

EXCAVATOR SAFE WORK METHOD STATEMENT



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Principal Contractor:		Employee Consultation:		Reviewed By:	David Leonard
Site:		Date Prepared:		Signed:	<i>David Leonard</i>

1. RESPONSIBILITIES

DL Contracting Services Pty Ltd will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the DL Contracting Services Pty Ltd office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities*.

All DL Contracting Services workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. No glass containers will be allowed on site (except in meal rooms). The consumption of illegal drugs and alcohol is prohibited.

2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

1. Operation of Plant & Equipment, Excavation, Posi Track, Material handling Safe Work Method Statement

3. HIGH RISK WORK

Work in an area with movement of powered mobile plant.

UNDERGROUND SERVICES AFFECTED BY THE WORKS: Yes No If **YES**, complete table below:

Underground Service	Affected? (Y/N)	Located? (Y/N)	Marked? (Y/N)
Electricity			
Gas			
Water			
Phone / Cable			

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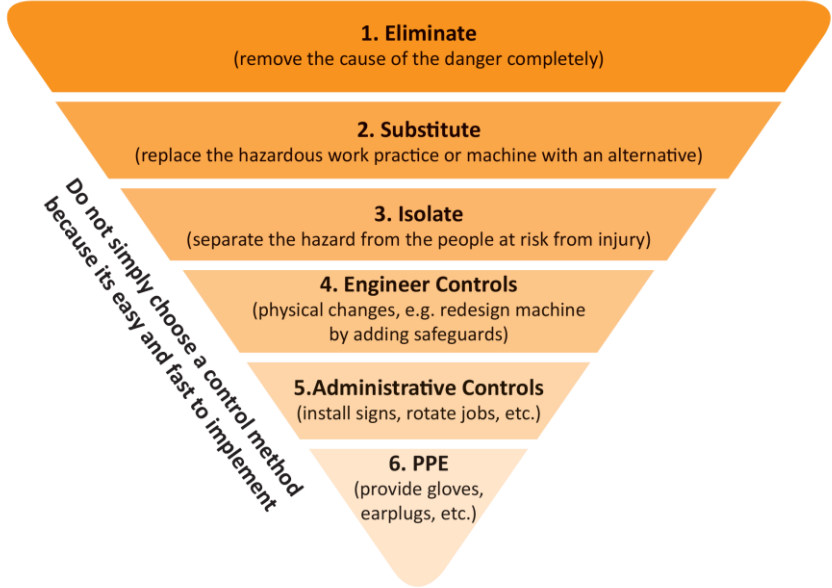
4. RISK ASSESSMENT

Hazard Rating Table

Source: Workcover NSW Hazpak

For each hazard, think about:

1. How severely could it hurt someone or how ill could it make someone?
2. How likely is it to be that bad?

	++ very likely could happen any time	+ likely could happen sometime	- unlikely could happen but very rarely	- very unlikely could happen, but probably never will	
X Kill or cause permanent disability or ill health	1	1	2	3	<div style="text-align: center;"> <h3>Hierarchy of Controls (HOC)</h3>  </div>
!!! Long term illness or serious injury	1	2	3	4	
!! Medical attention and several days off work	2	3	4	5	
! First aid needed	3	4	5	6	

The Work Process - “Risk Rating” and “Who is Responsible” is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual Rating	Who is responsible?
1	Risk Assessment	Tool – condition / guards etc. Untrained workers Workplace / worksite hazards	3	<ul style="list-style-type: none"> Do a Risk Assessment prior to commencing work and review the Principal Contractor's Site Safety Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS); Do a Risk Assessment prior to commencing work using the Risk Assessment Worksheet and Hazard Report Form; Identify additional safety controls that may be required that are specific to the task or site; Obtain approvals from the supply authorities where required; Make sure workers are trained, qualified or experienced to carry out the specified tasks and use the earth moving equipment; and Request appropriate licences or certification when required before allowing work to commence. 	6	Site Supervisor, operator, workers
2	Site induction	Uninformed workers – unaware of the hazards and dangers	3	<ul style="list-style-type: none"> All workers including subcontractors must have completed the General Construction Induction Training and hold a current card or certification; Advise workers and other persons on site of work to be carried out; Conduct a site specific induction for all project workers and have them sign a Site Induction Register including but not limited to: <ul style="list-style-type: none"> Hazards specific to the site and work activities to be carried out; Safety controls and revised Safe Work Method Statements (SWMS); Use and maintenance of Personal Protective Equipment (PPE); Emergency and evacuation procedures; and Location of amenities and first aid facilities. 	5	Site Supervisor, operator, workers
3	Personal Protection Equipment (PPE)	Injury, illness, permanent disability and in extreme cases death.	3	<ul style="list-style-type: none"> PPE is to be used only when no other control can reduce or eliminate the hazard / risk; Make sure all workers are issued with and wear the recommended PPE as required for safety on the worksite and specific to the activities and tasks; and Train workers in the correct use, maintenance and storage of PPE. 	6	Site Supervisor, operator, workers

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual Rating	Who is responsible?
4	Check work area	Plant and Equipment – impact / crushing injuries Noise – hearing damage. Flying debris – eye injuries Slips, trips and falls	2	<ul style="list-style-type: none"> Restrict access to the work area to only those involved in the activity and make sure it is kept clear at all times; Check work area for unsafe ground conditions and obstacles prior to entering the worksite; Make sure all workers are aware of the work activity; and Always maintain a minimum safe working distance of 2m from banks. 	6	Site Supervisor, operator, workers
5	Services / Utilities	Services / Utilities Electrocution	2	<ul style="list-style-type: none"> Locate overhead and underground services – before you dig Dial 1100; When services are identified, note the service location, type, depth and any restrictions that apply; Obtain any appropriate approvals from the Service providers where Viva/Jemena permits/supervision required when augering within 20m of pipelines, or any ground works within 5m easement; Implement any safety controls advised by the Service providers where appropriate; Make sure that no conductive objects are in contact with or are likely to come in contact with any live conductors; Make sure at least 2 workers are present at all times during the work activity in case of emergency; and Hand excavate if exact location of services is unknown. 	5	Site Supervisor, operator, workers
6	Loading and unloading the machine	Plant and Equipment – impact / crushing injuries Slips, trips and falls	2	<ul style="list-style-type: none"> Make sure machine is centred on the truck and secured with the appropriate number of chains or ratchet straps as determined by relevant authority before transporting anywhere; Use ramps to load and unload plant and equipment; make sure you engage the metal pins attached to the ramps so they are locked in place; Never use ramps to enter or exit the truck or trailer when on foot; Provide adequate cover or protection to surfaces likely to be damaged by machine traffic; Set out witches hats to provide a safe distance for the public to travel around the truck; 	6	Site Supervisor, operator, workers

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual Rating	Who is responsible?
				<ul style="list-style-type: none"> • Use the ladders or steps to enter and exit truck or trailer when on foot; • Load/unload plant on level ground where possible; extra care should be taken in wet conditions; and • Check ground is stable. 		
7	Excavator checks and maintenance	Plant and Equipment – damaged or faulty	2	<ul style="list-style-type: none"> • Always condition and tension the tracks of the excavator; • Make sure all safety pins are in place; • Always check the bucket for worn or missing teeth; • Make sure Hydraulic rams and pressure hoses show no signs of wear and possible leaks; • Make sure capacity of the buckets are supplied and kept on the excavator. The capacities for the bucket are not to be exceeded; • Undertake a daily check of machine prior to use and during use as per manufacturer's instructions; • Make sure the machine's warning lights and sounds are operational; • Make sure there is adequate oil as required; • Have the logbook present on the machinery at all times detailing what maintenance and service have been carried out on the machine -these should be filled out on a daily basis; and • 3 monthly mechanical service by approved fitter. 	6	Operator
8	Entering and exiting the excavator	Falls from height Slips, trips and falls Strains, sprains and back injuries	2	<ul style="list-style-type: none"> • Follow AS 3868-1991 – Earth Moving Machinery – Design Guide for Access Systems; • Use the grab rail and continue in a straight path between the ground and the seat; • Make sure the first step is no more than 400 mm above the ground when the machine is on level ground. A foldaway step may prevent it from being damaged when the machine is in operation; • Use the steps and grab rails to climb out backwards, rather than jumping out forwards; • Make sure grab rails are 900 mm above any step or inclined ladder; • Make sure 3 points of contact are made at all times. Eg: two hands and one foot or two feet and one hand; 	5	Operator

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual Rating	Who is responsible?
				<ul style="list-style-type: none"> Use the step surface to aid in cleaning mud from boot soles. The step tread surface should not be used as a handhold; and Never use ramps to enter or exit the truck or trailer when on foot. 		
9	Excavator moving on site	Plant and Equipment – impact / crushing injuries Noise – hearing damage Flying debris – eye injuries Dust – lung damage Fumes – lung damage Slips, trips and falls Roll over – crushing injuries	3	<ul style="list-style-type: none"> Make sure that bucket is paced on the ground in front of the excavator when driving down the low loader ramp for stability; Make sure the operator of the machine is competent; Make sure work site speed limits are adhered to at all times; Keep clear of moving plant and site min. controls for working around mobile powered plant; <ul style="list-style-type: none"> exclusion zones min. 3m around operating radius/boom of machinery - barriers where not possible. Workers entering exclusion zone must first be acknowledged by operator. NO mobile phone use during operation. Excavator to be escorted by worker along footpaths. Make sure all workers within the work area are wearing suitable high visibility clothing; Wear hearing, eye protection and dust mask when required; Make sure workers in the vicinity are wearing hard hats and appropriate footwear; Make sure the machine's warning lights and sounds are operational; and Make sure work site speed limits are adhered to at all times. 	5	Operator
10	Controls Monitoring	Site supervisor to regularly monitor the staff and the work area to ensure hazard control are adhered to.		<ul style="list-style-type: none"> Where control are not being adhered to, take corrective action as necessary 		Site Supervisor
11	Refuelling machine	Fumes – lung damage Hazardous Substances – skin, eye, lung damage	1	<ul style="list-style-type: none"> Consult manufacturer's Safety Data Sheet (SDS). Make sure manufacturer's instructions are followed when refuelling; Make sure the machine is turned off before refuelling; 	4	Operator

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual Rating	Who is responsible?
		and illness Dust / fumes – lung damage Burns and explosions		<ul style="list-style-type: none"> • Make sure all ignition sources are removed whilst refuelling; • Make sure workers or other persons are not smoking whilst refuelling is being carried out; • Always use a suitably sized funnel to avoid spills during refuelling; • Always thoroughly wash hands and face after refuelling to avoid contamination; and • Make sure all fuel is stored off-site in an approved fuel store. 		
12	Operating Excavator	Property damage Electrocution Plant and Equipment – impact / crushing injuries Noise – hearing damage Flying debris – eye injuries 1Dust – lung damage Fumes – lung damage Roll over – crushing injuries	2	<ul style="list-style-type: none"> • Make sure there is sufficient boom clearance to carry out the works; • Make sure sufficient clearance is kept at all times from an overhang, edge of cliff or the edge of any excavation. • Excavator operators are to wear a seatbelt if roll-over protection system (ROPS) cabin fitted; • When travelling on a slope always travel straight up and down as changing direction on a slope can cause the excavator to tip or side slip; • Always avoid slewing the boom when travelling on a slope. Where the excavator begins to sideslip on a slope, dump the load immediately and turn downhill. • Carry loads close to the ground, especially downhill; • Avoid jerking the control levers by using a steady even action; • Make sure there is no dirt, grease or mud on the standing platform before use; • Keep hands and feet within the limits of the machine while travelling; • Keep bucket lowered when not in use; • Make sure attachments are not damaged and are securely fixed; • Get help if you run into difficulties such as becoming bogged. Do not try to do the job yourself; • Make sure bucket is placed flat on the ground, park brake is engaged and hydraulic pressure has been released before exiting the machine; • Never leave the unattended excavator idling; • Never start the excavator or operate the controls while outside the cabin; 	5	Operator

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual Rating	Who is responsible?
				<ul style="list-style-type: none"> • Never stand in or use the bucket to lift a person; and • Beware of overhead power lines and low site min. controls for working around mobile powered plant: <ul style="list-style-type: none"> ○ exclusion zones min. 3m around operating radius/boom of machinery - barriers where not possible. ○ excavator to escorted by worker along footpaths ○ Workers entering exclusion zone must first be acknowledged by operator. ○ NO mobile phone use during operation. 		
13	Excavation and trenching	Excavation / trenching Roll over – crushing injuries Access and egress Plant and Equipment – impact / crushing injuries Services / Utilities Electrocutation Noise – hearing damage Dust – lung damage Fumes – lung injury to pedestrians/cyclists	3	<ul style="list-style-type: none"> • Arrange for a worker to act as a spotter and maintain a safe distance from the machine at all times during operation; • Spotter to make sure that the machine operator has seen him/her before approaching the machine (unless radio contact is available); • The machine operator is to be aware of spotter's location at all times and maintain a safe distance; • Hand excavate using a shovel to locate services at approximate location; • Make sure excavations and trenches are battered or benched if they are deeper than 1.5m; and • Make sure excavated materials are stockpiled at least 2m away from the water barrier & fence to separate trenching works from cyclist & pedestrian access. 	5	Operator Spotter
14	Loading materials onto truck	Plant and Equipment – impact / crushing injuries Access and egress Hit by falling objects Flying debris – eye injuries Noise – hearing damage Dust – lung damage Slips, trips and falls	2	<ul style="list-style-type: none"> • Restrict access to the work area to only those involved in the activity and make sure it is kept clear at all times; • Use truck driver or another worker as a spotter to make sure that all workers and other persons are within a safe distance from the truck/bin whilst being loaded. The spotter is to stand in a suitable position to monitor the area on the opposite side of the truck to the side being loaded (if the operator has no clear view of that area); • The spotter must make sure that they are in a safe position where they won't be hit by any flying or falling objects; 	4	Operator Truck Driver Spotter

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual Rating	Who is responsible?
				<ul style="list-style-type: none"> Excavator operator or truck driver to assess load and make sure that the bin or truck is not overloaded; Never load the truck above the height of the side walls; and Be aware when loading wet or dense material such as concrete or wet soil, as the maximum weight may be exceeded before filling the bin or truck. 		
15	Shutting down excavator	Plant and Equipment – impact / crushing injuries Burns and explosions Cuts and abrasions	1	<ul style="list-style-type: none"> Make sure the machine is parked on level ground; Make sure the hydraulic control lever is moved to the locked position; and Make sure the bucket has been lowered to the ground and the swing lock has been activated. 	6	Operator
16	Completion of work or end of work day	Manual handling - strains sprains and back injuries Slips, trips and falls Cuts and abrasions	1	<ul style="list-style-type: none"> Remove any excess materials from the site using correct manual handling techniques; Wear gloves when handling sharp objects; Place equipment in approved storage area or back in work vehicle; Make sure the work area is left clean and tidy; and Lock / secure storage areas and / or site as required. 	6	Site Supervisor, operator, workers
17	Monitoring & Reviews	Site supervisor to ensure that hazard controls are adequate where new risks are identified		<ul style="list-style-type: none"> The risks shall be assessed and controls implemented Site Supervisor is responsible for monitoring and modification of the SWMS for this project Site Supervisor to use site New Site SWMS review take 5 to assure SWMS is adequate and report to office to adjust any changes or hazards. SWMS reviews are triggered by changes to legislation, methodology, materials used or equipment used. 		Site Supervisor
18	Use of substances	Inhalation, burns to eye or skin, spillage, poisoning	1	<ul style="list-style-type: none"> Consult the SDS and take the appropriate precautions for storage use and PPE requirements Store and handle substances in accordance with SDS and site rules 		Site Supervisor, operator, workers

Site Specific Requirements - To be completed by the PCBU or Site Supervisor if site specific hazards are identified (attach additional pages if necessary):

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual Rating	Who is responsible?

5. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

Minimum number of workers required to complete this work	1 or 2 when required
Trade licence required to complete this work	Held By: DL Contracting Services
Additional qualifications, permits and/or experience required to complete this work	Standard Driver's Licence Excavators Competency card / VOC
Additional training required to complete this work	Site Specific Induction and SWMS review required for all workers

6. SAFETY RESPONSIBILITIES

The **Officer** for this project is _____, he/she can be contacted on _____.

The **Site Supervisor** for this project is _____, he/she can be contacted on _____.

The **Health and Safety Representative (HSR)** for this project is _____, he/she can be contacted on _____.

All DL Contracting Services workers:

- **WILL** be required to have relevant trade experience.
- **WILL** be required to attend regular site inductions, project and task specific induction training and possess the current General Construction Induction Training card.

Work Health and Safety - Responsibilities

- a) _____ will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.
- b) _____ will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.
- c) _____ will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.
- d) _____ will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.
- e) _____ will be responsible for preparing, maintaining and making accessible the register of hazardous substances.
- f) _____ will be responsible for maintaining first-aid stocks.
- g) _____ will be responsible for managing accident and emergency procedures.
- h) _____ will be responsible for keeping WHS records.
- i) _____ will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.
- j) _____ will be responsible for workplace injury management and rehabilitation.
- k) _____ will be responsible for managing communication between Health and Safety Committees (where applicable).
- l) _____ will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.

7. TRAINING RESPONSIBILITIES

The HSR will:

- identify the WHS training needs of management, supervisors and workers on site;
- make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;
- make sure that all personnel attend general construction WHS induction training before starting work;
- make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;
- conduct induction training, task training and refresher safety training for everyone working on site; and
- keep appropriate records of WHS training at the DL Contracting Services office.

8. INCIDENT MANAGEMENT

The HSR will:

- be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and
- make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

9. PLANT AND EQUIPMENT

Plant and Equipment used on site includes but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required
Excavator	Prestart visual inspection prior to use daily. Maintenance checks as specified by the manufacturers / service.

10. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

1	Safety boots	6	Hearing protection
2	Sunglasses / safety glasses	7	
3	Protective gloves	8	
4	High visibility clothing / vests	9	
5	Sun protection	10	



11. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.

12. LEGISLATION, REGULATIONS, CODES AND STANDARDS

The following reference documents have been identified as relevant to this project and a copy is kept at the DL Contracting Services office. This list is a guide only and is not necessarily all the relevant documentation:

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2017
- COP Managing Risks in Construction Work
- COP First Aid
- COP Hazardous Manual Tasks
- COP Managing the Work Environment and Facilities
- COP Managing Noise and Preventing Hearing Loss
- COP Excavation Work 2013
- COP How to Manage Risks of Plant in the Workplace

13. SIGN OFF

The representatives of DL Contracting Services listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Worker on site	Role (e.g. worker, supervisor)	Signature	Date

Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:

Signed: _____ Date: _____

Name: _____ Position: _____