Harrington Bobcat Hire Pty Ltd
Safe Work Method Statement (SWMS)

ABN: 53 055 988 915
Address 26 Beach Street, Kippa Ring, Qld, 4021
Phone: 0411 746 644
Email: office@harringtonbobcats.com.au

Project: **Project No:**

SWMS No: 005 **Work Activity:** Trenching Excavation

All persons involved in the works must have the SWMS explained and COMMUNICATED to them prior to start of works.

SWMS DETAILS

Brief Description of Work Activity: Trenching Excavation

Location: Work Area **Date:** 22/03/23

Date to be Reviewed: 31/03/25

Personnel Responsible for Monitoring this Activity: Managing Director, Supervisor, Operators, Workers

Legislation / Codes of Practice / Standards Consulted:
These must be complied with.

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
How to Manage Work Health and Safety Risks COP 2011
Excavation Work COP 2013

Plant and Equipment Required for this Activity: Various

Details of Maintenance Checks Required for this Activity: As per manufactures guidelines

Materials Used: Nil

SDS Required? (Yes / No) No

Personnel Qualifications Required for this Activity:
Relevant state certification for task has been undertaken or plant being operated

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Specific Training Required for this Activity:
All personnel to have completed a Site Induction. Must be trained in this SWMS and have all relevant certification for this task.

Project Specific Induction
Work Activity Training
Appropriate Licences/training for plant/equipment

Personnel consulted on development of SWMS:

Name: PETER HARRINGTON	Position DIRECTOR	Industry Experience 42Y

Person Responsible for Updating SWMS: PETER HARRINGTON Signature: Date: 22/3/23.

High Risk Work involves:			
	☐ Risk of falls from greater than 2 metres	☐ Work on a telecommunications tower	☐ Demolition of load-bearing structure
	☐ Likely to involve disturbing asbestos	☐ Temporary load-bearing support structures	☐ Work in confined spaces
	☒ Work in or near shaft or trench with an excavated depth greater than 1.5m or a in tunnel	☐ Use of Explosives	☐ Work on or near pressurised gas pipes or mains
	☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services	☐ Work in an area with contaminated or flammable atmosphere
	☐ Work with tilt up or pre-cast concrete	☒ Work on, in or adjacent to road, rail shipping or other major traffic corridor	☒ Work in an area with movement of powered mobile plant
	☐ Work in or areas with artificial extremes of temperature	☐ Work in or near a drowning risk	☐ Diving work
	☐ Other [please specify]:		

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RISK ASSESSMENT

Step 1 – Determine Consequence (Impact) (C)

I Consequence (Impact) Table				
Impact band	**Health & Safety**		**Environment & Heritage**	**Reputation**
Substantial (5)	Fatal Incident (Class 1)		Permanent widespread ecological damage	International negative media coverage. Loss of business from key sector.
Major (4)	Permanent Injury (Class 1)	Damage, which permanently alters a person's future (e.g. quadriplegia, paraplegia, amputation of a limb).	Heavy ecological damage, costly restoration	Sustained national negative media coverage. Loss of long term key client.
Moderate (3)	Lost Time Injury (Class 2)	Damage, which temporarily alters a person's future.	Major but recoverable ecological damage	Regional/short negative media coverage. Loss of Client / project.
Minor (2	Medical Treatment (Class 2)	Damage, which temporarily inconveniences a person	Limited but medium term damage	Local negative media coverage. Site or project problem
Negligible (1)	First Aid Treatment (Class 3)	Actual injury which requires no treatment or simple first aid	Short term damage	Brief local negative media coverage.

Step 2 - Determine Probability (Likelihood) of Event Occurring (P)

Probability (Likelihood) Table			
Probability band	**Description**		
Almost Certain (5)	The threat can be expected to occur 75% - 99%	Common / Frequent Occurrence	More than 1 event per month
Likely (4)	The threat will quite commonly occur 50% - 75%	Is known to occur or "It has happened regularly"	More than 1 event per year
Possible (3)	The threat may occur occasionally 25% - 50%	Could occur or "I've heard of it happening"	1 event per 1 to 10 years
Unlikely (2)	The threat could infrequently occur 10% - 25%	Not likely to occur very often	1 event per 10 to 100 years
Rare (1)	The threat may occur in exceptional circumstances 0% - 10%	- Conceivable but only in exceptional circumstances	Less than 1 event per 100 years

Step 3 – Assess Risk Level (R) Determine the risk level by combining Consequence with Probability

Risk Assessment Matrix		Consequence (Impact) Table				
		Negligible (1)	**Minor (2)**	**Moderate (3)**	**Major (4)**	**Substantial (5)**
Probability (Likelihood)	**Almost Certain (5)**	**Low (5)**	**Moderate (10)**	**Very High (15)**	**Extreme (20)**	**Extreme (25)**
	Likely (4)	**Low (4)**	**Moderate (8)**	**Very High (12)**	**Very High (16)**	**Extreme (20)**
	Possible (3)	**Low (3)**	**Moderate (6)**	**High (9)**	**Very High (12)**	**Very High (15)**
	Unlikely (2)	**Low (2)**	**Low (4)**	**High (6)**	**High (8)**	**Very High (10)**
	Rare (1)	**Low (1)**	**Low (2)**	**Moderate (3)**	**High (4)**	**High (5)**

HIERARCHY OF CONTROLS

Highest Level of Control

Elimination — Substitution — Engineering — Administration — **Lowest Level of Control** Personal Protective Equipment

PROBABILITY:
5=Almost Certain
4=Probable
3=Moderate
2=Unlikely
1=Rare

CONSEQUENCE:
5=Substantial
4=Major
3=Moderate
2=Minor
1=Negligible

1-6 Acceptable — **7-12 Acceptable with Strict Control Measures or Short Duration** — **13-25 Unacceptable**

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating** C	P	R	**Control Measures**	**Risk Rating After Controls** C	P	R	**Person Responsible** To ensure management method applied
Prior to commencing work	• Unaware of hazards.	**3**	**3**	**9**	• The supervisor will: • assess the stability of the work surface • determine the depth of water along the expected work area • determine if water depth is effected by tidal flow and its impact on the work • identify unsafe areas which may affect plant/equipment stability • determine if it is possible to work from level areas, including temporary pads • devise and implement emergency procedures based on site conditions • select the appropriate plant/equipment for the task and the site conditions • ensure all safety features and emergency exits on plant/equipment are in working order • ensure that the safe system of work is implemented and adhered to on site. • locate all above and below ground services prior to work commencing.	**2**	**1**	**2**	**Supervisor** **Worker**
Site Investigations	• Soil & site conditions affecting selection of ground support system	**4**	**4**	**16**	• All trenching over 1.5m shall be battered back or shored to prevent trench wall collapsing. Conduct site investigation prior to selection of ground support system. Factors to take into account: • Nature of the ground (soil type, rock, water table) • Possibility of flooding from any water source • Possibility of ground contamination • Static/dynamic loads (buildings/traffic) and ground vibration. • Refer to the Excavation - Code for appropriate type of ground support system (steel/timber soldier sets, hydraulic support systems, closed sheeting). System will depend on depth and soil type, soil properties and ground conditions.	**2**	**2**	**4**	**Workers**

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating** C	P	R	**Control Measures**	**Risk Rating After Controls** C	P	R	**Person Responsible** To ensure management method applied
Access and egress to site for backhoe/excavator	• Injury to public and site workers through contact with plant. • Electrocution through contact with overhead power lines. • Injury or property damage due to contact with other services.	**5**	**4**	**20**	• Use a trained traffic controller to control movement of plant from street onto site. • Use a spotter to guide backhoe onto and through the site, checking for height of power lines • Dial before you dig 1100 • Conduct physical survey and locate other services	**3**	**2**	**6**	**Supervisor** **Worker**
Mark out line of dig area	• Injury to other workers due to falling into trench	**3**	**3**	**9**	• Mark out and expose services. • Establish a barricaded zone (parawebbing), 2m back from the trench area and around excavator. • Ensure all barriers are in place prior to leaving the site.	**2**	**2**	**4**	**Workers** **Supervisor**
Delivery and storage of shoring	• Manual handling strains injuries	**4**	**4**	**16**	• Use spotter to guide delivery of shoring. • Clear access along trench line to store shoring. • Use mechanical lifting devices where possible	**2**	**2**	**4**	**Workers** **Supervisor**

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating** C	P	R	**Control Measures**	**Risk Rating After Controls** C	P	R	**Person Responsible** To ensure management method applied
Dig trench with machine	• Injury due to unsafe plant. • Structural collapse of nearby existing structure. • Injury due to trench cave in. • Injury from being struck by plant	**4**	**5**	**20**	• Plant shall be serviced in accordance with manufacturer's specifications. Plant shall undergo a pre-start safety check prior to the commencement of works each day. Ensure all plant operators are appropriately qualified. • Check that operators are not undermining existing buildings or temporary structures such as scaffolds and falsework. • Ensure excavator remains a safe distance back from the trench to avoid trench collapse. Soil spill – debris min 500mm back from side of trench. Where space restricts this 500mm limit (eg fences, buildings) a toe board at least 300mm high which is adequately supported along its length may be used. If trench runs along sloping ground, spoil should be placed on the downhill side. • Placement of shoring 'as you go' (as per Trenching Code). Shoring should be positioned and fixed from above; never from below. All timber used in ground support should be at least F8 grade hardwood. Never use softwood. • Daily inspections of the trench to be conducted at the start of each working day, looking to ensure: • trench sides are not being undercut by the excavator bucket • supports are not being overstressed •the ground is not fretting or beginning to collapse into the trench • tension cracks aren't appearing at the trench top • trench walls aren't sagging under the increased pressure of the excavator. • Ensure all barriers are in place prior to leaving the site. • No one in trench while plant operating. All persons in trench to wear hard hats and reflective vests. Reversing beeper & Flashing light shall be operational at all times. All persons kept well away from backhoe swing arc	**3**	**2**	**6**	**Workers** **Supervisor**
Remove shoring and backfill	• Cave in of trench causing death or damage to property.	**5**	**4**	**20**	• Remove small sections of shoring at a time (as per Code). • Remove shoring from deepest point first working way up to ground level. • Egress ladder to be in close proximity.	**3**	**2**	**6**	**Supervisor** **Workers**

Activity Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating** C	P	R	**Control Measures**	**Risk Rating After Controls** C	P	R	**Person Responsible** To ensure management method applied
General	• Failure to comply with the content and intent of this SWMS results in injury to persons or damage to equipment	**4**	**4**	**16**	• Ongoing inspection by Supervisor will be conducted to ensure all members of the team are compliant with the requirements of this SWMS. • Observations and work place inspections will be conducted randomly. All identified non-conformances to the process contained with this SWMS shall be closed out and offending personnel may be subject to disciplinary action.	**2**	**1**	**2**	**Supervisor** **Workers**
	• Environment in which the plant operates changes or hazards are identified which do not appear in this SWMS resulting in unacceptable risk to persons and potential injury	**4**	**4**	**16**	• Work is to cease immediately when the environmental changes and there is an identified need to reassess the exposure to a risk or when hazards are identified that are not covered by this SWMS. • Immediately notify Supervisor who will consultant with the Workers. Once the SWMS are reviewed and all required changes included the Supervisor signs off on the revised SWMS and submit it for final approval. • Changes to the SWMS must be communicated with all workers prior to work recommencing.				**Supervisor** **Workers**
	• Unable to response to emergencies	**3**	**3**	**9**	Workers are to know the following: • Location of the first aid equipment • Location and use of the fire fighting equipment.	**2**	**1**	**2**	**Workers**
Accidents or incidents	• Personnel hurt • Plant or equipment damaged	**3**	**3**	**9**	• First aid – report to nearest first aider for assistance. • Accidents – stop work and report incident to nearest Supervisor. • Major accident i.e. load dropping etc. – stop work, inform nearest Supervisor and barricade area off. • **Dial 000 for all Emergency Services.** • **Dial 112 from mobile phones.** • **Activate site emergency Procedures.**	**2**	**1**	**2**	**Workers**

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SIGNOFF

We the undersigned, confirm that the SWMS nominated above has been explained and its contents are clearly understood and accepted. We also confirm that our required qualifications to undertake this activity are current. We also clearly understand the controls in this SWMS must be applied as documented; otherwise work is to cease immediately.

Name	Qualification Required for this Activity	Signature	Date	Time	High Risk Licence number & Expiry (if required)
PETER HARRINGTON			22/3/23	4:30PM	
ANTHONY NOBLE			24.3.23	6:30AM	
Ethan Harrington		E Harrington	23/3/23	3PM	
Simon Wright		S. Wright	23-03-23	3:30 pm	
Cliff Cooper		C Cooper	23/3/23	4:30	
Riley Howie		R. L	28/3/23	6:30am	
MATT PIE		Matt	28/3/23	06:30	
Travis Yates			28/3/23	7:00am	
K Hunt		K Hunt	28-3-23	7:00	
LUKE MCCALL		L-McCall	28.3.23	4:30	
STEVEN HARRINGTON		S Harrington	28-3.23	4:30	
Rob Smith		R Smith	29.3.23	7:00	

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