

SAFE WORK METHOD STATEMENT (SWMS)	SWMS No: XXXXX	DATE:
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Company Name:	Address (Head Office):	Phone & Facsimile:	ABN:
Winslow Constructors Pty Ltd	50 Barry Road, Campbellfield Vic 3061	Ph: (03) 9358 7700 Fax: (03) 9358 7701	73 006 581 764

Lead Contact Person:	Position:	Contact Phone Number:	Project Name / Location:

Emergency Response: EAP's Displayed <input type="checkbox"/> Emergency Numbers Displayed <input type="checkbox"/> Emergency Coordinator Known <input type="checkbox"/> Emergency Assembly Area Known <input type="checkbox"/> First Aid Facilities Available <input type="checkbox"/>	Plant / Equipment Required: <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"><input type="checkbox"/> </div> <div style="text-align: center;"><input type="checkbox"/> </div> <div style="text-align: center;"><input type="checkbox"/> </div> <div style="text-align: center;"><input type="checkbox"/> </div> </div> <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;"><input type="checkbox"/> </div> <div style="text-align: center;"><input type="checkbox"/> </div> <div style="text-align: center;"><input type="checkbox"/> </div> <div style="text-align: center;"><input type="checkbox"/> Other</div> </div>	All Operators Must Have Competency For Plant
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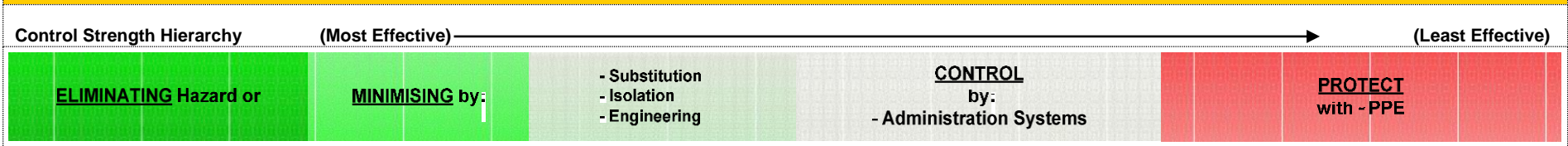
Approved By: <i>Richard Brown</i>	Reviewed By:	Change Approved By:	Date:	Signature:
Signed:	Signed:			
Review Schedule: <i>SWMS must be reviewed as a minimum every 2 years or as required. If SWMS are changed they must be approved by the competent person</i> Competent person must review live SWMS and sign above				

Permit Required <input checked="" type="checkbox"/> :	<input type="checkbox"/> Services	<input type="checkbox"/> Traffic (MOA)	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Hot Work Permit	<input type="checkbox"/> Other
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High Risk Construction Work (high risk construction and potential safety hazards) Check (☒) indicate high risk construction work associated with the Activity/Task
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<input type="checkbox"/> Falls from heights of more than 2m	<input type="checkbox"/> On or near electrical installation or services	<input type="checkbox"/> On or near road used by traffic	<input type="checkbox"/> Power mobile plant
<input type="checkbox"/> Excavations deeper than 1.5 m	<input type="checkbox"/> Demolition	<input type="checkbox"/> On or near pressurised gas mains	<input type="checkbox"/> Temporary support for structural alteration
<input type="checkbox"/> Removal or disturbance of asbestos	<input type="checkbox"/> Confined spaces	<input type="checkbox"/> Others	<input type="checkbox"/> Others

CONTROL OF HAZARDS This SWMS has been prepared to identify specific safety hazards and risk related to the work activity noted above. The hierarchy of control shall be adopted utilising reasonably practicable controls



CONSIDERATIONS

Acts

Occupational Health & Safety Act – 2004

Dangerous Goods Act - 1985

Environmental Protection Act – 1970

Pipeline Act – 1967

Road Management Act – 2004

WIRC Act 2013

Regulations

Occupations Health & Safety regulations – 2007

Dangerous Goods (HCDG) Regulations - 2005

Dangerous Goods (Storage & Handling) Regulations – 2012

Codes of Practice

Storage and Handling of Dangerous Goods – 2013

Code of Practice for manual Handling – 2000

Code of Practice Noise – 1992

Safety Precautions in Trenching Operations – 1988

Australian Standards

AS 1418.8 – Cranes Special Purpose Appliance

AS 2685 - Confined Space

AS 4772 – Earthmoving Machinery – quickhitches for excavators

AS 2294.1 – Earthmoving Protective Structures

AS 3745 - Emergency Planning

AS 1742 – Manual Uniform Traffic Control

AS 3775.2 – Chains & Slings

General

Site PMP

Site EAP

Material Safety Data Sheets

RISK ASSESSMENT MATRIX

LIKELIHOOD		
SCORE	DESCRIPTOR	LIKELIHOOD OF EVENT
5	Almost Certain	Is expected to occur in most circumstances
4	Likely	Will probably occur in most circumstances
3	Possible	Might occur at some time
2	Unlikely	Could occur at some time
1	Rare	May occur only in exceptional circumstances

Table 1
Table 2

CONSEQUENCE		
SCORE	DESCRIPTOR	EXAMPLE OF CONSEQUENCE
1	Insignificant	Activities do not cause any personal risk and will not result in injury
2	Minor	Activities may cause injuries or personal health problems requiring local first aid and no rehabilitation period
3	Moderate	Activities may cause injuries or health problems requiring medical attention and where short rehabilitation period is required
4	Major	Activities may cause serious injuries or health problems requiring hospitalisation and a significant period of rehabilitation before being able to recommence work
5	Catastrophic	Activities that could cause death or permanent disability prevent any return to work

Table 3
Risk Assessment Matrix

Likelihood	Consequence				
	Insignificant (1)	Minor (2)	Moderate (3)	Major (4)	Catastrophic (5)
Almost Certain (5)	Low (5)	Medium (10)	High (15)	High (20)	High (25)
Likely (4)	Low (4)	Medium (8)	Medium (12)	High (16)	High (20)
Possible (3)	Low (3)	Medium (6)	Medium (9)	Medium (12)	High (15)
Unlikely (2)	Low (2)	Low (4)	Medium (6)	Medium (8)	Medium (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)

Scores:
1-5 = Low
6-14 = Medium
15-25 = High

Low
Medium
High

MANDATORY EQUIPMENT AND PPE FOR TASK

<input checked="" type="checkbox"/> High Vis	<input checked="" type="checkbox"/> Footwear	<input checked="" type="checkbox"/> Hard Hat	<input type="checkbox"/> Eyewear	<input type="checkbox"/> Gloves	<input checked="" type="checkbox"/> First Aid Kit	<input type="checkbox"/> Hearing	<input type="checkbox"/> Dust Mask	<input type="checkbox"/> Fall Arrest	<input type="checkbox"/> Other
									

WORK ACTIVITY	DESCRIPTION OF RISK	PRIMARY ASSESSMENT	CONTROLS	HIERARCHY OF CONTROLS	SECONDARY ASSESSMENT	RESPONSIBLE PERSON/S
Mechanical excavation with 20T excavator	Mobile Plant operation near public footpath : Pedestrians can be struck by mobile plant	High 25	<ul style="list-style-type: none"> Install danger signs warning public not to enter work area Plant operator must beware of pedestrians using footpath Mobile plant fitted with reverse camera to allow vision of blind spots Install barrier/fence to prevent pedestrians entering work area. And plant leaving work area 	Administration Administration Engineering Isolation	Medium 10	Work supervisor Plant operator Plant operator Work supervisor
Mechanical excavation with 20T excavator	Mobile Plant operation in proximity to overhead power cables: Electrocution/interruption of supply through contact with cables	High 25	<ul style="list-style-type: none"> Qualified electrical spotter in place to monitor mobile plant clearance from cables Warning signs in place to alert operator of overhead cables Substitute 20T excavator for plant with a smaller operating envelope Power shut down during works by power authority 	Administration Administration Substitution Elimination	Low 5	Work supervisor Work supervisor Work supervisor Work supervisor
Mechanical excavation with 20T excavator	Working in proximity to road: Errant vehicles entering work site can strike workers Workers can encroach onto road and be struck be vehicles	High 20	<ul style="list-style-type: none"> All workers must wear Hi-Visibility clothing Implement traffic speed reduction on road in accordance with approved Traffic Guidance Scheme Install road safety barriers adjacent to work area in accordance with approved Traffic Guidance Scheme 	PPE Administration Isolation	Low 5	Work supervisor Traffic Engineer Traffic Engineer

