
Site SWMS & Risk Assessments



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Principal Contractor	CBP Contractors
Date Provided to PC	25/03/2024
Revision Due	25/03/2025
Project	Non-Invasive Service Locating AAPOW 5AVN Precinct
Construction Site Location / Address	RAAF Base Townsville Ingham Road, Townsville QLD 4814
Person Responsible for implementing SWMS onsite	Steve Hannah 0405 227 127
After Hours Contact	Paul Bull 0417 705 673 Steven Hannah 0405 227 127

Purpose

The purpose of this document is to clearly identify the Hazards and Risks associated in both the high-risk work activities as well as the general construction site tasks. This SWMS must be kept and be available for inspection until the high-risk construction work to which the SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

Evaluation

Evaluation of process effectiveness is carried out using internal audits and site safety inspections. This document in its entirety is relevant between the stated review dates, unless it has been identified that controls are potentially not effective, changes to the workplace has introduced new task(s), hazard(s)/risk(s) or in the event of a notifiable incident then SWMS will be reviewed and, if necessary, revised. Ultimately everyone is responsible for ensuring their duties are upheld with regards to safety in the workplace.

At the end of the SWMS there is a provision to add to or amend the SWMS, if these are used workers must notify Paul Bull & Steven Hannah as soon as practical to ensure the changes are implemented. Once the SWMS are amended and controls are acceptable for the specified hazards all workers must re-sign onto the SWMS to ensure they are made aware of the changes.

Doc Control Details

PCBU Name:	Hannahbull Hydro Excavations	ABN:	78 055 754 603	
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Consulted By	Paul Bull & Steven Hannah & Erker Safety Pty Ltd	Approved By	Paul Bull & Steven Hannah	
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1 Definitions:

High Risk Work (As defined by WH&S Qld):

Work carried out at a workplace deemed as high risk by WH&S Regulation 2011 (s291):

1. involves a risk of a person falling more than 2m; or
2. is carried out on a telecommunication tower; or
3. involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure; or
4. involves, or is likely to involve, the disturbance of asbestos; or
5. involves structural alterations or repairs that require temporary support to prevent collapse; or
6. is carried out in or near a confined space; or
7. is carried out in or nearby—
 - (i) a shaft or trench with an excavated depth greater than 1.5m; or
 - (ii) a tunnel; or
8. involves the use of explosives; or
9. is carried out on or near pressurised gas distribution mains or piping; or
10. is carried out on or near chemical, fuel, or refrigerant lines; or
11. is carried out on or near energised electrical installations or services; or
12. is carried out in an area that may have a contaminated or flammable atmosphere; or
13. involves tilt-up or precast concrete; or
14. is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
15. is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
16. is carried out in an area in which there are artificial extremes of temperature; or
17. is carried out in or near water or other liquid that involves a risk of drowning; or
18. involves diving work.

2 Legislation that relates to this Safe Work Method Statement

Legislation

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Electrical safety Act 2002
- Electrical Safety Regulation 2013

Current Codes of Practice – relevant to the task undertaken

<https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

- How to Manage Work Health and Safety Risks Code of Practice 2021
- Hazardous Manual Tasks Code of Practice 2021
- How to Manage and Control Asbestos in the Workplace Code of Practice 2021
- Traffic Management for Construction or Maintenance Work Code of Practice 2008
- Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2021

3 PPE Requirements

PPE Requirements will be listed at the beginning of each activity with the recommended requirements using the below Pictograms:



Safety Glasses Medium Impact (Clear indoor use and tinted outdoor use.)



Safety footwear with a steel cap toe or composite toe.



Safety Gloves suitable for the task.



Ear Protection either Plugs or Muffs suitable to the task.



Hard Hat for all work where there is work overhead.



Hi Visibility Clothing, Reflective Tape is only recommended at nighttime.



Respiratory Protection (RPE), specific to the task & as shown on fit test certificate



Protective Clothing, long sleeves and long pants



Clear High impact visor



Wide brim hat or ring worn over Hard Hats.



Height Safety PPE specific to the task

4 Qualifications, Training Requirements

QBCC Licence – Hydro Excavation

Apprentice Training, if applicable

Industry White Card(s)

Supervision from Paul Bull & Steven Hannah

Spotter for mobile plant, as required. Competently trained for the type of machinery with a full understanding of the tasks being conducted.

5 Hierarchy of Control Measures

Level 1	Level 2	Level 3
<ul style="list-style-type: none"> Eliminate the Hazard 	<ul style="list-style-type: none"> Substitute the Hazard Isolate the Hazard Engineer the Hazard out 	<ul style="list-style-type: none"> Administration Controls PPE

6 Parties responsible for implementation of Controls



Supervisor



Worker



Operator



Engineer



Management



Spotter

7 Risk Calculator

Appendix B - Risk Calculator						
HOW TO USE THIS RISK TABLE	RISK RATING CALCULATOR		Likelihood			
Step 1: Identify potential hazards.	Consequence What injury/damage could it cause?	Rare - 3 Could only happen once in 25 years	Unlikely - 2 Could happen, once in 5 years	Possible - 1 Could happen each year	Likely - 0 Could Happen more than once a year	Almost Certain - 0 Could happen anytime
Step 2: Decide what a possible Consequence could be.	Catastrophic - 0 Multiple Fatalities	3	2	1	0	0
Step 3: Decide How Likely? it is to happen	Major - 0 Death or serious disability	3	2	1	0	0
Step 4: Line up your choices in the table to get a number	Moderate - 1 Long term illness or serious injury	4	3	2	1	1
Step 5: Use the Priority table to the right.	Minor - 2 Medical attention & several days off work	5	4	3	2	2
	Insignificant - 3 First aid needed	6	5	4	3	3

Risk Rating	Prioritisation
0, 1 or 2	Action to rectify must be done immediately before work may commence
3	Consider control measure as necessary and implement further controls to reduce risk
4, 5, 6	Continue to use correct controls selected and maintain communication



8 Workers Sign on and Consultation of SWMS

By signing the below I:

- Acknowledge that I have had input into the development of the SWMS or have had opportunity to comment on the content
- Understand and agree to abide by all of the requirements stated within the SWMS
- Have appropriate certification, licences and/or training to competently undertake the task or, where permitted, will be directly supervised by persons with appropriate level of certification, licensing, training and competence
- Understand that where task changes or the controls stated are ineffective, that I will immediately notify my supervisor and cease work till the controls are modified and I re-sign an updated SWMS

First & Last Name:	Signature:	Date:





High Risk Work Activity: 4. Asbestos				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
4A. Asbestos - Identification				
PPE Recommended				Persons responsible for maintaining controls 
Asbestos Identification	Hazard: Suspected asbestos material due for demolition or renovation or removal Risk: Asbestos removed without being identified/ asbestos exposure	1	<ul style="list-style-type: none"> All personnel involved in asbestos work, must have the required competencies and licences to complete the scope of works Where there is suspicion of the presence of asbestos a current asbestos register will be requested prior to commencing any work activities Areas which are identified as potential for containing asbestos will be tested with approved methods and verification will be sought before work commences. In most cases this will be conducted in the consultation process before the job ever begins applicable. If in doubt, always assume that asbestos is present For cases where potential asbestos is come upon and not foreseen prior to commencing works, all work will cease A qualified asbestos removalist will be engaged to complete the removal When working with asbestos, mandatory PPE must be available and used An exclusion zone must be clearly delineated and enforced Only once area has been cleared by a qualified professional by issuing a clearance certificate will normal work duties commence 	5





High Risk Work Activity: 14. Working near a roadway

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
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14A. Working on or Near a Roadway

PPE Recommended		Persons responsible for maintaining controls		
				
Working on or near a roadway	Hazard: Road traffic Risk: Contact between persons and vehicles	2	<ul style="list-style-type: none"> • Maximum speed limits on base are 40 km/h and all traffic must slow to 10 km/h around workers/signage/barriers (as per CPB) • All airside GPR and line locations to be completed in accordance with the SADFO approved MOWP under direct control of the authorized work safety officer • Effective reliable communications must be available on site • Erect any barriers & signage necessary to keep others safe and aware • Ensure vehicle travel paths are clearly identified • If pedestrian access impacted ensure: <ul style="list-style-type: none"> ○ Safe pedestrian access is always provided past the work areas - must comply with MUTCD3 ○ Alternative pedestrian safe laneways are clearly marked ○ If necessary, alternative pedestrian footpath includes ramps • Ensure any control device does not become a potential hazard and does not obstruct permanent road signage • Restrict access to work area. Ensure: <ul style="list-style-type: none"> ○ Exclusion zones surrounding work area using barricades and signage is in place ○ Any other workers within the exclusion zones are wearing PPE as required ○ Traffic control is in place - standby person (or spotter) should be allocated and used if required • If required, contact a traffic management company to supply a traffic management plan and licensed traffic management personnel 	5
Ongoing monitoring and inspections	Hazard: Road traffic Risk: Struck by vehicle	2	<ul style="list-style-type: none"> • Conduct risk assessments regularly during the work task/project • Hold daily prestart toolbox meetings to discuss changes to the workplace and identification of any new hazards/risks 	5





High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
15BA. Mobile Plant - Driving Work Vehicles Onsite				
PPE Recommended				Persons responsible for maintaining controls 
Driving work vehicles onto site	Hazard: Traffic Risk: Uncontrolled contact between vehicles and people	1	<ul style="list-style-type: none"> • Driver to be aware of RAAF Base Townsville and any specific hazards/risks that may be relevant • Driver is responsible for conducting prestart vehicle checks • Only licensed drivers are permitted to drive vehicles • Always drive according to road and weather conditions • Flashing lights are always used on mobile plant and vehicles • Adherence to site safety plan, exclusion zones, communication, consultation. • All airside GPR and the locations to be completed in accordance with the SADFO approved MOWP under direct control of the authorized work safety officer • Follow the site safety plan relating to traffic control safety • Increase awareness of pedestrians if works are adjacent to the existing footpath • All pedestrians to be diverted around work area 	5
15BB. Working Near Onsite Mobile Plant				
PPE Recommended				Persons responsible for maintaining controls 
Working near onsite mobile plant. (Under or beside)	Hazard: Road traffic Risk: Contact between persons and vehicles	2	<ul style="list-style-type: none"> • When establishing work areas consider mobile plant onsite has right of way • All personnel to have undergone site specific familiarisation • Erect any barriers & signage necessary to keep others safe and aware of the work being undertaken • Designated pedestrian routes to be established where required • Personnel not to enter the swing zone of equipment without positive communications with operator • Restrict access to work area. Ensure: <ul style="list-style-type: none"> ○ Exclusion zones surrounding work area using barricades and signage is in place ○ Any other workers within the exclusion zones are wearing PPE as required 	5





High Risk Work Activity: 15. Mobile Plant

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			<ul style="list-style-type: none"> ○ Communicate with onsite mobile plant operators to get an understanding of their tasks and areas they need to access as well as times they operate. Work in with onsite operators and ensure tools, equipment and work doesn't unnecessarily block their work areas or travel paths ● When new workers come to site ensure they understand the movements of onsite mobile plant as it may not be consistent and start up without notice ● Mobile phones or personal entertainment devices (PEDS) are not to be used while working around mobile plant. If necessary to use such a device, move to a safe area. ● Never work under a load being lifted by any type of crane. 	



Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Manual Handling				
PPE Recommended			Persons responsible for maintaining controls	
Manual Handling	<p>Hazard: Locations of the loads and distances to be moved</p> <p>Risk: Musculoskeletal strain, Fatigue</p>	3	<ul style="list-style-type: none"> Use mechanical handling equipment where possible Correct lifting technics learnt in their construction induction will be used whenever a lift is required Preparation: The first step in any lifting operation is preparation. Plan how you will carry out the lift and clear away any obstacles. By visualising the lift, you will automatically make your stomach muscles contract. These muscles brace your back and will significantly contribute to injury prevention Size up to load: By moving the load sideways and forwards you will be able to ascertain whether it is within your capacity. Always imagine that the object you are about to lift is much heavier than it is Proper foot position: As a general rule the front foot should be beside the object. The back foot should be slightly behind and be hip width from the front foot. This achieves a stable base and allows for even distribution of weight Proper hold: Ideally with the proper hold the hands should be diagonally opposite for security and comfort. Use the full length of the fingers and where possible the palms to avoid fatigue Bend at the knees: Bend your knees to get down to the load and use the legs to lift it. This way thigh and leg muscles are used, and these are the strongest part of your body (your back muscles are only for bracing) Straight back: Keep your back as near to straight as possible, raise your head, keeping your chin in. This will keep your spine straight and enable you to see where you are going Keep the load close to you: During the lift, keep the arms as straight as possible, and the elbows into the side. Don't change your grip while carrying and directly face the spot on which the load will rest. Never combine lifting with the twisting of your body. If you must turn, do it by moving your feet. Twisting causes the worst type of back injuries When a team lift is required, good communication will be used to co-ordinate the lift: Whenever team lifting is used, it is essential to co-ordinate and carefully plan the lift. When organising a lift, ensure: <ul style="list-style-type: none"> An adequate number of employees are chosen to help in the lift. Team members are of similar height. One person is appointed "leader" of the team to perform the lift. There is enough area for the team members to maneuver as a group. Team members know their roles and responsibilities. Training in team lifting has been provided and the lift is rehearsed. 	5



Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Temporary Barricade - Fencing				
PPE Recommended				Persons responsible for maintaining controls 
Installing Temp Fence Panels	Hazard: Sharp Edges, Heavy objects, pinch points, collapse Risk: Lacerations, Musculoskeletal Strains, crush injury	3	<ul style="list-style-type: none"> Ensure area has been made clear before beginning to install temp fence panels, Generally, lay bases in areas required before panels Always unload fence panels from the top one at a time. Never try to pull from the middle of the stack. Ensure 2 persons are used to lift panels down and avoid dropping to prevent damage Lay panels on ground before standing into place. Ensure bases are at the ready and structurally the fence is sound before letting it free stand to ensure they do not fall. Use Braces or a triangle setup to lean on each other Ensure a competent person who has knowledge of fence structure looks at job once complete to ensure the fence will stand soundly and will not fall over Once the fence is secure and stable signage and banners may be erected. 	5
Working in Hot/ Humid Environments (Excess 30°or +60% Humidity)				
PPE Recommended				Persons responsible for maintaining controls 
Working in excessively hot environments or during a heat wave (i.e., working on open fields, concrete structures, etc.	Hazard: Heat and high humidity on the body, Radiant heat, High humidity, Hot objects, or Strenuous physical activity Risk: Heat stress, Dehydration, Headaches, Nausea	2	<ul style="list-style-type: none"> Extended working hours, excessive heat and more strenuous activities will be carefully monitored Have in place emergency procedures for heat stress Supervisors to consider: <ul style="list-style-type: none"> Length of shifts - depends on physical and mental load of the work Previous hours and days worked Type of work being performed Level of physical and/or mental effort required to complete tasks Time of the day when the work is being performed. Rotating workers Supervisors to implement, as far as is reasonably practicable: <ul style="list-style-type: none"> Increased supervision/monitoring of workers and regular communication with them Work to be carried out under shade/portable shade structure Increased work to rest ratio i.e., 1 hour work to 15 minutes, minimum, rest period Buddy system where workers keep an eye on each other for signs of heat effects 	4

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			<ul style="list-style-type: none"> ○ Where possible schedule work for early morning, late afternoon or at night ○ Utilize 5 min hydration breaks away from sun and work <ul style="list-style-type: none"> ▪ Hydration Stop: Is a controlled break facilitated by the supervisor or safety rep to bring the work crew together and re-hydrate, (water, sqwincher or hydrolytes.) will be used. This is not a normal break as the sole purpose of this is to re-hydrate ● Shaded or cool area(s) for rest breaks with good ventilation - use fans if needed 	
Hot/ Humid environments - Emergency Response Procedures	Hazard: Unidentified heat stress or exhausted worker Risk: Dehydration, Collapse, Permanent disability, Death	1	<ul style="list-style-type: none"> ● Workers will: <ul style="list-style-type: none"> ○ Look after each other and ensure that there is drinking water, co-workers are taking breaks and not showing signs of heat stress ○ Ensure they have plenty of cool water to drink - not icy water ○ Use electrolyte icy blocks if not contra indicated ○ Take regular rest breaks in shade ● If a worker shows symptoms: <ul style="list-style-type: none"> ○ Remove the worker from the heat or work area ○ Loosen their clothing, remove PPE including shirts and masks ○ Have them rest in a cool, well-ventilated area ○ Encourage them to drink cool (not cold) fluids ○ If symptoms do not reduce quickly, seek medical help immediately ● As far as is reasonably practicable, sites to have available ice towels (i.e., esky, ice, water, and towels) as part of a first aid response. Ice towels have been shown to be an effective cooling method for heat related illness ● To relieve acute symptoms, such as painful muscular cramps, hydrolytes may be used in the single serve ● DRSABCD – Implement basic first aid ● See site First Aiders ● Each day ensure workers know who the onsite first aiders are 	4
Working With Lasers				
PPE Recommended			Persons responsible for maintaining controls	 <small>Worker</small>
Using Class 1, 2, 3 3B restricted lasers	Hazard: Exposure to lasers Risk: Eye injuries	4	<ul style="list-style-type: none"> ● Users trained in safe lases use in accordance with AS 2397 (Safe use of lasers in the building and construction industry) ● Use Class 1 laser where possible ● Erect laser warning signs if pedestrians are in proximity 	6

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
End of Shift				
PPE Recommended				Persons responsible for maintaining controls 
Clean up and re-packing.	Hazard: Loading vehicle Risk: Muscular strains	3	<ul style="list-style-type: none"> • Isolate persons from laser beam if possible • Ensure the laser is not set up at eye level • If using the laser above ground, use a beam stop • Do not stare directly into beam • Avoid specular reflection (laser beam shining off metal surfaces.) • If working close to beam use appropriate safety glasses rated (ANSI Z136 and CE Certified Laser Safety Glasses) • Continually monitor the work. 	5
Leaving Site	Hazard: Environmental Risk: Environmental damage	4	<ul style="list-style-type: none"> • When cleaning up and repacking good manual handling techniques will be used, e.g., such as bending the knees and not the back, team lifts where possible and avoid carrying very heavy items • When leaving site, make sure to take away any of the left-over materials • When cleaning ensure that all environmentally sensitive products are disposed of correctly • Any leftover hazardous substances will be taken off site and disposed at the correct facility 	5

Site Risk Assessments – Additional Tasks or Activities to be Added

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Additional Tasks to Add to Job				
Task 1:	Hazard: Risk:	0-6	What did you do to make it safe?	4-6
Task 2:	Hazard: Risk:	0-6	What did you do to make it safe?	4-6
Task 3:	Hazard: Risk:	0-6	What did you do to make it safe?	4-6