

Scope of Work Activity Covered by this Work Method Statement

Site:

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

Grouting

Contact:

Instructions for Safe Work Method Statements

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

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

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

Personal Protective Clothing & Equipment (PPE) Required



**SUN
PROTECTION
EQUIPMENT
MUST
BE WORN**



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

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

Required Qualifications/Verifications

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

Required Inspections & Maintenance Checks

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

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

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

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

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

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

RISK RATING MATRIX

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

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

NSW Work Health & Safety Act November 2011

NSW Work Health & Safety Regulations September 2025

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

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

Rail Safety National Law National Regulations 2012

AS 2550.15:2019 Cranes, Hoists and Winches - Safe Use, Part 15: Concrete Placing Equipment

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

Grouting

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
General Site Planning	Inadequate Training Exposure to UV	4	3	H7	1 - Each worker must have site induction, Construction Induction card and High-Risk Work Licence appropriate to role. 2 - All workers must be pre-inducted into this Work Method Statement 3 - JSA to be discussed understood and acknowledged by all personnel involved in the work activity. The JSA will be continuously developed as a result of feedbacks and knowledge developed through the consultative and work review processes 4 - All personnel must wear mandatory PPE adequate for providing UV protection and as per Client's site requirements: - Long Sleeve hi-vis shirts. - Long pants. - Steel Cap Safety Boots - Safety Sunglasses – UV rated. - Hard hats with optional brim extension.	Supervisor / Work Team	1	3	L4
General Site Planning	Incidents as a Result of Poor Planning	4	3	H7	1 - Provide Client with relevant transport authority permits together with current vehicle registration and insurances, detailed maintenance and inspection records, current maintenance logbook(s). 2 - Equipment is certified and maintained in accordance with our schedule of maintenance, manufacturers recommendations. 3 - All workers to follow the site-specific emergency procedures as per client requirements. 4 - Ensure enough workers are available for the task.	Supervisor / Work Team	1	3	L4
Prepare Work Area	Unsuitable pump location (vehicle instability, electrocution, injury to members of the public)	4	3	H7	1 - All workers should report to site office on arrival. 2 - All workers must be site inducted 3 - Operator to consult with site foreman to determine setup location and pour requirements such as washout methods, traffic control, exclusion zones, access to pour areas, concrete suitable for pumping, soil / ground suitability for pump setup.	Supervisor / Work Team	1	3	L4

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Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Prepare Work Area	Unsuitable pump location (vehicle instability, electrocution, injury to members of the public)	4	5	E9	1 - Select the most suitable location for the pump set-up. Considerations should include an accessible and level area within the operating capacity of the equipment with a firm base able to support the fully loaded working pump and delivery trucks, clearance from obstructions and excavations, outside of the 'NO- GO ZONE', restrictions of operating near powerlines, the pump's operational safety zone, and if the pump unit or delivery area is set up in the street: - observe all local laws - observe any TfNSW requirements for traffic management - ensure the general public is provided with safe and segregated access away from the pumping operation.	Supervisor / Work Team	1	5	M6
Prepare Work Area	Other trades working in vicinity being struck by plant or falling objects	3	5	H8	1 - Ensure barricading and signage is available on site, to be erected around the concrete truck and pump zone. 2 - Isolate the concrete truck and pump zone with fencing or other barriers. 3 - Display visible signs prohibiting unauthorised access to the truck and pump zone. 4 - Organise the direction of truck movement to minimise restrictions on the drivers' vision.	Supervisor / Work Team	1	5	M6
Prepare Work Area	Collapse of work area	4	5	E9	1 - Ensure the area for pump setup is firm and level and checked for load capacity. 2 - Operator to utilise ground pressure formula to determine appropriate amount of timbers, pads or bog mats to disperse pressure. Refer SafeWork NSW Concrete Placing Equipment Operations: Fact Sheet 3 - Site Foreman to advise of any areas that have been excavated and backfilled	Supervisor / Work Team	1	5	M6
Prepare Work Area	Live electrical lines in working area	4	5	E9	1 - Identify all electrical lines in work area above and below ground. 2 - Where practical, organise for electricity to be temporarily disconnected for the duration of the concrete pour.	Supervisor / Work Team	1	5	M6
Prestart Checks	Injury through equipment failure	4	4	H8	1 - Inspect pumping equipment to ensure it is in a mechanically sound condition. 2 - Each piece of equipment must have permanently fitted legible identification as well as safety signs and stickers that are legible. 3 - Pipe clamps to be inspected by a competent person for signs of wear or fatigue. 4 - Immediately replace any clamps if deformed or damaged. 5 - Check to ensure that all locking pins for quick release pipe clamps are in place. 6 - Inspect end-hoses for excessive wear or damage. 7 - Ensure safety chains, slings or other retaining devices are fitted. 8 - Ensure the safety grille on the receiving hopper is in place and in good condition. 9 - Ensure Emergency Stop button and horn are operational.	Supervisor / Work Team		4	4

Grouting

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Access/Working Within Rail Corridor	Struck by Rail Traffic	4	5	E9	1 - Not entry into the rail corridor without the authority of an ARTC accredited Protection Officer. 2 - Protection Officer to conduct a Worksite Pre-Work Briefing and identify safe access, evacuation process, safe work zones and exclusion zones. 3 - Protection Officer to install the appropriate level of safeworking protection for the task. 4 - Protection Officer to communicate the rail worksite protection arrangements. 5 - Protection Officer to be in a position to monitor worksite and train operations effectively. 6 - All workers to follow the Protection Officer's instructions. 7 - RIW qualifications. 8 - Zero tolerance for drugs & alcohol. 9 - No use of mobile phones, except in a safe place. 10 - All workers fit for work - not fatigued. 11 - Rail compliant PPE - Orange High Vis. 12 - Schedule work if possible for low traffic periods. 13 - Adequate lighting. 14 - Flashing lights to be used on mobile plant. 15 - Rear vision mirrors fitted to all plant. 16 - Convex mirrors on all plant. 17 - Reversing alarms on all plant. 18 - Use spotter. 19 - Maintain positive communication.	Protection Officer / Supervisor / Work Team	1	5	M6
Boom set up	Truck tipping over	3	5	H8	1 - Ensure there is an adequate supply of packing for stabiliser base plates. 2 - Ensure the boom placement system is level or at no greater angle than specified by the manufacturer. 3 - Outriggers must be fully extended, lowered and locked in position BEFORE the boom is erected. (Note: If the outriggers are being 'short-legged', the safe operating radius is reduced. This should be recorded.)	Supervisor / Work Team	1	5	M6

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Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Delivery Pipeline Set Up	Personnel being struck by equipment failure (Pipes bursting, joints failing, pipes moving)	3	4	H7	1 - The pipeline should be installed in accordance with SafeWork NSW Guidelines. 2 - Inspect all metal pipes and pipeline components to ensure that they are compatible and comply with the pump manufacturer's specifications for minimum pressure rating and maximum diameter. 3 - Check all individual components for wear and possible damage. Ensure that the pipeline can withstand the rated maximum concrete pressure of all pumps during normal operations. (Example – If a pump breaks down.) 4 - Check that unnecessary bends have been avoided. 5 - Ensure each section of pipeline is adequately supported. 6 - Ensure each section is secured avoiding extra load on the pipe clamps. 7 - Ensure each vertical bend is fixed to stop movement of the bend. Ensure that cranes, hoist towers, scaffolding or formwork have not been used to secure the pipeline unless designed for this purpose.	Supervisor / Work Team	1	4	M5
Concrete Delivery	Injury through vehicle strike	3	5	H8	1 - Concrete trucks to stop immediately if safety observer/traffic controller is unsighted and to remain well clear of the hopper until signalled to reverse by the observer. 2 - Safety observers must NOT position themselves between the hopper and reversing trucks. 3 - Concrete trucks must come to a complete stop whilst the rear chute is positioned and observer viewable to re-commence reversing. 4 - If observer is unavailable only one truck will be unloaded at a time.	Supervisor	1	5	M6
Pumping	Personnel being struck by hoses or concrete	3	5	H8	1 - Ensure that no people, other than those workers directly involved in the concrete pumping operation, are in the operational safety zone (including concrete delivery drivers). 2 - Ensure no one stands on the hopper grille or beneath a raised boom. 3 - Ensure the end hose is fitted with a suitable stop or end cap if it is being manoeuvred over people. 4 - Ensure the hopper grill is in the closed position. Check that the pump flow rates match discharge rates of concrete delivery trucks. 5 - Operator must be in constant communication with the line and must follow the directions given by the line hand. 6 - Operator must have clear line of site to both the line hand and the concrete delivery truck at the hopper. 7 - All workers to be familiar with the equipment's emergency shut- down procedures.	Supervisor	1	5	M6
Pumping	Truck tipping over	3	5	H8	Ensure frequently monitor/inspect the outrigger pad's integrity and look for possible loss of stability.	Supervisor / Work Team	1	5	M6

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Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Pumping	Electrocution	3	5	H8	The concrete placing boom should not be: • raised or left extended when winds exceed the maximum safe wind speed for operation, specified by the manufacturer • raised or left extended during an electrical or thunderstorm • used as a crane • used to pump concrete with the rams in tension, unless designed for this purpose • raised, lowered or moved when there is insufficient light to do so safely. In addition, any truck-mounted placing boom should: • have the earth safety chain deployed before operation • not be raised from the travel position if under powerlines, unless complying with the No Go Zone rules	Supervisor / Work Team	1	5	M6
End of Shift – Clean Work Equipment	Personal injury: • Struck by hose • Struck by cleaning device • Struck by residual concrete being expelled under pressure • Caught by entanglement	3	5	H8	1 - Cleaning out of residual concrete from concrete pumping equipment should only be carried out by trained workers in accordance with the manufacturer's procedures or the detailed written instructions developed by a competent person. 2 - When concrete pumping equipment is being cleaned out, ensure another person is in the immediate vicinity to provide help in an emergency. 3 - Ensure boom is folded in the travel position before raising the outriggers. 4 - Ensure all loose components are correctly stowed or restrained. 5 - Ensure all PTOs (power take offs) are disengaged and the controls are disengaged and the controls are in the OFF position.	Supervisor / Work Team	1	5	M6

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Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
End of Shift – Clean Work Equipment		3	4	H7	visually inspect the vehicle to confirm everything is secured. Cleaning the pipeline: - Where possible water cleaning should be used in preference to compressed air. - Pipeline to be secured or removed to prevent whipping. - A safety cage to be fitted to catch the cleaning device. - All workers to be kept clear. - Pipeline to be depressurised before any dismantling is attempted. Cleaning the pump: - mechanically lock moving parts in position - shut down the equipment - disengage the hydraulic pumps - exhaust accumulated hydraulic or air pressure and allow time for the pressure to be fully released from all systems - ensure the pump is not under pressure before it is dismantled - do not allow any part of the worker's body to be placed into the pump while cleaning. Cleaning the hopper: - No part of a person's body to be placed in the hopper. - No person to stand on the hopper. Hopper to be shut down and air pressure released before cleaning commences	Work Team	2	4	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

Grouting

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