1. RESPONSIBILITIES

Rural Construction & Maintenance will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the Rural Construction & Maintenance office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice Managing the Work Environment and Facilities.

All Rural Construction & Maintenance workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. No glass containers will be allowed on site (except in meal rooms). The consumption of illegal drugs and alcohol is prohibited.

2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

1. 
2. 
3. 
4. 
5. 

UNDERGROUND SERVICES AFFECTED BY THE WORKS: ☐ Yes ☐ No If YES, complete table below:

<table>
<thead>
<tr>
<th>Underground Service</th>
<th>Affected? (Y/N)</th>
<th>Located? (Y/N)</th>
<th>Marked? (Y/N)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electricity</td>
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<tr>
<td>Gas</td>
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<tr>
<td>Water</td>
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<tr>
<td>Phone / Cable</td>
<td></td>
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</tr>
</tbody>
</table>
## 3. RISK ASSESSMENT

### Risk Assessment Table

<table>
<thead>
<tr>
<th>Consequence or Impact of Hazard</th>
<th>Level of harm</th>
<th>A</th>
<th>P</th>
<th>U</th>
<th>Likelihood/Probability</th>
<th>Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-Potential death, permanent or long term disability or illness, significant detrimental environmental impact</td>
<td>H-High</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>Almost certain could happen at any time</td>
<td>1-Immediate action is required</td>
</tr>
<tr>
<td>M-Potential temporary disability or illness requiring medical attention, short term environmental impact</td>
<td>M-Medium</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>Possible risk could happen occasionally</td>
<td>2-Control the risks/ hazards a.s.a.p.</td>
</tr>
<tr>
<td>L-Potential minor injury requiring first aid or minimal environmental impact</td>
<td>L-Low</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>Unlikely may happen rarely</td>
<td>3-Control risks with routine procedures</td>
</tr>
</tbody>
</table>

When assessing the risk of a particular hazard remember:

- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
- The more Hazards you identify the greater the overall Risk on the site.
- Overall Risk increases as the number of people exposed to a Hazard increases.
- The more serious the potential impact to a person’s health from a Hazard the greater the Risk.
- The frequency of exposure to a Hazard will increase the Risk.

### Hierarchy of Controls

- **Eliminate** – ‘Design out’ the hazard when new materials, equipment and work systems are being purchased for the workplace;
- **Substitute** - Substitute less hazardous materials, equipment or substances and use smaller sized containers;
- **Isolate** – separate the workers from hazards using barriers, enclosing noisy equipment and providing exhaust or ventilation systems;
- **Engineering** – use engineering controls to reduce the risks such as guards on equipment, hoists or other lifting and moving equipment;
- **Administrative** – Minimise the risk by adopting safe working practices or providing appropriate training, instruction or information.
- **Personal Protective Equipment** – Make sure that appropriate PPE is available and used correctly.
**The Work Process** - “Risk Rating” and “Who is Responsible” is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Step by Step Procedure</th>
<th>Possible Hazards</th>
<th>Risk Rating</th>
<th>Safety Controls</th>
<th>Who is responsible?</th>
</tr>
</thead>
</table>
| 1     | Risk Assessment        | Workplace / worksite hazards Unlicensed / untrained workers |             | • Do a Risk Assessment prior to commencing work and review the Principal Contractor's Site Safety Plan and Emergency Procedures and/or your subcontractors’ Safe Work Method Statements (SWMS);  
• Identify additional safety controls where required using the Risk Assessment Worksheet and Hazard Report Form;  
• Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury;  
• Obtain approvals from the supply authorities where required;  
• Make sure workers are trained, qualified or experienced to carry out the specified tasks; and  
• Request appropriate licences or certification when required before allowing work to commence, including local council approval where required. |                      |
| 2     | Site induction         | Uninformed workers – unaware of the hazards and dangers |             | • All workers including subcontractors must have completed the General Construction Induction Training and hold a current card or certification;  
• Advise workers and other persons on site of work to be carried out.  
• Conduct a site specific induction for all project workers and have them sign a Site Induction Register including but not limited to:  
  o Hazards specific to the site and work activities to be carried out;  
  o Safety controls and revised Safe Work Method Statements (SWMS);  
  o Use and maintenance of Personal Protective Equipment (PPE);  
  o Emergency and evacuation procedures; and  
  o Location of amenities and first aid facilities. |                      |
| 3     | Personal Protection Equipment (PPE) | Injury, illness, permanent disability and in extreme cases death. |             | • PPE is to be used only when no other control can reduce or eliminate the hazard / risk;  
• Make sure all workers are issued with and wear the recommended |                      |
<table>
<thead>
<tr>
<th>Steps</th>
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<th>Safety Controls</th>
<th>Who is responsible?</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Working outside</td>
<td>Sun exposure can cause sunburn, skin cancer, pterygia, corneal cataracts and heat stroke</td>
<td>•</td>
<td>Wear sunscreen, wide brim hat, long sleeve shirt with collar, trousers and wrap around sunglasses; • Work in the shade when possible or under a shade structure; and • Drink plenty of water to stay hydrated.</td>
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</tr>
<tr>
<td>5</td>
<td>Working near roads</td>
<td>Impact injury from passing traffic</td>
<td>•</td>
<td>Produce a ‘Traffic Management’ or ‘Control Plan’ if required; • Where required, develop a Vehicle Movement Procedure in accordance with AS 1742.3 - Manual of Uniform Traffic Control Devices – Traffic Control Devices for Works on Roads; • Wear high visibility clothing at all times; • Use signs and witches hats to warn drivers; • Slow traffic and direct it away from the work area; • A trained traffic control operator is needed if a lane is to be closed; and • Refer to: RCM – Traffic Management.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Plant and equipment movement on site</td>
<td>Injuries to workers and others: Traffic and moving plant - impact and crushing injuries Hit by falling objects Dust / fumes – lung damage Slips, trips and falls Access and egress Property damage</td>
<td>•</td>
<td>All workers must wear high visibility clothing and boots at all times, and hardhats, hearing protection, dust mask and gloves as required; • Provide clear access for vehicles to enter, exit and move on site • Erect warning signs, barricades and traffic controllers if required; • Designate a responsible person to direct vehicles and do not stand on the downhill side or directly behind a moving or unloading truck; • Keep clear of the load gate when releasing the pin; • Check for overhead wires, structures and branches especially when tipping; • Make sure the operator has seen you if you are near by; and • Make sure trucks can exit steep or muddy sites when empty.</td>
<td></td>
</tr>
<tr>
<td>Steps</td>
<td>Step by Step Procedure</td>
<td>Possible Hazards</td>
<td>Risk Rating</td>
<td>Safety Controls</td>
<td>Who is responsible?</td>
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</tr>
</tbody>
</table>
| 7     | Earth Moving Equipment | Plant and Equipment – impact / crushing injuries  
Hit by falling objects  
Dust / fumes – lung damage  
Slips, trips and falls  
Access and egress  
Property damage | • Make sure operator has the appropriate certificates or experience to operate the equipment;  
• Make sure the equipment is in good working condition and regularly maintained; and  
• Refer to: *RCM – Earth Moving Equipment*. |                                                                                                                                                                                                          |                     |
| 8     | Preparation of work area | Excavation / trenching  
Public (pedestrians / other)  
Access and egress  
Slips, trips and falls  
Services / Utilities | • Erect warning signs to warn others of excavations or trenches and the associated risks.  
• Where pedestrian access is restricted by excavation or trenching works provide safe and adequate marked walkways for use by pedestrians around the works.  
• New workers on site must check with Site Supervisor for locations of all excavations.  
• Arrange for flashing warning lights and/or temporary lighting to be operational when dark.  
• Check for underground services – dial before you dig 1100 and note the service location, type, depth and any restrictions that apply;  
• Obtain any appropriate approvals from the Service providers;  
• Make sure that no conductive objects are in contact with or are likely to come in contact with any live conductors; and  
• Hand excavate if exact location of services is unknown. |                                                                                                                                                                                                          |                     |
| 9     | Check existing structures | Structural collapse  
Trenching / excavation  
Subsidence | • Make sure nearby footings, slabs, walls or excavation works does not damage other existing structures; and  
• Make sure structural engineering drawings and specification are followed. |                                                                                                                                                                                                          |                     |
| 10    | Excavation works      | Excavation / trenching  
Subsidence  
Services / Utilities  
Hit by falling objects | • Restrict access to the work area to only those involved in the activity and make sure it is kept clear at all times;  
• Make sure no workers enter an unsupported section of excavation or carry out any excavation work without supervision; |                                                                                                                                                                                                          |                     |
<table>
<thead>
<tr>
<th>Steps</th>
<th>Step by Step Procedure</th>
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</thead>
</table>
|       |                        | Plant and Equipment – impact / crushing injuries  
Flying debris – eye injuries |             | • Shore up sides of excavation if ground is unstable or if greater than 1.5m deep. Approved shoring methods include pre-cast panels, trench shields, soldier sets and sandbags. Both benching and battering of walls are also methods of work, which minimise the risk of rock and/or soil slipping into the excavation.  
• Compaction with a vibrating roller must not be carried out within 600mm of any utility infrastructure.  
• Make sure all excavated or fill materials are placed a minimum of 600mm away from the edge of the excavation.  
• Where excavated or fill materials need to be placed closer than 600mm from the edge of the excavation, make sure an effective barrier is installed to prevent them from falling into the excavation.  
• Make sure at least 2 workers are present on site at all times during the work activity in case of emergency.  
• Make sure operator has the appropriate certificates or experience to operate the equipment;  
• Make sure the equipment is in good working condition and regularly maintained;  
• Wear high visibility clothing, hearing protection, hardhats and boots;  
• Make sure operator has seen you when working near moving plant and;  
• Refer to: RCM – Excavator. |             |                     |
| 11    | Trench digging works   | Excavation / trenching  
Subsidence  
Services / Utilities  
Hit by falling objects  
Plant and Equipment – impact / crushing injuries  
Flying debris – eye injuries  
Manual Handling - strains, sprains and back injuries |             | • Make sure no workers enter an unsupported section of trench or carry out any trenching work without supervision.  
• Use the correct tool for the task and train workers in it’s correct use;  
• Check tools are in good working condition;  
• Check to make sure trenching supports are appropriate to the conditions.  
• Make sure safe ladder access is available for all workers.  
• Make sure spoil heaps are positioned at least 900mm away from the trench. |                     |
<table>
<thead>
<tr>
<th>Steps</th>
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<th>Possible Hazards</th>
<th>Risk Rating</th>
<th>Safety Controls</th>
<th>Who is responsible?</th>
</tr>
</thead>
</table>
| 12    | Use of backhoe         | Excavation / trenching  
Access and egress  
Plant and Equipment – impact / crushing injuries  
Services / Utilities | • Make sure at least 2 workers are present on site at all times during the work activity in case of emergency.  
• Make sure operator has the appropriate certificates or experience to operate the equipment;  
• Make sure the equipment is in good working condition and regularly maintained;  
• Check with Site Supervisor to identify details of underground services,  
• Arrange for a worker to act as a spotter and maintain a safe distance from the machine;  
• Spotter to make sure the operator can see you when working near moving plant and is to wear high visibility clothing, hearing protection, hardhats and boots;  
• The backhoe operator is to be aware of spotter’s location at all times and maintain a safe distance;  
• Hands excavate using a shovel to locate services at approximate location;  
• Make sure excavations and trenches are battered or benched if they are deeper than 1.5m;  
• Make sure excavated materials are stockpiled at least 2m away from the excavation; and  
• Refer to: RCM – Backhoe. | |
| 13    | Completion of work or end of work day | Electricity / tools - electrocution  
Manual handling - strains  
sprains and back injuries  
Slips, trips and falls  
Cuts and abrasions | • Complete log books for equipment as required;  
• Remove any excess materials from the site using correct manual handling techniques;  
• Wear gloves when handling sharp objects;  
• Place equipment in approved storage area or back in work vehicle;  
• Make sure the work area is left clean and tidy; and  
• Lock / secure storage areas and / or site as required. | |
### Site Specific Requirements

- **To be completed by the PCBU or Site Supervisor if site-specific hazards are identified (attach additional pages if necessary):**

<table>
<thead>
<tr>
<th>Steps</th>
<th>Step by Step Procedure</th>
<th>Possible Hazards</th>
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<th>Safety Controls</th>
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**Date & Time Printed:** 29/07/2015 4:07 pm
**Reference:** RCM-Excavation or Trenching_290615_v1.doc
**Version:** v1.1
**Date:** 29/07/2015
**Page:** 8 of
4. RESOURCES, QUALIFICATIONS & PERMITS REQUIRED

<table>
<thead>
<tr>
<th>Minimum number of workers required to complete this work</th>
<th>2 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade licence required to complete this work</td>
<td>Licence No:</td>
</tr>
<tr>
<td></td>
<td>Held By:</td>
</tr>
<tr>
<td>Additional qualifications, permits</td>
<td>Excavation permit (where required)</td>
</tr>
<tr>
<td>and/or experience required to complete this work</td>
<td></td>
</tr>
<tr>
<td>Additional training required to complete this work</td>
<td>Site Specific Induction &amp; SWMS review required for all workers</td>
</tr>
</tbody>
</table>

5. SAFETY RESPONSIBILITIES

The Officer for this project is __________________, he/she can be contacted on __________________.

The Site Supervisor for this project is __________________, he/she can be contacted on __________________.

The Health and Safety Representative (HSR) for this project is __________________, he/she can be contacted on __________________.

All Rural Construction & Maintenance workers:

→ WILL be required to have relevant trade experience.

→ WILL be required to attend regular site inductions, project and task specific induction training and possess the current General Construction Induction Training card.

Work Health and Safety - Responsibilities

a) ________________ will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.

b) ________________ will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.

c) ________________ will be responsible for assessing and monitoring your subcontractors’ capabilities, and for making sure they meet WHS requirements.

d) ________________ will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.

e) ________________ will be responsible for preparing, maintaining and making accessible the register of hazardous substances.

f) ________________ will be responsible for maintaining first-aid stocks.

g) ________________ will be responsible for managing accident and emergency procedures.

h) ________________ will be responsible for keeping WHS records.

i) ________________ will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.

j) ________________ will be responsible for workplace injury management and rehabilitation.

k) ________________ will be responsible for managing communication between Health and Safety Committees (where applicable).

l) ________________ will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.
6. TRAINING RESPONSIBILITIES

The HSR will:

a) identify the WHS training needs of management, supervisors and workers on site;
b) make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;
c) make sure that all personnel attend general construction WHS induction training before starting work;
d) make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;
e) conduct induction training, task training and refresher safety training for everyone working on site; and
f) keep appropriate records of WHS training at the Rural Construction & Maintenance office.

7. INCIDENT MANAGEMENT

The HSR will:

a) be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and
b) make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

8. PLANT & EQUIPMENT

Plant & Equipment used on site includes but is not limited to:

<table>
<thead>
<tr>
<th>Plant and/or Equipment</th>
<th>Inspection and maintenance checks required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical plant, power tools, leads and ELCB’s</td>
<td>Tested and tagged monthly. Visual inspection prior to use</td>
</tr>
<tr>
<td>Excavator / Backhoe</td>
<td>Visual inspection prior to use and as per manufacturer’s recommendations</td>
</tr>
</tbody>
</table>

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sun hats</td>
</tr>
<tr>
<td>2</td>
<td>Safety boots</td>
</tr>
<tr>
<td>3</td>
<td>Sunglasses / safety glasses</td>
</tr>
<tr>
<td>4</td>
<td>Protective gloves</td>
</tr>
<tr>
<td>5</td>
<td>High visibility clothing / vests</td>
</tr>
<tr>
<td>6</td>
<td>Hearing protection</td>
</tr>
<tr>
<td>7</td>
<td>Sun protection</td>
</tr>
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<td>8</td>
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<td>9</td>
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<td>10</td>
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</tbody>
</table>

10. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.

11. LEGISLATION, REGULATIONS, CODES & STANDARDS

The following reference documents have been identified as relevant to this project and a copy is kept at the Rural Construction & Maintenance office. This list is a guide only and is not necessarily all the relevant documentation:

a) Work Health and Safety Act 2011
b) Work Health and Safety Regulations 2014
c) COP Managing Risks in Construction Work
d) COP First Aid
e) COP How to Prevent Falls at Workplaces
f) COP Excavation Work
g) COP How to Manage Risks of Plant in the Workplace
h) AS 4744.1 - Steel Shoring & Trench Lining Equipment Part 1: Design
The representatives of Rural Construction & Maintenance listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

<table>
<thead>
<tr>
<th>Worker on site</th>
<th>Role (e.g. worker, supervisor)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

Signature & details of person responsible for site supervision of the work, inspecting & approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment & power tools for this site:

Signed: ___________________________ Date: ___________________________

Name: ___________________________ Position: ___________________________