

RETAINING WALL SAFE WORK METHOD STATEMENT (SWMS)

Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC Address:
Signature:	Date:	PC Phone #: Date SWMS provided to PC:
Contact Phone #:		Job Site Address:

SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.
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THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

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| <input type="checkbox"/> Confined spaces | <input checked="" type="checkbox"/> Mobile plant movement | <input type="checkbox"/> Demolition of a load-bearing structure | <input type="checkbox"/> Asbestos disturbance |
| <input type="checkbox"/> Using explosives | <input type="checkbox"/> Diving work | <input type="checkbox"/> Artificial extremes of temperature | <input type="checkbox"/> Tilt-up or pre-cast concrete |
| <input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services | | | |
| <input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse | | | |
| <input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers | | <input type="checkbox"/> Work in a ceiling space (W.A. Only) | |
| <input type="checkbox"/> Working at depths greater than 1.5 metres, including tunnels or mines | <input checked="" type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere | | |
| <input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor | <input type="checkbox"/> In or near water or other liquid that involves the risk of drowning | | |

WORKING WITH A RISK OF A FALL OVER 2 METRES. Select the fall from height 'hierarchy of control level' considered when establishing controls:

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| <input type="checkbox"/> L 1: Work on the ground or solid construction | <input type="checkbox"/> L 4: Use a fall arrest system e.g., safety harness, catch platforms |
| <input type="checkbox"/> L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP | <input type="checkbox"/> L 5: Implement administrative controls e.g., signage, or instruction |
| <input type="checkbox"/> L 3: Use a work positioning system e.g., travel restraint, rope access | <input type="checkbox"/> Other? |

More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes). Please describe why it is not reasonably practicable to use higher-order control measures. E.g. The job is less than 5 minutes on a ladder.

JOB TASK	HAZARDS	IR	CONTROL MEASURES <i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>	RR	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> Proprietary documents (detailed drawings / specifications, details for use / storage / precautions, criteria for rejection) Element documents: <ul style="list-style-type: none"> Proposed sequence of work and SWMS Stabilisation methods (temporary and permanent) Signed copies of any: <ul style="list-style-type: none"> Changes made to specifications and signed instructions, advice or diagrams made or issued by an engineer Notification to the relevant authority for works Exemptions from the requirements of regulation granted by any authority Inspection reports if required Any report, licence or authority required to carry out construction work Planning for the work should include the primary contractor, geotechnical consultant (or appropriate Engineer as appropriate) Assess the intended building site/potential site limitations. Check: <ul style="list-style-type: none"> Layout is suitable Overhead obstructions (including power lines) Sufficient delivery access Sufficient working room. 		
3. Check weather conditions & prepare	Extreme weather	3H	<ul style="list-style-type: none"> Check weather conditions – do not work in extreme conditions Reschedule works to work in more moderate temperatures. 	2M	Supervisor to maintain awareness of weather conditions Operator to follow controls
	Hyperthermia Hypothermia	3H	<ul style="list-style-type: none"> Ensure workers trained to recognise the symptoms of hyperthermia and hypothermia <u>Hot conditions. Ensure:</u> <ul style="list-style-type: none"> Suitable protective clothing Sun brim on hard hats Safety glasses - UV rated Use 30+ sunscreen on exposed skin Adequate drinking water Access to shade on breaks Adequate breaks. <u>Cold conditions. Ensure:</u> <ul style="list-style-type: none"> Schedule warm-up breaks Hold breaks inside Dress warmly in layers Stay dry (wet clothing chills the body rapidly) Workers must get out of the cold as soon as they can if starting to feel symptoms Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold. 	2M	
4. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or	3H	<ul style="list-style-type: none"> The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) Do not park illegally 	2M	Supervisor to check the site and conduct JSA

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
	Hazardous manual tasks - MSD	3H	<ul style="list-style-type: none"> When placing pegs for profiles ensure: <ul style="list-style-type: none"> Use an appropriately sized hammer Hammer in good condition with non-slip handle If using star pickets, consider the use of post rammer over a hammer Maintain good posture – use controlled strokes. 		2M	control measures followed
13. HRCW Excavation & back-filling	Powered mobile plant movement	3H	<ul style="list-style-type: none"> Ensure all non-essential workers excluded during heavy machinery operations Groundworkers. <ul style="list-style-type: none"> High visibility clothing worn at all times Do not stand behind reversing vehicles Keep a safe distance from mobile plant during operation Alertness at all times. Listen for reversing alarms/beepers and calls from Plant Operators Work positions should be in clear sight of plant operators Never allow anyone to sit, stand, or hang attachments. Failure to follow this warning may result in serious injury or death Prevent unauthorised people or mobile plant from accessing the safety zone area Operator to maintain awareness of people, mobile plant entering the operational zone and cease work immediately if the incursion is uncontrolled <p>⚠️ Entrapment in any part of attachments could cause serious injury or death. Close physical contact with an operating machine avoided at all times.</p> <p>⚠️ NEVER:</p> <ul style="list-style-type: none"> Assist by hand when in operation Use tools (such as shovels) to help move dirt from around excavations during operation Use people as counterweights, hang counterweights Walk under raised load Attempt to remove or clear spoil while the machine is in operation Push another person or engage in horseplay around operating machinery High visibility clothing, gloves and hard hats worn at all times.		2M	<p>Supervisors to check all controls in place and followed</p> <p>Workers to follow controls and make supervisor aware of any issues</p>
	Impact on nearby underground assets	4A	<ul style="list-style-type: none"> Ensure heavy machinery does not place a load within the zone of influence of underground asset Mark area of influence to identify no go zone for heavy equipment and machinery (Use spotters where necessary and/or barricade) Use secondary spotter (beside machine operator) to look out for underground services while digging in the vicinity of known services Stop work immediately if underground services encountered (<i>it may be outside of the position shown on a diagram</i>) 		2M	