5T Excavator and Skid Steer Loade	er Combo On Site SAFE W	ORK METHOD STATEMENT	(SWMS)
TASK OR ACTIVITY	Y: 5T Excavator and Skid Steer L	oader Combo On Site	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPRO	THE PCL OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.	ucting a business or under the (PC 1) is	s required to en that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:	NK	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring	ppliance the VMS a well as revie	ws and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WAS MADE	NALE OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	NEL WHO HAVE BEEN CONSULTED AND (THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched and in according with gislative requirements to first identify any site hazards, a schedule of the price those hazards and then to further take steps to either eliminate or continue ach hazard.			
If an incident or a near miss occurs, all work must store call ately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			
The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.			



CLIENT OR PRINCIPAL	CONTRACTOR DETAILS
Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	
ANY HIGH-RISK CONSTRUC	
☐ involves a risk of a person falling more than 2 meters	I is carried out on or near pressurised gas mains or piping
□ is carried out on a telecommunication tower	carried out on or near chemical, fuel or refrigerant lines
☐ involves demolition of an element of a structure that is load-bearing	□ is carried out on or near energised electrical installations or services
□ involves demolition of an element related to the physical integ. Y of a sucture	\square is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete
involves structural alteration or repair that quires terminary supart to prevent collapse	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor
□ is carried out in or near a confined space	\Box is carried out in an area of a workplace where there is any movement of powered mobile plant
is carried out in/near a shaft or trench deeper that tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.
ANY HIGH-RISK MACHINER	RY OR EQUIPMENT NEARBY



	RISK MATRIX														
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	000DF			HEIRARCHY OF CONTROLS						
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	SCORE	SCORE	SCORE	SCORE	SCORE	ACTION		Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution						
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.		Replace the hazard.						
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard						
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k⊾ records		Engineering Isolate the hazard.						

						TIVE EQUIPM					
		Select the ap	propriate PPL	abo, ruitab	i or the equi	oment used or	the job task	being perform	ned (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION		P ECTION	R⊾ ⇒PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE Required:											
Permit or Licenses Requirements			Mandatory Qualifications and Training								



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Trip and fall hazards, falling objects	2M	 Conduct a safety briefing with all workers in oved in the operation to discuss potential hazards and control measures to be implemented during to preparate phase. Install proper signage in and around the work of or form workers of potential trip and fall hazards and to maintain awareness of their surroundings. Maintain a clean and clutters to work area by renching on vecessary debris, equipment, or tools that could cause tripping on thing in verse. Inspect the site of any under on our stable group conditions, taking appropriate action to level or stabilise the trip of a water of skid steen or operators are properly trained and competent in the safe use a connected water of a well as hazard recognition and avoidance. Dever the site of any under no detail a set of the working area to keep uninvolved personnel away from potential hazard issue as falling objects. Estabilit cleak group of the standard communication practices. Requines workers to wear appropriate personal protective equipment (PPE) as per company policy, ituding but not limited to steel-toed boots, high-visibility vests, and hard hats. Neglarly inspect and maintain equipment, ensuring excavators and skid steer loaders are in good working order and free of defects that could contribute to accidents. Keep material stockpiles at a safe distance from the operating area, minimising the risk of inadvertent contact with machines or falling objects. Implement a buddy system for workers moving through the site, ensuring there is always someone watching out for obstacles and potential hazards. Unlies temporary barriers, such as cones or rope, to clearly delineate areas where trip and fall hazards may exist, and to direct foot traffic away from these areas. Assign a designated safety supervisor for the project, responsible for monitoring work conditions and overseeing the implementation of appropriate control measures to prevent accidents and injuries.<td>1L</td>	1L
2. Pre-start inspection	Inadequate machine maintenance, leakage of hazardous chemicals	2M	 Conduct regular and thorough pre-start inspections of the excavator and skid steer loader to identify any potential maintenance issues or signs of wear. Ensure that all operators are trained and competent in the proper inspection and operation of the equipment to minimise the risk of inadequate machine maintenance. Maintain up-to-date and accurate service records for both the 5T excavator and the skid steer loader to ensure that required maintenance is performed according to manufacturer recommendations. 	1L



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	EPS HAZARDS THAT MAY ARISE		SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			 Establish a scheduled maintenance programme, based on manufacturer's guidelines, which includes checks for hydraulic hoses, fluid levels, and other components that may cause leakage if damaged or worn. Prepare an emergency response plan and spin at in case of hazardous chemical leaks, including the proper PPE (personal protective equipment and cleanup materials needed. Implement clear communication channels is reported any found issues during pre-start inspections, as well as a system for prompt repairs, equipment and cleanup materials needed. Keep the work environment repairs, equipment and created preventions, or downtime as needed. Keep the work environment repairs, equipment and created preventions, trips, and falls due to potential spills or leaks from the excavator or skincteer loader. Install appropriate accessing occurring the preventions for storage and handling of hazardous chemicals that may leak from the machine is such a drip travel drain covers. Provide trained to worked on the prevention and control chemical leakage risk within the worksite, ensuring the rise of lear and environmental audits to monitor and control chemical leakage risk within the worksite, ensuring the continuous interval of equipment failure, damage, or accidents. Provide trained to channed be event of equipment failure, damage, or accidents. Provide positive safety culture within the workplace by encouraging employees to actively identify otentian ards, communicate concerns, and contribute to the continuous improvement of safety prevented by encouraging employees to actively identify otentian ards, communicate concerns, and contribute to the continuous improvement of safety prevented and beyond. 	
	S		 Conduct a thorough pre-start inspection of the site to identify and assess potential hazards, including access points and uneven terrain. Clearly mark designated routes for site ingress and egress, ensuring they are wide enough to accommodate both the excavator and skid steer loader. Establish temporary traffic control measures, such as signage and barriers, to direct vehicles and equipment safely through the site. Provide workers with appropriate personal protective equipment (PPE), such as high-visibility vests and steel-capped boots, to minimise the risk of injuries in the event of an incident. 	
3. Site set up	Poor site access, uneven terrain	2M	 Ensure all workers and operators have received necessary training on operating the 5T excavator and skid steer loader in varying terrains and conditions. Regularly inspect the equipment to ensure it is properly maintained and functioning, as a lack of maintenance can contribute to accidents on uneven terrain. 	1L
			- Implement regular communication and safety meetings among workers and operators to discuss any changing site conditions and concerns, so that hazards can be addressed promptly and efficiently.	
			- Use ground protection mats or similar solutions to distribute the weight of the equipment evenly and reduce the risk of the machinery sinking into soft or unstable ground.	
			- Install warning signage around areas with significant inclines or declines, to alert operators to exercise extra caution when navigating these areas with the excavator and skid steer loader.	

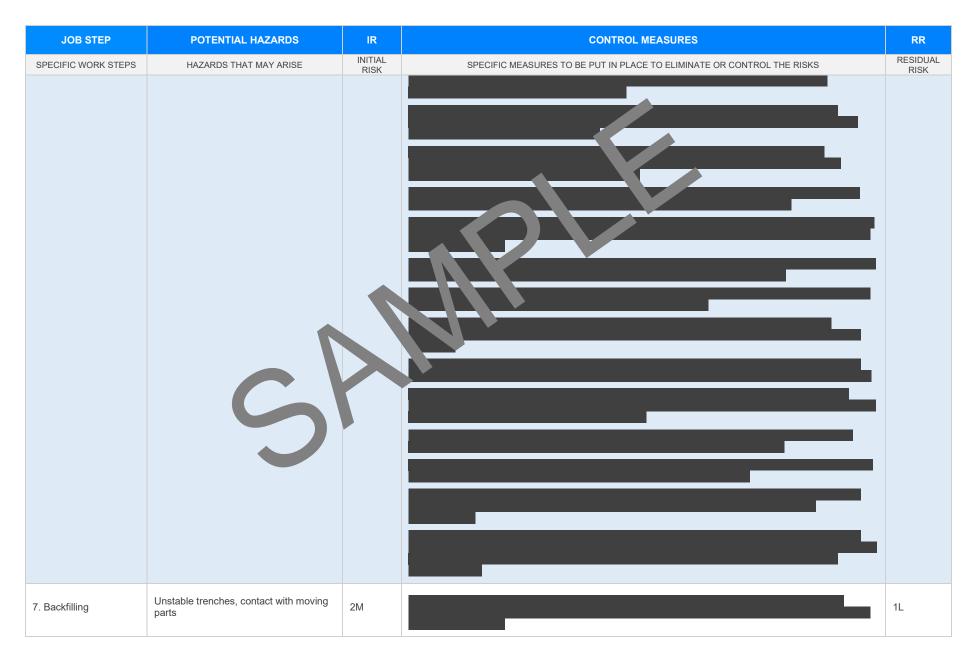


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR		
SPECIFIC WORK STEPS HAZARDS THAT MAY ARISE		INITIAL RISK	INITIAL RISK SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS			
			- Assign a designated spotter to assist with the navigation of the equipment, providing additional guidance and support to the operator in traversing difficult terrain.			
			- Employ a "buddy system" among workers, so that key can provide support and assistance to one another in the event of an emergency or unexposed site conditions.			
			- Make sure adequate lighting is present duing night-time operations or where visibility may be reduced, to better monitor potential risks related to situ access of uneven terrain.			
			- Prepare an emergency response plan and ensure that all employees are familiar with the procedure in case of incidents involving struccess or unevent train haz s.			
4. Trench excavation	Trench collapse, sucing un utilities	BН		1L		



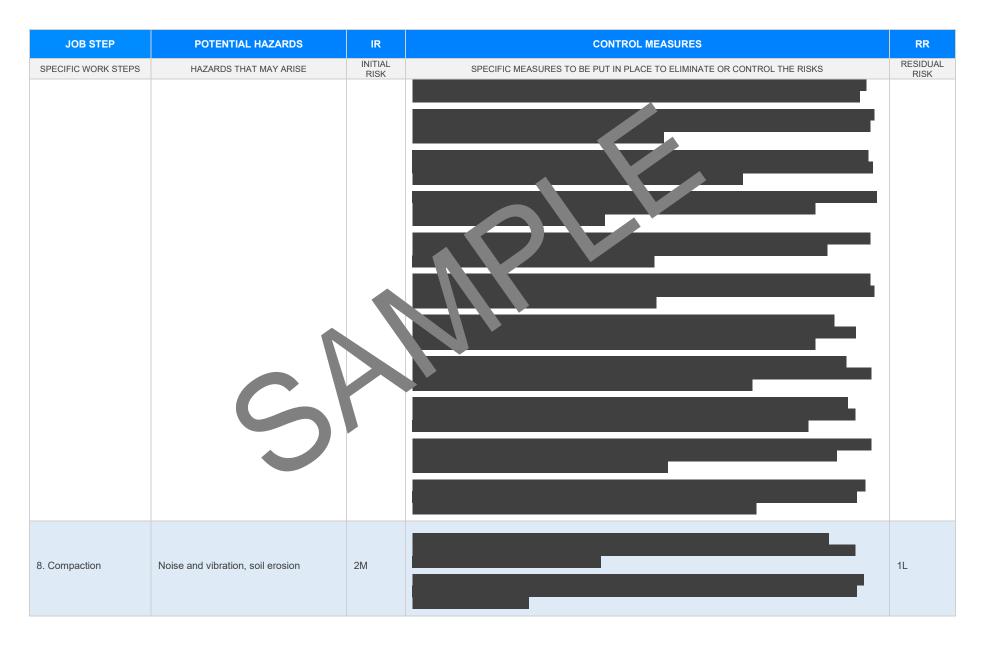
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
5. Soil removal	Dust exposure, manual handling injuri			
6. Pipe laying	Crushing injuries, improper handling of pipes	2M		1L



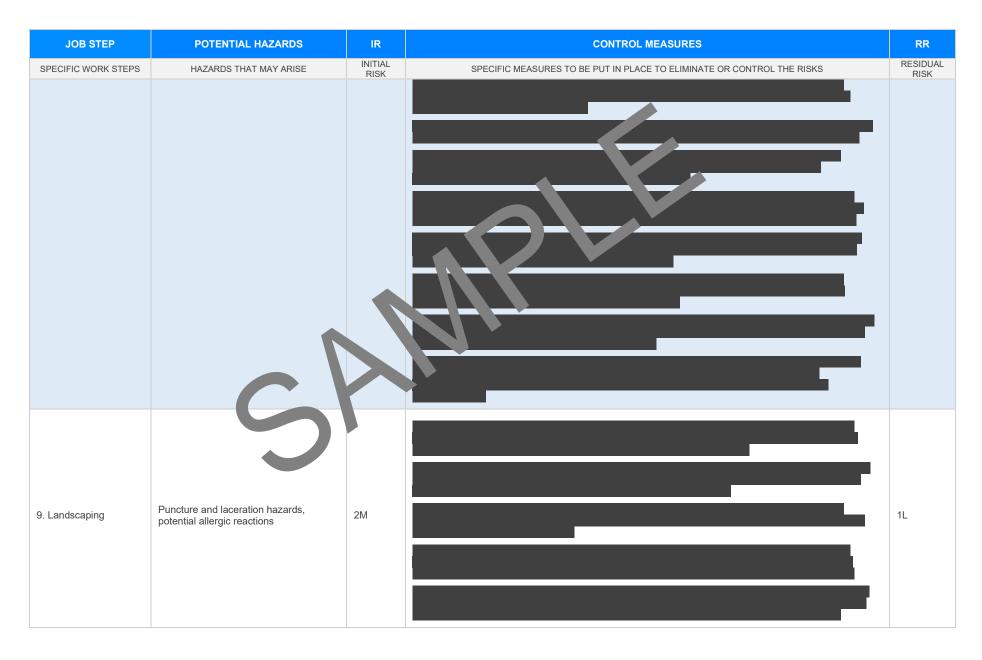


Version 2.5

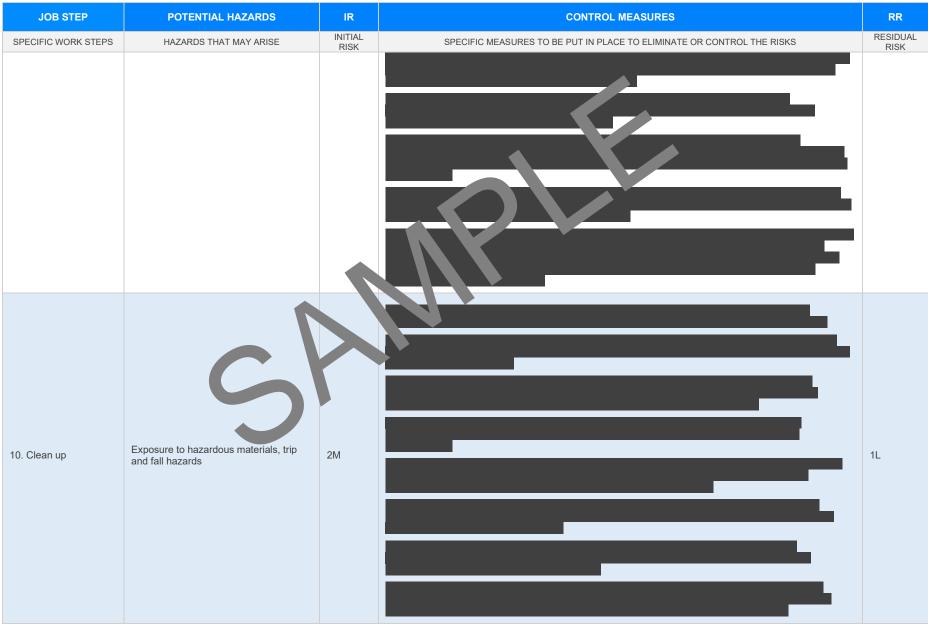




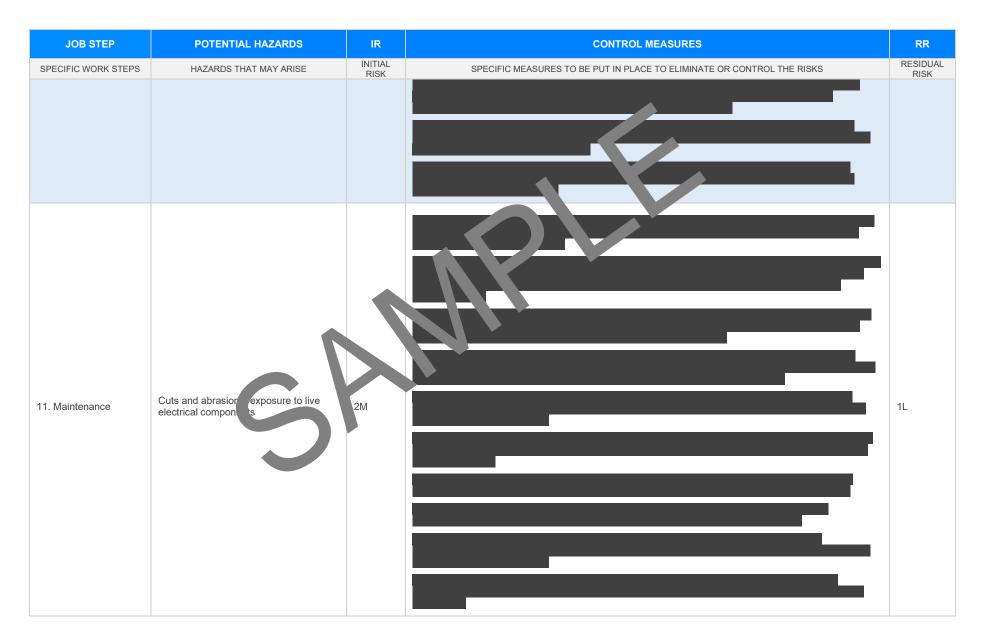














JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	S			



EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REF	ERENCES
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISL	ATIVE REFERENCES DANY STATE DAT ARE NOT APPLICABLE
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice	Victoria Occupational Health au Safety Act 204 Occupational Health and onfety or gulations 2017 Legis from VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- oular</u> or the one of the state of the sta
New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislative Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislative	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>
Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulation 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-sector-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-sector-laws</u>	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model- codes-of-practice</u> Model Codes of Practice
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: <u>https://www.safework.sa.gov.au/resources/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs</u>	 Managing noise and preventing hearing loss at work Confined spaces Labelling of workplace hazardous chemicals Managing risks of hazardous chemicals in the workplace Welding processes
Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice	 First aid in the workplace Managing the risk of falls at workplaces Hazardous manual tasks Managing the risk of falls in housing construction Managing electrical risks in the workplace Demolition work Excavation work Work health and safety consultation, cooperation and coordination
Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence work - Any required documents.	 Managing the work environment and facilities How to manage work health and safety risks Managing risks of plant in the workplace Construction work



SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and gualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Signature	Date

SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

The SWMS must be reviewed regularly to make sure it remains fective revised if necessary) if relevant control measures are revised. The viewn consultation with workers (including contractors htractors Vb of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that persons involved with the work are advised that a revision has been made and how they can acces he revised SWMS, including all persons who will need to change a work procedure or system as a region of the review are advised of the changes in a way that will enable them to implement their duties antly with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

- 1. Spot Checks.
- 2. Consultation with workers, contractors and sub-contractors.
- 3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies. followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	1	2	3	4	5	6	7
NAME							
INITIALS							
DATE							



SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	COMMENTS
The company details have been entered, including the project name and address.		
All relevant personnel consulted during the development of the SWMS.		
Name, signature, position and date signed of the person approving the SWMS.		
Specific personnel and qualifications, experience is noted in the SWMS.		
Provides a step-by-step process of tasks required to carry out the activity or task.		
Adequate risk assessment of any identified hazards has been completed.	\boxtimes	
Foreseeable hazards are identified and documented for each step.	\square	
Any hazards listed in any site risk assessments have been added to the SWMs	\boxtimes	
SWMS initial risk (IR) column as well as residual risk (RR) column mpleted.	\boxtimes	
Check control measures added to the SWMS are the most effective selection	\boxtimes	
Responsible person is assigned and listed on the property of the importation control measures.	\boxtimes	
Permit or licenses requirements specified, su as Hot Work, Electric Work, Work at Heights etc.	\boxtimes	
SWMS identifies plant and equipment to be use	\boxtimes	
Details of inspection checks required for any equipment listed protection on the SWMS.	\boxtimes	
Describes any mandatory qualifications, experience, and g or skills required to perform the work.	\boxtimes	
Applicable personal protective equipment is selected on the SWMS.	\boxtimes	
Reflects and documents any legislative references and/or Australian Standards.	\boxtimes	
Identifies any hazardous substances used with specific control measures in line with any SDS.	\boxtimes	
REVIEWED BY	DATE RE	VIEWED
SIGNATURE	DATE CO	MPLETED