Scope of Work Activity Covered by this Work Method Statement

Site:

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

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
	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		Work on or near a pressurised gas distribution mains or piping
	Work on or near chemical, fuel or refrigerant lines		Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians		Work on or near energised electrical installations or services
	Likely to involve disturbing asbestos		Work in or near a confined space		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	Site Specific Induction	All Personnel
HLTAID001 / 002 / 003 - CPR & First Aid	2 x Qualified Staff Members On Site		
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	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 → / Likelihood ↓	**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.
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
2-4	Low risk	Manage and Monitor by routine internal procedures.
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.
7-8	High risk	Immediate action to be implemented by Operations Manager and HSEQ Manager. GM to be notified
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.

Hierarchy of Controls	
1. Elimination	Complete elimination of risk
2. Substitution	Replacement of material, process, substance, etc.
3. Engineering	Designing risks out or isolation of risks
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

Hazardous Chemicals

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Elimination	Eliminate the use of the substances.	4	3	**H7**	Using a physical process instead of a chemical process e.g. using an ultrasound to clean equipment instead of a process involving chemicals; using clips/bolts or nails instead of adhesive.	Management	2	2	**L4**
Identification	Incorrect use or handling	3	3	**M6**	Reference the SDS before proceeding with handling any chemical found or used	All Workers	2	2	**L4**
Substitution	Use a safer substance or a safer form of the substance.	4	4	**H8**	Safe Substance 1 - Use detergent instead of chlorinated solvent for cleaning. 2 - Use water-based chemicals instead of solvent – based. 3 - Chemicals where compatible. Safer Form or Process 1 - Paint with a brush instead of spraying. 2 - Purchase a substance in a safer form.	Management Supervision All Workers	2	2	**L4**
Isolation	Separate people or property from the substance by distance or barriers	3	3	**M6**	1 - Used closed systems. 2 - Isolate the process in a room with restricted access use appropriate barriers to separate substances. 3 - Distance workers from substances/processes through the use of remote controls. 4 - Distance property, incompatible chemicals and ignition sources from goods.	Management Supervision All Workers	2	2	**L4**
Engineering	Use physical controls (such as plant/equipment) that eliminate or reduce the generation of substances; suppress or contain substances; or limit the area of contamination in the event of spills and leaks.	3	3	**M6**	1 - Use fully or partially enclosed ventilation booths. 2 - Fully or partially enclose the process with exhaust extraction. 3 - Use local exhaust or natural ventilation systems 4 - Design buildings that are: compatible with the intended goods; made of non-combustible construction as far as is practicable; designed to reduce contamination. 5 - Use Bunding to contain spillage. 6 - Install drains, tanks or sumps to cope with spilled material. 7 - Install automatic fire protection and chemical suppression systems	Management Supervision All Workers	2	2	**L4**

Hazardous Chemicals

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Administration	Use safe work practices including good housekeeping.	4	3	**H7**	1 - Reduce the amount of property or the number of employees exposed. 2 - Reduce the duration and/or frequency of exposure e.g. through job rotation. 3 - Reduce the amount of goods/products stored and used. 4 - Ensure safe interim storage of wastes/products (e.g. labelled properly in suitable containers stored away from people, the environment, incompatible chemicals, 5 - Vacuum or wet sweep to suppress dust being generated. 6 - Cover containers and make sure lids are attached. 7 - Clean up spills immediately (includes provision of suitable aids and equipment). 8 - Ensure there is no eating, drinking or smoking in areas where substances are used. 9 - Provide suitable washing facilities. 10 - Instruct employees on how to use substances/equipment safety	Management Supervision All Workers	2	2	**L4**
Personal Protective Equipment (PPE)	Provide protective clothing and equipment for employees, supervisors and visitors. NB: Items must be compatible with chemical(s) being used/stored.	4	3	**H7**	1 - Overalls, aprons, gowns, chemical resistant suits. 2 - Footwear (enclosed shoes, safety boots). 3 - Gloves. 4 - Chemical resistance glasses (safety glasses). 5 - Face shield/masks, respirators (full or partial). 6 - Head protection	Management Supervision All Workers	2	2	**L4**
Chemicals Awareness	Provide information on Safety Data Sheets and Chemicas Labels	4	3	**H7**	Chemicals Awareness training, based on the requirements of the NSW Code of Practice Labelling of Hazardous Chemicals in the Workplace August 2019, including: 1 - Label Elements, Signal Words and other warning information. 2 - Safety Data Sheets - Purpose & Contents 3 - Care of labels	Management Supervision All Workers	2	2	**L4**

Light Vehicle Operations

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Vehicle	Vehicle Road Worthiness - Maintenance Vehicle Failure - Collision	4	3	**H7**	1 - Vehicle to be registered and insured. 2 - Regular vehicle servicing as per stated guidelines. Refer Procedure Workplace Infrastructure. 3 - Complete Vehicle Maintenance checklist.	Supervision Operators	2	2	**L4**
Vehicle	Vehicle Road Worthiness - Tyres Catastrophic Vehicle Failure	3	4	**H7**	1 - Maintain manufacturers suggested tyre pressures & minimum legal tread. 2 - Check tyre pressure every time re-fuelling. 3 - Complete Vehicle Maintenance checklist	Supervision Operators	2	2	**L4**
Vehicle	Breakdown - Vehicle Failure- Exposure to Oncoming Traffic	3	4	**H7**	1 - Vehicle to be positioned as far away from traffic areas as possible, breakdown triangles displayed, vehicle hazard light operating, high visibility vest to be worn. 2 - Regular Vehicle Servicing. Records maintained. 3 - Work Method Statement Light Vehicle Operations established. 4 - Regular Toolbox Talks. Records maintained.	Supervision Operators	2	2	**L4**
Vehicle	Roadside Repairs - Exposure to Oncoming Traffic	5	3	**H8**	1 - Level, solid surface to be selected if possible jacking plates utilised. 2 - Chock wheels with material available, place spare/redundant wheel under chassis whilst vehicle is raised. 3 - Work Method Statement Light Vehicle Operations established. 4 - Regular Toolbox Talks. Records maintained.	Supervision Operators	2	2	**L4**
Vehicle	Vehicle/hot engine and exhaust	4	3	**H7**	1 - Check engine fluid levels at start of trip prior to engine becoming 'hot' or wait for it to cool. 2 - Care taken to avoid long grass. 3 - Regular vehicle servicing as per stated guidelines. 4 - Complete Vehicle Maintenance checklist	Supervision Operators	2	2	**L4**
Vehicle	Fuel and Oil Spills	4	5	E9	1 -Only re-fuel in well ventilated areas. 2 - Re-fuel or add oils to plant/machinery by the use of a funnel. Ensure that no naked flames and/or alight cigarettes are in the vicinity.	Supervision Operators	2	3	**M5**
Driving	Driver Competence	3	4	**H7**	1 - Driver competency in accordance with legislative requirements. Drivers Licence Records maintained. 2 - Drive within stated maximum speed limits and to road/weather day/night conditions. 3 - Work Method Statement Light Vehicle Operations established.	Supervision Operators	2	2	**L4**
Driving	Fatigue	4	5	E9	1 - Stop, Revive, Survive. Stop at least every 2 hours for a 10min break. 2 - Rotate licenced drivers where possible 3 - Ensure adequate (6-8) hours sleep the night prior to travelling long distances. 4 - Work Method Statement Light Vehicle Operations established. Regular Toolbox Talks. Records maintained.	Supervision Operators	2	3	**M5**

Light Vehicle Operations

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Driving	Access and Egress in or out of vehicle.	3	4	**H7**	1 - Use 3 points of contact to enter and exit cab, 2 hands 1 foot, 1 hand two feet. 2 - Ensure road is clear before opening door. 3 - Work Method Statement Light Vehicle Operations established. Regular Toolbox Talks. Records maintained.	Supervision Operators	2	2	**L4**
Driving	Depart site	3	4	**H7**	1 - When leaving site ensure exit path is clear. 2 - Ensure access from exchange car park is clear and when crossing nature strip/footpath, give way to all pedestrian traffic. 3 - Give way to prevailing street traffic. 4 - Work Method Statement Light Vehicle Operations established. Regular Toolbox Talks. Records maintained.	Supervision Operators	2	2	**L4**
Driving	Weather Conditions	4	3	**H7**	1 - When leaving site ensure exit path is clear. 2 - Ensure access from exchange car park is clear and when crossing nature strip/footpath, give way to all pedestrian traffic. 3 - Give way to prevailing street traffic. 4 - Work Method Statement Light Vehicle Operations established. Regular Toolbox Talks. Records maintained.	Supervision Operators	2	2	**L4**
Load Management	Loading and Unloading. Loose Load, Manual Handling Injury	3	4	**H7**	1 - Correct lifting techniques. 2 - Secure loads with tie downs or ropes, do notuse ‘occy’ straps.	Supervision Operators	2	2	**L4**
Load Management	Transportation of Loads - Overweight. Catastrophic Failure	5	4	E9	1 - Operator to ensure that all loads are within the vehicle capacity. 2 - Place hard objects/loads in boot or tray of Ute, do not store objects on parcel tray of sedan. 3 - Work Method Statement Light Vehicle Operations established. Regular Toolbox Talks. Records maintained	Supervision Operators	2	3	**M5**

Manual Handling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Site Environment	All workers unaware of site issues. Slips trips and falls Manual Handling Noise Fatigue	3	4	**H7**	1 - Site office or muster point to be established with all required information including induction and sign in to be available to all staff attending site. 2 - Toolbox talks 3 - Ensure site rules are adhered to at all times. 4 - Ensure site traffic management is adhered to 5 - Correct PPE to be worn - Site Safety Rules 6 - Site Working Hours	All Workers Site Supervision	2	2	**L4**
General Manual Handling	Impact Injuries, Sprains & Strains	4	3	**H7**	1 - All manual handling activities in accordance with the NSW COP - Hazardous Manual Tasks August 2019	All Workers	2	2	**L4**
General Manual Handling	Impact Injuries, Sprains & Strains	4	3	**H7**	1 - Warm up briefly beforehand. 2 - Keep back straight, eyes fixed straight ahead; lift with legs & not the back. 3 - Get help if load is too heavy or awkward. 4 - Don't twist.	All Workers	2	2	**L4**
General Manual Handling	Slips, Trips & Falls	4	4	**H8**	1 - House keeping 2 - Site induction 3 - Toolbox talks 4 - Ensure site rules are adhered to at all times. 5 - Site Inspections 6 - Reference - NSW COP Managing the Workplace and Facilities August 2019	All Workers	2	2	**L4**
Working at Heights	Slips, trips and falls, cuts and abrasions, sprains and back injuries, impact injuries	4	4	**H8**	1 - Height Work must be in accordance with requirements. 2 - Specific requirements include: 3 - Fall prevention in accordance with the NSW Code of Practice - Managing the Risk of Falls at Workplaces August 2019 4 - Fall protection systems in accordance with AS1891:2007 5 - Isolate work areas below 6 - Mandatory Safety Helmets	Management	3	2	**M5**

Manual Handling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Movement of Materials	Back strain Muscle Strain Impact Injuries	4	3	**H7**	1 - Warm up briefly beforehand 2 - Keep back straight, eyes fixed straight ahead; lift with legs & not the back 3 - Get help if load is too heavy or awkward 4 - Don't twist 5 - Use correct manual handling technique	All Workers	3	2	**M5**
Unloading Equipment	Fall from vehicle Manual Handling injury Sprains Strains and Falls	3	3	**M6**	1 - Manual handling The use of PPE equipment such as gloves are needed. 2 - Team lifting where required and manual handling aids when possible. 3 - Use of correct lifting technique when carrying out work. 4 - Ensure stretching and warm up prior to work being carried out.	All Workers	2	2	**L4**

Working in Proximity to Low or Hign Voltage Assets

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Obtain Site Permits & Approvals. Power Authority compliance, Local Council, Other Regulatory approvals including Land Access Compliance	Trespassing, Unauthorised entry/access to public/private property, Legal, Environmental or Cultural practices breach	4	3	**H7**	1 - Land Access Manager shall ensure that all relevant searches are and have been conducted and Power Authority as well as Regulatory Approvals have been obtained for all properties/areas within the SC scope of works for the project being worked on. 2 - Land Access Manager & Supervisor shall be aware of all the requirements. 3 - Site Supervisor/Staff shall NOT conduct any field operations without having an approved copy of a LAC notice & other site specific approvals displaying effective start and end dates. 4 - Supervisor (Contractor) shall ensure that all works cease until an approved, current LAC notice is sought and available onsite. 5 - Site Staff NOT having a current LAC notice must advise their Site Supervisor/Manager immediately. All works MUST cease until a current LAC notice has been sought & provided	Supervisor / Work Team	2	3	**M5**
Conduct Site Specific Risk Assessment	Failure to complete a site specific risk assessment of the worksite, therefore potentially exposing staff & others to worksite hazards	3	3	**M6**	1 - Site Supervisor shall ensure that a Daily Site Inspection is conducted prior to commencing any works. 2 - Site Supervisor shall identify and document all found hazards by completing the appropriate Hazard Identification & form and identifying the controls for the hazards. 3 - Site Supervisor MUST advise all staff of the risks identified and controls to be applied at the worksite prior to commencing work. 4 - Site Supervisor shall ensure that all PPE and pre-start checks are completed. 5 - Site Staff MUST read, understand and sign-off on all risks & their controls identified at the worksite.	Supervisor / Work Team	2	3	**M5**
Identify Hazards	Contact with live electrical wires	3	4	**H7**	1 - Identify hazards - Live electrical services, EPR zones and other potential electrical hazards must be identified prior to commencing work, through visual inspections, the use of service locators and consultation with utilities, facility owners or end users. 2 - When work within an earth potential rise (EPR) zone cannot be avoided, appropriate controls must be in place to manage the electrical EPR zone risks	Supervisor / Work Team	2	3	**M5**

Working in Proximity to Low or Hign Voltage Assets

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Conduct Site Induction	Failure to provide induction to staff/visitors to the worksite, therefore potentially exposing staff & others to worksite hazards	3	4	**H7**	1 - Site Supervisor/Team Leader shall ensure that all staff on worksite complete site specific induction prior to commencing work. 2 - Site Supervisor/Team Leader shall ensure that all visitors to the worksite are inducted and have signed the Induction Record Form prior to entering the worksite. 3 - Site Supervisor/Team Leader shall ensure that the worksite perimeter is defined, and that entry to the worksite is limited to ensure unauthorised entry is kept to a minimum. 4 - Site Supervisor/Team Leader shall set up an entry point to the site with all relevant Induction notifications being displayed at this point.	Supervisor / Work Team	2	4	**M6**
Working Near Electricity	Contact with live electrical wires	3	4	**H7**	1 - Job planning must eliminate, or otherwise minimise so far as reasonably practicable the risk of people interacting with electricity 2 - A licenced electrician is to be engaged to isolate and test any electrical circuit that may need to be isolated 3 - Identification of overhead & underground services by “Dial Before You Dig” 4 - Minimum clearances must be maintained 5 - Regular Test & tagging of all electrical equipment 6 - Portable equipment must be inspected prior to use to ensure it is in good working order.	Supervisor / Work Team	2	4	**M6**
Mobile Plant & Equipment	Contact with live electrical wires	3	5	**H8**	1 - 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	Supervisor / Work Team	1	5	**M6**

Working Near Traffic

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Working Near Traffic	Traffic accidents. Poor documentation/ processes	3	3	**M6**	Openshore to develop and maintain processes that meet the requirements, relevant state code of practices, local council requirements, State Road Authority.	Supervisor	1	3	**L4**
Working Near Traffic	Staff hit by traffic. Staff not aware of hazards and controls associated with working near traffic.	3	3	**M6**	1 - Training supplied to staff that work near traffic. 2 - Operational managers made aware of the requirements and the potential risk is to be identified in the Job Risk assessment. 3 - Prestart guideline/checklist used to assist staff in determining risk level and controls prior to work commencing.	Supervisor / Work Team	1	3	**L4**
Working Near Traffic	Damage to company through litigation. Staff not complying to legal requirements	3	3	**M6**	1 - Working near traffic requirements are complied with by Site staff. 2 - Requirements in the audit process and compliance monitored.	Supervisor / Work Team	1	3	**L4**
Working Near Traffic	Damage to company through litigation. Subcontractors not aware of legal requirements	3	3	**M6**	1 - Subcontractor evaluation to identify and highlight gaps. 2 - Subcontractors to complete orientation program which included a module on Traffic management. 3 - Working near traffic requirements are complied with by Site staff. 4 - Requirements in the audit process & compliance monitored.	Supervisor / Work Team	1	3	**L4**

Working Near Traffic

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Working Near Traffic	Unable to perform work safely, potentially causing incidents and car accidents and personal injury to staff and MOP. Correct and adequate equipment (signage, cones, lights etc.) is not made available to staff	3	3	**M6**	Site Supervisor to ensure correct equipment is supplied to staff meeting the requirements, relevant state code of practices, Local council requirements, State Road Authority.	Supervisor / Work Team	1	3	**L4**

Working with Plant & Power Tools

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Earthmoving Equipment/Plant Certifications / Registrations	Injury due to use of uncertified plant & equipment	4	3	**H7**	1 - Supervisor shall ensure that all plant/equipment used for construction has been certified & registered. 2 - Pre-start checks undertaken. 3 - Supervisor shall ensure that Openshore have on file the latest plant/equipment certification/registration documentation.	Supervisor	1	3	**L4**
Earthmoving Equipment/Plant Operator Competency	Injury due to untrained operators of plant & equipment	3	4	**H7**	1 - Supervisor shall ensure that all operators hold the appropriate license/qualification. 2 - Records maintained in accordance with the Procedure Training	Supervisor	1	4	**M5**
Earthmoving Equipment/Plant Safety Fitted Equipment / Plant	Crushing injury or other personal injury due to plant /Equipment Rollover	3	4	**H7**	1 - Supervisor shall ensure that all plant/equipment has ROPS canopy fitted for worker protection. 2 - Supervisor shall ensure that all operators of plant/equipment are licensed to operate such plant/equipment. 3 - Supervisor shall ensure that worksite is monitored at all times when plant/equipment are in operation.	Supervisor	2	4	**M6**
Earthmoving Equipment/Plant General Operations	Hearing injury due to exposure to Noise	3	4	**H7**	1 - Supervisor shall ensure that all staff working on an/or near the plant/equipment are wearing the required hearing protection. 2 - Supervisor shall ensure that staff working in noisy area for extended periods of time, are rotated with other staff to reduce exposure.	Supervisor	2	4	**M6**
Earthmoving Equipment/Plant Repairs & Maintenance	Injury due to incorrect operation / failure of plant & equipment	3	4	**H7**	1 - Maintenance carried out in accordance with manufacturers requirements by competent service providers. 2 - Maintenance records are maintained in accordance with Procedure Workplace Infrastructure	Management	2	4	**M6**
Earthmoving Equipment/Plant Equipment Storage	Collision	3	4	**H7**	1 - Unattended equipment stored at construction site or roadside shall have appropriate lights and/or reflectors.	Supervisor	2	4	**M6**

Working with Plant & Power Tools

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Portable Tools 240v Petrol Generator	Electric shock, burns and other injuries whilst using a 240v Portable Generator	3	4	**H7**	1 - Staff shall ensure all switches are in the "OFF" position prior to commencement. 2 - Staff shall ensure that all Pre-Start checks have been completed prior to commencement. 3 - Staff shall ensure all electrical equipment is unplugged and isolated from generator prior to commencement. 4 - Staff shall not place generator in damp or wet areas. 5 - Staff shall be aware of the "HOT" exhaust area of the generator whilst in operation. 6 - Staff shall ensure that the generator is safely situated away from immediate work area.	Work Team	2	4	**M6**
Portable Tools Hammer Drill	Electric shock, personal injury from using a Hammer Drill incorrectly	4	5	E9	1 - Supervisor/Staff shall ensure that the drill has been test tagged and certified for safe use prior to using the drill. 2 - Supervisor/Staff shall ensure that the operator of the drill has been trained and is competent in the use of the drill. 3 - Supervisor /Staff shall ensure that all required PPE is utilised for hand, eye and ear protection when drilling. 4 - Supervisor /Staff shall ensure that the area to be drilled is the correct location prior to commencing drilling.	Supervisor / Work Team	1	5	**M6**
Portable Tools Angle Grinder	Personal injury including electric shock and loss of limb using an Angle Grinder incorrectly	3	4	**H7**	1 - Supervisor/Staff shall ensure that the Angle Grinder has been test tagged and certified for safe use prior to using the grinder. 2 - Supervisor/Staff shall ensure that the operator of the grinder has been trained and is competent in the use of the grinder. 3 - Supervisor/Staff shall ensure that all required PPE is utilised for hand, eye and ear protection when grinding. 4 - Supervisor/Staff shall ensure that the area to be ground is the correct location prior to commencing grinding.	Supervisor / Work Team	2	4	**M6**
Portable Tools Jack Hammer	Personal injury including electric shock and loss of limb using a Jack Hammer incorrectly.	4	5	E9	1 - Supervisor/Staff shall ensure that the Jack Hammer has been test tagged and certified for safe use prior to using the jack hammer. 2 - Supervisor/Staff shall ensure that the operator of the jack hammer has been trained and is competent in the use of the jack hammer. 3 - Supervisor/Staff shall ensure that all required PPE is utilised for hand, eye and ear protection when jack hammering. 4 - Supervisor/Staff shall ensure that the area to be jack hammered is the correct location prior to commencing jack hammering.	Supervisor / Work Team	1	5	**M6**

Working with Plant & Power Tools

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Portable Tools Whacker Packer	Personal injury including electric shock and loss of limb using a Whacker Packer incorrectly.	4	5	E9	1 - Supervisor/Staff shall ensure that the whacker packer has been tested, tagged and certified for safe use, prior to use. 2 - Supervisor/Staff shall ensure that the operator of the whacker packer has been trained and is competent in its use. 3 - Supervisor/Staff shall ensure that all required PPE is utilised for hand, eye and ear protection when using the whacker packer. 4 - Supervisor/Staff shall ensure that the area to be compacted is the correct location prior to commencing use of whacker packer. 5 - Supervisor shall ensure staff rotation after extended usage of the whacker packer to prevent fatigue and strain injury.	Supervisor / Work Team	1	5	**M6**
Portable Tools Concrete Saw	Personal injury including electric shock and loss of limb using a Concrete Saw incorrectly.	4	5	E9	1 - Supervisor/Staff shall ensure that the concrete saw has been tested, tagged and certified for safe use prior to using the concrete saw. 2 - Supervisor/Staff shall ensure that the operator of the concrete saw has been trained and is competent in the use of the concrete saw. 3 - Supervisor/Staff shall ensure that all required PPE is utilised for hand, eye and ear protection when concrete cutting. 4 - Supervisor/Staff shall ensure that the area to be cut is the correct location prior to commencing concrete cutting. 5 - Supervisor shall ensure that all mitigation is in place for sediment/siltation control prior to cutting concrete.	Supervisor / Work Team	1	5	**M6**
Portable Tools Heat Gun	Personal injury including burns using a Heat Gun incorrectly	4	3	**H7**	1 - Supervisor/Staff shall ensure that the Heat Gun has been test tagged and certified for safe use prior to using the heat gun. 2 - Supervisor/Staff shall ensure that the operator of the heat gun has been trained and is competent in the use of the heat gun. 3 - Supervisor/Staff shall ensure that all required PPE is utilised for hand, eye and ear protection when using. The heat gun. 4 - Supervisor/Staff shall ensure that the area to be heated is the correct location prior to commencing the use of the heat gun.	Supervisor / Work Team	1	3	**L4**

Working with Plant & Power Tools

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Portable Tools Electrical Hand Tools - General	Electric shock to operator. Operator may receive electric shock. Eye and hearing damage can result from flying debris. Exposure to live power through electrical leads with no earth leakage protection. Exposure to live power through electrical leads on ground. Exposure to live power form sub-panel.	4	4	**H8**	1 - Then tool must not be used in wet conditions. All leads must be positioned off the ground and have current inspection tag. 2 -Tool must be fitted with a protective residual current device which must be in operational condition. 3 - Eye protection i.e. Safety glasses, goggles must be worn. Hearing protection i.e. ear muffs, ear plugs must be worn. 4 - Earth leakage protection on all temporary power boards must be provided. 5 - Portable earth leakage units to be used in all other cases. 6 - Keep all electrical leads elevated and clear of work areas.	Supervisor / Work Team	2	4	**M6**
Safe Site Set Up	Manual Handling injury i.e. back, caused by lifting/transporting items at the worksite.	4	4	**H8**	1 - Staff shall assess all items that require lifting or moving within the worksite to determine the weight/load required to be moved. 2 - Staff shall utilise mechanical aids prior to using manual handling as the option for transporting if appropriate. 3 - Staff shall request assistance from other staff in transporting or moving heavy objects within the worksite. 4 - Staff shall be trained in and observe all manual handling requirements.	Work Team	2	4	**M6**

General Activities

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Monitor & Review		4	4	**H8**	SWMS to be reviewed by all staff through daily pre-start and weekly toolbox talks for effectiveness & application to site. 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