

# Safe Work Method Statement (SWMS)

ACTIVITY: High Risk Activity, Operation of Backhoe

SWMS NO: 009 – Operation of Backhoe

Company Name: M&K Plant Hire (Aust)

Address: 311 Redland Bay Road, Capalaba Qld 4157

ABN: 98 663 963 060

## PROJECT DETAILS

PROJECT:



PO Box 895, Capalaba Qld 4157

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[Info@mandkplanthire.com.au](mailto:Info@mandkplanthire.com.au)

JOB ADDRESS:

JOB DESCRIPTION:

BACKHOE OPERATIONS

PERIOD OF TIME:  
(MAX 12 MONTHS)

SWMS APPROVED BY: Peter McGhie, Director

RELEVANT WORKERS MUST BE CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS

SIGNATURE:



PERSON INVOLVED WITH WORKS:

MACHINE OPERATOR –

DATE: 7 January 2020

## SAFE WORK METHOD STATEMENT AND SAFE WORK PROCEDURES REVIEWED BY PRINCIPAL CONTRACTOR

PRINCIPLE CONTRACTOR NAME  
AND POSITION:

PRINCIPLE CONTRACTOR  
SIGNATURE:

DATE:

CONTACT PHONE NUMBER:



STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
1.	Pre-site planning and arrival on site	Site management unaware of works Incorrect machine / operator scheduled Non-compliance of machine	<b>L+M=1</b>	<ol style="list-style-type: none"> <li>1. At time of booking / scheduling sufficient information gathered as to determine particular needs of the site and any lift/s to be made.</li> <li>2. Type of machine selected to suit these particular needs addressing issues such as site terrain and conditions, existing services, rated capacity and characteristics.</li> <li>3. Evidence of Design Registration available and evidence of current Plant Registration with OHS authority clearly marked.</li> <li>4. Operators manual kept and applicable load charts in cabin at all times.</li> <li>5. Manufacturer's data plates in clear view.</li> </ol>	<b>U+M=3</b>	Site Manager Plant Manager Operator
2	Delivery / float / unloading of machine	Collision Crush Injuries Property damage	<b>1</b>	<ol style="list-style-type: none"> <li>1. Clear and safe access way provided for float / trucks to unloading area.</li> <li>2. Ramps are checked and secured in place</li> <li>3. Pre start check of plant including movement alarms and hazard lights are working.</li> <li>4. Principal Contractor Traffic Safety Management Plan to be adhered to.</li> <li>5. Spotter used to assist truck drivers to reverse. Spotter to always remain in driver's vision.</li> <li>6. Persons are not to position themselves between a reversing truck and equipment / materials / structures.</li> <li>7. Safety instructions of driver to be followed at all times.</li> <li>8. Inspection of ramps ensuring ramps are locked in position/ equipment prior to unloading.</li> <li>9. Safe unloading speed to be maintained.</li> </ol>	<b>3</b>	Transport or Plant Operator
3.	Access around site	Slips, trips and falls	<b>1</b>	<ol style="list-style-type: none"> <li>1. General access ways to be clear of hazards.</li> <li>2. Materials / equipment not to be stored in access ways.</li> </ol>	<b>3</b>	Operator

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
4.	Pre-site discussion and planning with principal contractor	Multiple	<b>1</b>	<p>1.A pre-work discussion will be held and site specific induction attended with the principal contractor to provide information on:</p> <ul style="list-style-type: none"> <li>(i)Location of existing services including electricity and underground services;</li> <li>(ii)Areas allocated for storage of materials and equipment;</li> <li>(iii)Intended location for spoil and waste;</li> <li>(iv)Anticipated scheduling and impact of other trades on site at the time of the works;</li> <li>(v)Other issues to plan and allow for the safe performance of works.</li> </ul>	<b>3</b>	Site Manager Operator
5.	Pre-work inspection / assessment	Existing services Plant Failure Property Damage	<b>1</b>	<p>1.Prior to commencing work a pre-work inspection to be performed.</p> <p>2.Items assessed to include location of electrical hazards, site terrain, availability and condition of PPE and first aid equipment and adequacy of this SWMS.</p> <p>3.Pre-operational inspection performed to ensure machine/s if free from defects or faults. Inspection to include the following:</p> <ul style="list-style-type: none"> <li>•Correct tyre pressure / tracks;</li> <li>•Park / foot brakes;</li> <li>•Steering</li> <li>•Lift / bucket controls</li> <li>•Warning devices – horn, flashing lights, reversing beeper, brake lights</li> <li>•Hydraulics and other fluid levels</li> <li>•Roll over protective structures</li> <li>•Locking pins</li> <li>•Seat belts, other safeguards as per manufacturer’s recommendations.</li> </ul>	<b>3</b>	Operator

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
6.	Access in / out plant	Slips / trips / falls	<b>1</b>	1.Provision of adequate non-slip ladders, footholds, steps and grab rails so as to safety access cabins. 2.Correct use of these safeguards by operators. 3. 3 points of contact to be maintained at all times.	<b>3</b>	Operator
7.	Excavate / load material	Falling objects and materials Collision Overturn	<b>1</b>	1.Prior to commencing excavation obtain a Permit to Excavate from PC. 2.Machine positioned level or where this cannot be achieved near level at an incline not exceeding the manufacturer's recommendations. 3.Operator to ensure seat belt worn where fitted as part of manufacturers specification 4.Check the strength and adequacy of the ground – consider rises and falls, existing or recently backfilled trenches. 5.Machines to be only operated by certified persons. 6.Do not carry others on machine and machine only driven from operators seat. 7.Travel up and down slopes at all times using the blade when possible. Do not travel horizontally across slopes. 8.Machines operated and maintained in accordance to manufacturers instructions. 9.Unauthorised persons kept away from the mobile plant. Do not pass bucket or loads over others. 10.Underground services to be identified with principal contractor prior to works commencing. 11.Area clearly marked and barricaded where necessary to make safe from other traffic. 12.Principal Contractor Traffic Safety Management Plan to be adhered to. 13.A safe travel speed maintained at all times 14.Machine/s not to be left unattended. Lower bucket to ground, disengage controls, apply the park brake, switch off engine and remove key when not in use. 15.When excavating trenches maximum bench is 1.5m recommended 1m and the width of bench must be greater than the height.	<b>3</b>	Operator

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
8.	Placement of loaded materials	Trench / excavation collapse Falling objects	1	1.Excavated materials loaded into truck to ensure: (i)Materials not to be passed over anyone / cabin of vehicle. (ii)Gross vehicle limits not to be exceeded. 1.Placement of excavated materials on site to ensure: (i)General access ways remain clear; (ii)Not to present a hazard to other contractors / where arranged with principal contractor. (iii)Sufficient distance from existing excavations so as not to present risk of collapse	3	Operator
9.	Working near existing services	Electrocution Explosion	1	1.Existing services will be identified with the principal contractor prior to commencement. 2.An exclusion zone of 3 metres around overhead powerlines (up to 132kV) maintained which allows for sway and sag unless: <ul style="list-style-type: none"> <li>• Documentation from the power supply authority confirms the lines have been de-energised; or</li> <li>• A suitably qualified safety observer is available when the crane could enter the exclusion zone and power supply authority has been as well as a documented safe system of work developed.</li> </ul>	3	Operator
9b	Changing attachments	Attachment flies off and contact worker or property		1.When changing attachment (eg Buckets) check it is secured by using the quickhitch manufacturers procedure. 2.When changing hydraulic attachments, turn plant off, release hydraulic pressure, cover quick connect with a rag release wearing gloves and eye protection 3. Install safety pin after each change of attachment		Operator

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
10.	Inspection, Repairs and Maintenance	Plant Failure Damage to Property and Persons	1	<p>1.Planned inspections and preventative maintenance programs for plant in accordance with manufacturer's recommendations and relevant Australian Standards. (AS2250)</p> <p>2.As a minimum this inspection program to include:</p> <ul style="list-style-type: none"> <li>• Daily / pre-operational inspections;</li> <li>• Routine weekly, monthly, quarterly and annual maintenance and independent inspections.</li> <li>• Inspections and maintenance to take place on level ground, with bucket lowered and machine turned off. Chock tracks if working under the machine.</li> <li>• Do not attempt to maintain moving parts; plant must be isolated before commencement of maintenance. Two or more persons should work jointly. Correct PPE must be worn to avoid entanglement.</li> <li>• Records kept of all repair / replacement action required and taken in the form of a log book.</li> <li>• Instruction manuals giving sufficient information for operation, repairs and maintenance to be available at site of operation.</li> <li>• Up to date log books and inspection reports also available for inspection at site of operation.</li> </ul>	3	Operator
11.	Slinging / preparation of loads	Falling objects Machine failure / overturn	1	<p>1.Only approved, tagged and engineered slings, chains and other lifting gear complying with relevant Australian Standards to be used.</p> <p>2.Confirmation by competent person (dogger / operator) prior to lift that load is properly balanced, all parts of the load are secured and the load is not snagged.</p> <p>3.Confirmation by competent person prior to lift to avoid overloading of platforms / structure.</p> <p>4.Lifting attachments are provided with operable pins, safety latches, lifting eyes and shackles are compatible.</p>	3	Operator

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
12.	Lifting of objects / materials by machine	Falling objects / Machine failure / overturn	1	<ol style="list-style-type: none"> <li>1. Lifting area to be barricaded or use of spotter/s to maintain an exclusion zone.</li> <li>2. Where lane closure or similar controls required signage and barricading in accordance with AS 1742 Manual of Uniform Traffic Control Devices.</li> <li>3. Pre-operational inspections and checks of safety devices in accordance with the operators manual performed by operator before use.</li> <li>4. Lifts only performed by competent and certified operators in accordance with operations manual and manufacturers recommendations.</li> <li>5. Load charts and functions and limitations to be clearly visible and followed.</li> <li>6. Operator to have a clear view of load at all times otherwise dogger/s to be used.</li> <li>7. The instructions of the operator and dogger to be followed at all times.</li> <li>8. Only necessary and minimal personnel to be in lifting zone during lifting of loads.</li> <li>9. Weather conditions to be considered prior to lifts.</li> <li>10. Loads not to be lifted over members of the public or other trades.</li> <li>11. Operator to remain in cabin at all times whilst load is suspended.</li> </ol>	3	Operator

STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
13.	Operations with attachments including rock breaker, post hole borer, rock grabber, ripper and sleeper grab.	Falling objects Noise Entanglement Dust	1	<ol style="list-style-type: none"> <li>1.Refer operational controls previously</li> <li>2.Use attachments only for their intended purpose and as recommended by manufacturer.</li> <li>3.Operate attachments in front or in back of the machine only.</li> <li>4.Additional care to be taken when transporting the machine to ensure the chisel or other attachments does not interfere with the boom</li> <li>5.Work to cease if the hydraulic hoses vibrate abnormally.</li> <li>6.Exclusion zone to be maintained from attachments to avoid entanglement and flying fragments.</li> <li>7.Hearing protection to be worn by all personnel.</li> <li>8.Dust suppression methods used or respiratory protection worn.</li> </ol>	3	Operator
14.	Loading of machine	Collision Crush Injuries Property damage	1	<ol style="list-style-type: none"> <li>1.Clear and safe access way provided for float / trucks to loading area.</li> <li>2.Principal Contractor Traffic Safety Management Plan to be adhered to.</li> <li>3.Spotter used to assist truck drivers to reverse. Spotter to always remain in driver's vision.</li> <li>4.Persons are not to position themselves between a reversing truck and equipment / materials/ structures.</li> <li>5.Safety instructions of driver to be followed at all times.</li> <li>6.Inspection of ramps / equipment prior to loading.</li> <li>7.Safe loading speed to be maintained.</li> </ol>	3	Site Manager Operator
15.	Leave Site	Damage to property or plant Struck by moving objects	1	<ol style="list-style-type: none"> <li>1.Areas left in a clean and tidy state.</li> <li>2.Sign out procedures of principal contractor followed.</li> <li>3.Environmental wash station / gravel driveways utilised.</li> <li>4.Lock and secure site if required.</li> <li>5.Traffic management procedures of principal contractor followed.</li> </ol>	3	Site Manager Operator

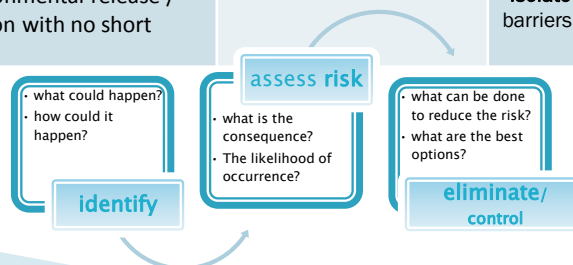


STEP	TASK / ACTIVITY	HAZARD/S	RISK CLASS (BEFORE CONTROLS)	CONTROLS AND SAFE WORK PROCEDURES	RISK CLASS (AFTER CONTROLS)	RESPONSIBLE PERSON
<b>Additional Hazards / Special Precautions / Control Measures</b> <i>(to be completed where review may determine necessary)</i>						
16.						
17.						
18.						

### Likelihood

LIKELIHOOD RATINGS		Risk Priority Table		Likely Could Happen frequently	Moderate Could happen occasionally	Unlikely Could happen but only in exceptional circumstances
Likely	Could happen frequently	Consequence	High (class 1)	1	1	2
Moderate	Could happen occasionally		Medium (class 2)	1	2	3
Unlikely	Could happen, but only in exceptional circumstances.		Low (class 3)	2	3	3

CONSEQUENCE RATINGS		Eliminate Exposure to the risk by removing the hazard completely	
<b>High (Class 1)</b>	Death or permanent disability or major structural failure / damage. Offsite environmental release / discharge not contained and significant long term environmental harm.	Minimise the risk by:	• <b>Substitute</b> a less hazardous material, work process or item of equipment.
<b>Medium (Class 2)</b>	Temporary disability or minor structural failure / damage. On-site environmental release / discharge contained, minor remediation required and short term environmental harm.		• <b>Redesign</b> the equipment or the work process to make it less hazardous.
<b>Low (Class 3)</b>	Incident requiring first aid treatment. On-site environmental release / discharge immediately contained, minor remediation with no short term environmental harm.		• <b>Isolate</b> a person from the hazard by implementing barriers, guardrail, guarding.



Plant / Equipment / Materials Used:		Personal Protective Equipment Used:	
Backhoe	√	Safety Helmet (as required)	√
Lifting chains / slings and associated equipment	√	Safety Boots	√
Float / Truck	√	High visibility clothing Long Pants & Long Sleeves	√
		Safety Glasses	√
		Gloves (as required)	√
		SPF 30+ sunscreen	√
		Dust mask (as required)	√
Engineering Details / Approvals / Certificates	Certificate of Competency as required for prescribed work – Excavator (LE) Applicable Class Drivers License (Driver)		
Maintenance Checks	Machine and vehicles – visual inspection prior to use and in accordance with manufacturer’s instructions and recommendations. Machine and vehicles – servicing and maintenance as per supplier’s instructions and relevant Australian Standards.		
Training / Competencies / Qualifications to perform work	General Safety Induction Training (Construction Industry) Site Specific Inductions (as required) Certificate of Competency for prescribed work Competency displayed by operator / assessed – with operators manual Safe Work Method Statements and Safe Work Procedures Training Applicable Class Drivers License (Driver)		
Relevant Legislation, Applicable Codes of Practice (OHS and Environmental)	Qld Workplace Health and Safety Act 2011 Environmental Protection Act 1994 Qld Workplace Health and Safety Regulation 2011 Environmental Protection Regulation 2008 Managing Risks of Plant In The Workplace COP 2013 Environmental Protection Water, Noise, Air Waste Policies Excavation Work COP 2013 How To Manage Work Health & Safety Risks 2011 Work Health and Safety Consultation, Co-operation and Co-ordination COP 2011	Electrical Safety COP 2010 Managing Noise & Prevention of Hearing Loss COP 2011 Managing the Risks of Hazardous Chemicals in The Workplace Managing Risks of Falls at Workplaces COP 2011 Workplace COP 2013 First Aid In The Workplace COP 2014 Hazardous Manual Tasks COP 2011 Labelling of Workplace Hazardous Chemicals COP 2011	
Monitoring / Evaluation	Measurement and evaluation will be an ongoing process performed principally by: <ul style="list-style-type: none"> <li>On site monitoring by Operations Manager;</li> <li>Formal site safety inspections against pre-determined criteria;</li> <li>Formal incident investigations; and</li> <li>Consultation with employees and contractors.</li> </ul>		
Consultation & Communication	M & K Plant Hire (AUST) actively consult with workers and subcontractors in the following forms: <ul style="list-style-type: none"> <li>Site visits by Supervisor, Operations Manager Directors;</li> <li>Staff meetings.</li> <li>Correspondence to subcontractors;</li> <li>Tool box talks used to induct employees and subcontractors;</li> <li>Other forums as required.</li> </ul> <p>The persons detailed in the declaration contained in this SWMS have been involved in the preparation and been trained in the applicable procedures, processes and requirements contained in this SWMS.</p> <p>Consultation &amp; Communication</p>		

**Declaration by Employees and Contractors**

- We, the undersigned, acknowledge that:
- This SWMS has been developed in consultation with us; and
- We have been trained in the contents of this SWMS and are fully conversant with the safety procedures and precautions; and
- We will work in accordance with the procedures listed in the SWMS

Name	Occupation <i>(plant operator, labourer)</i>	Years Experience	Signature	Date