

		SAFE WORK METHOD STATEMENT EXCAVATOR			SWMS – Excavator	
PCBU: Aaron Birt		ABN 51 631 001 691		Telephone Number 0434 267 906	Address: 166 Maine Road CLONTARF QLD 4019	
		Email abcivilcontracting@gmail.com				
Project:		Speedy Bins cleanout				Project No:
Location:		Clontarf				
Principal Contractor:		Speedy Bins				Issue Date: 16.11.19

The purpose of this work method statement is to eliminate (or reduce as far as practicable) the possibility of an incident occurring where persons may suffer injury or work related illness, or where property may be damaged. A consultative process has been used to prepare this work method statement by a Work Group of senior company staff

PRINCIPAL CONTRACTOR:							
Personnel Involved in Developing this Work Method Statement: Project Manager & Site Staff, WHSO, Subcontractor including their staff				Legislation: Work Health and Safety Act, Work Health and Safety Regulations, Plant Code of Practice, RIIMPO320B, Conduct Civil Construction Excavator Operations, AS1418.8:2008, AS4772, AS2550:20011			
Date Reviewed:		26.10.19		Reviewers:2		Workplace health and safety committee	
Tasks / Activities <i>(this WMS applies to)</i>		Use of excavator on site					
Personnel:		All onsite personnel except supervised visitors.		Who is responsible for Supervision & Monitoring			
Qualifications/Training:			Permits required		Maintenance/Checks Required		Equipment:
Operators to hold current ticket / licences of competency for the particular tasks being performed if relevant. VOC Excavator			Permit to excavate		Plant and Machinery Checklist, Dial Before You Dig		Excavators
Day Operations – Normal Requirements: Safety footwear, hearing protection, high visibility shirt or vest, hard hat and sun protection. Additional requirements as necessary; eye/face protection (goggles) face protection (shield), breathing protection (as required), hand protection (gloves etc.)						Foot Protection	
						Hearing Protection	
						High Visibility	
							
							
							
							
Reviewed for use on site by:		Signature		Date		Approved:	

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RISK MATRIX				
LIKELIHOOD: How likely could it happen?	CONSEQUENCES: How Severely could it hurt someone?			
	EXTREME: PERSONNEL - Death, permanent disability or injury. ENV / OTHER – Detrimental, long term impact on the community, environment and/or business.	MAJOR: PERSONNEL - Serious injury requiring medical treatment or hospitalisation. ENV / OTHER - Detrimental impact on the community, environment and/or business.	MODERATE: PERSONNEL - Casualty treatment. ENV / OTHER - Adverse impact to the community, environment and/or business in some instance	MINOR: PERSONNEL - First aid only, no lost time. ENV / OTHER - Short term adverse community impact in particular locations; short term local environmental and/or business issue.
VERY LIKELY –could happen often	1	1	1	2
LIKELY – could happen occasionally	1	1	2	2
UNLIKELY – could happen, but rare	1	2	3	3
VERY UNLIKELY – could happen, but improbable	2	3	3	3
Score	Action			
HIGH 1	Do something about the risks now			
MEDIUM 2	Do something about these risks as soon as possible			
LOW 3	These risks may not need immediate attention			

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High Risk Construction Work <i>(Is there any high risk construction work required? Check (the relevant Items and provide SWMS)</i>		
☒ Risk of a person falling more than 2 meters.	☐ Work on a telecommunication tower.	☐ Demolition of load bearing structure.
☐ Likely to involve disturbing asbestos.	☐ Temporary load-bearing support for structural alterations or repairs.	☐ Work in or near a confined space.
☒ Work in or near a shaft or trench deeper than 1.0m or a tunnel.	☐ Use of explosives.	☐ Work on or near pressurized gas mains or piping.
☐ Work on or near chemical, fuel or refrigerant lines.	☐ Work on or near energized electrical installations or services.	☐ Work in any area that may have a contaminated or flammable atmosphere.
☐ Tilt-up or precast concrete elements.	☒ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians.	☒ Work in an area with movement of powered mobile plant.
☐ Work in areas with artificial extremes of temperature.	☒ Work in or near water or other liquid that involves a risk of drowning.	☐ Diving work.

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ACTIVITY / HAZARD (break the job down into steps)	RISK (what can go wrong)	Risk Score	MANAGEMENT METHOD (Controls to be in place in order to manage potential hazards based on hierarchy – Eliminate, Substitute, Isolate, Engineer, Administer, PPE)	Risk score after control measures implemented	Responsible person
Operators requirements	Legislation breach. Use of untrained operators	3	Training: Should include: • Safe work procedures. • Fitting of personal protective equipment. • Limits of Excavators. • General inspections required. • Manual handling. Review manufacturer's operation manual. Review any safety procedures required. Note: No person shall use an excavator, unless they hold an appropriate licence (where required) or are under training supervised by an appropriate (competent) person.	2	Management
Risk assessment.	Personal injury. • Crush. • Possible fatality Site stability. Damager to excavator. Roll over. Legislation breach.	3	Controller of worksite to perform risk assessment. Check worksite for: • Grades that are greater than those specified by the manufacturer. • Hidden holes. • Drop offs. • Embankments. • Overhead obstructions and services such as power and telephone lines. • Any occupancy restrictions and conditions, including access and egress, work schedules and emergency management arrangements.	2	Foreman Operator

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Transporting and moving on site	Personal injury. - Electrical shock. - Possible fatality. - Struck by. Excavator damage. - Roll over.	1	Low Loader: - Ensure that the excavator does not contact any power lines while being loaded or unloaded onto a low loader. - When driving down the low loader ramp place bucket on the ground for additional stability. General - ensure: - The area is free of personnel. - No one is working under the excavator. - All obstacles have been cleared from the excavator's path. - All hazards are avoided (wires, ditches, etc.). - Passengers are NOT allowed. - There is sufficient boom clearance. - All implements are kept approximately 40 cm above ground level while it is being driven. - Sufficient clearance is kept from an overhang, to the edge of a cliff, or to the edge of an excavation. Note: - Travel straight up and down slopes. Changing direction on a slope could result in the excavator tipping or the side slipping. - Avoid slewing the boom while travelling on a slope. - If the excavator to sideslip on a slope, immediately dump the load and turn downhill.	2	Foreman Operator
Entering and seating	Personal injury. Struck by	2	Check: - Condition and tension of tracks. Refer to manufacturer's operation manual. - All safety pins are in place. Example – pins associated with the quick hitch.	3	Operator

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	Unsafe operation. - Damaged equipment. - Increased down time.		- Bucket for worn or missing teeth. - Hydraulic rams and pressure hoses for wear and possible leaks. - All guards are securely in place. - Fuel level. - All oil and water levels. Top up if required. (Low levels could indicate a leak.) - All tools, chains etc. are secured. - Condition of the seat belt and of the mounting hardware. Report any parts that are worn or damaged. - Lighting system. It must be adequate for the job conditions. - Windows are clean. Clean if necessary. - Horn, the travel alarm (if equipped), and all other warning devices are working properly. - Capacity of the buckets supplied. These capacities are not to be exceeded.		
	Personal injury: - Slips and falls. - Poor posture. - Sprains and strains. - Cuts & Abrasions. - Crushed Hands/ Limbs.	2	Mounting and dismounting: - Excavator must be turned off. - Always face the excavator. - Do not hold steering wheel or levers. - Use steps and handrail for support. - Maintain a three-point contact with the steps and with the handholds. Adjust: - Seat so that full pedal travel can be achieved with the operator's back against the back of the seat. - Rear view mirrors in order to have the best visibility close to the excavator.	3	Operator
Fuelling	Personal injury. Burns.	1	Check: - Engine is turned off. - There are NO naked flames in the vicinity. - Tank gauge before refueling.	2	Operator

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	Fire and fuel leaks or spillages.		- Tank for any possible damage. - That there is no over spill. - Lid has been secured and any vapor residue has been wiped away.		
Operation	Personal injury. - Striking objects. Damage to excavator. - Tip over.	2	Starting: - Operator must be seated. - Seat belt is to be worn. - Engine and hydraulic oil must be warmed up before operating commences. Controls: - Only operate the controls while the engine is running. - Check for proper operation of all controls and of all protective devices while you operate the excavator slowly in an open area. - Bring the load close to the excavator before travelling distances or swinging the load.	3	Operator
Operations to be <u>avoided</u>.	Personal injury. - Striking objects. - Struck by. Damage to excavator. - Tip over. - Slip on slopes. - General.	1	Avoid: - Any ground condition which could cause the excavator to tip. - Operating across slopes. Operate only up and down slopes. - Overloading the excavator beyond capacity. (Lifting capacity decreases as the load is moved further from the excavator.) - Applying lateral loads to the bucket and arm. - Driving with the bucket thrust on the ground. - Undercutting the area beneath the excavator. - Supporting the excavator with the bucket while moving across excavated trenches or obstacles. - Using the bucket as a work platform or passenger carrier. - Using the bucket to transport items that cannot be secured.	2	Operator

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On completion	Personal injury. ☐ Struck by. ☐ Crush.	2	Park: ☐ On a level surface. ☐ If you must park on a grade, chock the tracks.	3	Operator
Close Down	Personal injury. • Possible fatality. • Struck by.	1	Ensure: • The hydraulic control lever is moved to the LOCKED position. • Bucket has been lowered to the ground. • Swing lock has been activated. • Engine is turned off. • Battery disconnect is switched to the OFF position. Note: The hydraulic system remains pressurized even when the engine is not running. While the hydraulic system maintains a charge, the hydraulic implements and excavator controls remain functional. Excavator movement that is sudden and unexpected will occur if any of the controls are moved. This can cause personal injury or death.	2	Operator
General Maintenance	Personal injury. • Possible fatality. • Burns • Struck by.	1	Excavator is to be safely parked, prepared for maintenance and shut down in accordance with manufacturers' manual and organisational requirements DO NOT work under the excavator when it is jacked up on its boom.	2	Operator

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	Poor maintenance: Increased down time.	1	Check lines, tubes and hoses carefully. Do not use your bare hand to check for leaks. Use a board or cardboard to check for leaks. Tighten all hydraulic connections to the recommended torque. Replace the parts if any of the following conditions are present: - The end fittings are damaged or leaking. - The outer covering is chafed or cut. - The wire shield is exposed. - The outer covering is ballooning locally. - The flexible part of the hose is kinked or crushed. - The end fittings are displaced. Ensure: All clamps, guards, and heat shields are installed correctly. During excavator operation, this will help to prevent vibration, rubbing against other parts, and excessive heat.	2	Operator
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Risk assessment.	Personal injury. • Crush. • Possible fatality Site stability. Damager to excavator. Roll over. Legislation breach.	3	Controller of worksite to perform risk assessment. Check worksite for: • Grades that are greater than those specified by the manufacturer. • Hidden holes. • Drop offs. • Embankments. • Overhead obstructions and services such as power and telephone lines. • Any occupancy restrictions and conditions, including access and egress, work schedules and emergency management arrangements.	2	Foreman Operator

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WORK METHOD STATEMENT TOOLBOX / BRIEFING RECORD

(All personnel on site who are to be involved in, or associate with this work activity must be fully briefed on it.)

We hereby acknowledge that this work method statement has been explained to us, we confirm that the document precautions / controls will be complied with and we had the opportunity to be involved in the creation and/or review of the document.

Print Name	Company	Signature	Date	Print Name	Company	Signature	Date

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EMERGENCY RESPONSE - CALL 000 IMMEDIATELY.

If work is to be conducted on a construction site (or a site controlled by another Employer / PCBU) follow the site-specific Emergency Management Plan. Ensure:

- Adequate numbers of first aid trained staff are on site when working at heights occurs
- First aiders are trained and competent in managing injuries associated with demolition until emergency services arrive
- All rescue equipment is in good condition, available for use and in close proximity to the work site.

Ensure workers have access to:

- First aid kit/supplies
- First Aid trained personnel familiar with Resuscitation and emergency response for electric shock
- M/SDS
- Communication devices (check mobile phones will have service in area)
- Suitable fire protection equipment.

SAFE WORK METHOD STATEMENT (SWMS) PART 2

FORMAL TRAINING, LICENCES REQUIRED FOR WORKERS UNDERTAKING THIS TASK:	RELEVANT LEGISLATION & CODES OF PRACTICE
Licence to Perform High Risk Work (operating certain plant, equipment) TAFE or other recognised training organisation Construction Induction Card (or equivalent) Competent in operation of make/model of plant Emergency procedures – emergency response PPE Traffic Management Plans	Commonwealth, NSW, QLD, ACT Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 <i>First Aid in the Workplace</i> <i>Managing the Risk of Falls at Workplaces</i> <i>Managing the Risk of Plant in the Workplace</i> <i>Managing Noise and Preventing Hearing Loss in the Workplace</i> <i>How to Manage Work Health and Safety Risks</i> <i>Hazardous Manual Tasks</i> <i>Managing Risks of Hazardous Chemicals</i> <i>Managing Electrical Risks in the Workplace</i> <i>Managing the Work Environment and Facilities</i> <i>WHS Consultation, Cooperation & Coordination</i>
DETAILS OF SUPERVISORY ARRANGEMENTS FOR WORKERS UNDERTAKING THIS TASK: Suitably qualified supervisors for job Direct on-site supervision Remote site – communication systems/ schedule Audits Spot Checks, etc. Reporting systems	
DETAILS OF: REGULATORY PERMITS/LICENSES ENGINEERING DETAILS/CERTIFICATES/WORKCOVER. APPROVALS:	
Local council permits Authorisation to work	

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Confined Space Permit Building Approvals EPA approvals/permits Certain plant to be registered with State Authority PPE to comply with relevant Australian Standards	PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB.	REFERENCE DOCUMENTS