SAFE WORK METHOD STATEMENT

GREAT LAKE TAUPŌ
Taupō District Council

SWMS Reference :		**Insert document number :**		**Version A**	**Date :**
Workplace / Project :		**Company Address:**			
Work Activity / Job / Task or Process :					
Scope of Work : Trenching and installation of pipes					
AUTHORISING PERSON :		**SIGNATURE :**		**DATE :**	
SUPERVISOR OF WORK :		**QUALIFICATION OF SUPERVISOR**	Contractor to complete		
Max No. of Employees to be used on site :					
Min No. of Employees to be used on site :					

HAZARDOUS SUBSTANCES TO BE BROUGHT TO AND / OR PRESENT ON SITE :

Product Name :	**MSDS**		**Product Name :**	**MSDS**	
	YES	**NO**		**YES**	**NO**
e.g. Diesel	×				

PERSONNEL DETAILS:		**EQUIPMENT DETAILS :**	
Occupation: Trades / Skills / Work Teams	Site Supervisor for Jo Blogg's Plumbing	**Legislation:**	Refer page 2 SWMS: Applicable AS/NZ Standards Approved Codes of Practice Worksafe NZ Guidelines
Qualifications: Licences / Qualifications / Permits	Construction Industry Induction Card Council Site Induction Confined Space	**Mobile Plant and Equipment:**	e.g. 1.5T excavator, service vehicle, concrete saw, hand tools, cable avoidance tools, trench compactor, shield/shoring material, ladders, etc.
Training Required:	e.g. Manual handling	**Safety/Emergency Equipment:**	First Aid kits & fire extinguishers in all site vehicles
Other Training required: What, how many and by when		**Personal Protective Equipment:** Please circle all of the required PPE for this site	Reflective Vest Coveralls Hard Hat Safety Boots Safety Glasses Ear Plugs/Muffs Gloves Harness/Lanyard Sun Hat Anti-Glare Glasses Welding Mask Dust Mask Face Shield

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APPLICABLE AUSTRALIAN/NEW ZEALAND STANDARDS, CODES OF PRACTICE & GUIDELINES: www.worksafe.govt.nz

For example:

- Approved Code of Practice for Operator Protective Structures on Self –Propelled Mobile Mechanical Plant
- Code of Practice for Temporary Traffic Management
- Safety around Excavations
- Guide for Safety with Underground Services
- Australian Standard/New Zealand 2865 – 1995 – Safe Working in a confined Space
- Australia Standard/New Zealand 1715 – Selection, use and maintenance of Respiratory Protective Devices

		Consequences				
		Insignificant (1) No injuries / minimal financial loss	**Minor (2)** First aid treatment / medium financial loss	**Moderate (3)** Medical treatment / high financial loss	**Major (4)** Hospitable / large financial loss	**Catastrophic (5)** Death / massive financial loss
Likelihood	**Almost Certain (5)** Often occurs / once a week	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Could easily happen / once a month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or known it to happen / once a year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Hasn't happened yet but could / once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1) Conceivable but only on extreme circumstances / once in 100 years	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

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WORK SEQUENCE BASIC JOB STEPS	HAZARDS/RISK DESCRIPTION	Pre -Control RISK SCORE	PROPOSED ACTION/CONTROL MEASURE	Post - Control RISK SCORE	ACTION BY
1. General	Inadequate: • Training • Instruction • Supervision		The Contractor to ensure that all employees and sub-contractors: • Attend training sessions • Attend any site-specific inductions • Attend a Toolbox talk on the contents of this SWMS • Provide Supervision on Site Make sure that all employees are instructed in the correct use of: • Personal Protective Equipment (PPE) • Plant and Equipment • Tools • Material Handling • Hazardous substances and materials (Provide Safety Data Sheets –) • On Site Traffic Management Plan • On Site Permit Systems **Note: If you identify additional risks and their control measures are not listed on this SWMS, set them out on additional SWMS worksheet and attach to the end of this SWMS.**		Site Supervisor
2. Planning *For example : Service plans, Review work site Terrain* *Open Permit to Work*	• Roll Over hazards (holes, steep slopes, tumps & waterways • Electrocution – Underground or Overhead Services • Confined Space – • Permit for trenches above 1.5m	16	• Site walkover and list roll over hazards • Review available plans e.g. refer to www.beforeyoudig.co.nz & contact utility companies to mark out locations on plans • Use cable and pipe locating devices • Use safe hand digging practices • Keep at least **5m** from Overhead Services • Client Authority to sign off controls on Permit	12	Site Supervisor (if post control risk score remains high – then work should not proceed)

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3. Public safety and site access /egress *For* example: *traffic management, temporary fencing*	• Public safety including traffic, pedestrians • Visitors and Service Providers personal safety	12	• Traffic Safety Management Plan (STMS) • Safe Access / Egress Routes established • Site Hazard Board / Risk Register • Sign in / Sign out Register • Installation of temporary fencing • Appropriate signs (e.g. Confined Space)	6	Site Supervisor
4. Plant and Equipment Set-up *For example –Load or unloading of excavator*	• Plant damage by loading past certification limits • Electrocution from overhead power lines • Plant roll over from incorrect ramp / methodology • Injury from plant roll over	16	• When parking truck, allow adequate room for ramps and safe unload • Ensure weight of excavator and truck are aligned with the Road User Certificate • Allow 4-5 m clearance of overhead power lines – use spotter • Use correct ramps • Ensure any moving parts are stationary prior to moving on the trailer.	8	Plant Operator
5. Set up sediment and run –off controls	• Contamination of Waterways • Manual Handling	12	• Assess direction of water runoff of the area to be cut. • Use approved filter cloths and bunding methods to protect any drains /streams from sediment run off. • Dig a shallow soak hole or trench to contain and direct run off. • Assess ground conditions if using grassed areas to collect run –off and use bunding to direct water to grassed areas. • Even when diverting to grassed areas, ensure storm water drains have protection in place. • Use correct Manual handling techniques / two person lifts as required.	3	Site Supervisor

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6. Hazardous Substances *For example -Diesel*	• Diesel Spill • Fumes igniting	12	• Spill kits on site • Double skinned diesel tanker • No smoking while refuelling • Fire extinguisher in proximity of fueling	3	Plant Operator
7. Description of work steps *For example 4.1 – 4.1 excavate trench to a depth of 1.5m x 2m* *Is trench a confined space?*	• Ground collapse from weight of excavator / water in trench / soil type • Confined Space – entrapment, engulfment	16	• Assess soil type and use appropriate methodology – batters, benching or shields • Dewater trenches if applicable – pump • Assess placement of excavator & spoil in relation to trench • Complete confined space risk assessment on trench for all trenches 1,5m in depth or > Reference AS/NZ 2865-1995 Safe Working in a Confined Space	12	Site Supervisor Plant Operator
4.2 installation of storm water pipes	• Unmarked services • Unstable lifting loads causing injury • Hydraulic failure on excavator > 7 tonne	16	• Use an observer to do visual checks for signs of services –(markers, change in soil conditions, duct surfaces) • Ensure no one is ever under a suspended load • Hose burst protection valves • Loading chart available to operators • Do not use excavator as a lifting device unless excavator & the rigging have been load tested	12	Plant Operator

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8. Additional hazardous work *For Example – confined space (for trench deemed a confined space)*	• Unsafe level of oxygen • Potential harmful contaminants • Engulfment • Collapse of work area	16	• Complete Confined Space Permit Gas readings with gas detector 20.9% Oxygen • Only trained & fully qualified personnel to undertake work in a confined space • Fully documented rescue procedure to be in place prior to work commencing • Critical Safety equipment assessable (tripod) • Safe placement of plant & equipment to trench • Ensure access and egress in in place -ladders	8	Site Supervisor
9. Steps to complete task *For Example – Backfill trench with Compactor*	• Struck by moving plant • Dust inhalation • Manual Handling – (mechanical compactor) • Noise	12	• Place barricades and signage to prevent any unauthorized access • Employees to be trained in use of mechanical compactor • Hearing protection of all workers in vicinity	2	Labourer
10. Site remediation *For example – disestablish traffic management / temporary fencing*	• Slips trips and falls • Diesel or oil spills • Unauthorised personnel entering	6	• Terrain is free from any trip hazard – holes, rubbish • Ensure any environmental spills have left no residual contamination • Ensure fencing and barricades come down once hazard is controlled	2	Site Supervisor
11. Close out Permit (Confined Space)					

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Additional steps within scope of work

Task List the tasks required to perform the activity in the sequence in which they occur	**Hazards** Against each task list the Hazards that could result in injury when the task is performed by the work	**Pre-Control Risk Score**	**Risk Control Measures** List the Control Measures required to eliminate or minimize the workers expose to each identified hazard	**Post Risk Control Score**	**Name of Supervisor** Responsible for Control Measure Implementation

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RESCUE PLAN: (for Confined Space Entry)

The following steps are to be adhered to should a need arise to evacuate the confined space work zone due to emergency within the work zone.

Duties of the Standby Person:

DO NOT ENTER THE CONFINED SPACE

- Remain calm and stay at the point of entry to the confined space.
- Contact emergency services by mobile phone (refer to contact list attached)
- Contact site management to obtain assistance
- Communicate with entrants advise them to evacuate the work zone
- Commence hoisting entrants via the lifting tripod.
- Maintain ventilation throughout the process
- Liaise with emergency personnel as they arrive on site.

EMERGENCY CONTACT NUMBERS:

Emergency Services:	111
Taupo Police:	(07) 378 6060
Taupo Hospital:	(07) 376 1000

Duties of the Confined Space Entrants:

- Evacuate confined space immediately advised to do so
- Do no leave the point of entry without clearance to do so from the standby persons
- Sign out of the confined space on the entry permit
- Assist emergency personnel as required.

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Safe Work Method Statement – Skills Matching + Consultation & Review Sign Off		
Date of Analysis:	**SWMS Identifier:**	**Supervisor:**

Analysis of Training/Skills or Competencies Required										
Training/Skills/Competencies Required to Complete the Work Safely We the undersigned employees acknowledge that we have been consulted in the writing & development of this SWMS and have read and accepted the contents of this SWMS as reflecting the methods involved in the work activity described and we agree to abode by the requirements of this SWMS at all times.		Taupo District Council Induction	Site Specific Induction	Certificate III in Plumbing & Trenching	Min 5 years Industry Experience	Traffic Control STMS	Working in Confined Spaces	Trained with Mechanical Compactor		
A = All Employees are required to hold	Percentage of personnel required to hold (%)	**A**	**A**							
	Number of personnel required to hold									

Name	Position	Signature	Date	Training/Skill/Competency held by employee – cross (X) – Evidence must be provided							
	Work Supervisor			**X**	**X**	**X**	**X**	**X**	**X**	**X**	
	Plumber/Plant Operator			**X**	**X**	**X**	**X**		**X**	**X**	
	Plumber/Plant Operator			**X**	**X**	**X**	**X**		**X**	**X**	
	Labourer			**X**	**X**					**X**	

Identified Training Needs				
Training Identified	**Person Required Training**	**Date Required**	**Training Provider**	**Interim Measure in Place**