

OHS FORM 005 SAFE WORK METHOD STATEMENT (SWMS) – also known as Job Safety Analysis (JSA)

Company Name: ABN:	<i>This SWMS has been developed and authorised by:</i>		
	Name:		
	Position:		Date:
	Signature:		Phone:
		Mobile:	

DESCRIPTION OF WORK ACTIVITY: Skid Steer Loader - Bobcat, Dingo, Backhoe Excavation

Trades involved with undertaking this Work Activity:

This SWMS is submitted to: (principle contractor)

COMPANY:	
CONTACT NAME:	PHONE NUMBER:
SITE ADDRESS:	PROJECT DESCRIPTION:

This SWMS was review by: (principle contractor)

NAME:	POSITION:
SIGNATURE:	DATE:
PHONE NUMBER:	MOBILE NUMBER:

Person responsible for OHS on the contractor's behalf:

NAME:	POSITION:
SIGNATURE:	DATE:
PHONE NUMBER:	MOBILE NUMBER:

List plant, equipment and tools to be used	List Hazardous Substances to be used or handled	MSDS available? (Tick)	List PPE to be worn (Tick)	List Hazards to consider (Tick)
eg. Electric generator	eg. Unleaded petrol		Hard Hat	Fall from ladder
			Safety Boots	Fall from heights
			High-visy clothing	Fall from scaffold
			Gloves	Contact with electricity
			Hearing Protection	Falling objects
			Safety Glasses	Collapse
			30+ Sunscreen	Slips, trips and falls
			Dust Masks	Manual handling
			Other (specify):	Exposure to noise
				Struck by moving plant
				Inhalation of dust or fumes
				Cuts
				Other (specify):

Health Risks and Likelihood of Damage	How LIKELY is it to be that bad? Note: If a hazard is rated 1, 2 or 3, action <u>must</u> be taken immediately.				
	What damage could it cause?	VERY LIKELY <i>Could happen anytime</i>	LIKELY <i>Could happen sometimes</i>	UNLIKELY <i>Could happen, but only rarely</i>	VERY UNLIKELY <i>Could happen, but probably never will</i>
	Death or permanent disability	1	1	2	3
	Long term illness or serious injury	1	2	3	4
	Medical attention or several days off work	2	3	4	5
First Aid needed	3	4	5	6	

How to complete the following form

1. List the step-by-step sequence of tasks required to carry out the work activity from start to finish.
2. Listing of potential hazards associated with each step, and the related OHS risks.
3. Using the risk table, rating the identified risks.
4. List what controls you will implement to reduce the risks to the lowest possible level.
5. Rate the level of risk once those controls have been implemented (must be 4-6 before you can start work).
6. List the names or positions of the persons responsible for ensuring the controls are implemented.

STEP	Job Step Break the job down into steps. List the steps in this column.	Hazard Identification Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.	Initial Risk Rating (1-6)	Controls Implemented Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column. Note: If the risk rating is still 1-3, do not begin work.	Revised Risk Rating (1-6)	Person Responsible
1.	Preparation & planning for job	Inadequate training, consultation & planning		<p>Ensure operators are adequately trained to complete the job</p> <p>Provide adequate & competent supervision</p> <p>Provide equipment to ensure job is completed safely</p>		
2.	Arriving to job site	Entry unsafe or unauthorised areas		<p>Report to site office for site induction</p> <p>Risk assessment of site conditions</p> <p>Supply site supervisor/management with logbook & inspection check sheets containing full service and repair history of their equipment</p> <p>Consider all environmental protection issues and the impact caused by entry to site</p>		
3.	Unloading Plant & equipment	Falls, slips & trips from vehicle, trucks and floats		<p>Ensure all vehicles are parked in a clear level area for unloading plant and equipment</p> <p>Extra care taken in wet conditions, use a ramp to load and unload plant</p>		
		Manual handling injuries		Training employees & operators in manual handling		
		Electrocution		Be aware of overhead power lines		

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	Unloading Plant & equipment (continued)	Traffic hazards, hit by vehicles or other on site plan and equipment		Ensure hazard & warning signage is in place when unloading plant Training in the use of PPE equipment such as fluorescent safety vests		
		Hand, foot & hearing damage, crushing of limbs		Training in manual handling & the correct protection, gloves and safety footwear.		
4.		Machinery plant tipping over or falling from ramps		Only suitably trained personnel to work with plant		
5.	Excavation with machine – Skid Steer	Injury to site personnel being hit by plant		Training in tasks Only licensed personnel to operate machinery Plant operator to be aware of site personnel Ensure clear access & egress to work areas Ensure pedestrian detours are in place and clearly defined and protected Identify potential risks, which may cause harm to workers Keep buckets or blades lowered when not in use Make sure attachments are not damaged and securely fixed		

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5.	Excavation with machine – Skid Steer (Continued)	Services – Electrocutation or explosion, damage to other services		Locate services – dial before you dig (1100) Seek advice from site management for service locations		
		Machine slipping and / or rolling on slopes, falling into open trenches or holes		Ensure open trenching has been clearly barricaded and defined Conduct a thorough site inspection before entry with machinery to site. Check ground is stable Plant operators are to wear a seatbelt Only licensed personnel to operate machinery Where required, provision for adequate fall arrest system Minimise risk by benching and battering excavation walls when required. Isolate hazardous area such as by the use of perimeter fencing, barricades, screens, barriers or handrails which are capable of preventing access or preventing the fall		

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6.	Backfilling procedures	Dust – respiratory damage Site personnel or machine slipping into backfill area		Training in the use of PPE such as dust mask. Determine whether backfilling can be carried out as work progresses Eliminate the fall hazard Ensure site staff are clear of backfill area before filling Barricade unfinished areas Training employees in backfill procedures		
7.						

THESE ARE STANDARD SWMS, THEY MUST BE MODIFIED TO SUIT YOUR WORKERS, YOUR EQUIPMENT AND YOUR SITE.

CHECKLIST OF ITEMS THAT MAY BE REQUIRED FOR THIS WORK ACTIVITY

QUALIFICATIONS

TRAINING

**CODES OF PRACTICE OR AS/NZS
STANDARDS TO BE COMPLIED WITH**

Codes of Practice

OHS Consultation
OHS Induction Training for Construction
Amenities for Construction Work
Excavation

WorkCover Plant Guide 2001

Declaration by contractors & workers:

1. I have been **consulted** and assisted in the development of this SWMS.
2. I have been given the opportunity to comment on the content of this SWMS.
3. I have **read** and **understand** how I am to carry out the activities listed in this SWMS.
4. I have been supplied with the **personal protective equipment** identified on this SWMS and I have been given **training** in the safe use of this equipment.
5. I have **read and understand** the requirements set out in the **material safety data sheets** for the **hazardous substances** identified in this SWMS.

NAME:	SIGNATURE:	DATE: