Line Borer SAFE WORK METHOD STATEMENT (SWMS)							
	TASK OR ACTIVITY: Line Borer						
Business Name:		ABN:	SWMS#				
Business Address:							
Contact Person:	Phone:	E ail:					
THIS SAFE WORK METHOD	STATEMENT IS APPROX D BY	THE PC. OF THE ROJECT					
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or under the group of (Pourl) is required to en use that a safe work method statement (SWMS) is prepared before the proposed work starts.							
Full Name:							
Signature:	NK	Title:	Date:				
Details of the person(s) responsible for ensuring implementation, monitoring	opliance 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 PHAVE THE FOLLOWING COMMUNICATED	NALE OF ALL RELEVANT PERSONNI EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	OMMUNICATED TO IN THE				
Safety meetings or toolbox talks will be sched ed in according with gislative requirements to first identify any site hazards, such to compare hicas those hazards and then to further take steps to either eliminate or contral each hazard.							
If an incident or a near miss occurs, all work must stop an 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	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 N_TECTIVE EQUIPMENT (PPE)										
	Select the appropriate PPL above suitably for the equipment used or the job task being performed (if applicable).										
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, Electrical hazards	2М	 Regular inspection and maintenance of the ork area to identify and rectify any potential trip hazards such as uneven surfaces, cords and cables to debris. Use proper signage and barriers around the transver machine and in designated walkways to minimise risk from trip hazards as workers move troughout the treat. Ensure that all power cords and extension leads and with mectrical equipment are in good condition, without damage, fram uniting outposed conductor. Follow approache lockouragout pocedures mean operating, servicing or maintaining electrical equipment incider to prever accide at ensure more that on pertaining or posed conductor. Use nound has to circumsterrupter (no.cl) outlets or portable GFCI devices to protect against ground faults on reduce more eliphood of electrical shocks. Provins a equate uniting in the work area to ensure workers can easily identify and avoid potential risks related utrip and electerial hazards. Implement region training sessions for employees to reinforce awareness of workplace health and sale yoo ites, including how to identify and minimise trip and electrical hazards in their day-to-day operation. Encourage workers to wear proper footwear that provides support, slip resistance, and electric shock protection as well as other required personal protective equipment (PPE) where necessary. Ensure that a qualified electrical conducts inspections of all electrical installations at regular intervals to identify any potential electrical issues before they escalate into serious hazards. 	1L
2. Line Borer Set-Up	Manual handling, Falling equipment	ЗН	 Implement proper manual handling training for all workers involved in the Line Borer Set-Up, emphasising correct lifting techniques and body mechanics to reduce the risk of injuries. Schedule regular breaks for workers during the set-up process to prevent fatigue and ensure they have adequate time for rest and recovery. Provide appropriate personal protective equipment (PPE), such as gloves, safety footwear, and high-visibility vests to all employees involved in the Line Borer Set-Up. Utilise mechanical aids or equipment such as trolleys, hoists, or forklifts for handling heavy or awkward items when setting up the Line Borer, reducing the strain on workers. Ensure that all equipment used during the Line Borer Set-Up, including lifting devices and rigging, are regularly inspected and maintained according to the manufacturer's guidelines. Identify potential pinch points, trip hazards, or other obstacles in the working area and eliminate or minimise them before beginning the set-up process. 	2M



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
			- Establish a clear communication system among workers engaged in the Line Borer Set-Up, including using hand signals, two-way radios, or designated spotters to reduce the risk of accidents or mishaps.	
			- Implement a buddy system, whereby workers as a pain watch out for each other during the set-up process, promoting teamwork and enhancing of any awareness.	
			- Ensure that any equipment or materials the need to be used or manipulated during the set-up process are securely fastened and properly balanced, minimum the risk of falling equipment.	
			- Develop and implement an emergency response of an specific to situations involving falling equipment or injuries related to manual having during the Line over Set and including first aid procedures and evacuation protocols.	
			- Conduct regular cross setting, and toolbox talks to refresh workers' knowledge on proper techniques, hazard identification, and out rol management in the sures link too the Line Borer Set-Up process.	
			- Regularly relieve and up the BW. To reflect new information or changes in the work environment, ensure that a control casures are 0, co-date and effectively minimising hazards during the Line Borer Set-U	
			- Person I Pronctive a suppment (PPE): Ensure that all workers wear appropriate PPE, including safety plasses of gog, is and gioves, to protect their eyes and hands from sharp edges and debris.	
	1		- P. per jaining and Supervision: Offer training on how to handle tools and equipment involved in the measure process, as well as educate them on potential hazards and risks associated with this task. sure that trained personnel supervise the work step.	
			- Nonspection: Conduct a thorough inspection of the workpiece before measuring, to identify any hazardous sharp edges or burrs that may be present.	
			- Correct Lighting: Ensure sufficient lighting is provided at the workstation to minimise eye strain during the measuring process.	
			- Ergonomic Design: Utilise ergonomic tools and workstations that help maintain proper posture and minimise repetitive stress on the worker's body.	
3. Measuring Workpiece	Sharp edges, Eye strain	ЗH	- Breaks and Rest Periods: Encourage regular breaks and rest periods to prevent eye fatigue and strain, including following the 20-20-20 rule: Every 20 minutes, take a 20-second break and look at something 20 feet away.	2M
			- De-burring Tools: Provide tools specifically designed for removing burrs and sharp edges from workpieces to reduce the risk of injury.	
			- Use of Precision Instruments: Equip workers with high-quality measuring instruments to facilitate accurate measurements and prevent eye strain.	
			- Clear Communication: Implement clear communication protocols among team members to make sure they follow safety precautions and report any issues immediately.	
			- Regular Maintenance: Ensure that all measuring tools and equipment are routinely checked and maintained for damages, ensuring their accuracy and safe operation.	
			- Emergency Procedures: Establish and communicate emergency procedures in case of accidents, injuries or equipment failures related to the measuring work step.	

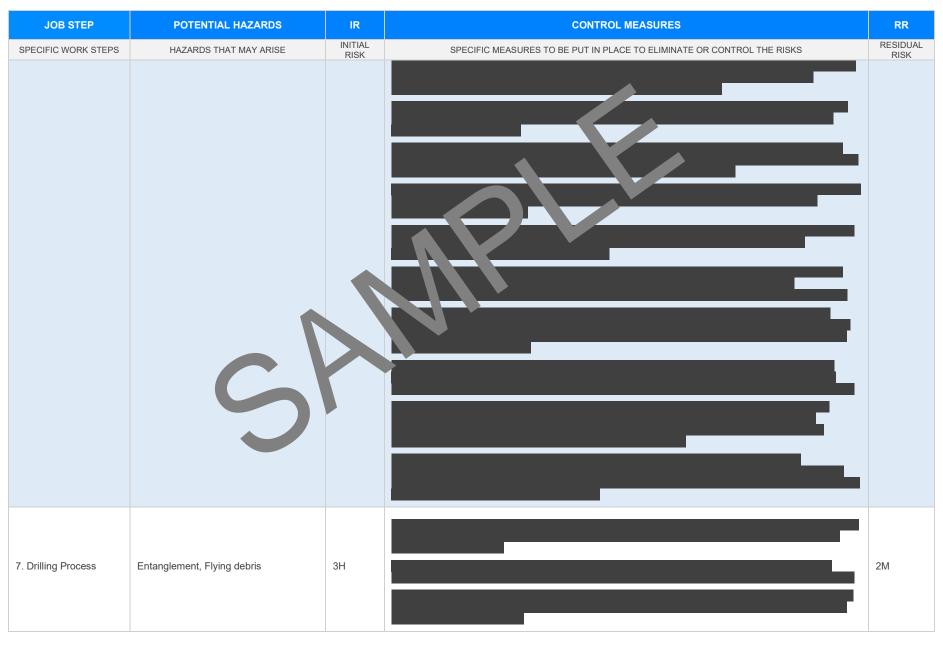


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Continuous Improvement: Regularly review and update the SWMS and control measures, taking into account worker feedback, incident reports, and industry best practices to ensure continuous improvement in workplace health and safety.	
4. Securing Workpiece	Crush injuries, Pinch point	31-		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. Positioning Line Borer	Pinch points, Noise exposure	2М		1L
6. Aligning Machine	Incorrect alignment, Mechanical failure	2M		1L

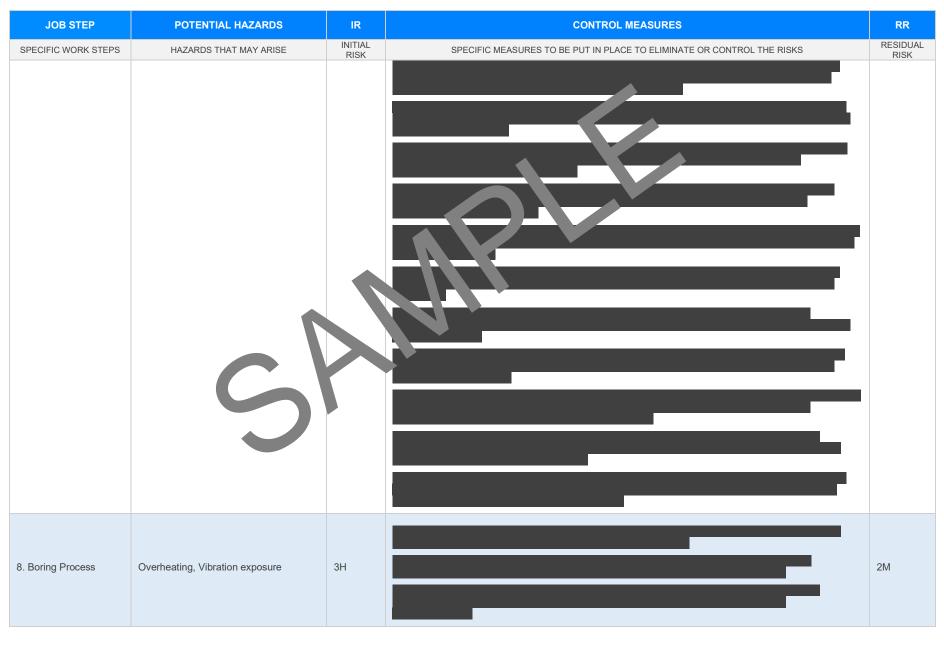




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Date of Issue:





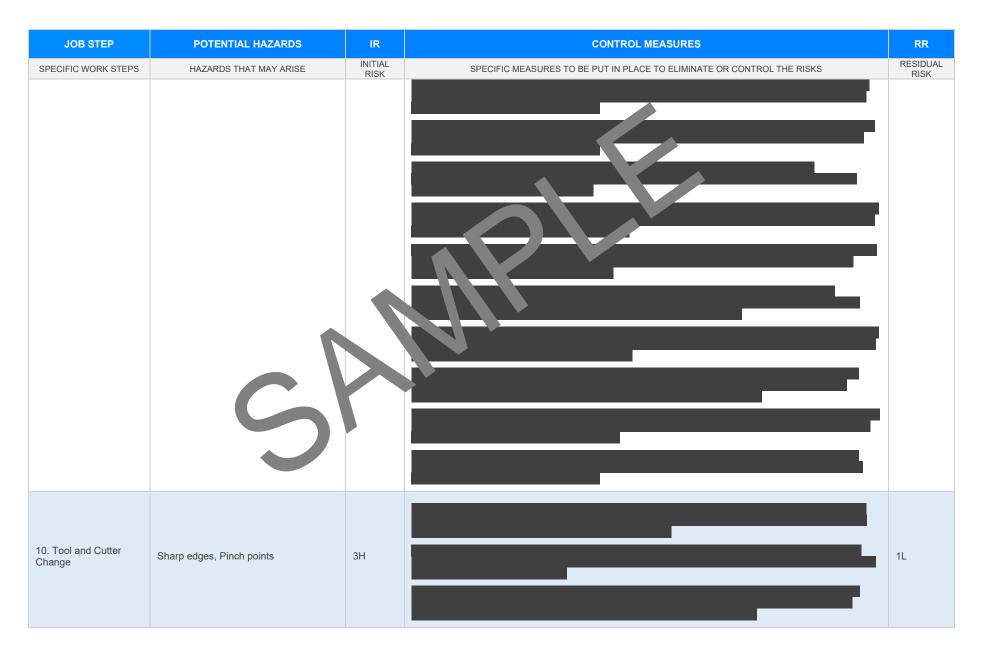
Version 2.5

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
9. Reaming Process	Projectiles, Repetitive motion injuries	2М		1L

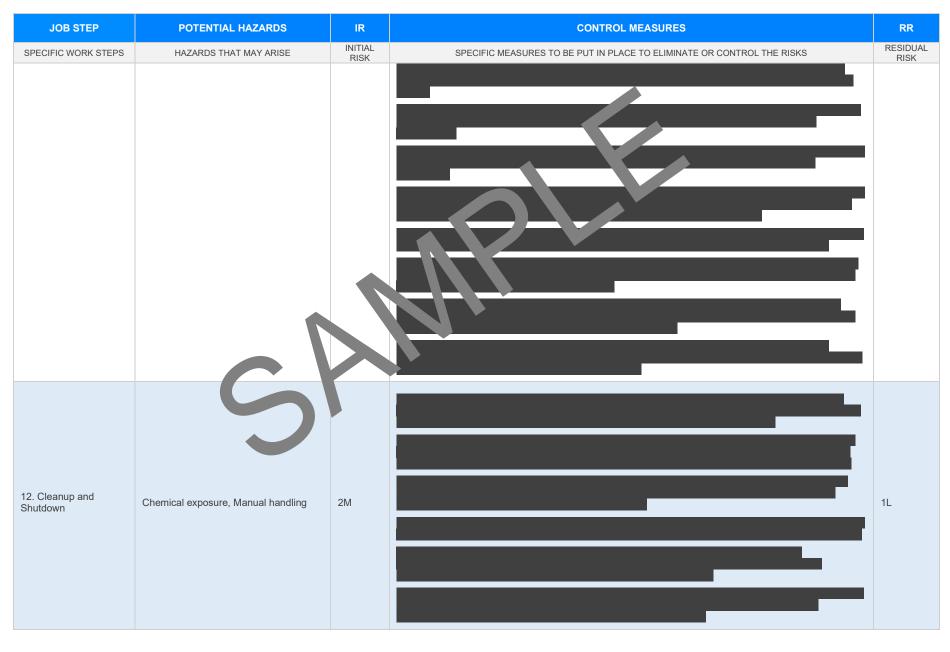






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
11. Quality Check	Eye strain, Incorrect measurements	2М		1L

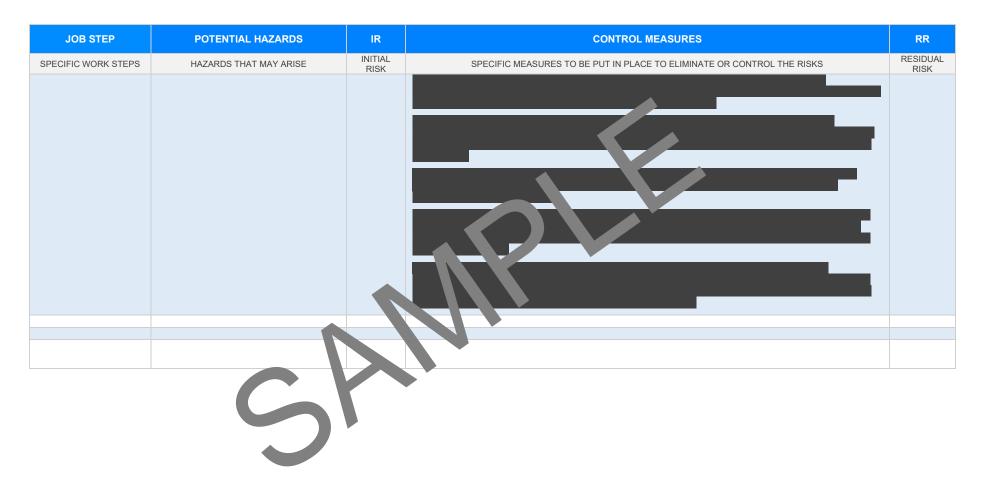




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EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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.

	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.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 an Safety Act and 4 Occupational Health and a fetver gulations 2017 Legis of VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulature</u> Codes of mactice VIC <u>enttps://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: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis https://www.safework.nsw.gov.au/resource-library/lis https://www.safework.nsw.gov.au/resource-library/lis https://www.safework.nsw.gov.au/resource-library/lis https://www.safework.nsw.gov.au/resource-library/lis https://www.safework.nsw.gov.au/resource-library/lis https://www.safework.nsw.gov https://www.safework.nsw.gov https://www.safework.nsw.gov https://www.safework.nsw.gov	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/workplace-serve-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/workplace-serve-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/workplace-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

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	