



SAFE WORK METHOD STATEMENT (SWMS)

SWMS 003 - Excavations (less than 1.0 metre)

ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORKS COMMENCING.

An effective Risk Assessment should identify the relevant criteria listed below

<input type="checkbox"/> Work involving a risk of a person falling more than 2 metres. <input type="checkbox"/> Work carried out on a telecommunication tower. <input type="checkbox"/> Work involving demolition of an element of a structure that is loadbearing <input type="checkbox"/> Work around Asbestos Containing Material (ACM) <input type="checkbox"/> Work involving structural alterations or repairs requiring temporary support to prevent collapse <input type="checkbox"/> Work carried out in or near a confined space <input type="checkbox"/> Work carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or is carried out in or near a tunnel <input type="checkbox"/> Work involving the use of explosives <input type="checkbox"/> Working near or on Energised electrical installations or services <input type="checkbox"/> Working near or on Chemical, fuel or refrigerant lines	<input type="checkbox"/> Working near or on Pressurised gas distribution mains or piping <input type="checkbox"/> Work carried out in an area that may have a contaminated or flammable atmosphere <input type="checkbox"/> Work involving tilt-up or precast concrete <input type="checkbox"/> Work carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians <input type="checkbox"/> Work carried out in an area at a workplace in which there is any movement of powered mobile plant <input type="checkbox"/> Work carried out in an area in which there are artificial extremes of temperature <input type="checkbox"/> Work carried out in or near water or other liquid that involves a risk of drowning <input type="checkbox"/> Work involving diving work
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Risk = Consequence & Likelihood			Probability					PPE is the last method of control	
			Rare	Unlikely	Possible	Likely	Almost Certain		
		A	B	C	D	E			
Consequence	Catastrophic	5	High	High	Extreme	Extreme	Extreme		Elimination
	Major	4	Medium	High	High	Extreme	Extreme		Substitution
	Moderate	3	Low	Medium	High	Extreme	Extreme	Isolation	
	Minor	2	Low	Low	Medium	High	Extreme	Engineering	
Low	1	Low	Low	Medium	High	High	Administration	PPE	

Foot Protection	Hearing Protection	High-Vis Clothing	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Respiratory Protection	Sun Protection	Fall Arrest	Low Voltage Rescue Kit	Long Hair & Loose items such as Jewellery removed/tied back

Other PPE <small>(Please List)</small>	
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Authorised by: Jared Warrem

Company Name: Cape York Electrical & Airconditioning

Phone Number: 0428407010

Address: 13 Greenacres Close Whiterock Cairns 4868

Contact: Jared Warren

ABN: 28 791 930 310

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Sign-Off Sheet

This Safe Work Method Statement has been developed in consultation with relevant personnel and the Persons Conducting the Business or Undertaking (PCBU). By signing this page, I agree that I have had these SWMS communicated to me and understand their contents. I confirm that I have the relevant certifications to conduct the task described and agree to comply with the control measures and safe work instructions and the use of PPE where required.

Name	Job Description	Signature	Date

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Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
1	Check area for other services, Mark Locations of: <ul style="list-style-type: none"> Gas lines Power cables Telephone cables, Water or Sewer lines Tree roots. 	Personal injury <ul style="list-style-type: none"> Cuts, strains, abrasions, burns Possible eye injury Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) Explosion Electrocution Water Damage Network outage 	High Risk 	Inspect path of travel for any obstructions and remove them. Daily site inspections prior to commencement of work activities and at the conclusion of each workday. Regular housekeeping inspections including regular walk rounds to be conducted to ensure a clean and tidy work area. Ensure permit is in place if required. Risk assessment must be completed.	Medium Risk 	Work crew Supervisor
2	Check layout and mark out	Contact with overhead or underground services Personal injury <ul style="list-style-type: none"> Cuts, strains, abrasions, burns Possible eye injury Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) Explosion Electrocution Water Damage Network outage 	High Risk 	Engage dial before you dig and other location services. Identify all isolation points of known services. Check for overhead services (Power lines) Engage third party location service if required. Clearly mark out/identify existing known services Guarding etc. to be in place prior to plant arriving at the work area Plant Work Zone protocol established and controlled The Supervisor is responsible for ensuring there are no above ground services which will present any danger to personnel operating machinery or persons working in the vicinity of the above ground service. The Supervisor is responsible for ensuring that flagged catenaries are erected at least 50 metres either side of any power line crossing the ROW. Operator to complete daily recorded pre-start safety check. Notify supervisor of identified deficiencies immediately – TAG OUT / DO NOT USE.	Medium Risk 	Work crew Supervisor



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				<p>Only experienced / competent personnel to operate trenching machine / excavator when within 5 metres of an above ground foreign crossing.</p> <p>Training of trenching/excavator operators shall occur only with a certified operator in vicinity of the machine and not when within 5 metres of a live service.</p>		
		<p>Personal injury</p> <ul style="list-style-type: none"> • Potential slips, trips and falls • Cuts, strains, abrasions, burns • Impalement 	<p>High Risk</p> 	<p>Ensure direct work area is clear and free from any potential trip hazards</p> <p>All tools and materials are to be stored appropriately for easy access and to avoid becoming a trip hazard</p> <p>Ensure Barricading has been set up correctly</p> <p>Any star pickets have caps fitted.</p>	<p>Medium Risk</p> 	<p>Work crew</p> <p>Supervisor</p>
3	Excavate trenches	Untrained workers	<p>High Risk</p> 	<p>Only persons who hold the correct license or competency are to operate mobile plant.</p> <p>Do not use plant for purposes for which it is not designed or intended.</p> <p>Do not overload plant when lifting any item.</p> <p>Ensure three points of contact when climbing in/on plant</p> <p>Exclusion zones to be implemented around known existing services</p> <p>Spotter in place when exposing services.</p> <p>Means of clear communication.</p> <p>Use of correct PPE.</p>	<p>Medium Risk</p> 	<p>Work crew</p> <p>Supervisor</p>

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		Damage to underground services	High Risk 	Use non-destructive excavation methods to locate all services before excavation is commenced. Report any damage to underground services immediately and leave excavation open for inspection.	Medium Risk 	Work crew Supervisor
		Permit failures	High Risk 	The Supervisor in charge of any trenching operations is to ensure that, when deemed necessary, a Permit to Excavate is in place and that permit procedures have been followed before any groundbreaking activity begins.	Medium Risk 	Work crew Supervisor
		Collision Personnel injury / death <ul style="list-style-type: none"> Crushing of limb / personnel Concussion / loss of consciousness 	Extreme Risk 	Keep clear of mobile plant in operation. Communicate the intended operation of the plant. (how will it move, where will the spoil be placed) Identify an exclusion zone. Use of a spotter for pedestrians Use of correct PPE	Medium Risk 	Work crew Supervisor

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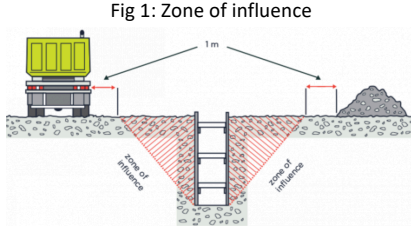





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Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
		Cave-in or collapse of trench Personnel injury / death <ul style="list-style-type: none"> Suffocation Crushing of limb / personnel Concussion / loss of consciousness 	Extreme Risk 	Keep excavated material at least 1 metre clear of edges of trench or excavation. Do not allow plant, vehicles, storage of materials or spoil within 1.0m of the edge of the zone of influence. 	Medium Risk 	Work crew Supervisor
		Falls of persons Personal injury <ul style="list-style-type: none"> Potential slips, trips and falls Cuts, strains, abrasions, burns Impalement 	High Risk 	Place barricades around trench or excavation where it is to be left open and/or there is a risk of a person falling in. Provide access ladders at all parts where persons are working in a trench or excavation. Ladders are to extend 1 metre above level being accessed and be secured against movement. Ensure that trench or excavation is backfilled and compacted, and that surface is even and level before removing barricading.	Medium Risk 	Work crew Supervisor
4	Backfilling and compaction of trenches and excavations	Personnel injury / death <ul style="list-style-type: none"> Suffocation Crushing of limb / personnel Concussion / loss of consciousness 	High Risk 	Ensure that bedding material fully supports the pipe before backfilling. Place fine material around pipe first before adding remaining spoil.	Medium Risk 	Work crew Supervisor



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				<p>Add backfill material in layers and compact to minimize subsidence of trench. Avoid placing lumps of clay or hard material that will not compact easily or fully.</p> <p>Observe safe manual handling procedures when using rammers or vibrating plates to compact backfill.</p>		
5	Site clean-up and waste disposal	Slips, trips and falls of persons	<p>High Risk</p> 	<p>Ensure that all scrap and waste material is removed, and that area is clear of obstacles.</p> <p>Check safety of area before removing barricading.</p>	<p>Medium Risk</p> 	<p>Work crew</p> <p>Supervisor</p>

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Referenced Commonwealth - Codes of practice	Referenced Commonwealth – Acts & Regulations
<ul style="list-style-type: none"> • Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 • Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015 • Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 • Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015 • Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015 • Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015 • Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015 • Work Health and Safety (Work Health and Safety Consultation, Co-operation and Co-ordination) Code of Practice 2015 	<ul style="list-style-type: none"> • Work Health and Safety (Transitional and Consequential Provisions) Act 2011 • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2011.
	Referenced Australian Standards
<h3>Referenced QLD – Codes of practice</h3> <ul style="list-style-type: none"> • Electrical safety code of practice 2013 - Managing electrical risks in the workplace • First Aid in the Workplace Code of Practice 2014 • Hazardous Manual Tasks Code of Practice 2011 • How to Manage Work Health and Safety Risks Code of Practice 2011 • Labelling of Workplace Hazardous Chemicals Code of Practice 2011 • Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 • Managing the Risk of Falls at Workplaces Code of Practice 2018 • Managing the Work Environment and Facilities Code of Practice 2011 • Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011 • Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013 • Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2011 	<h3>Further Information</h3> <p><u>QLD</u></p> <ul style="list-style-type: none"> • OHS Legislation - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation • Environmental Legislation - https://www.ehp.qld.gov.au/management/env-policy-legislation/ • OHS Codes of Practice - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/codes-of-practice <p><u>Commonwealth</u></p> <ul style="list-style-type: none"> • OHS Legislation - http://www.legislation.act.gov.au • Environmental Legislation - http://www.legislation.act.gov.au • OHS Codes of Practice - http://www.legislation.act.gov.au

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