

SAFE WORK METHOD STATEMENT FOR EXCAVATION AND TRENCHING

SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

Client/Principal Contractor	Insert client and/or PC name	Project Address:	Insert the project's address
Company Address:	Insert your company address	Phone Number:	Insert your business number
SWMS Prepared By:	Insert person	In Consultation With:	Refer to Consultation and Sign-Off Record
SWMS Approved By:	Insert person	Distribution To:	All persons involved in the work scope
SWMS Date:	Insert date	Review Date:	Add 12 months as required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Responsible Person(s) Phone Number:	Insert the person's phone number
Work Scope Description:	General excavation and trenching. If the trench is an excavation greater than 1.5 metres. This task is specified in the High Risk Construction Work Regulation.		
List the qualifications and training requirements for the activity:	<ul style="list-style-type: none"> A high-risk license required for work listed in the High Risk Construction Work Regulation. Competent to plan, design and carry out excavation and trenching activities. Understanding of the operator's manual for any mobile plant being used. 		
Details of inspections and maintenance checks required for this activity:	<ul style="list-style-type: none"> Planned and periodic inspections to be carried out on any powered mobile plant being used for excavation and trenching. Excavations to be regularly inspected for stability. 		
Are there any other hazards that may be present?	Refer to the SWMS for all additional safe work procedures, plans, rules and instructions given by an authorized person in control of the workplace.		
Legislative References:	<ul style="list-style-type: none"> Work Health and Safety Act Work Health and Safety Regulation Excavation Work Code of Practice Electrical Safety Code of Practice - Working Near Overhead and Underground Electric Lines Plumbing and Wastewater Code Australian Standard 4744.1 - Steel Shoring and Trench Lining - Design Australian Standard 5047 - Hydraulic Shoring and Trench Lining Equipment 		

JOB STEP		POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level	LIKELIHOOD	CONSEQUENCE	REVISED RISK SCORE	PERSON(S) RESPONSIBLE
1.	Planning and preparation.	<ul style="list-style-type: none"> Uncoordinated work plan. Unprepared personnel. Unqualified personnel. 	<ul style="list-style-type: none"> Risk of not understanding procedures. Suitable plant and equipment not available. Personnel not having received necessary instruction and training. 			6 Med	<ul style="list-style-type: none"> Ensure that consultation with the Principal Contractor and/or Client has been undertaken to identify all risks and hazards associated with the work. Personnel must be consulted on the availability and condition of work area, and the necessary control measures. Assess the conditions of the work area and the mechanism of potential unplanned events. Assess what excavation and trenching is required and the depth. Issue clear instructions and instructions are given to personnel whose job involves excavating and trenching work. <p>Note: Excavating or trenching work must only be undertaken by personnel who have received the necessary instruction and training and are deemed competent.</p>	1	2	2 Low	Manager Operator Supervisor Workers
2.	Identification of underground services.	<ul style="list-style-type: none"> Latent hazards underneath the surface. 	<ul style="list-style-type: none"> Risk of impact and damage to underground services. 	3	4	12 High	<ul style="list-style-type: none"> Ensure that the Principal Contractor/Client has contacted the Energy Service Authority (if necessary) and that they have taken the necessary actions to make the work area safe. 	1	4	4 Low	Manager Supervisor Workers

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			<ul style="list-style-type: none"> Uncontrolled release of energy. Personal injury. 				<ul style="list-style-type: none"> Obtain prescribed information (location, type, depth and restriction) from relevant authorities on the location of underground services. Consult with the appropriate contact 'Dial 100' before you dig to obtain appropriate maps showing the location of underground services may not be relevant. Ensure that any service is properly identified and always be isolated and tagged to ensure safety before commencing the work. Obtain permits if necessary. 				
3.	Excavating where underground services exist.		<ul style="list-style-type: none"> Struck by falling object. Damage to existing services. Uncontrolled release of energy. Personal injury. 	4	4	16 Ext	<ul style="list-style-type: none"> Establish the depth of the services by carefully excavating without using powered plant (insulated equipment must be used if working near electrical services). Mark the ground accordingly to alert personnel of service locations. Use locators, surface markers, tracing tape etc to verify the position of services near excavation works. Utilise a safety observer (spotter) if there is a risk of contact between earthmoving equipment, utilities or 	1	4	4 Low	Supervisor Workers