SAFE WORK METHOD STATEMENT (SWMS)

Business name

Document: SWMS-001 Rev 1
Prepared: 9 Nov 2026
Review by: 9 Dec 2026
Highest risk after controls: Medium

1. BUSINESS AND JOB DETAILS

Job	Post hole boring and pier holes	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Excavation and earthworks

2. HIGH RISK CONSTRUCTION WORK COVERED BY THIS SWMS

	Risk of a person falling more than 2 metres		Work on or near chemical, fuel or refrigerant lines
	Work on a telecommunication tower		Work on or near energised electrical installations or services
	Demolition of an element of a structure that is load-bearing or related to its physical integrity		Work in an area that may have a contaminated or flammable atmosphere
	Likely to involve disturbing asbestos		Work involving tilt-up or precast concrete elements
	Structural alterations or repairs that require temporary support to prevent collapse		Work on, in or next to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians
	Work in or near a confined space	**YES**	Work in an area with movement of powered mobile plant
	Work in or near a shaft or trench with an excavated depth greater than 1.5 metres		Work in an area with artificial extremes of temperature
	Work in or near a tunnel		Work in or near water or other liquid that involves a risk of drowning
	Use of explosives		Diving work
	Work on or near pressurised gas distribution mains or piping		

3. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Get BYDA plans and mark every hole	Hitting underground services Gas and fuel lines	**Extreme** **Possible / Catastrophic**	1.1 Keep machine buckets well clear of marked services and use a spotter. [Isolate] 1.2 Scan the area with a cable locator before digging and mark services on the ground. [Engineering] 1.3 Hand dig or vacuum excavate to expose services before using a machine near them. [Engineering] 1.4 Lodge a free BYDA (Before You Dig Australia) request and get the plans before any digging. [Administrative] 1.5 Keep plans or locate tickets on site and check them again if the work	**Medium** **Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				area grows. [Administrative] 1.6 If you hit a service, stop, get everyone clear, and call the owner and emergency services. [Administrative] 1.7 Wear safety boots, gloves and hi-vis when digging. [PPE] 1.8 Isolate and purge the line before work, with the owner's approval. [Eliminate] 1.9 Lock off and tag the isolation valve. [Isolate] 1.10 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 1.11 Only licensed gasfitters work on gas lines. [Administrative] 1.12 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Administrative] 1.13 Know where the shut-off valve is and what to do if a leak happens. [Administrative] 1.14 Wear safety glasses and gloves, and keep a fire extinguisher close by. [PPE]		
2	Set up the auger machine on firm ground with an exclusion zone	Being hit by mobile plant Contact with overhead power lines Rules: WHS Regulation 2011, Part 5.1 Plant	**Extreme Possible / Catastrophic**	2.1 Separate people and plant with barriers, exclusion zones and marked walkways. [Isolate] 2.2 Use plant with working reversing alarms, cameras and lights. [Engineering] 2.3 Have a traffic management plan showing plant routes, loading areas and pedestrian paths. [Administrative] 2.4 Use a spotter when reversing or working near people. [Administrative] 2.5 Make eye contact with the operator before going near. Stay out of the swing radius. [Administrative] 2.6 Operators hold a High Risk Work Licence where needed (for example forklift) and are trained and assessed on other plant. [Administrative] 2.7 Do a pre-start check on each machine every day and record it. [Administrative] 2.8 Wear hi-vis clothing and a hard hat. [PPE] 2.9 Ask the network operator to turn off, move or insulate the lines before work starts. [Eliminate] 2.10 Use non-conductive (fibreglass) ladders near any power lines. [Substitute] 2.11 Mark the safe distance with flags, tape or goal posts and keep all plant and people outside it. [Isolate] 2.12 Keep out of the No Go Zone set by your state and the network operator, or get written approval and a safety observer. In NSW and Qld, untrained people and plant stay at least 3 m from lines on poles up to 132 kV, 6 m up to 330 kV and 8 m above 330 kV. In Victoria the limits differ, and work within 8 m of tower lines needs a spotter and the network operator's permission. [Administrative] 2.13 Use a dedicated spotter whenever plant moves or raises anything near lines. [Administrative] 2.14 Treat all lines as live. If plant touches a line, stay in the cab and keep everyone well away. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
3	Keep clear of the turning auger, no loose clothing	Injury from power tools Being hit by mobile plant Rules: WHS Regulation 2011, Part 5.1 Plant	**Extreme Possible / Catastrophic**	3.1 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 3.2 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 3.3 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 3.4 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 3.5 No loose clothing, jewellery or long hair near spinning parts. [Administrative] 3.6 Wear safety glasses and hearing protection. Do not wear loose gloves on drills or other rotating tools. [PPE] 3.7 Being hit by mobile plant: see step 2 for the full controls [Administrative]	**Medium Unlikely / Moderate**	Site supervisor
4	Cover open holes straight away	Falling through a floor opening or void Public entering the work area Rules: WHS Regulation 2011, Part 4.4 Falls	**Extreme Possible / Catastrophic**	4.1 Cover every hole and penetration with a fixed, secured cover marked "HOLE" or "DANGER". [Isolate] 4.2 Put guardrails with toe boards around stairwells, lift shafts, voids and open edges. [Isolate] 4.3 Install stairs early and fit temporary handrails as soon as they go in. [Engineering] 4.4 Never remove a cover or guardrail without approval. Put it back straight away. [Administrative] 4.5 Inspect covers and barriers daily and after other trades have been through. [Administrative] 4.6 Keep lighting good enough to see openings, especially on lower floors and in the evening. [Administrative] 4.7 Use a harness clipped to a rated anchor when working right next to an open void. [PPE] 4.8 Fence off the site with secure temporary fencing and lock the gates when you leave. [Isolate] 4.9 Give pedestrians a safe, marked path around the work, with ramps for prams and wheelchairs. [Isolate] 4.10 Use hoarding, covered walkways or catch fans where work is above public areas. [Engineering] 4.11 Put signs at each entry: site name, contact number and "No unauthorised entry". [Administrative] 4.12 Make the site safe at the end of each day: cover holes, lower plant, remove ladders and lock tools away. [Administrative] 4.13 Use a spotter when moving plant or materials across public paths. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
5	Spread or remove spoil and clean up	Poor housekeeping and waste	**Medium Likely / Minor**	5.1 Order materials to size and send packaging back where you can. [Eliminate] 5.2 Put skip bins and waste chutes close to the work. [Engineering] 5.3 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.4 Keep exits, stairs and walkways clear at all times. [Administrative] 5.5 Stack materials neatly on level ground, away from edges.	**Low Unlikely / Minor**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				[Administrative] 5.6 Wear gloves when handling waste. [PPE]		

Risk key: risk = likelihood x consequence on a 5 x 5 matrix. Low, Medium, High, Extreme. Work must not start while the risk after controls is high or above. Controls are listed in order of the hierarchy of control: Eliminate, Substitute, Isolate, Engineering, Administrative, PPE.

4. PPE AND PERMITS

Required PPE	Permits and plans
Steel cap boots Hi-vis shirt or vest Hearing protection (earmuffs or plugs) Work gloves Hard hat Safety glasses	Excavation / dig permit

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Excavator	Verification of competency (VOC) for the machine	Operator pre-start check each shift; servicing and inspection to the manufacturer			
Skid steer (Bobcat)	Verification of competency (VOC) for the machine				
Hand tools					

6. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

7. EMERGENCY ARRANGEMENTS

Emergency number	000	**First aid kit**	In the work vehicle
Fire extinguisher	In the work vehicle	**Alarm and evacuation**	Shout for help and stop work. Make the area safe and go to the assembly point. Call the emergency number and send someone to meet the ambulance.
Reporting incidents	Notify the regulator immediately of any notifiable incident and preserve the site.		

8. IMPLEMENTING, MONITORING AND REVIEWING THE CONTROLS

How they are put in place	Controls are set up before the work starts. The person responsible explains this SWMS to every worker before they start, and workers sign to confirm they understand it.	**How they are monitored**	The person responsible checks the controls are in place before work starts each day and during the work, and talks to the workers about any problems. Stop work and review this SWMS if the work changes, the controls are not working, after any incident, or if a worker raises a concern.
When it is reviewed	Reviewed when the work or site changes, after any incident, if a control is not working, or if a worker or health and safety representative asks.		

Legal basis: Work Health and Safety Regulations 2011, Part 6.3 (Victoria: OHS Regulations 2017). A SWMS must be prepared before any high risk construction work starts. It must list the high risk work, the hazards and risks, the control measures, and how those controls will be put in place, monitored and reviewed. It must be easy for the workers to read and understand.

Keep this SWMS, and every revised version, until the high risk construction work is finished, where workers and inspectors can see it on site. If a notifiable incident happens during the work, keep it for at least 2 years after the incident.

9. REVIEW AND AMENDMENT RECORD

Rev	Date	By	What changed
1	9 Nov 2026		First issue

10. SIGN-OFF

	Name	Signature	Date	
Prepared by				
Person responsible (supervisor)				
Principal contractor review				Accepted for use: Yes / No

By signing below, each worker confirms they were consulted on and have read and understood this SWMS, and will follow it. If the work cannot be done as this SWMS says, stop as soon as it is safe and do not restart until the SWMS is reviewed.

Name	Role / company	Tickets / licences	Inducted	Signature	Date

Name	Role / company	Tickets / licences	Inducted	Signature	Date