

Business Name:

Business Address:

ABN/NZBN:

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












Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC Address:
Signature:	Date:	PC Phone #: <span style="float: right;">Date SWMS provided to PC:</span>
Contact Phone #:		Job Site Address:

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

- |  |  |  |  |  |
|--|--|--|--|--|
| <input type="checkbox"/> Electrical equipment    | <input type="checkbox"/> Elevated levels                   | <input checked="" type="checkbox"/> Slips, trips and falls | <input type="checkbox"/> Hazardous substances        | <input checked="" type="checkbox"/> Silica dust      |
| <input type="checkbox"/> Hot Work                | <input checked="" type="checkbox"/> Hazardous manual tasks | <input type="checkbox"/> Outdoor work                      | <input type="checkbox"/> Remotely &/or isolated work | <input type="checkbox"/> ?                           |
| <input type="checkbox"/> Noise and vibration     | <input type="checkbox"/> Native vegetation & weeds         | <input type="checkbox"/> Air quality                       | <input type="checkbox"/> Waste                       | <input checked="" type="checkbox"/> Vehicle movement |
| <input type="checkbox"/> Fuels, oils & chemicals | <input checked="" type="checkbox"/> Terrestrial fauna      | <input type="checkbox"/> Waterways & soils                 | <input type="checkbox"/> Cultural heritage           | <input type="checkbox"/> ?                           |

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

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Confined spaces   | <input checked="" type="checkbox"/> Mobile plant movement | <input type="checkbox"/> Demolition of a load-bearing structure                               | <input type="checkbox"/> Asbestos disturbance         |
| <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 from 2m or more, 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 the risk of drowning  |   |

FOOT PROTECTION	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.
											
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4 - ACUTE		
LIKELY	2 - MODERATE	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4A - ACUTE	DO NOT PROCEED.
POSSIBLE	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	4 - ACUTE	3H - HIGH	Review before 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.

HIERARCHY OF CONTROLS	MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE
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JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
1. Provide training on the health effects associated with respirable crystalline silica dust	Exposure to respirable crystalline silica (RCS) – dust inhalation	3H	<ul style="list-style-type: none"> <li>Training and information provided to workers on RCS should include:               <ul style="list-style-type: none"> <li>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)</li> <li>Identification of RCS dust through Safety Datasheet (SDS) or labels</li> <li>Dust exposure prevention</li> <li>Checking controls are working and using them</li> <li>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).</li> </ul> </li> </ul>	Supervisor
2. Planning	Unidentified assets	4A	<ol style="list-style-type: none"> <li>Before any locations task:               <ul style="list-style-type: none"> <li>Submit a Dial Before You Dig enquiry using                   <ul style="list-style-type: none"> <li>PC or mobile device to access <a href="http://www.1100.com.au">www.1100.com.au</a></li> <li>Phone the call centre toll-FREE on 1100 during business hours</li> </ul> </li> </ul> </li> <li>Confirm receipt of the enquiry confirmation sheet</li> <li><b>DO NOT</b> proceed until you receive information from ALL asset owners affected by the project</li> <li>Review the plans and conditions sent by asset owners as they are received</li> <li>Ensure contact details for all authorities responsible for the utilities at the site are listed and kept on-site during operations</li> <li>Record any information gained from other parties with areas of interest not registered with Dial Before You Dig</li> <li>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).</li> </ol>	Supervisor to undertake all planning processes
3. Working outdoors	Extreme weather	3H	<ul style="list-style-type: none"> <li>Check weather conditions – do not work in extreme conditions</li> <li>Reschedule works to work in more moderate temperatures.</li> </ul>	Supervisor to maintain

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON	
	Contact with native animals	3H	<ul style="list-style-type: none"> <li>Keep your eyes fixed on the ground and be aware of where you are stepping at all times</li> <li>Never put your hands or feet somewhere where you can't see them</li> <li>Check all pits after removing covers</li> <li>Snakes / Spiders - be aware of surroundings (snakes and spiders can be found anywhere)</li> <li>If confronted with a snake or spider:               <ul style="list-style-type: none"> <li>Do not make sudden movements</li> <li>Back away slowly or stay still</li> <li>Allow exit point for snake or spider to escape</li> </ul> </li> <li>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.</li> </ul>		
11. Complete underground services report	Underground service contact	4A	<ul style="list-style-type: none"> <li>Complete underground services report with any relevant comments particularly services that were not able to be located</li> <li>Submit marked up plans depicting services</li> <li>Submit marked-up copies of any supplementary plans or sketches of services not captured by the 'dial before you dig' search.</li> </ul>	<b>Supervisors &amp; Workers</b> to follow controls	
12. HRCW On completion	Unauthorised access	3H	<ul style="list-style-type: none"> <li>If acceptable, remove or add barricades.</li> </ul>	<b>Supervisor</b> to confirm all workers have signed out <b>Workers</b> to comply with controls	
	Security breach	3H	<ul style="list-style-type: none"> <li>All personnel sign-out on Site Register.</li> </ul>		
	Vehicle/people impact	4A	<ul style="list-style-type: none"> <li>Stay to designated access and egress routes</li> <li>Maintain awareness of surroundings at all times.</li> </ul>		
13. Emergency response	<ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Environmental damage</li> </ul>	4A	<ul style="list-style-type: none"> <li><b>For police, fire or ambulance call '000.'</b></li> <li>Follow site emergency and evacuation procedures</li> <li>A communication system is available, e.g. a mobile phone or radio</li> <li>Check for dangers to self before helping others</li> <li>Maintain control of the area and stabilise the situation</li> <li>Apply first aid to the injured worker</li> <li>Complete an incident report.</li> </ul>	<ul style="list-style-type: none"> <li><b>Refer to your SWMS implementing instructions for further specific emergency responses.</b></li> </ul>	<b>Supervisors and workers</b> ensure controls followed

**OVERALL RISK RATING AFTER CONTROLS**

1 - Low
  2 - MODERATE
  3 - High
  4 - ACUTE

**PERMITS**

Not applicable
  Hot Work
  Confined Space
  Local council
  ?

**SITE MANAGEMENT PLAN**

Is the work associated with a Construction Project?  Yes  No

*If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.*