
Site SWMS & Risk Assessments



Principal Contractor	CPB Contractors
Client	GNM Group
Date Provided to PC	09/10/2023
Revision Due	09/10/2024
Project	QR Code: HBE-757222 Non-Invasive Service Locating
Construction Site Location / Address	214 – TFTA Hydraulic Water Supply Range Control RAAF Base Ingham Rd Garbutt QLD 4814
Person in charge of SWMS: Supervisor (Responsible for Implementing, Monitoring & Ensuring Compliance with SWMS)	Paul Bull – 0417 705 673 Steve Hannah – 0405 227 127
After Hours Contact	Paul Bull – 0417 705 673 Steve 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.

Monitor and Review of Controls

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.

Revision Control

At the end of the SWMS there is a provision to add to or amend the SWMS, if these are used, please notify Paul Bull & Steven Hannah as soon as practical to ensure the changes are implemented in the master SWMS for Hannahbull Hydro Excavations. 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	
PCBU Address:	40 Batten Road, Mount Low QLD 4818		Contact Number:	P - 0417 705 673, S - 0405 227 127
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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

Work Health & Safety Documents

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011












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
- 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 mandatory 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** must include reflective striping
-  **Respiratory Protection (RPE)**, specific to the task & as shown on fit test certificate
-  **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

Apprentice Training, if applicable
 Industry White Card(s)
 Supervision from Paul Bull & Steven Hannah

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: The supervisor is the individual responsible for decisions onsite and has authority to make changes to the planned works or at least have direct contact with the person who does.

Worker: include anyone onsite conducting work activities, this does not include visitors or members of the public

Operator: any worker in control of moving plant or machinery, all operators must be deemed competent prior to working. If the piece of plant requires a licence the operator will be required to have this on him at all times eg: crane



Engineer: A person who designs, builds, or maintains machines, or structures.



Management: Any person in direct control of personell or is a direct link to the client. Management is not the supervisor but rather the person responsible for decisions outside the scope of the supervisors eg. Changing processes, apointing supervisors or involvment of outside expertise/Advisers. Management is usually listed as the document owner.



Spotter: A person elected to stand watch for: mobile plant, work around power wires and work near live edges where workers could fall. Act as a set of eyes and warn or alarm if workers enter an area of danger and stop work. The spotter must have a good understanding of the tasks and be in direct communication with the workers involved.



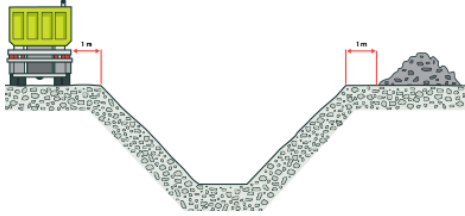
7 Risk Calculator

HOW TO USE THIS RISK TABLE	Appendix B - Risk Calculator					
	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
	Major - 0 Death or serious disability	3	2	1	0	0
Step 3: Decide How Likely? it is to happen	Moderate - 1 Long term illness or serious injury	4	3	2	1	1
Step 4: Line up your choices in the table to get a number	Minor - 2 Medical attention & several days off work	5	4	3	2	2
Step 5: Use the Priority table to the right.	Insignificant - 3 First aid needed	6	5	4	3	3



Risk Rating
0, 1 or 2
3
4, 5, 6

Prioritisation
Action to rectify must be done immediately before work may commence
Consider control measure as necessary and implement further controls to reduce risk
Continue to use correct controls selected and maintain communication

High Risk Work Activity: 7. Working in a Trench 1.5m+

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
7A. Working in or Near a Trench Deeper Than 1.5m				
PPE Recommended				Persons responsible for maintaining controls 
Pre-Start	Hazards: Inexperienced personnel, Plant/equipment used for tsk not suitable, contact with essential services Risks: Injury, property damage, fire/explosion		<ul style="list-style-type: none"> Workers performing trenching and excavation work shall be adequately trained and competent in trenching and excavation work Powered mobile plant operators must hold the relevant licence and verification of competency (VOC) Plant and equipment to be used in accordance with manufacturers recommendations/specifications Verify location of all underground services (dial before you dig and other relevant drawings) Trenching and Excavation Permit completed Works to be barricaded as required Traffic control devices e.g., signage, protective barriers, traffic management plan etc. to be in place where applicable 	
Working in a trench deeper than 1.5 metres	Hazards: Installation of piping and foundations, uncontrolled collapse Risks: Crush, death	1	<ul style="list-style-type: none"> To prevent collapse of the trench, the use of shoring, benching, or battering will be used and the most appropriate for the task will be selected. Battering: To prevent collapse of the trench, no more than 45° (degrees) battering to all sides of the trench will be used. 	4



High Risk Work Activity: 7. Working in a Trench 1.5m+

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			<ul style="list-style-type: none"> • Shoring: Will be used against all sides of the trench that protects by shielding. The shoring system will comply with applicable standards and manufacturers requirements. The shoring will be checked daily to ensure its continued effectiveness.  • Benching: To prevent collapse of the trench, apply benching to all sides of the trench. When I/we bench a trench, the vertical trench side, below the benched portion, will not exceed 1.5m in height. The benching will be checked at least daily to ensure its continued effectiveness.  • A geo-technical engineer will: <ul style="list-style-type: none"> ○ Approve in writing that all the sides of the trench are safe from collapse ○ State in writing how long the approval lasts if there is no stated natural occurrence that could affect the stability of the trench ○ State in writing the natural occurrence that could affect the stability of the trench • Compliance with the requirements of the geo-technical engineer will be adhered to 	



High Risk Work Activity: 7. Working in a Trench 1.5m+

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Managing fill stockpile	Hazards: Uneven surfaces unstable stockpile, uncontrolled collapse Risks: Crush, death	1	<ul style="list-style-type: none"> • Safe means of access/egress provided into all excavations • Plan to stockpile materials in allotted positions • Ensure all stockpiles / spoil is kept a safe distance away from the excavation • Maintain in such a way as to prevent creation of unnecessary uneven surfaces in areas of work. 	5
Workers inside a trench working greater than 1.5m	Hazards: Worker collapse or injury preventing normal exiting via ladder Risks: Unable to obtain First Aid quickly, unable to exit excavation	2	<ul style="list-style-type: none"> • Workers will never work alone in trenches where risk dictates the access to be hindered for one person to exit quickly • Steps will be constructed where practical in the earth • Where it is not practical constructing earth steps multiple workers will be required, with a minimum of 2 personal always in the area • Send someone immediately to telephone or radio for emergency services. Ensure that the person knows the location of, and how to use the communication equipment • Clear all unwanted workers away from the area • Appoint a worker to monitor the work area (i.e. an observer who is not involved in any rescue activities) • Do not remove the victim unless there is a danger from flooding or dangerous gases are present or there is an imminent danger of collapse • Do not remove the victim by tying a rope around him/her and pulling on the rope • Where possible (and safe), leave the victim in the trench until the ambulance or a qualified medical person arrives • If risk assessment indicates: <ul style="list-style-type: none"> ○ A stretcher will be made available with a 4-man lift required to remove a person from the excavation ○ Additional lifting straps may be required and attached to a lifting device rated for man use ○ There are several configurations, however, the crane is a suitable source to lift casualty as long as a dedicated spotter is always appointed in direct eye contact with casualty being lifted and direct contact with crane operator. • Once the Worker has been removed normal First Aid treatment will apply. 	4





High Risk Work Activity: 14. Working near a roadway

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk	
14A. Working on or Near a Roadway					
PPE Recommended				Persons responsible for maintaining controls	
Working on or near a roadway	Hazards: Road traffic Risks: Contact between persons and vehicles	2	<ul style="list-style-type: none"> • If setting up roadside, comply with State road rules, local laws and permits - keep the disruption to traffic at a minimum • 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 ○ As 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	Hazards: Road traffic Risks: 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	
Mobile Plant and Vehicles	Hazards: Traffic Risks: Uncontrolled contact between vehicles and people	1	<ul style="list-style-type: none"> • Driver to be aware of site instructions and any specific hazards/risks that may be relevant • Flashing lights are always used on mobile plant. • Adherence to site safety plan, exclusion zones, communication, consultation. • Follow the site safety plan relating to traffic control safety • Do not work within 3m of live traffic unless: <ul style="list-style-type: none"> ○ A Traffic Management Plan is in place ○ A Traffic Control system is in place – under the direction of ticketed traffic controllers ○ There is a safety barrier in place (such as concrete new jersey curbs), water filled Triton barriers and or a shadow vehicle • Increase awareness of pedestrians if works are adjacent to the existing footpath • All pedestrians to be diverted around work area. 	5	



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

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Cultural Heritage Preservation				
PPE Recommended				Persons responsible for maintaining controls 
Preservation of any potential artifacts and areas of cultural heritage	Hazards: Damage or loss of cultural heritage or artifacts Risks: Loss of history, Working relationships damaged	2	<ul style="list-style-type: none"> Workers will take all reasonable and practical measures to ensure the preservation of any potential artifacts and areas of cultural heritage. If any sign of potential artifacts are discovered the following action will happen: <ul style="list-style-type: none"> Work will stop immediately; The identified area will be isolated; Site supervisor and Principal Contractor will be notified; No further work will be undertaken until the relevant authorities give clearance. If necessary, full co-operation will be given to relevant authorities during the stop work period and work will not commence until clearance is given.	5
Bites and Stings				
PPE Recommended				Persons responsible for maintaining controls 
Working outdoors in animal or insect habitats	Hazards: Exposure to animal attacks or insect bites Risks: Injury/Illness/Death	1	<ul style="list-style-type: none"> Work areas to be inspected prior to activities in any animal habitats. PC to conduct a toolbox advising workers of imminent dangers. Ensure trained First Aider onsite. Accessible First Aid Kit including Snake Bite Kit (compression bandages). Appropriate PPE to be provided. Snake gaiters in heavy vegetation/long grass. Mobile phone at hand or alternative communication device (satellite phone or UHF). Knowledge of site-specific hazards such as spiders and snakes. Avoid walking through long grass or vegetation as much as possible. Do not attempt to touch/remove snake. If bitten by a snake seek immediate medical help - Call 000 or 112 from a mobile. Vehicle Tracker and duress capability (emergency button), if deemed necessary. 	4



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
				 Worker
Manual Handling	Hazards: Locations of the loads and distances to be moved Risks: Musculoskeletal strain, Fatigue	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
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.	Hazards: Heat and high humidity on the body, Radiant heat, High humidity, Hot objects, or Strenuous physical activity Risks: 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 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 	4
Hot/ Humid environments - Emergency Response Procedures	Hazards: Unidentified heat stress or exhausted worker Risks: Dehydration, Collapse,	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 	4

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  Worker
Clean up and re-packing.	Hazards: Loading vehicle Risks: Muscular strains	3	<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. 	5
Leaving Site	Hazards: Environmental Risks: Environmental damage	4	<ul style="list-style-type: none"> 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:	Hazards: Risks:	0-6	What did you do to make it safe?	4-6
Task 2:	Hazards: Risks:	0-6	What did you do to make it safe?	4-6
Task 3:	Hazards: Risks:	0-6	What did you do to make it safe?	4-6