

Hydraulic Jackhammer | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Hydraulic Jackhammer

Business Name: [Company Name]

ABN: [ABN]

SWMS#

Business Address: [Company Address]

Contact Person:

Phone: [Phone]

Email:

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:

Signature:

Title:

Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS, as well as reviews and modifications of the SWMS.

Full Name:

Title:

Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

If an incident or a near miss occurs, all work must stop immediately. 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 Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is 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 integrity of a structure.	☐ is carried out in an area that may have a contaminated or flammable atmosphere.
☐ involves, or is likely to involve, disturbing asbestos.	☐ involves tilt-up or precast concrete.
☐ involves structural alteration or repair that requires temporary support to prevent collapse.	☐ 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.	☐ 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 than 1.5m or tunnel involving use of explosives.	☐ is carried out in areas with artificial extremes of temperature.
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.

ANY HIGH-RISK MACHINERY OR EQUIPMENT 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 -	

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			Elimination Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records	Administrative Change the work. PPE

Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Select the 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	Incorrect equipment selection, manual handling injuries	2M	- Conduct a risk assessment to identify the correct equipment and attachments for the task at hand. - Ensure operators possess relevant competency, qualifications or licences for using hydraulic jackhammers. - Provide clear instructions and safe work procedure documents to workers before commencing work on the site. - Offer manual handling training sessions to educate team members about correct lifting techniques and injury prevention methods. - Establish a safety plan that includes measures such as emergency preparedness, PPE requirements, public safety, and communication with workers. - Implement safeguards - barricades, signage or exclusion zones - to protect surrounding areas and minimise disruption to others. - Regularly inspect equipment including hoses, connections, and fittings for damage or wear; undertake maintenance as necessary. - Employ appropriate ergonomics when positioning the jackhammer to reduce muscular strain and avoid repetitive motions. - Make use of lifting aids such as levers, trolleys, or teamwork to move heavy equipment or debris safely. - Schedule regular rest breaks for workers to prevent fatigue which can contribute to poor manual handling practices. - Assign each worker with an appropriate level of responsibility based on their skills, experience, and comfort working with jackhammers. - Encourage open communication and reporting within the team to address any concerns, risks or issues arising throughout the project. - Develop contingency plans to safely manage unexpected hazards or incidents related to hydraulic jackhammer operation. - Actively promote a positive safety culture within the workplace to maintain awareness and commitment towards optimal health and safety standards.	1L	
2. Site Assessment	Trip hazards, uneven ground surface	3H	- Conduct a thorough site inspection prior to work commencement to identify potential trip hazards and uneven ground surfaces. - Communicate with the site supervisor and other relevant personnel about the identified hazards, and ensure that they are aware of appropriate control measures. - Implement warning signage and barrier tape to highlight hazardous areas, making them visible for all workers on site. - Utilise temporary ground coverings where appropriate, such as mats or boards, to create a more even working surface and minimise the risk of trips.	2M	

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			- Ensure the proper set-up of equipment, such as securing hoses and cables to prevent them from becoming trip hazards. - Store material and equipment in designated areas, keeping walkways and workspaces clear of debris and obstructions. - Engage in regular housekeeping activities to maintain a safe and tidy work environment by removing any waste materials such as excavation debris and excess soil. - Provide adequate lighting for work areas, especially during low light conditions or night shifts, to enhance visibility of potential trip hazards. - Encourage and enforce safe behaviours among workers, including wearing appropriate personal protective equipment (PPE) such as steel-capped boots for foot protection. - Offer ongoing training and toolbox talks to educate workers on the risks associated with trip hazards, uneven ground surfaces, and how to safely navigate these issues in the workplace. - Regularly review and update standard work methods and job safety analyses to ensure that control measures for trip hazards and uneven ground surfaces are current and effective. - Implement a reporting process for workers to flag any new hazards or concerns relating to trip hazards and uneven ground surfaces, allowing for prompt rectification. - Monitor and evaluate the effectiveness of implemented control measures through routine audits and inspections, adjusting strategies as necessary for continuous improvement in promoting a safer work environment.		
3. Equipment Inspection	Faulty equipment, improper maintenance	3H	- Conduct routine pre-operational equipment inspections to identify any potential defects, paying particular attention to hoses, connectors and hydraulic components. - Ensure only competent and properly trained personnel are operating the hydraulic jackhammer. Provide refresher training as necessary. - Establish and implement a regular maintenance schedule for the equipment, in accordance with the manufacturer's recommendations. - Utilise appropriate personal protective equipment (PPE) during the inspection process, such as safety glasses, gloves, and high-visibility clothing. - Keep a well-maintained record of all inspections, maintenance tasks and any repairs made to the hydraulic jackhammer, including dates and specific details of work completed. - Tag-out or isolate faulty equipment so that it cannot be used until it has been thoroughly inspected, repaired, and deemed safe for operation by a qualified technician. - Allocate sufficient time for thorough equipment inspections and necessary repairs, minimising the likelihood of overlooked hazards due to rushed assessments.	1L	

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			- Share inspection findings with all relevant team members, ensuring everyone is aware of the current status and safety of the hydraulic jackhammer. - Operate within the equipment's rated capacity and usage specifications, avoiding situations that may put excess stress on the jackhammer or its components. - Regularly consult the hydraulic jackhammer manual and follow all safety guidelines outlined by the manufacturer. - Store the equipment in a safe and secure area when not in use, protecting it from potential damage or tampering. - Develop an emergency response plan for dealing with equipment failures or accidents involving the hydraulic jackhammer, ensuring all workers are familiar with the procedure.		
4. Traffic Control	Vehicle collisions, pedestrian accidents	2M	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	1L	

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5. Safety Signage	Insufficient signage unclear directions	2M		1L	

ng, improper use of

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7. Personal Protective Equipment(PPE)	Inadequate PPE, damaged PPE			1L	

The following table shows the results of the regression analysis for the dependent variable *Y* (in millions of dollars) against the independent variable *X* (in millions of dollars). The regression equation is $\hat{Y} = 1.2X + 0.5$. The coefficient of determination is $R^2 = 0.85$. The standard error of the estimate is 0.3. The t-statistic for the slope coefficient is 4.5, and the p-value is 0.0001. The F-statistic is 20.25, and the p-value is 0.0001. The adjusted R-squared is 0.82. The Durbin-Watson statistic is 1.8. The Breusch-Pagan test statistic is 1.2, and the p-value is 0.54. The White test statistic is 1.5, and the p-value is 0.47. The Ramsey RESET test statistic is 1.2, and the p-value is 0.54. The Levene test statistic is 1.2, and the p-value is 0.54. The Shapiro-Wilk test statistic is 0.98, and the p-value is 0.98. The Kolmogorov-Smirnov test statistic is 0.05, and the p-value is 0.98. The Anderson-Darling test statistic is 0.05, and the p-value is 0.98. The Cramér-von Mises test statistic is 0.05, and the p-value is 0.98. The Ljung-Box test statistic is 1.2, and the p-value is 0.54. The Portmanteau test statistic is 1.2, and the p-value is 0.54. The BDS test statistic is 0.05, and the p-value is 0.98. The BDS test statistic is 0.05, and the p-value is 0.98. The BDS test statistic is 0.05, and the p-value is 0.98.

ergonomic discomfort 2M

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10. Jackhammer Operation	Noise, vibration-induced injury, flying debris	3H		2M	

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12. Equipment Maintenance	Inadequate servicing, poor repair quality	2M		1L	

A large, light blue rectangular area containing a large, dark gray, diagonal watermark reading "SAMPLE". The watermark is oriented from the bottom-left towards the top-right. The background of this area is a solid light blue color.

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15. Reporting Incidents	Failure to report, inaccurate information	2M		1L	

SAMPLE

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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
16. Clean Up and Storage	Trip hazards, improper equipment storage	2L	1. Clear the work area of all tools and materials. 2. Store all equipment in the designated storage area. 3. Ensure all equipment is stored properly and does not obstruct walkways. 4. Clean up any spills or debris immediately. 5. Use proper lifting techniques to avoid injury. 6. Keep the work area well-lit. 7. Use caution when walking on wet or slippery surfaces. 8. Do not drink or eat while working. 9. Keep the work area free of clutter. 10. Use proper housekeeping practices. 11. Store equipment in a secure and accessible location. 12. Label all equipment for easy identification. 13. Inspect equipment regularly for damage or wear. 14. Report any damaged equipment to the supervisor. 15. Follow all safety protocols and procedures.	1L	

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17. Site Review and Assessment	Undetected hazards, incomplete evaluation	3H	SAMPLE	2M	

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SAMPLE

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 IF ANY STATE THAT ARE NOT 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.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>

Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://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/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice>

Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety/laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/form-and-resources/codes-of-practice>

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

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/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/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.

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	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and 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 the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all 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. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures 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	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.	☐	☐	
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.	☐	☐	
Foreseeable hazards are identified and documented for each step.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWMS.	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effective solutions.	☐	☐	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☐	☐	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be used.	☐	☐	
Details of inspection checks required for any equipment listed are noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training or 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.	☐	☐	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☐	☐	
REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	