| Backhoe Front End Loa | ader SAFE WORK METHO | D STATEMENT (SWMS) | |
|--|---|--|------------------------------------|
| TASK C | OR ACTIVITY: Backhoe Front End | Loader | |
| Business Name: | | ABN: | SWMS# |
| Business Address: | | | |
| Contact Person: | Phone: | E ail: | |
| THIS SAFE WORK METHOD | STATEMENT IS APPROVED BY | THE PC. OF THE ROJECT | |
| Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts. | cting a business or under the (Pourt) is | required to en that a safe work method s | tatement (SWMS) is prepared before |
| Full Name: | | | |
| Signature: | | Title: | Date: |
| Details of the person(s) responsible for ensuring implementation, monitoring a | ppliance the VMS a well as review | s and modifications of the SWMS. | |
| Full Name: | | Title: | Phone: |
| ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAS PHAVE THE FOLLOWING COMMUNICATED | NAME OF ALL RELEVANT PERSONNI EVELOPMENT AND APPROVAL OF | EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS | DMMUNICATED TO IN THE |
| Safety meetings or toolbox talks will be sched ed in according with a gislative requirements to first identify any site hazards, so the companies those hazards and then to further take steps to either eliminate or contained hazard. | | | |
| If an incident or a near miss occurs, all work must stop an added. 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 | SCORE | | | HEIRARCHY OF CONTROLS | |
| ALMOST CERTAIN | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4 ACUTE | 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. | |
| TORKE LOW LOW MODERATE HIGH HIGH LOW kaprecords Isolate the flazard. Iotes on Hierarchy of Controls: Elimination methods are the most effective and preferre even converting a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the fire roots enviroe, while Administrative Change the work. Administrative Work. Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equ ment). The least effective PPE | | | | | | | | | | |

| | | | | | | 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 R | 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 |
| | | | Conduct a thorough site inspection before commencing work to identify potential hazards such as uneven ground, obstacles, and clutter that is 1d cause is so, trips and falls. Clearly mark and signpost designated walkwesser work zones to keep pedestrian traffic separate from | |
| | | | work areas, reducing the likelihood of accidentations, slips and alls. - Ensure all workers have the pressary PPE, incluing slip esistant, steel-toed boots with good ankle support, to minimise the risk of a ry due to slips, trip, and falls. | |
| | | | - Implement a basekeeping schedup to maintain cleanliness and organisation on the worksite, making sure to promove attend to a spills, its organist that may cause slipping or tripping hazards. | |
| | | | - Proven adeque a worker ea lighting, expecially in high-traffic areas, to improve visibility and reduce the risk of a lighting poor lighting conditions. | |
| | Preparation Slips, trips and falls, Incorrect manual handling of equipment | | - Implement angoing a fety training for staff, focusing on proper manual handling techniques when lifting and moting to avy equipment, as well as slip, trip, and fall prevention strategies. | |
| 1.Preparation | | 2M | Utilise usechain al lifting aids, such as trolleys, pallet jacks, or hoists, where possible, to minimise much al hendling uses and reduce the physical strain on workers. | 1L |
| | 7 | | Ensure the Front End Loader is regularly inspected and maintained by competent personnel, ecking for potential hazards and wear that could contribute to unsafe operation. | |
| | | | - Exablish clear communication protocols for all team members on site, including hand signals, visual aids, or two-way radios, to promote safe, coordinated work practices. | |
| | | | Encourage a safety-conscious culture by empowering staff to report incidents, near-misses, and unsafe practices, and taking necessary steps to rectify these situations promptly. | |
| | | | - Develop emergency response procedures and conduct regular drills to ensure all workers are familiar with the steps to take in the event of an accident or incident related to slips, trips, falls or incorrect manual handling. | |
| | | | - Continuously review and update the Safe Work Method Statement as necessary to account for new work processes, changing site conditions, or introduction of new equipment, ensuring that appropriate control measures are in place to minimise hazards. | |
| | | | - Conduct a thorough site inspection before work commences to identify any hazardous materials present in the area, such as asbestos, chemicals or biological agents. | |
| 2.Site inspection | Exposure to hazardous materials, Uneven ground surface | ЗН | Develop and implement a hazardous materials management plan for the safe handling, storage, and disposal of hazardous substances identified during the site inspection. | 2M |
| | | | - Train all operators and relevant personnel on the hazards associated with the identified hazardous materials, and provide them with appropriate personal protective equipment (PPE) as needed, such as gloves, masks, and eye protection. | |

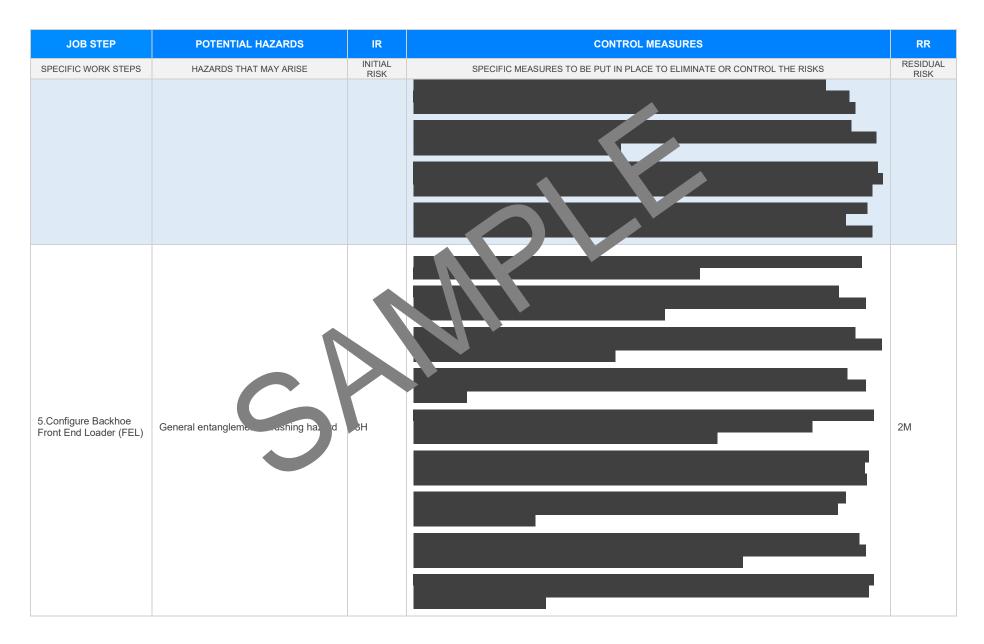


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|-----------------------------|--|-----------------|---|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS Obtain and maintain Safety Data Sheets (SDS) for all hazardous substances present at the worksite, and ensure workers have access to this information to understand the potential risks and precautions necessary. Establish clear signage and barriers around heard areas or contaminated zones, informing personnel of the potential risks and access restrictions. Continuously monitor the work environment or signate mazardous material exposure, such as unusual odours or visible dust particles, and take immediated to required. Ensure that all vehicles and builtigment (including tackhoe for the end loader) are thoroughly inspected and well-maintained to prevent by leaks or spills or tazar dus materials. Assess and doctoments condition of the ground surace at the worksite, identifying areas with poor stability, steep upes, or univen some states that any pose a risk to operators and equipment. Use appropriate machine (such as the prevents, pleas or access or damage to the equipment. Use appropriate machine (such as the prevents, or levelling attachments) to prepare and level unevariation of the ground surfaces or areas where hazardous materials are present. Provide lear to munication and instructions to workers regarding any specific hazards or risks as the ted work on ground surfaces, such as maintaining safe working distances and operating at reduce unever seven yes on the vertices. Develop a site-specific emergency response plan for rapid and efficient management of incidents involving hazardous materials, including spill containment, worker evacuation, and communication with relevant authorities. Conduct regular safety audits and toolbox talks to review hazard controls and reinforce safe work | |
| | | | practices among all personnel operating at the worksite, ensuring the continued safety and wellbeing of everyone involved. Implement clear and concise communication protocols, including the use of standardised terminology | |
| 3.Establish | | | Implement clear and concise communication protocols, including the use of standardised terminology and hand signals. Conduct pre-start meetings and daily toolbox talks to ensure all workers are aware of the work plan, hazards, and control measures in place. | |
| communication procedures | Miscommunication, Inadequate training or experience | 2M | - Provide training for all operators and workers on proper communication procedures, relevant to their tasks and equipment used. | 1L |
| | | | - Assign specific tasks to each team member to avoid miscommunication that could lead to confusion, errors, or accidents. | |
| | | | - Ensure all workers have a thorough understanding of their individual roles and responsibilities as it pertains to site safety and their team's communication procedures. | |

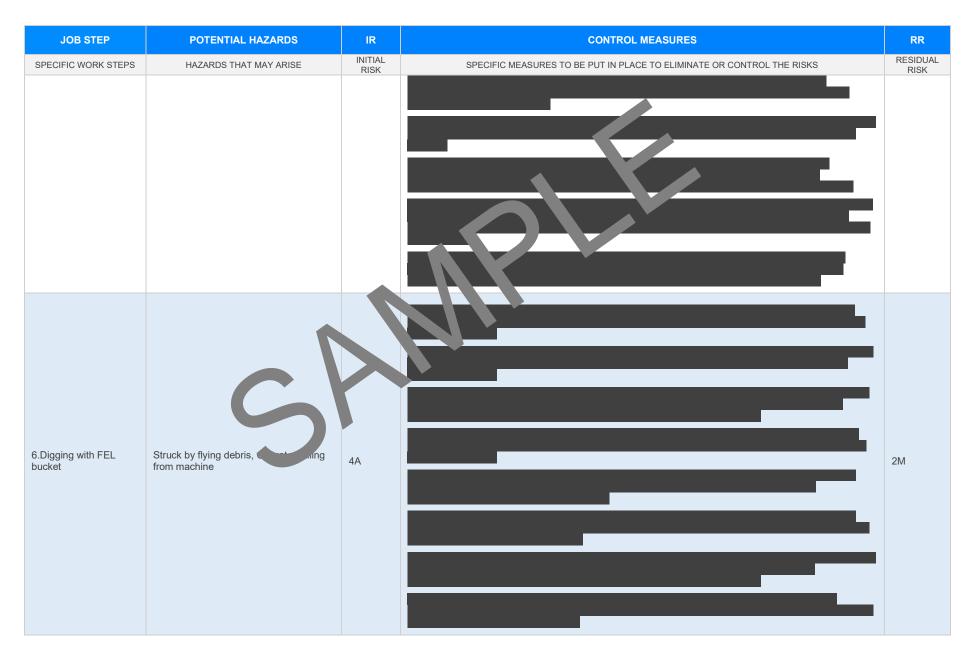


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|-------------------------|---|-----------------|---|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | - Regularly review and update the communication procedures based on project progress, team feedback, or changes in the work environment. | |
| | | | - Establish a procedure for reporting any hazards, par misses, or incidents directly to supervisors or management to promote open and transparent mmunication channels. | |
| | | | - Utilise appropriate communication tools as technologic such as two-way radios, to aid in maintaining contact between workers and enhancing over communication within the group. | |
| | | | - Ensure all workers, particularly those who may experiencing language barriers or hearing difficulties, are provided with additional port and/or resources to particular fully in the communication process. | |
| | | | - Monitor and evaluate the componency levels of personal consistently to identify gaps in knowledge, and address these with the component training or guidance. | |
| | | | - Conduct reption on-site in tection, assert to the established communication procedures and address a non-compliance immunity. | |
| | | | - Devenue an emergency response plan, detailing specific communication plans in various scenarios, and inform the orders oneir role in a potential emergency situation. | |
| | | | - Encourage positive and open workplace culture where workers feel comfortable voicing concerns related a compunicative processes, hazards or any other issues that may impact overall site safety. | |
| | 1 | | - ester coperation between different trades and teams working simultaneously in the area, promoting resp. of upper full communication and collaboration to minimise hazards related to miscommunication, inadequate taining, concernence. | |
| | C | | | |
| | | | | |
| 4.Mark out working area | Trip hazards, Striking underground services | ЗH | | 1L |
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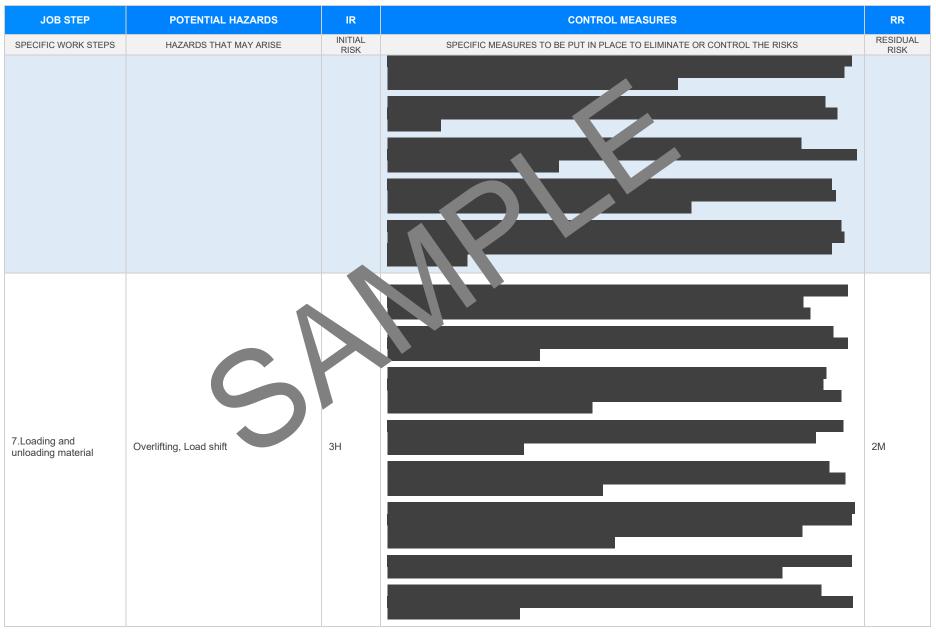




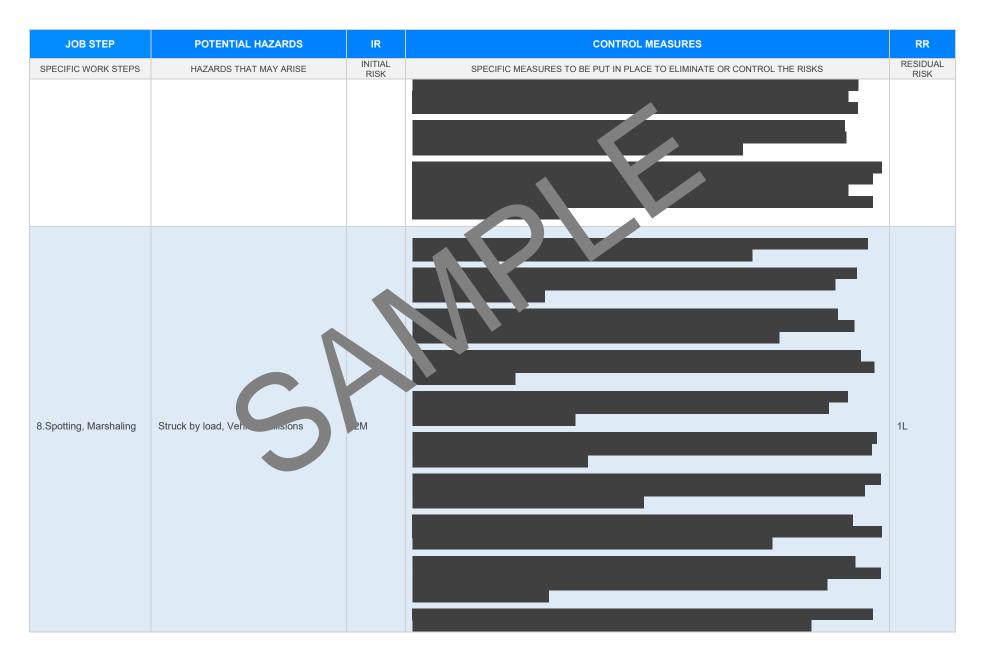








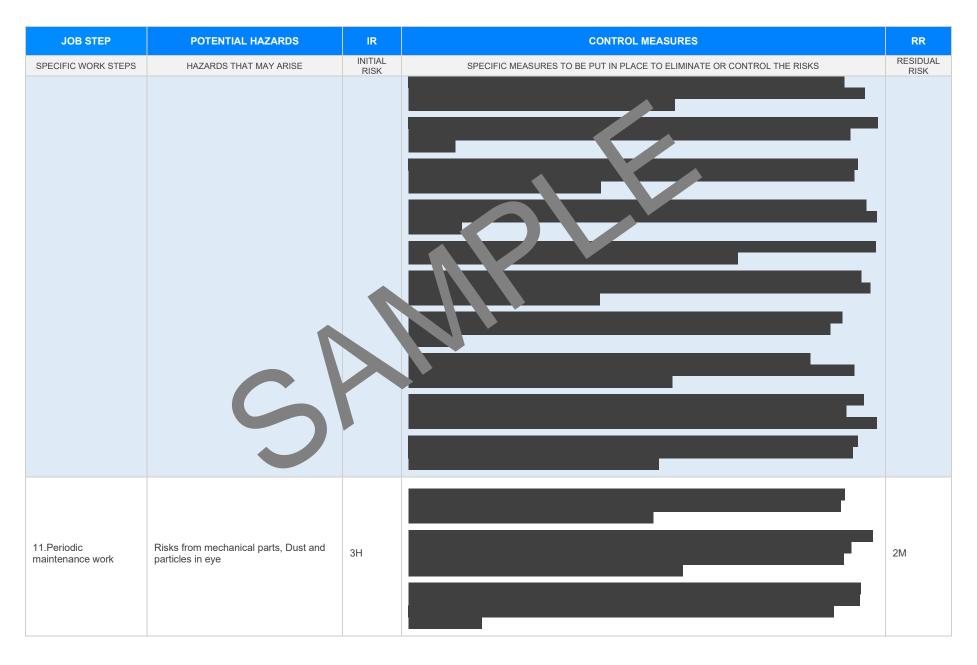




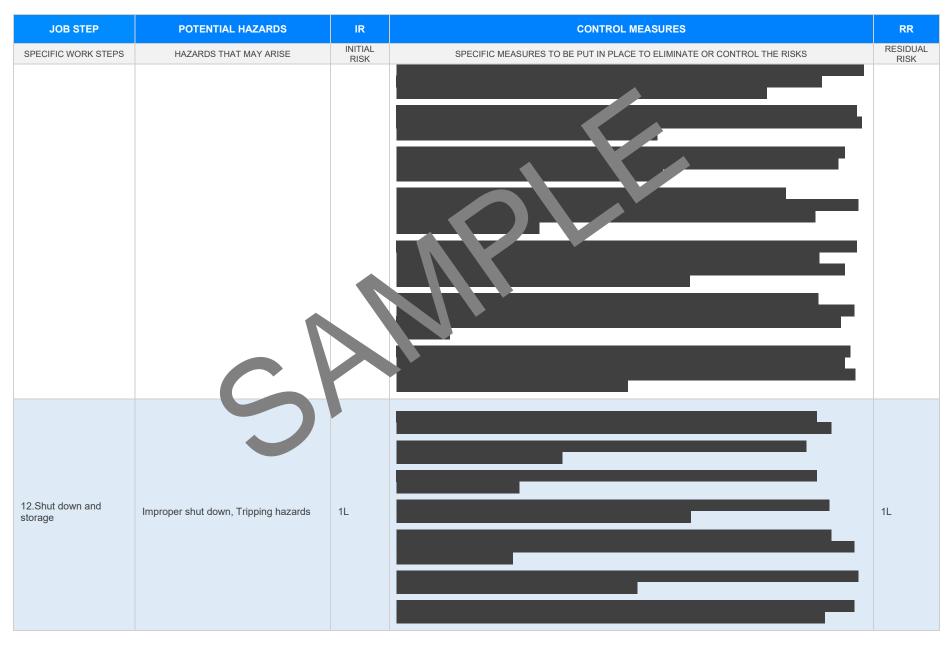


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|-----------------------------|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 9.Transporting materials | Vehicle rollover, Collision with other vehicles | | | 1L |
| 10.Emptying FEL bucket | Caught between moving objects, Falling materials | 2M | | 1L |





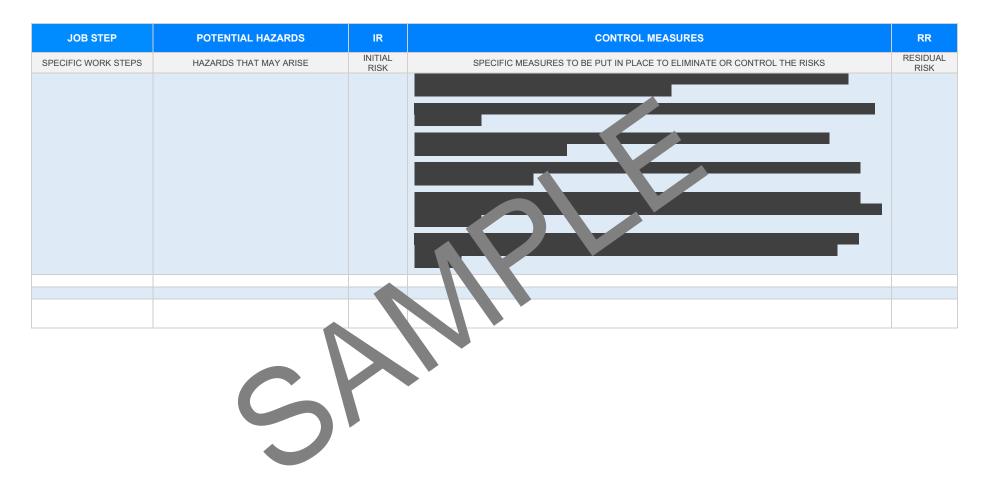




Version 2.5

Date of Issue:







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 RE | EFERENCES |
|---|---|
| RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGIS | SLATIVE REFERENCES ANY STATE AT 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.gld.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 and Safety Acta 24 Occupational Health and Safety Acta 24 Descriptional Health and Safety - gulations 2017 Legis from VIC: https://www.worksafe.vic.gov.au/cocupational-health-and-safety-act-and- safety - safety - safe |
| 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/legislati Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati | 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/workslate-serve-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/workslate-serve-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 | Weiding processes 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 | Work health and safety consultation, cooperation and coordination Managing the work environment and facilities How to manage work health and safety risks Managing risks of plant in the workplace Construction work |

- Any required documents.



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 |
|-------------|-----------|------|
| | | |
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| | | |
| | | |
| | | |
| | | |

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 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. | \boxtimes | |
| 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 selections | \boxtimes | |
| Responsible person is assigned and listed on the part 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 COM | IPLETED |