
Site SWMS & Risk Assessments



QR Code	757222
Principal Contractor	LendCon
Date Provided to PC	01/10/2024
Revision Due	01/10/2025
Project	Bunnings North Shore Excavate 2 pads 1400 x 1400 x 600
Construction Site Location / Address	North Shore Blvd Burdell, QLD 4818
Person Responsible for implementing SWMS onsite	Paul Bull: 0417 705 673 Steve Hannah: 0405 227 127
After Hours Contact	Paul Bull – 0417 705 673 Steve Hannah – 0405 227 127

1 Purpose

The purpose of this document is to explicitly outline the Hazards and Risks associated with high-risk work activities and general construction site tasks. This Safe Work Method Statement (SWMS) must be maintained and accessible for inspection until the completion of the high-risk construction work it pertains to. In the event of a revision to the SWMS, all versions must be retained. Should a notifiable incident occur in relation to the high-risk construction work covered by this SWMS, it must be retained for a minimum of 2 years from the date of the incident.

2 Evaluation

Process effectiveness is evaluated through internal audits and site safety inspections. This document remains relevant until the specified review dates, unless it is found that controls may not be effective, new tasks or hazards/risks are introduced due to changes in the workplace, or in the event of a notifiable incident. In such cases, the SWMS will be reviewed and, if necessary, revised. Ultimately, everyone is responsible for upholding their duties regarding workplace safety.

The SWMS includes a provision at the end for adding or amending it. If these changes are implemented, workers must promptly notify Paul Bull & Steven Hannah to ensure they are properly incorporated. Once the SWMS is amended and controls are deemed adequate for the identified hazards, all workers must re-sign the SWMS to confirm their awareness of the changes.

3 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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4 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.

5 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
- Managing Risks of Plant in the Workplace Code of Practice 2021
- Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2021

6 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

7 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.

8 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

9 Parties responsible for implementation of Controls



Supervisor



Worker



Operator



Engineer



Management



Spotter

10 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					

11 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: 15. Mobile Plant

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
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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 is responsible for conducting prestart vehicle checks • Only licensed drivers are permitted to drive vehicles • Always drive according to road and weather conditions • Driver to be aware of site instructions and any specific hazards/risks that may be relevant • Flashing lights are always used on mobile plant and vehicles • Adherence to site safety plan, exclusion zones, communication, consultation. • 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
Mobilising on site	Hazard: Obstruction Unauthorised access Risk: Crush death Inadequate PPE Crushing	2	<ul style="list-style-type: none"> • 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 • Remove obstructions or reposition equipment • Do not continue if you cannot confirm the stability of the machinery • Only those authorised may access site • Ensure work area is barricaded and signed to allow adequate exclusion zones. Depending on the height 45 degree from the top point down to the ground or 3m from edge of machine, whichever is greater • High visibility clothing to be always worn • Maintain visual contact between plant operators and other personnel at all times. Spotters to be used where required for reversing operations, tight areas etc. 	4

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
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 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. 	5
15R. High Pressure - Water Jet				
PPE Recommended				Persons responsible for maintaining controls 
Setting up work area near electrical equipment	Hazard: Contact with electricity Risk:	1	<ul style="list-style-type: none"> All Workers are competent or under direct supervision of a supervisor with experience in using the specific water blaster Any electrical equipment in the immediate area of the operation that presents a potential hazard and is not required during the job, must be de-energised, shielded, removed, or otherwise made safe 	5

High Risk Work Activity: 15. Mobile Plant

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Electrical shock, death		<ul style="list-style-type: none"> All equipment should be checked daily by users for any damage or corrosion in accordance with the manufacturer's instructions Electric Powered Units: <ul style="list-style-type: none"> All power water jet cleaner and leads are tested and tagged and are current. Safety switches (RCD's) are provided. Keep power leads up off the ground and out of the way. Ensure equipment hoses and leads are not placed in areas where they may be run over, damaged or exposed to water. 	
Use of water blaster	Hazard: Hit by water /objects under pressure Risk: Lacerations, eye injuries	1	<ul style="list-style-type: none"> All equipment and machines near work area should be protected or shielded from water and/or being hit by flying debris Remove all objects such as rocks, broken glass, nails, wire, debris, toys, or anything that may become a hazard during water jet cleaner operation Don't point the jetting gun at anyone at any time Don't leave the unit running unattended Restrain the hose to restrict the movement in the event of a hose end failure Nozzles checked and cleared of debris that could cause obstructions Attachments fitted as per the manufacturer's recommendations Don't change the jetting nozzle while the unit is running Maintain control of the jetting gun High pressure Water Jet Cleaners should not be directly aimed at electrical wiring, switches, relays, alternators, starter motors, bearing seals, window rubbers or vulnerable components that water might affect. 	4
Movement of water blaster	Hazard: Hit by water / objects under pressure Risk: Lacerations, eye injuries	1	<ul style="list-style-type: none"> Always push the water jet cleaner when moving it Water jet cleaner to have triggers that can lock into place for use over longer periods (more than 30 seconds at a time) Handles on water jet cleaner should be cylindrical and approx. 4cm in diameter Operator's wrist to remain straight when operating water blaster Operator to ensure grip on machine is comfortable Ensure there are no sharp edges on machine Grip length approx. 12cm Avoid repetitive tasks. Ensure job rotation and sufficient breaks 	4

High Risk Work Activity: 15. Mobile Plant

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			<ul style="list-style-type: none"> Do not overreach or work in awkward or static postures for more than 30 minutes at a time or 2 hours over entire shift Don't use on a ladder 	



15S. High Pressure - Vac Truck with a Lance

PPE Recommended		Persons responsible for maintaining controls		
Operating a Vac Truck with a lance to excavate earth	<p>Hazard: Stored Energy: High pressure water jet, splash back in rocky soil, High pressure suction line: kick back, manual handling Excavation / hole: saturated soil, unstable ground</p> <p>Risk: Physical Injury, burns, strains, sprains, slips, trips, falls, property damage</p>	1	<ul style="list-style-type: none"> Operator to be trained and competent in equipment operation, testing and inspection Do not remove guards during operations Prestart checks to be carried out daily. Refer to manufacturer's operator and maintenance manual Site risk assessment to be conducted prior to the commencement of work: <ul style="list-style-type: none"> Operator to familiarise themselves with the work location Verify that equipment selection is appropriate for task Determine type of material is being vacuumed and the potential hazards (flammable, toxic, corrosive) associated Exclusion zone to be established during operations Ensure the machine is set up on stable level ground Ensure wheels are chocked and emergency brake in place prior to performing vacuum operations Isolate plant prior to climbing onto upper platform/top of the tanks and guardrail must be in place to prevent falls from heights Face shield to be used during vacuum excavation Nozzle is to be nonconductive (neoprene rubber or equivalent) vacuum (suction) hose Continually adjust lance angle to avoid excessive splash back Never aim lance at another person or yourself Never use high pressure lance to wash down persons Do not put your hand over the spray tip Do not stop or deflect leaks with your hand, body or a rag Always point nozzle at the ground prior to activating 	5





High Risk Work Activity: 15. Mobile Plant

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			<ul style="list-style-type: none"> • Confirm pressure settings to avoid damage to coating of pipes and other services • Allow the water pressure to dig the hole – DO NOT apply excessive force to push spear into ground • Keep body clear of vacuum hose – DO NOT place hand over end to clear blockages • Turn off suction before attempting to clear blockages • Engage correct manual handling techniques when moving equipment • Position body to allow for unexpected movement • Stand on level ground where possible and remove any obstacles that could create trip hazards • Maintain good housekeeping standards • Monitor edge of excavation – water may have changed ground integrity / stability, watch for surface cracking around edges of hole • Avoid contact with the vacuum pump during or immediately after operation • Establish exclusion zone to ensure all persons stand clear when disposing of materials 	



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	Hazard: Locations of the loads and distances to be moved Risk: Musculoskeletal strain, Fatigue	3	<ul style="list-style-type: none"> Use mechanical handling equipment where possible Correct lifting technics 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
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"> ● 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

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

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Leaving Site	Hazard: Environmental Risk: 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:	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