

Scope of Work Activity Covered by this Work Method Statement

Site:

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

Hydro Vacuum Unit (Truck/Trailer)

Contact:

Instructions for Safe Work Method Statements

Non-destructive Potholing of Buried Services + Cable Route Excavation

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 2M		Demolition of a load-bearing structure.		Work on a tele-communications tower
Y	Work in or near a shaft or thrench 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		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	Openshore Maintenance Competency	Machine Operator
Construction Industry White Card	All Personnel	Openshore Supervisor Training Vacuum Truck	Machine Operator
Drivers License	All Personnel	Rail Industry Worker	All Personnel
HLTAID001 / 002 / 003 - CPR & First Aid	2 x Qualified Staff Members On Site	Site Specific Induction	All Personnel
Asbestos Awareness	All Personnel		

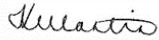
Required Inspections & Maintenance Checks

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	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.

Safe Work Method Statement

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 Masonr	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 and Safety and Other Legislation Amendment Act 2015

QLD Work Health and Safety and Other Legislation Amendment Act 2017

QLD Work Health & Safety Regulations November 2017

QLD Work Health & Safety Regulations Amendments 2016

QLD Work Health & Safety Regulations Exemptions

QLD Work Health & Safety Regulations Transitional Provisions

QLD Code of Practice - Demolition	March, 2021
QLD Code of Practice - Excavation	March, 2021
QLD Code of Practice - First Aid in the Workplace	March, 2021
QLD Code of Practice - Hazardous Manual Tasks	March, 2021
QLD Code of Practice - How to Manage Work Health and Safety Risks	March, 2021
QLD Code of Practice - Managing Electrical Risks in the Workplace	March, 2021
QLD Code of Practice - Managing Noise & Preventing Hearing Loss at Work	March, 2021
QLD Code of Practice - Managing the Risk of Falls at Workplaces	March, 2021
QLD Code of Practice - Managing the Risks of Hazardous Chemicals in the Workplace	January, 2023
QLD Code of Practice - Managing the Risks of Plant in the Workplace	March, 2021
QLD Code of Practice - Managing the Work Environment and Facilities	March, 2021
QLD Code of Practice - Work Health and Safety Consultation, Cooperation and Coordination	August, 2022

Hydro Vacuum Unit (Truck/Trailer)

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Unsafe work practices due to insufficient general or site specific safety training	Personal injury	3	3	M6	1 - Ensure employees have MR (or higher) truck licence onsite, and Construction Card (CPCCOHS1001A 'Work Safely in the Construction Industry') 2 - Ensure all employees attend Project/Site Induction prior to start of work. 3 - Ensure correct PPE is worn at all times without exception; Safety glasses (and a spare pair), hard hat with brim, ear plugs, long sleeves shirt and pants, steel cap boots, hi-visibility shirt/vest, UV sunscreen. (Optional PPE may be required: gloves, chaps, high-impact face shield) 4 - Sufficient drinking water & breaks in heat stress Environments. 5 - Ensure DBYD Plans available.	Supervisor Work Team	2	2	L4
Travel to Site	Vehicle Accidents & Breakdowns.	3	4	H7	1 - Complete 'Daily Plant & Equipment Checklist' prior to driving to site. 2 - Ensure vehicle is registered and roadworthy. 3 - All employees MUST not be under the influence of drugs and/or alcohol. 4 - Ensure the appropriate driver's licences endorse the driver for the type of vehicle to be driven.	Supervisor / Work Team	1	4	M5
Park vehicle and/or machinery onsite HIGH RISK WORK ACTIVITY	Personal Injury. Hit by Traffic Onsite.	3	4	H7	1 - Vehicles must have reversing beeper, hazard lights and/or strobes / rotating yellow beacon lights activated in areas required onsite. 2 - Traffic control in place as required. 3 - Use a Spotter when possible, especially when reversing. Ensure that the parking of vehicles does not place anyone at risk of being hit by a passing vehicle or backed into. 4 - Maintain positive communication.	Supervisor Work Team	2	4	M6
Arrival onsite & Complete Start Card /Toolbox	Incorrect works undertaken, and unaware of site specific hazards	3	3	M6	1 - On arrival, contact Site Supervisor to discuss scope and location of works 2 - Attend site Toolbox Meeting & Complete Start Card where required by client. 3 - Non-Inducted Visitors will not be permitted onsite. 4 - Any personnel meeting with a visitor shall do so off- site.	Supervisor Work Team	2	2	L4
Arrival onsite & Complete Start Card /Toolbox	Unaware of site specific hazards and inadequate communication with others working nearby	3	3	M6	1 - Conduct Onsite Pre-Start Check 2 - Discuss site-specific hazards at a Pre-Start Meeting. 3 - Ensure all sub-contractors and people in vicinity are aware of them.	Supervisor Work Team	2	2	L4

Hydro Vacuum Unit (Truck/Trailer)

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Prepare Work Area	Slips, trips and falls Personal injury – Sprains and strains	3	3	M6	1 - Step down (don't jump) from truck, enter excavated areas safely using 3 points of contact (e.g.: 2 hands and 1 foot) 2 - Address all risks and hazards from Pre-Start Meeting; remain familiar with work zone, pre-walk area if necessary. 3 - Ensure adequate lighting (use truck working lights and also movable lights run off generators, if necessary.) 4 - Housekeeping – remove any hazards lying around site. 5 - Check surrounding work area for hazards such as long grass covering holes, loose gravel & stones, rubbish. 6 - Safety boots with ankle support.	Supervisor Work Team	2	2	L4
Prepare Work Area	Sharps – Needle stick injury Vermin – Snakes, spiders, bees etc.	3	4	H7	1 - Ensure work area is clear of any sharps, and if found place into the on-site sharps kits using tongs, and returned to Site Supervisor for safe disposal. 2 - First aid kit available. 3 - Use torch if necessary to look for other sharp objects such as glass, metal, and vermin such as snakes, spiders, rats or bees. Stop work if hazards cannot be cleared & escalate to your supervisor.	Supervisor Work Team	2	4	M6
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. 9 - Reversing alarms on all plant. 10 - Use spotter. 11 - Maintain positive communication.	Protection Officer / Supervisor / Work Team	1	5	M6

Hydro Vacuum Unit (Truck/Trailer)

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Prepare equipment to start work	Lifting of equipment	3	3	M6	1 - When lifting items, e.g. from vehicle, always use all correct manual handling techniques including; bend knees, keep back straight, position load, lift with leg muscles, do not twist as you lift. 2 - Use two man lift. 3 - Confirm equipment is in same condition as when checked during 'Daily Plant & Equipment Checklist'.	Supervisor Work Team	2	2	L4
Prepare equipment to start work	Allow Traffic Control (TC) to setup as per the TCP	3	4	H7	1 - Have Traffic Control Plans in place. If necessary, acquire legible Traffic Control Plans, and ensure setup as per onsite TC Plans. 2 - Obtain Road Occupancy Licence. 3 - Temporary Road Closure Cert, and Permit from Traffic Control (TC) may be required, do not plan or begin works until all permits are approved and Traffic Control is accurately set up as per TCP.	Supervisor	2	4	M6
Prepare equipment to start work	Uncontrolled Pedestrian Access	3	4	H7	1 - Never have pedestrians walk out onto road, between parked vehicles, or near excavation to get past the work area. 2 - Ensure redirections correct pedestrian controls are in place 3 - As per WHS Regulations -2017 Clause 306 2017, a barricade or hoarding at least 900mm must be erected around an excavation. 4 - Ensure signage indicating presence of trench is used.	Supervisor Work Team	2	4	M6
Locate Services & Obtain Permit	Personal injury – Electrical shock, electrocution Damage to services	3	4	H7	1 - DYBD Plans on site. Correct location and date. Detailed Site Survey where available. 2 - Visual Inspection for signs of Services not on DYBD 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	2	4	M6
Safely position Vacuum Excavation Unit HIGH RISK WORK ACTIVITY	Reversing Collision - Personal Injury	3	3	M6	1 - Use a Spotter, proceed slowly with caution, and use strobe lights, reversing beeper. 2 - Ensure no obstructions or overhead utilities prior to operation. 3 - Stay inside Traffic Control area as per onsite TC Plans. 4 - Maintain positive communications.	Supervisor Work Team	2	2	L4
Filling of tanks	Runaway of plant & equipment	3	4	H7	1 - Plant to be parked on level ground wherever possible 2 - If plant is parked on slope, wheel chocks to be used	Supervisor Work Team	2	2	L4
Start Vacuum Excavator	Manual handling, slips, trips and falls	3	3	M6	1 - Always start work at furthest excavation first, working progressively closer to Truck, to reduce exposure to slips/trips/falls. 2 - Ensure to walk calmly and never run onsite. 3 - Stay aware of ground level hazards & maintain site tidiness. 4 - Safety boots with ankle support. 4 - Ensure unused equipment stored out of work zone.	Supervisor Work Team	2	2	L4

Hydro Vacuum Unit (Truck/Trailer)

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Operation of Vacuum Excavator	Flying Debris and spread of fuels and oil.	3	3	M6	1 - Use correct PPE and manual handling lifting techniques. Ensure adequate lighting. 2 - Clean job site, remove any rubbish or excess materials from site. 3 - Collect onsite silt socks from all drains, if used. 4 - All vac trucks on site have spill kits in them. 5 - Contact Fire Dept. for major spills 000 or 112 from mobiles. 6 - All environmental incidents must be reported to the supervisor. 7 - In the event of a major spill, contact the EPA.	Supervisor Work Team	2	2	L4
Operation of Vacuum Excavator	Excavation collapse, or objects / people falling into excavation	3	3	M6	1 - As per WHS Regulations -2017 Clause 306 - a barricade or hoarding at least 900mm must be erected around an excavation, unless it is not practicable or no persons are likely to be in the area of excavation. 2 - Ensure signage indicating presence of trench is used. 3 - Cover trench where possible. 4 - Ensure trench is closed before leaving site.	Supervisor Work Team	2	2	L4
Operation of Vacuum Excavator	Trench collapse, or objects / people falling into excavation	3	4	H7	1 - As per WHS Regulations -2017 Clause 306 2017 - Where a trench is at least 1m deep, erect a barricade at least 900mm high, unless it is not practicable or only persons involved with the trench will be in the work area, or another form of barrier exists (eg: excavated materials near trench). 2 - Ensure signage indicating presence of trench is used. 3 - Only persons involved with the trench will be in the work area. 4 - Workers not permitted within 1m of the trench. 5 - Where access is require, a Take 5 must be completed. 6 - Where excavations are deeper than 1.5m they must be benched, battered or shored. 7 - Ensure trench is closed before leaving site.	Supervisor Work Team	2	4	M6
Operation of Vacuum Excavator	Hitting existing underground utilities	3	4	H7	1 - Utilise DBYD plans to identify underground services. 2 - All care to be taken - DBYD Plans are indicative only. 3 - Visual inspection for indicators of services not on plans. 4 - Use trained operators for safe vacuum excavation.	Supervisor Work Team	2	4	M6
Operation of Vacuum Excavator	Contact With High Pressure Water	3	3	M6	1 - Ensure all employees are trained in the correct use of high pressure water system and avoid contact with body. 2 - NEVER POINT HIGH PRESSURE JETTER HEAD ON YOURSELF OR AT OTHER EMPLOYEES 3 - Ensure all employees are aware of the hazards associated with high pressure water. 4 - No horseplay permitted.	Supervisor Work Team	2	2	L4
Operation of Vacuum Excavator	Asbestos	3	4	H7	1 - Ensure all employees are trained in Asbestos Awareness. 2 - NEVER POINT HIGH PRESSURE JETTER HEAD ON ASBESTOS CONTAINING MATERIAL.	Supervisor Work Team	1	4	M5
Backfilling / Re-instatement of excavated area	Re-instated Surface collapse	3	3	M6	1 - Ensure sand is placed around all services washed in with water and compacted in 200mm increments. 2 - Place lean mix in between 150mm and 450mm below surface. Allow min 150mm for asphalt, use vibratory plate compactor for even finish. 3 - For concrete in footpath area endeavour to match existing surface finish with cast in-situ concrete / cold mix.	Supervisor Work Team	1	3	L4

Hydro Vacuum Unit (Truck/Trailer)

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Open pit or man hole	Pedestrians or workers falling into hole.	3	3	M6	1 - Only use approved pit key with safety locks, As per WHS Regulations 2017 Clause 306 - A barricade or hoarding at least 900mm must be erected around an excavation, unless it is not practicable or no persons are likely to be in the area of excavation. 2 - Use of guards, barricading and fences - Refer Control Measures - Operation of Vacuum Unit. 3 - Use appropriate manual handling techniques, get assistance if required, remove any potential hazards.	Supervisor Work Team	2	3	M5
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
Turn on Jetter tap	Uncontrolled jet hose flying around under pressure (like a snake)	3	3	M6	1 - Mark 1m hose depth indicator (use tape/ paint) before start. 2 - Hold hose when turning on tap, ensure controller is off. 3 - If hose slips from grip, turn off hose - do not try to grab. 4 - Clear work area. 5 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing.	Supervisor Work Team	1	3	L4
Insert Jetter head into duct before turning controller on	Jetter head coming out unintentionally	3	3	M6	1 - Insert hose at least 1m then switch on with remote control. 2 - Keep unrolled hose safely within barricaded work area. 3 - Clear work area. 4 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing.	Supervisor Work Team	1	3	L4
Pull hose back slowly and turn Jetter off	Removing hose too far and jet hose flying around (like a snake)	3	3	M6	1 - Only pull hose back to 1m distance indicator. 2 - Clear work area. 3 - Turn off tap 4 - Roll up jet hose and vac up any water or waste in pit. 5 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing.	Supervisor Work Team	1	3	L4
Close manhole/pit	Hitting existing services	3	3	M6	1 - Utilise DBYD plans to identify underground services. 2 - Use trained operators for safe vacuum excavation. 3 - Only use approved pit key with safety locks.	Supervisor Work Team	1	3	L4

Hydro Vacuum Unit (Truck/Trailer)

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Clean-up site and wash-down of roadways and paths	Slips, trips, falls	3	3	M6	1 - Step down (don't jump) from truck, enter excavated areas. Safely using 3 points of contact (eg: 2 hands and 1 foot). 2 - Ensure adequate lighting (use truck working lights and also movable lights run off generators, if necessary). 3 - Restrict pedestrian access from wet area using signs & barricades. 4 - Clean site – remove any rubbish or excess materials.	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturer's Specifications	1	3	L4
Clean-up site and wash-down of roadways and paths	Spread of fuels and oil	3	3	M6	1 - Collect onsite silt socks from all drains, if used. 2 - All vac trucks on site have spill kits in them. 3 - Contact EPA & Fire Dept for major spills 000 or 112 from mobiles. 4 - Refer to SDS 5 - All environmental incidents to be reported to supervisor.	Supervisor Work Team	1	3	L4
Leave Site	Vehicle accidents	3	3	M6	1 - Licensed Operator only. 2 - Use Spotter 3 - Always use strobe lights & reversing beepers.	Supervisor Work Team	1	3	L4
Disposal of uncontaminated spoil material at Authorised Waste Facility	Splash and flying debris Emptying vac truck	3	3	M6	1 - Ensure safety glasses are worn. 2 - Walk the course and check location if operating alone, or use a spotter if available. 3 - Stand well clear of load while emptying unit 4 - Maintain a safe distance when opening the hatch 5 - Be aware of pinch points when closing door 6 - If work needs to be undertaken under the tanks, factory fitted braces are to be used 7 - If unit has not been emptied for a week, have two people empty the unit.	Supervisor Work Team	1	3	L4
Refill equipment with fuel	Fire, Explosion	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 - Fire extinguisher available. 6 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing.	Supervisor Work Team	1	5	M6

Hydro Vacuum Unit (Truck/Trailer)

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

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