Excavation Work Under	1.5 SAFE WORK METHO	D STATEMENT (SWMS)					
TASK C	R ACTIVITY: Excavation Work U	nder 1.5					
Business Name:		ABN:	SWMS#				
Business Address:							
Contact Person:	Phone:	E fil:					
THIS SAFE WORK METHOD	STATEMENT IS APPROVIND BY						
THIS SAFE WORK METHOD STATEMENT IS APPRO: O BY THE PC. OF THE ROJECT Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or under the group (PC, P) is required to enume that a safe work method statement (SWMS) is prepared before the proposed work starts.							
Full Name:							
Signature:		Title:	Date:				
Details of the person(s) responsible for ensuring implementation, monitoring a	poliance the VMS a well as review	s and modifications of the SWMS.					
Full Name:		Title:	Phone:				
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAN HAVE THE FOLLOWING COMMUNICATED	NALE OF ALL RELEVANT PERSONN 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 gislative requirements to first identify any site hazards, source to compare hicas those hazards and then to further take steps to either eliminate or contineach hazard.							
If an incident or a near miss occurs, all work must stop an alately. 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.	

	PERS_VAL TECTIVE EQUIPMENT (PPE) Select the appropriate PPL above suitably for the equipment used or the job task being performed (if applicable).										
		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 hazards, Inadequate PPE	2М	 Conduct a thorough site inspection prior to commencing work, identifying any potential trip hazards such as uneven ground or loose materials, and high them too or workers to these hazards. Ensure that all workers have the appropriate or used Protective Equipment (PPE) required for this job, including hard hats, high visibility vests, sturdy to wear with reil breed toe caps, and appropriate gloves. Assign a team leader or supplies or responsible for using or that PPE is worn correctly, and ensure that ongoing assessmente or carrie or ut throughout the verse to ensure compliance. Implement renear house reping or cices with othe workspace in order to maintain a clean and organised enconment whill helps indice the workspace in order to maintain a clean and organised enconment whill helps indice the workspace in order to maintain a clean and organised enconment whill helps indice the workspace in order to maintain a clean and organised enconment whill helps indice the workspace in order to maintain a clean and organised enconment whill helps indice the excavation area, implementing temporary barriers if necess in thus such and work areas from pedestrian zones, minimising tripping hazards for those not direct in the work the excavation. Conduct to to talk or pre-shift meetings focusing on hazard identification and risk mitigation strategist, end traging workers to prioritise safety and be aware of the potential hazards associated with work the. Make that all workers are properly trained in how to move around the excavation site safely, imphasisely the importance of following established paths, maintaining situational awareness, and using the to work in the potential for trip hazards going undetected. Regularly inspect the condition of the PPE and replace any damaged or worn-out equipment promptly, ensuring that all workers continue to have the necessary protection while performing their tasks. Foster a culture of open communication among team mem	1L
2. Excavation Marking	Inaccurate measurements, Slips and falls	2M	 Proper training: Ensure that all workers involved in the excavation process are well-trained and familiar with the equipment they will be using to avoid inaccuracies and potential slips or falls. Double-check measurements: Before commencing work, double-check all measurements related to the excavation area to ensure their accuracy and minimise the risk of errors during the excavation process. Clear site marking: Use clear, bright markings (such as flags or spray paint) to clearly delineate the boundaries of the excavation area, reducing the likelihood of miscommunication among workers. Adequate lighting: Make sure the excavation site has sufficient lighting, especially when working in low-light conditions or at night, to reduce the risk of accidents due to poor visibility. Proper footwear: Require all workers to wear appropriate non-slippery footwear, such as steel-toed boots with slip-resistant soles, to minimise the risk of slips and falls. 	1L

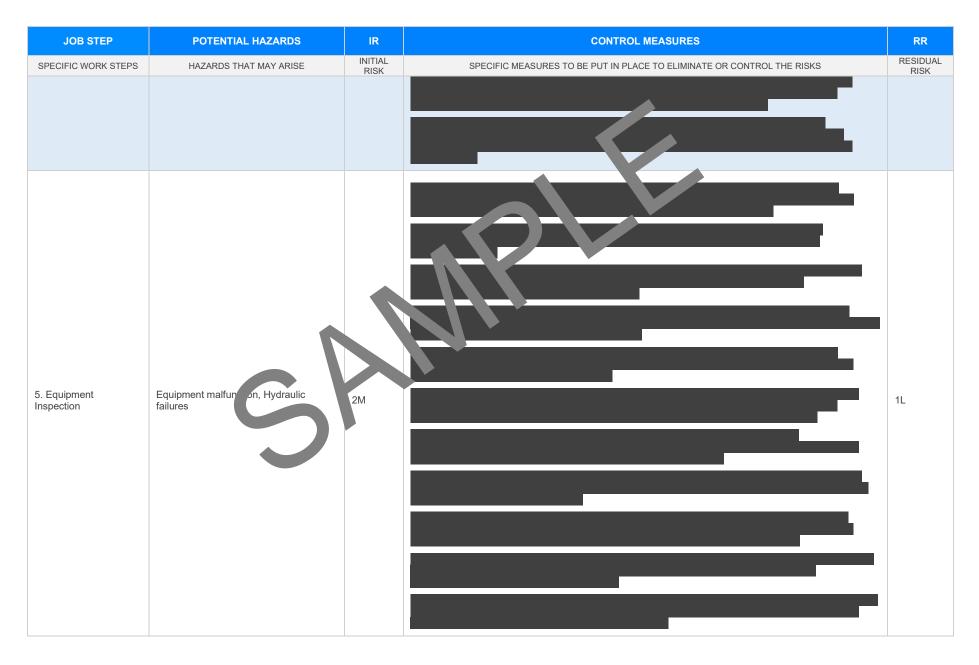


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Barricades and signage: Install barricades and appropriate warning signs around the excavation site to alert workers and other individuals onsite to the potential hazards associated with the area.	
			- Regular inspections: Conduct regular inspectioner work areas throughout the excavation process to identify any developing hazards (such as loose the soil) and take corrective action immediately.	
			- Safe access points: Establish safe access, sutes for wears and equipment entering and exiting the excavation site to minimise the risk of slips, to and to s.	
			- Proper handling of equipment: Train workers on the correct usable of measurement tools and excavating equipment, including how to the re and maintain the le items of prevent unexpected slips and falls due to improper handling.	
			- Fall protection: In the appropriate fall protection measures, such as guardrails or personal fall arrest systems, where here is a 1 of fact from elevely surfaces or into the excavated area.	
			- Communication plan: Dec. op and it is a contra communication plan detailing the roles, responsibilities, and the ired actions of the team member involved in the excavation process to minimise misures, fanding that could lead to accidents.	
			- Weater replacement of the provide the second seco	
			- or onlines and organisation: Maintain a clean and organised work area throughout the excavation proces around the addressing any spills or clutter to reduce the likelihood of slips, trips, and falls.	
			- chain the necessary permits and consult utility service providers prior to any excavation work, ensuring that all utilities in the area are accurately identified and marked.	
			- Engage a licensed utilities locator for a comprehensive investigation of the area using instruments like ground penetrating radar or cable and pipe locators to identify underground utilities.	
			- Maintain up-to-date utility plans and keep on-site as a reference material for all workers involved in the excavation process.	
			- Clearly mark and delineate the boundaries of underground utilities in the excavation zone with brightly colored flags, spray paint or stakes to avoid accidental contact.	
3. Utility Location	Striking utilities, Electrocution	ЗН	- Conduct a thorough risk assessment prior to commencing work and communicate the findings to all workers, highlighting the possible hazards and control measures associated with striking utilities or electrocution.	2M
			- Equip workers with proper personal protective equipment (PPE) such as insulated gloves, boots, and eyewear where necessary to reduce the risk of incidents relating to utilities.	
			- Utilise non-conductive tools and equipment, particularly when working near power lines or other electrical infrastructure, to minimise the potential for electrical incidents.	
			- Train employees on safe excavating practices, emergency response procedures, first aid, and CPR to ensure they are well-equipped to handle any unforeseen accidents related to utility strikes.	
			- Implement a no-go zone around identified utility lines and establish a minimum clearance distance to prevent accidental contact during excavation activities.	

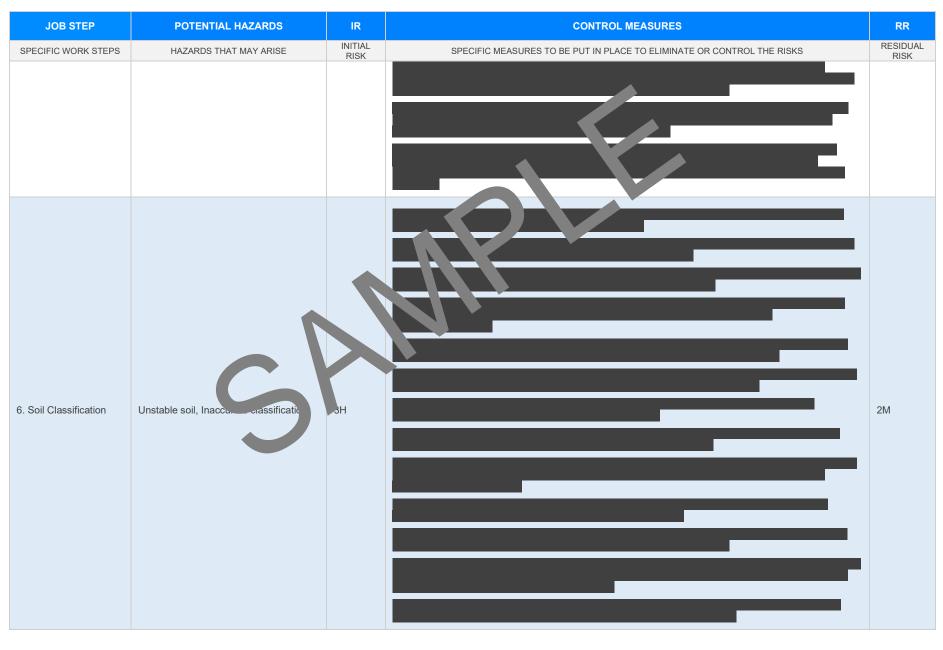


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Regularly inspect the work site for any changes in conditions or potential new risks related to utilities, updating the SWMS as needed to address any new hazards.	
			- Employ a designated spotter to observe and more recevation work near utilities, ensuring communication between the excavator and surface personnel is maintained.	
			- Ensure emergency response equipment, whas fire exclusions and first aid kits, is readily accessible on site and regularly refilled and inspected for unction sy.	
			- Maintain clear lines of communication with utile companies throughout excavation work to report any damage or emergencies, as a last schanging in cessary including about potential hazards.	
			By implementing these control to asures for utility locate during excavation work, the likelihood of striking utilities approved at electrocution can be considerably reduced. This ensures a safety ork environment to workers are helps to prevent costly disruptions to utility services.	
4. Pedestrian Management	Pedestrian injury, Traffic accidents	2М		1L









Version 2.5

Date of Issue:

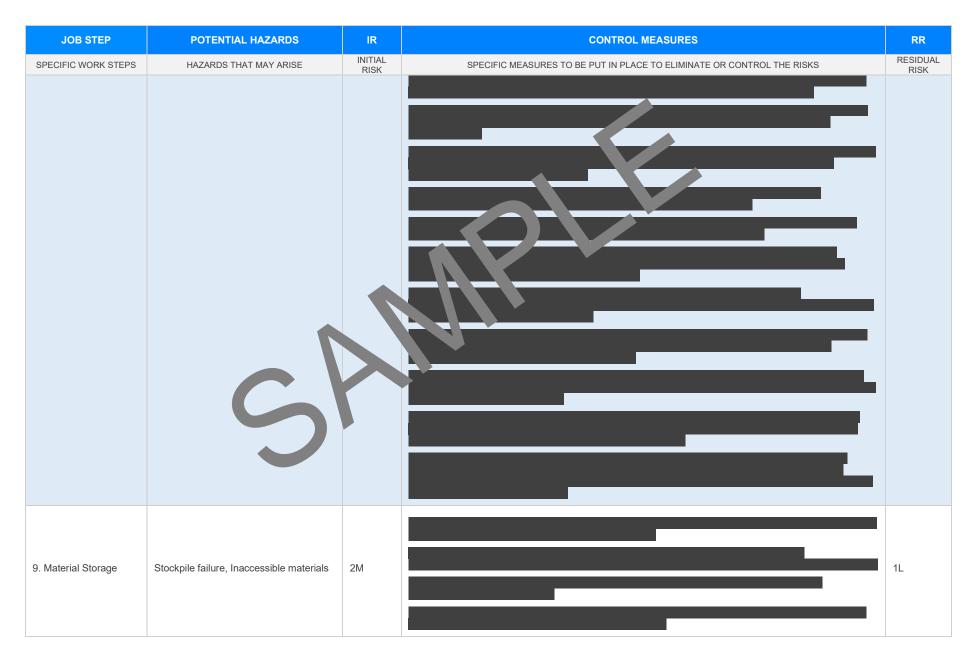


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
7. Trench Support Installation	Collapse of trench, Struck by materials	ЗН		1L
8. Excavation Work	Falling objects, Collapse of adjacent structures	4A		2M

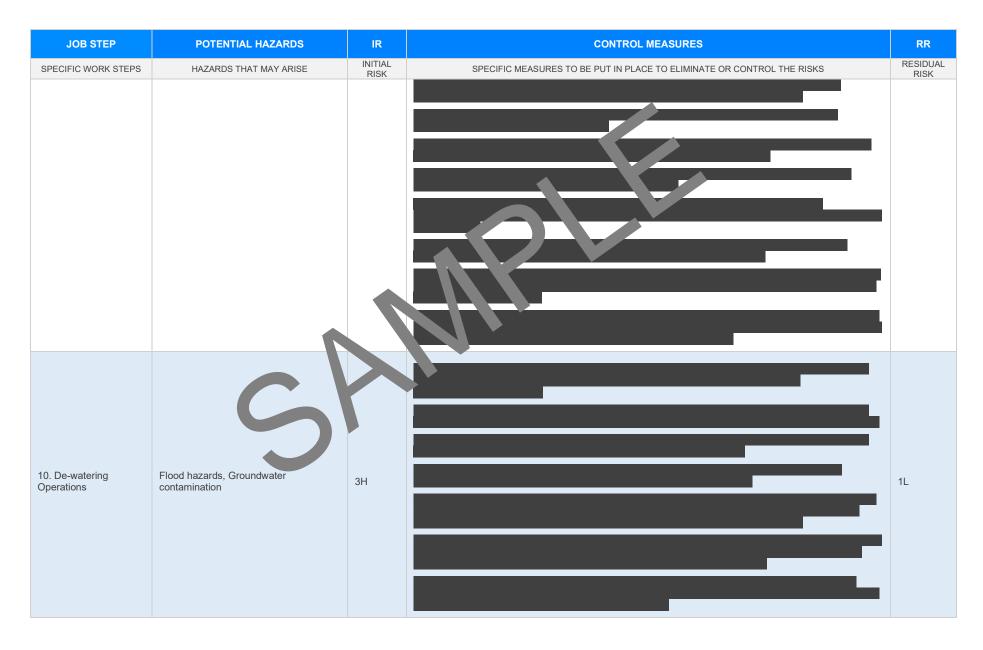
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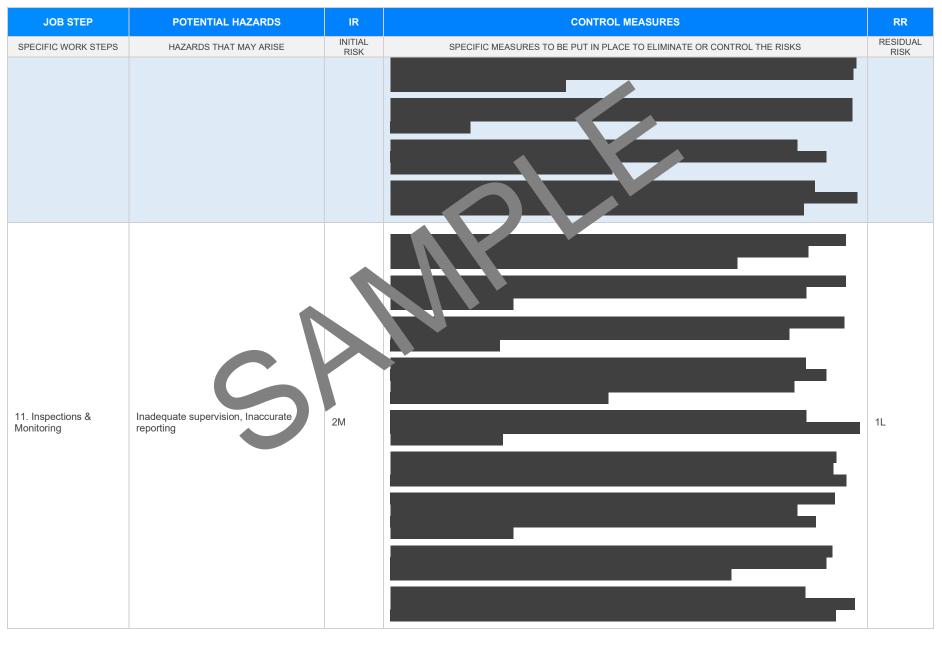














JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
		IR INITIAL RISK		RR RESIDUAL RISK

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
	C			



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.

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.gld.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 Octopational Health as Safety Act and 4 Octopational Health and affety regulations 2017 Legistron VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-oulates</u> oulates						
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: https://worksafe.nt.gov.au/laws-and-compliance/worplace-serve-laws Codes of Practice NT: https://worksafe.nt.gov.au/from of the server se	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>						
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/work_laces/codes-of-practice#COPs Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012	 Model Codes of Practice 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 First aid in the workplace Managing the risk of falls at workplaces Hazardous manual tasks Managing the risk of falls in housing construction 						
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 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 electrical risks in the workplace Demolition work Excavation work 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 						



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 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	DATE COMPLETED	