Working in Gullies or Man	holes   SAFE WORK METH	OD STATEMENT (SWMS)	
TASK OR	ACTIVITY: Working in Gullies or	Manholes	
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.	cting a business or under thing (Pould) is	required to entry of that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:	NK	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring the	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	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 according with regislative requirements to first identify any site hazards, and the to further take steps to either eliminate or contail each hazard.			
If an incident or a near miss occurs, all work must stop an adately. 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	RARE       LOW       LOW       MODERATE       HIGH       HIGH       LOW       ks records       Isolate the hazard.         Notes on Hierarchy of Controls:       Elimination methods are the most effective and preferrence en control ga hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the plan post en tive, while Administrative controls by changing the work is the fourth most effective method.       PPE (Personal Proter ive nuipment) is the least effective       PPE									

	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										



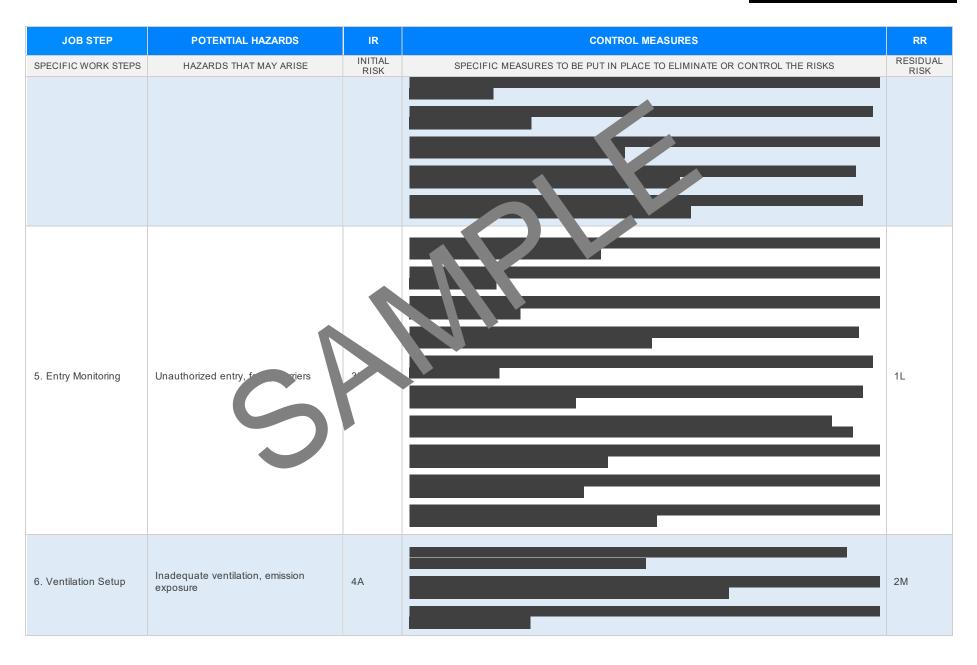
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Uneven surface, inadequate lighting	ЗН	<ul> <li>Conduct a site assessment to identify undern surfaces and plan safe access routes.</li> <li>Use temporary lighting solutions to illumine, the wearare effectively.</li> <li>Wear high-visibility clothing to enhance work unsibility in low-light conditions.</li> <li>Utilise non-slip mats or boars on uneven surfaces to endre stable footing.</li> <li>Implement a budder atem to apport workers in the of accidents due to poor visibility.</li> <li>Ensure all workers have addergent training in high-time operations and hazard awareness.</li> <li>Deploy porture lights we backup and sources for consistent lighting during operations.</li> <li>Ere and maintain all equipment and lighting to prevent malfunctions.</li> <li>Empleacing or backers to delineate safe walking paths within the gully or manhole area.</li> <li>Provide berson a protective equipment, such as headlamps and reflective tape, to boost visibility.</li> <li>Schnetturegular safety drills to familiarise workers with emergency procedures in low-light settings.</li> <li>Access weather forecasts to anticipate conditions that may worsen surfaces, like rain, increasing slip humrds.</li> <li>Keep a first aid kit and communication device readily available to respond promptly in case of accidents or health issues.</li> </ul>	2М
2. Site Inspection	Slippery areas, restricted access	ЗН	<ul> <li>Conduct a pre-inspection to identify any slippery surfaces and mark them clearly with signage or barriers.</li> <li>Ensure all personnel wear appropriate footwear with non-slip soles to mitigate the risk of slipping.</li> <li>Utilise portable lighting in areas with dim visibility to improve awareness of potentially slippery spots.</li> <li>Implement buddy systems or communication plans to ensure workers can call for help if accessing restricted or confined areas.</li> <li>Provide safety induction and training on recognizing and handling hazardous conditions specific to gullies and manholes.</li> <li>Install temporary barriers or guards around open gullies or manholes to prevent accidental falls.</li> <li>Use moisture-absorbing materials or mats to reduce slippery conditions, particularly if surfaces are wet due to weather or work activities.</li> <li>Employ access control measures such as safety harnesses and fall arrest systems when entering or exiting confined spaces.</li> </ul>	1L

# order complete swms

## bluesafe.

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
			- Establish emergency evacuation procedures tailored to restricted access areas and ensure all staff are familiar with them.	
			- Regularly monitor weather conditions and schemed inspections to avoid working in hazardous conditions, rescheduling tasks as necessary	
			- Install high-visibility signage in advance to vert are vaching traffic to the work zone.	
			- Deploy temporary traffic lights or use qualified offic controller to manage vehicle flow around the work area.	
			- Use barrier systems such as thes and railings, the rate a clearly defined work perimeter that keeps vehicles at a safe to can	
			- Ensure allow wers wear to n-visible aclothing such as reflective vests, to increase visibility to oncoming traffic.	
3. Traffic Control	Vehicle movement, visibility issues	4A	- Schere work, where off-peak hours when traffic volume is lower, reducing the risk of incidents.	2M
			- Condict pre-job tiefing to assess and anticipate all traffic-related hazards specific to the location.	
			- Positive spaces with communication devices to monitor traffic conditions and notify workers of any hanges or pointial danger.	
			- In, me t a speed reduction strategy in the vicinity of the work area to slow down approaching vehicles.	
			Estable a safe entry and exit protocol for site vehicles, ensuring minimal disruption to traffic flow.	
			- upularly review and update the traffic management plan based on evolving traffic conditions and feedback from workers and observers.	
4. Access Equipment	Falls from height, equipment failure	ЗН		2M





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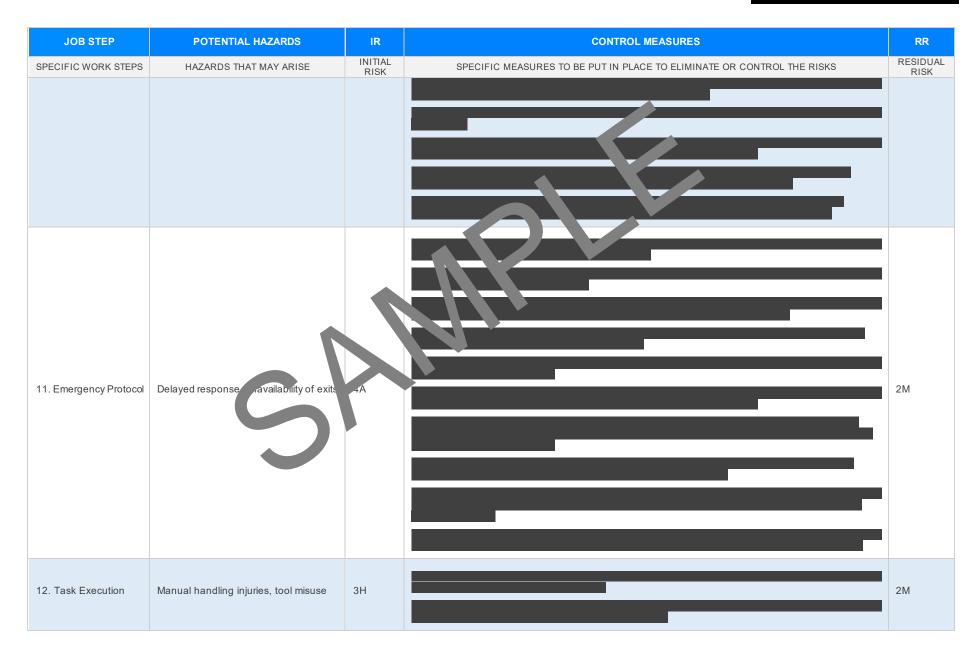
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
8. Hazardous Gas Check	Toxic fumes, flame oble gases	44		2M
	5			
9. Communication Plan	Signal failure, miscommunication	3H		2M



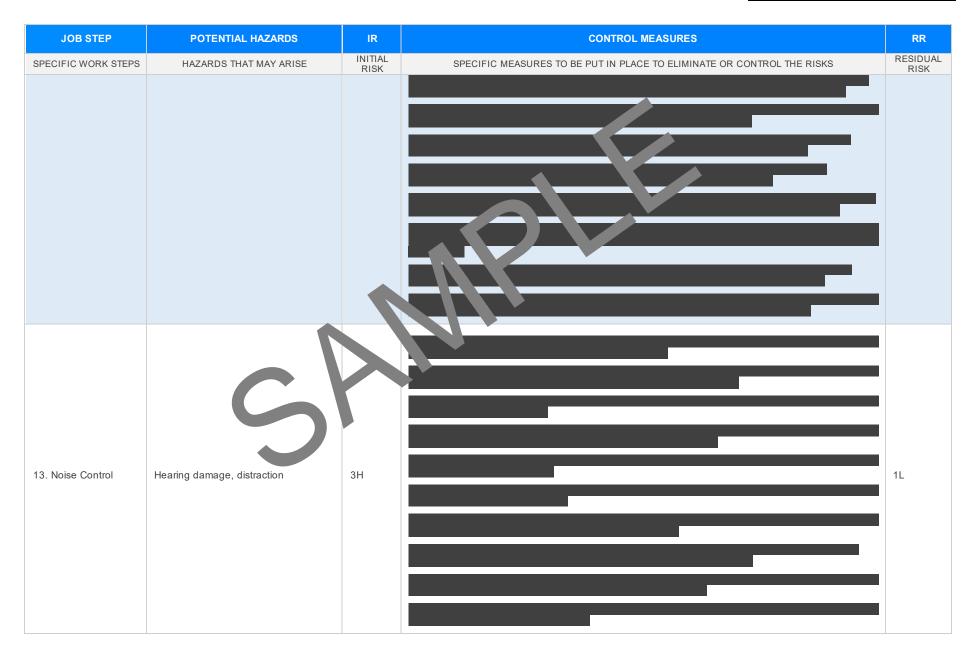
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Entry Procedure	Falling objects, confined space	4A		2M

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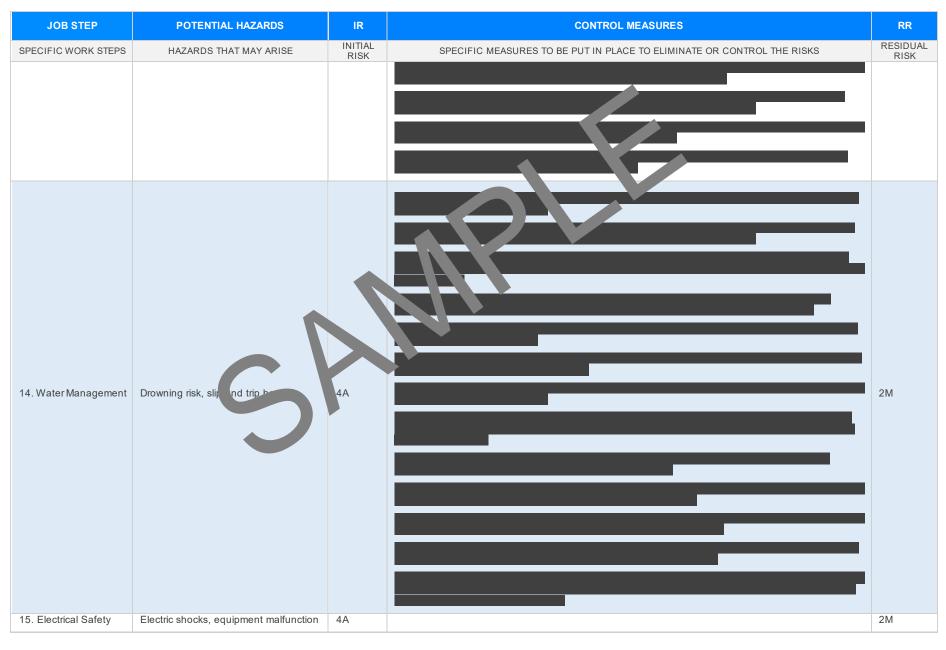






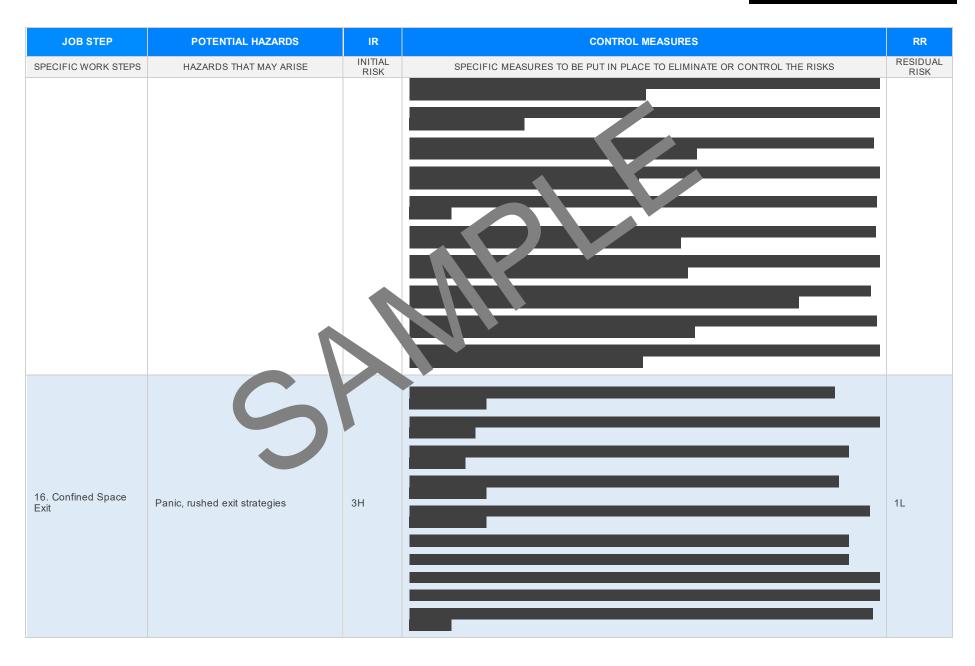
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Version 2.5

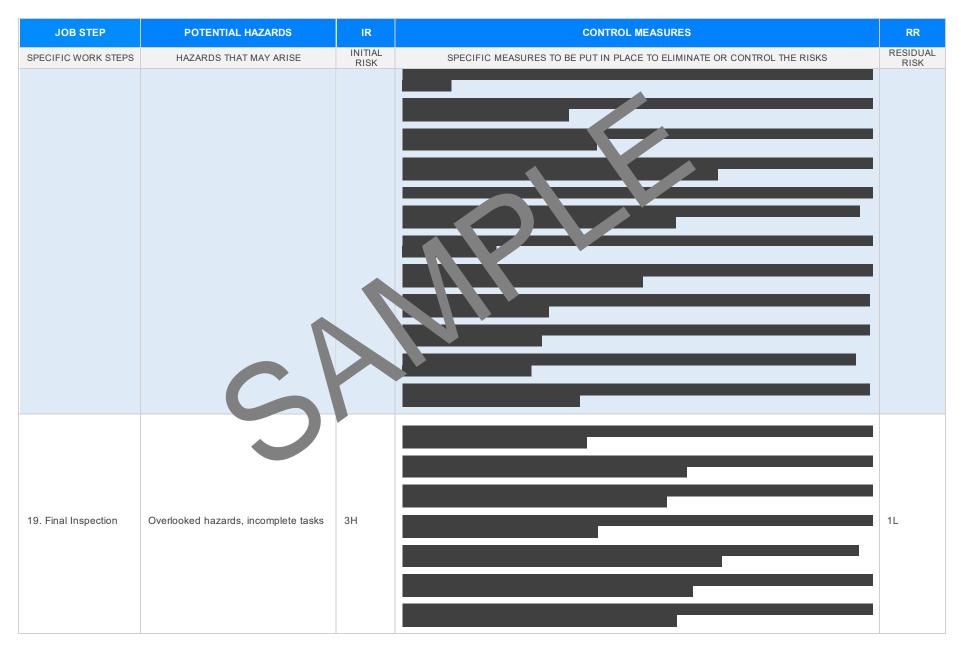






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
17. Waste Disposal	Chemical spills, impropermaste handling			1L
18. Tool Storage	Tripping, falling tools	3H		1L









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

#### **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	RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCE. N ANY STATISTICA 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 Or opational 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 on Factice 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: <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 20 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance</u> , orkplations fety-la Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-reso</u>	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/wexplaces/codes-of-practice#COPs Tasmania Work Health and Safety Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012	<ul> <li>Model Codes of Practice</li> <li>Managing noise and preventing hearing loss at work</li> <li>Confined spaces</li> <li>Labelling of workplace hazardous chemicals</li> <li>Managing risks of hazardous chemicals in the workplace</li> <li>Welding processes</li> <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> </ul>						
Legislation for TAS: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</u> Codes of Practice for TAS: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</u> 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>Demolition work</li> <li>Excavation work</li> <li>Work health and safety consultation, cooperation and coordination</li> <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.		
Any hazards listed in any site risk assessments have been added to the SN S.	$\boxtimes$	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	$\square$	
Check control measures added to the SWMS are the most effective sour tions.	$\boxtimes$	
Responsible person is assigned and listed on the spin central procentation of control measures.	$\square$	
Permit or licenses requirements specified, so in as Hot Work, Electrical Work, Work at Heights etc.	$\boxtimes$	
SWMS identifies plant and equipment to be	$\square$	
Details of inspection checks required for any equipment lister are noted on the SWMS.	$\square$	
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.	$\square$	
Identifies any hazardous substances used with specific control measures in line with any SDS.		
REVIEWED BY	DATE REVI	EWED
SIGNATURE	DATE COMP	LETED