Sewer and Drain Cleaner | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Sewer and Drain Cleaner

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		
	NAME	SIGNATURE	DATE
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.			
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
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

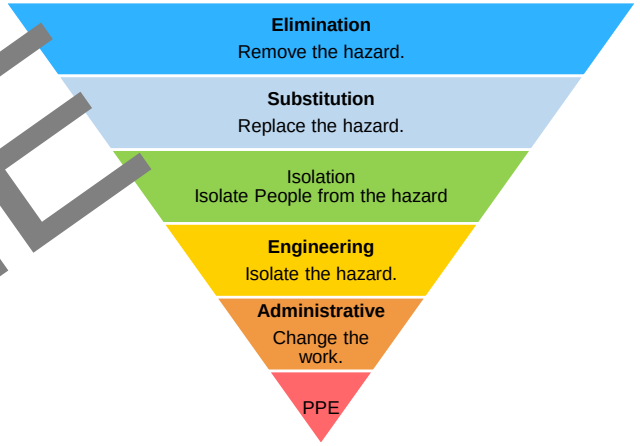
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition of an element of a structure that is load-be	☐ is carried out on or near energised electrical installations or services.
☐ involves demolition of an element related to the physical integrit of a stru	☐ is carried out in an area that may have a contaminated or flammable atmosphere.
☐ involves, or is likely to involve, disturbing as stos.	☐ involves tilt-up or precast concrete.
☐ involves structural alteration or repair that re mporar upp 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
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEE
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befo work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k records

HEIRARCHY OF CONTROLS



Notes on Hierarchy of Controls: Elimination methods are the most effective and preferre en co lli d hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the ost e ve, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Eq ment) he least effective method.

PERS NAL TECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	E PROTE	SPIRATORY 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	Slips, trips, and falls; hazardous chemicals	2M	- Conduct a thorough risk assessment before starting any sewer and drain cleaning work to identify potential hazards and their controls. - Ensure employees receive adequate training on the correct use of equipment, tools, and required PPE for sewer and drain cleaning tasks. - Establish designated walking areas around the worksite by using markings or barriers to minimise various slips, trips, and falls. - Maintain a clean and uncluttered workspace by regular removal of debris and obstructions. - Implement signage and safety cones in areas where potential risks exist, such as wet surfaces, spills, or open drains, to alert workers and prevent accidents. - Use spill control kits and absorbent materials in case of chemical spills or leaks during the preparation phase. - Store hazardous chemicals and materials securely with appropriate labeling, in accordance with relevant safety data sheets (SDS) and regulations. - Utilise appropriate personal protective equipment (PPE) such as gloves, eye protection, and chemical-resistant overalls to protect workers from exposure to hazardous chemicals. - Inspect equipment and tools before starting the sewer and drain cleaning work to ensure they are in good condition and functioning properly. - Provide workers with proper ergonomic equipment for lifting and carrying heavy loads, such as mechanical lifting aids or adjustable trolleys. - Develop an emergency response plan to deal with accidents or incidents related to slips, trips, fall, or chemical exposures during the preparation stage. - Encourage clear communication between team members to increase awareness of potential hazards during the preparation and cleaning process. - Regularly review and update the Safe Work Method Statements (SWMS) for sewer and drain cleaning tasks to ensure compliance with current workplace health and safety guidelines.	1L	
2. Equipment Setup	Manual handling injuries, equipment malfunction	2M	- Proper training: Ensure that all workers involved in the equipment setup have undergone adequate training on proper manual handling techniques and equipment operation to minimise the risk of injury or malfunction. - Ergonomic load lifting: During equipment setup, implement ergonomic practices such as bending at the knees, keeping the load close to the body, and avoiding twisting movements to lessen the likelihood of manual handling injuries. - Use of lifting aids: Encourage the use of mechanical lifting aids (e.g., trolleys, hand trucks, hoists) whenever possible, to help reduce physical strain on workers during the setup process.	1L	

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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
			- Inspection of equipment: Conduct a thorough inspection (pre-operational checks) of all sewer and drain cleaning equipment prior to setup, to ensure it is functioning properly and free from defects. - Appropriate personal protective equipment (PPE): Provide workers with appropriate PPE, such as gloves, steel-toed boots, and high-visibility clothing, to protect them from potential hazards during equipment setup. - Equipment maintenance: Establish a routine maintenance schedule for all sewer and drain cleaning equipment and adhere to manufacturer guidelines to prevent malfunctions and prolong the lifespan of the equipment. - Correct storage: Store sewer and drain cleaning equipment properly when not in use, to avoid damage that could cause a malfunction during future setup. - Teamwork: Encourage teamwork among workers during equipment setup, so that they can assist one another in monitoring safe practices and addressing hazards as they arise. - Adequate workspace: Ensure there is sufficient space available for the equipment setup process, helping to reduce the risk of accidents and injury caused by clutter or restricted movement areas. - Safe work procedures: Develop and implement detailed safe work procedures for sewer and drain cleaning equipment setup, outlining step-by-step instructions aimed at minimizing risks and hazards. - Emergency response planning: Familiarise workers with the appropriate emergency response procedures, such as shutting down equipment, escorting injured personnel to a safe area, and contacting emergency services, should an incident occur during equipment setup. - Regular hazard assessment: Conduct regular risk assessments of the workplace and its processes, including the equipment setup, to identify and address any new or potential hazards that may arise over time.		
3. Inspection & Assessment	Blocked drains, confined spaces	3H	- Implement a routine inspection and assessment schedule to identify and address potential blockages before they cause further problems. - Provide workers with appropriate training on how to safely inspect and assess sewer and drain systems for blockages and confined space hazards. - Ensure that workers always wear appropriate personal protective equipment (PPE), including gloves, safety goggles, and high-visibility vests, while conducting inspections and assessments. - Use appropriate tools, such as drain cameras and pipe locators, to conduct non-destructive evaluations of pipes and drains to identify blockages and confined spaces without entering the system physically. - Develop a permit-to-work system for accessing confined spaces in the sewer or drain system, ensuring all necessary protocols are followed and potential hazards are evaluated and controlled.	1L	

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			- Establish barriers and warning signs around the work area to prevent unauthorised access during the inspection and assessment process. - Ensure that appropriate ventilation and air monitoring systems are in place when entering confined spaces, and continuously monitor oxygen levels and other potential atmospheric hazards. - Implement lockout/tagout procedures to isolate sewer and drain systems from external sources of water, sewage, and other hazardous substances during the inspection and assessment process. - Create an emergency response plan, including procedures for rescuing workers from confined spaces should they become trapped or injured during the inspection and assessment process. - Develop clear communication protocols for workers conducting inspections and assessments in confined spaces, using radios or other appropriate communication devices to maintain constant contact between team members. - Regularly review and update the safe work method statement (SWMS) for sewer and drain cleaning to ensure that control measures remain relevant and effective based on ongoing risk assessments. - Conduct regular toolbox talks and refresher training sessions focused on the hazards and control measures associated with sewer and drain cleaning to reinforce safe working practices among the entire team. - Monitor and document compliance with the established control measures through periodic audits and review processes to ensure that they continue to minimise the risks associated with inspection and assessment activities in sewer and drain systems.		
4. Drain Cleaning	Chemical exposure, high pressure water spray	3H	[redacted]	1L	

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			[redacted]		
5. Root Removal	Machine entanglement, noise levels	2M	[redacted]	1L	

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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
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6. Pipe Repair & Replacement	Struck-by incidents, excavation hazard	3	[redacted]	1L	

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			[redacted]		
7. Post-Cleaning Inspection	Contaminated was disposal, air pollution	2M	[redacted]	1L	

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			[redacted]		
8. Equipment Breakdown	Machinery hazards, [redacted]	[redacted]H	[redacted]	1L	

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			[redacted]		
9. Site Cleanup	Trips over tools and [redacted]ent, chemical spills	3H	[redacted]	1L	

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			[redacted]		
10. Waste Disposal	Infection risk, contaminated waste exposure	3H	[redacted]	1L	

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			[redacted]		
11. Equipment Maintenance	Electric shock, moving parts injury	2M	[redacted]	1L	

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			[redacted]		
12. Training & Understanding	Misuse of equipment, lac[redacted] communication	2M	[redacted]	1L	

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			[redacted]		

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 FOR 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

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

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/forms-and-resources/codes-of-practice

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.

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

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

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	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 changed. 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 SWM	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effecti[illegible]ions.	☐	☐	
Responsible person is assigned and listed on the SWMS for the im[illegible]of cont[illegible]measures.	☐	☐	
Permit requirements specified, such as Hot Wor[illegible]Electrical Work, W[illegible]t Heights etc.	☐	☐	
SWMS identifies plant and equipment to be u[illegible].	☐	☐	
Details of inspection checks required for any equipment listed a[illegible]noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training[illegible]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**	