Clearance Of Vegetation Near Dams And Other Water Stor	age Facilities.   SAFE WORK ME	THOD STATEMENT (SWMS)
TASK OR ACTIVITY: Clearance Of Vegetation	Near Dams And Other Water Storage F	acilities.
Business Name:	ABN:	SWMS#
Business Address:		
Contact Person: Phone:	E fil:	
THIS SAFE WORK METHOD STATEMENT IS	APPROL O BY THE PC. OF THE R	OJECT
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or u the proposed work starts.	indering (PC 1) is required to enume that a saf	e work method statement (SWMS) is prepared before
Full Name:		
Signature:	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring a poliance i the	VMS a vell as reviews and modifications of the SV	WMS.
Full Name:	Title:	Phone:
	ELEVANT PERSONNEL WHO HAVE BEEN CONS AND APPROVAL OF THIS SWMS	SULTED AND COMMUNICATED 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 companies to company those hazards and then to further take steps to either eliminate or continent hazard.		
If an incident or a near miss occurs, all work must store an anately. 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.	
LOW       LOW       MODERATE       HIGH       HIGH       LOW       Revecode       Isolate the hazard.         Iotes on Hierarchy of Controls:       Elimination methods are the most effective and preferre use in concentration a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the viry nost environment) is be least effective.       Substitution       Administrative work.         Controls by changing the work is the fourth most effective method.       PPE (Personal Protective Equipment) is be least effective.       PPE       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 Required:											
	Permit or Licenses Requirements			Mandatory Qualifications and Training							

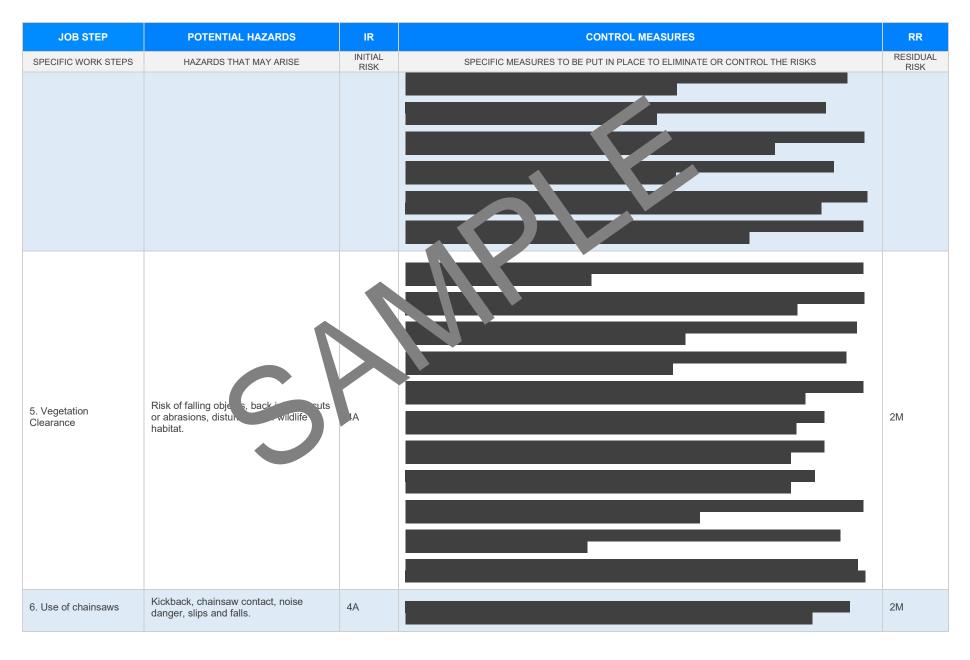


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Uneven ground, risky weather conditions, poorly maintained equipment.	2М	<ul> <li>Conduct a site assessment to identify unexal ground and mark hazardous areas with high-visibility tape or signage.</li> <li>Provide training for all workers on recognising the advigating uneven terrain safely.</li> <li>Equip workers with appropriate footwear that on a good traction and ankle support to prevent slips and falls.</li> <li>Develop an emeratic of exponential aspecifically founduring severe conditions like heavy rain, strong winds, or extinct temperates.</li> <li>Enstand machine temperates.</li> <li>Enstand machine temperates.</li> <li>Enstand machine temperates.</li> <li>Requip of easts to selve the designed for uneven terrain to minimise the risk of tipping.</li> <li>No under the resonand protective equipment (PPE) such as hard hats, gloves, and high-visibility vests to protect the resonand protection protocols using radios or mobile devices, especially in remote or examination protocols using radios or mobile devices, especially in remote or examination protocols using radios or mobile devices, especially in remote or examination protocols using radios or mobile devices, especially in harsh weather conditions.</li> <li>Schedule regular breaks and hydration stops to prevent fatigue, particularly in harsh weather conditions.</li> <li>Implement a buddy system so that workers are paired together to enhance situational awareness and rapid response to incidents.</li> </ul>	1L
2. Equipment Check	Equipment malfunction, lack of personal protective gear.	ЗН	<ul> <li>Conduct regular maintenance and servicing of equipment to ensure proper functioning before use.</li> <li>Inspect equipment for visible defects or signs of wear and tear prior to commencing work.</li> <li>Ensure that all operators are trained and competent in the use of specific equipment required for vegetation clearance.</li> <li>Implement a pre-start checklist that includes equipment checks and personal protective equipment (PPE) inspection.</li> <li>Provide appropriate PPE, including gloves, helmets, high-visibility clothing, and eye protection, to all workers involved in the activity.</li> <li>Ensure that PPE is regularly inspected for damage and replaced if necessary.</li> <li>Follow manufacturer guidelines for equipment operation and maintenance.</li> <li>Keep spare parts and necessary tools available for minor on-site repair work in case of equipment malfunction.</li> <li>Develop and communicate an emergency protocol in case of equipment failure or accidents.</li> </ul>	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
			<ul> <li>Limit access to operational areas to authorised personnel only to minimise the risk of unauthorised use of equipment.</li> <li>Incorporate the use of only purpose-built tools are equipment designed for working near water bodies.</li> </ul>	
			- Monitor environmental conditions and halt prations under adverse weather conditions that could affect equipment performance.	
			- Establish a communication system among we very preport any equipment issues promptly for timely resolution.	
			- Regularly audit safety praction and procedures to insurroumpliance with current health and safety standards.	
			- Conduct an a walk-through to idea and a slove any potential tripping hazards before marking the area.	
			- Use the type of the second sec	
			- Train, ro, it's on a per area marking techniques and the importance of accurate marking to prevent errors.	
			Assign design ted person to oversee the marking process to ensure consistency and accuracy.	
3. Area Marking	Tripping hazards, incorrect marking.	24	- Mustain lear communication among team members during marking activities using radios or hand signals.	2M
C C			sgularly inspect existing markings to ensure they remain clear and visible throughout the duration of the project.	
			- Utilise GPS or other technology tools to assist in precise boundary marking where applicable.	
			- Provide appropriate personal protective equipment (PPE) such as high-visibility vests to ensure workers are easily seen.	
			- Set up signage to inform others on-site about the marked operational zones and restricted access.	
			- Establish and enforce safety protocols for any vehicular movement within or near the marked areas to reduce collision risks.	
4. Vegetation identification	Incorrect identification, exposure to poisonous vegetation.	ЗH		2M





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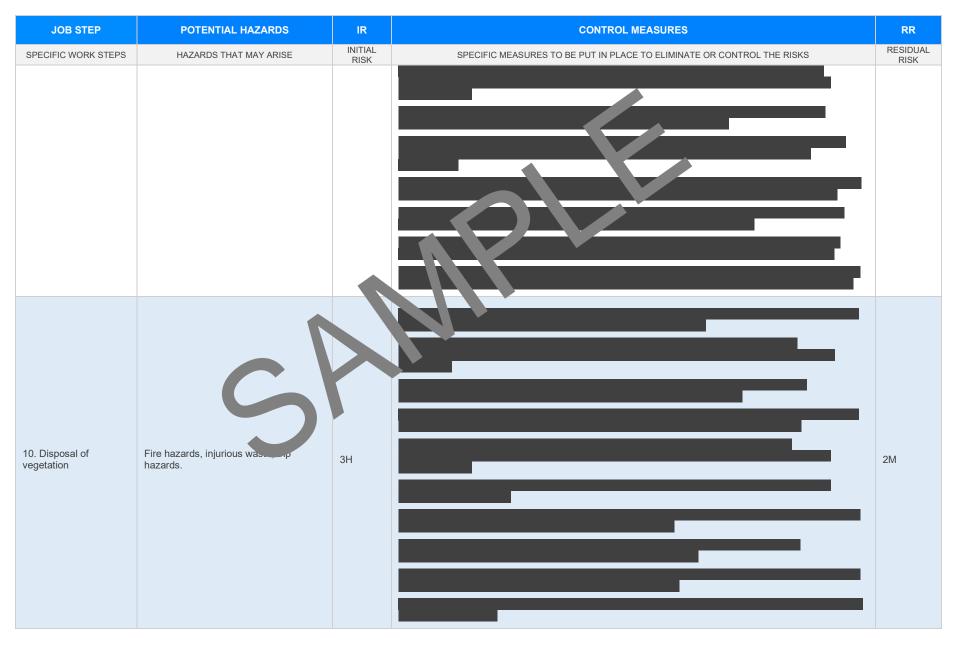




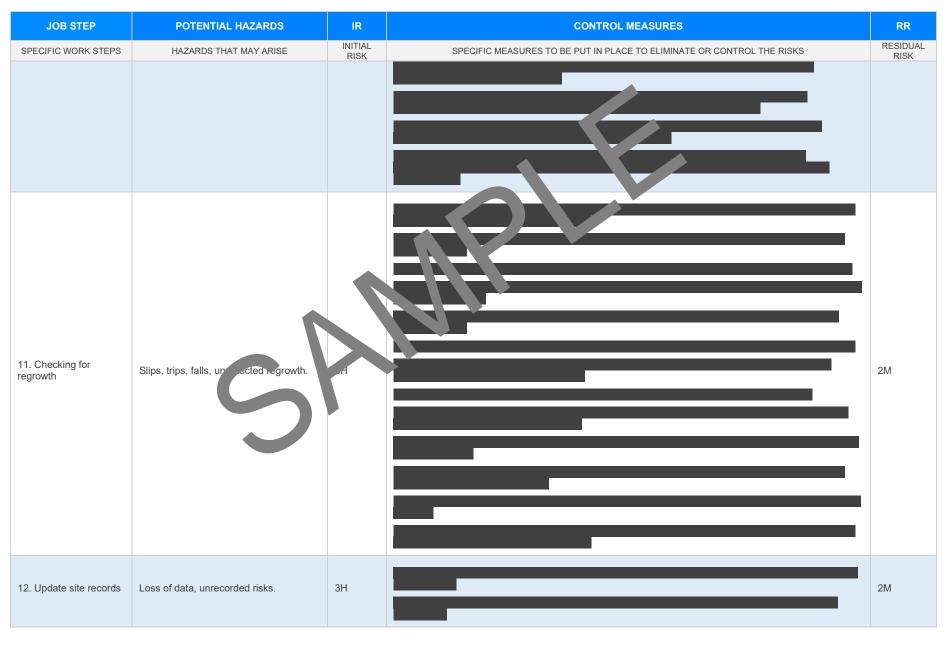


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
8. Handling of Cut Vegetation	Manual handling injuries (strain/spraip) slip on vegetation debris.	ЗН		1L
9. Transport of cut vegetation	Transport vehicle accident, load securement failure.	ЗН		2M





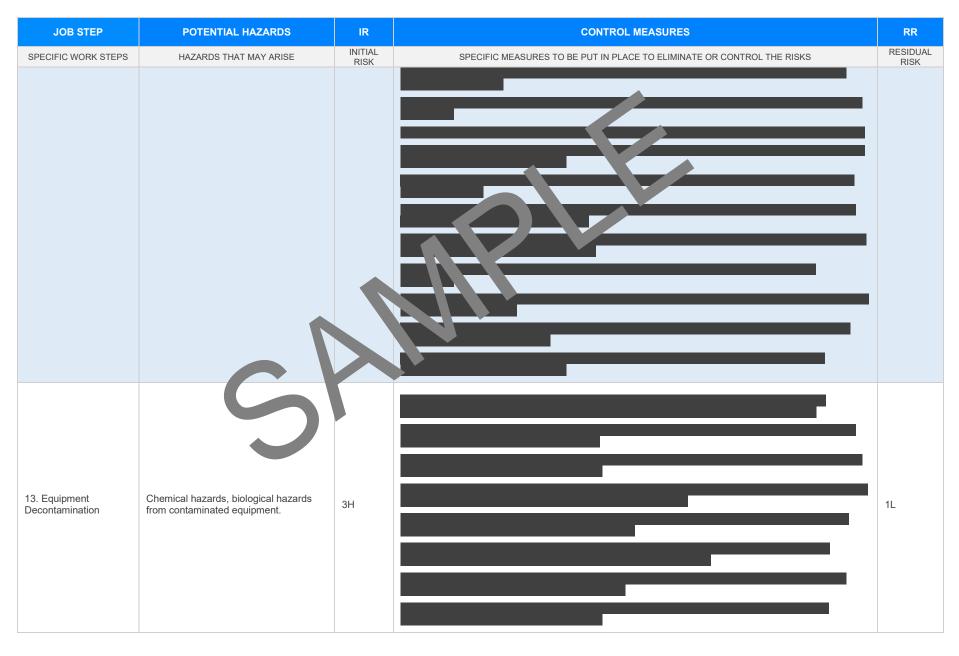




Version 2.5

Date of Issue:

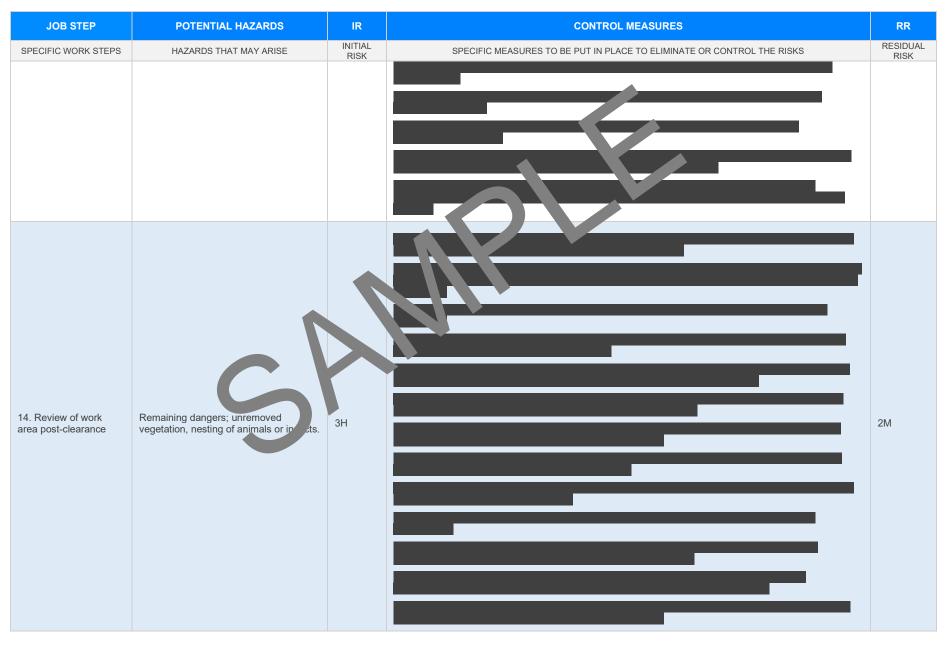




Version 2.5

Date of Issue:





Version 2.5

Date of Issue:



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
15. Communication of completion	Miscommunication leading to further hazards.	2M		



#### **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 REFERENCES							
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE 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.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-opulations</u> opulations of thes on mactice VIC <u>extps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>						
New South Wales         Work Health and Safety Act 2011         Work Health and Safety Regulations 2017         Legislation NSW: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislative">https://www.safework.nsw.gov.au/legal-obligations/legislative</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislative</a>	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>						
<b>Northern Territory</b> Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-serv-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/ferriced-resources/compliance/weiplace-serv-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-</u> <u>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>	<ul> <li>Managing noise and preventing hearing loss at work</li> <li>Confined spaces</li> <li>Labelling of workplace hazardous chemicals</li> <li>Managing risks of hazardous chemicals in the workplace</li> <li>Welding processes</li> </ul>						
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: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a> Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a>	<ul> <li>First aid in the workplace</li> <li>Managing the risk of falls at workplaces</li> <li>Hazardous manual tasks</li> <li>Managing the risk of falls in housing construction</li> <li>Managing electrical risks in the workplace</li> <li>Demolition work</li> <li>Excavation work</li> <li>Work health and safety consultation, cooperation and coordination</li> </ul>						
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.	<ul> <li>Managing the work environment and facilities</li> <li>How to manage work health and safety risks</li> <li>Managing risks of plant in the workplace</li> <li>Construction work</li> </ul>						



#### 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.		
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 part the importation ontrol 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