

## SAFE WORK METHOD STATEMENT (SWMS) PART 1

**SWMS SCOPE:** This SWMS covers work associated with the installation/raising of Sewer Pit Covers, Storm Water Pit Cover & Water Valve Covers. This includes planning and preparation, environmental controls, working adjacent to mobile plant, training and communications, operational controls and exposure to Respirable Crystalline Silica (RCS) dust.

Business Name:	ABN:	SWMS Approved by:	Date:
Business Address:		Signature:	
Business Contact:	Phone #:	Person/s responsible for ensuring compliance with SWMS:	
		Person/s responsible for reviewing the SWMS:	

RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.	ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">NAME</th> <th style="width: 30%;">SIGNATURE</th> <th style="width: 40%;">DATE</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>	NAME	SIGNATURE	DATE													<p>Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards. Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons. Amendments must be approved by _____ and communicated to all affected workers before work resumes.</p> <p>SWMS must be made available for inspection or review as required by WHS legislation. Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).</p>
NAME	SIGNATURE	DATE														

<b>PRINCIPAL CONTRACTOR DETAILS</b> Principal Contractor (PC):	Date SWMS provided to PC:
Project Name:	Project Address:
Project Manager (PM):	CONTACT PH. #:
PM Signature:	

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	<b>HIERARCHY OF CONTROLS</b> 
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	4A ACUTE	<b>DO NOT PROCEED.</b>	
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 commencing work.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.	

DOCUMENT #:                      VERSION #: 1                      AUTHORISED BY:                      REVIEW #:                      ISSUE DATE:                      REVISION DATE:

**THIS WORK ACTIVITY INVOLVES THE FOLLOWING “HIGH RISK CONSTRUCTION WORK”**

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Confined Spaces   | <input checked="" type="checkbox"/> Mobile Plant | <input type="checkbox"/> Demolition   | <input type="checkbox"/> Asbestos                     |
| <input type="checkbox"/> Using explosives  | <input type="checkbox"/> Diving work             | <input type="checkbox"/> Artificial extremes of temperature                                   | <input type="checkbox"/> Tilt up or pre-cast concrete |
| <input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services |  |   |   |
| <input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse          |  |   |   |
| <input type="checkbox"/> Involves a risk of a person falling more than 2m, including work on telecommunications towers                                   |  |   |   |
| <input type="checkbox"/> Working at depths greater than 1.5 Metres, including tunnels or mines   |  | <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere |   |
| <input checked="" type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor                                      |  | <input type="checkbox"/> In or near water or other liquid that involves risk of drowning      |   |

**PERSONAL PROTECTIVE EQUIPMENT (PPE):** *ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.*

<b>FOOT PROTECTION</b>	<b>HEARING PROTECTION</b>	<b>HIGH VISIBILITY</b>	<b>HEAD PROTECTION</b>	<b>EYE PROTECTION</b>	<b>FACE PROTECTION</b>	<b>HAND PROTECTION</b>	<b>PROTECTIVE CLOTHING</b>	<b>BREATHING PROTECTION</b>	<b>SUN PROTECTION</b>	<b>FALL ARREST</b>	RINGS, WATCHES, JEWELLERY THAT MAY BECOME ENTANGLED IN MACHINES MUST NOT BE WORN. LONG AND LOOSE HAIR MUST BE TIED BACK.
											
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS MAY BE PURCHASED AT [HTTP://WWW.SAIGLOBAL.COM](http://www.saiglobal.com)

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>		
1. Planning & preparation	Lack of consultation with potential outcomes for personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> <li>Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of:                             <ul style="list-style-type: none"> <li>Health and Safety rules</li> <li>Induction for all workers – site specific and toolbox meetings</li> <li>Supervisory arrangements</li> <li>Communication arrangements</li> <li>All relevant workers are appraised for required competencies &amp; for any pre-existing medical conditions if working in remote or isolated locations</li> <li>PPE required</li> <li>Site plans – showing no go zones for pedestrians</li> <li>Traffic Management Plan</li> <li>Exclusion Zones</li> <li>Risk Assessments</li> <li>SWMS and JSA's</li> <li>Injury reporting procedures</li> <li>Hazard reporting procedures</li> </ul> </li> </ul>	2M	Organisation

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
			<ul style="list-style-type: none"> <li>• If represented by an elected health and safety representative, the representative should be included in any consultation</li> <li>• Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made</li> <li>• Assess mobile phone reception (alternative emergency communications procedures in place if no reception available)</li> <li>• Work site is exactly as detailed in Terms of Agreement or contract</li> <li>• Suitable access for all equipment required</li> <li>• Suitable space for operation of equipment</li> <li>• Suitable lighting, including night-works</li> <li>• Environmental conditions acceptable e.g. weather, temperature, atmosphere</li> <li>• Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task</li> <li>• If represented by an elected health and safety representative, the representative should be included in any consultation</li> <li>• Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made</li> <li>• Undertake a site and task specific JSA to identify hazards and control risks.</li> </ul>		
	Contact with electricity	3H	<ul style="list-style-type: none"> <li>• Conduct a site inspection to confirm the location of any overhead powerlines</li> <li>• Refer to State/Territory Guidance Material for working distances e.g. No Go Zones</li> <li>• If a permit to work has to be obtained always work within the terms of the permit. (Always have a copy of the permit on site).</li> </ul>	2M	
	Damage to underground services	3H	<ul style="list-style-type: none"> <li>• Inspect all relevant site drawings for layout                             <ul style="list-style-type: none"> <li>○ Ensure all underground and overhead services on site are identified</li> </ul> </li> <li>• Call Dial Before You Dig (1100) where applicable</li> <li>• Hand excavate to locate services and mark out prior to excavation</li> <li>• Check existing pits for depth and location.</li> </ul>	2M	
4. Work area set up	Road/roadside work, powered mobile plant movement	4A	<p>Where temporary road traffic control is required:</p> <ul style="list-style-type: none"> <li>○ Approvals and permits are sought from local council and/or state road transport departments where necessary</li> <li>○ A TMP is developed for the temporary works</li> <li>○ All traffic control measures put in place must be implemented as per Australian Standard AS 1742.3–2009: Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads ('AS 1742.3-2009') or other requirements as per permit conditions</li> </ul>	2M	Workers

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i><b>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</b></i>					
			<ul style="list-style-type: none"> <li>○ 2 people lifting, carrying and setting down:               <ul style="list-style-type: none"> <li>▪ Decide in advance which person will direct the move</li> <li>▪ Keeping knees bent and back straight, lift and raise load together</li> <li>▪ Move smoothly together as you carry, keeping the load at the same level</li> <li>▪ Unload at the same time, keeping knees bent.</li> </ul> </li> </ul>		
	Crush injuries	3H	<ul style="list-style-type: none"> <li>• Always wear gloves and steel capped safety boots</li> <li>• Use team-lifts where possible</li> <li>• Do not throw items from vehicle. Always lower under controlled conditions.</li> </ul>	2M	
5. Removing covers	Environmental incident	3H	<ul style="list-style-type: none"> <li>• All necessary precautions should be taken to prevent slurry residue flowing into storm-water drains – secure temporary lid</li> <li>• Disposal of residue should also be in accordance with the current EPA requirements.</li> </ul>	2M	Workers
	Hazardous manual tasks - MSD	3H	<ul style="list-style-type: none"> <li>• Lift and remove pit lid - high force - heavy pit lid, may be jammed due to accumulation of material or damage:               <ul style="list-style-type: none"> <li>○ Be aware of sudden unexpected movement if cover dislodging from lid</li> <li>○ Do not use excessive force</li> <li>○ Use appropriate tool for cover removal</li> <li>○ Backhoe and/or crane to assist in lift of heavy lids</li> </ul> </li> <li>• Carrying covers:</li> <li>• Ensure the access route is clear of hazards</li> <li>• Use team-lifts where possible – refer to step 4 (Hazardous manual tasks - musculoskeletal disorder (MSD) for further controls.</li> </ul>	2M	
	Hazardous atmospheres	3H	<ul style="list-style-type: none"> <li>• Allow air to vent from pits when opening covers before commencing work</li> <li>• Do not enter any pit (<b>See 'Confined Space' section below for additional information</b>).</li> <li>⚠ <b><i>If work involves entering an identified Confined Space, a separate, dedicated 'Confined Spaces SWMS' is required to be used in conjunction with this SWMS.</i></b></li> <li>⚠ <b><i>If a person has entered or fallen into a manhole:</i></b> <ul style="list-style-type: none"> <li>○ <b><i>DO NOT ENTER THE MANHOLE TO ATTEMPT A RESCUE</i></b></li> <li>○ <i>Contact the appropriate emergency personnel and the appropriate supervisor</i></li> <li>○ <i>Immediately if the person cannot be retrieved without entering.</i></li> </ul> </li> </ul>	2M	
	Crush Injuries	3H	<ul style="list-style-type: none"> <li>• Never place your hand in the opening to grasp a cover               <ul style="list-style-type: none"> <li>○ Get help if necessary and use a tool if available</li> </ul> </li> <li>• Use blocks/ shims where appropriate to avoid crushing</li> <li>• Wear steel-cap boots to protect toes, feet.</li> </ul>	2M	

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	Jackhammer Use- Impact injury	3H	<ul style="list-style-type: none"> <li>• Never start when unit lying down. Wait until unit has finished any movement before resting down</li> <li>• Ensure equipment is in an upright position and only angle equipment when surface is penetrated</li> <li>• Do not angle/aim equipment toward operator</li> <li>• Keep feet clear of hammer at all times</li> <li>• Do not guide with foot</li> <li>• Do not leave unattended</li> <li>• Do not allow other persons to assist or clear debris during operation.</li> </ul>	2M	
7. Setting covers	Working with cement E.g. Rapid set concrete	3H	<ul style="list-style-type: none"> <li>• Ensure Material/Safety Data Sheets (M/SDS) is available onsite</li> <li>• Workers know where to access the M/SDS</li> <li>• Workers know how to read &amp; interpret the M/SDS</li> <li>• Ensure PPE is worn as per M/SDS recommendations</li> <li>• Remove jewelry such as watches and rings as wet cement can be trapped under them</li> <li>• Ensure gumboots or other waterproof boots are worn at all times to keep feet dry</li> <li>• Wear waterproof /alkali resistant gloves when directly handling wet cement</li> <li>• Where practicable, wear long pants and long sleeve shirt to avoid contact with wet cement</li> <li>• Clothing that becomes saturated from contact with wet cement should be rinsed out as soon as possible with clear water to prevent continued contact with skin</li> <li>• <b>Avoid bare skin contact with wet cement wherever possible</b></li> <li>• Wash off immediately should contact occur. (Wash frequently with pH neutral soap and clean water)</li> <li>• <i>Note: Barrier creams are generally ineffective as a form of protection against contact sensitivities with wet cement.</i></li> </ul>	2M	Workers
	Working with asphalt (hot/warm mix)	3H	<ul style="list-style-type: none"> <li>• Ensure M/SDS is available onsite</li> <li>• Workers know where to access the M/SDS</li> <li>• Workers know how to read &amp; interpret the M/SDS</li> <li>• Ensure PPE is worn as per M/SDS recommendations</li> <li>• Do not breathe dust, fume, or vapours.</li> <li>• Use only outdoors or in a well-ventilated area</li> <li>• Wash hands thoroughly after handling</li> <li>• Do not eat, drink or smoke when using product.</li> </ul>	2M	

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<i><b>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</b></i>					
	Environmental incident	3H	<ul style="list-style-type: none"> <li>• Ensure training in emergency response for chemical spill</li> <li>• Ensure to have spill kit available onsite. Emergency response – minor fuel spill:               <ol style="list-style-type: none"> <li>1. Stop the source of the spill or leak or release                   <ol style="list-style-type: none"> <li>a. If that is not possible &amp; it is safe to do so - stop the spill or release from spreading</li> </ol> </li> <li>2. Turn off any ignition sources if safe to do so</li> <li>3. Use Spills Kit: (as required)                   <ol style="list-style-type: none"> <li>a. Position sops on a downhill slope or surround spill if on flat ground.</li> <li>b. Block stormwater inlets with drain sealing mats.</li> <li>c. Float Booms around the spill if on water.</li> </ol> </li> </ol> </li> </ul>	2M	
9. On completion	Slips, trips, falls causing injury	3H	<ul style="list-style-type: none"> <li>• Clean up all tools and any waste</li> <li>• Wash tools and equipment in an area that does not run into drains or watercourses.</li> </ul>	2M	Workers
	Cuts, laceration, puncture wounds	3H	<ul style="list-style-type: none"> <li>• Wear gloves to avoid sharp edges</li> <li>• Do not use bare hands to clean equipment (use clean water and stiff brush or other appropriate method).</li> </ul>	2M	
	Silica Dust	3H	<ul style="list-style-type: none"> <li>• Clean up using vacuum or wet cleaning methods</li> <li>• Ensure an industrial vacuum is used with HEPA filter (High Efficiency Particulate Air)</li> <li>• Use, maintain and store any respiratory protective equipment provided in accordance with instructions.</li> </ul>	2M	
	Public safety	3H	<ul style="list-style-type: none"> <li>• Remove or add safety barricades as required. Ensure the work area is clearly defined and no gaps are in the system.</li> </ul>	2M	
	Environmental breach	3H	<ul style="list-style-type: none"> <li>• Ensure excess fill is placed into manageable piles for removal or removed immediately</li> <li>• Dispose of excess material in an approved landfill site or waste facility.</li> </ul>	2M	

### SAFE WORK METHOD STATEMENT (SWMS) PART 2

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and PPE described.

OVERALL RISK RATING AFTER CONTROLS

1 Low

2 MODERATE

3 High

4 ACUTE

WORKERS' NAME	JOB ROLE / POSITION	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
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