## UNDERGROUND SERVICE LOCATION (NON-INVASIVE) SAFE WORK METHOD STATEMENT (SWMS)

<table>
<thead>
<tr>
<th>Business Contact:</th>
<th>Phone #:</th>
<th>Principal Contractor (PC):</th>
<th>PC Address:</th>
<th>PC Phone #:</th>
<th>Date SWMS provided to PC:</th>
<th>Job Site Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible person (for monitoring SWMS and work):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Phone #:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

- [ ] Electrical equipment
- [ ] Elevated levels
- [ ] Slips, trips and falls
- [ ] Hazardous substances
- [ ] Silica dust
- [ ] Hot Work
- [ ] Hazardous manual tasks
- [ ] Outdoor work
- [ ] Remotely &/or isolated work
- [ ] Noise and vibration
- [ ] Native vegetation & weeds
- [ ] Air quality
- [ ] Waste
- [ ] Vehicle movement
- [ ] Fuels, oils & chemicals
- [ ] Terrestrial fauna
- [ ] Waterways & soils
- [ ] Cultural heritage

### THIS WORK ACTIVITY INVOLVES THE FOLLOWING “HIGH-RISK CONSTRUCTION WORK” (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

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

### Footwear

- [ ]

### Hearing Protection

- [ ]

### High Visibility

- [ ]

### Head Protection

- [ ]

### Eye Protection

- [ ]

### Face Protection

- [ ]

### Hand Protection

- [ ]

### Protective Clothing

- [ ]

### Breathing Protection

- [ ]

### Sun Protection

- [ ]

### Safety Harness

- [ ]

Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
### Likelihood of Occurrence

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
<th>Score</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>3 - High</td>
<td>3 - High</td>
<td>4 - Acute</td>
<td>4 - Acute</td>
<td>4 - Acute</td>
<td>4A - Acute</td>
<td>DO NOT PROCEED.</td>
</tr>
<tr>
<td>Likely</td>
<td>2 - Moderate</td>
<td>3 - High</td>
<td>3 - High</td>
<td>4 - Acute</td>
<td>4 - Acute</td>
<td>3H - High</td>
<td>Review before commencing work.</td>
</tr>
<tr>
<td>Possible</td>
<td>1 - Low</td>
<td>2 - Moderate</td>
<td>3 - High</td>
<td>4 - Acute</td>
<td>4 - Acute</td>
<td>2M - Moderate</td>
<td>Maintain control measures.</td>
</tr>
<tr>
<td>Unlikely</td>
<td>1 - Low</td>
<td>1 - Low</td>
<td>2 - Moderate</td>
<td>3 - High</td>
<td>3 - High</td>
<td>1L - Low</td>
<td>Record and monitor.</td>
</tr>
<tr>
<td>Rare</td>
<td>1 - Low</td>
<td>1 - Low</td>
<td>2 - Moderate</td>
<td>3 - High</td>
<td>3 - High</td>
<td>1L - Low</td>
<td>Record and monitor.</td>
</tr>
</tbody>
</table>

### Hierarchy of Controls

<table>
<thead>
<tr>
<th>Job Task</th>
<th>Hazards</th>
<th>Risk</th>
<th>Control Measures</th>
</tr>
</thead>
</table>
| 1.       | Provide training on the health effects associated with respirable crystalline silica dust | 3H   | • Training and information provided to workers on RCS should include:  
  o Information on the health effects associated with respirable crystalline silica dust (Provide workers with a copy of ‘Health Monitoring for Exposure to Hazardous Chemicals - Guide for workers’: Safe Work Australia)  
  o Identification of RCS dust through Safety Datasheet (SDS) or labels  
  o Dust exposure prevention  
  o Checking controls are working and using them  
  o When and how to use any respiratory protective equipment provided and what to do if something goes wrong (Including worker respirator fit and check processes). |
| 2.       | Planning Unidentified assets | 4A   | 1. Before any locations task:  
  • Submit a Dial Before You Dig enquiry using  
    o PC or mobile device to access www.1100.com.au  
    o Phone the call centre toll-FREE on 1100 during business hours  
  2. Confirm receipt of the enquiry confirmation sheet  
  3. DO NOT proceed until you receive information from ALL asset owners affected by the project  
  4. Review the plans and conditions sent by asset owners as they are received  
  5. Ensure contact details for all authorities responsible for the utilities at the site are listed and kept on-site during operations  
  6. Record any information gained from other parties with areas of interest not registered with Dial Before You Dig  
  7. Establish a digital and/or hard copy file of all identified assets or areas of interest. (that can be used on-site by required contractors). |
| 3.       | Working outdoors Extreme weather | 3H   | • Check weather conditions – do not work in extreme conditions  
  • Reschedule works to work in more moderate temperatures. |

### Responsible Person

- Supervisor to undertake all planning processes

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### JOB TASK | HAZARDS | RISK | CONTROL MEASURES | RESPONSIBLE PERSON
--- | --- | --- | --- | ---
Contact with native animals | 3H | • Keep your eyes fixed on the ground and be aware of where you are stepping at all times  
• Never put your hands or feet somewhere where you can’t see them  
• Check all pits after removing covers  
• Snakes / Spiders - be aware of surroundings (snakes and spiders can be found anywhere)  
• If confronted with a snake or spider:  
  o Do not make sudden movements  
  o Back away slowly or stay still  
  o Allow exit point for snake or spider to escape  
• Bee and Wasps - be aware of surroundings (bee’s hives, wasp nests). If nests/hives are located in the work area – contact professional to remove before undertaking work. | Supervisors & Workers to follow controls
Underground service contact | 4A | • Complete underground services report with any relevant comments particularly services that were not able to be located  
• Submit marked up plans depicting services  
• Submit marked-up copies of any supplementary plans or sketches of services not captured by the ‘dial before you dig’ search. | Supervisors & Workers to follow controls
Unauthorised access | 3H | • If acceptable, remove or add barricades. | Supervisor to confirm all workers have signed out
Security breach | 3H | • All personnel sign-out on Site Register. |
Vehicle/people impact | 4A | • Stay to designated access and egress routes  
• Maintain awareness of surroundings at all times. |
For police, fire or ambulance call ‘000.’ | 4A | • Follow site emergency and evacuation procedures  
• A communication system is available, e.g. a mobile phone or radio  
• Check for dangers to self before helping others  
• Maintain control of the area and stabilise the situation  
• Apply first aid to the injured worker  
• Complete an incident report. | Supervisors and workers ensure controls followed
Refer to your SWMS implementing instructions for further specific emergency responses. |