



ACTIVITY: Working Around Plant /Machinery on a Construction Site SWMS No.: QSW10018								
SAFE WORK METHOD S	TATEMENTS (SWMS))						
Company Name: (SPP PTY LTD & Seeddown Professional Planti		Address: 81-83 Campbell St 16 Kings Place, Bu				ACN: 638 321 847		
Company Contact: Claudia Harn	ns	Position: Secretary				Phone No.: 0472 635 551		
Project Details								
Project Name:								
Principal Contractor (PC):	[Name, contact details]		Date SM ¹ PC:	WS provided to				
Projected Start and End Dates:								
Job Description:								
High Risk Activity:	yes (if working with or around mobile plant)							
Name of person responsible for ensuring compliance with SWMS:	Supervisor		Date SWMS received:					
What measures are in place to ensure compliance with SWMS?	Pre job safety inspections	s, Induction training, Toolbox	Talk/ JSAs	3				
Person responsible for reviewing SWMS control measures:	Supervisor/ Team Leade	r	Date SW reviewer:	MS received by				
How will the SWMS control measures be reviewed?	Control measures review	red during Toolbox Talk/ JSA	completion	prior to job comm	nencement and each time a	new hazard is identified.		
Training required:	WH&S General Induction f	for Construction (White Card)	Compete	ncies Required:	SPP PTY LTD Employmer WH&S Handbook	t Induction and		
Relevant workers must be consul	ted in the development, app	proval and communication of	this SWMS:			JOSHUA SANSOM		
Name:	Signature:	Job Title: Secretary		Date:	SWMS Approved by Managing Director's	PAUL HARMS		
Claudia Harms				25/11/2022	Date prepared: 12/08/2015	Review Date: 25/11/2022		
DOCUMENT NO: QSW10018	ACTIVITY: Working Around Pl	lant /Machinery On A Construction S	Site	Review no: 8	Review	Date: 25/11/2022		





SWMS Scope

This SWMS covers persons conducting work in close proximity to heavy machinery at construction sites.

This SWMS does not cover Working near Overhead Power Lines or Working Around Electricity.

Dedicated SWMS should be obtained and developed for these tasks, and for any risks not covered in this SWMS

Important note:

The Work Health & Safety Regulation 2011 specifies new obligations in regard to the prevention of hearing loss in workplaces:

The code of practice Managing Noise & Preventing Hearing Loss at

Work outlines what is required to manage noise and is a helpful practical guide on how to identify noise hazards and control the risks associated with exposure to noise.

Personal Protective Equipment (PPE)

Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at http://www.saiglobal.com

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hand Protection	Protective Clothing	Sun Protection
U			(E'Y	G		M	Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)

Hazards - What can cause harm?

Risks - What can happen?

Control Measures to Reduce Risk

Job Step: Planning

Hazards include:

Personal Injury:

- Struck by moving vehicle
- Crushed by falling items/plant
- Electric shock
- Hearing Loss

Legislation breach

Risks include:

- Crushed Limbs, fatality as a result of being struck by moving vehicle/plant.
- Hearing loss/damage due noisy environment

Determine which Consultation method/s will be used:

- Health & Safety Reps (HSR)
- Health & Safety Committee (HSC)
- Other Agreed Arrangements

Liaise with Principal Contractor:

- Check for overhead power lines, and underground assets, establish exclusion zones as required with the site supervisor
- Ensure safe systems of work for all work involving plant being carried out in the vicinity





		Liaise with Principal Contractor to establish the following on-site systems and procedures
		are in place:
		- Health and Safety rules
		- Induction for all workers – site specific
		- Supervisory arrangements
		- Communication
		- Injury reporting
		- Hazard reporting
		- Personal Protective Equipment
		- Site plans – showing no go zones for pedestrians
		- Traffic Management plans - Exclusion Zones
		- Risk Assessments
		- SWMS and JSA's
		Ensure all persons entering construction site have a valid Construction Induction Card
		(or equivalent).
		Ensure Principal Contractor has communicated presence of non-construction personnel
		to operators as required.
		Assess the exposure of non-construction workers to noise, including the frequency of
		exposure to noise
		levels that exceed the legislated Exposure Standard while working on-site and determine
		required controls such as Audiometric Testing and PPE. Develop site and task specific SWMS & Risk Assessments
		Develop site and task specific Syvivis & Risk Assessments
		RB: 3H Person responsible to implement control measures: RA: 2M
Job Step: Preparation		
Hazards include:	Risks include:	Workers should make contact with Site Supervisor before commencing work.
Personal Injury:	- Crushed Limbs, fatality as a	All persons on site should attend toolbox talk (safety briefing) to receive update on no go
- Struck by moving	result of being struck by	zones for pedestrians, any hazards present on that day, communication methods and
vehicle	moving vehicle/plant.	emergency procedures.
- Crushed by falling	3 2 2 2 2 2	Follow traffic management plan requirements upon arrival.
items/plant	- Hearing loss/damagedue	





Electric shockHearing Loss	noisy environment	Ensure all PPE required for site is worn and in good working order, especially High Visibility clothing.
Legislation breach		Inspect intended work area. Ensure: - Sufficient lighting and visibility - No electrical hazards - Within clear sight of near-by plant operators - No hazardous work (such as work hot, asbestos demolition, confined spaces etc) in close proximity - No work being undertaken overhead (from scaffolds where items may fall into work area, access points or pathways) - Safe access and egress Ensure communication systems are in place and are adequate to provide safe working environment and warnings regarding any changes to hazards in close proximity. Control measures must be considered when moving plant on construction sites, such as: - isolate vehicles and plant from people - use fencing, barriers, barricades, temporary warning signs - plan the direction that plant moves (forward movement as much as possible) - implement safe working distances - use clear communication systems - minimise the amount of plant working at one time - use demarcation zones - use reversing alarms, sensors or cameras - use flashing lights - use Spotters or observers - speed limits when required RB: 3H Person responsible to implement control measures: RA: 2M
Job Step: Pre - Noise		
Hazards include:	Risks include:	Ensure that the noise a worker is exposed to at the workplace does not exceed the exposure standard for noise (85dB averaged).
Personal Injury: - Struck by moving vehicle	- Crushed Limbs, fatality as a result of being struck by	Provide audiometric testing to a worker who is frequently required to use PPE to protect the worker from hearing loss associated with noise that exceeds the exposure standard.
- Hearing Loss	moving vehicle/plant.	Whether the exposure standard of 85 dB(A) averaged over eight hours is exceeded





Pr	ofessional Planting	
Legislation breach	- Hearing loss/damage due	depends on the level of noise involved and how long workers are exposed to it.
Legisiation breach	noisy environment	If a formal Noise Assessment is required, it should be done by a competent person in accordance with the relevant Australian Standard.
		Workers must be able to hear warning signals on movable plant above any other noise (ambient noise) at the workplace. For reversing alarms on mobile plant, the noise level of the alarm needs to be at least as high as the noise from the engine under high idle
		Administrative control measures that can be used to reduce the amount / length of time of workers are exposed to noise include: - organise schedules so that noisy work is done when a minimum number of workers are present - notify workers and others in advance of noisy work so they can limit their exposure - keep workers out of noisy areas if their work does not require them to be there - sign-post noisy areas and restrict access - provide quiet areas for rest breaks for workers - limit the time workers spend in noisy areas by moving them
		If using PPE is required, ensure: - it is worn by all persons throughout the period of exposure to noise - signs are used to indicate "Hearing PPE must be worn" areas - is suitable for the type of working environment and the work tasks - is comfortable and correctly fitting for the worker - it is regularly inspected and maintained to ensure it remains in good, clean condition - disposable ear-plugs are only worn once
		When choosing hearing protection consider: overprotecting by cutting out too much sound can cause difficulties hearing verbal instructions and other sounds needed to work safely ear-plugs are difficult to use hygienically for work that requires them to be inserted with dirty hands ear-muffs can be uncomfortable to wear in hot environments

wearing PPE can make it difficult for the worker to enter a confined space or to wear a helmet

RA: 2M





Job Step: Working Near Plan Hazards include:	nt/Equipment Risks include:	Check constantly for changing hazards while working
Personal Injury: - Struck by moving vehicle - Crushed by falling items/plant - Electric shock - Hearing Loss Legislation breach	 Crushed Limbs, fatality as a result of being struck by moving vehicle/plant. Hearing loss/damage due noisy environment 	 Monitor work position at all times. Ensure: High visibility clothing worn at all times Do not stand behind reversing vehicles Allow sufficient distance from plant during operation (allow sufficient room for equipment failure – such as arm/boom failure or plant rollover) No work is conducted in established "no go zones" for pedestrians Alertness at all times. Listen for: Reversing alarms/beepers Calls from Plant Operators Safety/warning signs, Spotters, traffic barriers etc. must be obeyed as required Work positions should be in clear sight of plant operators Follow traffic management plan requirements Note: Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Make visual and verbal contact with plant operator as required. Operators of industrial lift trucks must ensure that the truck is not used to carry a

RB: 3H

Industrial robots

to the operator

People must not work in the immediate vicinity of an

the zone of protection

industrial robot (or other remotely or automatically energised plant) if it could start without warning and cause any hazard or risk

The passenger seat is fitted with suitable seat restraints, and is located within

Plant operators must ensure that no person other than the operator rides on the plant unless the person is provided with a level of protection that is equivalent to that provided

Suitable control measures must be in place for working near industrial robots,

Person responsible to implement control measures:





	automatically or remotely energised plant.				
	If remote or automatic energising of plant could be dangerous, the person in control must ensure that access to the area in the immediate vicinity of the plant is controlled at all times by: - isolating the area - providing interlocked guards, or - providing presence-sensing devices, or - providing permit to work systems.				
	Lasers Laser equipment on plant must be protected to ensure no workers are exposed to direct radiation, radiation produced by reflection or diffusion or secondary radiation. Scaffolds:				
	Scaffolds: The person with management or control of a scaffold at a workplace must ensure that unauthorised access to the scaffold is prevented while the scaffold is incomplete or unattended.				
	RB: 4A Person responsible to implement control measures: RA: 3H				
Job Step: Review					
	To ensure controls are implemented effectively: - Toolbox /pre-work meetings will be undertaken - Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information - Controls will be monitored throughout works: - Spot checks - Consultation - Scheduled audits - Corrective actions will be recorded and rectified in a timely manner - SWMS will be reviewed and updated accordingly (in consultation with relevant persons) Ensure all controls are reviewed as per the following: - If controls failed to reduce risk adequately - Changes to workplace occur that create new / different risks where controls may no longer be effective				





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-	INEW	Hazarus	identined

- Consultation with relevant persons indicate review is needed
- A Health and Safety Representative (HSR) requests a review in line with the requirements of the WHS Regulations 2011.

RB: 2M Person responsible to implement control measures:

RA: 1L

Emergency Procedures / Emergency Response

Develop and implement an emergency response plan for the site. Include:

- Assembly points
- Communication
- Consultation methods
- Responsible persons
- Emergency contacts names and phone numbers
- Firstaid equipment
- Fire Extinguishers accessible & serviced.

Develop site-specific rescue procedures/SWMS.

Ensure all workers on-site are trained and familiar with emergency and evacuation procedures.

Person/s responsible to implement and follow emergency procedures and control measures:

Review

To ensure controls are implemented and monitored effectively:

- Toolbox /pre-work meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
 - Spot checks
 - Consultation
 - Scheduled audits
- Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons)

Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.

Person/s responsible to implement and follow monitoring and review procedures and control measures:





SAFE WORK METHOD STATEN	IENT - Part 2		
Formal Training, Licences required for work	ers undertaking this task:	Duties of workers undertaking this task:	Details of Supervisory Arrangements for workers undertaking this task:
 Construction Industry White Card On-site training in safe work practices Licence to Perform High Risk Work (operating certain plant, equipment 		- Operator - Supervisor - Labourers	 Suitably qualified supervisors for job Direct on-site supervision Remote site – communication systems/ schedule Audits Spot Checks, etc. Reporting systems JSA
Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:	Relevant Legislation Note: Retain only the le	, Codes of Practice: egislation references applicable to your state	of operation for this SWMS
- Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority PPE to comply with relevant Australian Standards Plant/Tools/Equipment: (List plant and equipment to be used on the job.)	 Work Health an Codes of Practice: Construction W Managing the R Managing Noise Workplace How to Manage Code of Practic Coordination Australian & Intern AS/NZS.1269.0:200 Overview and general AS/NZS.1269.1:200 Measurement and exposure 	ork Risk of Plant in the Workplace e and Preventing Hearing Loss in the Work Health and Safety Risks e: WHS Consultation, Cooperation & national Standards: 05 - Occupational noise management -	management - Noise control management AS/NZS.1269.3:2005 - Occupational noise management - Hearing protector program AS/NZS.1269.4:2005 - Occupational noise management - Auditory assessment ISO:9533: 2010 Earth-moving machinery – Machine- mounted audible travel alarms and forward horns – Test methods and performance criteria ISO 7731:2003 Ergonomics – Danger signals for public and work areas – Auditory danger signals
Reference Documents		•	
Work Health and Safety Act 2011 Work Health and Safety Regulations	2011	•	





Safe Work Australia (2011) - Code of Practice: Construction Work

Safe Work Australia (2011) - Code of Practice: Managing the Risk of Plant in

the Workplace

Safe Work Australia (2011) - Code of Practice: Managing Noise and

Preventing Hearing Loss in the Workplace

Safe Work Australia (2011) - Code of Practice: How to Manage Work Health

and Safety Risks

Safe Work Australia (2011) - Code of Practice: WHS Consultation,

Cooperation & Coordination

WorkCover NSW - Safety Alert: Moving Plant on Construction Site





SAFE WORK METHOD STATEMENT - Part 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/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 risk control measures, safe work instructions and Personal Protective Equipment described.

this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.													
Overall Risk Ratin	Overall Risk Rating after Controls 1 Low				2 Moderate)		3 High			4 Acute		
Employee/Wo	orker Name	Jo	Job Role / Position			Signature		Da	Date Time		Employer	Employer/PCBU/ Supervisor	
Review No.	1		2	3		4		5		6	7	8	
Name													
Initial													
Date													
				HI	ERAF	RCHY OF C	CONTRO	DLS					
Elimination - R eliminated where			Engineerin	itution Isolatio g - Where risk ren nation of controls used	<mark>mains,</mark>	\rightarrow		strative - W , administrativ will be used	e controls	•	(PPE) - Where will be redureasonably practice.	ective Equipment risk still remains, it uced as far as sticable with use of PE.	





RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at http://www.saiglobal.com References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood What is the possibility that the effect will occur?								
	Criteria Description							
Almost certain	Expected in most circumstances.	Effect is a common result.						
Likely	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened.						
Possible	Might occur at some time.	Effect could occur at the site or I've heard of it happening.						
Unlikely	Could occur at some time.	Effectisnotlikelytooccuratthesiteorl have not heard of it happening.						
Rare	May occur only in exceptional circumstances.	Effect is practically impossible.						

Step 3 Determine the risk score										
Consequence										
Likelihood	Insignificant	nsignificant Minor Moderate Major Catastrophic								
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute					
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute					
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute					
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute					
Rare	1 Low	1 Low	2Moderate	3 High	3 High					

Step 2: Determine Consequence What will be the expected effect?		
Level of Effect:	Example of each level:	
Insignificant/Acceptable	No effect – or so minor that effect is acceptable.	
Minor	First Aid treatment only; no lost time injury.	
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days.	
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death.	
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths.	

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
4 A: Acute	DO NOT PROCCED. Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding.
3 H: High	Review before commencing work . Introduce new controls and/or maintain high level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/workprocessesorprocedureschange.
1 L: Low	Record and monitor . Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.