

## HORIZONTAL DIRECTIONAL BORING SAFE WORK METHOD STATEMENT (SWMS)

Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC Address:
Signature:	Date:	PC Phone #: <span style="float: right;">Date SWMS provided to PC:</span>
Contact Phone #:		Job Site Address:

<b>SITE MANAGEMENT PLAN</b>	Is the work associated with a Construction Project? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes</i> – 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)**

- |  |   |  |   |
|--|---|--|---|
| <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 checked="" 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:

- |   |   |
|---|---|
| <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		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
	Contact with fibre optic cable	3H	<ul style="list-style-type: none"> <li>⚠ <b>Do not look into the severed ends of the cable! (Laser light can cause permanent eye damage or blindness).</b></li> <li>○ Stop drilling operation</li> <li>○ Contact utility owner immediately</li> </ul>		2M	
	Contact with electricity	4A	<ul style="list-style-type: none"> <li>⚠ <b>In the case of machine contact with electrical cables:</b></li> <li>1. Try to break contact with the line only if safe to do so</li> <li>2. Do not touch the machine, drill pipe, water system, mud-mixing system, or Anything connected to the drill</li> <li>3. The drill operator to reverse the direction of advance to break contact with the electrical line.</li> <li>4. Contact the electrical utility company immediately.</li> <li>5. Follow the manufacture's procedure to determine if the drill is electrically charged before attempting to dismount the drill.</li> <li>6. If essential to leave, do not touch the equipment and ground at the same time if jumping clear. The operator should hop slowly, shuffle or jump with feet together). <b>DO NOT RUN</b></li> <li>7. If the operator falls to the ground, ensure they roll clear. They should not try to get up by pushing off with their hands as the electricity may pass through the arms &amp; legs in contact with the ground</li> <li>8. Warn all other personnel/public to keep 8 -10 m clear from equipment. Do not touch any part of the equipment or victim(s) and do not attempt to approach or re-enter the vehicle</li> <li>9. Call for emergency assistance on 000 at the earliest opportunity</li> <li>10. Begin First Aid treatment if the operator is clear of the area (Do not place yourself in danger)</li> <li>11. Initiate the company emergency management plan</li> <li>12. Await confirmation by the power company that the power is turned off before commencing any recovery of people' plant or equipment.</li> </ul>		2M	
<b>13. HRCW</b> Rig maintenance on-site	Crush injuries	3H	<ul style="list-style-type: none"> <li>⚠ <b>Do not rely on a hydraulic system to hold any part of the equipment in the raised position during maintenance. Always use installed lift brace equipment or suitable SWL blocks/jacks</b></li> <li>• Before commencing maintenance/repairs. Ensure: <ul style="list-style-type: none"> <li>○ The machine parked on level ground</li> <li>○ The parking brake is engaged</li> <li>○ Engine is stopped</li> <li>○ Engine start switch key turned off, and the engine start switch key removed</li> <li>○ The battery disconnect switch is in the OFF position and removed</li> </ul> </li> </ul>		2M	<b>Supervisors</b> to check all controls in place and followed  <b>Workers</b> to follow controls and

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"> <li>Cleaning:               <ul style="list-style-type: none"> <li>Pressurised air can cause personal injury. When pressurised air is used for cleaning, wear a protective face shield, protective clothing, and protective shoes</li> <li>The maximum air pressure for cleaning purposes must be below 205 kPa (30 psi).</li> </ul> </li> </ul>		
<b>14. HRCW</b> Fuelling on-site	<ul style="list-style-type: none"> <li>Flammable atmosphere</li> <li>Exposure to fuel</li> <li>Fire</li> <li>Burns</li> <li>Inhalation</li> <li>Ingestion</li> <li>Eye &amp; skin damage</li> </ul>	4A	<ul style="list-style-type: none"> <li>Follow manufacturer's manual/recommendations for refuelling</li> <li>DO NOT smoke during refuelling</li> <li><b>Diesel: Fire extinguisher</b> – Water, foam, dry chemical powder, CO<sub>2</sub></li> <li><b>Unleaded petrol: Fire extinguisher</b> – Dry chemical powder, foam, CO<sub>2</sub>. <i>Never use water to extinguish an Unleaded Petrol fire</i></li> <li>Avoid breathing vapours or contact with fuel</li> <li>Change clothing immediately if splashed with fuel</li> <li>Do not siphon or swallow fuel as this can be fatal</li> <li>Wash hands carefully after handling fuel before eating, drinking or smoking</li> <li>Shower and wash immediately after work &amp; wash clothes in separate wash from other clothes.</li> </ul>	2M	<b>Supervisor and workers</b> to ensure control measures followed
<b>15. HRCW</b> On completion	Unauthorised access	3H	<ul style="list-style-type: none"> <li>If acceptable, remove or add barricades</li> <li>Ensure machine is parked in a safe, level area, clear of unstable or sloping ground</li> <li>Store the key in a safe place (restrict unauthorised access).</li> </ul>	2M	<b>Supervisor</b> to confirm all workers have signed out <b>Workers</b> to comply with controls
	Security breach	3H	<ul style="list-style-type: none"> <li>All personnel sign-out on Site Register.</li> </ul>	2M	
	Vehicle/people impact	4A	<ul style="list-style-type: none"> <li>Stay to designated access and egress routes</li> <li>Maintain awareness of surroundings.</li> </ul>	2M	
<b>16.</b> Emergency response	<ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Environmental damage</li> </ul>	4A	<ul style="list-style-type: none"> <li><b>For police, fire or ambulance call '000.'</b></li> <li>Follow site emergency and evacuation procedures</li> <li>A communication system is available, e.g. a mobile phone or radio</li> <li>Check for dangers to self before helping others</li> <li>Maintain control of the area and stabilise the situation</li> <li>Apply first aid to the injured worker</li> <li>Complete an incident report.</li> <li><b>Refer to your SWMS implementing instructions for further specific emergency responses.</b></li> </ul>	2M	<b>Supervisors and workers</b> ensure controls followed