

Scope of Work Activity Covered by this Work Method Statement

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

Vacuum Truck Operation

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	Y	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	RIIWHWS202E Enter and Work in Confined Space	All Personnel
Drivers Licence Appropriate to Vehicle	Driver	RIIWHWS204E 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	Rail Safety (Adoption of National Law) Act 2012 No 82
NSW Code of Practice - Managing the Risks of Plant in the Workplace August 2019	Rail Safety National Law National Regulations 2012

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.

Stage 1

Vacuum Truck Operation

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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	5	4	E9	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

Stage 1

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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
Access/Work Within Rail Corridor (if applicable)	Struck by Train	4	5	E9	1 - No 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 is to install the appropriate level of safeworkin protection for the task 4 - Protection Officer to communicate the rail worksite protection arrangements to all workers defining work limits 5 - Protection Officer to be in a position to monitor worksite and train operations effectively 6 - Protection Officer to install demarcation where possible 7 - No use of mobile phones on site except in a safe place 8 - All workers to follow the Protection Officer instructions 9 - All workers to be RIW qualified for the ARTC network 10 - Zero tolerance for drugs and alcohol 11 - All workers to be fit for work and not fatigued 12 - Wear Rail compliant PPE - Orange Hi Vis	Employee Protection Officer	1	5	M6
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

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
Inherent Risk					Residual Risk				
Pre-Start Checklist	Mechanical defects may cause accident and/or serious injury during operation of the vehicle.	3	3	M6	1 - Ensure records confirm machine has been serviced and maintained in line with the manufacturer's requirements. 2 - Complete a thorough pre-start check of the vehicle EACH MORNING 3 - Fill out the checklist provided in the vehicle 4 - Document any defects 5 - Rectify any defects if possible, if not report them to supervisor. 6 - Do not commence work if the vehicle is unsafe to operate	Operator	1	3	L4
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
Check for flows in pipe and identify any problems or possible issues associated with inserting equipment.	High Flows - Lacerations	3	3	M6	1 - Visual inspection of maintenance hole 2 - If flow too high set up by-pass	Operator	1	3	L4
Make area safe for operators, pedestrians and traffic. If safety cannot be ensured work should not commence.	Slips, Trips, Falls	3	3	M6	1 - Set up pedestrian barricades and place maintenance hole cage over hole, address any potential trip hazards. 2 - If confined Space required – follow guidelines from entry permit and record detail 3 - Ensure all employees are qualified/accredited for confined space entry	Operator	1	3	L4
Check jetter pressure	Personal Injury & Property Damage	3	3	M6	1 - Fire the unit in remote area prior commencement of actual operation to test 2 - Wear correct PPE- gloves, HI Vis, eye protection, Ear Muffs	Operator	1	3	L4

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk							Residual Risk
Connecting the jetter to the pump unit on the truck, checking pressure	Personal Injury & Property Damage	3	3	M6	1 - As per guidelines and jetter procedures as per manual 2 - Use correct manual handling procedures 3 - Ensure staff are qualified/trained to use equipment	Operator	1	3	L4
Attach appropriate jetter equipment for particular activity and lower into pipe	Manual Handling & Property Damage	3	3	M6	1 - As per all guidelines relating to use of equipment in STAGE 1 2 - Wear highly visible safety vest 3 - Use correct Manual Handling procedures 4 - Follow Jetter Procedures for attaching equipment 5 - Ensure staff are qualified/trained to use equipment	Operator	1	3	L4
Upon completion of job- remove all covers, and barricades and store	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 - Use correct Manual Handling procedures	Operator	1	3	L4
Remove all equipment from pipe	Property Damage Manual Handling Sharps	3	3	M6	1 - As per all guidelines relating to use of equipment in STAGE 1 2 - Use correct Manual Handling procedures 3 - Spill Kit available if required	Operator	1	3	L4
Pack up equipment and store safely in van	Property Damage Manual Handling	3	3	M6	1 - As per all guidelines relating to use of equipment in STAGE 1 2 - Use correct Manual Handling procedures	Operator	1	3	L4
Clean & Tidy Work Area	Foreign Objects Equipment	3	3	M6	1 - Visual inspection of work area 2 - Manual Handling procedures implemented 3 - Spill Kit if required	Employee	1	3	L4

**Conduit
Condition
Assessment**

Vacuum Truck Operation

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk							Residual Risk
Check for flows in pipe and identify any problems or possible issues associated with inserting camera.	High Flows - Lacerations	4	4	H8	1 - Visual inspection of pipes 2 - If flow too high set up by-pass pump	Operator	1	4	M5
Insert camera into the pipe.	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 - Operator has qualifications and training to undertake works 4 - Correct Manual Handling procedures implemented	Operator	1	3	L4
Remove all equipment from pipe	Property Damage Manual Handling Sharps	3	3	M6	1 - As per all guidelines relating to use of equipment in STAGE 1 2 - Use correct Manual Handling procedures 3 - Spill Kit available if required	Operator	1	3	L4
Pack up equipment and store safely in van	Property Damage Manual Handling	3	3	M6	1 - As per all guidelines relating to use of equipment in STAGE 1 2 - Use correct Manual Handling procedures	Operator	1	3	L4
Clean & Tidy Work Area	Foreign Objects Equipment	3	3	M6	1 - Visual inspection of work area 2 - Manual Handling procedures implemented 3 - Spill Kit if required	Employee	1	3	L4

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk			Residual Risk				
Operation	Incorrect Operation	5	4	E9	1 - Mandatory Heavy Vehicle licence.	Operator	1	4	M5
Operation	Road Worthiness	5	4	E9	1 - Maintain appropriate RMS registration	Management	1	4	M5
Operation	Road Worthiness	5	4	E9	1 - Regular service as per manufacturers recommendations. 2 - Pre-start checklists.	Operator Supervisor	1	4	M5
Operation	Entanglement With Moving Parts	4	4	H8	1 - Guards to be in place at all times. 2 - Machine to be shut down during maintenance and no unauthorised persons in area. 3 - PPE and 1st aid kit. 4 - Offsider to be at least 25 metres away from machine whilst in operation. 5 - All machine operators appropriately licenced.	Operator	1	4	M5
Operation	Entrapment	4	4	H8	L1 - Labelling and identification of all pinch points and no go area on machinery. 2 - Follow standard operational machine practices. 3 - Guards to be in place at all times where able. 4 - Plant operator to have visual on ground crew at all times. 5 - SSRA prior to work commencement. 6 - Machine to be shut down during maintenance and no unauthorised persons in area. 7 - PPE and 1st aid kit.	Operator	1	4	M5
Operation	Stored Energy - vacuum & pressure	4	5	E9	1 - Operators manual. 2 - Competent, certified and authorised plant operator. 3 - SSRA for site specific/equipment operations. 4 - Exclusion zones where applicable. 5 - Maintenance to be performed by accredited personnel only. 6 - Pre work inspections. 7 - PPE and 1st aid kit. 8 - Flashing beacon on roof of machine.	Operator	1	5	M6
Operation	Roll-over & Tip-over	3	4	H7	1 - Ground stabilisation. 2 - Competent, certified & authorised plant operator. 3 - Exclusion for operator interaction whilst working on unstable/unsteady ground. 4 - SSRA for works in moving shifting ground. 5 - Operate as per manual guidelines. 6 - Pre work inspections. 7 - PPE & 1st aid kit. 8 - Flashing beacon on roof of machine.	Operator	1	4	M5
Operation	Work Area - Access & Egress	3	4	H7	1 - Obey traffic signage. 2 - Sign pre work briefing e.g (SWMS, SSRA, JSEA, SITE INDUCTION). 3 - Daily operator's plant inspection. Communication with site supervisor. 4 - Flashing light to be fitted to the vehicle and turned on when entering site. 5 - Driver must be licensed. Be aware of other mobile plant on site. 6 - Do not block roads or throughways. 7 - Vehicle to contain first aid kit and fire extinguisher. 8 - Vehicle must not be overloaded and loads must be secured properly. 9 - Personnel are not to use handheld mobile phones whilst driving. Personnel are to wear seat belts at all times.	Operator	1	4	M5
Operation	Roll-over & Tip-over - Driving on Sloped Ground	3	4	H7	1 - Observe correct procedure in the event of overturning. 2 - Maintain slow speed when driving across slopes. 3 - Maintain low centre of gravity if possible. 4 - Avoid driving on slopes if not necessary.	Operator	1	4	M5

Vacuum Truck Operation

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk							Residual Risk
Operation	Breakdown	3	4	H7	1 - Exercise extreme care on the traffic side of the truck, make sure you're wearing reflective vest. 2 - Make sure you put the reflective triangles at the back and front of truck at the correct distance from truck. 3 - Position the truck as far off the road as possible and turn hazard lights on. Warn on coming traffic of hazard if safe to do so. 4 - Stay with truck and contact supervisor and ask for assistance if required.	Operator	1	4	M5
Operation	Refuelling - Fire	4	5	E9	1 - Remain with truck whilst refuelling. 2 - Follow directions and warnings at fuel outlets. 3 - Adhere strictly to warnings prohibiting the use of electronic equipment. 4 - Only fill appropriate fuel in truck. 5 - Always discharge static electricity before touching fuel pumps.	Operator	1	5	M6
Equipment Maintenance	Inspection	3	4	H7	1 - Equipment to be delivered as per operational and manufacturer's specification. 2 - Inspection will also consist of pre start book, operators manual, maintenance manual, 1st aid kit, flashing light, fire extinguisher and spill kit. 3 - Inspections carried out in excluded zone from other plant and vehicle interface.	Operator	1	4	M5

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	5	3	H8	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

Working at Heights

Vacuum Truck Operation

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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

Vacuum Truck Operation

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		5	4	E9	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