**Safe Work Method Statement**

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| **Organisational Details⏵** |
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| Business Undertaking the Work: |  | A.B.N: |  |

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| Approved for Use By: |  | Signature: |  |

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| Person Overseeing the SWMS: |  | Contact Number: |  |

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| **Project and Principal Contractor Details⏵** |

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| Scope of the Work: | Excavation |

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| Project Address: |  |

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| Principal Contractor (P.C.): | Loreco Pty Ltd |  |

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| P.C. Contact Person: | Matt Westle | Contact Number: | 0447122611 |

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| Approved for Use By: | Matt Westle | Signature: | MW |

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| **SWMS Details⏵** |

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| SWMS Developed By: | M Westle | Contact Number: | 0447122611 |

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| Title | Position: | M Westle | Date Developed: | 1.12.17 |

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| Review Date: | | 19.07.19 | | | | | | (12 months max) | | |  | | | | | |
| **Monitoring and Review:** | | Control measures specified in this SWMS must be reviewed and revised if any change is made to the way the work is being done, including change in location. | | | | | | | |  | | | | | | |
| **Consultation:** | | Relevant personnel (including HSR’s where established) have been consulted in the development, and where required, review and amending of this SWMS. | | | | | | | |  | |  | | Yes |  | No |
| **High Risk Construction Work Associated with this SWMS⏵** | | | | | |  | | | | | | |  | | **YES** |  | **NO** |
| If **YES**, High Risk Construction Work Involving: | | | | | | | | | | | | | | | | |
|  | The risk of a person falling more than 2.0 meters | | | | |  | Or is likely to involve, the removal or likely disturbance of asbestos | | | | | | | | | |
|  | Demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure | | | | |  | Work in, on or near an area at a workplace in which there is any movement of powered mobile plant | | | | | | | | | |
|  | Work in or near a shaft or trench with an excavated depth greater than 1.5m or a tunnel | | | | |  | Structural alterations or repairs that require temporary support to prevent collapse | | | | | | | | | |
|  | Work in, on or near an area that may have a contaminated or flammable atmosphere | | | | |  | Work in, on or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians | | | | | | | | | |
|  | Work in, on or near energised electrical installations or services | | | | |  | Tilt-up or precast concrete | | | | | | | | | |
|  | Work in, on or near an area in which there are artificial extremes of temperature | | | | |  | Work in, on or near water or other liquid that involves a risk of drowning | | | | | | | | | |
|  | Work in, on or near chemical, fuel or refrigerant lines | | | | |  | Work in, on or near a confined space | | | | | | | | | |
|  | Work in, on or near pressurised gas distribution mains or piping | | | | |  | Work on a telecommunications tower | | | | | | | | | |
|  | Diving work | | | | |  | The use of explosives | | | | | | | | | |
| **Other Hazards / Considerations Associated with this SWMS⏵** | | | | | | | | | | | | | | | | | |
|  | Access | Egress | |  | Contaminated Landfill | |  | Biological | Bacterial | |  | | | | Scaffolding | | | |
|  | Crushing | Entrapment | |  | Waste Management | |  | Manual | Materials Handling | |  | | | | Signage | | | |
|  | Demolition | |  | Hot Work | |  | Structural Alterations / Support | |  | | | | Fatigue | | | |
|  | Explosive Power Tools | |  | Lighting | |  | Electrical Energy | |  | | | | Fire | Explosion | | | |
|  | Firearms | |  | Emergency Response | |  | Energy Sources (other than electrical) | |  | | | | Fire Protection | | | |
|  | Fumes | Dust | Steam | |  | Plant and Equipment | |  | Hazardous Chemicals / Substances | |  | | | | Existing Services | | | |
|  | Flying | Falling Objects | |  | Noise | |  | Dangerous Goods | |  | | | | Traffic Management | | | |
|  | Lasers | |  | Public | Occupants | People | |  | Lead | |  | | | | Ventilation | | | |
|  | Working Alone | Isolation | |  | Young | Inexperienced Workers | |  | Synthetic Mineral Fibres | |  | | | | Flora / Fauna | | | |
|  | Slips | Trips | Falls | |  | Trenching | Excavations | |  | Machine | Equipment Guarding | |  | | | | Working Environment | | | |
|  | Formwork | Falsework | |  | Housekeeping | Storage | |  | Working at Height | Edge Protection | |  | | | | Climatic Conditions | | | |
|  | Design | Overloading | |  | Visibility | |  | Animals | Insects | |  | | | | Training and Induction | | | |

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| **Supplementary Information⏵** |

Plant | Equipment Involved

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| * Excavator |  |

Qualifications | Certificates of Competency | Experience | Training | High Risk Licences

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| * Construction Induction Training (White Card) |  |

Reference Relevant Legislation | Codes of Practice / Compliance Codes | Australian Standards | Safety Data Sheets (S.D.S.)

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| * Occupational Health and Safety Act 2004 | * Occupational Health and Safety Regulations 2017 |

Engineering Details | Certificates | Approvals

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| **Personal Protective Equipment (PPE) Requirements⏵** |

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| Other | Additional PPE Requirements |
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| **No** | **Task | Activity** | **Potential Hazards and Risks** | **Control Measures** |
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| **1** | **Arrive onsite** | * Poor planning and consideration of potential hazards and their associated risks could cause dangerous situations leading to injury | Prior to arriving on-site, the contractor must:   * Contact the site manager/supervisor to find site-specific hazards, applicable safety provisions for the site, including ground contamination and asbestos, entry and movement of vehicles within the site. If ground contaminates or asbestos are present the site must be decontaminated prior to any further work * Plan the site set-up |
| * Exposure to contaminated landfill: asbestos, hazardous waste, heavy metals, & redundant fuel tanks. | * Contact the site supervisor prior to commencement to confirm presence or otherwise of material or tanks * The presence of unknown or unearthed potentially hazardous foreign matter to be reported immediately to the site supervisor |
| * Poor or lack of training or communication could result in workers being injured. | The site manager/supervisor and the earth moving contractor must ensure that their respective workers:   * Have Construction Induction Training cards * Have been inducted about site-specific safety rules and conditions * Understand this SWMS and have been directed to follow it at all times * Have been trained in other safety provisions relevant to their work. |
| * Inadequate quantity of workers and monitoring could cause dangerous situations leading to injury | The contractor will ensure that:   * A sufficient quantity of workers is available on site to perform required tasks * Operations are supervised to ensure safe systems of work are followed * If required, assistance is sought from the site supervisor/ manager |
| **2** | **Unloading equipment and the excavator from truck or float** | * Lack of pre-start checking of equipment and site conditions could lead to persons being hit or crushed by equipment through equipment failure or tipping over | Inspect the excavator and unload in accordance with the methods recommended by the manufacturer, supplier or hirer  Make sure that:   * The excavator is in a sound operating condition * The SWMS has been review to consider site specific hazards and control measures * All worker are inducted in the SWMS * Adequate traffic management (pedestrian control) arrangements are in place * An emergency stop system functional in case of emergency event * That there is sufficient light for safe operation * Weather conditions are suitable. * Do not set up or operate during an electrical thunderstorm or in wind speeds that exceed the maximum safe wind speed specified by the manufacturer. |
|  |  | * Inadequate unloading area or dangerous site conditions could lead to persons being hit or crushed by equipment or vehicles through tipping over or collapse of plant or by being hit by moving vehicles | Inspect site conditions and find out the most suitable unloading area in consultation with the site supervisor and with other contractors making sure that:   * The surface area is level, solid, clear from inadequately compacted or soft ground, free of obstructions * Enough clearance from, excavations, trenches, basements, pits, holes and structures that could cause instability or plant to collapse * Trucks will be parked on flat level ground where possible when unloading. * All securing devices such as lashing points tie downs, chains, straps are removed * Ramps have been checked and are secured in place * Unloading occurs in accordance with the manufacture’s, supplier’s or hirer’s instructions * Only trained plant operators to unload plant   If the Plant Operators/Truck drivers view isn’t clear when reversing:   * A spotter will be used to assist the driver/operator when reversing whilst remaining in the drivers/operators view at all times   Unloading on Road   * Avoid unloading excavator on the road. If this is unavoidable a traffic management plan (TMP) must be completed prior and adhered to. If no traffic management plan has been completed do not unload on the road! |
| * Falling off while entering or exiting the plant | * Use handrails and steps recommended by the manufacturer |
| * Electrocution through electricity arcing or excavator making contact with live electrical power lines | * Check for electrical power lines in all possible areas where the excavator will be unloaded and maintain safety clearances of at least 6.4 meters from powerlines and poles or 10 meters from tower lines |
| **3** | **Check Site/work area** | * Inadequately established area or dangerous site conditions could lead to persons being hit or crushed by equipment or vehicles through tipping over or collapse of plant or by being hit by moving vehicles * Exposure to asbestos | * Check work site prior to entering for ground conditions, obstacles, underground services, excavations, other plant or persons to be aware. * The zone of influence must be accurately determined to ensure a safe distance is kept from trenches, shafts, buildings and underground services. If not possible, seek advice from and engineer and the relevant utility * Where asbestos is identified, work shall cease immediately, pending site clean up |
| **4** | **Check Excavator** | * Lack of pre-start checking of equipment and site conditions could lead to persons being hit or crushed by equipment through equipment failure or tipping over | Inspect the excavator and carry out routine maintenance and pre-operation checks in accordance with the operation manual and instructions for the plant.  Make sure that:   * The excavator is in sound operating condition * Complete operator log book and daily checklist * Safety equipment available(PPE, first aid kit, fire extinguisher) * The manufacture’s equipment manuals and safe operating instructions are onsite * Scheduled maintenance, inspections accompanied by up to date log books * The SWMS have been reviewed to consider site specific hazards and control measures * All workers are inducted in the SWMS * Adequate traffic management arrangements * All equipment has legible identification and safety signs/decals. * A risk assessment has been completed * An emergency stop system functional in case of emergency event * That there is sufficient light for safe operation * Weather conditions are suitable. |
| **5** | **Operate excavator** | * Tipping over or striking workers due to untrained operator * Unsafe weather conditions | * All operators must have evidence of competence such as a certificate of competency or have completed training with a Registered Training Organisation (RTO) to operate the excavator. This also includes any special attachments( e.g. hydraulic hammer) * The excavator will only be operated in accordance with the manufacturer’s, supplier’s or hirer’s operating manuals. * Do not set up or operate during an electrical thunderstorm or in wind speeds that exceed the maximum safe wind speed specified by the manufacturer. |
| Levelling site | * Tipping of plant resulting in crushing | * Avoid operating on a slope by cutting out a level surface from which to operate the excavator. * The excavator will be operated within the manufacturer’s limit of stability for levelling of the plant |
| Digging Trenches | * Lack of training in trenching operations | * All workers must be trained in trenching operations and identification of trenching hazards |
| * Struck or crushed by swinging hoe due to close proximity to swing radius or blind spots | * All personnel must be kept well away from the operational area. If necessary cordon-off or barricade the area and display “ DANGER, NO UNAUTHORISED ENTRY” signs that are visually accessible to all * A two-way communication between the ground personnel and excavator operator will be maintained through eye contact with the plant operator and ground personnel. If required two way radios will be used. * Workers will not approach the excavator unless the operator has agreed and acknowledged their approach. * Ensure audible and flashing warning devices are operational * PPE- Hi-visibility vest must be worn by all workers. |
| * Falling into open excavations | * Where possible fill in trenches/ back fill progressively. If this is not possible, cordon off or barricades trenches. * If the trench depth is 2 meters or more secure covers, guard rails or equivalent passive fall protection must be installed to prevent falling |
| * Trench collapse: worker being buried or injured as a result of: * Soil collapse or shoring failure * Excavated spoil placed too close to edge of excavation; * Plant collapse from operating too close to edge of excavation | * Unstable conditions and the zone of influence must be determined by a competent person, e.g. a geotechnical engineer and recommendations followed at all times * Do not operate the excavator within 1 metre of the zone of influence unless the support of the excavation has been designed to allow a closer distance * Trenches over 1.5 meters must be benched, batted or supported by a shield or shoring * Do not enter unsupported trenches * Spoil must not be placed within the pre-determined zone of influence * Regular monitoring for signs of subsidence, water egress etc * No person is to enter any trench unattended or in isolation |
| * Undermining of adjacent structures: collapse, crushing injuries | * Do not excavate near adjacent structures * The site supervisor/manager & engineer must be contacted prior to the commencement of excavation to determine any underpinning requirements or support requirements |
| * Electrocution through electricity arcing or excavator making contact with live electrical power lines * Striking underground services whilst excavating: electrical, gas, sewer & water | * Check for electrical power lines in all possible areas where the excavator will be operated and establish safety clearances of at least 6.4 meters from powerlines and power poles and at least 10 meters from towers. * The site supervisor must be contacted to ensure all underground services are accurately located. * Determine whether permission from the power authority is required and make sure that the relevant permit has been obtained prior to proceeding * “Dial Before You Dig” to be contacted prior commencing work * If excavation is needed to uncover underground services this will be done manually. **Do not use plant for excavation** |
| Loading excavated material on to truck or bin | * Persons being struck by falling objects | * The excavator must have an enclosed falling object protective device or overhead shield that protects the cabin from falling objects. * Workers must be kept away from the loading area * If necessary, a spotter will be used. The potter will position themselves so that they are not in a position to be struck by falling objects of the excavator * Material will not be lifted above or near persons |
|  | Back Filling | * Premature removal of shoring (where installed) potentially contributing to trench collapse * Persons in trench being injured during backfilling operation | * Progressive sectional backfilling and removal of shoring (where used) to occur. No persons are to be inside the trench while backfilling * Clear & ongoing communication to occur between ground personnel and excavator operator via eye contact |
|  | Refuelling | * Fire / explosion | * MSDS for fuel to be available on site and to be read prior to refuelling. * Smoking or any sources of ignition are not permitted whilst refuelling. * Stop and allow engine parts to cool off * Ensure the excavator is grounded and earthed to prevent any sparks * Machine will not be refuelled whilst running. Fuel hoses must not be left unattended. * Appropriately sized funnels will be used to avoid spills * A suitable fire extinguisher must be available at all times * If fuel is stored on site is must be done so in accordance with the Material Safety Data Sheet(MSDS) |
| * Spills and splashes * Inhalation of vapours, dry skin, dermatitis, irritation of eyes | * Appropriately sized funnels will be used to avoid spills * The prescribed PPE in the MSDS must be used to prevent direct contact with fuel (Glasses, gloves, mask) * Refuelling operations must be carried out in a well ventilated area * A spill kit must be carried at all times |
| **6** | **Storage of plant** | * Injury to persons from plant rolling or slipping whilst unattended | * Plant must be shut down, locked and parked on a level surface accordance the manufacturer’s instructions * Keep buckets lowered, where possible * Contact the site supervisor for approval of appropriate storage location |
| * Unauthorised operation | * Keys must be removed and the cabin locked to prevent unauthorised operation |
| **7** | **Pack up** | * Being struck by plant | * All persons must remain in the view of the plant operator or at a safe distance * Ensure audible and flashing warning devises are operational * PPE (Hi-visibility vest) must be worn when in close proximity * Make sure loose items are secure |
| **8** | **Loading of plant** | * Tipping of plant or truck resulting in crushing or falls | Inspect site conditions and find out the most suitable loading area in consultation with the site supervisor and with other contractors making sure that:   * The surface area is level, solid, clear from inadequately compacted or soft ground, free of obstructions * Enough clearance from, excavations, trenches, basements, pits, holes and structures that could cause instability or plant to collapse * Trucks will be parked on flat level ground where possible when loading. * All securing devices such as lashing points tie downs, chains, straps are secured * Ramps have been checked and are secured in place * Loading occurs in accordance with the manufacture’s, supplier’s or hirers instructions   If the Plant Operators/Truck drivers view isn’t clear when reversing:   * A spotter will be used to assist the Driver/Operator when reversing whilst remaining in the Drivers/Operators view at all times   Loading on Road   * Avoid loading excavator on the road. If this is unavoidable a traffic management plan (TMP) must be completed prior and adhered to. If no traffic management plan has been completed do not load on the road! |
| * Electrocution through electricity arcing via excavator making contact with live electrical power lines | * Check for electrical power lines in all possible areas where the excavator will be loaded and maintain safety clearances of at least 6.4 meters from power lines or power poles and 10 meters from towers. |
| **9** | **Leave site** | * Collision or persons being struck by truck | * Make sure all securing devices such as lashing points tie downs, chains and straps are secured * Follow all site safety instructions for vehicle movement, speed limits and exit points. * Stop and check for pedestrians at exit. * If necessary use a spotter when departing |

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| **Persons Involved in the Activity⏵** |

I have read, understood and will comply with the requirements of this Safe Work Method Statement

| **Name** | **Company | Employer** | **Signature** | **Date** |
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| **Site Specific Hazards⏵** |

List here any site specific hazards & risks (including control measures) that are additional to this SWMS

| **No** | **Task | Activity** | **Potential Hazards and Risks** | **Control Measures** |
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