

Scope of Work Activity Covered by this Work Method Statement

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

Dig & Repair

Client/Project/Site:

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.

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

Y	A risk of a person falling more than 600mm		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		Work on or near a pressurised gas distribution mains or piping
	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 chemical, fuel or refrigerant lines		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	Y	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

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


LONG SLEEVE
SHIRT AND
TROUSERS
MUST BE WORN


SUN
PROTECTION
EQUIPMENT
MUST
BE WORN

Required Qualifications/Verifications

Qualification	Requirement	Qualification	Requirement
WHSQE Induction	All Personnel	Client, Contract, Site Inductions	All Personnel
CPCCOHS1001A Work Safely in the Construction Industry (White Card)	All Personnel	RIIWH202E Enter and Work in Confined Space	All Personnel
Drivers Licence Appropriate to Vehicle	Driver	RIIWH204E Working at Heights	All Personnel
Operate a High Pressure Drain Cleaning System	All Personnel		

Plant/Equipment/Tools

Jetter Truck or Predator Combination Unit

Permits Required

Confined Space Entry			
Road Occupancy Licence			

Hazardous Chemicals

Diesel	Y	SDS Provided	Y
Hydraulic Oil	Y	SDS Provided	Y
		SDS Provided	

Sewer Products	Y	SDS Provided	Y
		SDS Provided	
		SDS Provided	

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
Gas Monitor	Daily bump tested prior to commencement of work recorded Calibrated every six months by an accredit agency	First Aid Equipment	Visual inspection daily Checked and restocked 3 monthly
Tripod	Visual inspection daily Checked six monthly by an accredit agency	Safety/Road Signs	Visual inspection daily Replaced when damaged
Harness/Lanyard	Visual inspection daily Checked six monthly by an accredit agency	Vehicular Plant	Tag & Test. Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications
PPE/Safety Helmet	Visual inspection daily Replaced when damage or every three years from date of manufacture	Electrical Leads /Power Tools , RCDS	Tag & Test. Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications
Fire Extinguishers	Visual inspection daily Services every six months by an accredited agency		

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

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.

Implementation

- 1 - Company policies and procedures.
- 2 - Construction and Rail Industry Inductions.
- 3 - SWMS Briefings and Sign Off by Operators. Any changes during consultation are incorporated into the SWMS and Workers briefed on changes.
- 4 - All relevant permits and approvals obtained prior to commencement of work.

Monitoring

- 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. 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.
- 5 - In the event of changes to SWMS, workers are briefed on changes and sign off on revised SWMS.

Review

SWMS are reviewed under the following circumstances:

- 1 - Following an incident.
- 2 - If the SWMS is deemed impractical through consultation with workers.
- 3 - If new hazards have been identified.
- 4 - If the work method has changed including changes to the workplace, environment, a system of work, a process or a procedure.
- 5 - On restarting the activity after a significant break.
- 6 - At the request of a HSR.
- 7 - Annually if none of the above.

SWMS Develop By:	Mark Veenendaal	SWMS Approved By:	Jackson Bugeja
SWMS Consulted With:	All staff, manufacturer re product guidelines	Person Responsible for ensuring compliance with this SWMS:	Operator