

**SAFE WORK METHOD STATEMENT – Part 1**







<b>Company Details</b>					
Company Name:			ABN:		
Contact Name, Position and Phone number:					
Address:					
<b>Project details</b>					
Project:			Area:		
Job Address:					
Job Description:					
<b>Activity: Installation of Surefoot earth plates.</b>					
<b>Relevant workers must be consulted in the development, approval and communication of this SWMS</b>				SWMS Approved by:	
				Page 1 of 10	
Name:	Signature:	Job Title:	Date:	Name:	
				Signature:	
				Date:	
Personnel responsible for monitoring and managing activity:				Overall Risk Rating After Controls	<b>4 Acute</b>
					<b>2 Moderate</b>
					<b>1 Low</b>

**ALL PERSONS INVOLVED IN TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORK COMMENCING**

- Regular inspections and observations will be conducted by ----- to ensure SWMS is being complied with.
- Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.
- Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.
- Amendments must be approved by ----- and communicated to all affected workers before work resumes.
- SWMS must be made available for inspection or review as required by WHS legislation.
- Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).

SAMPLE

## Personal Protective Equipment

Foot Protection	Hearing Protection	Hard Hat	High Visibility	Eye Protection	Hand Protection
					

### Day Operations – Normal Requirements:

Safety footwear, hearing protection, high visibility shirt or vest, eye protection (goggles), hand protection (tight fitting gloves), hard hat. Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

Provide UV sun protection where required, (broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection).

## Safety Notes

This SWMS covers the use of Pile driving equipment for installation of Surefoot earth Plates. This does not include tractor-mounted or over-head drivers.

Main hazards:

- Noise
- Contact with hammer ram – crushing.
- Manual handling
- Contact with underground utilities

Task Breakdown	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>					
<b>Planning/ Site set-out</b>	Personal Injury: <ul style="list-style-type: none"> <li>- Electric shock</li> <li>- Explosion/fire</li> <li>- Slips, trip, falls</li> <li>- Manual handling</li> </ul>	<b>3H</b>	Inspect intended work area. Check: <ul style="list-style-type: none"> <li>- Underground services/utilities locations to be marked by builder, signed excavation permit obtained by-----</li> <li>- Type of soil (wet, dry, compact etc)</li> <li>- Suitable driver capacity (light, heavy duty etc)</li> <li>- Suitable for number of poles required (for large jobs – use pneumatic.)</li> <li>- Posts are suitable for type of driver.</li> <li>- Rocks, tree roots etc.</li> <li>- Weather conditions</li> <li>- Lighting</li> <li>- Cliffs, pits, drop-offs etc.</li> </ul> Ensure: <ul style="list-style-type: none"> <li>- Communication systems provided (check that service is available for mobile phones in work area)</li> <li>- First Aid kits are available at site.</li> <li>- Access to drinking water and toileting/wash facilities are provided.</li> <li>- High Visibility Paint Used in marking to ensure ease of location.</li> <li>- Work areas in high traffic areas to be bunted off at this time.</li> </ul>	<b>1L</b>	
<b>Profiling</b>	<ul style="list-style-type: none"> <li>- Trips</li> <li>- Cuts</li> <li>- Obstacles</li> </ul>	<b>2M</b>	<ul style="list-style-type: none"> <li>- All Profile star pickets to have safety cap on top</li> <li>- Once locations Marked all profiles to be removed immediately</li> <li>- Other personnel in area to be notified.</li> </ul>	<b>1L</b>	



Task Breakdown	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>					
<b>Pre – Inspection</b>	Personal Injury: <ul style="list-style-type: none"> <li>- Exposure to high-pressure air.</li> <li>- Entanglement</li> <li>- Crushing</li> <li>- Electrocution</li> <li>- Burns</li> </ul> Legislation Breach	<b>3H</b>	Ensure: Plant <ul style="list-style-type: none"> <li>- All controls working correctly and labelled</li> <li>- All nuts/bolts fully tightened</li> <li>- Hoses undamaged</li> <li>- Couplings secured.</li> <li>- Safety guards/shields in place and undamaged (hammer guard and all chains, drive belts, pulleys, sprockets, etc) .</li> <li>- Any and all electrical cords to be checked for Knicks or abrasions</li> <li>- Safety decals are visible</li> <li>- Operating manual available</li> <li>- Look for Obvious signs of tool stress</li> <li>- Other items as instructed by manufacturer.</li> </ul> Ensure: Steel Drive tool <ul style="list-style-type: none"> <li>- Have no signs of fractures on shank</li> <li>- No burring of bullet end</li> <li>- Lubrication on all Hammer driven accesories before use</li> </ul> Ensure operator has hair tied back, no jewellery or loose clothing. Do not use if faults/damage or missing guards detected. Report and repair.	<b>1L</b>	



Task Breakdown	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>					
Site Clean-up	Heavy lifting		All Items heavier than 20kgs team lift		
Emergency Procedures	Personal Injury: <ul style="list-style-type: none"> <li>- Slips, trip, falls</li> <li>- Manual handling</li> <li>- Crushing</li> <li>- Fire</li> </ul>	<b>3H</b>	Develop and implement an emergency plan for the site. Include: <ul style="list-style-type: none"> <li>- Assembly points</li> <li>- Communication</li> <li>- Responsible persons</li> <li>- Emergency contacts (including nearest medical facility)</li> </ul> Ensure first aid equipment is provided in work Vehicle's	<b>2M</b>	

**References:**

Model Work Health and Safety Act 2011 and Model Work Health and Safety Regulations 2011  
 Safe Work WA (2009). Post Drivers – Industry Safety Standard  
 Safe Work Australia (2011) – Hazardous Manual Tasks Code of Practice  
 WorkSafe Victoria (2008) First Aid in the workplace - Compliance Code.

DOCUMENT NO: S812.0205	ACTIVITY : Surefoot installation	REVIEW NO: 1	DATE
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Authorised by:-----  
 Signature:

Date:



## SAFE WORK METHOD STATEMENT – Part 2

Formal Training, Licenses required for workers undertaking this task:	Duties of workers undertaking this task:	Training in the following safe work procedures/ SWMS / training modules is required: (All workers to be trained in relevant procedures.)
Surefoot installation Training	Installation of Surefoot plates	Site specific inductions. Training in this SWMS
Details of Supervisory Arrangements for workers undertaking this task:	Details of regulatory permits/licenses, Engineering Details/Certificates/WorkCover Approvals:	Relevant Legislation, Codes of Practice:
Example: - Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc - Reporting system	Plant to comply with RTA requirements  PPE to comply with relevant Australian Standards	<ul style="list-style-type: none"> <li>• Model Work Health and Safety Act 2011 and Model Work Health and Safety Regulations 2011</li> <li>• Safe Work WA (2009). Post Drivers – Industry Safety Standard</li> <li>• Safe Work Australia (2011) – Hazardous Manual Tasks Code of Practice</li> <li>• WorkSafe Victoria (2008) First Aid in the workplace - Compliance Code</li> </ul>
Plant/Tools/Equipment: (List plant and equipment to be used on the job.)	Maintenance Details for plant / equipment used on job (Include cranes, forklifts, electrical equipment etc.)	
Electric jackhammer Electric Hammer drill Power Leads Hydraulic Post driver Hand held shovels and digging tools Cordless Tek Screw Gun	As per manufacturer's recommendations. Electrical tested/tagged every 3 months. As per manufacturer's recommendations. Electrical tested/tagged every 3 months. As per manufacturer's recommendations. Electrical tested/tagged every 3 months. Serviced Fortnightly Visual Inspection by User Visual inspection by User	

DOCUMENT NO: S812.0205	ACTIVITY : Surefoot installation	REVIEW NO: 1	DATE
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Page 9- Version 8.0

### Part 3- SIGN OFF

This SWMS has been developed in consultation and cooperation with workers and relevant Persons Conducting Business or Undertaking (PCBU). I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including safe work instructions and Personal Protective Equipment described.

Name	Qualifications	Signature	Date	Time	Employer

Review No.	1	2	3	4	5	6	7	8	9
Name and initials									
Date									

DOCUMENT NO: S812.0205	ACTIVITY : Surefoot installation	REVIEW NO: 1	DATE
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Page 10- Version 8.0

## Part 4- RISK ASSESSMENT

Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines

### Step 1 Determine Likelihood – What is the possibility that the effect will occur?

	Criteria	Description
<b>Almost certain</b>	Expected in most circumstances.	Effect is a common result
<b>Likely</b>	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened
<b>Possible</b>	Might occur at some time	Effect could occur at the site or I've heard of it happening
<b>Unlikely</b>	Could occur at some time	Effect is not likely to occur at the site or I have not heard of it happening
<b>Rare</b>	May occur only in exceptional circumstances	Effect is practically impossible.

### Step 2 Determine Consequence - What will be the expected effect?

Level of Effect	Example of each level
<b>Insignificant/Acceptable</b>	No effect – or so minor that effect is acceptable
<b>Minor</b>	First aid treatment only; spillage contained at site.
<b>Moderate</b>	Medical treatment; spillage contained but with outside help.
<b>Major</b>	Extensive injuries; loss of production
<b>Catastrophic</b>	Death; toxic release of chemicals

### Step 3 Determine the risk score

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Almost certain</b>	3 High	3 High	4 Acute	4 Acute	4 Acute
<b>Likely</b>	2 Medium	3 High	3 High	4 Acute	4 Acute
<b>Possible</b>	1 Low	2 Medium	3 High	4 Acute	4 Acute
<b>Unlikely</b>	1 Low	1 Low	2 Medium	3 High	4 Acute
<b>Rare</b>	1 Low	1 Low	2 Medium	3 High	3 High

### Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)

Score	Action
<b>4 A: Acute</b>	ACT NOW – Urgent - do something about the risks immediately. Requires immediate attention.
<b>3 H: High</b>	Highest management decision is required urgently.
<b>2 M: Moderate</b>	Follow management instructions.
<b>1 L: Low</b>	OK for now. Record and review regularly, and if any equipment/ people/ materials/ work processes or procedures change.

DOCUMENT NO: S812.0205	ACTIVITY : Surefoot installation	REVIEW NO: 1	DATE
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Date:

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Page 11- Version 8.0