Building Retaining Wa	IIS   SAFE WORK METHOD	STATEMENT (SWMS)	
TASK	OR ACTIVITY: Building Retaining	g Walls	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPRO		
Under the Work Health and Safety Regulation (WHS Regulation), a person condu the proposed work starts.		required to excee 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 $\gamma_{\rm e}$	compliance of the SWI, was well as re	eviews 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	NEL WHO HAVE BEEN CONSULTED AND THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be scheduled in according e with egislative requirements to first identify any site hazards, and the to control the 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 store an undiately. 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	800DF	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       2       3       3       1L       Inition and ke precorder       Isolate the hazard.         otes on Hierarchy of Controls:       Limination methods are the most effective and preferrence on control graph azard. Substitution the second most effective method of controlling a hazard. Engineering by isolation is the number of experimental site here is a state of the second most effective method.       Administrative work.         ontrols by changing the work is the fourth most effective method.       PPE (Personal Proterive equipmental is the least effective)       Dependentation										

	PERS_NAL TO TECTIVE EQUIPMENT (PPE) Select the appropriate PPL about suitable for the equipment used or the job task being performed (if applicable).										
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	Unclear site plans, inadequate PPE	ЗН	<ul> <li>Conduct a site inspection to verify and classiste plans, ensuring all details are accurate and up-to-date.</li> <li>Communicate with the project manager on the supervisor to confirm the specifics of the retaining wall location and site conditions.</li> <li>Establish clear and visibles unage around the uptk area a suming safety precautions and site layout.</li> <li>Provide comprehensive trainers for workers on increasing site plans and recognising potential site specific hazards.</li> <li>Obtain up-tendate ground a solution of the uptk and underlying risks that may not be visible from the surface.</li> <li>Implement a Preficient with that includes hard hats, high-visibility clothing, steel-capped boots, gloves, and elemented is standard.</li> <li>Ensult all interkers are access to, and are using, the correct PPE relevant to their tasks before site activities commance.</li> <li>Thedua regulate toolbox talks to reinforce the importance of wearing PPE and refreshing knowledge on its or act ise.</li> <li>Designal a person responsible for maintaining stock levels and condition of PPE to ensure availability and compliance.</li> <li>Develop an emergency plan specific to the site outlining procedures in case of issues arising from inadequate site plans or PPE failures.</li> </ul>	2M
2. Site Assessment	Uneven terrain, environmental conditions	ЗН	<ul> <li>Conduct a comprehensive site survey to identify any uneven terrain and plan the work accordingly, marking hazardous areas clearly.</li> <li>Use appropriate personal protective equipment (PPE) such as sturdy boots with ankle support to minimise the risk of slips, trips, and falls.</li> <li>Implement temporary fencing or barriers around dangerous sections of the site to prevent accidental entry by workers or unauthorised personnel.</li> <li>Deploy adequate lighting in areas with poor visibility to ensure safe navigation during early morning or late afternoon work hours.</li> <li>Check the weather forecast daily and have contingency plans in place for adverse conditions such as rain or extreme heat.</li> <li>Ensure thorough briefings are conducted on the potential environmental hazards specific to the site prior to commencing work each day.</li> <li>Establish designated pathways that avoid the most hazardous areas to reduce the likelihood of accidents while transporting materials and equipment.</li> </ul>	2M

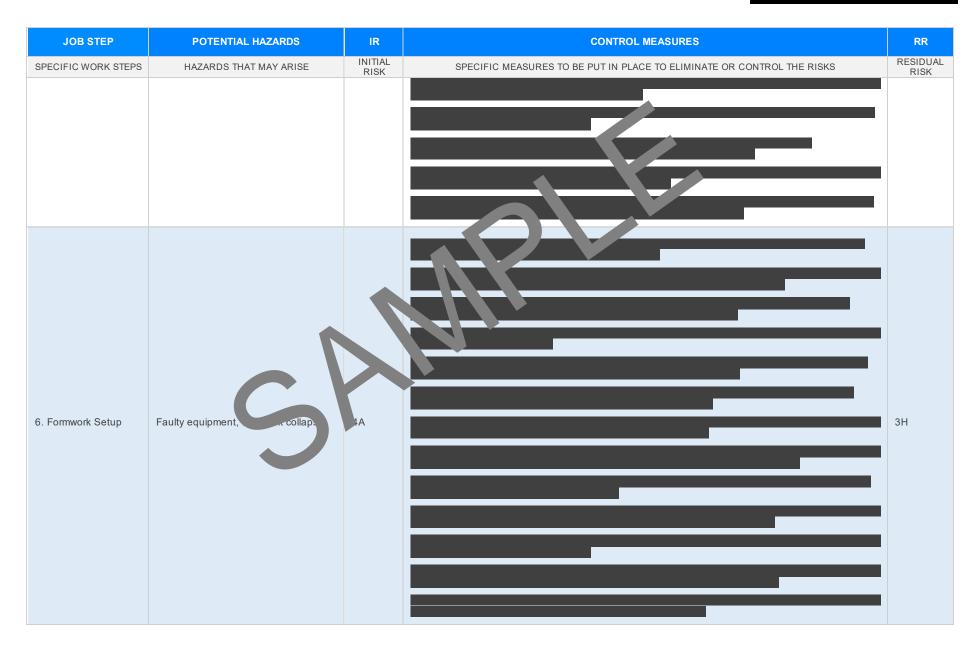


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR																					
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK																					
			- Utilise machinery appropriate for the terrain, including all-terrain vehicles, where necessary to safely access challenging sections of the site.																						
			- Provide regular breaks and shaded areas for where to reduce heat stress and maintain hydration levels during hot weather.																						
			- Stabilise any minor inclines or loose solit was with care acted gravel or other suitable materials to create safer working surfaces.																						
			- Conduct a site assessment in identify potential azards are ensure the ground conditions are stable before commencing excavative work.																						
			- Install protective comes or feating around the excervation area to prevent unauthorised access and reduce the risk or falling or octs.																						
			- Use trench uses or should to sup, the e walls of the trench and prevent collapse, especially in unstandor locus oil anditions.																						
	Falling objects, trencherene		- Ensure worke involved in excavation activities are trained in recognising hazards such as trench collaps, an are fail or with emergency evacuation procedures.																						
			- Instally open gnage, cound the excavation site to warn workers and visitors of the presence of open nches and pointial risks.																						
				- Impute texclusion zones for heavy machinery operating near the excavation area to minimise the risk falling jects hitting workers.																					
B. Excavation																									- gularly inspect excavation equipment and tools for wear and damage to ensure they are in safe working condition.
			- Use appropriate personal protective equipment (PPE), including helmets and hi-visibility clothing, to protect workers from falling debris.																						
			- Designate a qualified person to monitor weather conditions, as heavy rain can increase the risk of trench wall collapse.																						
			- Maintain clear communication between operators of excavating machinery and workers on site to coordinate movements and avoid entering hazardous areas.																						
			- Ensure that materials and spoil are stored away from the edge of the excavation site to prevent them from falling in and causing injury or collapse.																						
			- Limit the depth and width of trenches to minimize risk unless necessary, using stepped or battered layouts where applicable to stabilize side walls.																						
			- Have an adequate rescue plan in place, including availability of rescue equipment, to respond promptly in case of a trench collapse.																						
			- Ensure that an engineer or competent person reviews any deep excavation plans, providing input on support systems and overall safety strategies.																						
. Setting Foundations	Incorrect measurements, unstable base	ЗH		2M																					

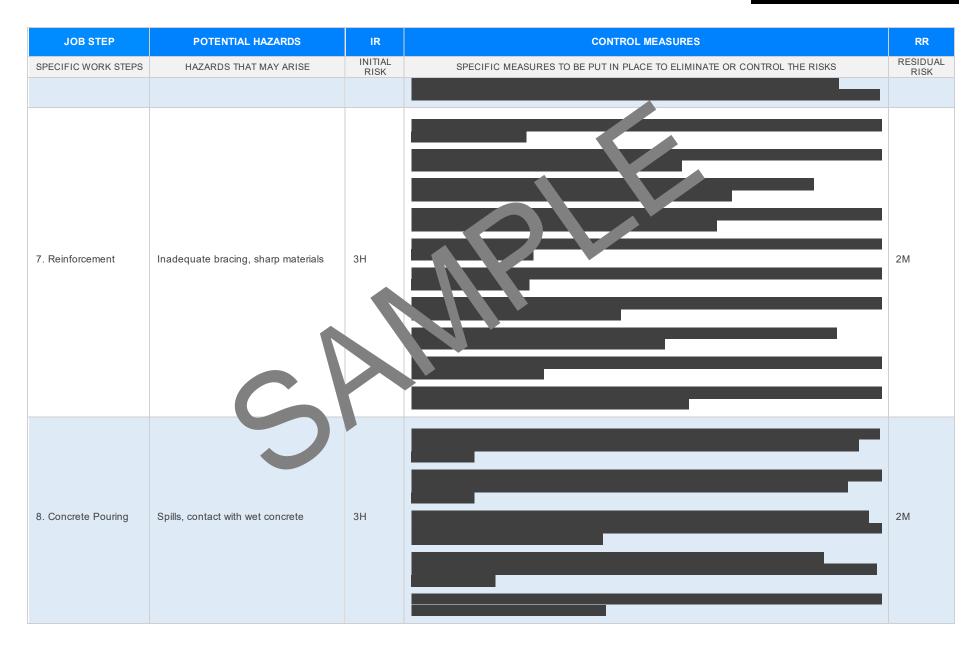


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
5. Material Handling	Lifting injuries, material spillage	ЗН		2M

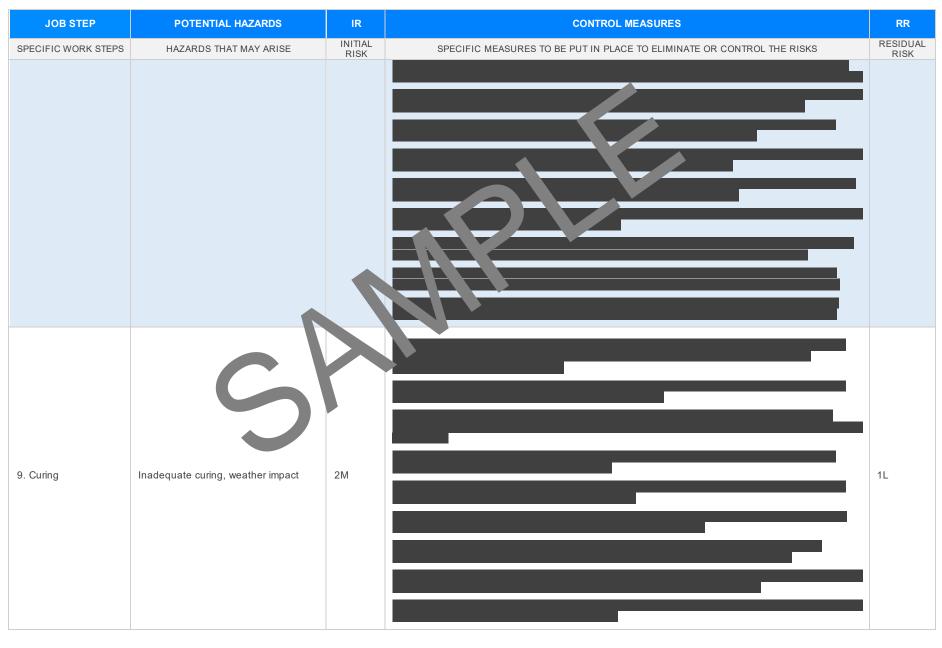














JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Strip Formwork	Falling formwork, incomplete drying of concrete	ЗН		2M
11. Backfilling	Slips and trips, soil compaction hazards	ЗН		2M



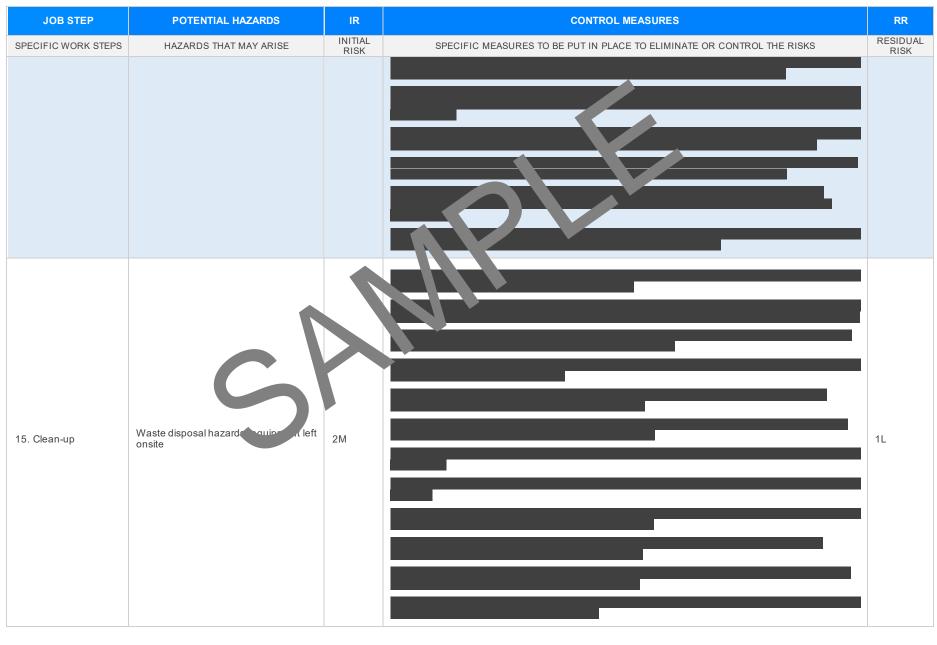
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
12. Drainage Install	Incorrect fitting, obstructed water path	ЗН		2М



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
13. Finishing	Surface defects, improper sealing	2М		1L
14. Inspection	Missed defects, incomplete review	2M		1L

Version 2.5





Version 2.5



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
16. Landscaping	Planting errors, irrigation leaks	2М		1L
17. Demobilisation	Equipment transport risks, final site checkovers	2M		1L





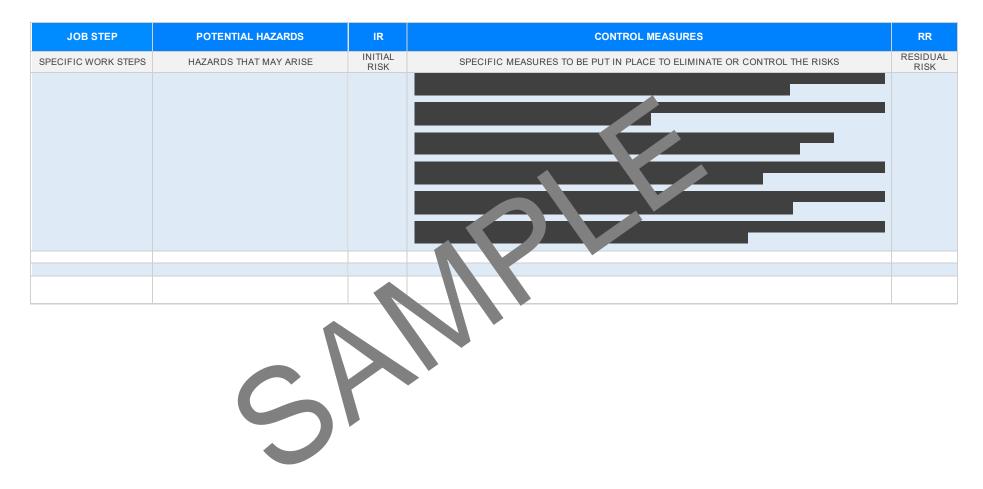
Version 2.5



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
19. Handover	Miscommunication, procedural discrepancies	2М		
20. Review	Ineffective feedback gathering, lack of follow-up	2M		1L

Version 2.5





#### **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	ERENCES			
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCE IN ANY STOCHAT 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 Octopational Health and Safety Acce004 Octopational Health and Safety Acce004 Legischion VIC: https://www.uorksafe.vic.gov.au/occupational-health-and-safety-act-and- gulators des on fractice VIcocrttps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice			
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/legal-obligations/legis">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 25 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.prkplate_fety-la</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-reso</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 (S Legislation for SA: <u>https://www.safework.sa.gov.au/resources.egislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/resources.egislation</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			
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         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		