



What are the tasks involved?	What are the hazards and risks?	What are the control measures?	
NOTE : Work must be performed in accordance with this SWMS. This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.			
(PCBU Name, ABN, Office Address and Phone)		Principal Contractor (PC) (Name, ABN, Office Address)	
Works Manager: Contact phone:		Date SWMS provided to PC:	
Work activity:	Large excavator operation	Workplace location:	
High risk construction work involves:	<input type="checkbox"/> Risk of a person falling more than 2 metres	<input type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines
	<input type="checkbox"/> Work in an area with movement of powered mobile plant	<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work in areas with artificial extremes of temperature
	<input type="checkbox"/> Tilt-up or precast concrete elements	<input type="checkbox"/> Use of explosives	<input type="checkbox"/> Work on or near pressurised gas mains or piping
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	<input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning
	<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel	<input type="checkbox"/> Work in or near a confined space	<input type="checkbox"/> Diving work
<input type="checkbox"/> Demolition of load-bearing structure	<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere	<input type="checkbox"/> Work on a telecommunication tower	
Have workers been consulted about the SWMS? Note: Consultation with Health and Safety Representatives (HSRs) should be undertaken where there is a HSR at a workplace <input type="checkbox"/> YES <input type="checkbox"/> NO			
Person/s responsible for ensuring compliance with SWMS:		Date SWMS received:	
What measures are in place to ensure compliance with the SWMS?			
Person responsible for reviewing SWMS control measures:		Date SWMS received by reviewer:	
How will the SWMS control measures be reviewed?			
Review date:		Reviewer's signature:	

List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Check machine	Equipment failure	Daily check of machine prior to use
Check work area	Machine rollover, striking workers, plant or obstacles	Excavator to be serviced every 250 hours by a competent person Check work area prior to entering for ground conditions, obstacles, other plant or persons to be aware of surroundings, keep minimum 1 m from banks
General travelling on site	Collision with persons, plant or obstacles	All persons in area to wear high visibility clothing
		Ensure flashing light and beeper are working
		Competent ticketed operator only
Lifting		Observe 10 kmph speed limit at all times
	Overloading machine	Do not exceed SWL of machine
		Check weight of material to be lifted
		Never lift over persons
		Visually inspect chains and slings prior to each lift.
	Striking underground services	Use shovel to locate services where required to gently dig where services may be
	Persons falling into pads and footings	Set up exclusion zone with barricades or bunting to identify area with excavations
		Only persons directly involved with operation to be within the exclusion zone
		Ensure excavations are barricaded at conclusion of excavation
	Trench collapse	Ensure trenches and excavations are battered or benched when they are more than 1.5 m deep
		Stockpile material away from excavation at least 2m
	Striking persons working near machine	Spotter to maintain a clear distance from machine whilst working
		Spotter to ensure that operator has seen him prior to approaching machine
		Operator to be aware of spotters location at all times

Loading trucks / bins with backhoe	Persons struck by material loaded into truck / bin	Use truck driver or spotter to ensure that no persons get too close to the truck / bin whilst being loaded, spotter/ driver to stand in position so as to see the area on the opposite side of the truck / bin to the side being loaded when the operator has no view of the area. Spotter must ensure that they are not in a position where they can be affected by falling material
		Never lift load of material above or near persons
		Persons to be kept clear of loading operation, area supervisor to advise all persons un-associated to keep clear of operation
	Overloading of truck / bin	Truck driver / operator to assess load to ensure that the truck/ bin is not overloaded
		Never load the truck / bin above the height of the side walls
		When loading wet or dense material e.g. concrete or wet soil, the maximum weight may be exceeded more quickly

Name of Worker/s		Worker signature/s
Date SWMS received by workers		

PLEASE NOTE: It may be necessary to use more than one page to complete an adequate safe work method statement (SWMS).