



Safe Work Method Statement – Site Establishment

Version No: 1.0
Issue Date: 01/02/2018
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<p>PART A: SWMS SUMMARY</p> <p style="text-align: right;">Approved and Implemented By: Chris Hoffmann</p>	<p>Project Name: Various Projects</p> <p>Scope of Works: National</p> <p>Job Address: Multiple – Various sites per day</p> <p>Activity: Various civil activities</p> <p>Company Name: Brydaw Pty Ltd</p> <p>ABN: 120319717</p>
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Type of Work Permit Required: (indicate by ticking box)	Personal Protective Equipment (PPE) Requirements: (indicate by ticking box)	Special Tools or Equipment Required (Consider such things as gas detection, ventilation fans, lighting, high pressure water blaster etc.)
<input type="checkbox"/> Confined Spaces <input type="checkbox"/> Hot Work <input type="checkbox"/> Night Work (excludes emergency work) <input type="checkbox"/> Other: _____	<input checked="" type="checkbox"/> Safety Helmet <input checked="" type="checkbox"/> Steel cap boots with a defined heel <input checked="" type="checkbox"/> High visibility clothing <input checked="" type="checkbox"/> Safety Glasses <input checked="" type="checkbox"/> Rigger Gloves <input checked="" type="checkbox"/> Disposal Gloves <input checked="" type="checkbox"/> Broad brim hat <input checked="" type="checkbox"/> Sunscreen	<input checked="" type="checkbox"/> Wooden Handled Crowbar <input checked="" type="checkbox"/> Asbestos Disposal Bags <input checked="" type="checkbox"/> Gas Detector: 4 sensor <input checked="" type="checkbox"/> Earth mat <input checked="" type="checkbox"/> Safety Line <input checked="" type="checkbox"/> Seal Breaker <input checked="" type="checkbox"/> Pit key <input checked="" type="checkbox"/> Guards <input checked="" type="checkbox"/> Witches hats <input checked="" type="checkbox"/> Footway boards <input checked="" type="checkbox"/> Signage
<p>Potential Environmental Hazards (indicate by marking box)</p> <input checked="" type="checkbox"/> Air Pollution (dust, fumes) <input type="checkbox"/> Spills to water <input checked="" type="checkbox"/> Spills to ground <input checked="" type="checkbox"/> Noise Pollution <input checked="" type="checkbox"/> Hazard to Flora or Fauna <input type="checkbox"/> Erosion	<p>Hazardous Materials (List any hazardous materials to be used and attach a SDS)</p> <p>Tetra supplied material: Nil</p> <p>WORKER supplied material: Nil</p>	<p>Fire/Emergency Equipment Requirements (Consider fire extinguishers, rescue gear, etc.)</p> <input checked="" type="checkbox"/> Confined space retrieval harness, rope and tripod. Certified Personnel only. <input checked="" type="checkbox"/> Fire extinguisher <input checked="" type="checkbox"/> First aid kit

High Risk Work Involved in this Activity?

Risk of falls – from one level to another

Likely to involve disturbing asbestos

Work on or near chemical, fuel or refrigerant lines

Work in or near shaft or trench with an excavated depth greater than 1.5m or a in tunnel

Work with tilt up or pre-cast concrete

Work on, in or adjacent to rail shipping or other major traffic corridor

Work on a telecommunications tower

Temporary load-bearing support structures

Work in or near a drowning risk

Work on or near energised electrical installations or services

Work in an area with movement of powered mobile plant

Demolition of load-bearing structure

Work in confined spaces

Work on or near pressurised gas pipes or mains

Work in an area with contaminated or flammable atmosphere

Work in or areas with artificial extremes of temperature

Other [please specify on your Daily JSEAI:

RISK RATING MATRIX	Effect	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood of recurrence		Report only – No First Aid or first aid management required, near miss, no major impact on the environment	Incident in which first aid, first aid management required. On-site environmental discharge/release and immediately contained (minor spill)	Lost time injury or medical treatment required. Environmental impact – On-site release contained with external assistance i.e. emergency services	Extensive injury – permanent part disability. Environmental impact – Off site release with major impact on the environment	Potential death, permanent disability or major structural failure/damage. Major environmental damage. Off site release with significant impact on the environment
Almost certain	Could happen at any time (frequently)	Medium (5)	Medium (10)	High (15)		
Likely	Could happen sometime		Medium (9)	Medium (14)	High (19)	
Possible	Could happen occasionally			Medium (13)	High (18)	
Unlikely	May occur only in exceptional circumstances				Medium (17)	High (22)
Rare	Could happen but probably never will				Medium (16)	Medium (21)

Risk Control Action	Construction HSE	Other	Risk Control Action	Construction HSE	Other
	Work activity cannot proceed	Immediate Action Required	(M) Medium	SWNS required or controls documented by one competent in risk management	Generally implement a Simple Control (e.g. Manage by Exception)
(H) High	Task pre start (where more than one worker is onsite) and/or JSEAI required plus SWNS	Senior Management Attention Required		Control optional – except where Regulatory, Region, Client or Australian Standard apply	Control optional – except where Regulatory, Region, Client or Australian Standards apply.

PART B Task #	JOB STEP	POTENTIAL HAZARDS	Inherent Risk	REQUIRED HAZARD CONTROL	Residual Risk	RESPONSIBLE PERSON
1.0	Job Prestart	Unidentified hazards, personal injury Where access to a premises is required - contract the customer prior to attending the site to assist in identifying local hazards i.e. Dogs and other domestic animals	1. Workers are to contact the customer on the nominated contact point prior to proceeding to the site. Mobile phones are not to be used whilst driving. 2. Workers are to ask the owner to secure dogs or other domestic animals before attendance. 3. Workers are to ask the customer or contact person of their knowledge of any site specific hazards, including the presence of asbestos. 4. For Customers Not in Attendance (CNIA) access and conduct testing at the side of the house if a Lucca / Madison box / or external Main Distribution Frame (MDF) is accessible. 5. If no external test point is present or one that requires opening a gate the WORKER is to access the joint outside the customers' premises (CP).	1. Any contamination found in soil must be reported to your manager and no further ground breaking activities can be performed. 2. Site is to be made safe, restrict access, until further instruction from your manager. 3. Residences/business adjacent to where asbestos work is to be undertaken. 4. Residences/businesses on opposite side of road from where asbestos work is to be undertaken. Resident notifications should also be extended, at the subcontractor's discretion, to include high traffic/pedestrian/visibility areas such as nearby Childcare Centres and Grocery Stores 5. A Planning Assessment Report (Environmental report) may be required to identify the key issues and risks associated with environmental, cultural and heritage items associated with the proposed works. 6. Land Access Activity Notice (LAAN or LAC) is a statutory notice that will be served on the owner and effected occupier of the land 7. The infrastructure will not be a low-impact facility if the area is also an area of environmental or cultural (Aboriginal) significance. 8. Trenches for underground conduit cannot be more than 450mm wide. 9. In residential areas, not more than 100 metres of excavation is left open at any time.	M 21	All Workers
1.1	Contracted Construction Resource (WORKER) receives a Job Pack from Console.	Unidentified hazards, personal injury Where access to a premises is required - contract the customer prior to attending the site to assist in identifying local hazards i.e. Dogs and other domestic animals	1. Any contamination found in soil must be reported to your manager and no further ground breaking activities can be performed. 2. Site is to be made safe, restrict access, until further instruction from your manager. 3. Residences/business adjacent to where asbestos work is to be undertaken. 4. Residences/businesses on opposite side of road from where asbestos work is to be undertaken. Resident notifications should also be extended, at the subcontractor's discretion, to include high traffic/pedestrian/visibility areas such as nearby Childcare Centres and Grocery Stores 5. A Planning Assessment Report (Environmental report) may be required to identify the key issues and risks associated with environmental, cultural and heritage items associated with the proposed works. 6. Land Access Activity Notice (LAAN or LAC) is a statutory notice that will be served on the owner and effected occupier of the land 7. The infrastructure will not be a low-impact facility if the area is also an area of environmental or cultural (Aboriginal) significance. 8. Trenches for underground conduit cannot be more than 450mm wide. 9. In residential areas, not more than 100 metres of excavation is left open at any time.	M 16	All workers	
1.2	Soil Assessment – All Ground Breaking Activities	Environmental Contamination Prosecution from Regulator	1. Any contamination found in soil must be reported to your manager and no further ground breaking activities can be performed. 2. Site is to be made safe, restrict access, until further instruction from your manager. 3. Residences/business adjacent to where asbestos work is to be undertaken. 4. Residences/businesses on opposite side of road from where asbestos work is to be undertaken. Resident notifications should also be extended, at the subcontractor's discretion, to include high traffic/pedestrian/visibility areas such as nearby Childcare Centres and Grocery Stores 5. A Planning Assessment Report (Environmental report) may be required to identify the key issues and risks associated with environmental, cultural and heritage items associated with the proposed works. 6. Land Access Activity Notice (LAAN or LAC) is a statutory notice that will be served on the owner and effected occupier of the land 7. The infrastructure will not be a low-impact facility if the area is also an area of environmental or cultural (Aboriginal) significance. 8. Trenches for underground conduit cannot be more than 450mm wide. 9. In residential areas, not more than 100 metres of excavation is left open at any time.	M 21	All Workers	
1.3	Notify Neighbours – prior to work commencing	Risk to members of the public and workers from exposure to Asbestos related diseases	1. Any contamination found in soil must be reported to your manager and no further ground breaking activities can be performed. 2. Site is to be made safe, restrict access, until further instruction from your manager. 3. Residences/business adjacent to where asbestos work is to be undertaken. 4. Residences/businesses on opposite side of road from where asbestos work is to be undertaken. Resident notifications should also be extended, at the subcontractor's discretion, to include high traffic/pedestrian/visibility areas such as nearby Childcare Centres and Grocery Stores 5. A Planning Assessment Report (Environmental report) may be required to identify the key issues and risks associated with environmental, cultural and heritage items associated with the proposed works. 6. Land Access Activity Notice (LAAN or LAC) is a statutory notice that will be served on the owner and effected occupier of the land 7. The infrastructure will not be a low-impact facility if the area is also an area of environmental or cultural (Aboriginal) significance. 8. Trenches for underground conduit cannot be more than 450mm wide. 9. In residential areas, not more than 100 metres of excavation is left open at any time.	M 21	WORKER	
1.4	Planning and Assessment Report (PAR) and Land Access Notice (LAAN/LAC)	Environmental Damage Prosecution from Regulator	1. Any contamination found in soil must be reported to your manager and no further ground breaking activities can be performed. 2. Site is to be made safe, restrict access, until further instruction from your manager. 3. Residences/business adjacent to where asbestos work is to be undertaken. 4. Residences/businesses on opposite side of road from where asbestos work is to be undertaken. Resident notifications should also be extended, at the subcontractor's discretion, to include high traffic/pedestrian/visibility areas such as nearby Childcare Centres and Grocery Stores 5. A Planning Assessment Report (Environmental report) may be required to identify the key issues and risks associated with environmental, cultural and heritage items associated with the proposed works. 6. Land Access Activity Notice (LAAN or LAC) is a statutory notice that will be served on the owner and effected occupier of the land 7. The infrastructure will not be a low-impact facility if the area is also an area of environmental or cultural (Aboriginal) significance. 8. Trenches for underground conduit cannot be more than 450mm wide. 9. In residential areas, not more than 100 metres of excavation is left open at any time.	M 16	All workers	
2.0	Travel to and from work site	Driver incompetence Serious injury or death Adverse conditions	1. Driver to have current driver's license 2. Driver to adhere to all road rules 3. Driver not to use mobile phone unless connected to 'hands free' unit 4. Vehicle registered 5. Compulsory insurance cover maintained on vehicle (i.e. comprehensive insurance and Third Party Car Insurance) 6. Regular maintenance undertaken on vehicle 7. Vehicle is in a roadworthy condition 8. Safety defects are to be rectified before undertaking work. 9. Adverse conditions – bush fire zones, flood areas, abnormal storm activity must be checked on weather applications/stations. 10. Workers are not to proceed to areas identified as high risk. 11. Workers to assess if it is safe for them to proceed to a medium risk zone and notify their Manager if they are to do so. 12. WORKER to use mobile phones, GPS navigation units and laptops only when the vehicle is stopped and parked legally.	M 21	WORKER / Driver	
2.1	Travel to and from work site	Driver incompetence	1. Driver to have current driver's license 2. Driver to adhere to all road rules 3. Driver not to use mobile phone unless connected to 'hands free' unit 4. Vehicle registered 5. Compulsory insurance cover maintained on vehicle (i.e. comprehensive insurance and Third Party Car Insurance) 6. Regular maintenance undertaken on vehicle 7. Vehicle is in a roadworthy condition 8. Safety defects are to be rectified before undertaking work. 9. Adverse conditions – bush fire zones, flood areas, abnormal storm activity must be checked on weather applications/stations. 10. Workers are not to proceed to areas identified as high risk. 11. Workers to assess if it is safe for them to proceed to a medium risk zone and notify their Manager if they are to do so. 12. WORKER to use mobile phones, GPS navigation units and laptops only when the vehicle is stopped and parked legally.	M 21	WORKER	
2.2	Vehicle Roadworthy	Serious injury or death Adverse conditions	1. Driver to have current driver's license 2. Driver to adhere to all road rules 3. Driver not to use mobile phone unless connected to 'hands free' unit 4. Vehicle registered 5. Compulsory insurance cover maintained on vehicle (i.e. comprehensive insurance and Third Party Car Insurance) 6. Regular maintenance undertaken on vehicle 7. Vehicle is in a roadworthy condition 8. Safety defects are to be rectified before undertaking work. 9. Adverse conditions – bush fire zones, flood areas, abnormal storm activity must be checked on weather applications/stations. 10. Workers are not to proceed to areas identified as high risk. 11. Workers to assess if it is safe for them to proceed to a medium risk zone and notify their Manager if they are to do so. 12. WORKER to use mobile phones, GPS navigation units and laptops only when the vehicle is stopped and parked legally.	M 21	all workers	
2.3	Use of Laptop, Phone or GPS Navigation unit whilst driving	Personal Injury Vehicle damage	1. Driver to have current driver's license 2. Driver to adhere to all road rules 3. Driver not to use mobile phone unless connected to 'hands free' unit 4. Vehicle registered 5. Compulsory insurance cover maintained on vehicle (i.e. comprehensive insurance and Third Party Car Insurance) 6. Regular maintenance undertaken on vehicle 7. Vehicle is in a roadworthy condition 8. Safety defects are to be rectified before undertaking work. 9. Adverse conditions – bush fire zones, flood areas, abnormal storm activity must be checked on weather applications/stations. 10. Workers are not to proceed to areas identified as high risk. 11. Workers to assess if it is safe for them to proceed to a medium risk zone and notify their Manager if they are to do so. 12. WORKER to use mobile phones, GPS navigation units and laptops only when the vehicle is stopped and parked legally.	M 21	M	

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				<p>For each hazard identified list the control measures required to eliminate or minimise the risk of Injury.</p>		
2.4	Motor vehicle malfunction	Personal Injury Vehicle damage	H 15	<ol style="list-style-type: none"> Hands free kits to be installed in vehicles where phone is used Vehicles to maintained and serviced to manufacturers specifications. Driver to ensure vehicle inspections are performed e.g. lights, indicator, lights, brake lights, tyre pressure and vision. Ensure roof racks have been secured and installed properly to the roof of the vehicle. Ensure all equipment is properly secured to roof racks prior to driving. The down straps, ropes, chains inspected for defects before use. Vehicle to have cargo barrier installed where required and all items stored securely before travel. 	L 12	all workers
2.5	Unsecured loads from roof racks, trailer and inside vehicle	Personal Injury Vehicle damage	H 15	<ol style="list-style-type: none"> Use and follow Stop, Revive, Survive model. Rest 15 minutes every two hours Where practical, ensure power naps are taken. Workers instructed to advise their manager of issues that may adversely affect their ability to operate a vehicle/complete works. Drive to Heavy Vehicle Log book Drivers to exercise extreme caution when travelling in rural areas and watch out for native and wild animals and livestock. Driver to take note of native animals and livestock warning signs. Drivers to take extreme caution when driving at night to avoided striking native animals and livestock. Extra caution is to be taken during dawn and dusk driving. Driver is to adhere to road rules and drive in a safe manner. Driver is not to drive aggressively or in a threatening manner, i.e. speed, tail-gate, cut off other drivers (especially semi-trailers). Driver is not to provoke aggressive or threatening behavior to other drivers. If deemed necessary, lock vehicle doors whilst driving. Workers are to park their vehicles according to road rules of their State or Territory. Workers are to park on hard surfaces ensuring the vehicle doesn't become bogged. Vehicles that may become bogged from time to time are to seek assistance from a licensed vehicle retrieval service at their cost. Workers are to avoid parking on long grassy areas due to the increased risk of fire from hot components under the vehicle. For safe unloading of tools and equipment the placement of Witches Hats at the rear of the vehicle reducing the chance of other motorists restricting the ability to unload or load tools or materials. Park to the Traffic Control Plan set up by an approved Traffic Control company. For Workers travelling to isolated areas they are to have ability to contact emergency services confirmed by supervisor. 	L 12	all workers
2.6	Fatigue	Increased risk of vehicle accidents due to extended travel times	E 25	<ol style="list-style-type: none"> Use and follow Stop, Revive, Survive model. Rest 15 minutes every two hours Where practical, ensure power naps are taken. Workers instructed to advise their manager of issues that may adversely affect their ability to operate a vehicle/complete works. Drive to Heavy Vehicle Log book Drivers to exercise extreme caution when travelling in rural areas and watch out for native and wild animals and livestock. Driver to take note of native animals and livestock warning signs. Drivers to take extreme caution when driving at night to avoided striking native animals and livestock. Extra caution is to be taken during dawn and dusk driving. Driver is to adhere to road rules and drive in a safe manner. Driver is not to drive aggressively or in a threatening manner, i.e. speed, tail-gate, cut off other drivers (especially semi-trailers). Driver is not to provoke aggressive or threatening behavior to other drivers. If deemed necessary, lock vehicle doors whilst driving. Workers are to park their vehicles according to road rules of their State or Territory. Workers are to park on hard surfaces ensuring the vehicle doesn't become bogged. Vehicles that may become bogged from time to time are to seek assistance from a licensed vehicle retrieval service at their cost. Workers are to avoid parking on long grassy areas due to the increased risk of fire from hot components under the vehicle. For safe unloading of tools and equipment the placement of Witches Hats at the rear of the vehicle reducing the chance of other motorists restricting the ability to unload or load tools or materials. Park to the Traffic Control Plan set up by an approved Traffic Control company. For Workers travelling to isolated areas they are to have ability to contact emergency services confirmed by supervisor. 	M 21	all workers
2.7	Vehicle hitting animals (especially in rural areas)	Personal Injury Vehicle damage Wildlife and animal endangerment	E 23	<ol style="list-style-type: none"> Use and follow Stop, Revive, Survive model. Rest 15 minutes every two hours Where practical, ensure power naps are taken. Workers instructed to advise their manager of issues that may adversely affect their ability to operate a vehicle/complete works. Drive to Heavy Vehicle Log book Drivers to exercise extreme caution when travelling in rural areas and watch out for native and wild animals and livestock. Driver to take note of native animals and livestock warning signs. Drivers to take extreme caution when driving at night to avoided striking native animals and livestock. Extra caution is to be taken during dawn and dusk driving. Driver is to adhere to road rules and drive in a safe manner. Driver is not to drive aggressively or in a threatening manner, i.e. speed, tail-gate, cut off other drivers (especially semi-trailers). Driver is not to provoke aggressive or threatening behavior to other drivers. If deemed necessary, lock vehicle doors whilst driving. Workers are to park their vehicles according to road rules of their State or Territory. Workers are to park on hard surfaces ensuring the vehicle doesn't become bogged. Vehicles that may become bogged from time to time are to seek assistance from a licensed vehicle retrieval service at their cost. Workers are to avoid parking on long grassy areas due to the increased risk of fire from hot components under the vehicle. For safe unloading of tools and equipment the placement of Witches Hats at the rear of the vehicle reducing the chance of other motorists restricting the ability to unload or load tools or materials. Park to the Traffic Control Plan set up by an approved Traffic Control company. For Workers travelling to isolated areas they are to have ability to contact emergency services confirmed by supervisor. 	M 21	all workers
2.8	Road rage	Personal Injury Vehicle damage	H 15	<ol style="list-style-type: none"> Use and follow Stop, Revive, Survive model. Rest 15 minutes every two hours Where practical, ensure power naps are taken. Workers instructed to advise their manager of issues that may adversely affect their ability to operate a vehicle/complete works. Drive to Heavy Vehicle Log book Drivers to exercise extreme caution when travelling in rural areas and watch out for native and wild animals and livestock. Driver to take note of native animals and livestock warning signs. Drivers to take extreme caution when driving at night to avoided striking native animals and livestock. Extra caution is to be taken during dawn and dusk driving. Driver is to adhere to road rules and drive in a safe manner. Driver is not to drive aggressively or in a threatening manner, i.e. speed, tail-gate, cut off other drivers (especially semi-trailers). Driver is not to provoke aggressive or threatening behavior to other drivers. If deemed necessary, lock vehicle doors whilst driving. Workers are to park their vehicles according to road rules of their State or Territory. Workers are to park on hard surfaces ensuring the vehicle doesn't become bogged. Vehicles that may become bogged from time to time are to seek assistance from a licensed vehicle retrieval service at their cost. Workers are to avoid parking on long grassy areas due to the increased risk of fire from hot components under the vehicle. For safe unloading of tools and equipment the placement of Witches Hats at the rear of the vehicle reducing the chance of other motorists restricting the ability to unload or load tools or materials. Park to the Traffic Control Plan set up by an approved Traffic Control company. For Workers travelling to isolated areas they are to have ability to contact emergency services confirmed by supervisor. 	L 12	all workers
2.9	Illegal or Unsuitable Parking	Fire Vehicle damage Serious personal injury	H 15	<ol style="list-style-type: none"> Use and follow Stop, Revive, Survive model. Rest 15 minutes every two hours Where practical, ensure power naps are taken. Workers instructed to advise their manager of issues that may adversely affect their ability to operate a vehicle/complete works. Drive to Heavy Vehicle Log book Drivers to exercise extreme caution when travelling in rural areas and watch out for native and wild animals and livestock. Driver to take note of native animals and livestock warning signs. Drivers to take extreme caution when driving at night to avoided striking native animals and livestock. Extra caution is to be taken during dawn and dusk driving. Driver is to adhere to road rules and drive in a safe manner. Driver is not to drive aggressively or in a threatening manner, i.e. speed, tail-gate, cut off other drivers (especially semi-trailers). Driver is not to provoke aggressive or threatening behavior to other drivers. If deemed necessary, lock vehicle doors whilst driving. Workers are to park their vehicles according to road rules of their State or Territory. Workers are to park on hard surfaces ensuring the vehicle doesn't become bogged. Vehicles that may become bogged from time to time are to seek assistance from a licensed vehicle retrieval service at their cost. Workers are to avoid parking on long grassy areas due to the increased risk of fire from hot components under the vehicle. For safe unloading of tools and equipment the placement of Witches Hats at the rear of the vehicle reducing the chance of other motorists restricting the ability to unload or load tools or materials. Park to the Traffic Control Plan set up by an approved Traffic Control company. For Workers travelling to isolated areas they are to have ability to contact emergency services confirmed by supervisor. 	M 13	all workers
2.10	Isolation	Personal Injury	H 18	<ol style="list-style-type: none"> Use and follow Stop, Revive, Survive model. Rest 15 minutes every two hours Where practical, ensure power naps are taken. Workers instructed to advise their manager of issues that may adversely affect their ability to operate a vehicle/complete works. Drive to Heavy Vehicle Log book Drivers to exercise extreme caution when travelling in rural areas and watch out for native and wild animals and livestock. Driver to take note of native animals and livestock warning signs. Drivers to take extreme caution when driving at night to avoided striking native animals and livestock. Extra caution is to be taken during dawn and dusk driving. Driver is to adhere to road rules and drive in a safe manner. Driver is not to drive aggressively or in a threatening manner, i.e. speed, tail-gate, cut off other drivers (especially semi-trailers). Driver is not to provoke aggressive or threatening behavior to other drivers. If deemed necessary, lock vehicle doors whilst driving. Workers are to park their vehicles according to road rules of their State or Territory. Workers are to park on hard surfaces ensuring the vehicle doesn't become bogged. Vehicles that may become bogged from time to time are to seek assistance from a licensed vehicle retrieval service at their cost. Workers are to avoid parking on long grassy areas due to the increased risk of fire from hot components under the vehicle. For safe unloading of tools and equipment the placement of Witches Hats at the rear of the vehicle reducing the chance of other motorists restricting the ability to unload or load tools or materials. Park to the Traffic Control Plan set up by an approved Traffic Control company. For Workers travelling to isolated areas they are to have ability to contact emergency services confirmed by supervisor. 	M 17	all workers
3.0 Loading and Unloading Plant and Equipment						
3.1	Prior to Departure	Personal Injury Equipment Damage Prosecution	E 23	<ol style="list-style-type: none"> Perform a risk assessment to assess site and transport risks Competent operators to move plant of and on trucks and trailers Ensure equipment is ready for transport: e.g. no loose fittings, fleet inspection completed Ensure truck has capacity for plant/equipment Heavy equipment to be loaded by mechanical aids, e.g. Hiab, Ramps etc. 	M 21	all workers

PART B Task #	JOB STEP	POTENTIAL HAZARDS	Inherent Risk	REQUIRED HAZARD CONTROL	Residual Risk	RESPONSIBLE PERSON
				<p>For each hazard identified list the control measures required to eliminate or minimise the risk of Injury.</p>		
3.2	Arrival at Site	Personal Injury Equipment Damage Manual handling injuries	E 23	<ol style="list-style-type: none"> 1. Perform a risk assessment to assess the unloading area site risks. 2. Ensure firm, level ground is available for unloading 3. Competent operators to move plant of and on trucks and trailers 4. All mobile plant to be appropriately registered. 5. Remove all tie down chains, straps etc. 6. Heavy equipment to be unloaded by mechanical aids, e.g. Hiab, Ramps etc. 7. Clear No-Go (unloading) Zones before unloading 8. Unloading trucks should not be done by a plant operator of a forklift or crane unless the operator can see the truck driver is well clear of a designated exclusion zone. 9. Only equipment that has been rated to lift equipment or materials shall do so. The Safe Working Load (SWL) is to be affixed to the lifting equipment 10. Use a Spotter to guide unloading and movement of mobile plant/equipment through worksite as required 	M 21	all workers
3.3	Use of Spotter	Slip, trip fall hazard Personal Injury from plant or equipment	H 18	<ol style="list-style-type: none"> 1. Spotters to wear appropriate PPE i.e. high visibility clothing, safety boots, hard hat (if required) 2. Ensure the designated unloading area is clearly defined, hazards minimised and spotter and plant operator 3. Agree communication method with the Spotter before unloading begins 4. Do not commence unloading until the Spotter is ready and gives the signal to do so 5. Ensure everyone is a safe distance from the transporter vehicle and mobile plant operator remains in visual contact with the spotter. If not STOP until visual contact is restored. 6. Mobile plant operator and other workers are to follow directions from the Spotter 	M 16	all workers
3.4	Operation of Plant/Equipment	Personal Injury from plant or equipment	E 23	<ol style="list-style-type: none"> 1. Plant operators to be licensed or have letter of competency (State/Territory regulations apply) 2. Unloading trucks should not be done by a plant operator of a forklift or crane unless the operator can see the truck driver is well clear of a designated exclusion zone. 3. Spotter should always be in the sight of the plant operator 4. High visibility clothing to be worn by plant operator and spotter. 	M 21	all workers

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PART B Task #	JOB STEP	POTENTIAL HAZARDS Against each step list the potential hazards that could cause injury/damage when the task step is performed.	Inherent Risk	REQUIRED HAZARD CONTROL		Residual Risk	RESPONSIBLE PERSON		
				For each hazard identified list the control measures required to eliminate or minimise the risk of injury.					
4.0	Site establishment and de-establishment	Inadequate induction, unidentified hazards, personal injury	H 18	<ol style="list-style-type: none"> All workers to be aware of Safe Work Method Statements (SWMS) for the activities they are to perform at the worksite. Workers are to sign SWMS as evidence that they have read and understand the contents of the SWMS. All visitors to be inducted on worksite and sign the JSEFA as evidence that they understand the risks associated with the worksite. A 'vehicle pack' containing safety information, policies and procedures, safety register, emergency contact lists etc. are to be maintained at worksite whilst any worker remains at the worksite. 	M 16	all workers			
							<ol style="list-style-type: none"> WORKER to contact the customer or site contact and assess the customers' needs and identify potential threats posed by the customer. For immediate threats the MANAGER / WORKER are to exit to a safe place and to call 000 and request the police. The WORKER is to notify their MANAGER of the incident immediately. If the customer or other members of the public threatens the WORKER or uses language that may indicate a potential threat, the WORKER is to remove themselves away from the dangerous situation and then to contact their Manager for guidance / assistance. WORKER is not to enter customer's premises unless an adult is in attendance. 	M 13	all workers
4.1	Site establishment and de-establishment	Aggressive customers or members of the public	H 15	<ol style="list-style-type: none"> Permission to be obtained from client and customer (resident) prior to entering site. Client site inductions to be attended by all relevant workers prior commencement of works if required. All workers and visitors inducted to worksite, if applicable. 	L 11	all workers			
							<ol style="list-style-type: none"> PPE (including but not limited to hardhat, safety boots and fluorescent high visibility garments) to be worn at all times when on site. Construction Induction Card to be carried on site at all times. Take care when working near mobile plant and ensure that operator is aware of your presence. 	L 11	all workers
<ol style="list-style-type: none"> Unsafe practices in construction / work sites 	H 15	<ol style="list-style-type: none"> Exclusion zone to be implemented near mobile plant. Ergonomic team lifting where required and where mechanical aids cannot be used. Where ramps are deployed manually, two person lift is required. All personnel are to stay away from suspended loads and reversing plant. Hat hats to be worn by workers when near lifted loads 	M 13	competent operator / all workers					

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	List the steps required to perform the task in the sequence they are carried out.	Against each step list the potential hazards that could cause injury/damage when the task step is performed.		For each hazard identified list the control measures required to eliminate or minimise the risk of injury.		
		First aid awareness and emergency- Working in isolation	M 13	<ol style="list-style-type: none"> Ensure you are inducted to the Clients Site Safety Induction prior to commencing work on their sites Ensure that vehicle is equipped with an up to date first aid kit. (Refer relative State/Territory WHS Regulations or Code of Practice). Copy of emergency phone numbers is to be located in vehicle. Working in isolation is to be avoided if possible. If required implement a contact protocol with your manager. Always let somebody know where you're going and how long you will be. Carry mobile phone with you when you are away from the vehicle and regularly check for reception. Ensure mobile phone has an adequately charged battery. Ensure you have extra survival items when working in isolation, especially food, water and warm clothing. <p>Call emergency services on 000 (or 112 for mobiles) in the event of any emergency.</p>	L 11	all workers
		Insect and Pests - Spider, Insect or snake bites	E 23	<ol style="list-style-type: none"> Assess the area for potential insect or pest hazards. Snakes and spiders are never to be caught, harassed or interfered with. Be aware of snakes and spiders under debris or when lifting manhole/pit lids. Consider insect repellent. Check for Ticks after the completion of work in tick infested areas. Always wear safety boots, and use gloves when performing this activity. For insect or pest infestation such as bee hives etc, contact your manager. 	M 21	all workers
		Needle stick injuries	E 23	<ol style="list-style-type: none"> Use gloves and plastic/metal tools to collect syringes/needles or other sharp implements. Dispose of needle in approved container (sharps container). Use gloves and plastic/metal tools to clean pits, do not use bare hands. Dispose of sharps at an authorised location (i.e. doctors' surgery, hospital, authorised sharps disposal site). 	M 21	All workers
		Incorrect manual handling of heavy items	H 18	<ol style="list-style-type: none"> Workers trained in manual handling techniques Items that are too heavy for a two man lift are to be moved / lifted by mechanical means. Job rotation & regular rest breaks 	M 16	all workers
		Slips, trips, falls and barbed wire	H 15	<ol style="list-style-type: none"> Do not jump or climb over fences, unless it is absolutely necessary to do so. If it is necessary to climb over barbed wire, place a blanket or other strong material on top of wire, prior to climbing over. Wear leather gloves and long trousers. When walking through long grass be aware of trenches, uneven ground, holes or steep and slippery surfaces. Wear appropriate PPE, i.e. steel capped boots, leather gloves and long trousers. 	L 11	All workers
		Weather conditions – heat, cold or rain	H 22	<ol style="list-style-type: none"> Use correct PPE and approved appropriate clothing depending on weather conditions. Implement appropriate health measures i.e. take regular breaks, adequate fluid intake, work in shade during extreme temperatures and rotate workers. Wear adequate wet weather gear, if required. Observe all fire bans. Identify emergency evacuation point. UV sunblock is to be kept onsite and worn as appropriate. 	M 21	all workers
		UV radiation – sunburn, sunstroke or dehydration	H 22	<ol style="list-style-type: none"> Locators to wear protective clothing, including broad brimmed hat, sun glasses, long pants and shirts when applicable. 	M 21	all workers

PART B Task #	JOB STEP	POTENTIAL HAZARDS	Inherent Risk	REQUIRED HAZARD CONTROL	Residual Risk	RESPONSIBLE PERSON
	List the steps required to perform the task in the sequence they are carried out.	Against each step list the potential hazards that could cause injury/damage when the task step is performed.		For each hazard identified list the control measures required to eliminate or minimise the risk of Injury.		
		Extreme weather (i.e. Storms / Lightning)	H 22	<ol style="list-style-type: none"> 1. Re-schedule work if possible. 2. Take cover during storms (do not seek protection under trees). 3. Don't use conductive tools during thunder storms. 4. Wear High Visibility clothing. 	M 21	all workers
5.0	Site Hazard Identification					
		Failure to adequately identify site hazards	H 18	<ol style="list-style-type: none"> 1. Prior to commencing work, WORKER in conjunction with all site workers will undertake a visual hazard identification of the site. 2. In conjunction with 1 above a JSEA will be completed each day which will identify any hazard identified during the visual inspection. 3. All hazards identified will have appropriate controls put into place prior to any work commencing. 4. Discuss all hazards and controls with workers and any visitors to site. 5. JSEA is to be signed by all workers and visitors to show they have been made aware of the site hazards and what controls are in place to minimize those hazards. 	L 16	all workers
5.1	Complete site hazard identification	Striking/damaging overhead services/Electrical Contact	E 25	<ol style="list-style-type: none"> 1. Confirm location of all underground assets in the work area against the relevant utility plans via Dial Before You Dig (DBYD) phone 1100. 2. Ensure all DBYD drawings are current and up to date. 3. The location, path and approximate depth of underground assets or services are to be identified using a calibrated electronic cable locator. 4. Ensure all services have been clearly marked on ground with the depth and what service it is e.g. <ol style="list-style-type: none"> i. Yellow gas ii. White communications iii. Orange power iv. Blue water 5. Use paint to mark locations on ground. 6. Hand digging to be done 100mm either side service using insulated or wooden handle pot hole implements or non-destructible vacuum. 7. Gummy bucket to be used on excavators with caution (if required). 8. Plant/machinery not to be used on ACM, hand dig when there is an ACM concern 9. Spotter to be used when using excavators near assets to observe and warn against unsafe approaches to overhead and underground assets. 10. Spotter to wear safety helmet. 11. Undertake a visual inspection of the work site to identify if the plant may contact overhead services. If the plant apparatus comes within: <ol style="list-style-type: none"> i. Less than 3.0m of overhead electrical asset no work is to proceed - refer requirements detailed in Electrical Spotters - No Go Zones ii. 3.0m to 6.4m of overhead electrical refer to Electrical Spotters - No Go Zones and implement controls/requirements as per this document, this may include using a spotter (one who has current Overhead Power Awareness ticket from an approved RTD), operating 	M 21	all workers

PART B Task #	JOB STEP	POTENTIAL HAZARDS	Inherent Risk	REQUIRED HAZARD CONTROL	Residual Risk	RESPONSIBLE PERSON
<p>Working in Direct Sunlight and/or Extreme Hot Weather</p> <p>13. Ensure other asset companies are notified prior to excavation around their networks in line with their notification requirements.</p>						
6.0	Working in direct sunlight and/or extreme hot weather	<p>POTENTIAL HAZARDS</p> <p>Against each step list the potential hazards that could cause injury/damage when the task step is performed.</p>	<p>Inherent Risk</p>	<p>REQUIRED HAZARD CONTROL</p> <p>For each hazard identified list the control measures required to eliminate or minimise the risk of injury.</p>	<p>Residual Risk</p>	<p>RESPONSIBLE PERSON</p>
6.1	Working in direct sunlight and/or extreme hot weather	<p>UV Exposure</p>	<p>H</p>	<p>1. Provide cool clean drinking water in close proximity to work area. 2. Take regular drink breaks. Rest in shaded area.</p> <p>Refer to daily newspapers/radio for sun smart UV alert rating. Download and use Sun Smart app for iPhones and Androids. Where possible schedule works out of direct sunlight. Ensure appropriate consultation has been carried out prior to the work commencing. Carry out appropriate risk assessment: All personnel recommended to wear: a. Shirts with collar and long sleeves. b. Trousers or knee length shorts. c. Sunglasses – UV rated. d. Hard hats with brim extension or broad brimmed floppy hat. e. Sunscreen – minimum 30+ UV.</p>	<p>M</p>	<p>all workers</p>
6.2	Team manager for Heat Cramps Heat Exhaustion Heat Stroke	<p>Heat Stress</p>	<p>H</p>	<p>Implement agreed rest breaks i.e. 10 minutes per hour, task rotation. Encourage workers to drink water not soft drinks. Work in/under shade if possible. If possible don't work in direct sunlight between 10:00 am and 3:00 pm.</p> <p>Seek medical assistance immediately Trained first aid officer to be on site. Where a person is affected by heat stress remove to coolest place with shade covering, where there is circulating air and have person lie down.</p>	<p>M</p>	<p>all workers</p>
6.2	Team manager for Heat Cramps Heat Exhaustion Heat Stroke	<p>Symptoms:</p> <ul style="list-style-type: none"> Poor concentration, Prickly heat Muscle cramps 	<p>E</p>	<p>24</p>	<p>M</p>	<p>all workers</p>

PART B Task #	JOB STEP	POTENTIAL HAZARDS	Inherent Risk	REQUIRED HAZARD CONTROL	Residual Risk	RESPONSIBLE PERSON	
7.0 Working in Extreme Heat/Cold							
		<ul style="list-style-type: none"> Headache Fatigue Nausea Lack of co-ordination Confusion Irritability 	Inherent Risk	For each hazard identified list the control measures required to eliminate or minimise the risk of Injury.	Residual Risk	RESPONSIBLE PERSON	
				<ol style="list-style-type: none"> 1. Prior to work review local weather conditions to determine if additional precautions are required. 2. Complete JSEA prior to work. Environments and work locations where there is a potential for heat or cold stress will be identified, risk assessed and documented 3. First aid officer to be on site. 4. Check temperature at regular intervals throughout day and stop work if too hot 5. During summer or an extreme hot days, re-organise work schedule so that work is performed in the cooler parts of the day 6. Rotate employees between hot and cooler working conditions 7. Organise regular rest periods. 8. Reduce physical demands by using mechanical assistance or job rotations to those that are less physically demanding 9. Ensure adequate supply of cool drinking water is available and that workers are regularly replenishing their fluids. 10. Ensure warm drinks and conditions for cold temperatures 11. Use respirator with built in drink bottle facility (Bottle Drinking to suit full face M98 RESP 012598) refer link http://www.protectoralsafe.com.au/part/06543069/bottle-drinking-to-suit-m98-resp-012598 12. Allow for short breaks where PPE can be removed to avoid heat related discomfort. When undertaking asbestos removal work this will require asbestos PPE to be decontaminated, removed and disposed of as per Asbestos SWMS (ACVM). When work resumes a new set of asbestos PPE is to be worn. 13. Provide shade covering (portable gazebo) if possible to reduce radiant heat from the sun 14. Wear appropriate clothing that still provides adequate protection against the elements, sun, cold, wind. 15. Wear tinted safety glasses with UV protection 16. 30+ Sunscreen to be supplied and applied 30 minutes before work outdoors and commences and regularly throughout the day 	E 24	M 21	all workers
8.0 Working with Hazardous Chemicals/Substances and Dangerous Goods							
8.1	Working with Hazardous Chemicals/Substances and Dangerous Goods	<ul style="list-style-type: none"> Toxic reaction Poisonous Harmful to body parts Irritation to eyes, skin or digestive systems Burns to body parts 	M 10	<ol style="list-style-type: none"> 1. Safety data Sheets (SDS/MSDS) to be available on site for all chemicals used. 2. SDS/MSDS to be no more than five (5) years old, from date of issue. 3. All chemicals are to have been risk assessed prior to use. 4. Workers to read safety and first aid instructions on SDS/MSDS or chemical container before use. 	L 6	all workers	

PART # Task #	JOB STEP	POTENTIAL HAZARDS	Inherent Risk	REQUIRED HAZARD CONTROL	Residual Risk	RESPONSIBLE PERSON
		<p>Against each step list the potential hazards that could cause injury/damage when the task step is performed.</p> <p>Allergic reaction to skin or respiratory systems Cancerogenic May cause genetic mutation and change Corrosion to Infrastructure or plant</p>	<p>For each hazard identified list the control measures required to eliminate or minimise the risk of Injury.</p>	<p>5. Workers to read wear PPE requirements identified in SDS/MSDS or chemical container before use.</p> <p>NOTE: PPE identified on SDS may only apply when handling large quantities of chemical or for prolonged exposure to the chemical only.</p> <p>6. Workers are trained in the use of any hazardous chemical.</p> <p>7. Workers must use appropriate PPE when handling, using or decanting chemical.</p> <p>8. Chemicals containers MUST be labelled as per Australian Standards.</p> <p>9. When chemicals are decanted (placed into small containers) these containers MUST also be labelled as per Australian Standards.</p> <p>10. Flammable liquids (i.e. fuel) must be stored in suitably labelled containers, i.e. metal containers or plastic containers specifically marketed for the purpose of fuel storage. Plastic containers will be embossed with a marking indicating that they comply with the requirements of AS/NZS 2906.</p> <p>11. The volume of flammable liquids stored on site should not exceed 250 litres on a work site.</p> <p>12. Do not stored chemicals that will react with each other when mixed together.</p> <p>13. Ensure storage areas are adequately ventilated.</p> <p>14. When transporting flammable liquids ensure they are properly secured to the vehicle.</p> <p>15. Ensure appropriate first aid facilities are available e.g. first aid kit and eye wash solutions.</p> <p>16. First aid treamanagement for most chemicals, including flammable liquids, requires flowing water or water and soap (to wash off spilt chemicals). Ensure adequate water supplies are available when handling chemicals and flammable liquids.</p> <p>17. Provide first aid treamanagement as per container or SDS should a chemical incident occur.</p> <p>18. Contact emergency services IMMEDIATELY should chemicals penetrate eyes, respiratory or digestive systems or where significant skin irritations have occurred during or after chemical use.</p> <p>19. Spill kits to be available at work sites.</p> <p>20. Fire extinguishers are to be available when transporting, decanting or refueling plant and/or equipment with a flammable liquid.</p> <p>21. Reduce exposure to others by separating the process from other workers.</p>		
9.0	Access to Telstra Pits/Manholes Outside of Customer's Premises			<p>Workers are to implement the appropriate SWMS for accessing specific Telstra Pits and Manholes.</p> <p>Refer to SWMS-05 Manhole-Pit Work.</p> <p>Workers are not to enter confined spaces without the appropriate accreditations, entry permits, staff and equipment.</p>	M 21	all workers
9.1	Access to Telstra Pit / Manholes Outside of Customer's Premises	<p>Broken Telstra pits and manholes - slip trip fall and manual handling injuries</p>	<p>H 18</p>	<p>1. Workers to install a footway board above damaged broken pits and manholes before leaving the site.</p> <p>2. Workers to install a large footway board only with assistance from a second WORKER for manual handling.</p> <p>3. Workers to install a complete set of guards in an A frame secured to the pit or manhole if a footway board cannot be installed.</p>	M 16	all workers

PART B Task #	JOB STEP	POTENTIAL HAZARDS	Inherent Risk	REQUIRED HAZARD CONTROL	Residual Risk	RESPONSIBLE PERSON
				4. Workers to contact their MANAGER for replacement guards. If no replacement guards are available and the Workers Guards are depleted WORKERS are not to work in the external plant until replacement guards are obtained.		
10.0	Traffic and Pedestrian Management					
		Setting up traffic / pedestrian signs	E 25	<ol style="list-style-type: none"> Only AWorkered Traffic Management Personnel to Set Up Equipment (unless directly supervised) by aWorkered person. Traffic / Pedestrian signs to be setup in accordance with traffic management plan and are able to manage all pedestrians and traffic to ensure a safe working environment. Traffic plans scenario to be recorded on the JSEA. Wear high visibility clothing. Ensure pedestrians are detoured safely around work area using: fencing, barricades, cones, or safety tape. Site is to be adequately sign posted. 	M 21	all workers
		Hazard to workers due to road traffic on roadway whilst setting up worksite safety measures	E 25	<ol style="list-style-type: none"> Activate rotating dome flashing lights and hazard lights on WORKER vehicles. All workers to wear high visibility clothing. Additional Traffic Controller to Use Stop / Slow Bar to warn motorists if possible. AWorkered traffic controller card required. 	M 21	all workers
		Traffic Control Devices and Signage not set up correctly	H 15	<ol style="list-style-type: none"> Only AWorkered Traffic Management Personnel to Set Up Equipment (unless directly supervised) by aWorkered person. Refer to Traffic Management Plans 	L 11	all workers
		Risk of Falling from heights	E 23	<ol style="list-style-type: none"> Be aware of your surroundings and identify height hazards. Wear safety harness as required. Care to be taken when climbing onto vehicles and when unloading and loading plant, equipment or materials off trucks and vehicles. 	M 21	all workers
		Manual Handling	H 15	<ol style="list-style-type: none"> Apply ergonomic principles when establishing worksite. All workers to have completed manual handling training. Two man lifts or use mechanical aids (i.e. lifting arm, hoab, crane). 	L 11	all workers
		Unqualified Staff	H 18	<ol style="list-style-type: none"> Only certified and competent personal to use equipment / vehicles/ or plant. Copies of licenses or certificate/letter of competency are to be held on site. Trainees to complete log book under the guidance/direction of a competent trainer. 	M 16	all workers
		Unauthorized Access	H 15	<ol style="list-style-type: none"> Traffic management plan to be developed and adhered to. Secure work site to allow access to authorized personnel only. Visitors to be inducted to site. 	L 11	all workers
11.0	Installation and removal of barricades and signs					
11.1	Perform risk assessment on area to be barricaded.	Slips, trips, falls	H 18	<ol style="list-style-type: none"> Site hazards to be identified on JSEA. Be cautious when walking through long grass for sunken trenches, uneven ground, holes or steep and slippery surfaces. Wear appropriate PPE, i.e. steel capped boots, long trousers. Ensure safe pedestrian access is available when establishing site. 	M 16	all workers
	Erect barricade	Incorrect manual handling of heavy items	H 15	<ol style="list-style-type: none"> Apply ergonomic principles when establishing worksite. All workers to have completed manual handling training. Items that are too heavy for a two man lift are to be moved or lifted by mechanical means. 	L 12	all workers

PART B Task #	JOB STEP	POTENTIAL HAZARDS	Inherent Risk	REQUIRED HAZARD CONTROL		Residual Risk	RESPONSIBLE PERSON				
				For each hazard identified list the control measures required to eliminate or minimise the risk of injury.							
11.2		Weather conditions – heat, cold or rain personal injury	H 22	<ol style="list-style-type: none"> 1. Use correct PPE and approved appropriate clothing depending on weather conditions. 2. Implement appropriate health measures i.e. take regular breaks, adequate fluid intake, work in shade during extreme temperatures and rotate workers. 3. Wear adequate wet weather gear, if required. 4. Observe all fire bans. 5. Identify emergency evacuation point. 6. UV sunblock is to be kept onsite and worn as appropriate. 	M 21	all workers					
							Incorrect Barricade Construction	H 15	<ol style="list-style-type: none"> 1. Barricades are erected for the purpose of: <ol style="list-style-type: none"> i. providing a visual barrier; ii. restricting worksite access to unauthorized persons; iii. protect persons from falling into manholes and pits; iv. containment of plant, equipment and materials; and v. preventing interaction with an identified hazard. 2. Barricades shall be installed in such manner that will not expose the public to any additional hazard while providing a safe path where pedestrians can safely pass without being exposed to increased risk. 3. Depending upon the work being undertaken barricades can consist of: <ol style="list-style-type: none"> i. Temporary fencing ii. Guards iii. Retractable barrier /caone bar and 700mm high cones iv. Safety tape v. Star pickets and mesh type fencing 4. Refer section 10.4 <i>Star Picket Barricades - Installation</i> for installation requirements of star pickets. 	L 12	all workers
Guarding Sites with Mobile Plant											
11.3	Guarding Sites with Mobile Plant	Stolen and Vandalised Property	H 15	<ol style="list-style-type: none"> 1. Site to be segregated from the public. 2. Protect site with either: <ol style="list-style-type: none"> i. Guards; ii. traffic cones with connecting (tiger taped) retractable cone bars; iii. bollards with tiger tape suitable where there is no direct pedestrian access next to excavations; iv. mesh fencing. When mesh is used it must have be supported by star pickets or T-top bollards which are no more than 2 metres apart. Star pickets must be capped and mesh and caps secured to each star picket/bollard as required; or v. temporary (chain link) fence panels. 3. Prior to using star pickets inspect Dial Before You Dig plans to verify no underground services will be impacted by the star pickets. 	L 11	all workers					

PART B Task #	JOB STEP	POTENTIAL HAZARDS	Inherent Risk	REQUIRED HAZARD CONTROL	Residual Risk	RESPONSIBLE PERSON
11.4	Disassemble barricades	<p>Against each step list the potential hazards that could cause injury/damage when the task step is performed.</p> <p>Incorrect manual handling of heavy items</p> <p>Being hit by vehicles or plant</p> <p>Weather conditions – heat, cold or rain</p>	<p>H 15</p> <p>E 25</p> <p>H 22</p>	<p>For each hazard identified list the control measures required to eliminate or minimise the risk of Injury.</p> <ol style="list-style-type: none"> Apply ergonomic principles when establishing worksite. All Workers to have completed manual handling training. Items that are too heavy for a two man lift are to be moved or lifted by mechanical means. Implement job rotation and regular rest breaks practices. Refer section 7.5 <i>Star Picket Barricades – Dismantling</i> for dismantling requirements for star pickets. Traffic / Pedestrian signs are setup in accordance with traffic management plan and are able to manage all pedestrians and traffic to ensure a safe working environment. Wear high visibility clothing. Ensure pedestrians are detoured safely around work area until barricades removed. Do not remove signs until after barricade dismantled. Use correct PPE and approved appropriate clothing depending on weather conditions. Implement appropriate health measures i.e. take regular breaks, adequate fluid intake, work in shade during extreme temperatures and rotate workers. Wear adequate wet weather gear, if required. UV sunblock is to be kept onsite and worn as appropriate. Take care with wet equipment (i.e. barricades) as it could be slippery. Clear any obstacles in the way of where the temporary barrier is to be installed. Check DBYD to ensure no underground services are located where the star picket barrier is to be installed. (Refer next Task for appropriate actions.) Never use bent star pickets as a component of any barricade. Mark ground where pickets to be installed at maximum spacing of 3 metres apart. Place star picket rammer/driver over star picket and ram picket into ground. Picket should be driven at least 600mm into the ground. Fit safety caps onto star picket. Secure caps to top of picket to ensure they are not removed inadvertently e.g. cable ties, duct tape. Secure mesh barrier or tape to star pickets e.g. cable ties. Where mesh barrier is used it is to be overlapped by at least 150mm and secured to prevent unauthorised persons from entering the protected area. Before erecting star pickets the following precautions are to be implemented to ensure there are NO underground services that will be damaged by star picket. Confirm location of all underground assets in the work area against the relevant Dial Before You Dig (DBYD) documents. Ensure all DBYD drawings are current and up to date. The location, path and approximate depth of underground assets or services are to be identified using a calibrated electronic cable locator and/or potholing. Ensure all services have been clearly marked on ground with the depth and what service it is e.g. <ul style="list-style-type: none"> i. Yellow gas ii. White communications iii. Orange power iv. Blue water 	<p>M 13</p> <p>M 21</p> <p>M 21</p>	<p>all workers</p> <p>all workers</p> <p>all workers</p>
11.5	Star Picket Barricades - Installation	<p>Body injuries, abrasions and hitting underground services – Explosion or electric shock</p>	<p>E 23</p>	<p>14. Before erecting star pickets the following precautions are to be implemented to ensure there are NO underground services that will be damaged by star picket.</p> <p>15. Confirm location of all underground assets in the work area against the relevant Dial Before You Dig (DBYD) documents.</p> <p>16. Ensure all DBYD drawings are current and up to date.</p> <p>17. The location, path and approximate depth of underground assets or services are to be identified using a calibrated electronic cable locator and/or potholing.</p> <p>18. Ensure all services have been clearly marked on ground with the depth and what service it is e.g. <ul style="list-style-type: none"> i. Yellow gas ii. White communications iii. Orange power iv. Blue water </p>	<p>M 23</p> <p>M 21</p>	<p>all workers</p>

PART B Task #	JOB STEP	POTENTIAL HAZARDS	Inherent Risk	REQUIRED HAZARD CONTROL	Residual Risk	RESPONSIBLE PERSON
		Against each step list the potential hazards that could cause injury/damage when the task step is performed.		For each hazard identified list the control measures required to eliminate or minimise the risk of injury.		
11.6	Star Picket Barricades - Dismantling	Manual handling injuries Cuts and abrasions	H 15	<ol style="list-style-type: none"> Use paint to mark locations on ground. If underground services located do not install star picket above that service. Salvage any material that can be used for future use. Remove mesh barrier from star pickets. Use star picket extractor (Post Lifter) puller to remove the star picket. Do not wriggle the star picket out of the ground as they will bend. Fill any hole left in the ground following removal of star picket as it could pose a trip hazard. Clean up all materials including off cuts cable ties and duct tape that have been used to secure barrier material and caps. Wear protective hand wear, gloves etc 	L 11	all workers
12.0 Working in Remote Locations						
12.1	Working In Isolation	<ul style="list-style-type: none"> Dehydration UV Exposure Heat Stress Heat Cramps Heat Exhaustion Heat Stroke Cold Stress 	E 23	<ol style="list-style-type: none"> Ample water suppliers when travelling on hot days or in remote areas. Adequate communications with a MANAGER/supervisor People to know where you are Ensure persons do not work alone in isolation under possible heat stress conditions. If working in isolation cannot be avoided, implement a regular check-in. 	M 21	all workers
13.0 Night Operations						
13.1	Setting up lights for night work or areas with low lighting levels	Working at night or in low light	E 23	<ol style="list-style-type: none"> Night work requires the consent of local Councils through a permit system. This permit will detail conditions that will apply to the works. NOTE: The exception is for undertaking emergency works. In which no permit is required. Artificial lighting is to be used and set up in a suitable location(s) to illuminate the work site. Traffic management plans are to reflect the impact of low light and/or night work. Information about hours of work, noise levels, traffic control arrangements and lighting requirements, are to be provided to effected parties i.e. residents. Reflective high visibility clothing, including pants, to be worn by all workers. 	M 21	all workers
14.0 Open Excavated Areas Left Open Overnight						
14.1	Open Excavated Areas – Left Overnight	Personal Injury	H 15	<ol style="list-style-type: none"> As a minimum secure with mesh fencing and star pickets. Pickets no more than 3 metres apart. Caps are to be placed on star pickets and must be secured (i.e. electrical tie, gaffer tape). Mesh is secured to at each star picket by appropriate means (i.e. electrical tie). Excavation pits greater than 300mm are to be covered with footway board(s) or metal mesh panel(s) which are to be adequately secure 	L 11	all workers
15.0 Plant Left on Site Overnight						
15.1	Plant Left at Site	Personal Injury Property and Plant Damage Vandalism	H 15	<ol style="list-style-type: none"> Plant should not be left on an unprotected worksite overnight. If necessary to leave on site it should be secured. When securing the mobile plant or equipment follow actions should be taken: <ol style="list-style-type: none"> Plant and/or equipment should be vandal proof, i.e. has a locked cabin or security panels in place and locked. Keys are never to be left with plant or equipment when it is not in use. 	L 11	all workers

PART B Task #	JOB STEP	POTENTIAL HAZARDS	Inherent Risk	REQUIRED HAZARD CONTROL	Residual Risk	RESPONSIBLE PERSON
16.0	Site Clean Up	Against each step list the potential hazards that could cause injury/damage when the task step is performed.		For each hazard identified list the control measures required to eliminate or minimise the risk of injury.		
		Traffic hazard - struck by oncoming traffic	E 23	<ol style="list-style-type: none"> 1. Continue to wear compliant high visibility clothing. 2. Keep effective traffic and pedestrian controls in place until the site is reinstated and site is safe for pedestrians and/or vehicular traffic. 	M 21	all workers
		Slips trips and falls	H 15	<ol style="list-style-type: none"> 1. Ensure pits / manhole lids are securely put back in place. 2. Pack up all tools and leads off the ground. 3. For ground breaking activities ensure ground surface is left level and will not pose future trip and fall hazards 4. Leave the site clean and tidy and safe. 	L 11	all workers
		Environmental damage	H 15	<ol style="list-style-type: none"> 1. Remove socks from gutters and storm water drains. 2. Clean all soil from site. 3. Remove all rubbish from site. 4. Make good any damage to grass verges etc. 5. Ensure all ties used in barricading are removed from site 6. Wear appropriate PPE when handling rubbish and or left over materials 	L 11	all workers
16.1	Completion of Work, Clean Up Site	Manual Handling – lifting injury	H 15	<ol style="list-style-type: none"> 1. Workers trained in manual handling techniques. 2. Apply ergonomic principles when reinstating workplaces. 3. Two man lifts or use mechanical aids (i.e. lifting arm, hiab, crane). 	M 13	all workers

PART C: STANDARDS, CODES OF PRACTICE, LEGISLATION & EQUIPMENT & TRAINING

Engineering/Training Certificates/Regulatory Approvals:

Telecommunications Regulations 2001 (Commonwealth)
 Work Health and Safety Regulation 2011 (NSW, TAS, SA, Qld, ACT)
 Work Health and Safety (National Uniform Legislation) Regulations 2011 (NT)
 Work Health and Safety Regulation 2012 (TAS, SA)
 Environment Protection Regulations 2009 – SA
 Australian Road Rules 1999
 Motor Vehicles Regulation 2012 (NT)
 Traffic Regulation 2012 (NT)

Legislation - Acts

Telecommunications Act 1997 (Commonwealth)
 Telecommunications (Low-Impact Facilities) Determination 1997 (Commonwealth)
 Work Health and Safety (National Uniform Legislation) Act 2011 (NT)
 Work Health and Safety Act 2012 (TAS, SA)
 Environmental Assessment Act 1982 – NT
 Environment Protection Act 1993 – SA
 Road Traffic Act 1961 (SA)
 Motor Vehicles Act 2012 (NT)
 Traffic Act 2012 (NT)

Engineering/Training Certificates/Regulatory Approvals:

Construction Induction Certification
 Provide First Aid
 ACMA Open or Restricted Registration
 Motor vehicle driver's license
 Confined Space training
 Asbestos Awareness Training
 Certificates of Competency for operators of plant in accordance with Regulatory Authority Requirements.
 Telstra Work activity training for Working at Heights, Safe Working at Pits and Manholes
 Yellow Ticket – Introduction to Traffic Control at Road Works (NSW and ACT)
 Workplace Traffic Supervisor (WZ 3) (NT)
 Traffic Management Level 2 – Implement Traffic Guidance Schemes - 30864 (Qld)
 R10HS302A – Implement Traffic Management Plan (SA and Tas)

Codes Of Practice

All States and Territories (from 1st Jan 2013) excluding Western Australia and Victoria
 Code of Practice - How to Manage Work Health and Safety Risks
 Code of Practice – Hazardous Manual Tasks
 Code of Practice – Managing the Risk of Falls at Workplaces
 Code of Practice – Labelling of Workplace Hazardous Chemicals
 Code of Practice – Managing Noise and Preventing Hearing Loss at Work
 Code of Practice – Managing the Work Environment and Facilities
 Code of Practice – Managing Risks of Plant in the Workplace
 Code of Practice – Excavation Work
 Code of Practice – First Aid in the Workplace
 Code of Practice – Construction Work

Other Reference Sources

Sun Smart website <http://www.sunsmart.com.au/>
 Cancer Council website <http://www.cancer.org.au/>
 NT WorkSafe (2004). Safety Package – Heat Stress
 OSHA (2006). Safety and Health Topics – Heat Stress
 Victorian WorkCover Authority (2009) Guidance Note – Working in Heat
 Department of Commerce, Western Australia – Heat Stress webpage
http://www.commerce.wa.gov.au/worksafe/content/safety_topics/diseases_and_health/More_information/Heat_stress.htm#manager
 St John Ambulance Australia – Managing Heat Induced Illness

Australian Standards

AS 1319 Safety Signs for the occupational environment
 AS 1353.2 Flat synthetic-webbing slings – Care and use
 AS 1418.1 Cranes, hoists and winches – General requirements
 AS 1657 Fixed platforms, walkways, stairways and ladders - Design, construction and installation
 AS 1742.3 Manual of uniform traffic control devices – traffic control devices for works on roads
 AS 1851 Routine service of fire protection systems and equipment
 AS 2397 Safe use of lasers in the building and construction industry
 AS 2550 Set Cranes, hoists and winches - Safe use Set
 AS 3000 Electrical Installation (known as the Australian/New Zealand Wiring Rules)
 AS 3610 Formwork for concrete
 AS 3775.2 Chain slings for lifting purposes - Grade T(80) and V(100) - Care and use
 AS 4024.3101 Safety of machinery - Materials cutting - Milling machines (including boring machines) - Safety requirements
 AS 4260 High efficiency particulate air (HEPA) filters - Classification, construction and performance
 AS 4337 The storage and handling of gases in cylinders
 AS 4772 Earth-moving machinery - Quick hitches for excavators and backhoe loaders

<p>Plant/Equipment: Fall arrest and retrieval system and safety ropes Modular ladder / Step extension / Extension ladder Guards Full Harness with Pole Strap. Safety Line</p>	<p>AS 4987 Earth-moving machinery - Trip-over protection structure (TOPS) for compact excavators - Laboratory tests and performance requirements AS/ACIE S041.2 Requirements for DSL Customer Equipment for connection to the Public Switched Telephone Network - Modems for use in connection with all DSL services AS/CA S008 Requirements for customer cabling products AS/CA S009 Installation requirements for customer cabling (Wiring Rules) AS/NZS 1576.1 Scaffolding - General requirements AS/NZS 1716 Respiratory protective devices AS/NZS 1873.1 Power-actuated (PA) hand-held fastening tools – Selection, operation and maintenance AS/NZS 1891.1 Industrial fall-arrest systems and devices-Harness and ancillary equipment AS/NZS 1891.4 Industrial fall arrest systems and devices – Selection use and maintenance AS/NZS 1892.3 Portable ladders Part 3: Reinforced plastic AS/NZS 1892.5 Portable ladders – Selection, safe use and care AS/NZS 2211.10 Safety of laser products – Application guidelines and explanatory notes to AS/NZS2211.1 (IECTR60825-10:2002,MOD) AS/NZS 2865 Safe working in confined space AS/NZS 3012 Electrical installations - Construction and demolition sites AS/NZS 3760 In-service safety inspection and testing of electrical equipment AS/NZS 4399 Sun protective clothing - Evaluation and classification AS/NZS 4501 Set Occupational protective clothing Set AS/NZS 4576 Guidelines for scaffolding AS/NZS 4602.1 High visibility safety garments - Garments for high risk applications AS/NZS 60335.2:69 Household and similar electrical appliances - Safety - Particular requirements for wet and dry vacuum cleaners, including power brush, for commercial use (IEC 60335-2-69 Ed 4, MOD) AS/NZS ISO 31000 Risk Management - Principles and guidelines AS/NZS ISO/IEC 24702 Telecommunications installations - Generic cabling - Industrial premises</p>
<p>Plant/Equipment: Fall arrest and retrieval system and safety ropes Modular ladder / Step extension / Extension ladder Guards Full Harness with Pole Strap. Safety Line</p>	<p>Telstra Technical Documentation Telstra Temporary Hazard Location List Telstra Working with Ladders Safe Use and Care 011280W01 Telstra Working at Customers Premises. Telstra Working at Pits and Manholes Telstra Safe Work on Poles Telstra Care Hazard Management Standards Telstra Known Hazards Field Telstra Known Hazards Office. Sun and Thermal Protection Standard General-46043 Telstra's Soil Inspection Field Card NBN Co Build Drop Installation Guidelines (NBN-TE-CTO-1756) NBN Fibre Installation Guide (BMS001813) Refer also NBN Co. documents located in iConnect and CMS.</p>
<p>Inspections and Supervision Provided: 6 monthly calibration of 4 sensor gas detector.</p>	<p>Tandem and Contractor Documents Tandem-HSE-GRP-GUD-0095 Field Work Safety Guidelines for Employees and Subcontractors Tandem-HSE-GRP-GUD-0075 Field Work Environmental Guidelines for Employees and Subcontractors Tandem-HSE-GRP-PRO-0271 Soil Management Procedure Tandem-PL-GRP-POL-0013 Personal Electronic Device Policy 19. Tandem Guidance Note Topic: Vehicle Safety Program - Using Mobile Phones While Driving 01. HSE Bulletin Avoiding Dog Attacks</p>



Safe Work Method Statement – Site Establishment

Version No: 1.0
 Issue Date: 01/02/2018
 Review Date: 01/02/2020

Project Name:	Various	Activity:	Site Establishment	Local Reference No:	SWMS-03
Prepared by: Chris Hoffmann			Reviewed by: Pam Hoffmann		
Role:		Role:		Approved by: Chris Hoffmann	
Signature:		Signature:		Signature:	
Date:		Date:		Date:	
Mobile:		Mobile:		Mobile:	

PART E: WORKERS CONSULTED

DOCUMENT CONTROL

Amendment	Date	Page / Section	Description	Edited by
1.0	01/02/2018	All	First release	Chris Hoffmann



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CREW REVIEW & ACKNOWLEDGMENT

I have read and understand how I am to carry out the activities listed in this Safe Work Method Statement.

NAME	SIGNATURE	DATE