

Scope of Work Activity Covered by this Work Method Statement

Site:

This Work Method Statement outlines the main hazards and risks associated with

Horizontal Directional Drilling

Contact:

Instructions for Safe Work Method Statements

A Safe Work Method Statement (SWMS) is a document that sets out the work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. All work must be carried out in accordance with this SWMS. This SWMS must be kept and be available for inspection. All persons must read, understand and sign off this Work Method Statement.

Applicable High Risk Construction Work Activities (highlighted). A SWMS is required for all high risk work activities.

	A risk of a person falling more than 2 M		Demolition of a load-bearing structure.		Work on a tele-communications tower
Y	Work in or near a shaft or trench with an excavated depth over 1.5m or in a tunnel		Temporary load-bearing support structures for structural installations or repairs	Y	Work on or near a pressurised gas distribution mains or piping
	Work on or near chemical, fuel or refrigerant lines	Y	Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	Y	Work on or near energised electrical installations or services
Y	Likely to involve disturbing asbestos		Work in or near a confined space	Y	Work in an area with movement of powered mobile plant
	Work in areas with artificial extremes of temperature	Y	Work in or near water or other liquid that involves a risk of drowning		Work in an area that may have a contaminated or flammable atmosphere
	Use of explosives		Tilt-up or precast concrete elements		Diving work

Personal Protective Clothing & Equipment (PPE) Required



**SUN
PROTECTION
EQUIPMENT
MUST
BE WORN**



**LONG SLEEVE
SHIRT AND
TROUSERS
MUST BE WORN**

Safety Boots		Protective Gloves	
Safety Glasses		High Visibility Clothing / Vests	
Hearing Protection		Hard Hat	

Required Qualifications/Verifications

Qualification	Requirement	Qualification	Requirement
Openshore WHSQE Induction	All Personnel	RIINHB323D - Conduct Horizontal Directional Drilling	Machine Operator
Construction Industry White Card	All Personnel	RIICCM202D - Identify, Locate and Protect Underground Services	Locator
Drivers License	All Personnel	Openshore Maintenance Competency	Machine Operator
HLTAID001 / 002 / 003 - CPR & First Aid	2 x Qualified Staff Members On Site	Rail Industry Worker	All Personnel
Asbestos Awareness	All Personnel	Site Specific Induction	All Personnel

Required Inspections & Maintenance Checks

Plant and equipment used on site includes, but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required	Plant and/or Equipment	Inspection and maintenance checks required
Mobile Equipment	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications	Electrical Equipment	Tag & Test. Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications
Ladders	Safety check prior to use	Extension Leads	Tag & Test Safety check prior to use

Inspections of plant to be carried out before commencement of work, as per listed hazard controls for pre-start checks.

SWMS Develop By:	Kelly Martin 0412 097 229	WHS Manager	
SWMS Consulted With:	Blake Pascoe 0402 638 852	Operations Manager	
SWMS Approved By:	Paul Martin 0431 510 767	Director	
Person Responsible for ensuring compliance with this SWMS	Blake Pascoe 0402 638 852	Operations Manager	

Formal communication of Site Safety Rules will occur primarily in three ways:

1. As part of the implementation of this Work Method Statement, all parties in the workgroup to be present for a brief meeting.
2. As new person(s) (employees, subcontractors, etc.) enter the site for the first time they will be briefed on the Site Safety Rules that they must comply with and sign induction form stating that they are aware of the site specific hazards.
3. At regular 'toolbox' meetings – employees will be reminded of the safety site rules, new and existing potential hazards and also constantly reminded of the importance of striving for a hazard free work place. Employees are given the opportunity to provide feedback and add hazards and controls.

RISK RATING MATRIX

Consequence →	Low (C1) No Injury most probable outcome; Losses in <\$500; Environmental impact small localised and contained;	Minor (C2) FAI most probable outcome; Losses in excess >\$500 <\$15,000; Environmental impact, contained impact requiring minor remedial action.	Moderate (C3) MTI or LTI most probable outcome; Losses in excess >\$15,000 <\$50,000; Environmental impact, medium term contained impact requiring considerable remedial action.	Major (C4) LTI most probable outcome; Losses in excess >\$50,000 <\$100,000; Environmental contamination off-site, considerable remediation required	Critical (C5) A fatality(s) most probable outcome; Losses in excess >\$100,000; Irreversible/irreparable environmental contamination.
Likelihood ↓					
Rare (L1) A similar incident is unlikely to occur again	L2	L3	L4	M5	M6
Unlikely (L2) A similar incident could occur in the next 5 years	L3	L4	M5	M6	H7
Possible (L3) A similar incident could occur in the next 1 year	L4	M5	M6	H7	H8
Likely (L4) A similar incident could occur in the next 6 months	M5	M6	H7	H8	E9
Almost certain (L5) A similar incident could occur in the next 1 month	M6	H7	H8	E9	E10
Risk Score	Risk Rating	Required Action		Hierarchy of Controls	
2-4	Low risk	Manage and Monitor by routine internal procedures.		1. Elimination	Complete elimination of risk
5-6	Moderate risk	Specific monitoring or procedures to be implemented. Management responsibility to be specified and strategies implemented as part of day-to-day activities.		2. Substitution	Replacement of material, process, substance, etc.
7-8	High risk	Immediate action to be implemented by Operations Manager and HSEQ Manager. GM to be notified		3. Engineering	Designing risks out or isolation of risks
9-10	Extreme risk	Immediate action to be implemented; this level of risk needs detailed research and planning by Operations Manager and HSE Q manager. GM must be notified.		4. Administrative	Adjusting the time or conditions of risk exposure, including training options
				5. Personal protective equipment	Provision of PPE where other options are not practicable

Relevant Legislation, Standards & Codes of Practice relating to the work:

NSW Work Health & Safety Act November 2011

NSW Work Health & Safety Regulations September 2025

NSW Code of Practice - Construction Work	August, 2019
NSW Code of Practice - Demolition	August, 2019
NSW Code of Practice - Excavation Work	January, 2020
NSW Code of Practice - First Aid in the Workplace	January, 2020
NSW Code of Practice - Hazardous Manual Tasks	August, 2019
NSW Code of Practice - How to Manage Work Health and Safety Risks	August, 2019
NSW Code of Practice - Managing Electrical Risks in the Workplace	August, 2019
NSW Code of Practice - Managing Noise & Preventing Hearing Loss at Work	December, 2022
NSW Code of Practice - Managing the Risk of Fatigue at Work	February, 2026
NSW Code of Practice - Managing the Risk of Falls at Workplaces	August, 2019
NSW Code of Practice - Managing the Risks of Hazardous Chemicals in the Workplace	December, 2022
NSW Code of Practice - Managing the Risks of Plant in the Workplace	December, 2022
NSW Code of Practice - Managing the Risks of Respirable Crystalline Silica in the Workplace	February, 2026
NSW Code of Practice - Managing the Work Environment and Facilities	August, 2019
NSW Code of Practice - Work Health and Safety Consultation, Cooperation and Coordination	December, 2022
NSW Code of Practice - Work Near Overhead and Underground Electric Lines	May, 2026
NSW Code of Practice - Working Safely When Cutting, Drilling and Grinding Concrete and Masonry Products	May, 2026

Rail Safety (Adoption of National Law) Act 2012 No 82

Rail Safety National Law National Regulations 2012

Relevant Legislation, Standards & Codes of Practice relating to the work:

QLD Work Health & Safety Act November 2011

QLD Work Health & Safety Regulations 2011

QLD Work Health & Safety Regulations Exemptions

QLD Code of Practice -	Demolition	2021
QLD Code of Practice -	Excavation	2021
QLD Code of Practice -	First Aid in the Workplace	2021
QLD Code of Practice -	Hazardous Manual Tasks	2021
QLD Code of Practice -	How to Manage Work Health and Safety Risks	2021
QLD Electrical Safety Code of Practice -	Managing Electrical Risks in the Workplace	2021
QLD Code of Practice -	Managing Noise & Preventing Hearing Loss at Work	2021
QLD Code of Practice -	Managing the Risk of Falls at Workplaces	2021
QLD Code of Practice -	Managing Risks of Hazardous Chemicals in the Workplace	2021
QLD Code of Practice -	Managing the Risks of Plant in the Workplace	2021
QLD Code of Practice -	Managing the Work Environment and Facilities	2021
QLD Code of Practice -	Work Health and Safety Consultation, Cooperation and Coordination	2021

Horizontal Directional Drilling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Site Set Up	Storm Water Contamination	3	3	M6	1 - Spill Kits in place. 2 - Silt bags are to be used around storm water drains and silt mesh to be installed if necessary. This should be done prior to any excavations to prevent contamination. 3 - Adherence to Environmental Management Plan. 4 - Flora Protection. 5 - Effective Incident Reporting.	Supervisor / Work Team	1	3	L4
Access/Working Within Rail Corridor	Struck by Rail Traffic	4	5	E9	1 - Not entry into the rail corridor without the authority of an ARTC accredited Protection Officer. 2 - Protection Officer to conduct a Worksite Pre-Work Briefing and identify safe access, evacuation process, safe work zones and exclusion zones. 3 - Protection Officer to install the appropriate level of safeworking protection for the task. 4 - Protection Officer to communicate the rail worksite protection arrangements. 5 - Protection Officer to be in a position to monitor worksite and train operations effectively. 6 - All workers to follow the Protection Officer's instructions. 7 - RIW qualifications. 8 - Zero tolerance for drugs & alcohol. 9 - No use of mobile phones, except in a safe place. 10 - All workers fit for work - not fatigued. 11 - Rail compliant PPE - Orange High Vis. 12 - Schedule work if possible for low traffic periods. 13 - Adequate lighting. 14 - Flashing lights to be used on mobile plant. 15 - Rear vision mirrors fitted to all plant. 16 - Convex mirrors on all plant. 17 - Reversing alarms on all plant. 18 - Use spotter. 19 - Maintain positive communication.	Protection Officer / Supervisor / Work Team	1	5	M6
Scoping over Water	Falling in the Water	3	4	H7	1 - Lifejacket used. 2 - Spotter in place. 3 - Effective communication. 4 - High visibility garments.	Supervisor / Work Team	1	4	M5

Horizontal Directional Drilling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Working near Water	Falling in the Water	3	4	H7	1 - Work only in areas outside 2 mtrs exclusion zone from the water's edge 2 - Work is only to be carried out outside the 2 mtrs exclusion zone 3 - Staff are not to enter the exclusion zone 4 - Staff training to identify hazards 5 - High visibility garments	Supervisor / Work Team	1	4	M5
Locate Services & Obtain Permit	Strike underground assets	3	5	H8	1 - DYBD Plans on site. Correct location and date. Detailed Site Survey where available. 2 - Visual Inspection for signs of Services not on DBYD Plans. 3 - Locate Rail Assets (when working within Rail Corridor) - Signals & Comms. Sydney Trains Excavation work plan is issued, & all Sydney trains buried services will be electronically located where required by a Sydney trains accredited cable Locator 4 - Use Gas Patrolman to locate High Pressure Gas before work. 5 - Obtain all permits necessary from Primary Client before commencing any works.	Supervisor	1	5	M6
Boring Under a Live Rail Network	Strike underground assets	3	5	H8	1 - Track Certifier 2 - Monitoring Plan	Supervisor	1	5	M6
Unload Drilling Rig from Transporter	Crushing injury or body injury from working near plant or machinery as a result of collision or roll-over.	3	5	H8	1 - Always ensure that the correct machinery unloading process is followed and that it is undertaken by a competent person. 2 - Ensure that ramps are secured in place and that spotter is engaged to guide the operator. 3 - Always remain at a safe distance from any operational plant/machinery. 4 - Flashers & Squeakers fitted to drilling rig. 5 - Do not enter a work area unless they are in full view of the plant/machinery operator. 6 - Provide a spotter where required.	Supervisor / Work Team	1	5	M6
Unload Drilling Rig from Transporter	Hit by vehicle whilst working near vehicular traffic	3	5	H8	1 - Assess the worksite for all traffic and pedestrian management requirements, prior to commencing work. 2 - Erect signage and delineation for the worksite, prior to commencing work. 3 - Assess their worksite after signage	Supervisor / Work Team	1	5	M6
Conduct Pre-start Machinery Check	Hit by vehicle whilst working near vehicular traffic and or pedestrians	3	5	H8	1 - Position drill rig away from traffic before conducting pre-start check. 2 - Implement Traffic Control if required. 3 - High visibility clothing.	Supervisor / Work Team	1	5	M6

Horizontal Directional Drilling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Conduct Pre-start Machinery Check	Personal injury from Inspecting inside and beneath the machine.	3	4	H7	1 - Ensure that the drill rig is securely anchored to prevent it from moving. Remove keys or ignition source before undertaking the inspection. 2 - Undertake plant inspection as per the manufacture's guidelines. 3 - Remain alert to the potential for foreign objects entering the eyes, parts of the machinery being hot and sharp protruding objects. 4 - Wear required PPE, safety footwear and high visibility clothing.	Work Team	2	4	M6
Conduct Pre-start Machinery Check	Chemical injury and burns from Inspecting inside and beneath the machine.	3	5	H8	1 - Refer to the relevant SDS for any chemical being used. 2 - Only use the chemical for its intended use. 3 - Only dispense the amount of chemical required to complete the task. 4 - Wear required PPE, safety footwear, rigger's gloves, long sleeve shirt, trousers and eye protection. 5 - Wear PPE as required by SDS - P2 Mask	Supervisor / Work Team	1	5	M6
Conduct Pre-start Machinery Check	Electrocution	3	5	H8	1 - Test the strike alarm by pushing test button. If it doesn't work, machine must be serviced immediately and drilling must not commence. 2 - Ensure machine is locked and tagged out.	Supervisor / Work Team	1	5	M6
Perform Operator Maintenance	Hit by a car whilst Working near vehicular traffic	3	5	H8	1 - Position drill rig away from traffic before conducting operator maintenance. 2 - Implement Traffic Control if required. 3 - High visibility clothing.	Work Team	1	5	M6
Perform Operator Maintenance	Chemical burn or injury from ingesting and Working with chemicals	3	3	M6	1 - Refer to the relevant SDS for any chemical being used. 2 - Only use the chemical for its intended use. 3 - Only dispense the amount of chemical required to complete the task. 4 - Wear required PPE, safety footwear, rigger's gloves, long sleeve shirt, trousers and eye protection. 5 - Wear PPE as required by SDS - P2 Mask	Work Team	1	3	L4
Perform Operator Maintenance	Crushing injury from rod rack	3	5	H8	1 - For any works to be undertaken under the rod rack, rack MUST totally removed by crane or forklift from machine or taken to Manufacturer for repairs. 2 - Only competent and trained staff to use forklift/crane. 3 - Only competent staff to repair machine. Openshore Maintenance Competency to be completed. YOU MUST NOT ATTEMPT REPAIRS WITHOUT RELEVANT TRAINING	Supervisor / Work Team	1	5	M6
Perform Operator Maintenance	Personal injuries	3	5	H8	1 - Lock out tags to be used on any equipment/plant deemed unsafe to operate. 2 - Keys must be returned to head office	Supervisor / Work Team	1	5	M6

Horizontal Directional Drilling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Perform Operator Maintenance	Fuel ignition, burns and personal injury	3	5	H8	1 - Only re-fuel in well ventilated areas. 2 - Ensure that no naked flames and/or alight cigarettes (ignition sources) are in the vicinity, prior to and during re-fuelling. 3 - Re-fuel or add oils to plant/machinery by the use of a funnel to avoid spillage onto hot machine components. 4 - Spill kit available. 5 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing.	Work Team	1	5	M6
Set Up Drill Rig & Ancillary Equipment	Personal injury from being struck by vehicular traffic, plant or machinery.	3	5	H8	1 - Assess the worksite for all traffic and pedestrian management requirements, prior to commencing work. 2 - Erect signage and delineation for the worksite, prior to commencing work. 3 - Assess the worksite after signage. 4 - Utilise Plant Movement Plan on larger sites. 5 - Always remain at a safe distance from any operational plant/machinery & vehicular traffic. 6 - Do not enter a work area unless they are in full view of the plant/machinery operator. 7 - Positive Communication. 8 - Provide a spotter where required. 9 - Flashers & Squeakers fitted to equipment. 10 - Wear required PPE, safety footwear and high-visibility clothing.	Supervisor / Work Team	1	5	M6
Set Up the Guidance System	Personal injury and/or explosion from Working near plant or machinery	3	5	H8	1 - Ensure that the drilling rig is securely anchored in place to prevent it from moving and remove keys or ignition source from the machine before undertaking the inspection. 2 - Calibrate guidance system in accordance with manufacturers instructions. 3 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing.	Supervisor / Work Team	1	5	M6
Excavate Entry and Exit Pits	Negative Environmental Impact	3	4	H7	1 - No excavation to be taken place under drip line of trees. 2 - Bunting around protected species. 3 - Tree roots greater than 100mm not to be cut. 4 - Acid sulphate soil not to be removed from site, treated with lime and covered. Reported to Primary Client.	Supervisor	1	4	M5
Excavate Entry and Exit Pits	Personal Injury	3	5	H8	1 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing. 2 - Excavation conducted in accordance with Work Method Statement Excavation. 3 - Ensure all staff have read, understand and have signed off SWMS.	Supervisor / Work Team	1	5	M6

Horizontal Directional Drilling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Confined Space Entry	Exposure to toxic gases / low oxygen levels	3	4	H7	1 - Ensure all employees are trained in confined space awareness. 2 - NO EMPLOYEES TO ENTER CONFINED SPACE	Supervisor Work Team	1	1	L2
Asbestos	Exposure to Asbestos	3	4	H7	1 - Ensure all employees are trained in Asbestos Awareness. 2 - DO NOT CONDUCT DRILLING OPERATIONS ON ASBESTOS CONTAINING MATERIAL.	Supervisor Work Team	1	4	M5
Undertake Drilling Operation	Personal injury and/or explosion from Working near plant or machinery	3	5	H8	1 - Always remain at a safe distance from any operational plant/machinery. 2 - Do not enter a work area unless they are in full view of the plant/machinery operator. 3 - Maintain positive communication. 4 - Provide a spotter where required.	Supervisor / Work Team	1	5	M6
Undertake Drilling Operation	Environmental damage due to fracture under watercourse	3	3	M6	1 - Monitor fluid volume and down hole pressure. 2 - Correct fluid program. 3 - Environmentally sensitive drill product (Xan Viz). 4 - N-seal in the event of fracture. 5 - Refer Frac Out Management Plan.	Supervisor / Work Team	1	3	L4
Undertake Drilling Operation	Environmental damage due to dust	3	3	M6	1 - Drill fluid added through drill rods for lubrication to eliminate dust. 2 - Limit plant movement.	Supervisor / Work Team	1	3	L4
Undertake Drilling Operation	Personal injury from being struck by vehicular traffic, plant or machinery.	3	5	H8	1 - Assess the worksite for all traffic and pedestrian management requirements, prior to commencing work. 2 - Erect signage and delineation for the worksite, prior to commencing work. 3 - Assess the worksite after signage. 4 - Utilise Plant Movement Plan on larger sites. 5 - Always remain at a safe distance from any operational plant/machinery & vehicular traffic. 6 - Do not enter a work area unless they are in full view of the plant/machinery operator. 7 - Positive Communication. 8 - Provide a spotter where required. 9 - Flashers & Squeakers fitted to equipment. 10 - Wear required PPE, safety footwear and high-visibility clothing.	Supervisor / Work Team	1	5	M6
Remove Drill Head and Attach Reamer	Entanglement, Crushing and/or Personal Injury	3	5	H8	1 - Ensure that the drilling rig is securely anchored in place to prevent it from moving and remove keys or ignition source from the machine before commencing. 2 - Use approved break out gear only. Do not use stilsons. 3 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing.	Work Team	1	5	M6

Horizontal Directional Drilling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Undertake Ream	Entanglement, Crushing and/or Personal Injury	3	5	H8	1 - Always remain at a safe distance from any operational plant/machinery. 2 - Do not enter a work area unless they are in full view of the plant/machinery operator. 3 - Maintain positive communication. 4 - Provide a spotter where required. 5 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing.	Supervisor / Work Team	1	5	M6
Attach swivels to the reamer	Entanglement, Crushing and/or Personal Injury	3	5	H8	1 - Always remain at a safe distance from any operational plant/machinery. 2 - Do not enter a work area unless they are in full view of the plant/machinery operator. 3 - Maintain positive communication. 4 - Provide a spotter where required. 5 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing.	Supervisor / Work Team	1	5	M6
Detach Pull Back Shackle from the bore head	Entanglement, Crushing and/or Personal Injury	3	5	H8	1 - Always remain at a safe distance from any operational plant/machinery. 2 - Do not enter a work area unless they are in full view of the plant/machinery operator. 3 - Maintain positive communication. 4 - Provide a spotter where required. 5 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing.	Supervisor / Work Team	1	5	M6
Rodding, mandrelling and roping conduit	Entanglement, Crushing and/or Personal Injury	3	5	H8	1 - Always remain at a safe distance from any operational plant/machinery. 2 - Do not enter a work area unless they are in full view of the plant/machinery operator. 3 - Maintain positive communication. 4 - Provide a spotter where required. 5 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing.	Work Team	1	5	M6
Removing the drilling rig from the drilling location	Entanglement, Crushing and/or Personal Injury	3	5	H8	1 - Always remain at a safe distance from any operational plant/machinery. 2 - Do not enter a work area unless they are in full view of the plant/machinery operator. 3 - Maintain positive communication. 4 - Provide a spotter where required. 5 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing.	Supervisor / Work Team	1	5	M6
Move drilling rig to the transporter	Entanglement, Crushing and/or Personal Injury	3	5	H8	1 - Always remain at a safe distance from any operational plant/machinery. 2 - "Flashers" and "Squeakers" fitted to drilling rig. 3 - Do not enter a work area unless they are in full view of the plant/machinery operator. 4 - Provide a spotter where required. 5 - Positive Communication 6 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing	Work Team	1	5	M6

Horizontal Directional Drilling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Move drilling rig to the transporter	Crushing or personal injury to worker of MOP from working near plant or machinery	3	5	H8	1 - Assess the worksite for all traffic and pedestrian management requirements, at the conclusion of work. 2 - Erect signage and delineation for the worksite, prior to movement of drilling rig. 3 - Assess their worksite after signage	Supervisor / Work Team	1	5	M6
Move drilling rig to the transporter	Crushing or personal injury from working near plant or machinery	3	5	H8	1 - Always remain at a safe distance from any operational plant/machinery. 2 - Do not enter a work area unless they are in full view of the plant/machinery operator. 3 - Provide a spotter where required.	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturer's Specifications	1	5	M6
Move drilling rig to the transporter	Crushing or personal injury from working near plant or machinery	3	5	H8	1 - Always ensure that the correct machinery loading process is followed and that it is undertaken by a competent person. 2 - Ensure that ramps are secured in place and that spotter is engaged to guide the operator.	Supervisor / Work Team	1	5	M6
Move drilling rig to the transporter	Crushing injury from drill rig rolling off the transporter	3	5	H8	1 - Assess the worksite for all traffic and pedestrian management requirements, prior to commencing work. 2 - Erect signage and delineation for the worksite, prior to commencing work. 3 - Assess their worksite after signage. 4 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing	Supervisor / Work Team	1	5	M6

Horizontal Directional Drilling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Dispose of Slurry / Spoil	Injury to worker and/or MOP whilst working near plant or machinery	3	5	H8	1 - Assess the worksite for all traffic and pedestrian management requirements, prior to the commencement of disposal. 2 - Erect signage and delineation for the worksite, prior to commencing . 3 - Assess their worksite after signage. 4 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing.	Supervisor / Work Team	1	5	M6
Dispose of Slurry / Spoil	Crushing or personal injury from working near plant or machinery	3	5	H8	1 - Always remain at a safe distance from any operational plant/machinery. 2 - Do not enter a work area unless they are in full view of the plant/machinery operator. 3 - Provide a spotter where required. 4 - Positive Communication 5 - Refer SWMS Hydro Vacuum Unit	Work Team	1	5	M6
Monitor & Review		4	4	H8	1 - SWMS to be reviewed by all staff through daily pre-start and weekly toolbox talks for effectiveness & application to site. 2 - Compliance to the SWMS is monitored using a system of routine or random workplace inspections. 3 - In the event that the work is not being carried out in accordance with the SWMS, all work will cease immediately. The SWMS are reviewed to identify non-compliance and ensure the method in the SWMS is the most practical and safest way of doing the task. The SWMS is revised if another method is identified as being a safer option, before work resumes. 4 - Feedback to be given by all staff and improvements to be included in revision of SWMS.	Supervisor Work Team	1	1	L2

Horizontal Directional Drilling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		

Safe Work Method Statement



Sign Off

The representatives of Openshore listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Workers Name	Role	Signature	Date