

SAFE WORK METHOD STATEMENT



national electrical and communications association

Directional Drilling SWMS					
Works involving setup of worksite & using tools & equipment, completing an excavation & trench permit, allocating maintenance personnel for the job, defining work area, transport of directional drill equipment, travelling in directional drill equipment, working on inclines, checking for presence of existing services, assessing the type of ground to be excavated, working in the vicinity of mobile plant/slewing loads, horizontal directional drilling, tracking, and backfilling.					
Organisational Details	Company Name:	Approval Date:		Click or tap to enter a date.	
	Company Address:	Next Review Date:		Click or tap to enter a date.	
	Director / Manager Name:	Contact Number:			
	Type of SWMS:	Generic (multiple projects, jobs, or work requests) <input type="checkbox"/>		Site specific (complete section below) <input type="checkbox"/>	
Site Specific Details	Principle Contractor:	n/a <input type="checkbox"/>	Contact Number:		n/a <input type="checkbox"/>
	Site Manager or Supervisor Name:	n/a <input type="checkbox"/>	Other PCBU's:		n/a <input type="checkbox"/>
	Site Address:	n/a <input type="checkbox"/>			n/a <input type="checkbox"/>
SWMS Details	What high risk work activities are covered by this SWMS?	Work on or near mobile plant and equipment, and excavations and trenches			
	What is the scope of the works?	Scope of work includes the physical work of installing, maintaining, repairing, altering, removing, or adding to an electrical installation.			
	Who else was consulted/involved in preparing this SWMS?	Workers/employees <input type="checkbox"/>	Principle Contractor <input type="checkbox"/>	NECA <input type="checkbox"/>	
	Additional compliance measures:	Pre-start Hazard Risk Assessment <input type="checkbox"/>	Toolbox Talk <input type="checkbox"/>	Workplace Safety Inspection <input type="checkbox"/>	
Sign off	Person responsible for ensuring compliance with SWMS:	Responsible persons signature:			
	Contact Number:				
	Date:				

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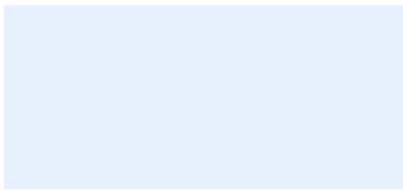
Training / Licencing Requirements	Construction industry general induction (White Card)	<input type="checkbox"/>	Senior First Aid Training	<input type="checkbox"/>	LVR/CPR	<input type="checkbox"/>
	Working at Heights	<input type="checkbox"/>	Asbestos Awareness	<input type="checkbox"/>	Working with Asbestos of a Minor nature	<input type="checkbox"/>
	Elevated Work Platform class SL	<input type="checkbox"/>	Elevated Work Platform class VL	<input type="checkbox"/>	Elevated Work Platform class TL	<input type="checkbox"/>
	Elevated Work Platform class BL	<input type="checkbox"/>	Elevated Work Platform licence class WP	<input type="checkbox"/>	Scaffolding	<input type="checkbox"/>
	Electrical trades Licence	<input type="checkbox"/>	Air Conditioning / Refrigeration Trade Licence	<input type="checkbox"/>	Accredited Service Provider Authorisation / permit / rescue	<input type="checkbox"/>
	(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>
	(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>
Personal Protective Equipment	Arc Rated clothing HRC 1 (ATPV 4 ^{cal/cm2} min)	<input type="checkbox"/>	Arc Rated clothing HRC 2 (ATPV 8 ^{cal/cm2} min)	<input type="checkbox"/>	Arc Rated clothing HRC 3 (ATPV 25 ^{cal/cm2} min)	<input type="checkbox"/>
	Arc Rated clothing HRC 4 (ATPV 40 ^{cal/cm2} min)	<input type="checkbox"/>	Double insulated gloves	<input type="checkbox"/>	Insulated gloves	<input type="checkbox"/>
	Low Voltage Rescue Kit	<input type="checkbox"/>	Defibrillator	<input type="checkbox"/>	First Aid Kit	<input type="checkbox"/>
	Insulated Mat	<input type="checkbox"/>	Insulation barriers	<input type="checkbox"/>	Lock Out Tag Out kit	<input type="checkbox"/>
	Safety boots	<input type="checkbox"/>	Eye protection	<input type="checkbox"/>	Respiratory equipment	<input type="checkbox"/>
	Safety Helmet	<input type="checkbox"/>	Hearing protection	<input type="checkbox"/>	Barricading and signage	<input type="checkbox"/>
	Communication equipment	<input type="checkbox"/>	Torch / lighting	<input type="checkbox"/>	Harness and other fall protection equipment	<input type="checkbox"/>
	(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>
	(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>

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General Planning								
#	Job Step / Process / Activity	Identify Hazards	Risk Level (R) and the Residual Rating (RR)				Identify Controls / Action Required	Person Responsible
			L	C	R	RR		
1	Setup of worksite & using tools and equipment	<ul style="list-style-type: none"> Non-compliance with site safety rules 	3	4	H	L	<ul style="list-style-type: none"> Use this Safe Work Method Statement in conjunction with 'SUPP-B-MA-GT-100 General Trade Work SWMS' and any other relevant Safe Work Method Statement. 	Supervisors, workers
2	Complete an Excavation & Trenching permit	<ul style="list-style-type: none"> Failure to complete risk assessment 	2	1	L	L	<ul style="list-style-type: none"> Complete an Excavation & Trenching Permit 	Supervisors, workers
3	Allocate maintenance personnel for the job.	<ul style="list-style-type: none"> Personnel unfamiliar with environment and associated hazards. 	1	1	L	L	<ul style="list-style-type: none"> A competent person must be designated as the Supervisor. The designated Supervisor must be capable of identifying conditions that may result in leaks, loose fittings, hardware, buried hazards, electrical tripping and other control failures and must have the authority to act on such issues appropriately. The Supervisor must conduct regular reviews and inspections of the drilling operation as deemed as necessary by the site risk assessment/toolbox. No person is to ever work alone on an excavation job. Pre-start toolbox talk/risk assessment completed covering site evacuation, excavation emergency response and any other site-specific hazards. Be aware of prevailing weather conditions. Implement measures to prevent polluted water runoff entering watercourses. B Type first aid kit present MSDS's for all chemical present 	Supervisors, workers
4	Define the work area	<ul style="list-style-type: none"> Unauthorised personnel entering work area. Trips, falls, potential injury of non-workers. 	2		M	L	<ul style="list-style-type: none"> Define work area and secure area using mesh barricades and signs to ensure that there is no means of access to the drilling area. Secure all tools and equipment at all times when not in use. Ensure personnel protective equipment (PPE) is worn, hardhat and steel cap boots a minimum. Orderly storage of equipment and waste at all times. 	Supervisors, workers

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SWMS Employee Sign off

This SWMS has been developed in consultation and has been read, understood and signed by all workers undertaking the scope of works:

Print Names:

Signatures:

Dates:

Print Names:	Signatures:	Dates:

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