

Dogging Work   \$	SAFE WORK METHOD STA	TEMENT (SWMS)	
Т	ASK OR ACTIVITY: Dogging Wo	rk	
Business Name: [Company Name]		ABN: [ABN]	SWMS#
Business Address: [Company Address]			
Contact Person:	Phone: [Phone]	E fil:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE POST THE PROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	cting a business or undertaking (N 3U) is	required to ture at 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 a	ompliance of the SWMS well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS. ST HAVE THE FOLLOWING COMMUNICATED	N. 1E AND DATED SIGNATURE OF A CO. MUNICATED TO IN THE DEVELO	LL RELEVANT PERSONNEL WHO HAVE BI PMENT AND APPROVAL OF THIS SWMS	EEN CONSULTED AND
Safety meetings or toolbox talks will be sched ed in accordance with egislative requirements to first identify any site hazards, conditions unical those hazards and then to further take steps to either the conditions of the conditions are or conditional talks.	NAME	SIGNATURE	DATE
If an incident or a near miss occurs, all work must steam 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.			



		CLI	ENT OR PRINCIPAL	CONTRACTOR D	ETAILS				
Client:						SCOPE OF WORKS			
Project Name:					Provide a detailed description of the specific work being carried out (otherwise known as cope of works).				
Project Address:									
Project Manager:									
Contact Phone:									
Project Manager Sig	nature:								
Date SWMS supplie	d to Project Manager:								
		ANY HIGH-	RISK CON PUCT	N' JRK BEING	CARRIED OUT				
☐ involves a risk of a pe	erson falling more than 2 m	neters.		is carried out on or near pressurised gas mains or piping.					
is carried out on a tel	ecommunication tower.	`	M + M	is carried out on	or near chemical, fuel or refrig	erant lines.			
☐ involves demolition o	f an element of a structure	that is load-be n.		is carried out on or near energised electrical installations or services.					
☐ involves demolition o	f an element related to the	physical integrit of a str	3.	is carried out in an area that may have a contaminated or flammable atmosphere.					
☐ involves, or is likely to	o involve, disturbing a	tos.		involves tilt-up or precast concrete.					
involves structural alt	eration or repair that re	upp to p	prevent collapse.	is carried out on,	, in or adjacent to a road, railwa	ay, shipping lane or other to	raffic corridor.		
is carried out in or ne	ar a confined space.			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 th	nan 1.5m or tunnel involvin	g use of explosives.	is carried out in a	areas with artificial extremes of	temperature.			
is carried out in or ne	ar water or other liquid tha	t involves a risk of drowning	ng.	☐ involves diving w	vork.				
		ANY HI	IGH-RISK MACHINER	RY OR EQUIPMEN	IT NEARBY				
Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift		
☐ Trencher	☐ Drilling Rig	☐ Trucks	Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer		
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	Roller	☐ Scissor Lift	☐ Tractor	Other -			





### PERL NAL TECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PPOTECTION	PROTE	SPIRATORY P STECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
			A								

Select me appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

**Note:** A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

- 1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
- 2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS: and.
- 3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, Incorrect PPE usage	2M	<ul> <li>Conduct thorough risk assessments and site inspections prior to starting work in order to identify any trip hazards or potential areas with re-incorrect PPE usage may occur.</li> <li>Clearly mark any identified trip hazards with righ-visibility tape or signage, and implement measures to eliminate or minimis othe risk, and as installing temporary guardrails or relocating obstructions.</li> <li>Develop and enforce a standard operating productive (SOP) for logging work, which outlines the required Pointo be used, including proportion, care, and maintenance instructions.</li> <li>Organise mandouty training sessions for all workers involved in the task, covering correct PPE loge, hazard entification, and as work practices.</li> <li>Condict regulational training assessments and phazards and PPE best practices to ensular brikers or remided about safety expectations associated with the work step.</li> <li>Establish a signal walking path around the dogging work area with clear marking land or riers on elp maintain pedestrian safety and prevent unnecessary overne with othe work zone.</li> <li>Destarp robust reporting system that encourages workers to report any incidents rinear or es related to trip hazards or PPE non-compliance, so management can be appropriate action.</li> <li>Dusignate a safety officer or supervisor who is responsible for regularly checking PPE worn by employees and confirming that it meets required safety standards.</li> <li>Ensure adequate lighting is available in the work area, particularly in low-visibility conditions or during night shifts, to improve visibility of trip hazards and promote safe navigation around the site.</li> <li>Keep the work area clean and free from debris, obstacles, or excess materials, to reduce the likelihood of workers tripping or encountering unforeseen hazards.</li> <li>Implement a PPE replacement programme that ensures all equipment is maintained in good working condition and replaced when necessary to guarantee optimal protection for workers at all times.<td>1L</td><td></td></li></ul>	1L	
2. Site Inspection	Uneven surfaces, Overhead obstructions	3Н	- Conduct a thorough site inspection before commencing dogging work to identify uneven surfaces, overhead obstructions, and other potential hazards.  - Clearly mark or barricade any identified hazards, such as uneven surfaces and overhead obstructions, to prevent accidental contact with workers, equipment, or vehicles.  - Ensure that all personnel involved in the dogging work are aware of the identified hazards and adhere to the established control measures throughout the operation.	2M	



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			<ul> <li>Use appropriate personal protective equipment (PPE) for staff, including hard hats, high-visibility vests, and slip-resistant footwear, to minimise the risk of injury due to uneven surfaces and falling objects.</li> </ul>		
			- Regularly monitor and maintain the condition one work area to ensure the ongoing effectiveness of control measures of promptly address any new hazards that may arise.		
			- Provide adequate lighting and clearly defined the part of paths to minimise tripping hazards and help workers navigate around identify duneven structes and obstructions safely.		
			- Plan and implement operior fting routes for load of avoid contact with overhead obstructions and inimit optential workplace accidents.		
			- Train works on proper ling techniles communication strategies for effective coord tion during dogging with minimising confusion and the likelihood of active from him or uneven surfaces.		
			- Estates a exclusion zone around the dogging work area, restricting access only to essection connect to are properly informed about the specific site hazards.		
			Regula v rev. v and update the Safe Work Method Statement (SWMS) to ensure haza control remain effective and relevant to the needs of the site and associate visks.		
			stablished emergency response plan that includes first aid and evacuation predures tailored to the risks associated with uneven surfaces and overhead obseructions, ensuring that all workers are familiar with these protocols.		
	6		- Encourage a culture of open communication and proactive reporting of unsafe conditions, providing ongoing opportunities for the continuous improvement of hazard management and overall workplace safety.		
			- Implement thorough training programs for workers involved in load assessment to ensure accurate calculations.		
			- Establish comprehensive communication protocols between the personnel involved, such as doggers, riggers, and crane operators, to avoid errors in load calculation.		
3. Load Assessment	Inaccurate load calculations, Unsecured loads	3H	- Utilise appropriate load charts and calculations specific to each crane or equipment type.	ent 2M	
			- Regularly inspect and perform maintenance on lifting equipment, tools, and accessories to prevent unexpected breakdowns that could compromise load security.		
			- Assign a competent person to verify the weight of the load before the lifting process to ensure precision in assessments.		
			- Employ double-checking methods (i.e., having another qualified worker review calculations prior to operations) to minimise errors in load assessment.		



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			- Promote proper rigging practices among workers, including secure attachments with rated slings, hooks, and shackles according to manufacturer recommendations.		
			- Communicate load limits and maximum working the sclearly by displaying signage on-site and providing reminders during pre-shift eetings and briefings.		
			- Monitor weather conditions continually; persone lifting divities if adverse weather (e.g., high winds or storms) poses a risk to be stability or personnel safety.		
			- Plan for the safe placement of loads, ensuring any are set down in designated areas, clear of obstructions, and other azardom otentials.		
			- Conduct regular audits and we place inspections was ongoing compliance with all relevant Western Strandards, and company policies/process specifical load sessment of handling.		
			- Develop, important and agularly reproduct Incident Management System that it des product of reporting an investigating incidents or non-conformers reproductive inaccurate load calculations or unsecured loads.		
4. Pre-task Briefing	Poor communication, Misunderstar angs of tasks	2M		1L	



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5. Equipment Set-up	Incorrect rigging, Damaged equipment	зн		1L	



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6. Lifting Operation	Swinging loads, Falling loads	4A		2M	



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7. Slinging Load	Incorrect sling angles, Inadequate capacity of lifting gear	ЗН		1L	



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8. Positioning Load	Obstructed view, Ineffective communication	3H		2M	



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9. Load Stabilization	Improper stabilization techniques, Unbalanced loads	4A		2M	



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10. Load Release	Rapid release of tension, Snagging of sling/load	M		1L	



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11. Post-task Debriefing	Incomplete information sharing, Misse learnings for future tasks			1L	



JOB STEP	POTENTIAL HAZARDS IR CONTROL MEASURES			RR	RESPONSIBLE PERSON	
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON	
12. Equipment Demobilization	Improper storage, Daviage to equipmen during transport	2M		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.

#### LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES. ANY STATE OF 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.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

#### **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/legislative

Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis > odes-or racti

#### **Northern Territory**

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulation 201

Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/wo\_place-

Codes of Practice NT: https://worksafe.nt.gov.au/5

#### South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: https://www.safework.sa.gov.au/resources/le\_lation

Codes of Practice for SA: https://www.safework.sa.gov.au/work\_aces/codes-of-practice#COPs

#### Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations

Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

#### Victoria

Occupational Health al. Safety Act

Occ. ational Health and afety gulations 2017

Legis on VIC: https://www.csafe.vic.gov.au/occupational-health-and-safety-act-and-

<u>qulat.</u>

des on actice VIC attps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

#### Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <a href="https://www.commerce.wa.gov.au/worksafe/legislation">https://www.commerce.wa.gov.au/worksafe/legislation</a> Codes of Practice WA: <a href="https://www.commerce.wa.gov.au/worksafe/codes-practice">https://www.commerce.wa.gov.au/worksafe/codes-practice</a>

#### Safe Work Australia Links

Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

#### **Model Codes of Practice**

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work



#### SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and 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	Pos	sition	Signature	Date	Time	Supe	ervisor
				Date:			
				Date			
				L te:			
			AV	Date:			
				Date:			
				Date:			
				Date:			
		SAF WC A	STATEMENT	MONITORING AND R	EVIEW		
The SWMS must be reviewer revised if necessary) if releval consultation with workers (inc of the SWMS and their health workplace.  When the SWMS has been readvised that a revision has be who will need to change a wo a way that will enable them to will be involved in the work methem to understand and imple	nt control measu- luding contractors and sub- and safety representatives evised the PCBU must ensu- even made and how they cau- rk procedure or system as implement their duties cor ust be provided with the rel	contract s) who may be a s who re esented that wor are that all persons involve a access the revised SWM a result of the revised SWM as isstently with the revised SWM.	should be carried out in ffected by the operation rk group at the  d with the work are S, including all persons advised of the changes in SWMS. All workers that	effective in reducing the person responsible for memploy a multi-faceted a  1. Spot Checks. 2. Consultation v. 3. Internal audits  An approach of continuo followed up by immediate	nitored regularly for the exist of incidents, keeping the onitoring the effectiveness peroach which includes but with workers, contractors at on a continual basis.  The improvement, promptly be corrective action and contently developing ever-improvement.	ne workplace safe for all of the Safe Work Method is not limited to:  and sub-contractors.  recording inconsistencies sultation with all relevan	personnel. The od Statement should statement should so or deficiencies, at personnel ensures
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	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.			
Names and signatures of all relevant personnel consulted during the development of the SWMS.		P P	
Name, signature, position and date signed of the person approving the SWMS.			
Specific personnel and qualifications, experience is noted in the SWMS.	P		
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.			
Any hazards listed in any site risk assessments have been added to the SWh			
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.			
Check control measures added to the SWMS are the most effecting so tions.			
Responsible person is assigned and listed on the SWMS for the imperent of continue assures.			
Permit requirements specified, such as Hot Work, Veralt Heights etc.			
SWMS identifies plant and equipment to be u d.			
Details of inspection checks required for any equipment listed are noted on the SWMS.			
Describes any mandatory qualifications, experience raining skills required to perform the work.			
Applicable personal protective equipment is selected on the SWMS.			
Lists any required permits or licenses.			
Reflects and documents any legislative references and/or Australian Standards.			
dentifies any hazardous substances used with specific control measures in line with any SDS.			
REVIEWED BY	DATE R	EVIEWED	
SIGNATURE	DATE CO	MPLETED	