



Company Name: OVANNAH GROUP PTY LTD
 Company Address: 86 BROUGHTON ST KEMPSEY
 ABN: 85 653 599 396

SAFE WORK METHOD STATEMENT (SAFETY AND ENVIRONMENTAL)

PART 1: ORGANISATION & PROJECT DETAILS

SWMS #:

SWMS Title: EXCAVATOR

Project

Company/Organisation carrying out the work:

Work Activity:

Work Location:

PART 2: PROCEDURES

1. The SWMS must be specific to task, including the site environment and the particular work-crew, equipment and materials.
2. The workers and supervisors involved in carrying out the work activity must be consulted in identifying the safety hazards and determining the safe work methods.
3. Any significant change to the work process or sequence or to the type of plant or materials used is to trigger a review of this SWMS as is any LTI/MTI, Near Miss or Environmental breach or notice served by a regulatory body.
4. Changes are not to be made to the safe work methods prescribed in this SWMS without first consulting with the work team. Changes are to be documented, reviewed and approved before instructing the workers involved into the changes.
5. Supervisors to ensure all controls listed are implemented

PART 3: CONSIDERATIONS [In preparing or reviewing this SWMS the following considerations may need to be taken into account]

<ul style="list-style-type: none"> • Legislative requirements • Relevant Codes of Practice & Australian Standards • Safety Alerts • Manufacturer's/Supplier's recommendations 	<ul style="list-style-type: none"> • Safety Management Plan • Environmental Management Plan • Engineering approvals • Previous (similar work) injuries, incidents 	<ul style="list-style-type: none"> ▪ Plant & Equipment suitability ▪ Experience/competency/ licensing of workers/operators/supervisors ▪ MSDSs located in gang truck ▪ Industry specific alerts/guides
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SIGN OFF

REV 0 (First Issue)	Date: 01.01.2023	Prepared: Micheal Willoughby	Reviewed: Vicki Willoughby	Approved: : Micheal Willoughby
REV 1	Date:	Amended:	Reviewed:	Approved:
Description of Changes: List all PPE needed, Class 5 hearing protection. Use of leather gloves, Use of Safety Glasses, Excavator operations see tab				

S - supervisor	TL - team leader	PO - plant operator	TD - truck driver	ALL-team staff	C - contractor
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REV 2	Date: //	Amended:	Reviewed:	Approved: Manager-Operations
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Safety Consequence (SC)	Probability (P)					Environmental Consequence (EC)
	A Common or repeating	B Known to have occurred	C Could occur	D Not likely to occur	E Practically impossible	
1 Fatality (Catastrophic)	H	H	H	H	M	1 Catastrophic
2 Permanent Disability (Major)	H	H	H	M	M	2 Major
3 Lost Time Injury/ Medical treatment (Moderate)	H	H	M	M	L	3 Moderate
4 First Aid (Minor)	M	M	M	L	L	4 Minor
5 No injury (Insignificant)	M	L	L	L	L	5 Insignificant

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Business/Economic/Operational

1. Catastrophic – Loss of >70% job cost, potential prosecution, business failure resulting in six months delay and costs, plant loss > \$100,000
2. Major – Loss of 20-70% of job cost, order placed on Council by Authorities, business failure resulting in 3-6 months delay and costs, plant loss \$50,000- \$100,000
3. Moderate – Loss of 10-20% of job cost, non compliance with legislation/license conditions, business failure resulting in 1-3 months delay and costs, plant loss \$10,000-\$50,000
4. Minor – Loss of 5-10% of job cost, business failure resulting in < 1 months delay and costs, plant loss < \$10,000
5. Insignificant - < 5% of job cost, business failure resulting in < 1 weeks delay and costs, plant loss < \$1,000

Environmental Consequences

1. Catastrophic – death of animals in large numbers, destruction of flora species, air quality requires evacuation, permanent and wide spread land/water contamination.
2. Major – death or injury of individual animals, large scale injury, loss of keystone species and widespread habitat destruction, air quality requires "safe haven"/evacuation decision, remediation of land contamination only possible by long term program.
3. Moderate – Temporary reversible damage, loss of habitat and migration of animal population, plants unable to survive, air quality constitutes potential long term health hazard, potential for damage to aquatic life, pollution requires physical removal, land contamination localised and can be quickly remediated.
4. Minor – Slight, quickly reversible damage to few species / ecosystem parts, animal forced to change living patterns, full, natural range of plants unable to grow, air quality creates local nuisance, water pollution exceeds background levels for short period.
5. Insignificant – Some minor adverse effects to few species / ecosystem parts that are short term and immediately reversible.

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Timeframes for Risk Priorities

Risk rating H	<ul style="list-style-type: none"> • Immediate action required to control the risk. • Cease work, take plant out of service. • Employ short term controls to make safe until control strategy is in place.
Risk rating M	<ul style="list-style-type: none"> • Employ short term controls to make safe until control strategy is in place. • The identified controls must be in place within seven days.
Risk rating L	<ul style="list-style-type: none"> • Employ short term controls to make safe until control strategy is in place. • The identified controls must be in place within thirty days.

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SAFE WORK METHOD STATEMENT (SAFETY AND ENVIRONMENTAL)
PART 4 CONTINUED (USE AS MANY SHEETS AS REQUIRED)

Step #	Process Steps List the steps needed to do the job in the sequence to be done. Specify plant, equipment and materials to be used.	Potential Hazard/s Against each step list potential hazards that could cause injury, health impacts and/or environmental harm.	How Severe	How Likely	Risk Score	Hazard Control Measures For each hazard identify control measures to eliminate or control the risk of injury, health impacts and/or environmental harm. Identify licensing, training and competency requirements for work crew.	Residual Risk Score	Action by
1.	Tool Box crew	Incorrect and insufficient information Non attendance	5	B	L	<ul style="list-style-type: none"> Ensure accurate information is conveyed during Toolbox meeting All work crew to be inducted into this SWMS Ensure any person not available for toolbox meeting is inducted ASAP All persons to sign off toolbox meeting document Any corrective actions to be closed out ASAP and documented 	L	ALL
2.	Set up traffic Control (If Needed)	Traffic	1	C	H	<ul style="list-style-type: none"> Set up signage as per TCP Check signage & record as per daily site inspection document Ensure that vehicle warning lights and hazard lights are on and operational. Be careful when exiting from vehicle Remove signage and work from passenger side of the vehicle Use vehicle as a barrier from oncoming traffic In high vehicle flow areas use spotter to warn of oncoming vehicles Trained staff only with correct ticket allowed to erect signs and select TCP 	M	ALL

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	Manual Handling	3	B	H	<ul style="list-style-type: none"> Do not lift any items that are too heavy Use two person lift if necessary Do not over stretch. Safety boots with good tread Manual handling training 	M	ALL
	Slips / Trips & Falls	2	B	H	<ul style="list-style-type: none"> Be careful when walking on uneven, unstable or slippery surfaces Wear Safety Boots House Keeping (Keeping site clean) 	M	ALL
	Hand Injuries	2	B	H	<ul style="list-style-type: none"> Be careful of sharp edges on signs Hold items firmly to prevent dropping or sliding through hands Wear leather or Kevlar gloves to protect hand if required Be careful when using hand tools and setting up signs Visual inspection of tools before use 	M	ALL
	UV Exposure	4	B	M	<ul style="list-style-type: none"> Wear wide Brim Hat Safety Sunglasses Sunscreen Hard hats with brim 	L	ALL

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3.	I) Check all oils and fluid levels. II) Grease machine if needed. III) Fill in Plant book. IV) Plan how to do the job with the supervisor or team leader. V) Operate machine with ticketed operator.	Excavator operations	1	B	H	<ul style="list-style-type: none"> Excavator is to have Rotating Amber warning light fitted. Reversing alarms to be fitted to excavator Spotters to be used to ensure safety of other people Ensure machine is safe and fit for purpose Pre-start checks to be completed daily Licensed operator to use machine Any identified faulty plant & machinery that is deemed dangerous is to be tagged and removed from services until repaired All chains and pullers to have a visual inspection Load trucks on level ground If using Excavator as a crane do not over load or work under loads being lifted at any time If Loading concrete and other materials do not over load excavator at any time Avoid moving timber with excavator to avoid injuries and damage to excavator If timber has to be moved ensure it is cut up into small sections to be managed easily For logs or branches that are buried or stuck ensure they are dug out to avoid injury or plant damage 	M	TD, PO
		Traffic	1	C	H	<ul style="list-style-type: none"> Check signage & record as per daily site inspection document Ensure that vehicle warning lights and hazard lights are on and operational. Be careful when exiting from vehicle Remove signage and work from passenger side of the vehicle Use vehicle as a barrier from oncoming traffic In high vehicle flow areas use spotter to warn of oncoming vehicles 	M	ALL

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		Hand Injuries	2	B	H	<ul style="list-style-type: none"> Be careful of sharp edges on Machine or any other material on site Hold items firmly to prevent dropping or sliding through hands Wear leather/Kevlar gloves to protect hands when changing buckets greasing machine Be careful when using hand tools Visual inspection of hoses and machine 	M	ALL
		Slips / Trips & Falls	2	B	H	<ul style="list-style-type: none"> Be careful when walking on uneven or slippery surfaces Wear Safety Boots House Keeping (Keeping site clean) 	M	ALL
		UV Exposure	4	B	M	<ul style="list-style-type: none"> Wear wide Brim Hat Safety Sunglasses Sunscreen Hard hats with brim 	L	ALL
		Crush	1	B	H	<ul style="list-style-type: none"> Keep hands clear of crush points when unloading and loading equipment Hard hats to be worn when working near machinery Ensure all pinch points are clearly identified on all plant & machinery Do not work under loads 	M	ALL
		Overhead power lines	1	B	H	<ul style="list-style-type: none"> Powerlines to be identified and marked prior to work commencing Ensure staff are trained in working near power lines Spotter to be used if plant & machinery are required to work under Power Lines 	M	ALL
		Weather	5	D	L	<ul style="list-style-type: none"> Be aware of changing weather conditions Care to be taken when working in Fog or early morning conditions Ensure that class 1 (night time high Vis) clothing is worn in fog or dull weather conditions. Use of wet weather gear (if needed) 	L	ALL

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		Dust	4	C	M	<ul style="list-style-type: none"> Ensure that areas are wet down to prevent dust exposure. Ensure all trucks cover loads before leaving site 	L	TL, TD, C
		Underground Services	5	C	L	<ul style="list-style-type: none"> Ensure Dial Before Dig plans are obtained prior to work commencing Verify location of services using CAT locator and hand dig to expose. Clearly mark locations and tool box work crews. Do not proceed if unsure of exact location of underground services. 	L	TL
		Cuts	4	B	M	<ul style="list-style-type: none"> Wear leather or Kevlar gloves to assist in protecting hands All equipment to be checked prior to use and must be in good condition 	L	ALL
		Noise	2	B	H	<ul style="list-style-type: none"> Ensure that all plant & machinery has relevant noise signage installed. All crews to wear class 5 hearing protection if required. 	M	ALL
2.	Remove traffic Control (If Needed)	Traffic	1	C	H	<ul style="list-style-type: none"> Remove signage as per TCP Check signage & record as per daily site inspection document Ensure that vehicle warning lights and hazard lights are on and operational. Be careful when exiting from vehicle Remove signage and work from passenger side of the vehicle Use vehicle as a barrier from oncoming traffic In high vehicle flow areas use spotter to warn of oncoming vehicles Trained staff only with correct ticket allowed to remove signs 	M	ALL
		Manual Handling	3	B	H	<ul style="list-style-type: none"> Do not lift any items that are too heavy Use two person lift if necessary Do not over stretch. Safety boots with good tread Manual handling training 	M	ALL

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		Slips / Trips & Falls	2	B	H	<ul style="list-style-type: none"> • Be careful when walking on uneven or slippery surfaces • Wear Safety Boots • House Keeping (Keeping site clean) 	M	ALL
		Hand Injuries	2	B	H	<ul style="list-style-type: none"> • Be careful of sharp edges on signs • Hold items firmly to prevent dropping or sliding through hands • Wear leather or Kevlar gloves to protect hands if required • Be careful when using hand tools • Visual inspection of hoses and machine 	M	ALL
		UV Exposure	4	B	M	<ul style="list-style-type: none"> • Wear wide Brim Hat • Safety Sunglasses • Sunscreen • Hard hats with brim 	L	ALL

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PART 4: SAFETY AND ENVIRONMENTAL PLANNING (complete as applicable, otherwise mark as "N/A")

Legislation/codes/standards that must be complied with:

Mine Health and Safety Act 2004	NA	Guideline for Mobile and Transportable Equipment for Use in Mines	NA
Mine Health and Safety Regulation 2007	NA	COP. Work Near Overhead Power Lines.	YES
WHS Act 2011	YES	COP Moving Plant On Construction Sites	YES
WHS Regulations 2017	YES	COP Noise Mgmt & Protection of Hearing at work	YES

Permits/Licences/Approvals/Certificates/Engineering details that must be complied with and their location:

		Plant Inspection	YES
Plant Operator Competency	YES	Daily Plant Pre Start Checklist	YES
Plant Risk Assessment for all plant	YES		
Excavation Permit	YES		

Qualifications, Licences, Certificates of Competency, required to complete the work:

Oh & S Construction Induction Certificate	YES	Work Cover Tickets for plant if required	NA
Operator competency	YES	Work Near Overhead Power Lines - certificate	YES
Traffic controllers blue, yellow, red and orange cards	YES	Manual Handling – (records kept in KSC Records Department – Staff Files)	YES

Policies:



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Site Safety Rules

This appendix comprises a minimum set of safety rules to be use at each Council work site and incorporated where appropriate into OHS management plans or Site specific SWMS.

These rules should be prominently displayed.

Evaluation against risk profiles

Use the checklist below to assess the need for, or circumstances where, the following safety rules must be adopted.

<p><i>Induction and Ancillary</i></p>
<p>Site/Depot Inductions</p> <ul style="list-style-type: none"> • All staff must be inducted to the site/depot on initial commencement and following any significant changes to site/depot management arrangements. • All contractors and visitors must be inducted to the site on arrival and advised of site safety rules applicable to their activity while on site, hazardous work activities occurring at the site and arrangements for first aid and emergencies. • Only staffs that have completed general safety induction, work activity safety induction and site-specific induction are permitted to work on a construction site.
<p>Safe Work Method Statements (SWMS)</p> <ul style="list-style-type: none"> • A safe work method statement (SWMS) must be prepared for work activities that have a medium or high risk rating and must be developed in consultation with staff that performs the work.
<p>Housekeeping</p> <ul style="list-style-type: none"> • High standards of housekeeping is the responsibility of all staff to ensure: <ul style="list-style-type: none"> ○ access and egress is maintained at all times, especially to emergency safety equipment including fire extinguishers, eyewash stations, emergency showers, first aid and emergency exits ○ the absence of combustible materials from work areas ○ the absence of trip or slip hazards and obstacles in travel paths ○ safe storage of materials and supplies.
<p>Incident Reporting</p> <ul style="list-style-type: none"> • Report all near misses and incidents that occur on the work site to your immediate supervisor and to the Coordinator OHS on 0427 896 849 using OHSF 0051.



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Accident & First Aid

- First aid Kits are installed in all Council vehicles
- In the event of an accident first aid will be administered byor another person if required.
- The nearest Medical Practitioner is
- The nearest Hospital is
- For Ambulance, Fire Brigade or Police call 000
- If phoning from a mobile use 112
- Two Way Radio call sign
- Contact designated Site First Aider to administer necessary treatment.
- Inform the Site Supervisor
- Inform the emergency response personnel of the exact location of the injured person.
- Arrange for a person to keep watch for emergency response personnel to direct them once on site.
- All work is to cease until emergency is controlled and injured person/s are removed from site.

Alcohol and Drugs

- Alcohol or illicit drugs are not to be consumed on any Council premises before or during working hours.
- Persons adversely affected by alcohol or drugs will be directed to leave the work site.
- Staff with alcohol or drug dependencies will be assisted in seeking treatment.
- Contractors will be reported to their supervisor or company for assistance

Safety Awareness

- Follow safety rules as safe work methods, safety signs and instructions.
- Report hazards to your supervisor or OHS representative.
- Never engage in horse play or practical jokes.

Traffic, Vehicle and Plant Issues

Traffic / Pedestrian Control

- Traffic control is to be set up and taken down in accordance with approved traffic control plans.
- All work is to be carried out within Traffic Controlled areas.
- Traffic control plan to be adjusted to suit site conditions and work area
- Only trained, ticketed & competency persons to set up and take down traffic control signage



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- Pedestrian traffic control is to be implemented and barriers erected to prevent pedestrians from entering work sites.
- Traffic control to be checked at various times throughout the day to ensure effectiveness and compliance.

Traffic and Vehicle Movements

- Travel paths for general traffic and site vehicle movements must be clearly marked.
- Separate pedestrian travel paths should be marked in high traffic areas.
- Temporary changes to traffic movement must be advised to all staff prior to the commencement of changed conditions (or similar) especially where major or arterial roads may be a cause of increased risk.

Mobile Plant

- Work must not be carried out within 3 metres of mobile plant without a risk assessment and alternative controls such as an observer. Consideration must be given to the area around the mobile plant that may be affected by flying debris or other unintended impacts from the operation of the plant.
- All self-propelled plant, trucks and, where applicable, trailers must have reversing alarms – use of observers should be considered for reversing plant on worksites and near pedestrian traffic.
- All mobile plant to have an operational Amber Warning light fitted, and must be in use when plant is working on site
- Beware of reversing trucks and plant. Listen for reversing alarms.
- Beware of overhead/underground power lines, other utilities and low branches when operating mobile plant.

Plant and Equipment

- Plant and equipment must only be used for the purpose it is intended and in accordance with the manufacturer's instructions.
- Plant operators and truck drivers are to complete the daily pre-start inspection checklist for all mobile plant and trucks.
- Only licensed truck drivers are to be used to drive trucks.
- Only trained plant operators or trainees under supervision are to be used to operate plant.
- When entering/exiting trucks or plant use the steps and handrails provided and have three points of contact at all times.
- Plant operators are to wear a seatbelt where Rollover protection (ROPS) is fitted.
- Plant is to be parked on level ground and separated by a minimum of 3 metres.
- Never operate plant or equipment, which is tagged as being dangerous or out of service, has its guards removed or is otherwise defective.
- Any defect identified shall be reported to the site supervisor and to the Workshop for repairs.
- Where plant is fitting with a quick hitch the Safety Locking Pin must be installed before use.

Loading and unloading plant

- When loading/unloading plant, the plant operator/float driver is to wear a seatbelt if ROPS is fitted.



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- Load/unload plant on level ground using an observer.
- In wet conditions, check surface conditions to be driven on before loading.
- Do not load or unload plant where there is a risk of collision with other vehicles
- Do not load or unload plant under power lines

Personal protection issues

Personal protective equipment (PPE) will be worn in the following circumstances.

- Where signage requires its use
- Where a site risk assessment or SWMS identifies a risk that requires its use.
- Other considerations for specific PPE requirements are listed below.

Eye Protection

- Eye protection must be worn whenever:
 - operating plant or equipment where there is a risk of flying objects or debris
 - when working in dusty conditions, or
 - Near trees or vegetation with a risk of protrusions contacting the eye.
- UV protection should be provided for outdoor work.

• **Hand Protection**

- Safety gloves suitable to the task must be worn when handling any materials where there is a risk of cuts, abrasions, splinters or chemical exposure.

• **Head Protection**

- Safety helmets must be worn where:
 - there is a possibility that a person may be struck on the head by a falling object
 - a person may strike their head against a fixed or protruding object
 - accidental head contact may be made with electrical hazards, or
 - Working within 1.5 times the length of a moving (traversing) boom.

Hearing Protection

- Hearing protection must be worn in the vicinity of plant or equipment that, when operating, makes it necessary to raise your voice to talk to a person 1 metre away from you.
- Areas where this plant operates must be signposted (including on the plant itself) to advise hearing protection is required.



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High Visibility Clothing

- Approved fluorescent yellow safety clothing are to be worn by all staff during daylight hours whenever working in the vicinity of traffic or mobile plant.

Safety Footwear

Approved safety footwear is required whenever:

- working on a road construction or maintenance site
- operating construction plant or working in the vicinity of such plant
- Where ever there is a risk of heavy objects falling.
- Lace-up safety boots are recommended for better ankle support.
- Elastic-sided boots or safety shoes must not be worn while working with hot products including bitumen products.

Sun Protection

- Sun protection is required when working outdoors.
- Broad-brimmed hats, long sleeved shirts and UV protection cream must be worn.
- Brims for safety helmets must be worn where a safety helmet is required.
- Safety glasses with UV protection must be worn.
- A supply of drinking water must be available on site. Staff must take frequent drink breaks on hot days.

Hazard Management

Electrical Equipment

- All electrical equipment must be regularly inspected and tagged.
- Work on live electrical installations is prohibited except for the purpose of testing or in emergency situations following a risk assessment and approval by a manager.

Manual Handling

- Manual handling is to be eliminated wherever possible.
- Wherever possible, use mechanical devices to lift heavy or awkward items.
- Team lifting should only be used where mechanical lifting is absolutely not practical.



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- List tasks at your site/depot where manual handling is prohibited.

Mobile Phones

- Mobile phones must not be used by persons while
- on foot in the vicinity of mobile plant, or
- on a site using explosives.
- While doing traffic control



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Use of Hazardous Substances

- Hazardous substances must not be used without reference to the material safety data sheet (MSDS) to ensure that use is in accordance with the manufacturer's instructions taking particular account of recommendations for:
- Precautions for use, especially requirements for ventilation and personal protection equipment,
- Health effects including short and long term effects and risks associated with inhalation, ingestion and skin or eye contact
- First aid and emergency requirements.
- MSDS must be readily accessible to users.
- All containers of hazardous substances including decanted containers must be labelled and carry the minimum set of risk phrases.

Signage shall be erected to direct people to emergency assembly points which shall be clear of any hazardous or dangerous substance storage. The assembly area shall also have provision for emergency services to operate should the need arise.

In the event of an emergency and when possible to safely do so, the nominated person shall contact his/her manager to inform them of the incident. Where control of the site is to be given after an incident "WorkCover NSW" shall be given authority over the site unless it is deemed to be unsafe by emergency services.

Emergency Planning:

The following is a brief description of the Site Specific Emergency Plan
The Following point has been declared the Emergency Assembly Area
The nearest Cross Street for Emergency Reference is
The Emergency Warden is

First Aid Kits are located in

The Main Hazard on site are:

- 1 Traffic**
- 2 Plant & machinery**
- 3 Slips, trips & falls**
- 4 Residents health & safety**



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PART 6: RECORD OF CONSULTATION AND INDUCTION INTO SAFE WORK METHODS

By signing this record, I acknowledge I have been provided the opportunity to contribute to the identification of safety hazards associated with this work and to the formulation of work methods that will enable the work activity to be undertaken safely. I also acknowledge I have been instructed into the safe work methods, and understand it.

Ref #	First Name/ Surname	Trade/Classification	Employed by	SWMS Rev #	Signature	Date of Induction
01						
02						
03						
04						
05						