

Safe Work Method Statement No:				WMS-08	Task:	Install Drainage			
No	Activity	Possible Hazards	Possible Risks	Risk Score	Risk Controls	Risk Score (1 – 6) AFTER Controls	Person Responsible	Possible Product / Environment Hazards	Product / Environment Risk Control
1	Site establishment	Un-inducted personnel, incorrect PPE, non-conformance to project policies		5	All staff to be industry inducted (Green / White card), project inducted, wearing correct PPE, and have any required client paperwork completed (toolbox, pre-start etc.)	5	Leading Hand		
		Interference with public vehicles / pedestrians	Death, body impact injuries	4	Client to ensure that work area is sufficiently barricaded, and Traffic Control Plan in place if required to ensure no access / interference to site by members of the public	5	Leading Hand	Personnel / members of the public being injured	Notify persons nearby, apply TCP if working near roadway
2	Excavation for new pits	Striking underground services	Electrocution, damage to services	2	Check with relevant authorities and conduct DBYD and pothole services before conducting mechanical excavation	5	Crew Leader		
		Trench collapse, machine roll-over	Body impact injuries, crushing injuries	3	Install shoring for excavations greater than 1.5m depth, keep machinery clear from edges of excavations Follow procedures set out in WMS-03 Excavation and Demolition	6	Machine Operator		
3	Install bedding for pre-cast pits	Uneven ground conditions	Slip, trip, fall injuries	4	Remain alert to ground conditions where footing is placed, steel capped boots must be worn	6	Work Crew		
		Falling into open excavation	Body impact injuries, strains, sprains	3	Workers to be aware of open excavations, open trenches, pits not to be left unattended at any time and to be adequately fenced off when working in other areas of the site	4	Leading Hand		
4	Lift and place pre-cast unit in place with hiab	Possibility of hitting overhead services	Electrocution, death	3	Where possible always unload away from power lines, remain alert to the distance of the load and the power lines, use a spotter to ensure safe unloading	4	Leading Hand		
		Vehicle to vehicle collision	Death, body impact injuries	3	Driver must obey the road rules at all times and be aware of irrational drivers on the road	4	Driver		

		Hiab to vehicle collision	Crushing injuries	3	Operator must be aware and alert to sluing position of the hiab to avoid hitting truck	5	Hiab Operator		
		Overtum, unstable truck	Death, body impact injuries	3	Operator to assess load weight and location prior to lift and set outriggers as necessary, timbers to be pig stayed for secure footing	5	Hiab Operator		
5	Mark out trench area	Uneven ground conditions	Slip, trip, fall injuries, strains, sprains	5	Remain alert to ground conditions where footing is placed, steel capped boots must be worn	6	Leading Hand		
		Use of spray marker paint	Respiratory disorders	5	Spray cans to be used only in well ventilated areas, keep cans low to ground when spraying to minimise airborne particles	6	Leading Hand		
6	Trench excavation	Vehicle to vehicle collision	Death, body impact injuries	3	Traffic management plan to be in place and followed, seat belts to be worn, stationary equipment to be out of way of moving vehicles	4	Driver		
		Vehicle to person collision	Death, body impact injuries	3	High visibility clothing to be worn at all times, driver to be aware of ground personnel, reversing alarms, cameras, flashing lights to be installed and operational at all times	4	Driver, Work Crew		
		Trench access	Body impact injuries	3	Access to be clear and tidy for plant, equipment and personnel at all times, workers to be aware of ground conditions at all times	4	Leading Hand		
		Collapse of trench	Machine roll-over, crushing injuries	3	Shoring to be used when trench greater than 1.5m depth, workers to be aware of ground conditions, machinery to keep clear of edges of trenches	4	Leading Hand		
		Underground services	Electrocution	2	Services search and potholing to be carried out prior to mechanical excavation in accordance with DBYD procedures	4	Crew Leader		
		Dust, airborne particles	Respiratory disorders	4	Maintain ventilation of work area, use water cart regularly to minimise dust and airborne particles	6	Leading Hand		
7	Laying pipes	Manual handling	Strains, sprains	4	Follow correct manual handling procedures, team lift where possible, take regular rest, stretch breaks	6	Work Crew		
		Use of hiab to lift concrete pipes	Body impact injuries	3	Operator must be aware and alert to sluing position of the hiab to avoid hitting truck, operator to assess load weight and location prior to lift and set outriggers as necessary,	4	Hiab Operator, Work Crew		

		Pipes falling off truck	Crushing injuries	4	timbers to be pig stayed for secure footing, ground workers to remain clear of moving load, hard hats to be worn Check lifting lugs are in place and in good condition, must be securely fastened before commencing to lift pipes into position	5	Leading Hand		
		Trench access, falling into trench	Body impact injuries	3	Workers to be aware of ground conditions, access to trench to remain clear of stationary equipment	4	Leading Hand		
8	Backfilling pipes and pits	Manual handling	Strains, sprains	4	Follow correct manual handling procedures, team lift where possible, take regular rest, stretch breaks	5	Work Crew		
		Dust, airborne particles	Respiratory disorders	4	Maintain ventilation of work area, use water cart regularly to minimise dust and airborne particles	5	Leading Hand		
9	General	Hazards encountered that are not covered by this SWMS or the work changes and new hazards are presented		1	Stop work or source alternative duties, gather the work group and supervisor together and discuss the identified hazard or condition that has resulted in the work ceasing, review the SWMS to incorporate the identified hazard or change, agree on the mitigation or management method required to rectify, eliminate and reduce exposure to the hazard or change, sign off on the revision then continue with the revised procedure, submit the revision of the SWMS to the Safety Manager for approval	4	Crew Leader, Leading Hand, Workcrew		

Plant / Equipment	Maintenance of Plant / Equipment	Plant / Equipment	Maintenance of Plant / Equipment
Kubota 5t Excavator	Maintenance Log		

Personal Qualifications & Experience	Personnel, Duties and Responsibilities	Training Required to Complete Works
Construction Industry General Induction (Green / White Card)	Crew Leader	Supervisor to be trained in hazard identification, risk assessment and control
	Leading Hand	Ongoing safety training and toolbox talks
	Workcrew	

NSW Legislation				
Work Health & Safety Act 2011	OHS Amendment (Dangerous Goods) Act 2003	Workers' Compensation (Dust Diseases) Act 1942	Workers' Compensation Act 1987; Workplace Injury Management and Workers' Compensation Act 1998	
Work Health & Safety Regulation 2011	OHS Amendment (Dangerous Goods) Regulation 2005	Workers' Compensation (Dust Diseases) Regulation 2008	Workers Compensation Regulation 2003	
Australian Standards				
AS 1319:1994 Safety signs for the occupational environment	AS/NZS 1270:2002 Acoustics – Hearing protector	AS/NZS 2210.1:2010 Safety, protective and occupational footwear – Guide to selection, care and use	AS/NZS 5762:2005 In-service safety inspection and testing – repaired electrical equipment	
AS 1940:2004 The storage and handling of flammable and combustible liquids	AS/NZS 1337.1:2010 Personal eye protection – Eye and face protectors for occupational applications	AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment	AS/NZS 31000:2009 Risk management – Principles and guidelines	
AS/NZS 1269:2005 Occupational noise control	AS/NZS 1800:1998 The selection, care and use of industrial safety helmets	AS/NZS 4399:1996 Sun protective clothing	AS/NZS/ISO 600079.1:2009 Classification of hazardous areas	
AS/NZS 2161.1:2000 Occupational protective gloves – Selection, use and maintenance	AS/NZS 4602:2011 High visibility safety garments – Garments for high risk applications			
WorkCover Codes of Practice – NSW	Subject Matter for National COP	National Codes of Practice	Subject Matter for National COP	National Codes of Practice
Amenities for construction work	Consultation	Work health and safety consultation, cooperation and coordination	First aid	Fist aid in the workplace
Excavation work	Construction	Construction work	Hazardous chemicals	Managing risks of hazardous chemicals in the workplace
Formwork	Demolition	Demolition	Manual handling	Hazardous manual tasks
Moving plant on construction sites	Electrical	Managing electrical risks at the workplace	Noise	Managing noise and preventing hearing loss at work
Work near overhead power lines	Excavation	Excavation work	Plant	Managing risks of plant in the workplace
Work in hot or cold environments	Falls	Managing falls at workplaces	Risk Management	How to manage work health and safety risks
Workplace amenities	Facilities	Managing the work environment and facilities		
National Standards / Other Standards				
National Exposure Standards Atmospheric Contaminants in the Occupational Environment [NOHSC 1003 (1995)]		National Standard for Occupational Noise [NOHSC 1007 (2000)]		
National Code of Practice for Noise Management and Protection of Hearing at Work [3 rd Edition]		Lend Lease Global Minimum Requirements		

