Bridge Maintenance Adjacent	To Trees   SAFE WORK M	ETHOD STATEMENT (SWM	S)
TASK OR AC	TIVITY: Bridge Maintenance Adja	icent To Trees	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPRO	THE PC. OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.	ucting a business or under thing (Pool V) is	required to entry of that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitorin	compliance of the SWI, was well as re	views and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS	NALE OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	IEL WHO HAVE BEEN CONSULTED AND THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be schedued in according e with egislative requirements to first identify any site hazards, and a to control to those hazards and then to further take steps to either eliminate or control leach hazard.			
If an incident or a near miss occurs, all work must successful adiately. 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:	
☐ involves a risk of a person falling more than 2 meters	d 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 integritystructure	$\Box$ is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing as the set of the	☐ involves tilt-up or precast concrete
involves structural alteration or repair the requires to prary support to prevent collapse	$\Box$ 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 the first or tunnel involving use of explosives	$\Box$ is carried out in areas with artificial extremes of temperature.
$\Box$ 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	ACTION		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 key recorde		Engineering Isolate the hazard.
is the second m	RARE       1       1       2       3       3       1L       Inition and ke precords       Isolate the hazard.         Marce       1       Low       Moderate       1L       Moderate       Engineering         otes on Hierarchy of Controls:       Elimination methods are the most effective and preferration is the full post of controlling a hazard. Engineering by isolation is the full post of the second most effective method of controlling a hazard. Engineering by isolation is the full post of the second Prote were supprised by the least effective       Engineering locate the hazard.         Administrative       Work.       Change the work.       Dependent								

		Select the an	propriate PPL	PERS	VAL TEC	TIVE EQUIPM oment used or	ENT (PPE) the iob task	being perfor	med (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION			RL SPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	Required:					_					
	P	ermit or Lice	nses Requiren	nents		Mandatory Qualifications and Training					

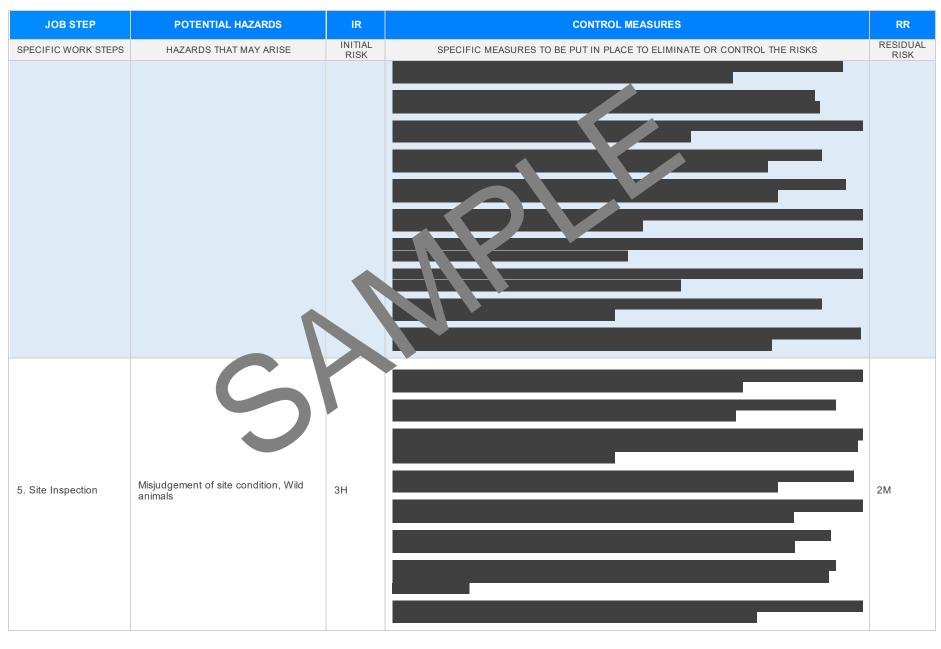


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Tripping over tools, Falling from height	2М	<ul> <li>Conduct a pre-start meeting to discuss the work plan, identify potential hazards, and outline control measures to ensure all workers are informed and awa</li> <li>Ensure all tools and equipment are stored work of an awa</li> <li>Ensure all tools and equipment are stored work of an awa</li> <li>Use barricades and signage workers are informed and warn others of potential hazards, such as tripping or falling</li> <li>Itse barricades and signage workers are available to prevent and warn others of potential hazards, such as tripping or falling</li> <li>Install temport edge protection such as guardrails or safety nets, on the bridge where feasible to prevent fallshown height.</li> <li>Implement a work tether of system to prove toose tools from becoming a tripping hazard or falling from height.</li> <li>Request supersonal to wear appropriate personal protective equipment (PPE), including helmets, gloves, light sibility withing, and non-slip footwear.</li> <li>Nee els ated or k platforms or scaffolding fitted with fall protection systems for tasks conducted at he into the inimization risk of falls.</li> <li>Assign besignated safety observer to monitor ongoing activities, communicate any emerging hazards, id ensure compliance with safety protocols.</li> <li>Exablish clear communication channels using radios or hand signals to maintain awareness and coordination among team members, especially when operating near edges.</li> <li>Schedule regular safety audits during the project to assess adherence to safety procedures and make adjustments as needed.</li> <li>Provide training for all workers on proper manual handling techniques to prevent injuries related to lifting, carrying, or positioning tools and materials.</li> </ul>	1L
2. Equipment Check	Machinery malfunction, Electric shock	ЗН	<ul> <li>Conduct regular maintenance checks and inspections on all machinery prior to use.</li> <li>Ensure all machinery operators are fully trained and competent in the equipment they will be using.</li> <li>Implement a lockout/tagout system to prevent accidental operation of machinery during maintenance or repair.</li> <li>Use only qualified electricians for electrical works, ensuring compliance with relevant Australian standards.</li> <li>Supply appropriate personal protective equipment (PPE) such as gloves and safety glasses to reduce risk of electric shock.</li> <li>Ensure equipment is properly grounded and conduct regular inspections for damaged wiring or connections.</li> </ul>	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
			- Install residual current devices (RCDs) on all electrical circuits to provide protection against electric shock.	
			- Keep a safe distance from any overhead power res when operating machinery near trees.	
			- Designate a spotter to assist with machine operations, particularly in areas with limited visibility.	
			- Regularly review and update the equipment sheck providures to incorporate new safety protocols and learnings.	
			- Clearly label all machinery ontrols and emergency stop merganisms for ease of access in case of malfunction.	
			- Implement a composition streem, such as two-cy radios, to coordinate activities and report any issues promptly	
			- Copyright a subject sment to identify potential hazards specific to the work area before communing operations.	
			- Erect x, sion z, is with barriers or signs to prevent unauthorized personnel from entering the design ed. rk are	
			Use perional instective equipment (PPE) such as hard hats and reinforced footwear to guard against tering denris.	
	Γ		Ensure tools and equipment are securely fastened and positioned away from edges where they could	
3. Establish Work Area	Falling objects, Slips and trips on uneven ground		- have lement a tool tethering system for workers operating at heights to prevent tools and materials from dropping.	1L
			- Regularly inspect the work area for loose branches or debris that may pose a slipping or tripping hazard.	
			- Maintain clear communication among team members regarding site layout and any identified risks in real-time.	
			- Mark uneven surfaces within the work area with high-visibility paint or warning signs to alert workers of potential trip hazards.	
			- Arrange for regular removal of debris and foliage from the worksite to keep pathways clear and minimise slipping risks.	
			- Limit access to the work area to trained and authorised personnel only, ensuring they are aware of all safety protocols.	
4. Safety Briefing	Confusion about procedures, Miscommunication	2M		1L





Version 2.5

Date of Issue:

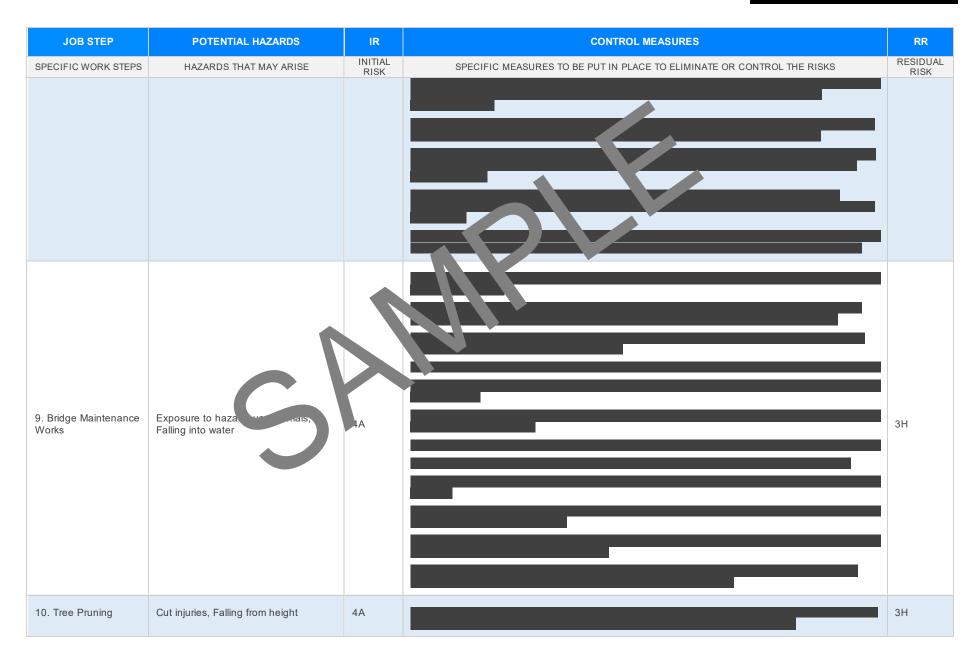


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
6. Equip Personnel	Faulty protective equipment. Inadequa training	31		2M
7. Tree Assessment	Falling branches, Bites or stings from insects	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
8. Install Safe Work Zone	Insufficient signage, Traffic collision	4A		2М





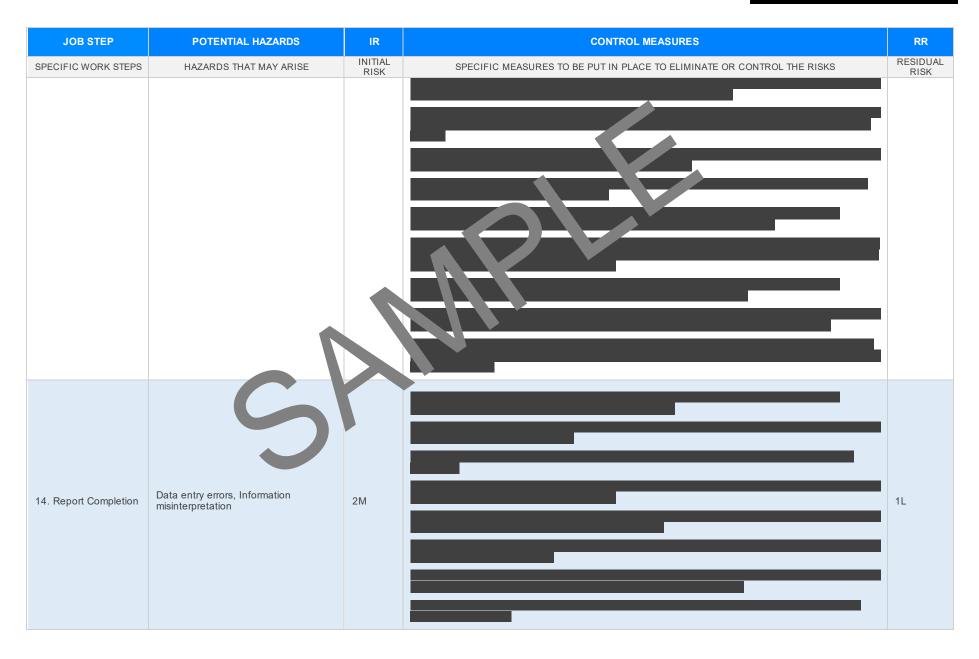


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
11. Debris Clearance	Manual handling injuries, Exposure to dust	ЗН		2М



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
12. Final Inspection	Oversights or errors, Tripping hazards	31		2М
13. Dissembling Work Zone	Traffic accidents, Pedestrian accident	ЗН		2M

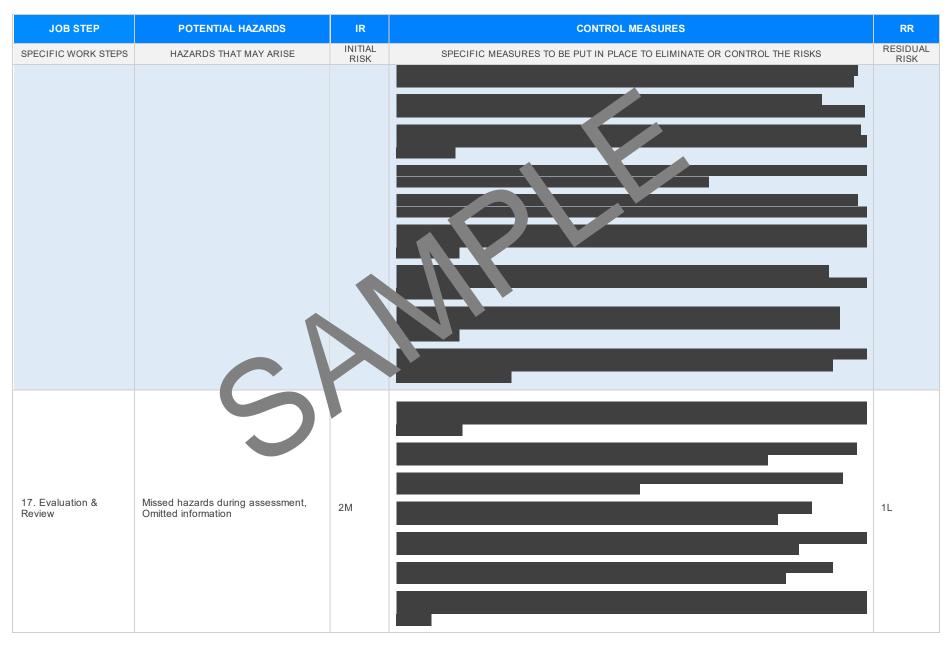








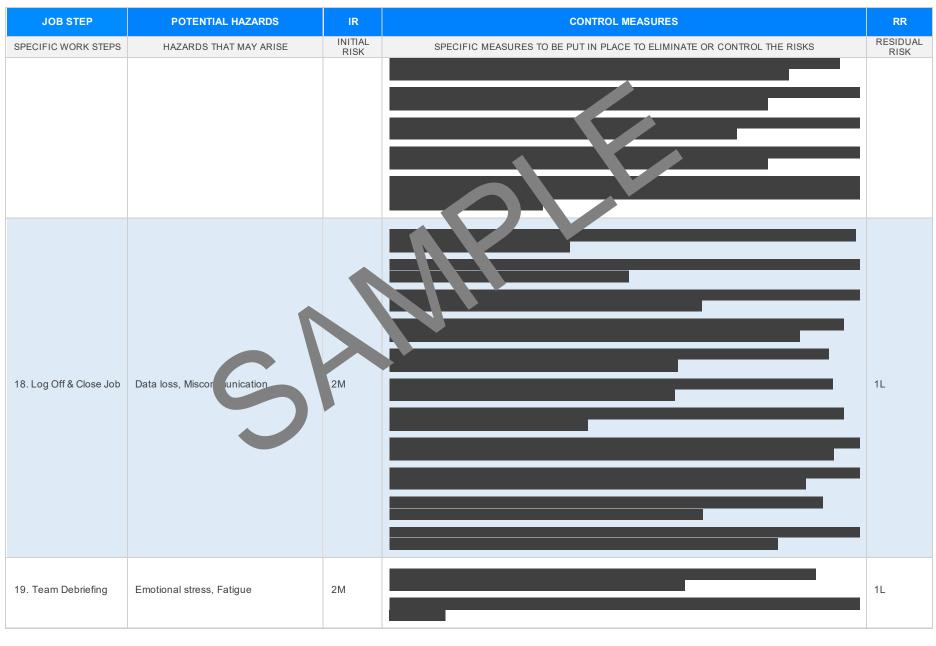




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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
20. Maintenance of Equipment	Electrical faults, Faulty equipment	2М		1L



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

#### **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 REFERENCE IN ANY START ARE NOT APPLICABLE				
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Och pational Health and Safety Andro004 Och ational Health and Safety Acqualitions 2017 Legis Lion VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulations</u> Ides on Factice VIC <u>attps://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/legis">https://www.safework.nsw.gov.au/legal-obligations/legis</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/lesource-library">https://www.safework.nsw.gov.au/legal-obligations/legis</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>			
Northern Territory Work Health and Safety (National Uniform Legislation) Act 201 Work Health and Safety (National Uniform Legislation) Regulations 200 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance.orkplates.fety-lates.compliance.orkplates.fety-lates.compliance.orkplates.fety-lates.compliance.orkplates.fety-lates.compliance.orkplates.fety-lates.compliance.orkplates.fety-lates.compliance.orkplates.fety-lates.fe	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>			
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (S. Legislation for SA: <u>https://www.safework.sa.gov.au/resources.gislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/ve_cplaces/codes-of-practice#COPs</u>	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			
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 qualifications 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 THE S ATEM AT MONITORING AND REVIEW The SWMS must be reviewed regularly to make sure it remain effect. and mu be reviewed (and The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are revised if necessary) if relevant control measures are revised. The s should be carried out in effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The view consultation with workers (including contractors person responsible for monitoring the effectiveness of the Safe Work Method Statement should ntractors nay be cted by the operation of the SWMS and their health and safety representatives who rep sented that work group at the employ a multi-faceted approach which includes but is not limited to: workplace. 1. Spot Checks. When the SWMS has been revised the PCBU must ensure the all versons involved with the work are 2. Consultation with workers, contractors and sub-contractors. advised that a revision has been made and how they can acce the revised SWMS, including all persons 3. Internal audits on a continual basis who will need to change a work procedure or system as a reof the review are advised of the changes in a way that will enable them to implement their duties ntly with the revised SWMS. All workers that An approach of continuous improvement, promptly recording inconsistencies or deficiencies, will be involved in the work must be provided with the relevant information and instruction that will assist followed up by immediate corrective action and consultation with all relevant personnel ensures them to understand and implement the revised SWMS. 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.	$\boxtimes$		
Name, signature, position and date signed of the person approving the SWMS.			
Specific personnel and qualifications, experience is noted in the SWMS.	7		
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.	$\boxtimes$		
Any hazards listed in any site risk assessments have been added to the Sλ. S.	$\boxtimes$		
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	$\boxtimes$		
Check control measures added to the SWMS are the most effective sections.	$\boxtimes$		
Responsible person is assigned and listed on the spiral of the spiral entry of control measures.	$\boxtimes$		
Permit or licenses requirements specified, so in as Hot Work, Electrical Work, Work at Heights etc.	$\boxtimes$		
SWMS identifies plant and equipment to be	$\boxtimes$		
Details of inspection checks required for any equipment lister are noted on the SWMS.	$\boxtimes$		
Describes any mandatory qualifications, experience, ang or skills required to perform the work.	$\boxtimes$		
Applicable personal protective equipment is selected on the SWMS.	$\square$		
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 REVIEWED		
SIGNATURE	DATE COMPLETED		