| Perform Subsurface Map | oping SAFE WORK METH | OD STATEMENT (SWMS) | |
|--|---|--|------------------------------------|
| TASK OF | R ACTIVITY: Perform Subsurface | Mapping | |
| Business Name: | | ABN: | SWMS# |
| Business Address: | | | |
| Contact Person: | Phone: | E Bil: | |
| THIS SAFE WORK METHOD | STATEMENT IS APPRO | | |
| Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts. | sting a business or under the (PC - 1) is | required to en the 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 | 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 HAVE THE FOLLOWING COMMUNICATED | NA 2 OF ALL RELEVANT PERSONNE 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 and in account with a gislative requirements to first identify any site hazards, such a communication those hazards and then to further take steps to either eliminate or contact 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 terrar by 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 PPE 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 | | | | | | | | | | |
| | | | | | | | | | | | |

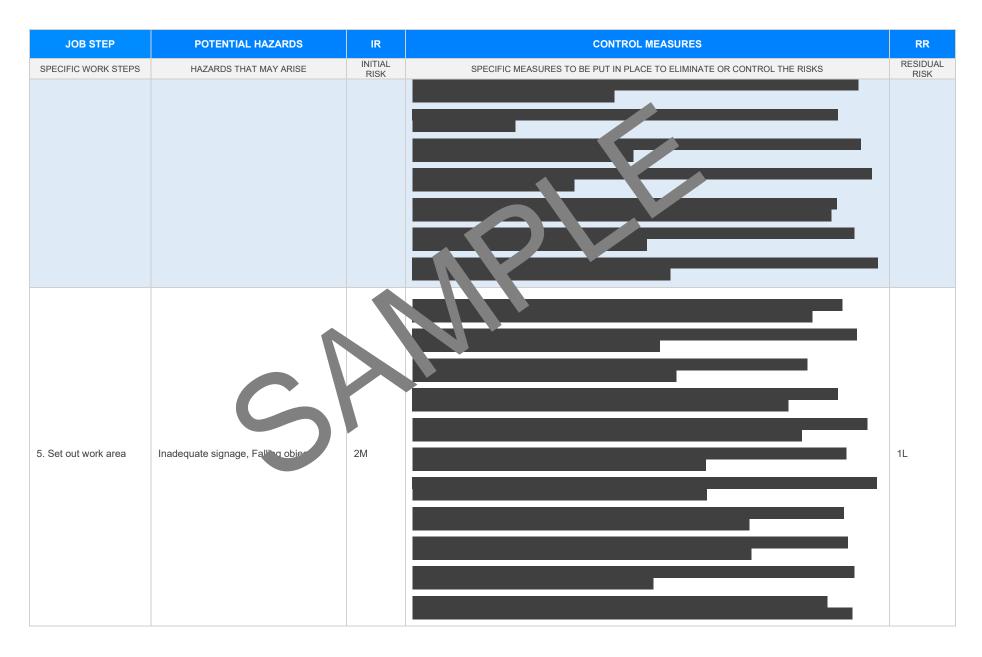


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---------------------|---|-----------------|---|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 1. Preparation | Inadequate training, Inappropriate personal protective equipment (PPE) | 2М | Conduct a comprehensive training programmer all employees involved in subsurface mapping, focusing on equipment handling and emergency providures. Verify that all staff have the necessary qualification and competency certifications required for subsurface mapping activities. Provide induction sessions for new workers to fan any isomer with site-specific hazards and safety protocols. Ensure all workers use all popriate PPE for the lask, including gloves, hard hats, steel-capped boots, and high-visiting vests. Perform regular checker and maintenance on PPE to ensure it is in good condition and effective in protein agains in use all detailed Operational Safety Guide outlining the proper use of equipment and handline embrances. Develop to 1 distribute a detailed Operational Safety Guide outlining the proper use of equipment and handline embrances. Implement a budy system where experienced workers are paired with less experienced staff to provide guiproce and investigate assistance when required. Reviewed update risk assessments regularly to incorporate any changes in work conditions or needures. Enablish a clear reporting procedure for potential hazards or equipment malfunctions encountered during preparation activities. Allocate time for regular toolbox talks focused on the specific risks associated with subsurface mapping and the importance of using appropriate PPE. | 1L |
| 2. Site Survey | Slips, trips and falls, Weather hazards | ЗН | Conduct a site assessment to identify potential trip hazards and uneven surfaces before commencing work. Wear appropriate slip-resistant footwear to minimise the risk of slips, trips, and falls on uneven terrain. Mark and clearly highlight any identified trip hazards or uneven ground with visible flags or cones. Use weather tracking tools to monitor local conditions and plan activities around adverse weather forecasts. Postpone site activities during extreme weather conditions such as heavy rain, storms, or strong winds. Ensure all workers are trained in recognising and handling weather-related hazards on-site. Establish designated walkways and restrict access to dangerous areas to reduce the risk of accidental falls. Encourage the use of personal protective equipment (PPE) such as hats, sunscreen, and sunglasses during high UV index days. | 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 |
| | | | Provide portable shelters or shade structures for workers to take breaks and protect from sun exposure or adverse weather. | |
| | | | - Implement a buddy system to enhance awareness and rapid response to any incidents caused by weather changes. | |
| | | | - Conduct regular safety briefings focused weather hands specific to the geographical location and time of year. | |
| | | | - Keep first aid kits readily available and ensure personnel arc trained in administering basic first aid for weather-related injuries. | |
| | | | - Maintain clear communication, annels and estable chergency procedures in case of sudden environmental charges. | |
| | | | - Inspect and caintain all expipment, gularly censure they are in good condition and safe to use, particularly duing varying sather countries. | |
| | | | - Control pre-us respection of all equipment to identify any visible damage or wear. | |
| | | | - Ensure all pripmer has undergone regular, scheduled maintenance as per the manufacturer's guideline. | |
| | N | | to m intenation records updated and accessible for review before use. | |
| | | | Verity all operators are trained and competent in the use and maintenance of equipment. | |
| | | | - re only equipment that is compliant with current safety standards and regulations. | |
| | | | - Implement a tagging system to indicate if equipment is safe to use or needs servicing. | |
| 8. Equipment Check | Faulty equipment, Laequate maintenance | 2M | - Have a qualified technician conduct a thorough examination of equipment suspected to be faulty. | 1L |
| | | | - Ensure spare parts and critical components are on hand for immediate repairs if necessary. | |
| | | | - Include a functionality test for all equipment before commencing the subsurface mapping task. | |
| | | | - Provide appropriate personal protective equipment (PPE) to operators for additional safety while handling equipment. | |
| | | | - Establish a protocol for reporting and managing equipment malfunctions during operations. | |
| | | | - Designate a responsible person to oversee equipment checks and address any issues promptly. | |
| | | | - Maintain an inventory of all equipment used in subsurface mapping to ensure accountability and traceability. | |
| | | | | |
| . Mobilise to site | Traffic hazards, Sun exposure | ЗH | | 1L |
| | | | | |
| | | | | |

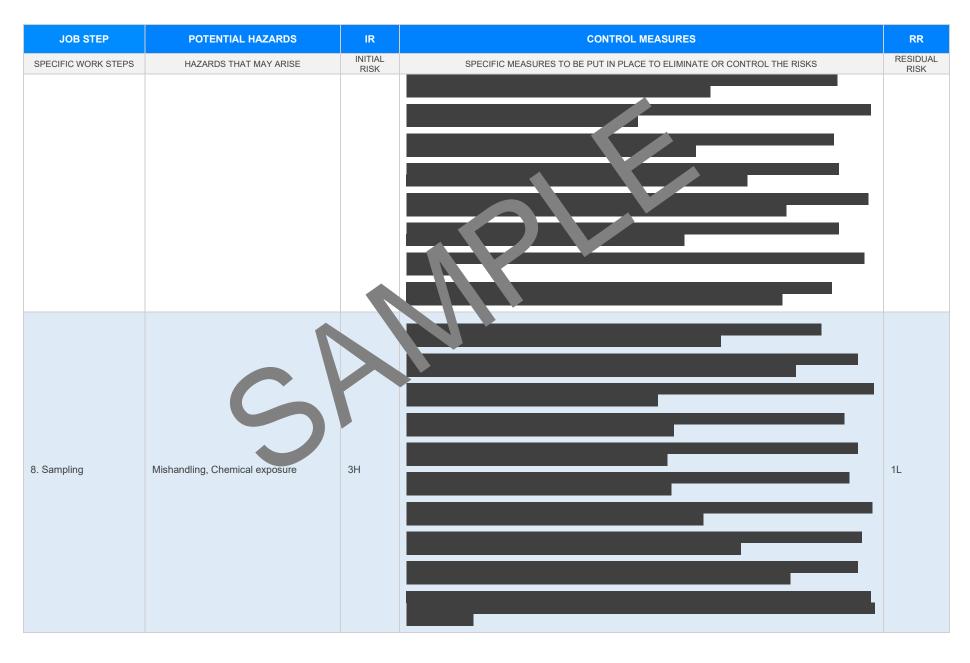






| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|-------------------------------|---|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 6. Utility Location survey | Underground services, Electrical hazard | 4A | | 2М |
| 7. Drill bore holes | Noise, Vibration | ЗН | | 2M |

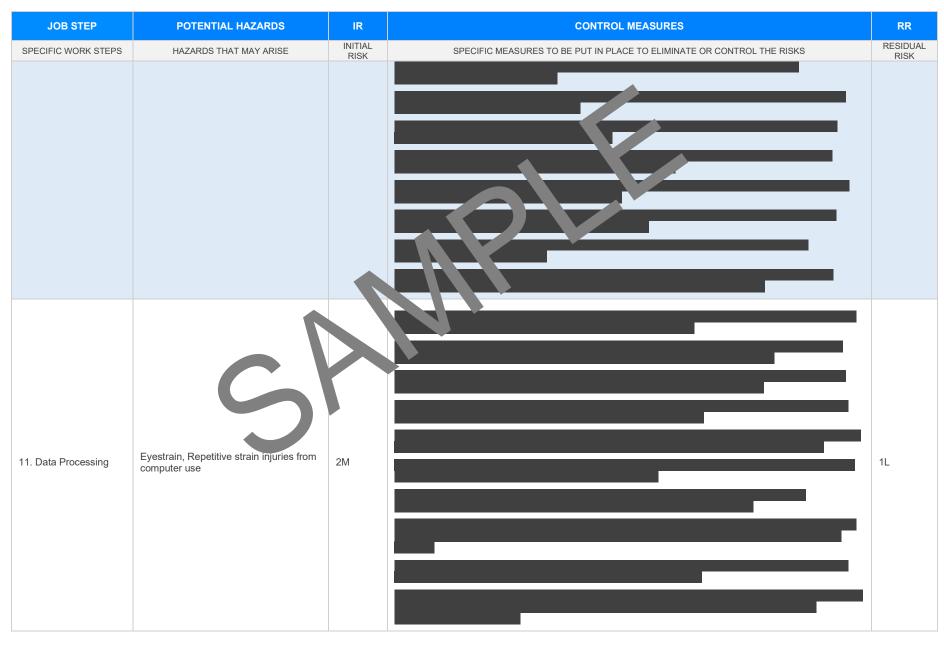




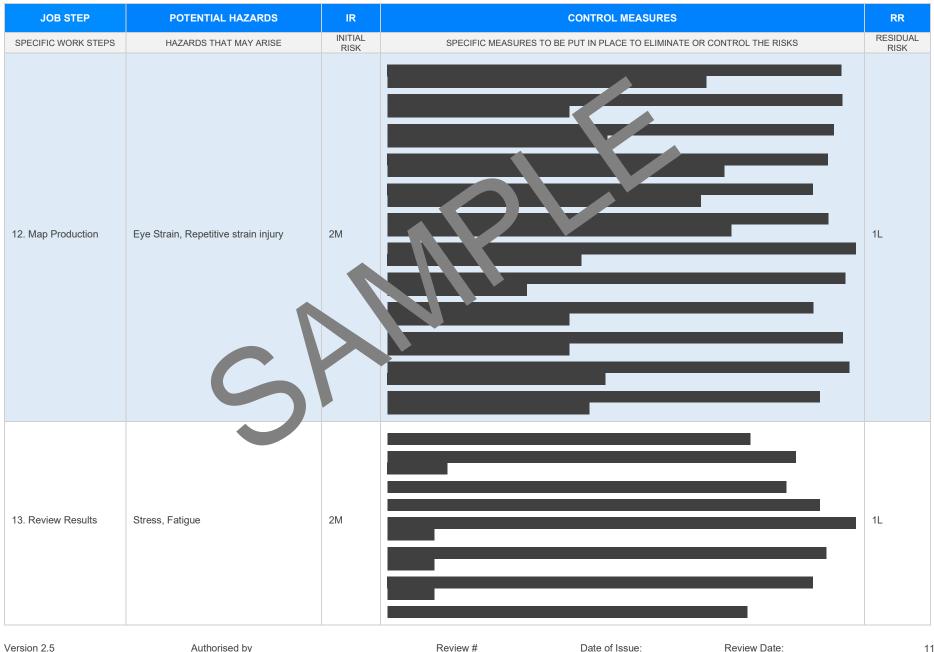


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|--------------------------------------|---|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 9. Ground Penetrating Radar Usage | Radiation, Electricity shocks | ЗН | | 1L |
| 10. Manual Excavation | Musculoskeletal disorders, Dust exposure | 2М | | 1L |









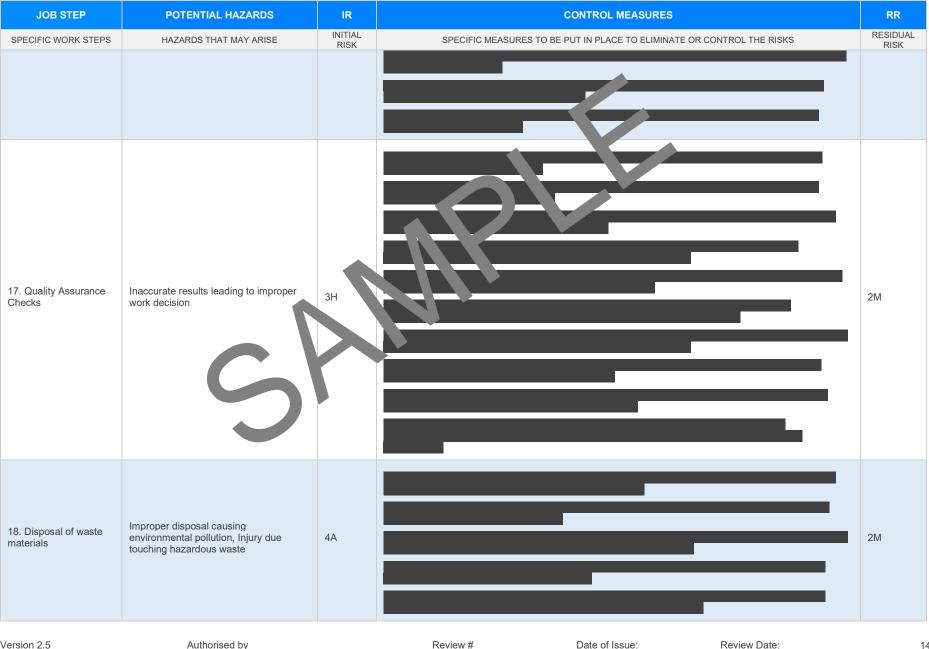


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|-------------------------------|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 14. Demobilise from site | Falls from the height, Traffic hazards | ЗН | | 2М |
| 15. Reporting and documenting | Incorrect reporting causing subsequent risk, Poor record-keeping practices | 2М | | 1L |

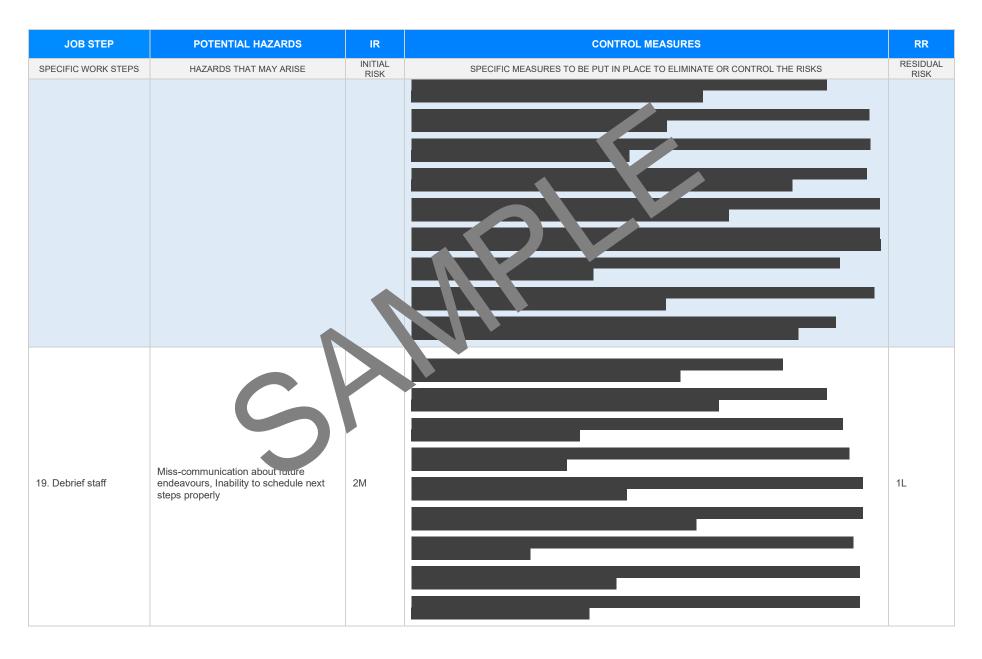














| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|----------------------------------|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 20. Stakeholder communication | Inability to communicate results leading to further risks in the project | | | 1L |
| | | | | |



EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

| LEGISLATIVE REF | | | | | | | |
|---|---|--|--|--|--|--|--|
| 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 Occupational Health an Safety Act and 4 Occupational Health and a fetty regulations 2017 Legislation VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulations</u> Codes of mactice VIC <u>arttps://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/legislatic Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislatic | 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/weigplace-serve-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/fersional/fers</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> | | | | | | |
| 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> Tasmania | 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 | | | | | | |
| 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: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</u> Codes of Practice for TAS: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</u> | Managing the risk of falls at workplaces Hazardous manual tasks Managing the risk of falls in housing construction Managing electrical risks in the workplace Demolition work Excavation work Work health and safety consultation, cooperation and coordination | | | | | | |
| Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence work - Any required documents. | Managing the work environment and facilities How to manage work health and safety risks Managing risks of plant in the workplace Construction work | | | | | | |



SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

| Worker Name | Signature | Date |
|-------------|-----------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

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

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

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

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

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

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



SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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