Working in A Rail Corridor SAFE WORK METHOD STATEMENT (SWMS)							
TASK (OR ACTIVITY: Working in A Rail	Corridor					
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 condu the proposed work starts.	icting a business or under thing (Pu-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 HAVE THE FOLLOWING COMMUNICATED	NACE OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	NEL WHO HAVE BEEN CONSULTED AND C	COMMUNICATED TO IN THE				
Safety meetings or toolbox talks will be scheduled in according e with egislative requirements to first identify any site hazards, to control of built to those hazards and then to further take steps to either eliminate or control leach hazard.							
If an incident or a near miss occurs, all work must successful adiately. 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	SCORE	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	Low Low MODERATE High Low Rc record Code to induct. Index on Hierarchy of Controls: Elimination methods are the most effective and prefer en control of a hazard. Substitution Administrative Change the work. Index on Hierarchy of Controls: Elimination methods are the most effective and prefer en control of a hazard. Substitution Change the work. So the second most effective method of controlling a hazard. Engineering by isolation is the plan post end tive, while Administrative Work. Dept Controls by changing the work is the fourth most effective method. PPE (Personal Proterive and p									

	PERS_NAL TECTIVE EQUIPMENT (PPE) Select the appropriate PPL about suitably for the equipment used or the job task being performed (if applicable).										
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	Other PPE Required:										
	Permit or Licenses Requirements Mandatory Qualifications and Training										

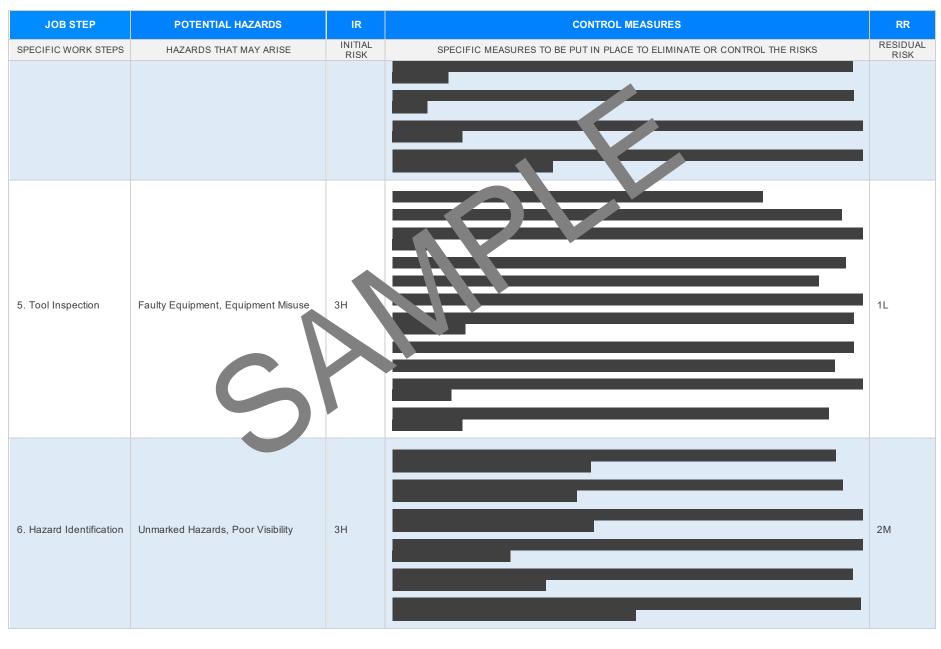


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Unclear Worksite, Poor Communication	ЗН	 Develop and distribute a comprehensive took plan outlining roles, responsibilities and expectations. Conduct a pre-start briefing to ensure all to kers to cerstand the scope of work, specific tasks and potential hazards. Establish clear lines of compunication through resignate to vannels such as radios with dedicated frequencies for the project. Clearly demarcate to conventisations in barriers, sign, ge or tape to indicate safe zones and restricted areas. Ensure all presonnel have the requeries domining and certification to work within a rail corridor. Use the provided to the transfer to enhance communication and safety checks among workers. Provide an unandate the use of high-visibility clothing and personal protective equipment (PPE) for all workers in situ. Surey is work the prior to commencement to identify and address any hazards such as uneven ground or observerons. Boordinate with rail authorities to obtain necessary permits and approvals, and confirm train schedules to to roid conflicts. Establish an emergency response plan that includes communication protocols, contact details for emergency services, and evacuation routes. 	2М
2. Site Induction	Lack of Safety Briefing, Unfamiliarity with Rail Procedures	4A	 Conduct a comprehensive safety briefing for all workers on-site Provide detailed induction training specific to rail corridor safety procedures Ensure all workers have current Rail Industry Worker (RIW) cards Display clear and legible safety signage around the site Review emergency response plans during the induction process Issue personal protective equipment (PPE) and train workers on its proper use Have a qualified supervisor conduct the site induction and be available for questions Incorporate site-specific hazards into the induction briefing Use visual aids and handouts to enhance understanding of rail procedures Perform a competency assessment post-induction to ensure understanding Maintain an attendance register for all inducted workers Schedule regular refresher inductions as the project progresses 	2М

order complete swms

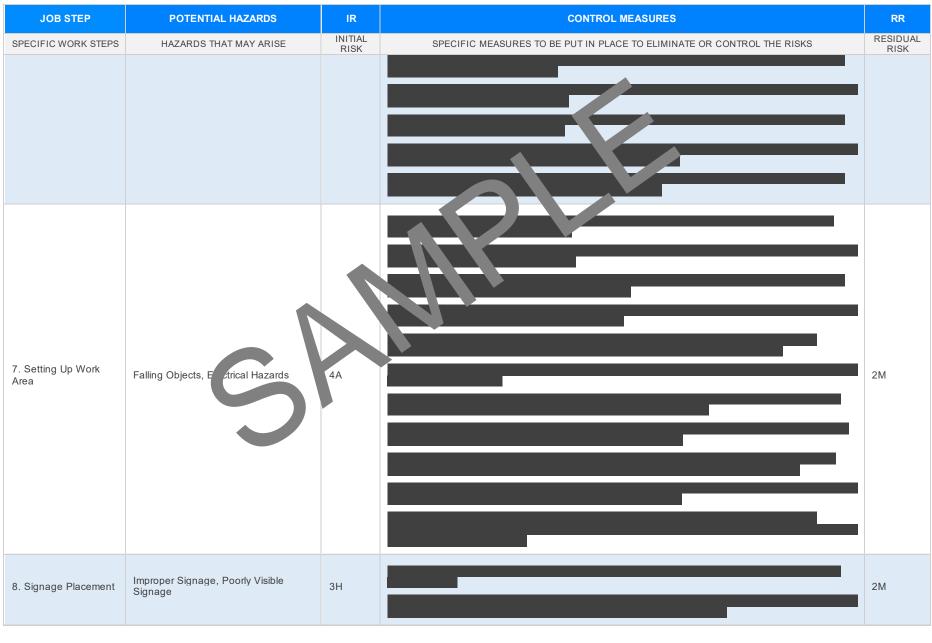
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Ensure all new team members receive a thorough induction before commencing work	
3. PPE Issuance	Inadequate PPE, Incorrect PPE Usage	ЗН	 Conduct a PPE assessment to determine the activity opriate equipment needed for specific tasks. Provide training on the correct usage, matternance, and limitations of the provided PPE. Ensure that all PPE meets Australian Standards and a suitable for the tasks being performed. Issue a checklist for employees to verify the task of the necessary PPE before beginning work. Assign a supervisor to regardly check that PPL to being turn correctly and consistently by all staff members. Keep a log of Processary ce in using employee names, dates, and types of equipment issued. Replace duraged or work out PFL immediately to ensure continuous protection. Stor PPE in clean by location when not in use to prevent contamination or damage. Ensure that PPL has each individual worker property to maximise effectiveness and comfort. Encorage, culture of safety where employees feel responsible for reporting any PPE issues or shortcor ings. 	1L
4. Rail Corridor Entry	Moving Trains, Trip Haza	4A		





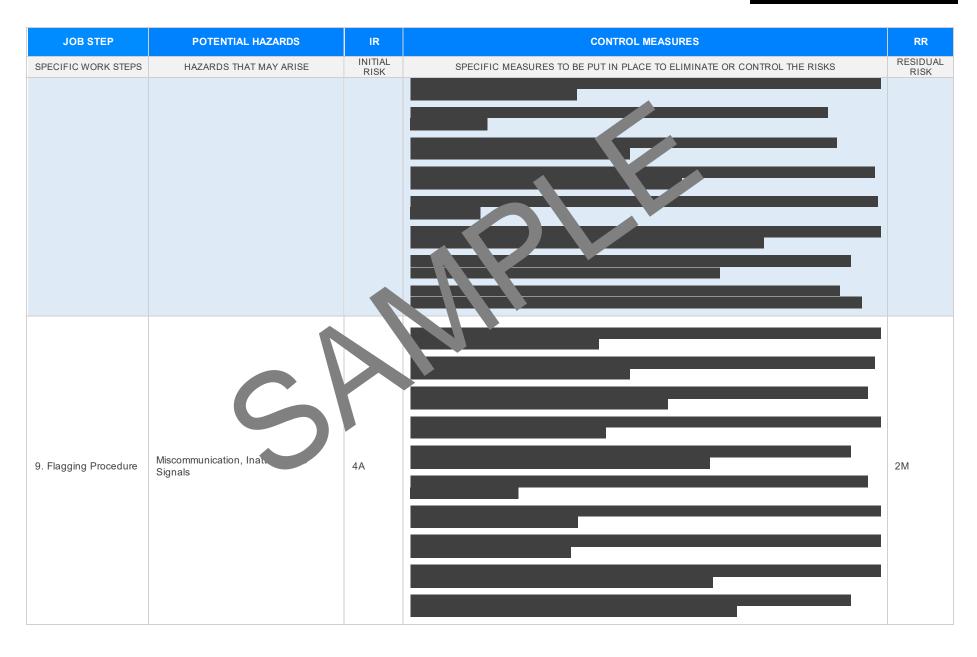
Version 2.5





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
				•
10. Track Monitoring	Unexpected Train Movement, Environmental Factors	ЗН		2M
11. Material Handling	Manual Handling Injuries, Dropped Loads	ЗН		1L

Version 2.5







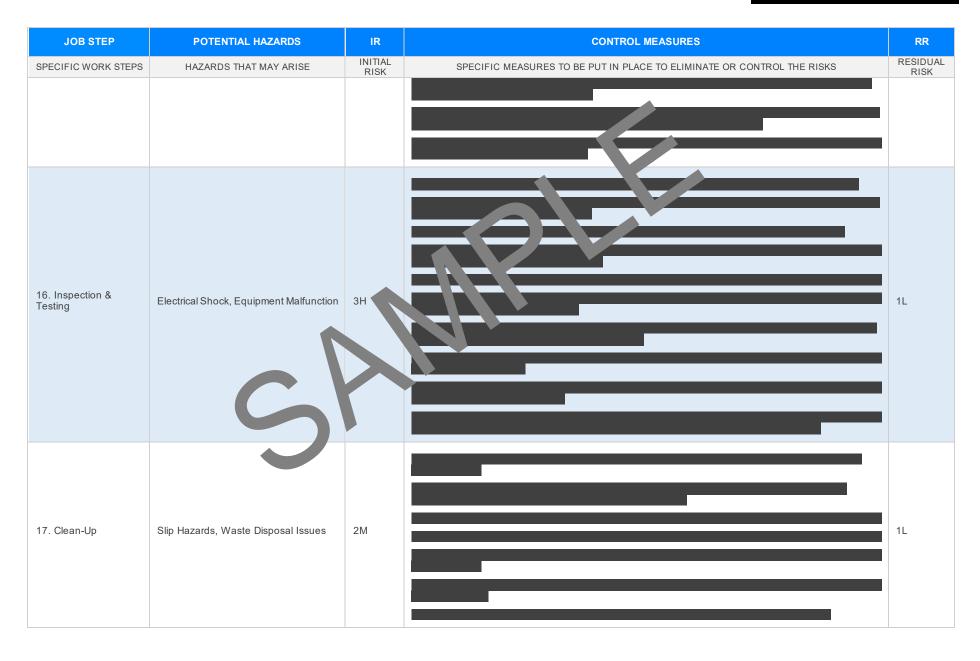
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
13. Excavation Works	Ground Instability, Buried Cables	4A		2M
14. Welding Tasks	Bums, Eye Injuries	ЗН		1L

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
15. Installation Work	Pinch Points, Struck by Tools	ЗН		1L



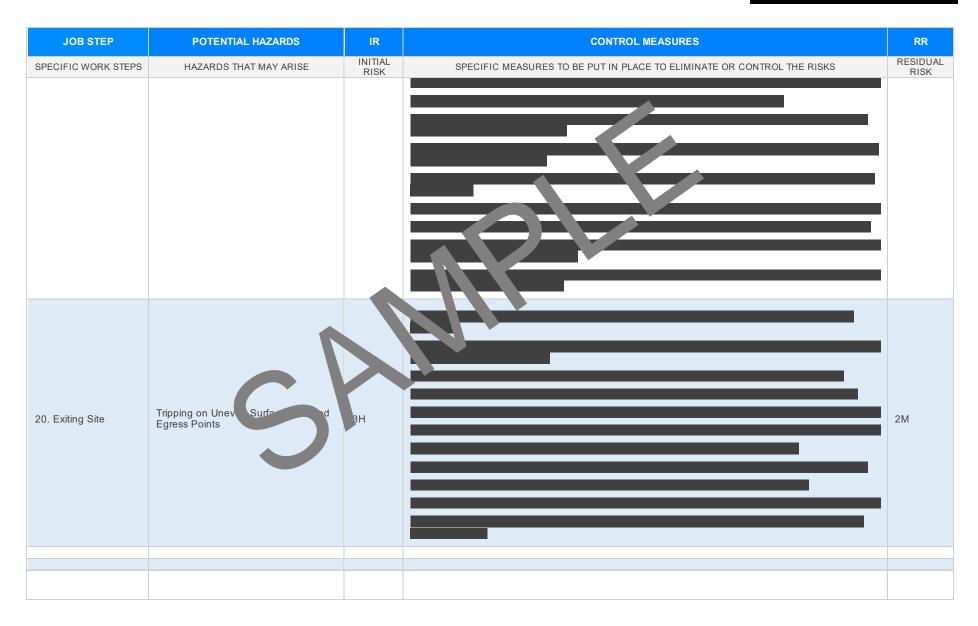




JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
18. Debriefing	Information Overload, Fatigue	2M		1L
19. Reporting	Inaccurate Documentation, Delays in Reporting	2М		1L

Version 2.5





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 LEGISL	ATIVE REFERENCE IN ANY STATISTICAL 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.gld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.gld.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 Och (pational Health and Safety Andro004 Och ational Health and Safety Acquiditions 2017 Legischion VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulatess</u> des on 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 20 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance</u> , orkplate fety-lay Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance</u> , orkplate fety-lay Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance</u> , orkplate fety-lay	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: <u>https://www.safework.sa.gov.au/resources.egislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/ve.uplaces/codes-of-practice#COPs</u>	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: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice	 First aid in the workplace Managing the risk of falls at workplaces Hazardous manual tasks Managing the risk of falls in housing construction Managing electrical risks in the workplace Demolition work Excavation work Work health and safety consultation, cooperation and coordination
Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence work - Any required documents.	 Managing the work environment and facilities How to manage work health and safety risks Managing risks of plant in the workplace Construction work

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Signature	Date

SAFE WORK THE S ATEM AT MONITORING AND REVIEW The SWMS must be reviewed regularly to make sure it remain effect. and mu be reviewed (and The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are revised if necessary) if relevant control measures are revised. The s should be carried out in effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The view consultation with workers (including contractors person responsible for monitoring the effectiveness of the Safe Work Method Statement should ntractors nay be cted by the operation of the SWMS and their health and safety representatives who rep sented that work group at the employ a multi-faceted approach which includes but is not limited to: workplace. 1. Spot Checks. When the SWMS has been revised the PCBU must ensure the all versons involved with the work are 2. Consultation with workers, contractors and sub-contractors. advised that a revision has been made and how they can acce the revised SWMS, including all persons 3. Internal audits on a continual basis who will need to change a work procedure or system as a reof the review are advised of the changes in a way that will enable them to implement their duties ntly with the revised SWMS. All workers that An approach of continuous improvement, promptly recording inconsistencies or deficiencies, will be involved in the work must be provided with the relevant information and instruction that will assist followed up by immediate corrective action and consultation with all relevant personnel ensures them to understand and implement the revised SWMS. that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	1	2	3	4	5	6	7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	COMMENTS
The company details have been entered, including the project name and address.		
All relevant personnel consulted during the development of the SWMS.	\boxtimes	
Name, signature, position and date signed of the person approving the SWMS.		
Specific personnel and qualifications, experience is noted in the SWMS.	7	
Provides a step-by-step process of tasks required to carry out the activity or task.		
Adequate risk assessment of any identified hazards has been completed.		
Foreseeable hazards are identified and documented for each step.	\boxtimes	
Any hazards listed in any site risk assessments have been added to the Sλ. S.	\boxtimes	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	\boxtimes	
Check control measures added to the SWMS are the most effective sections.	\boxtimes	
Responsible person is assigned and listed on the spiral of the spiral entry of control measures.	\boxtimes	
Permit or licenses requirements specified, so in as Hot Work, Electrical Work, Work at Heights etc.	\boxtimes	
SWMS identifies plant and equipment to be	\boxtimes	
Details of inspection checks required for any equipment lister are noted on the SWMS.	\boxtimes	
Describes any mandatory qualifications, experience, ang or skills required to perform the work.	\boxtimes	
Applicable personal protective equipment is selected on the SWMS.	\square	
Reflects and documents any legislative references and/or Australian Standards.	\boxtimes	
Identifies any hazardous substances used with specific control measures in line with any SDS.	\boxtimes	
REVIEWED BY	DATE REVIEWED	
SIGNATURE	DATE COMPLETED	