

Safe Work Method Statement

Work must be carried out in accordance with this SWMS. Keep this SWMS available until the high-risk construction work is complete. If it is revised, keep every version. If a notifiable incident occurs, keep it for at least 2 years.

SWMS number / version	RR-2026-0003 / v1 · finalised 1 Oct 2026
Job / PO reference	PO 7781
Site	2 Example Rd, Penrith NSW 2750
Start date	1 Oct 2026
Work description	Dig a 1.8 m deep trench for a new sewer connection and saw cut the concrete driveway next to the road, using a mini excavator.
Principal contractor	None
Person responsible for implementing, monitoring and compliance	Joe Citizen · 0491 570 006
Person responsible for reviewing control measures	Joe Citizen
Jurisdiction	New South Wales. Work Health and Safety Act 2011 (NSW) and Work Health and Safety Regulation 2025. Regulator: SafeWork NSW. Regulation version applied: Work Health and Safety Regulation 2025, version current from 3 July 2026 (checked 27 Sep 2026).

High-risk construction work

☒ Work in or near a shaft or trench deeper than 1.5 m, or a tunnel

☒ Work on, in or next to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians

☒ Work at a workplace where powered mobile plant is moving

Considered, not applicable:

- | | |
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| ☐ Risk of a person falling more than 2 m | ☐ 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 a load-bearing element, or one related to the structure's 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 |
| ☐ Structural alterations or repairs needing temporary support to prevent collapse | ☐ Work in an area with artificial extremes of temperature |
| ☐ Work in or near a confined space | ☐ Work in or near water or other liquid with a risk of drowning |
| ☐ Use of explosives | ☐ Diving work |
| ☐ Work on or near pressurised gas distribution mains or piping | |

Work steps

1. Locate underground services before digging, and pothole to confirm them
2. Set up barriers and pedestrian control on the footpath
3. Saw cut the driveway with water suppression
4. Excavate the trench with the mini excavator, keeping spoil back from the edge
5. Shore the trench (or use a trench box) before anyone enters, as it is over 1.5 m deep
6. Lay, join and test the sewer line
7. Backfill, compact and reinstate the driveway

Hazards, risks and controls

Activity	Hazards and risks	Control measures
Excavation to 1.8 m deep	- Trench wall collapse - Falling into the excavation - Striking underground services - Plant or spoil near the edge	- Admin: Underground services located (Before You Dig Australia) and marked before digging; potholed by hand near services - Engineer: Walls deeper than 1.5 m shored, benched or battered before anyone enters (or a geotechnical engineer's written advice followed) - Isolate: Excavation edge barricaded; covers over openings when unattended - Admin: Spoil, materials and plant kept back from the edge - Admin: Safe access and egress (ladder or ramp) within reach of workers in the trench - Admin: Excavation inspected before each shift and after rain or any change - Admin: Emergency procedure for rescue and first aid if someone is engulfed, set up before work starts
Work next to a traffic corridor in use	- Being struck by a vehicle - Vehicle entering the work area	- Admin: Traffic guidance scheme / traffic management plan prepared by a person accredited under the state road authority's scheme - Isolate: Barriers and delineation separating the work from traffic - Admin: Accredited traffic controllers where traffic has to be stopped or directed - Admin: Road occupancy or work zone permit from the road authority where required - PPE: Day/night hi-vis clothing
Work around moving powered mobile plant	- Being struck or crushed by moving plant - Plant rollover - Plant contacting overhead powerlines	- Isolate: People separated from plant with exclusion zones and physical barriers - Admin: Spotter when plant moves near people; agreed hand signals or radios - Admin: Competent operators, with high-risk work licences where required; daily pre-start checks - Engineer: Reversing alarms, cameras and seatbelts working; rollover protection fitted - Admin: Overhead powerlines identified; plant kept outside the network operator's approach distances - PPE: Hi-vis clothing

Other hazards and controls

Everyday hazards on this job that aren't high-risk construction work.

Hazard	Hazards and risks	Control measures
Noise Guidance: Model Code of Practice: Managing noise and preventing hearing loss at work	- Noise from saws, grinders, jackhammers, nail guns, compressors and plant - Permanent hearing loss and tinnitus - Noise masking warnings and instructions	- Isolate: Compressors, generators and other noisy plant placed away from work areas or behind barriers - Engineer: Tools and plant maintained, with mufflers and dampers fitted and working - Admin: Time on noisy tasks limited and rotated, and others kept away from the noisy work - PPE: Hearing protection (earplugs or earmuffs) suited to the noise level, worn for the whole noisy task Note: The exposure standard is 85 dB(A) averaged over 8 hours, or a peak of 140 dB(C). As a guide, if you have to raise your voice to talk to someone 1 m away, the noise is probably above the standard.
Sun (UV) and heat Guidance: Safe Work Australia guides: Managing the risks of working in heat; Exposure to solar ultraviolet radiation	- UV radiation: sunburn, skin cancer and eye damage - Heat illness: heat exhaustion and heat stroke - Dehydration and fatigue in hot conditions	- Isolate: Shade provided over fixed work areas, and a shaded rest area - Admin: Daily forecast and UV index checked; heavy work planned for cooler parts of the day - Admin: Cool drinking water available at the work area; workers drink regularly - Admin: Regular rest breaks in the shade, more often in extreme heat; new workers eased in gradually - Admin: Workers know the signs of heat illness and what to do, and check on each other - PPE: Sun protection: hat or hard-hat brim and neck flap, long-sleeved shirt, sunglasses or tinted safety glasses, and SPF 50+ sunscreen reapplied every 2 hours
Hazardous chemicals Guidance: Model Code of Practice: Managing risks of hazardous chemicals in the workplace	- Skin and eye contact with adhesives, primers, solvents, sealants, paints, acids or wet cement (burns, dermatitis) - Breathing in vapours or fumes - Fire from flammable liquids	- Isolate: Chemicals kept in labelled containers, stored away from heat and ignition sources in a ventilated area - Engineer: Good ventilation where chemicals are used; mechanical ventilation in enclosed areas - Admin: Current safety data sheet (SDS) available for each hazardous chemical, and its precautions followed - Admin: Only the quantity needed kept on the job; spill kit and clean water for

Hazard	Hazards and risks	Control measures
	and aerosols	washing available - PPE: Gloves, eye protection and other PPE as specified on the SDS Note: Wet cement, concrete, mortar and grout are strongly alkaline and can cause chemical burns: wash skin promptly and don't kneel in wet concrete without protection.
Power tools and electrical equipment Guidance: Model Code of Practice: Managing electrical risks in the workplace; AS/NZS 3012 (electrical installations on construction and demolition sites)	- Electric shock from damaged leads, tools or supply - Cuts, kickback and flying particles from saws, grinders and nail guns - Trips over leads	- Engineer: All plug-in tools and leads protected by an RCD (safety switch); a portable RCD used if the supply isn't protected - Engineer: Guards fitted and working on saws and grinders, with the correct blade or disc for the tool and material - Admin: Leads, tools and RCDs inspected, tested and tagged at the intervals required for construction sites, and checked visually before use; damaged items tagged out and removed - Admin: Leads kept off the ground or protected, away from water, sharp edges and walkways - Admin: Tools used only by workers trained in their safe use, following the manufacturer's instructions - PPE: Eye protection for cutting, grinding, drilling and nailing; a face shield for grinding
Crystalline silica dust (concrete, brick, tile, stone, fibre cement) Guidance: WHS Regulations (crystalline silica substances, from 1 September 2024); Safe Work Australia guidance on crystalline silica	- Breathing in crystalline silica dust when cutting, grinding, drilling, chasing or demolishing concrete, brick, tile, stone, render or fibre cement - Silicosis, lung cancer and kidney disease, which can develop years later	- Isolate: Silica work done away from others, with the area signposted and others kept out while dust is generated - Engineer: Water suppression (wet cutting) or on-tool dust extraction to an H-class vacuum used whenever silica material is cut, ground, drilled or chased - Admin: Clean-up by H-class vacuum or wet methods; no dry sweeping or compressed air - Admin: Workers trained in the risks of crystalline silica and the controls for this job - PPE: P2 respirator (fit-tested) at minimum; higher protection (e.g. P3 or powered air respirator) where exposure could be high Note: Engineered stone benchtops, panels and slabs can no longer be processed or installed (from 1 July 2024). Under the WHS Regulations, high-risk crystalline silica work needs a written silica risk control plan before it starts: check whether this job is high-risk crystalline silica work.

Licences and tickets

Held by	Licence or ticket	State	Number and dates
Ridgeline Roofing & Plumbing	Builder licence or registration	VIC	Licence number DB-U 30771 · expires 31 Mar 2027
Joe Citizen	Plumbing or gasfitting licence	VIC	Licence number PL 44821 · expires 30 June 2027
Sam Nguyen	High-risk work licence - Boom-type EWP 11 m or more (WP)	VIC	Licence number WP 0098812 · expires 21 Oct 2026

PPE, emergency and review

PPE required	Hard hat, Hi-vis clothing, Safety boots, Sun protection (hat, sunscreen), Day/night hi-vis (road or rail), Hearing protection, Long sleeves and long trousers, Chemical-resistant gloves (per SDS), Safety glasses, Face shield, P2 respirator (fit-tested)
First aider	Joe Citizen
Nearest hospital	Nepean Hospital, Derby St
Emergency number	000
Monitoring and review	Supervisor checks controls at the start of each shift and whenever conditions change. The SWMS is reviewed and re-signed if the work method, site conditions or crew change, or after any incident.
Consultation	Workers carrying out the work were consulted in preparing this SWMS.

Worker sign-on

Name	Signature	Date and time
Joe Citizen		1 Oct 2026, 4:53 am
Sam Nguyen		1 Oct 2026, 4:53 am


Law versions applied by Gate Ready

Scan for the regulation versions used to prepare this SWMS. Gate Ready is a drafting tool; the business named above is responsible for this SWMS.

SAMPLE - NOT FOR USE ON SITE