

Scope of Work Activity Covered by this Work Method Statement

Site:

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

Excavation

Contact:

Instructions for Safe Work Method Statements

Pit & Pipe Cable Route Construction

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.

Y	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		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	RIINMPO320D - Conduct Civil Construction Excavation	Machine Operator
Construction Industry White Card	All Personnel	Openshore Maintenance Competency	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: 1 - Kubota KX016 2 - Kubota U35-4	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
	Working Safely When Cutting, Drilling and Grinding Concrete and	
NSW Code of Practice -	Masonry Products	May, 2026

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

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

QLD Work Health & Safety Act November 2011

QLD Work Health & Safety Regulations November 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

Excavation

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
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
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
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

Excavation

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Locate Services & Obtain Permits	Strike underground assets	3	5	H8	1 - DYBD Plans on site. Correct location and date. 2 - Visual Inspection for signs of Services not on DBYD Plans. 3 - Locate Rail Assets (when working within Rail Corridor) - Signals & Comms. 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
Unload Excavator from Transporter	Electrocution or personal injury from hitting overhead electricity lines during loading / unloading	3	5	H8	1 - Asses the worksite, observe the clearance between excavator and overhead lines. Approach distances calculated for each piece of equipment prior to the commencement of work. 2 - Calculations conducted in accordance with NSW Code of Practice Work Near Overhead Power Lines 2006. Recommended distances as per Section 3, Table 1. Refer Work Method Statement Working in Proximity to Low or High Voltage Assets 3 - If insufficient clearance, move the transporter to provide a more suitable unloading/loading position. 4 - Wear required PPE.	Supervisor / Work Team	1	5	M6
Unload Excavator 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 if 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 Excavator. 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 Excavator 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 Excavator away from treffic before conducting pre-start check. 2 - Implement Traffic Control if required. 3 - High visibility clothing.	Supervisor / Work Team	1	5	M6
Conduct Pre-start Machinery Check	Personal injury from Inspecting inside and beneath the machine.	3	4	H7	1 - Ensure that the Excavator 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

Excavation

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
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
Perform Operator Maintenance	Hit by a car whilst Working near vehicular traffic	3	5	H8	1 - Position Excavator 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
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 - Fire extinguisher available. 6 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high visibility clothing.	Work Team	1	5	M6

Excavation

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Set Up Excavator & 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
Undertake requested construction activity	Various	3	5	H8	1 - Conduct risk assessment to identify all risks associated with the construction activity being undertaken. 2 - Implement identified control measures.	Supervisor / Work Team	1	5	M6
Excavation - All Methods	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
Excavation - All Methods	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
Excavation - All Methods	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
Excavation - All Methods	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
Excavation - All Methods	Exposure to Asbestos	3	4	H7	1 - Ensure all employees are trained in Asbestos Awareness. 2 - DO NOT EXCAVATE ASBESTOS CONTAINING MATERIAL.	Supervisor Work Team	1	4	M5
Excavation - All Methods	Compliance with Legislated requirements	5	4	E9	All excavation activities in accordance with the NSW Code of Practice Excavation Work January 2020	Supervisor / Work Team	1	4	M5

Excavation

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Excavation using Hand Tools	Electrocution and/or inhalation injury from gas exposure whilst working near underground utilities and services	5	4	E9	1 - DO NOT break ground until all underground services and utilities have been identified and located. 2 - Ensure all the DBYD plans are onsite at all times. 2 - Only use hand-tools or non-destructive digging techniques such as vacuum digging until all services are positively identified. 3 - Wear required PPE, safety footwear, rigger's gloves and eye protection.	Supervisor / Work Team	2	4	M6
Excavation using Hand Tools	Personal injury, including electric shock whilst working with power / pneumatic tools	5	4	E9	1 - Allow only competent personnel to use power / pneumatic tools. 2 - Do not wear loose fitting clothing. Follow all manufactures guidelines. 3 - Ensure all tools are kept in good working order. 4 - Inspect tools prior, during and after use for signs of wear that may cause injury to the user. 5 - All power tools must be powered through the use of an RCD. 6 - All power tools must be tested and tagged 3 monthly. 7 - Do not use power tools in wet conditions. 8 - All personnel who have received an electrical shock must be seen by a medical practitioner. 9 - Wear required PPE, safety footwear, riggers gloves, eye protection and breathing protection.	Supervisor / Work Team	2	4	M6
Excavation using Mechanical Aids	Electrocution and/or inhalation injury from gas exposure whilst working near underground utilities and services	5	4	E9	1 - DO NOT break ground until all underground services and utilities have been identified and located. 2 - DYBD Plans on site. Correct location and date. 3 - Visual Inspection for signs of Services not on DBYD Plans. 4 - Use Gas Patrolman to locate High Pressure Gas before work. 5 - Obtain all permits necessary from Primary Client before commencing any works. 6 - Only use hand-tools or non-destructive digging techniques such as vacuum digging until all services are positively identified. 7 - Wear required PPE, safety footwear, rigger's gloves and eye protection.	Supervisor / Work Team	2	4	M6
Excavation using Mechanical Aids	Suffocation and other personal injuries due to Excavation collapsing	4	5	E9	1 - A competent person is to examine the excavation and ensure that shoring is provided or benching and battering techniques are used followed when excavating. Refer NSW Work Health and Safety Regulation 2017 Chapter 6 Part 6.3 Division 3 Clause 306 Section 3 2 - Always provide a safe means of access and egress. 3 - Do not place equipment, excavated material or other matter at the edge of an excavation or where there is a likelihood of a collapse of the edge of an excavation. 4 - Wear required PPE, safety footwear and high-visibility clothing.	Supervisor / Work Team	1	5	M6
Excavation using Mechanical Aids	Injury from fall into open excavation.	3	5	H8	1 - Any trench at least 1.5 metres deep or over is secured from unauthorised access (including inadvertent entry) by a suitable barrier/fence. Refer NSW Work Health and Safety Regulation 2017 Chapter 6 Part 6.3 Division 3 Clause 306 Section 1 2 - Always provide a safe means of access and egress.	Supervisor / Work Team	1	5	M6

Excavation

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Excavation using Mechanical Aids	Personal injury whilst 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. Wear required PPE, safety footwear and high-visibility clothing.	Supervisor / Work Team	1	5	M6
Lifting - Slings / Preparation of Loads	Falling objects Machine failure / overturn	3	4	H7	1 - Only approved, tagged and engineered slings, chains and other lifting gear complying with relevant Australian Standards to be used. 2 - Confirmation by competent person (dogger / operator) prior to lift that load is properly balanced, all parts of the load are secured and the load is not snagged. 3 - Confirmation by competent person prior to lift to avoid overloading of platforms / structure. 4 - Lifting attachments are provided with operable pins, safety latches, lifting eyes and shackles are compatible. 5 - Load not to exceed nominated SWL. SWL identified on equipment.	Supervisor / Work Team	1	4	M5
Lifting - lifting of Objects	Falling objects Machine failure / overturn	3	4	H7	1 - Lifting area to be barricaded or use of spotter/s to maintain an exclusion zone. 2 - Pre-operational inspections and checks of safety devices in accordance with the operators manual performed by operator before use. 3 - Lifts only performed by competent and certified operators in accordance with operations manual and manufacturers recommendations. 4 - Load charts and functions and limitations to be clearly visible and followed. 5 - Operator to have a clear view of load at all times otherwise dogger/s to be used. 6 - The instructions of the operator and dogger to be followed at all times. 7 - Only necessary and minimal personnel to be in lifting zone during lifting of loads. 8 - Weather conditions to be considered prior to lifts. 9 - Loads not to be lifted over members of the public or other trades. 10 - Operator to remain in cabin at all times whilst load is suspended	Supervisor / Work Team	1	4	M5
Remove Excavator from Work 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 Excavator to 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 Excavator. 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

Excavation

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Move Excavator to 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 Excavator. 3 - Assess their worksite after signage	Supervisor / Work Team	1	5	M6
Move Excavator to 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 Excavator to 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 Excavator to Transporter	Crushing injury from Excavator 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
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

Excavation

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