Excavating Near Underground	I Services   SAFE WORK M	ETHOD STATEMENT (SWN	IS)
TASK OR ACT	TIVITY: Excavating Near Undergr	ound Services	
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 (Pur U) is	required to entry 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	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	IEL WHO HAVE BEEN CONSULTED AND THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be scheduled in account with regislative requirements to first identify any site hazards, and the to contract the those hazards and then to further take steps to either eliminate or contract leach hazard.			
If an incident or a near miss occurs, all work must store and 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:	
☐ 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	20005			HEIRARCHY OF CONTROLS		
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION		Elimination Remove the bazard		
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 befo 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 ke recorde		Engineering Isolate the hazard.		
Notes on Hiera is the second m Controls by cha method.	Notes on Hierarchy of Controls:       Elimination methods are the most effective and preferrence en columpta hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the un most excitive, while Administrative Controls by changing the work is the fourth most effective method.       Notes on Hierarchy of Controls:       Elimination methods are the most effective and preferrence en columpta hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the un most excitive, while Administrative Controls by changing the work is the fourth most effective method.       PPE       PPE										

	PERS VAL TECTIVE EQUIPMENT (PPE)										
	1	Select the ap	propriate PPL		or the equil	oment used or	the Job task	being pertori	neo (ir applica	ibie).	i.
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	TEARING TION	F' P CTION	R⊾ ⇒PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE F	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, risk of falling material	ЗН	<ul> <li>Ensuring all workers have received promovalining and hold relevant qualifications.</li> <li>Developing a comprehensive safety induction process encompassing all risks associated with the job.</li> <li>Performing regular checks and updates on using to ensure all employees are current with their qualifications.</li> <li>Establishing safe exclusion 2 uses around the area of the materials may fall and risk injury, implementing safety barriers as:</li> <li>Using site of lege to continunce potential azards present in the area.</li> <li>Conducting utilar site azard inspire as and addressing any identified issues promptly.</li> <li>Instrumentempole protective structures to guard against falling materials during excavation operations.</li> <li>Checking athen ecasts prior to starting work each day to prevent working in unsafe conditions like heavy in a dirong and swhich may cause materials to fall.</li> <li>Timploying lifting protocols when moving heavy material via machinery.</li> <li>Unsurt ruding and respecting the load limits of all machinery utilised on site.</li> <li>Providing suitable personal protective equipment (PPE) to all employees, including helmets for protocols areas.</li> <li>Encouraging all employees to take regular breaks as fatigue can be a contributing factor to accidents at the workplace.</li> <li>Developing an emergency response plan, ensuring designated first aiders are available on the site and every worker knows who they are and how to contact them.</li> </ul>	2М
2. Hazard Identification	Unawareness of underground services, incorrect hazard identification	4A	<ul> <li>Implement a site specific safety induction that includes identification and control of underground services.</li> <li>Use service drawings, plans and Dial Before You Dig information to identify the location of underground services prior to excavation.</li> <li>Regularly update service diagrams and clearly mark out the locations of all underground services on the site plan.</li> <li>Perform a visual inspection of the area for signs of underground services such as patches on road or pavement surfaces, bore holes or stake markings.</li> <li>Ensure workers and operators are trained in the safe operation of excavating equipment and in procedures for working near underground services.</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
			- Apply exclusion zones around the identified services based on their type and depth which must not be entered by machinery or equipment.	
			- Utilise non-invasive methods, such as ground projectrating radar (GPR), to assist in locating and identifying underground services.	
			- When close to the estimated location of hervice, stochechanical excavation and hand dig until the service is located.	
			- Once a service has been exposed, its type and osition should be confirmed and compared to service drawings or Dial Before You gig information.	
			- Put controls in place to preven a mage to the expansion service such as using barricades and signage.	
			- Develop and inclument, emen, nov plan to over potential incidents such as puncture or rupture of an undergrand service.	
			- Stop, ork impediately can unknown whice is located until it can be positively identified and its owner contain for full encommation.	
			- If a service needs be relocated due to work activities, only permit personnel certified by the service owner add to	
			Regulary reverse and levise the SWMS as needed, taking into account any changes in the work activity of and it is a second to be activity of and it is a second to be activity of a sec	
			insure an underground services are accurately located and visibly marked prior to commencement of whits.	
			Use appropriate safety barrier or traffic control measures to protect workers from exposure to live traffic.	
			- Implement a precise and easily understandable marking system accurately to prevent confusion and mistakes during excavation process.	
			- Provide training to all employees on the interpretation of markings for different types of underground services.	
			- Have the relevant maps and service plans ready for reference when marking the work area.	
3. Mark Work Area	Incorrect marking, exposure to traffic	ЗH	- Regularly inspect the marks before and during excavation to ensure they remain visible and accurate.	1L
			- Ensure that any changes in the location of underground utilities are promptly communicated and reflected in the site markings.	
			- Where possible, use technology such as electronic utility locators to assist with the accuracy of pinpointing underground services.	
			- Utilise stand-over resources provided by the service authority when physically locating or working near their infrastructures.	
			- Utilise less invasive methods such as hydro or vacuum excavation around the marked areas for more accurate and safer identification of services.	
			- Employ stop-work policies whenever there is a doubt about markings accuracy or if a worker spots an unmarked utility. Adequate restudy should be done before resumption of work.	



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
4. Isolate Services	Incorrect isolation procedure, sudden release of pressure or energy	44		2М
5. Use Protective Systems	Insufficient protection, risk of cave-ins	4A		2M

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
8. Regular Inspection	Misjudging safety measures, gradual degradation of protective systems	44		2М
9. Stop Work if Safety is Compromised	Risk of injury due to continued work, added pressure from deadlines	ЗН		2M

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
	S			

#### **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 LEGISLA	ATIVE REFERENCE IN ANY STATISTICATION APPLICABLE
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.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 and Safety Accolot Occupational Health and Safety Accolot Legismion VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulations</u> design fractice 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: <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/resource-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/compli	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: https://www.safework.sa.gov.au/resources_gislation Codes of Practice for SA: https://www.safework.sa.gov.au/resources_gislation	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         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.		
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.	$\boxtimes$	
Any hazards listed in any site risk assessments have been added to the SW 5.	$\boxtimes$	
SWMS initial risk (IR) column as well as residual risk (RR) colume completed.	$\boxtimes$	
Check control measures added to the SWMS are the most effer we set tions.	$\boxtimes$	
Responsible person is assigned and listed on the splementa, and control measures.	$\boxtimes$	
Permit or licenses requirements specified, so in as Hot Work, Electral Work, Work at Heights etc.	$\boxtimes$	
SWMS identifies plant and equipment to be	$\boxtimes$	
Details of inspection checks required for any equipment lister ure 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.	$\boxtimes$	
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 CO	MPLETED