign-off from relevant authorities, ensuring all necessary precautions are undertaken and approved before commencing the trenching work. - Ensure effective communication between site supervisors, operators, and workers to discuss potential concerns, changes in plans, or new hazards that may arise during work. - Regular maintenance and inspection of the trencher tractor and associated equipment, ensuring mechanical components are functioning correctly and safely. - Development of an emergency response plan and provision of first aid supplies on-site, clearly outlining the steps to be taken in case of accidents or incidents involving injuries. - Clear and visible marking of underground utilities (e.g., gas lines, water pipes, electrical cables) using spray paint, flags, or stakes, to minimise the risk of accidental damage or disruption. - Continuous monitoring of weather conditions and forecast, adjusting work plans accordingly to prevent work from continuing during extreme weather events, which may compromise the structural integrity of the trench or pose additional risks to workers. 		
4. Setting up Traffic Control	Ineffective signage, Traffic mishaps	2M	<ul style="list-style-type: none"> - Before beginning any work, conduct a thorough risk assessment to identify potential hazards and determine suitable control measures for each. - Develop a comprehensive traffic management plan that includes the placement of signage, barriers, cones, and other devices necessary to direct vehicle and pedestrian traffic around the work site effectively. - Clearly outline exclusion zones for pedestrians and non-essential personnel around the trenching area to avoid collisions with machinery or workers. - Allocate a trained and appropriately certified traffic controller who will be responsible for regulating vehicle movement throughout the construction zone. They should be easy to see through their high-visibility clothing and always maintain excellent communication with all team members. - Ensure that all traffic control signs and devices are visible from a reasonable distance and placed to allow enough time for motorists to slow down and follow instructions. - Regularly inspect and maintain your traffic control equipment to ensure it remains in good condition, free from faults, and accurately conveys the necessary message to vehicles and walkers. 	1L	

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			<ul style="list-style-type: none"> - Conduct daily toolbox talks with staff involved in trenching activities and traffic control, reiterating the importance of safety, communication, and potential hazards present on site. - Provide ongoing training and refresher courses covering traffic management and workplace health and safety procedures in the trenches to keep employees up-to-date on best practices and industry standards. - Implement an incident reporting system that encourages employees to report any near misses or incidents involving traffic control promptly. This information will then be used to review and improve existing strategies and systems. - In cases where heavy machinery or complex traffic control plans are needed, consider partnering with an expert third-party traffic management company that specializes in managing these challenging situations safely and efficiently. - Monitor and evaluate the effectiveness of your chosen traffic control measures regularly, adjusting the methods as needed based on site-specific factors and data collected during operation. Always strive for improvements in overall safety, efficiency, and lessening disruptions caused by the construction activities. 		
5. Trencher Pre-operation Check	Equipment malfunction, Leaking fluids	3H	<ul style="list-style-type: none"> - Conduct a thorough visual inspection of the trencher, focusing on any signs of equipment malfunction such as loose components or visible damage, and report any issues to the supervisor before commencing operation. - Check fluid levels, including hydraulic fluid and coolant, to ensure they are within the recommended limits and top off if necessary. This will help maintain proper system functioning and reduce the risk of equipment failure or overheating. - Examine all hoses and connections for leaks, cracks, or external damage, and replace or repair as needed to prevent fluid leakage during operation. - Inspect the cutting chain and teeth for wear and tear, and ensure that all teeth are securely fastened and in good condition to reduce the chance of equipment malfunction while in use. - Review the owner's manual or consult the equipment manufacturer for any specific guidelines or recommendations regarding pre-operation checks and maintenance requirements. - Verify that all safety features, such as emergency stop buttons or devices, are functional and accessible, ensuring that operators can quickly halt operations in the case of an emergency or hazard situation. - Test the trencher's controls to confirm proper functioning, including its forward, reverse, and steering capabilities, as well as its ability to raise and lower the boom and the cutting depth. - Confirm that all warning decals or labels affixed to the trencher are legible and unobstructed, so that operators and nearby personnel are aware of potential hazards and safety requirements associated with the equipment. 	1L	

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			<ul style="list-style-type: none"> - Ensure adequate communication between the trencher operator and other team members at the worksite, establishing clear signals for safe operation and increased situational awareness. - Implement a pre-start briefing to discuss the task at hand, the sequence of activities, and any potential hazards associated with the work step, allowing team members to voice concerns or suggestions to improve overall safety. - Regularly update and maintain records of inspection and servicing activities for the trencher and associated equipment, adhering to a standardised maintenance schedule to help mitigate risks related to equipment malfunctions and potential environmental hazards. 		
6. Excavation Process	Unexpected utility lines, Soil collapse	4A	<ul style="list-style-type: none"> - Utility line identification: Prior to excavation, engage with utility providers and conduct a thorough site inspection using appropriate equipment like ground-penetrating radar to locate any underground utility lines. - Safety signages and barricades: Install highly visible safety signs and barricades around the trench perimeter to warn workers and pedestrians of the hazardous area and prevent unauthorised access. - Soil classification: Properly classify soil types on-site according to their properties to determine the correct excavation method and slope it as per regulatory requirements. Engage a competent person to carry out the assessment if needed. - Trench support systems: Implement suitable trench support systems (e.g., shoring, benching, or sloping) to minimise soil collapse risk based on the identified soil type and conditions. - Regular monitoring: Monitor environmental conditions (e.g., rainfall, nearby vibrations, soil moisture changes) regularly and amend work practices accordingly to maintain stability during the excavation process. - Worker training: Ensure all workers involved in the excavation process are adequately trained in hazard identification, use of personal protective equipment (PPE), proper excavation techniques, and emergency response procedures. - PPE usage: Provide appropriate PPE (e.g., hard hats, steel-toed boots, high-visibility clothing) for all workers involved in the excavation process and ensure its proper usage. - Emergency response plan: Establish an emergency response plan specifically designed for an unexpected utility line encounter, soil collapse, or other hazards that may arise during the excavation process. - Exclusion zones: Set up exclusion zones around the excavation area to establish a safe working distance from the trench, especially around heavy machinery and equipment used for excavation. - Periodic inspections: Conduct regular inspections of the excavation site, trench support systems, and safety measures to ensure they remain effective and compliant with applicable regulations throughout the project duration. 	2M	

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7. Spoil Pile Management	Improper placement, Environmental damage	3H	<ul style="list-style-type: none"> - Prior to commencing work, identify appropriate spoil pile locations by considering site conditions, access paths, and potential hazards such as overhead powerlines and underground utilities. - Develop a site-specific plan for managing spoil piles that includes clear instructions about the placement, height, and distance from the trench's edge to minimise collapse risks and ensure workers' safety. - Provide regular toolbox talks and training to educate team members on proper spoil pile management procedures, including the use of appropriate tools, equipment, and personal protective equipment (PPE). - Inspect the work area regularly, confirming that spoil piles are placed in designated areas and ensuring no breaches or environmental damage occurs. - Use geotextile materials or other sediment control measures to prevent potential erosion, runoff, or contamination issues caused by improperly managed spoil piles. - Establish exclusion zones around all spoil piles to prevent unauthorised persons, especially those not wearing the necessary PPE, from entering the area and being exposed to potential risks. - Implement a system for monitoring and capturing any leachate or contaminated water generated from the spoil to prevent contamination of soil or waterways. - Maintain proper housekeeping within the work area and dispose of spoil piles as necessary, using licensed waste disposal facilities in compliance with relevant regulations. - Employ traffic management practices, such as implementing barriers and signage, to direct vehicles and pedestrians away from spoil piles and prevent accidents. - Strictly follow environmental guidelines during spoil disposal, including revegetation activities, regrading, and topsoiling, to reduce land disturbance and potential for environmental harm. - Limit the size and scope of spoil piles by progressively backfilling trenches to limit their overall impact on the worksite and the environment. - Conduct periodic inspections and audits of spoil pile management activities to ensure ongoing compliance, promptly addressing any identified deficiencies or areas requiring improvement. 	1L	
8. Underground Services Detection	Undetected utility lines, Incorrect markings	4A	<ul style="list-style-type: none"> - Obtain utility maps and plans from relevant authorities before commencing excavation to ensure accurate identification of underground services in the area. - Use Dial Before You Dig service or similar services to acquire up-to-date information on the locations of all known utilities and their proximity to the proposed trenching zone. 	2M	

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			<ul style="list-style-type: none"> - Conduct a thorough visual inspection of the site to identify any potential surface indicators of underground utilities, such as valves, manholes, meters, or transformer boxes. - Employ a certified locator or surveyor to perform electronic locates using appropriate equipment, such as ground penetrating radar and/or electromagnetic induction devices, to detect any underground services before excavation starts. - Ensure that all utilities detected during the location process are clearly marked with stakes, paint or flags, indicating the type of utility present (water, gas, electricity, etc.), to prevent accidental damage during excavation. - Train all workers involved in the trenching operation on the importance of being aware of the possible presence of underground utilities, how to recognise markings and the proper procedures for working around them. - Establish a safe clearance distance between the trencher and marked utilities, and communicate this information to all workers. The exact distance may vary depending on the type of utility, depth and local regulations. - Implement a procedure for stopping work immediately if an unidentified utility is encountered during excavation; notify the responsible authority to verify and identify the service, and update utility locating information for future reference. - Keep a copy of all utility maps, plans, and locating reports onsite during the trenching job as a reference for all workers involved in the start-to-finish process. - Verify the accuracy of the utility marks with planned work or excavation route adjustments to account for variations, errors, or miscommunications that may have occurred during the utility locating or marking process. - Instruct the trencher operator to operate at a reduced speed when approaching and working near marked utilities to minimise any potential issues or accidents. - Employ a dedicated spotter to work in tandem with the trencher operator, helping monitor the location of marked utilities and maintaining constant communication to ensure that proper safety measures are followed when approaching or crossing them. - Review your company's emergency response plan with workers before starting the project to ensure that they know how to respond in case of contact with an underground utility, such as gas leaks, electrical shocks or water pipe bursts. - Conduct regular safety meetings throughout the duration of the project to discuss hazards, review control measures and reinforce the importance of being vigilant when working around underground services during trenching operations. 		
9. Trench Edge Protection	Inadequate barriers, Slip and fall hazards	3H	<ul style="list-style-type: none"> - Conduct a thorough risk assessment of the trench area, taking into consideration its depth, soil type, and surrounding environment for proper edge protection planning. 	1L	

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			<ul style="list-style-type: none"> - Install sturdy barriers or barricades along the trench edge that comply with relevant Australian Standards to prevent unauthorised access and protect workers from accidental falls. - Ensure that all workers are aware of the trench edge by incorporating clear signage and markings to indicate dangerous areas, including safety tapes and warning flags. - Keep the workspace around the trench free of clutter to minimise slip and trip hazards, maintaining at least two meters of clear space along the trench edge to enable safe movement of workers. - Regularly inspect the trench barriers and barricades to ensure that they remain in good condition and firmly fixed into position. - Provide appropriate personal protective equipment (PPE) such as non-slip footwear, hard hats, high-visibility vests, and safety harnesses to reduce risk around trenches. - Implement a buddy system wherein workers are responsible for looking out for each other's safety while working near trenches, particularly focusing on proximity to the edge. - Schedule regular toolbox talks to discuss the importance of trench safety, emphasising hazard awareness, and safe work practices. - Develop an appropriate safety induction programme for any new workers on site to ensure that they understand the risks associated with the trench works and the necessary precautions to take. - Utilise sloping, benching, shoring, or shielding systems to increase the stability of the trench and minimise the risk of collapse. - Maintain a fall arrest system with properly anchored lifelines and harnesses to enable quick rescue when required. - Designate a competent person to oversee trench-related activities, ensuring the correct implementation of control measures and the prompt rectification of any identified safety issues. - Establish procedures for managing changes in weather conditions, which may affect trench stability or increase slip and fall risks, and implement inspections and modifications accordingly. - Monitor the effectiveness of edge protection measures continuously and adjust as necessary, considering any changes in work activities or environmental conditions, to maintain a high level of safety throughout the trenching project. 		
10. Inspecting Trench	Poor visibility, Airborne contaminants	3H	<ul style="list-style-type: none"> - Ensure adequate lighting is in place to improve visibility during trench inspections, particularly during early morning or late evening hours and in areas with no natural light. - Conduct regular inspections and maintenance of the trencher tractor, particularly tires and tracks, headlights, and reflective markings, to enhance safety measures. 	2M	

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			<ul style="list-style-type: none"> - Utilise appropriate personal protective equipment (PPE), such as high-visibility vests, safety glasses, face masks or respirators, gloves, and hard hats, to minimise risks associated with poor visibility and airborne contaminants. - Implement signage and barricades to clearly mark the area around the trench, restricting access only to authorised personnel trained to inspect trenches. - Isolate any surrounding machinery or equipment to prevent any additional dust or debris from becoming airborne during the inspection. - Regularly review and update training for staff involved in trench inspections, emphasising potential risks, safe operation procedures, and critical control measures. - Perform comprehensive risk assessments before beginning each trench inspection, outlining specific hazards and actions to mitigate them. - Develop a clear communication protocol between all team members at the worksite, including hand signals and radio communication, to promote situational awareness and minimise the risk of accidents. - Use environmental monitoring devices, such as air quality meters and anemometers, to detect hazardous concentrations of airborne contaminants and notify workers if exposure limits are exceeded. - Implement preventative maintenance for power tools and equipment used in the trenching process, reducing the likelihood of contaminants being released during inspections. - Schedule regular breaks for workers involved in trench inspections, allowing them to rest, hydrate, and ensure they are not experiencing symptoms related to poor visibility or exposure to airborne contaminants. - Encourage reporting of near-misses, unsafe conditions, or inadequate control measures to continuously improve health and safety practices during trench inspections. - Establish emergency procedures, including first aid and evacuation plans, specifically tailored to incidents that may occur during trench inspections. - Review and revise the Safe Work Method Statement (SWMS) regularly based on feedback, updates to regulations, or changes in work processes, maintaining strong health and safety standards for trench inspections. 		
11. Backfilling Process	Soil compaction issues, Damaged utilities	3H	<ul style="list-style-type: none"> - Always inspect the trench and surrounding area for signs of soil compaction or weak spots before commencing the backfilling process, to ensure a stable working environment. - Provide all workers involved in the backfilling process with adequate training on proper soil compaction techniques and best practices for working safely around utilities. 	1L	

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			<ul style="list-style-type: none"> - Clearly mark utility locations on-site and communicate this information to all relevant personnel to increase awareness and prevent accidental damage during the backfilling process. - Utilise mechanical equipment such as compactors and vibratory rollers to achieve desired compaction levels, ensuring operators are trained and competent in their use. - Monitor and routinely test soil density throughout the backfilling process to confirm that compaction requirements are being met consistently. - Regularly reassess weather conditions, as heavy rain or other adverse conditions may increase the risk of soil compaction issues and make it difficult to work around utilities safely. - Utilise trench shields or shoring systems during the backfill process to protect workers from potential cave-ins or collapsing soils. - Create exclusion zones around utility locations to minimise the risk of accidental contact with machinery or equipment during the backfilling process. - Ensure effective communication between workers, equipment operators, and site supervisors during the backfilling process to coordinate tasks and promptly address any emerging hazards or concerns. - Maintain records of previous inspections and tests of utility systems, so that any changes or potential damage can be identified quickly during the backfilling process. - Establish a comprehensive contingency plan for responding to emergency situations involving damaged utilities, including safely evacuating the site and coordinating with relevant utility companies or first responders. - Employ ground-penetrating radar or similar detection technologies, where feasible, to provide additional confirmation of utility locations and condition before initiating backfilling activities. - Implement a "stop work" policy if visual inspection of the trench reveals evidence of compromised soil integrity (e.g., excessive settling or cracking), in order to reassess the situation and implement appropriate control measures. - Regularly hold toolbox talks and safety meetings, reinforcing the importance of following established control measures during the backfilling process and encouraging workers to report any concerns or potential hazards immediately to their supervisors. 		
12. Site Clean-up	Waste management issues, Hazardous materials exposure	2M	<ul style="list-style-type: none"> - Develop and implement a comprehensive site waste management plan that includes proper waste segregation, disposal methods, and recycling strategies. - Regularly inspect the work area for compliance with waste management practices and promptly address any issues or concerns. - Provide appropriate training to all workers involved in the site clean-up on correct waste handling and disposal procedures. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Ensure that waste bins are adequately labelled, easily accessible, and emptied regularly to prevent overfilling and potential hazards. - Utilise personal protective equipment (PPE) at all times, such as gloves and safety goggles, when handling hazardous materials and waste during the clean-up process. - Store hazardous materials, such as chemicals and solvents, in designated areas only, ensuring they are properly sealed and labelled. - Properly dispose of hazardous materials according to local regulations by engaging with licensed waste removal companies specialised in handling hazardous waste. - Regularly maintain and inspect trencher tractor-type equipment to minimise the risk of spills or leaks during the clean-up process. - Implement spill containment measures, such as drip trays or absorbent materials, around the work area to minimise the risk of contamination during clean-up. - Conduct a thorough risk assessment of the site and develop an emergency response plan to manage any incidents involving hazardous materials exposure during clean-up. - Display clear signage and information about hazardous materials present onsite and educate workers on necessary precautionary measures to avoid exposure. - Continuously monitor the effectiveness of implemented control measures and make necessary adjustments to ensure the safety of all workers during the site clean-up process. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

<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	□ 1	□ 2	□ 3	□ 4	□ 5	□ 6	□ 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	<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	