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Safe Work Method Statement Title		Excavator / Backhoe Operation		SWMS No. 13				
			Authorized and email Signed by the (Managing Director / CEO / Partner / Proprietor) on Date 01/08 /2016					
Safe Work Procedure for the Work:- Yes <input type="checkbox"/> No <input type="checkbox"/>		Employees trained and familiar with Tree Watch S W P:- Yes <input type="checkbox"/> No <input type="checkbox"/>						
Have employees signed off on any other Safe Work Method Statements relevant to this work:- Yes <input type="checkbox"/> No <input type="checkbox"/> (List Below)								
Names of staff that have read and understand this SWMS: Stephen Bayley, Angus Cullenward, Daniel Bayley, Ashley Morrison, David Smith								
MSMS Sheets applicable to the work being undertaken		1 3	2 4					
Issue Date: 01/08/2016		Revision Date: 01/08/2016		Revision No: 1				
Prepared By: Stephen Bayley								
Project Name: Various		Section/Area: Various		Project Manager: Various				
Client: Various			Distribution: Client OH&S Officer / Company Personnel					
Likelihood / Probability - Risk Factors		Consequence - Risk Factors		Risk Assessment				
Very Likely (V)	Probably occur immediately or within a short period of time	Fatality (F)	May cause death or loss of facility	Consequence ↓ <i>Fatality</i> <i>Major (M)</i> <i>Minor (m)</i> <i>Negligible</i>	Likelihood / Probability			
Likely (L)	Probably occur in time	Major (M)	Severe injury or illness or major property damage		V	L	U	H
Unlikely (U)	Could eventually happen	Minor (M)	Minor (usually reversible) injury or illness resulting in days off work or minor property damage		H	H	M	M
Highly Unlikely (H)	Has potential to occur, but probably never will occur	Negligible (N)	Minor injury, possible first aid		H	M	M	L
Remember to Consider Equipment / Plant / Environment / Worker Competency					M	M	L	L
Hierarchy of Control Hierarchy of Control								
1 Elimination	Can the work process, substances or plant creating the hazard be eliminated?							
2 Substitution	Can the work process, substance or plant be substituted for something safer?							
3 Engineering Controls	Means changing process, equipment or tools to minimise the hazard exposure.							
4 Administration Controls	Develop measures to ensure that the work is performed safely through safe work procedures to reduce exposure to hazards.							
5 PPE	Personal protective equipment is the last resort in responding to work place hazards and should be used only as an interim measure.							



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Work Method / Task Description List the tasks required to perform the activity in the sequence in which they occur	Hazards Against each task list the Hazards that could result in injury when the task is performed by the worker	Risk Score	Risk Control Measures List the Control measures required to eliminate or minimize the workers exposure to each identified hazard	Responsible Person with responsibility for control measure implementation
Working outdoors	Personnel are exposed to excessive ultra violet light without adequate protection.	M	<ul style="list-style-type: none"> Suitable clothing, hats, glasses should be used to reduce exposure All employees to apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours 	Supervisor Employee
Manual handling	Excessive manual handling could lead to muscular skeletal injury.	M	<ul style="list-style-type: none"> Use mechanical aids ie forklift Lift with correct posture and do not try to lift something too heavy Request help when lifting heavy loads 	Supervisor Employee
Personal protective equipment required for this activity	Personal injuries	H	<ul style="list-style-type: none"> Hi visibility clothing Safety footwear Safety Helmet Safety glasses as required Hearing protection as required 	Supervisor Employee
Check machine	Equipment failure Collision / injury Operated by unauthorised unqualified person(s)	H H H	<ul style="list-style-type: none"> Carry out daily inspection / checks as per manufacturers operating manual Read all manufacturers safety decals / stickers on machine Record in the log book and sign off by person making entry Three monthly mechanical service Report any defects or damage to supervisor immediately. Do not use machine until these are repaired fixed. Place 'DANGER do not use' tag on machine to prevent use by others. 	Operator
Check work area	Machine rollover, striking workers, plant or obstacles	H	<ul style="list-style-type: none"> Check work area prior to entering for ground conditions, obstacles, other plant or persons to be aware of surroundings, keep minimum 2 m from banks 	Supervisor Operator
General travelling on site	Collision with persons, plant or obstacles	H	<ul style="list-style-type: none"> All persons in area to wear high visibility clothing Ensure flashing light and beeper are working Competent accredited operator only Observe speed limit at all times 	Operator



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Use of fork attachments	Load falling and hitting persons / structure Overloading forklift	M	<ul style="list-style-type: none"> • Ensure load is secure prior to lifting above 1m • Do not lift above persons • Do not exceed SWL of machine or attachment • Check weight of material to be lifted 	Operator
Refuelling	Fire / explosion Spills and splashes / skin contact	M M	<ul style="list-style-type: none"> • Do not smoke whilst refuelling and remove all ignition sources • Fuel stored off site in approved fuel store • Do not refuel whilst machine is running • Use a appropriately sized funnel to avoid spills • Read understand and comply with MSDS • Wash hands and face after refuelling to avoid contamination. 	Operator
Excavation with backhoe	Striking underground services Persons falling into pads and footings Trench collapse Striking persons working near machine	H H H H	<ul style="list-style-type: none"> • Liaison with foreman to identify details of underground services • Use services of dial before you dig if unsure of services location • Use a spotter when underground services may be present • Use shovel to locate services where required to gently dig where services may be • Set up exclusion zone with barricades or bunting to identify area with excavations • Only persons directly involved with operation to be within the exclusion zone • Ensure excavations are barricaded at conclusion of excavation • Ensure trenches and excavations are battered or benched when they are more than 1.5 m deep • Stockpile material away from excavation at least 2m • Spotter to maintain a clear distance from machine whilst working • Spotter to ensure that operator has seen him prior to approaching machine • Operator to be aware of spotters location at all times 	Operator



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Loading trucks / bins with excavator	Persons struck by material loaded into truck / bin Overloading of truck / bin	H H	<ul style="list-style-type: none"> • Use truck driver or spotter to ensure that no persons get too close to the truck/bin whilst being loaded, spotter/driver to stand in position so as to see the area on the opposite side of the truck/bin to the side being loaded when the operator has no view of the area. Spotter must ensure that they are not in a position where they can be affected by falling material • Never lift load of material above or near persons • Persons to be kept clear of loading operation, area supervisor to advise all persons un-associated to keep clear of operation • Truck driver / operator to assess load to ensure that the truck/ bin is not overloaded • Never load the truck / bin above the height of the • side walls • When loading wet or dense material ; eg concrete or wet soil, the maximum weight may be exceeded more quickly 	Operator
Personnel Qualifications and Experience		Personnel Duties and Responsibilities		Training Required to Complete Work
Construction OH&S induction (White Card) Company OH&S induction Site specific induction		Supervisor to carry out daily inspections of work site for hazards.		Supervisor to be trained in risk identification risk assessment and risk control eg Job Safety Analysis (JSA's)
Operator to be trained and accredited		All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site		Supervisor to be appropriately trained, qualified and competent in OH&S.
Trained Spotters are to be used for operations near overhead and underground services		Barricading to be used as appropriate to protect others from working below elevated work		On the job skills training to be conducted by Supervisor to personnel.
Engineering Details / Certificates / WorkSafe Approvals / Australian Standards			Referenced – Guidance Notes / Regulations / Legislation	
AS 229401:1997 Earth-moving Machinery – Protective structures – General AS 2664-1983 Earthmoving machinery – Seat belts and seat belt anchorages AS/NZS 4602:1999 High visibility safety garments AS 4024 Safeguarding of machinery (Series)			Occupational Health and Safety Act 2004 OH&S Safety Regulations 2007, Chapter 5 - Part 5.1 Construction OH&S Safety Regulations 2007, Chapter 3 - Part 3.5 Plant OH&S Safety Regulations 2007, Chapter 3 - Part 3.6 High Risk Work	



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AS 1470 Health and Safety at Work – Principles and Practices

Code of Practice for Plant 1995 (Compliance Code)

Engineering Details / Certificates / WorkSafe Approvals / Australian Standards		Referenced – Guidance Notes / Regulations / Legislation	
		OH&S Safety Regulations 2007, Chapter 3 - Part 3.1 Manual Handling OH&S Safety Regulations 2007, Chapter 3 - Part 3.2 Noise Code of Practice for Manual Handling (Compliance Code) Code of Practice for Noise (Compliance Code) Code of Practice for Building and Construction Workplace (Compliance Code) WorkSafe Victoria Framework for Undertaking Work Near Overhead and Underground Assets	
Plant / Equipment		Maintenance Checks	
Plant Hazard Identification and Risk Assessment to be conducted for plant use eg Backhoes, Cranes, Scissor Lift, Boom Lift, Cherry Picker		Daily safety checklist (Log Books) for all plant on site to be completed daily All plant to be maintained in accordance with manufacturer's recommendations. Maintenance records to be available on site	
Responsible Person (Supervisor Foreman)	Name: Various		



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The persons (employees, subcontractors and others) that have signed below:

1. been involved in the hazard/risk assessment and the determination of the hazard/risk controls applicable to their tasks, duties and responsibilities
2. had all hazards and risk controls have been communicated to them
3. and are fully aware of and understand the hazards/risks and safety risk controls and rules required
4. agreed to all the hazard/risk controls
5. agreed to and understand their Duty of Care to themselves and others
6. *agreed that they are the person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools.*

Print name clearly date a sign here:

If any unforeseen circumstances should arise and 100% compliance with this Safe Work Method Statement is not possible work is to cease until the Safe Work Method Statement is reviewed.

Note: All personnel must be inducted into the above Safe Work Method Statement via a toolbox meeting with their acknowledgment signatures of being inducted on it prior to work commencing.



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