Earthwork Operations	S SAFE WORK METHOD	STATEMENT (SWMS)	
TASP	COR ACTIVITY: Earthwork Operation	ations	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
	STATEMENT IS APPRO		
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	icting a business or under the $(P(-V))$ is	required to end 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, monitoring $\mathbf{T}_{\mathbf{r}}$	compliance of the SWI, as well as re	eviews and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS HAVE THE FOLLOWING COMMUNICATED	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 the to further take steps to either eliminate or contail each hazard.			
If an incident or a near miss occurs, all work must store a diately. 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 LOW Isolate the hazard. Interarchy of Controls: Low MODERATE HIGH HIGH LOW ks are corder Isolate the hazard. Interarchy of Controls: Elimination methods are the most effective and preferrence en course ga hazard. Substitution Change the work. Interarchy of controls by changing the work is the fourth most effective method. PPE (Personal Protein versional Protein version and									

		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				



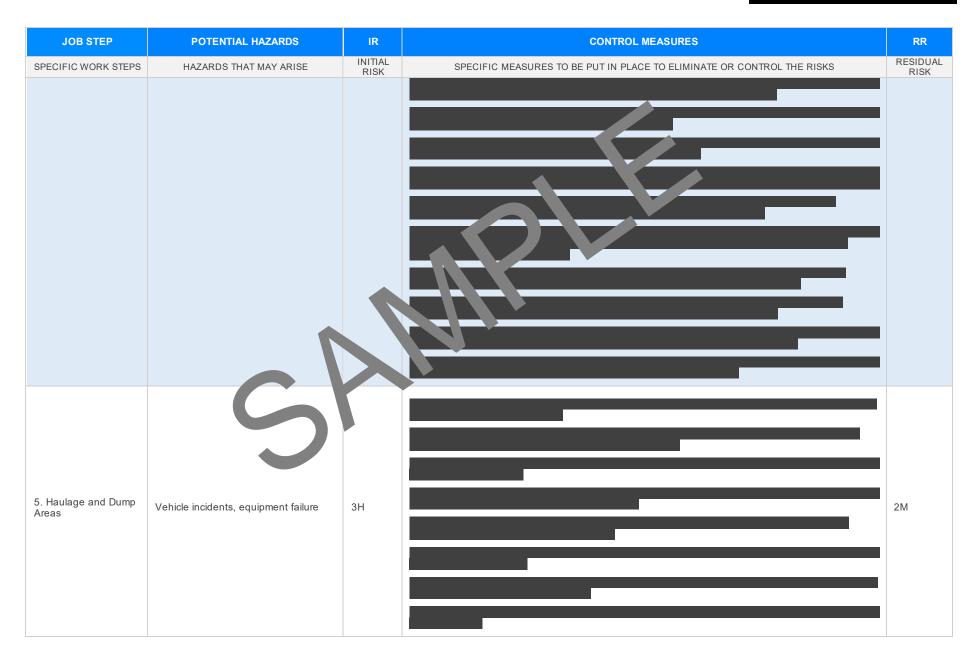
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Trip and fall hazards, improper use of tools, lack of safety equipment	ЗН	 Conduct a site inspection to identify and to its any trip and fall hazards, such as uneven surfaces or debris. Ensure all workers receive training on the concrete of tools and equipment prior to commencing work. Provide all necessary personal protective equipment (PPE ucluding hard hats, safety boots, gloves, and high-visibility clothing. Set up clear sign and the barrier around hazardore areas to alert workers and prevent accidental access. Maintain a tran and organised workiterly regularly removing waste materials and storing tools proper. Inspect tools to equipment daily for defects and ensure they are in good working condition before use. Implement a suddy softem where employees can watch out for one another and identify unsafe accidents or conditions. Device to recorditions. Device the personal communicate emergency procedures in the event of an accident, ensuring all workers now in the personal take. Appoint a competent supervisor to oversee the preparation work and enforce compliance with safety measures. 	2M
2. Site Survey	Inadequate safety knowledge, trip and fall hazards	ЗН	 Conduct a toolbox talk prior to beginning work to ensure all workers understand the potential hazards and safety precautions associated with site surveying. Provide comprehensive training for all workers on identifying and mitigating trip and fall hazards specific to earthwork operations. Clearly mark uneven ground, holes, and other tripping hazards with high-visibility tape or signs to alert workers during site surveys. Use appropriate personal protective equipment (PPE), such as hard hats, safety boots, and high-visibility vests, to safeguard against injuries from potential trips or falls. Maintain clear communication among team members using radios or designated signals to warm others of identified hazards on the site. Carry out regular site inspections to identify new and existing trip hazards and update the site plan accordingly. Ensure that pathways and access routes are kept clear of obstructions, debris, and equipment to minimise tripping risks. 	1L



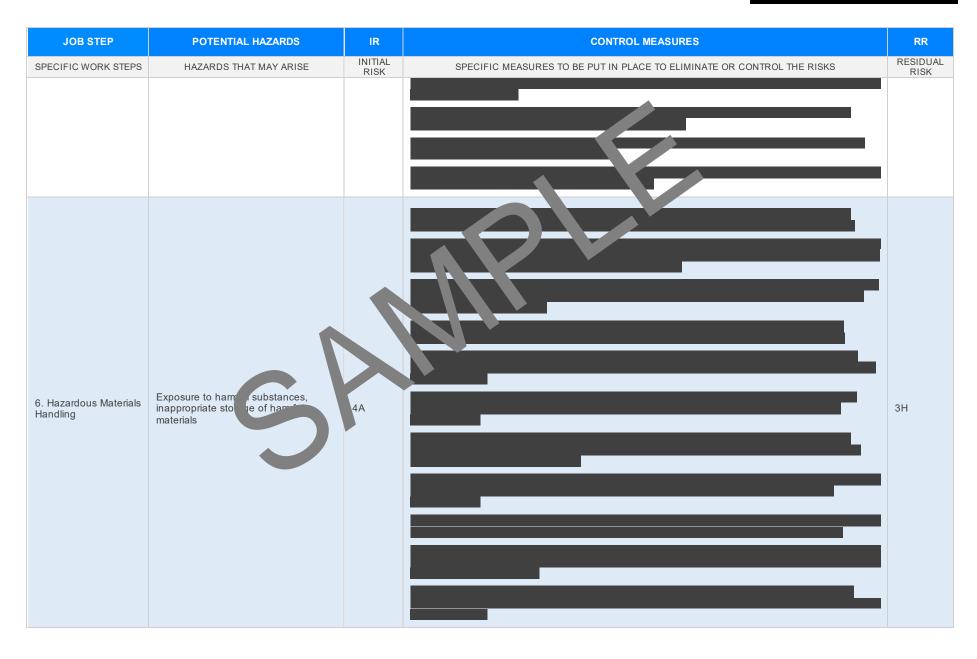
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Employ the use of survey stakes, flags, or paint to delineate surveyed areas and routes clearly.	
			- Assign an experienced supervisor to oversee the site survey and monitor adherence to safety procedures.	
			- Utilise technology, such as drone surveys claser scanning, where possible to reduce the need for personnel to traverse potentially hazardo sterrain.	
			- Implement a buddy system, pairing up work, set pat they can assist each other in navigating uneven or challenging terrain.	
			- Ensure that emergency results are plans are in plane and that workers are aware of evacuation routes and procedures in case of an incident.	
			- Regularly review and reveated the sub-Specific Sefety Plan to incorporate lessons learned and new hazard controls potentiarively activity	
			- Ensure III oper provine certified and trained to handle specific machinery.	
	Risk of injury from housy measinery, noise pollution	он	- Concept, gular he intenance checks on equipment to ensure safe operating conditions.	
			- Implement were-state hecklist for all machinery before commencing work.	
			se note ball its or soundproofing measures where feasible to minimise noise pollution.	
			- Proversional protective equipment (PPE) such as earmuffs or earplugs for workers in high-noise	
			reas ablish clear communication protocols, including the use of hand signals or two-way radios, to prevent miscommunication around machinery.	
3. Equipment Setup			- Set up exclusion zones and clearly mark them with signs and barriers to keep unauthorised personnel at a safe distance from operating equipment.	2M
			- Utilise spotters to guide machinery operators when working in confined or blind spots.	
			- Conduct site-specific risk assessments to identify any additional hazards related to equipment setup.	
			- Rotate tasks among workers to reduce prolonged exposure to noise.	
			- Institute a lockout/tagout system to ensure equipment is not mistakenly activated during setup or maintenance.	
			- Limit machinery operation to daylight hours or ensure adequate lighting if working in low-light conditions.	
			- Regularly review and update safety procedures as new equipment or technologies are introduced.	
4. Excavation	Cave-ins, falling loads, hazardous atmospheres	4A		ЗH

Version 2.5









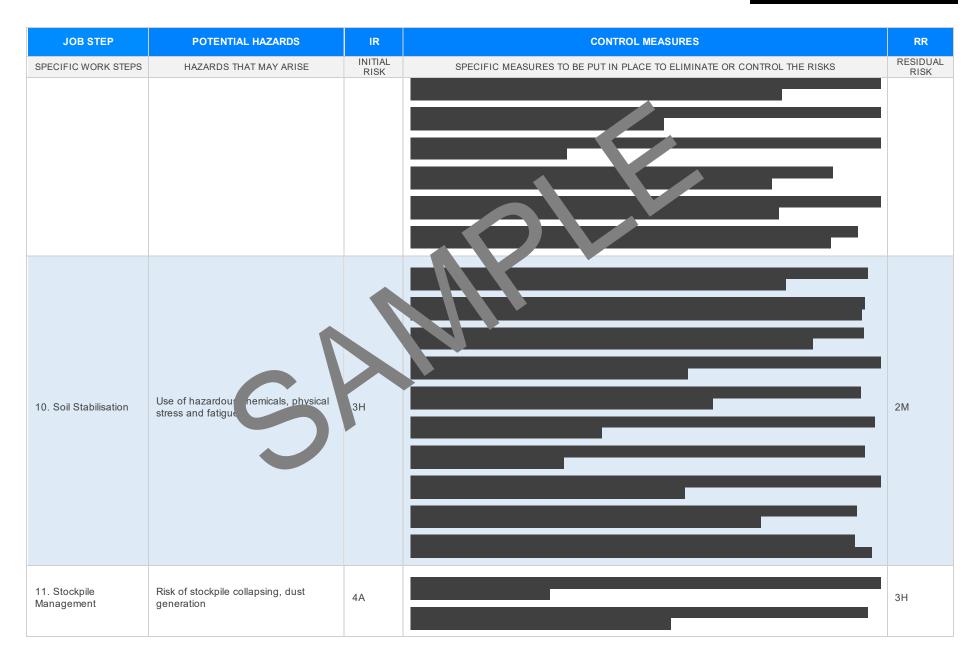


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
7. Removal of Topsoil/Subsoil	Dust generated is a respiratory hazard, noise pollution	2М		1L
8. Installation of Safety Equipment	Incorrect installation, inadequate safety knowledge	ЗН		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
9. Debris Disposal	Improper lifting techniques, sharp object hazards	ЗН		1L



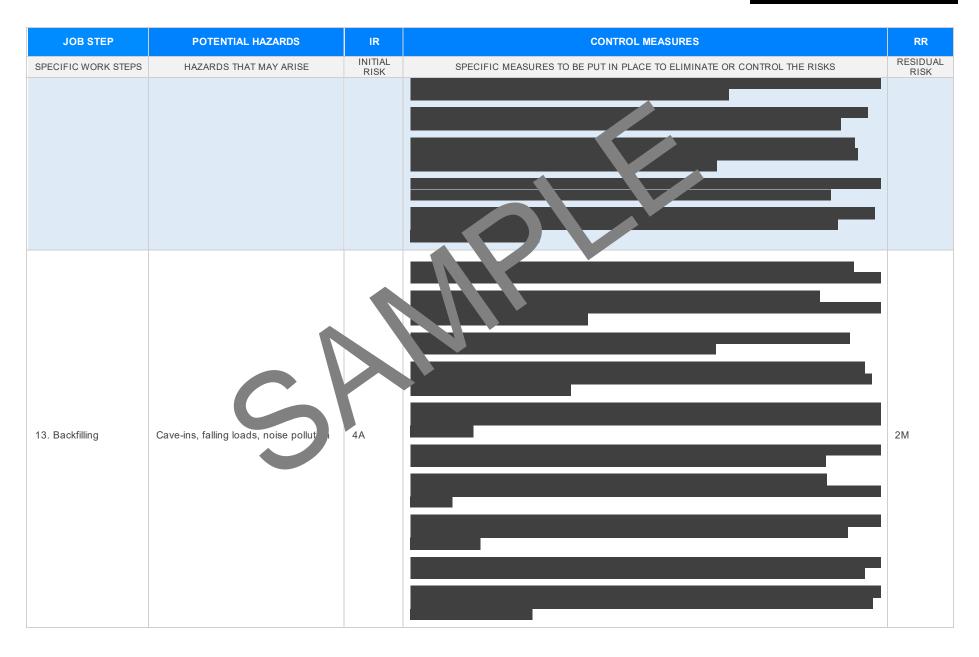


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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
12. Dewatering	Water contamination, electric shock	4A		ЗН







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. Compacting	Vibrations causing damage to nearby structures, noise pollution	ЗН		2M
15. Final Inspection	Overlooked safety defects, trip and fall hazards	2М		1L





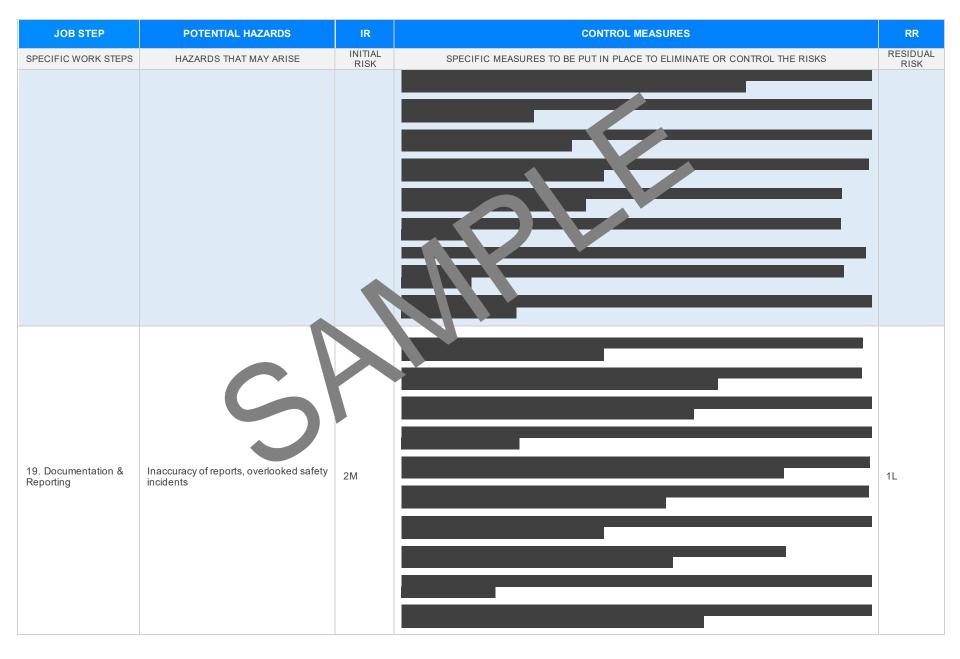


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
17. Waste Management	Incorrect waste segregation, exposure harmful substances	3⊬		1L
18. Site Restoration	Trip and fall hazards, lack of safety equipment	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
20. De-briefing Session	Inadequate feedback provided, inadequate safety knowledge	2М		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 REFERENCES				
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 Occupational Health & 1 Safety Acce004 Occupational Health and Safety Acce004 Legis from VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gular s des of mactice VIC attps://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: https://www.safework.nsw.gov.au/legal-obligations/legis Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legis	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 26 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.prkplaterefety-la</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-reso</u> ncessing designed.pressing designed.pr	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> Model Codes of Practice			
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>	 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	 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.	 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	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	