

Scope of Work Activity Covered by this Work Method Statement

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

Maintenance Structure 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 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	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	RIIWH5202E Enter and Work in Confined Space	All Personnel
Drivers Licence Appropriate to Vehicle	Driver	RIIWH5204E 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

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 - Confined Spaces December 2022	NSW Code of Practice - Managing the Work Environment and Facilities August 2019
NSW Code of Practice - First Aid in the Workplace January 2020	NSW Code of Practice - Work Health and Safety Consultation, Cooperation and Coordination August 2019
NSW Code of Practice - Hazardous Manual Tasks August 2019	NSW Code of Practice Work Near Overhead Power Lines 2006
NSW Code of Practice - How to Manage Work Health and Safety Risks August 2019	
NSW Code of Practice - Managing Noise & Preventing Hearing Loss at Work August 2019	TfNSW Traffic Control at Work Sites Technical Manual Version 6.1 February 2022
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 August 2019	
NSW Code of Practice - Managing the Risks of Plant in the Workplace August 2019	

Risk Rating Matrix

Consequence Likelihood	Low (C1) No Injury most probable outcome Losses <\$500 Environmental impact small, localised and contained	Minor (C2) FAI most probable outcome Losses >\$500 & <\$15,000 Environmental impact contained requiring minor remedial action	Moderate (C3) MTI or LTI most probable outcome Losses >\$15,000 & <\$50,000 Environmental impact - medium term contained impact requiring considerable remedial action	Major (C4) LTI most probable outcome Losses >\$50,000 & <\$100,000 Environmental contamination off site Considerable remediation required	Critical (C5) Fatality(s) most probable outcome Losses >\$100,000 Irreversible/irreparable environmental contamination
Negligible/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, processes, substances.
7-8	High Risk	Immediate action to be implemented by Operations and WHS Management. General Management notified.			3 - Engineering Designing risks out Isolation of risks.
9-10	Extreme Risk	Immediate action to be implemented. Detailed research and planning required by Operations & WHS Management. Top Management notified.			4 - Administrative Adjusting the time or conditions of risk exposure. Includes training options.
					5 - Personal Protective Equipment. Provision of PPE where other options are not practicable.

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
Inherent Risk					Residual Risk				
Project Specific Induction	Competency of personnel on site to perform the work correctly and safely	4	3	H7	1 - All personnel to undergo Site Specific Project Induction and ensure all personnel are aware of the site rules and implications at the time of the induction. 2 - Personnel to hold current Construction Induction certificate and confined space permits. 3 - All competencies, licenses and other job specific qualifications to be checked prior to entering the site by the appropriate supervisor at time of induction.	Director Employees	1	3	L4
Fit for Duty	Personnel suffering from the effects of alcohol and/or drugs	4	4	H8	1 - All staff are fully trained and competent in applying the patch lining procedures. 2 - Reinforce the drug and alcohol requirements on an ongoing basis through "toolbox talks" and "Daily Team Briefings" as Zero Tolerance.	Employee	1	4	M5
Inspect Work and Surrounding Area - Risk Assessment	Identification of all Hazards	4	3	H7	1 - All employees to participate and complete a Risk and Hazard Assessment Checklist and duly sign that they are aware of any hazards, before any work on that site can start. 2 - All visitors to site must also read and sign hazard identification and risk assessment.	Employee	1	3	L4
	Abuse from Irrate Resident	3	3	M6	1 - Notify resident about work to be carried out wherever possible (Letter Drops Pamphlets) 2 - Give resident notice where practical and agree time and date entry 3 - Wear current identification name tags 4 - Leave Contact name and number 5 - Notify Principal's Authorised Person	Operator	1	3	L4
	Bites - Residents Pets/ Fauna	3	3	M6	1 - Ask resident to restrain or lock up pets for the duration of the work. 2 - Follow procedures for possible snakes, Wear PPE and avoid long grass areas. 3 - Ensure First Aid kit is fully fitted out	Employee	1	3	L4
	Pedestrian Access - Slips, Trips, Falls Site Security - Unauthorised Access	4	3	H7	1 - Do not block residents gate/ drive way 2 - Ensure work area is clear and barricade is in place to prevent unlawful entry. 3 - Placement of diversion / warning signs to instruct pedestrians around worksite safely 4 - Cover electrical leads, air hoses with ramps where crossing pathways 5 - Set up safety cones and signage to limit access by unauthorised persons	Operator	1	3	L4
Inspect Work at both Upstream and Downstream of opening of pipe	Foreign Objects/ Needles / Broken Glass	3	3	M6	1 - Inform supervisor who will notify Client. 2 - Dispose of in proper containers. 3 - Do not touch unless correct sharps handling equipment is available	Operator	1	3	L4
	Unsavory people	3	3	M6	1 - Police will be notified if any suspicion type people in the area and they are removed from site for the duration it takes for our employee to complete their task. 2 - Client to be notified prior to Police notification.	Operator	1	3	L4
	Fauna - Snakes & Spiders	3	3	M6	1 - Visual inspect area before commencement of work. 2 - Wearing of protective clothing or equipment, gloves, safety boots 3 - Have First aid equipment available 4 - Have communication devices on site (Mobile phones or Two way radios)	Operator	1	3	L4
	Access	3	3	M6	1 - Ensure that there is a rescue plan prepared ,the team leader is to prepare a plan after a risk assessment has been carried out in case of emergency 2 - Ensure all staff are Confined Space Training and Accredited 3 - For Lone work, Inform supervisor time of entry and expected time they should be finished, and ensure mobile phone is available with adequate coverage.	Operator	1	3	L4
Communication	No mobile reception	4	3	H7	1 - Set contingency plan for poor coverage areas 2 - If Client has Communication Policy ensure this is implemented	Employee	1	3	L4
Over-head Power	Electrical Shock	3	3	M6	1 - Inspect the site prior to setting up and ensure no over-head power lines above that the unit may touch 2 - Use of plant within 10 meters of overhead power lines requires permit	Operator	1	3	L4

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
Inherent Risk					Residual Risk				
Establish work area	Traffic	4	3	H7	1 - Traffic Management Plans in place when working on roads or footpaths 2 - Placement of correct warning signs and bollards to a traffic control plan to warn vehicle traffic of changes to road conditions 3 - Where practical all work should be carried out away from the main stream of traffic - avoid peak hour traffic 4 - When required use Traffic Controllers to guide traffic through work site - Use an accredited traffic control agency if required 5 - Notify relevant authorities Police, State Traffic Authority etc 6 - Wearing Safety Vest or high visibility shirts at all times	Employee	1	3	L4
Locate pipe and check area	Foreign Objects Needles/ syringes or Broken Glass)	3	3	M6	1 - Visual inspection of immediate work area 2 - All employee are to wear appropriate PPE, gloves and safety footwear as per project rules 3 - Notify Supervisor immediately and assess risk further before commencement	Employee	1	3	L4
	Overhead powerlines	3	4	H7	1 - Eliminate the hazard by using alternative plant or Isolation 2 - Provide ground barricades to limit travel of equipment 3 - Placement of warning at approaches to power lines at a distance already determined by risk assessment 4 - Use of plant within 10 meters of overhead power lines requires permit	Operator	1	4	M5
Check Plant and Position Plant and Equipment for task	Personal Injury Property Damage Manual Handling	3	3	M6	1 - Plant and equipment to have safety devices attached (Reversing Sirens, Flashing Lights) 2 - All staff certified/licensed/trained to operate plant and equipment 3 - All employees participate in site risk and hazard assessment prior to commencement 4 - Wear highly visible safety vest 5 - Correct manual handling procedures are implemented 6 - Delineate work area from general public	Operator	1	3	L4
Cross Business Interface (if applicable)	Poor Communication	2	2	L4	1 - Responsible person (In most cases will be team leader this will vary from crew to crew) will communicate with Local resident, Local Shops, Police, Ambulance, State 2 - Traffic Authority and Councils when required. 3 - Delineate work area from general public. 4 - Only Client representative to liaise with public or stakeholders	Operator	1	2	L3
Clean & Tidy Work Area	Foreign Objects Equipment	3	3	M6	1 - Visual inspection of work area 2 - Manual Handling procedures implemented	Employee	1	3	L4

**Maintenance
Structure
Repair**

Maintenance Structure Repair

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
Inherent Risk					Residual Risk				
Prior to leaving depot ensure materials and equipment are ready	Handling of Chemicals/ Materials	3	3	M6	1 - Ensure all materials are handled as per Manufactures instructions.	Operator	1	3	L4
Store chemicals and equipment safely for transport	Break/Disperse in Vehicle	3	3	M6	1 - Ensure Materials cannot move in vehicle and are ready for transport.	Operator	1	3	L4
Establish worksite seek approval to enter property if residential	Refer Stage 1	3	3	M6	Refer Stage 1	Operator	1	3	L4
Make area safe for operators, pedestrians, and	Slips Trips and Falls	3	3	M6	1 - Set up pedestrian barricades and place maintenance hole cage over hole, address any potential trip hazards. If confined Space required – follow guidelines from entry permit and record details. 2 - Use calibrated gas detector to ensure no gasses- do not proceed if reading is high.	Operator	1	3	L4
Excavate around work site maintenance hole using correct mechanical equipment	Slips Trips and Falls, Laceration, Crush	3	3	M6	1 - Use Spotter 2 - If required use Traffic Control measures. 3 - Establish plant exclusion area to prevent public from accessing site. 4 - establish communication with operators of equipment and spotters. 5 - Dial Before You Dig to be obtained.	Operator	1	3	L4
Lift any maintenance hole covers	Strains Slips Trips and Falls	3	3	M6	1 - Use mechanical lifting device whenever possible. 2 - Maintain gas detector use around open maintenance hole. 3 - Maintenance grate to be placed over MH where possible.	Client	1	3	L4
Remove defective concrete surrounds	Manual Handling, Sharp Protrusions, Electrocution, Falling Debris	3	3	M6	1 - Use PPE 2 - Power tools tested and tagged. 3 - Leads to be erected to prevent damage.	Operator	1	3	L4
Apply repair method as per MSDS and manufacturers guidelines	Handling of Materials	3	3	M6	1 - Refer SDS and manufacturers guidelines 2 - Ensure staff have correct training for works 3 - Ensure PPE being used. 4 - Follow lining procedures correctly.	Operator & Offsider	1	3	L4
Upon completion of job- remove equipment from manhole using manual handling	Slips Trips and Falls	3	3	M6	1 - As per all guidelines including manual handling and manufacturers of plant instructions.	Operator & Offsider	1	3	L4

**Maintenance
Structure
Repair**

Maintenance Structure Repair

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Remove all maintenance hole covers, and barricades and replace in vehicles	Slips Trips and Falls	3	3	M6	1 - As per all guidelines relating to use of equipment. 2 - Wear highly visible safety vest. 3 - Manual Handling procedures implemented.	Operator & Offsider	1	3	L4
Check work for defects to ensure complete	Handling of Materials	3	3	M6	Refer SDS Ensure PPE being used. Correct Manual Handling procedures implemented.	Operator	1	3	L4
Replace Maintenance hole and clean up area to ensure site is reinstated	Environmental Damage Strain & Sprains	3	3	M6	1 - As per all guidelines – use 2 men and lifting equipment provided. 2 - Correct Manual Handling procedures implemented.	Operator & Offsider	1	3	L4
Ensure all remaining equipment and materials are safely stored and packed in vehicle for transport	Environmental Damage Strain & Sprains	3	3	M6	1 - As per all guidelines – use 2 men and lifting equipment provided. 2 - Correct Manual Handling procedures implemented.	Operator & Offsider	1	3	L4
Pack up equipment and store safely in van	Environmental Damage Strain & Sprains	4	3	H7	1 - As per all guidelines – use 2 men and lifting equipment provided. 2 - Correct Manual Handling procedures implemented.	Operator & Offsider	1	3	L4

Maintenance Structure Repair

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Check for gas around lid and in pipe	Gas Poisoning H2S, CO, CH4	4	5	E9	1 - Apply gas monitor and check readings – ensure gas monitor has been tested that day before applying. If not or reading too high do not enter. 2 - Confined Space Permit is completed prior to any MH Entry – a full assessment is undertaken with levels noted. Should readings be deemed unsafe Entry will not proceed.	Operator	1	5	M6
Set up evacuation trolley and self rescue breathing apparatus for both operator and Standby person	Property Damage Manual Handling	3	3	M6	1 - As per all guidelines relating to use of equipment in STAGE 1 2 - Wear highly visible safety vest 3 - Ensure all staff have Confined Space Accreditation (permit to enter) and training 4 - Correct Manual Handling procedures implemented 5 - Self Rescue kits to be used when deemed necessary	Employee	1	3	L4
Ensure standby person is ready and alert	Slips, Trips, Falls	3	3	M6	1 - As per all guidelines relating to use of equipment in STAGE 1 2 - Wear highly visible safety vest 3 - Ensure all staff have Confined Space Accreditation (permit to enter) and training	Operator	1	3	L4
Standby person responsible for evacuation assistance	Slips, Trips, Falls	3	3	M6	1 - Ensure ready for entry with Evacuation Trolley if needed 2 - Ensure standby person has Confined Space Accreditation (permit to enter) and training 3 - Ensure self rescue breathing apparatus is ready 4 - Standby person does not enter Manhole	Operator	1	3	L4
Operator to Enter manhole	Slips, Trips, Falls	3	3	M6	1 - Ensure all staff have Confined Space Accreditation (permit to enter) and training 2 - Correct Manual Handling procedures implemented	Operator	1	3	L4
Undertake activity required by manhole entry	Slips, Trips, Falls	3	3	M6	1 - Use caution and follow procedures 2 - Ensure all staff have Confined Space Accreditation (permit to enter) and training	Operator	1	3	L4
Operator to Exit manhole	Slips, Trips, Falls	3	3	M6		Operator	1	3	L4

Maintenance Structure Repair

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
If only access to MH is above ground	Fall from Heights	3	4	H7	1 - All employees to participate and complete a Risk and Hazard Assessment Checklist and duly sign that they are aware of any hazards, before any work on that site can start. 2 - All visitors to site must also read and sign hazard identification and risk assessment.	Employee	1	4	M5
Should operators be required to climb onto any structure or top of vehicle	Fall from Heights	3	4	H7	1 - Fix adjustable safety harness to suitable engineered attachments 2 - Standby person available to monitor 3 - Harnesses to be regularly tested. 4 - Ensure staff have completed working at Heights certification	Employee	1	4	M5

Maintenance Structure Repair

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk							Residual Risk
Implementation		4	4	H8	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.	Management Supervisor Work Team	1	1	L2
Monitor		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. 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.	Management Supervisor Work Team	1	1	L2
Review		4	4	H8	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.	Management Supervisor Work Team	1	1	L2

Sign Off

The representatives of Pipeline Watertech 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