Installing Dewatering Sys	tems SAFE WORK METH	OD STATEMENT (SWMS)	
TASK OR	ACTIVITY: Installing Dewatering	g Systems	
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 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, monitoring η_{i}	compliance of the SWI, was well as re	views 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	EL 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 conal leach hazard.			
If an incident or a near miss occurs, all work must store updately. 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 Description and ks are corde Isolate the hazard. Iotes on Hierarchy of Controls: Elimination methods are the most effective and preferrence on council a hazard. Substitution as the second most effective method of controlling a hazard. Engineering by isolation is the plan post on the vertice, while Administrative controls by changing the work is the fourth most effective method. PPE (Personal Proterive multiplicative vertice) is the least effective Isolate the hazard.									

		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	Manual handling, Tripping over cords and hoses	2М	 Conduct a manual handling risk assessment to identify potential risks and implement controls. Provide training for workers on proper manual handling techniques to minimise strain and injuries. Use mechanical aids such as trolleys or hois the reduce the need for manual lifting. Clearly mark areas where to dis and hoses will colace to prevent tripping hazards. Implement cable manual memory stems to organist ands and hoses neatly and securely. Ensure worker cas are valit to converve visitely of potential hazards. Conduct region inspections of the consideration of potential trip hazards promptly. Malor clear to prevent and materials. Encourae staff to near appropriate footwear with good grip to reduce the risk of slipping. Place gname in are with high pedestrian traffic to alert workers of potential trip hazards due to cords and hoses. Encourse. 	1L
2. Secure Workplace	Falling objects, Unauthorized access	ЗН	 In vall barriers or fencing around the work area to prevent unauthorized access and entry into restricted cones. Display clear signage indicating that the area is a construction site and access is restricted to authorized personnel only. Implement a permit-to-work system to ensure that only trained and authorized workers enter the area. Use safety nets or overhead protection structures to catch any falling objects in areas where foot traffic is necessary beneath ongoing installation work. Conduct a thorough risk assessment prior to commencing activities to identify potential falling object hazards and apply appropriate control measures. Ensure all tools and equipment are securely fastened when working at heights to prevent them from falling. Provide personal protective equipment such as helmets, high-visibility vests, and steel-toed footwear for anyone entering the secured worksite. Establish a secure loading and unloading zone away from pedestrian pathways to manage materials safely. Assign a safety officer to monitor compliance with safety protocols and guide corrective actions if violations occur. Regularly inspect and maintain equipment to ensure it remains in safe working condition and does not pose a fall risk. 	2М

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
			- Use taglines or guide ropes when lifting materials to control and stabilize loads, minimizing the risk of dropping them.	
			- Implement procedures for reporting and handling near-misses to continually improve safety protocols regarding falling objects.	
			- Schedule regular safety briefings for all or tkers to reion rce the importance of maintaining a secured workplace and understanding associated horards.	
			- Conduct a comprehensive, te evaluation to a primine the sest location for dewatering system installation, ensuring it complex with all relevant in subjects and guidelines.	
			- Use personal protective support to the protective event to minimise exposure to be and substances of the station.	
			- Implement a commune te decon, and on procedures for any team members who may come into contra with pointial carmful substances.	
			- Ensite worker, ave been trained in recognising hazardous materials that may be encountered on- site duing se evalution.	
	Inappropriate site use, Exposure to harmful substances	214	- Utilise or quoty monophing equipment to assess levels of harmful substances like dust, chemicals, or ses in the visit ty of the installation area.	
			- Est, "is, exclusion zones around areas with identified hazards to control access and protect non- ssential properties of the exposure.	
3. Installation Site Evaluation			- pare Material Safety Data Sheets (MSDS) for any chemicals or substances present and ensure they are accessible to all workers.	1L
			- Develop an emergency response plan specifically addressing potential exposure incidents related to harmful substances found on-site.	
			- Schedule regular toolbox talks to discuss site-specific hazards and control measures and encourage staff to report any unsafe conditions.	
			- Maintain accurate and up-to-date records of all site evaluations and risk assessments performed to guide future installations and audits.	
			- Implement spill containment systems for controlling and managing accidental releases of hazardous materials during installation.	
			- Evaluate weather conditions as part of the site assessment process to reduce the risk of runoff contamination or inadvertent exposure during adverse conditions.	
			- Collaborate with local environmental agencies to ensure compliance with legislation and incorporate best practices in handling hazardous substances.	
4. Selection of	Incorrect equipment, Mechanical			
quipment hazards		ЗH		2M

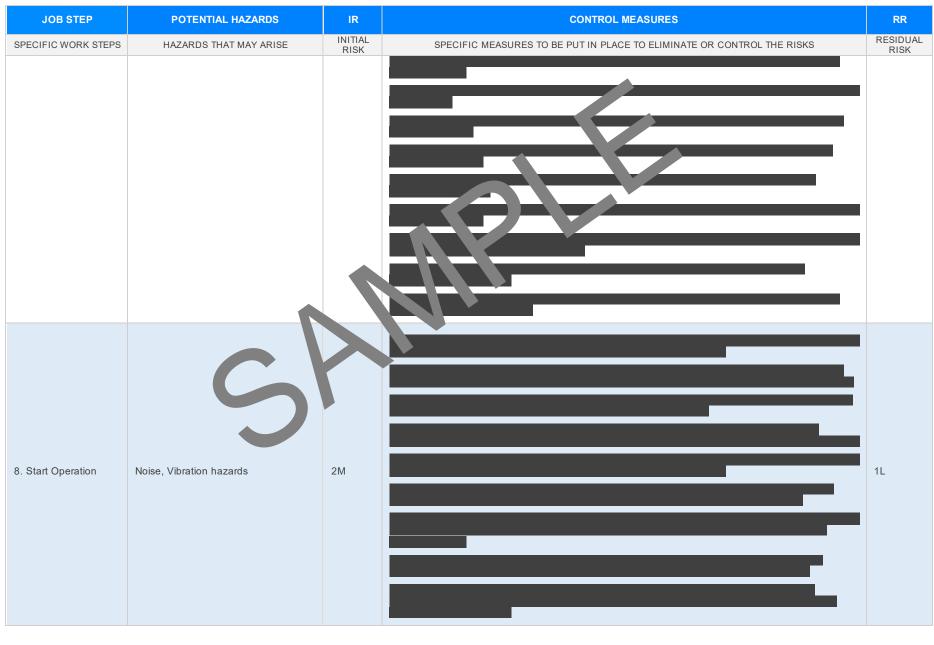


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
5. Transport of Equipment	Road accidents, Unsecured load	ЗН		2M

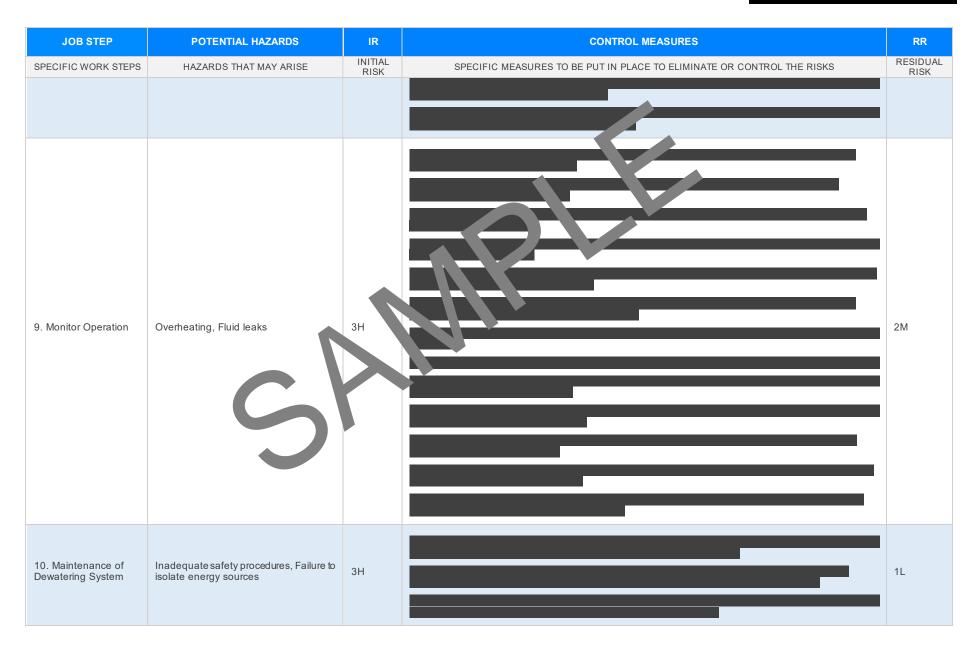


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
6. Deployment of Dewatering System	Mechanical failure, Electrical shocks	2M		
7. Inspection of Equipment	Wear and tear, Faulty equipment	ЗН		l 1L

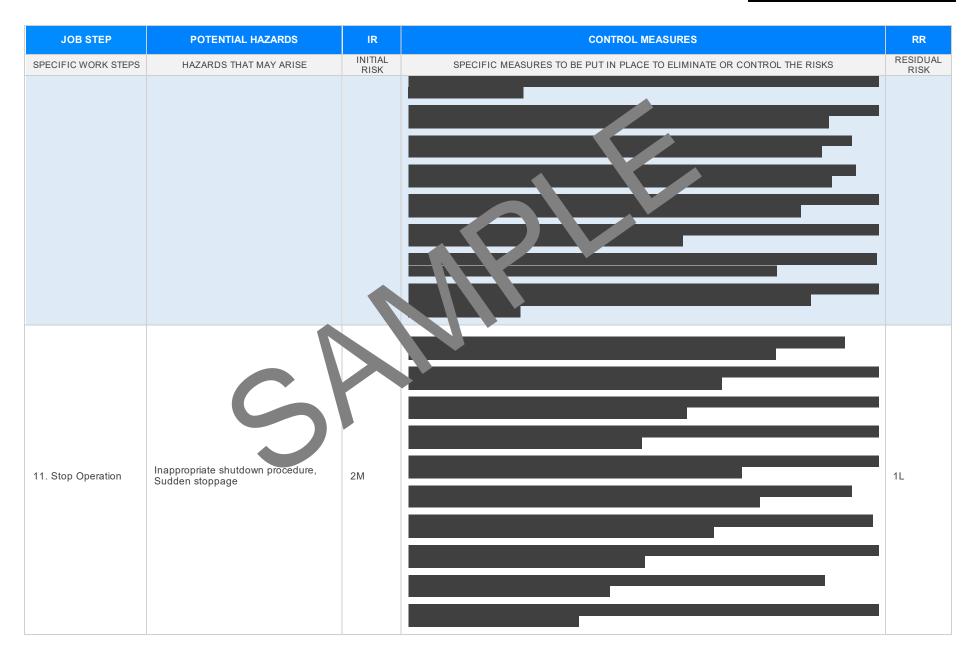












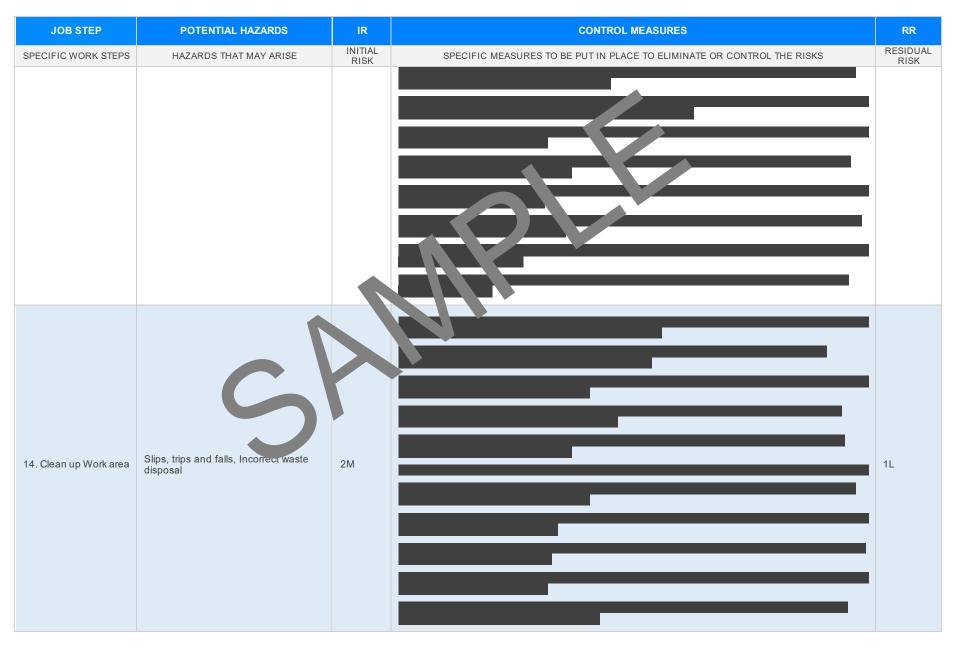


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
12. Dismantling of Dewatering System	Accidental activation, Lifting/transportation hazards	ЗН		2M
13. Transporting Equipment back	Unsecured load, Road accidents	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
15. Debrief Team	Failure to communicate key safety issues, Miscalculation of remaining work	2М		1L
16. Document work Done	Paper cuts, Stress from inaccurate documentation	1L		1L

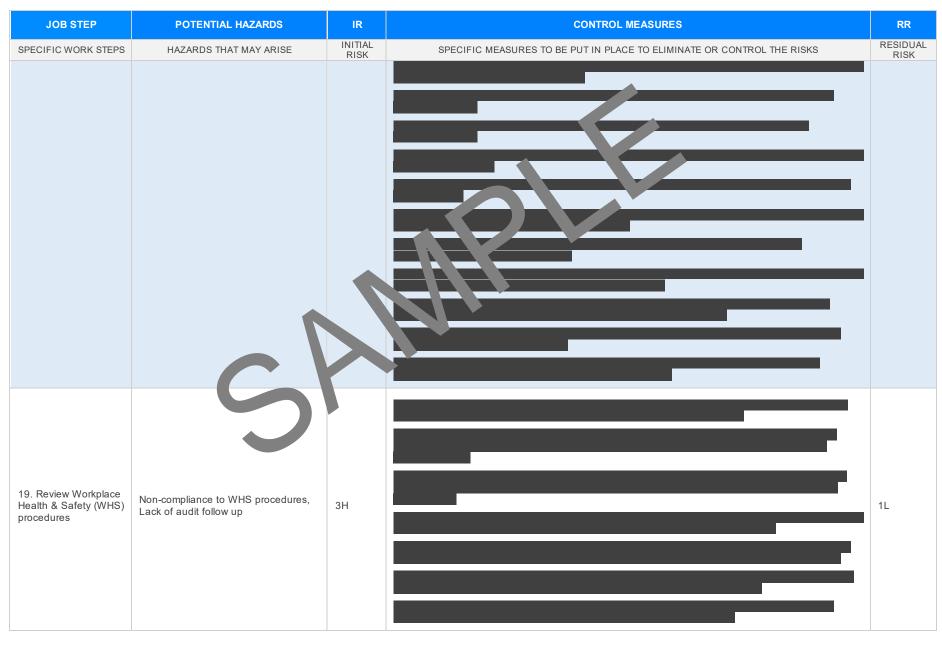


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL
17. Post Work Inspection	Missed hazards, Intermplete cleanup	2M		1L
18. Return Equipment	Incorrect storage, Damage during transport	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
	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 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 Acc-004 Occupational Health an Safety Acc-004 Legis from VIC: <u>https://www.acrksafe.vic.gov.au/occupational-health-and-safety-act-and- gular s</u> des or fractice VIC <u>attps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>			
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> neered estimated on the second se	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> 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/resources.gislation</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 COMP	LETED