

GRAVE PREPARATION 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)

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

- L 1: Work on the ground or solid construction
- L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP
- L 3: Use a work positioning system e.g., travel restraint, rope access
- L 4: Use a fall arrest system e.g., safety harness, catch platforms
- L 5: Implement administrative controls e.g., signage, or instruction
- 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
			INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS			
			<ul style="list-style-type: none"> • Vehicle movement - Follow the TMP, only travel on established tracks and roads • Use designated entry and exit points • Cultural heritage - Training and instruction is provided concerning the heritage values, historical significance, cultural relevance or sensitivity of the area • Comply with the conditions of any licence, approval or permit issued by the relevant planning authorities relating to cultural heritage • Terrestrial fauna - No domestic animals are to be taken on-site • Ensure all food scraps placed in lidded bins. 			
8. House keeping	Slips, trips & falls	3H	<ul style="list-style-type: none"> • Maintain housekeeping throughout the shift & clean-up • Clean up spills immediately • Ensure sufficient lighting to detect changes in level (using temporary lighting as required) • Do not jump from elevated edges >180mm, step carefully and use prepared access areas • The work area is clean and uncluttered as possible • Locate equipment to avoid a tripping hazard • Check for stored items, corners or other obstructions that could cause tripping • Ensure there is room to manoeuvre the materials/equipment and no obstacles in the way • Check the end destination is prepared correctly for placement of the materials/equipment • Wear clean, closed in, non-slip footwear. 		2M	Supervisor and operator to ensure control measures followed
9. Grave preparation – grass removal	Musculoskeletal Disorders (MSD) injuries	3H	<ul style="list-style-type: none"> • Use a long handled turf shovel • Pre-inspect and operate the tool following the manufacturer's instructions • Do not use excessive force, let the tool do the work for you • Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending. 		2M	All workers to ensure control measures followed
10. HRCW Grave digging	Vehicle failure	3H	<ul style="list-style-type: none"> •  Inspect and operate the machine following manufacturers' instructions. <i>Do not use if any fault/damage/missing parts. Report immediately and follow tag-out/lock-out procedures.</i> 		2M	Supervisors to check all controls in place and followed Operator to follow controls and make supervisor aware of any issues
	Falls	3H	<ul style="list-style-type: none"> • Face the machine whenever you mount and dismount the machine • Use the provided steps/handholds when entering or exiting the cabin • Maintain a 3-point contact with the steps and with handholds (2 hands X 1 foot/2 feet X 1 hand • Never mount or dismount a moving machine • Do not jump off the machine. 		2M	
	<ul style="list-style-type: none"> • Crush injuries • Entrapment • Fatality 	4A	<ul style="list-style-type: none"> • Determine spoil pile and bedding material locations • Be sure to place spoil in the most appropriate location, a minimum of one metre from the grave 		2M	

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
	<ul style="list-style-type: none"> Eye or hand injury 		<ul style="list-style-type: none"> Cover quick connect with rag and disconnect Reconnect new attachment Check for proper hydraulic connection, hose routing, hose length and leaks. 			
16. HRCW Operations with hydraulic attachments	<ul style="list-style-type: none"> Crush injuries Entrapment Fatality 	4A	<ul style="list-style-type: none"> Use the attachment only for its' intended purpose and as recommended by the manufacturer Attachments kept in lowest working position possible Only operate attachments in the front or the back of the machine Cease work if the hydraulic hoses vibrate abnormally Never carry or lift a person in the attachment Never allow anyone to sit, stand, or hang on the boom or attachment <i>Never allow another person to place any part of their body near the attachment while in operation.</i> 	2M	Operator to follow controls and make supervisor aware of any issues	
17. HRCW Fuelling the plant	<ul style="list-style-type: none"> Flammable atmosphere Exposure to fuel Fire Burns Inhalation Ingestion Eye & skin damage 	4A	<ul style="list-style-type: none"> Follow manufacturer's manual/recommendations for re-fuelling DO NOT smoke during re-fuelling Diesel: Fire extinguisher – Water, foam, dry chemical powder, CO₂ Unleaded petrol: Fire extinguisher – Dry chemical powder, foam, CO₂. <i>Never use water to extinguish an Unleaded Petrol fire</i> Avoid breathing vapours or contact with fuel Change clothing immediately if splashed with fuel Do not siphon or swallow fuel as this can be fatal Wash hands carefully after handling fuel before eating, drinking or smoking Shower and wash immediately after work & wash clothes in separate wash from other clothes. 	2M	Supervisor and workers to ensure control measures followed	
18. HRCW On completion	Crush injuries/ entrapment	4A	<ul style="list-style-type: none"> Lower all attachments/bucket/blade to the ground Turn off all hydraulic valves and idle engine down. Apply the hand brake and remove keys Inspect equipment for any damage/leaks. If any damage is detected – report immediately and take out of service. 	2M	Supervisor to confirm all workers have signed out	
	Unauthorised access	3H	<ul style="list-style-type: none"> If acceptable, remove or add barricades Ensure machine is parked in a safe, level area, clear of unstable or sloping ground Store the key in a safe place (restrict unauthorised access). 	2M	Workers to comply with controls	
	Security breach	3H	<ul style="list-style-type: none"> All personnel sign-out on Site Register. 	2M		
	Vehicle/people impact	4A	<ul style="list-style-type: none"> Stay to designated access and egress routes Maintain awareness of surroundings. 	2M		