provac australia pty ltd

Electronic pipe & cable locations
and vaccuum excavations & potholing

SWMS No:	121/2022	**Version No.**	G54
SWMS Rev 14 Date	4/11/2022	**Control Measure Rev Date**	04/11/2023

Provac Australia Pty. Ltd.
2 Parkwater Tce Helensvale Qld 4212
Po Box 3662 Helensvale TC Qld 4212

Ph: 1300 734 772
Email: enquiries@provac.net.au
ABN: 24 130 227 164 ACN: 130 227 164

Process/Task/Activity Title:	**ELECTRONIC LACTIONS / VACUUM EXCAVATIONS**	
Project :		
Site Address /Project:		
Equipment Required:		
High Risk Construction Activities: **IDENTIFIED IN THIS SWMS:**	☐ *Involves a risk of a person falling more than 2m* ☐ *Is carried out on or near pressurised gas distribution mains or piping* ☐ *Is carried out on or near energised electrical installations or services* ☐ *s carried out in an area at a workplace in which there is any movement of powered mobile plant*	☐ *Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrian* ☐ *Is carried out in or near a confined space* ☐ *Is carried out in or near a shaft or trench with an excavated depth greater than 1.5m*
PPE for Projects:	**Hard hat with brim (site specific only), shade hat, safety glasses, high visibility long sleeved shirt/vest, long trousers & ankle high lace up steel toe-capped boots or steel capped gum boots, Gloves (for manual tasks) as a minimum.**	
Relevant Legislation/ Standards/Codes:	Qld Work Health & Safety Act 2011, Qld WHS regulations of 2011, MUTCD Part 3 2003 Sixth Issue Traffic management for construction or maintenance works COP 2021, COP Hazardous Manual Tasks 2021 How to manage WH&S risks 2021, Managing noise & preventing hearing loss at work COP 2021, Managing Risks of Plant in the Workplace COP 2021, Managing Risks of hazardous chemicals in the workplace COP 2021, Excavation COP 2021 First aid COP 2021 Electrical Safety Act 2002, Electrical Safety Regulation 2013 Electrical Safety COP 2020 Working near overhead & underground electrical line Environmental Protection act 2020, Environmental protection Regulation 2019, Environmental protection Air policy 2019, Environmental protection Noise policy 2019, Environmental protection Waste Management policy 2008, Plant Protection Regulation 2002,	

Person Responsible for ensuring compliance with SWMS:	**Site Supervisor – Chad Merriman**	**Date SWMS Reviewed**	**04/11/2022**
What Measures are in place to ensure compliance with SWMS?	**Safety officers, Site checks, Operator training, toolbox meetings, spot checks.**		
Person Responsible for reviewing SWMS control Measures:	**Director – Matthew Lambert**	**Date SWMS received by reviewer:**	**04/11/2022**

How will the SWMS control measures be reviewed?	Consultation with OHS Work group / Director / Manager	
Review Date	04/11/2021	Reviewers Signature:

	Consequences				
Image / Reputation	Slight impact	Limited impact	Local area impact	State-wide impact	National Impact
Environment	Slight effect	Minor on-site contamination	Major on-site contamination with potential for off-site contamination	Minor off - Site contamination	Major off-site contamination
Plant / Equipment	Slight Damage (< $2K)	Component level replacement /repair ($2K - $8K)	Equipment level replacement /repair ($8K - $12K)	Multiple equipment replacements ($12K - $20K)	Massive widespread equipment damage ($20K +)
People	First Aid Injury	Medical Treatment Injury	Lost Time Injury	Fatality	Multiple Fatalities

		Insignificant	**Minor**	**Moderate**	**Major**	**Catastrophic**
Common, occurs frequently	**Almost certain**	High **(10)**	High **(12)**	Extreme **(18)**	Extreme **(21)**	Extreme **(25)**
It is known to occur. It has happened	**Likely**	Moderate **(6)**	High **(11)**	High **(14)**	Extreme **(20)**	Extreme **(24)**
Could occur or have heard of it occurring	**Moderate**	Low **(3)**	Moderate **(7)**	High **(13)**	Extreme **(19)**	Extreme **(23)**
Not likely to occur	**Unlikely**	Low **(2)**	Low **(5)**	Moderate **(9)**	High **(16)**	Extreme **(22)**
Practically impossible	**Rare**	Low **(1)**	Low **(4)**	Moderate **(8)**	High **(15)**	High **(17)**

Level of Risk
E Extreme Risk – *Do not undertake Operation – re-evaluate proposed work methods*
H High Risk – Significant risk control measures to be implemented before works commence
M Moderate Risk – Corrective action other than administrative controls may be needed
L Low Risk – Managed by routine Procedures and Work Practices

Number Allocated	General Control Hierarchy	Prevention of Falls Control Hierarchy
1	Elimination	Elimination
2	Substitution	Passive fall prevention

3	Engineering	Work positioning system
4	Administrative	Fall injury prevention system
5	Personnel Protective Equipment	Ladders
6		Administrative

Process/ Task/ Activity Description	Hazards / Aspects	Risks / Impacts	Risk Score	Control Measures (To be put in place and adhered to by the onsite operators)	Hierarchy of control (1 to 6)	Residual Risk / Score (E H M L)	Person/s Responsible for Monitoring / Conducting Checks & ADMINISTRATING CONTROLS
Set up vac equipment on site	Lifting and moving equipment/ plant	Muscle strain, Back injury	M/9	Elimination - watch/ guide vehicle using a spotter into position as required. Correct lifting techniques, two men lifts when possible.	**1,6**	**L/3**	Vac Operators
	Proximity to road less than 2 mt away from edge of road	Struck by vehicle. Serious injury	E/19	Witches' hats around work area, high visibility clothing and signage, flashing light. Elimination - MAINTAIN a minimum 5m work distance from traffic. Elimination - Use of Traffic Control Elimination- If traffic cannot be slowed and work is within 2m of traffic utilise water barriers.	**1,3**	**L/5**	Vac Operators &Traffic Control as necessary.
	Uneven ground	Slips trips falls Truck rolling over / sliding	L/3	Correct footwear, care when moving around Elimination - Ensure truck is parked on level ground for all operations.	**2,3**	**L/2**	All Staff
	Pedestrian traffic	Injury to passing pedestrians	L/3	Working in two men crews Elimination - Barricades, hats, and signs to clearly provide pedestrian access out of work area	**1,2**	**L/2**	All Staff / traffic controllers
	Exposure to UV radiation/sunburn	Sunburn, long term skin damage. Dehydration	M/12	Long sleeve shirts, long trousers, broad brimmed hat, sunscreen, Hydrate with water regularly.	**5**	**L/3**	All staff
	Stings, insect bites	Allergic reaction, skin irritation	M/6	Appropriate long sleeve clothing, insect repellent.	**5**	**L/2**	All Staff
Hydro Vac unit operation	Fatigue Management	Higher risks of accidents / unable to operate equipment safely	H/13	Regular breaks, Hydrate, regular meals, Elimination - Min 6 hr break between shifts	**6,4**	**L/4**	Vac Operators
	Excessive noise exposure	Hearing loss	M/7	Elimination – Use of ear plugs within a 1m area of the engine noise. Hours of operation as per Telstra's approvals and or guidelines – project specific.	**1,3,6**	**L/4**	Vac Operators
	High pressure water blaster	Serious injury if directed at body	H/13	Glasses, long sleeve shirts, long trousers, work boots, keep water blaster directed at ground.	**3,4,5**	**L/4**	Vac Operators
Vaccing in vegetated areas	Protected vegetation	Damage to environment	M/7	Elimination - No clearing or removal of vegetation. Identify Protected Vegetation	**1**	**L**	Vac Operators
	Rubbish left on site	Damage to local fauna	L/5	Elimination - Take all rubbish and materials away when works complete.	**1,2,4**	**L/1**	All Staff
Operation of trucks entering & exiting cabin	Slipping, tripping, falling out of cab	Injuries if contacting sharp / solid parts of truck -Twisted, sprained, broken joints	L/7	Use 3 points of contact when entering & exiting, regularly inspect steps, grip handles, step treads installed on trucks etc.	**3,4**	**L/4**	Vac Operators

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Removing material from tray of tipper	Slipping, tripping, falling off tray, muscle strains	Injury if contacting sharp / solid parts of truck /tray or ground, strains using shovel	L/7	If required to stand on rear, ensure there is no trip hazards etc Elimination - Shovel / remove items whist standing beside truck Correct shovelling techniques	**1,7**	**L/4**	Vac Operators / Locators
	Door falling on operator	Injuries if door falls onto operator	M/8	Never access back of truck unless fall protection is in place. Gloves to be worn for manual handling.	**3**	**L/4**	Vac Operator
Handling & Storage of Hazardous chemicals	Storage of petrol & spray paint	Risk of fire, exploding paint cans personnel injury	M/7	Use of PPE when refueling shutting down engine, storage in approved container, keep aerosol cans away from heat, piercing items, MSDS in vehicles / on site AT ALL TIMES	**3,4,5**	**L/4**	All Staff, Management
	Presence of ACM infrastructure	Risk of exposure, respiratory difficulties, lung cancer, emphysema,	H/19	Use of PPE. If asbestos present full asbestos PPE to be worn. Potential contaminated spoil to be dumped at approved asbestos intake sites (Stapylton). PPE trained operators only for asbestos work. Elimination – Report damaged pit immediately	**1,3,5**	**L/4**	All staff, Management
Underground Service Location	Opening manhole / pit Lids	Back Strain, Slips, trips and falls.	M	Use approved manhole pit lifters. Two men lifts for sewer and stormwater manhole lids and covers	**2,3**	**L**	Cable Locator / all staff
	Risk to other members of public		M	Keep all other persons clear of locating area, use warning signs and barricade area to prevent unauthorised entry as per Telstra Accreditation guideline handbook.	**1,2**	**L**	Cable Locator
	Exposure to UV radiation/sunburn	Sunburn, long term skin damage. dehydration	M/12	Long sleeve shirts, long trousers, broad brimmed hat, sunscreen, Hydrate with water	**5**	**L/3**	All staff
	Proximity to road more than 2 mt away from edge of road	Struck by vehicle. Serious Injury	E/19	Witches' hats, high visibility clothing and signage flashing light. Elimination - MAINTAIN a minimum 5m work distance from traffic. Traffic control required, witches' hats around work area, high visibility clothing and signage flashing light	**1,3**	**L**	Cable Locator
Covid -19	Exposure to covid 19 virus	Contracting Covid 19	L	Maintain min distance of 1.5mt were possible, maintain personnel hygiene by washing hands, covering face when couching, wear a mask when required/identified by state government, avoid personal contact whenever possible	**1,3,6**	**L**	All staff, Supervisor, Management
		potential spreading Covid 19	L	If you feel unwell or have Covid -19 symptoms notify your fellow work mates, site supervisor, management, isolate yourself from others and have Covid 19 test as required.	**1,3,6**	**L**	All staff, Supervisor, Management
Manual Handling tasks	Lifting and moving equipment/ plant etc	Muscle strain, Back injury, chafing, bruising or cuts	M	Correct lifting techniques, two men lifts when possible. wearing of PPE, Gloves on sites when it is required, steel capped boots, glasses, back supports	**1,3,6**	**L/3**	All staff, Supervisor, Management
Accessing top of vac tank above 1.5m	Slipping, tripping, falling off tank, broken bones, sprains	Injury if contacting sharp / solid parts of truck /tray or **ground, objects**	L/7	If required to access top of tank if no fall prevention barrier is fitted or no harness available at work site, then repairs etc will be required to be carried out at a suitable workshop or location that has the correct safety harness or equipment	**1,2,3,4,5,6**	**L/4**	Vac Operators / Supervisor / management

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Demolition Sawing / Quick cut use	Injury through equipment failure i.e., loose, worn or damaged controls, guards or blade	Risk of minor through to serious injuries to bystanders and to operator	E	Inspect all screws, bolts and nuts – retighten if loose and replace if missing. Check operation of all controls, including ignition cut off switch. Check that all guards are fitted and that moving parts are free to move. Inspect blade, and replace if badly worn, chipped, cracked or damaged. Check fuel and coolant levels.	**1,3,4**	**L**	Saw Operator
	Noise	Hearing Loss	M	Operators must wear hearing protection when working within 1m of stationary engines.	**1,3**	**L**	Saw Operator, Supervisor
	Slips, trips and falls during set up & whilst operating	Minor injuries, sprains	L	Inspect the work area are ensure it is clear of obstructions and trip hazards. Eliminate the need to work from a ladder. Ensure site housekeeping measures are maintained. Provide bins for scrap pieces. Sweep floors regularly.	**1,2**	**L**	Saw Operator
	Exposure to silica dust	Breathing difficulties, emphysema	M	Concrete & brick dust may contain silica, cut wet when possible. Distance when possible. Wear dust mask and face shield if dust is present during cutting.	**2**	**L**	Saw Operator
	Risk to other workers or members of the public	Risk of minor through to serious injuries	M	Keep all other persons clear of cutting area, use warning signs and barricade area to prevent unauthorised entry.	**1,2**	**L**	Saw Operator, Supervisor
	Over exertion / strain injury	Risk of minor through to serious injuries to bystanders and to operator	M	Operators should adopt safe work postures and movements. Always hold saw with both hands when cutting. Keep hands clear of blade. Use work practices that minimise risk of "kick back". Do not cut higher than shoulder height; and do use inverted cutting.	**1,2**	**L**	Saw Operator
	Changing Blade	Hand injury (Cuts and / or abrasions) Foreign body in eye	L	Use correct (supplied) spanners and tools to undo spindle nut. Use brush to clean dust and debris from guard, spindle and backing plate. Ensure spindle thread is undamaged, and that backing plate sits flush. Ensure compatibility of replacement blade – correct outer diameter, correct spindle hole diameter, blade speed matches machine speed. Mount parts in correct order and tighten firmly with the correct tools. Wear leather gloves when or if handling rough or sharp parts. Wear eye protection. Ensure all surfaces are clean. Do not use incompatible blade. Do not over tighten nut.	**1,3,6**	**L**	Saw Operator, Yard staff

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Working near Pressurised Gas Distribution Mains and Consumer Piping	Contact with live services Residual gas in pipe	Injuries to workers and members of public. explosion, loss of services	E	Obtain an 'Authority to Work' permit from APA Group for all **High-Pressure** pipelines **(NB. this includes vacuum excavation potholing)** Obtain Dial Before You Dig plans Locate Mains / Pipes / Potholing by use of vacuum truck When working parallel to gas mains and no deeper than the gas main, pothole every 4 meters to determine exact location of gas main Eliminate or isolate where possible Asset owner's spotter / Provac spotter Ensure all works conducted in accordance with asset owner's permit to work Contact asset owner Atmospheric monitoring must be conducted continuously throughout the job where working near a gas main (refer relevant Exposure Standard) Identify known chemicals in area before work commences Identified chemical SDS on site Emergency controls identified before work commences	**1,2,3,4,6**	**L**	Leading hand / Supervisor
Working in or Near a Trench Greater than 1.5 Metres Deep **Locating underground services Work Health and Safety Regulation s304**	Live' services such as electricity, gas, sewage, water, fibre optic, communications	Death and serious injury, damage to equipment Damage to utility services, financial loss	E	Relocations required/possible to eliminate risk? Request Dial Before You Dig and keep plans on site Isolation, if possible, of live services such as electricity Locate service/s Pothole service Contact relevant authority Designated spotter	**1,2,3**	**L**	Leading hand Supervisor / Workers
	Falling objects	Workers struck by falling objects – injury/incident	M	Exclusion zone/s around trench/excavation Signage to notify exclusion zone Barricade 900mm high Trained safety observer (spotter) Personal Protective Equipment; hard hat, steel capped boots	**1,3,6**	**L**	Leading hand / Supervisor / Operators
Working adjacent to an excavation	Person/plant falling into trench/excavation	Death, serious injury	E	Fall prevention (e.g., guard rail, edge protection, or a travel restraint system) Install signage – unauthorized personnel not permitted Barricade 900mm high	**1,3,6**	**L**	Leading hand / Supervisor / Operators
Mobile plant operation around trenches	Heavy plant movement	Collapse of trench due to plant movement	E	1000mm clearance by plant from trench with shoring designed to carry soil vehicle (AS PER BELOW). 1000mm clearance from edge of trench line equal to depth of trench with shoring designed to carry soil vehicle (AS PER BELOW).	**1**	**L**	Leading hand / Supervisor / Operators

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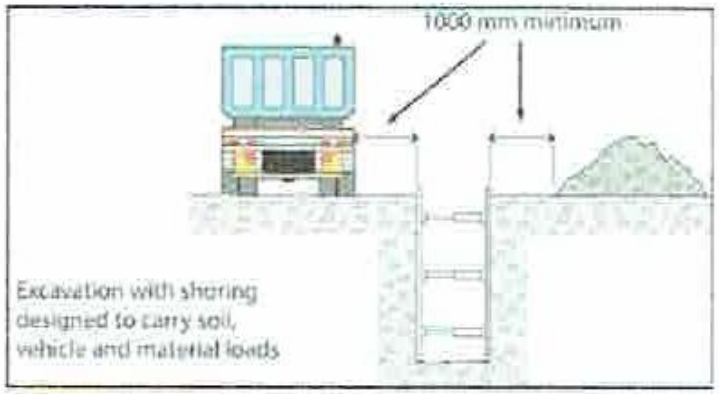 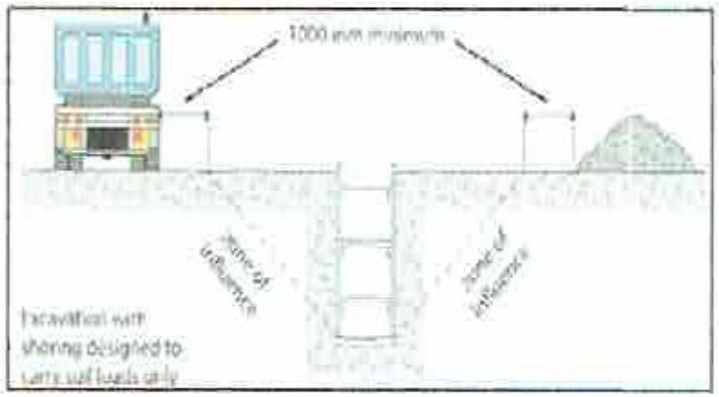 If a mandatory control (☒) cannot be implemented contact your supervisor immediately							
Electrical Safety **Electrical Safety act and Regulations Part 3 and 5** **Workplace Health and Safety Management System 3.9.5.1**	Electricity **e.g., overhead / underground power lines & HIGH VOLTAGE**	Injury to workers and members of public – Electrocution Electric shock Fire/burns	E	Eliminate need to work under power lines if possible Isolation of power – Park truck away from O/H lines Inspect site for any potential energized assets (e.g., private or public) Identify plant reach and use limiters – Do not use boom under power lines Exclusion zones barricaded 3m (where potential for plant to come within 6m of service) Safety observer (Generic spotter) when plant could enter the electrical exclusion zone No entry to exclusion zone permitted (when live) When excavating around power poles/power boxes/obstacles – All poles/obstacles to be isolated by barrier mesh with a 1 metre buffer where practicable **When potholing HV –** The use of crowbars / jack hammers (except for bitumen or concrete AT SURFACE LEVEL ONLY) is not permitted. 2800 PSI maximum pressure for direct laid cabling. Transmission lines (Surfers Paradise to Broadbeach) require the use of an Energex spotter Residual current devices in use Identified Personal Protective Equipment to be worn	**1,3,5**	**L**	Leading hand / Supervisor / Operators

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Excavating near underground electrical assets and poles	Electricity Falling pole	Injury to workers and members of public – Electrocution Electric shock Fire/burns Struck by falling pole	E	If services are within 2.5m of work area, cables are to be physically located (by hand tools or hydrovac), every 4m minimum No trenching greater than 250mm depth within 250mm of a power pole or a pole stay without electrical entity's permission Approval from electrical entity required prior to excavation within 5m of a pole with earth leads or cables running into ground Notify electrical entity if cable will be unsupported within excavation Safety observer (spotter) When excavating around power poles/power boxes/obstacles – All poles/obstacles to be isolated by barrier mesh with a 1metre buffer where practicable	**1,2,3,5**	**L**	Leading hand / Supervisor / Operators
Excavation within "do not disturb zone" up to 3m from pole (SEE DIAGRAM BELOW)	Electricity Falling pole	Struck by falling pole Collapse of excavation	E	Certified Engineering Assessment (by RPEQ) conducted and forwarded to Energex for review Approval from electrical entity prior to any major excavation works56	**3**	**L**	Leading hand / Supervisor / Operators
Excavation within "do not disturb zone" up to 3m from pole (SEE DIAGRAM BELOW)	Electricity Falling pole	Struck by falling pole Collapse of excavation	E	When trenching within 5m of a pole the depth of excavation cannot exceed the lineal distance from the pole	**1**	**L**	Vac Operators

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				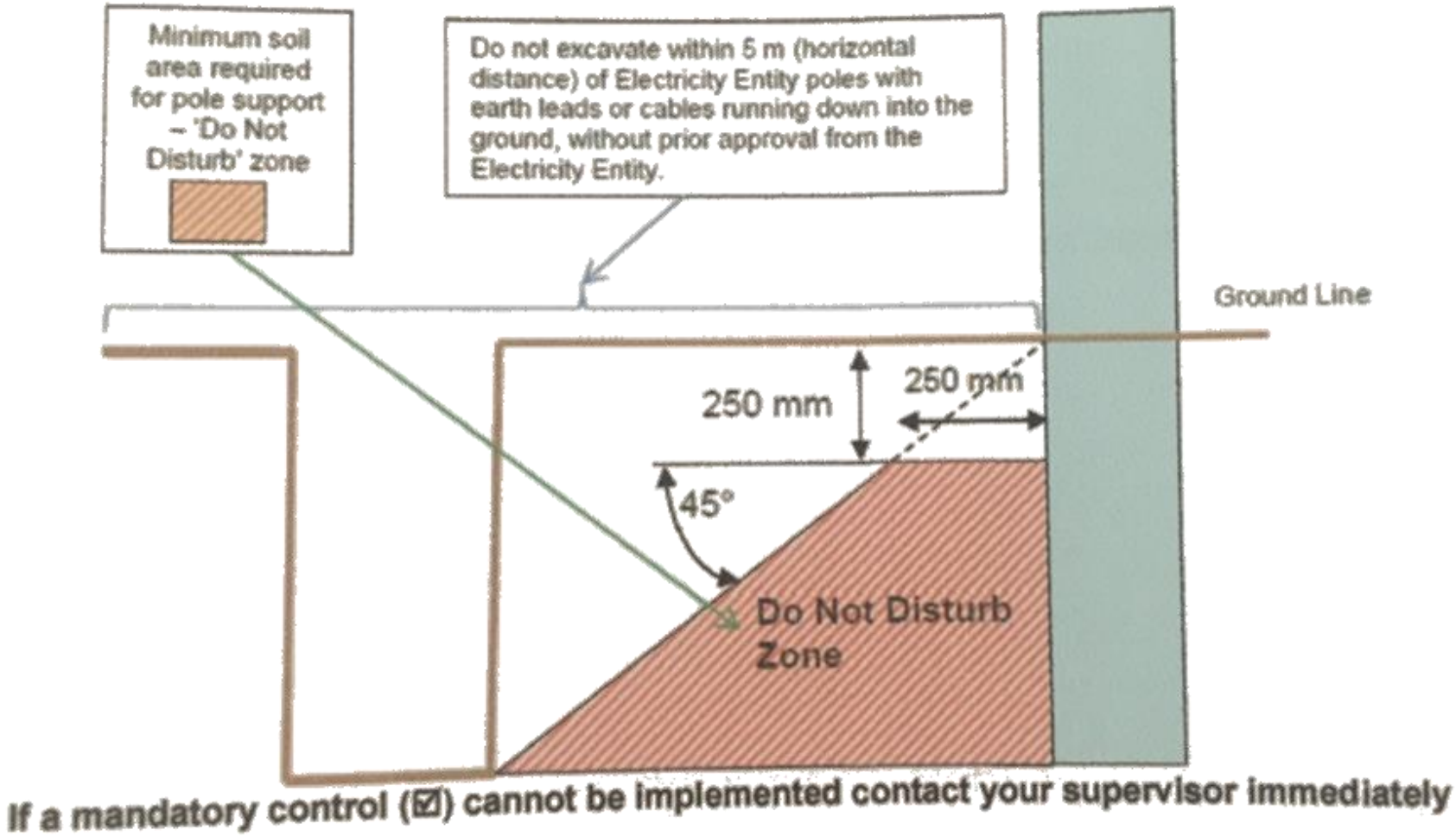				
Work at heights **Work Health and Safety Regulation s78 – 80, 306C-J** **Managing the risk of falls at workplaces**	Worker falls from height > 2m	Death or serious injury to worker	E	Move work area to ground level Cover or barricade open manholes, pits, or unprotected edges with temporary barriers when not in use Temporary work platform (scaffold, mobile, scaffold) Elevated work platform (e.g., boom lift, scissor lift) Edge protection (with top, mid, and kick rail) –	**1,2,3,6**	L	Leading hand / Supervisor / Operators	

Code of Practice 2011				installed by competent person) Exclusion zone for safe access and egress to be identified and signed Travel Restraint Fall Arrest (must have emergency procedure – refer Guidelines S-08-03) Load bearing anchor points of contact when working on ladders Ladders must be placed on stable surfaces and be secured at top or bottom prior to climbing Ladders rated 'industrial' with load rating of ≥ 120kg Emergency procedures documented and tested – refer Guidelines S-08-03 Pre-start inspection of all height safety equipment Personnel trained, competent and authorized in working at height and use of fall prevention – harness				
Working from an elevated work platform **Managing the risk of falls at workplaces Code of Practice 2011**	Worker falls from height > 2m.	Death or serious injury to worker	E	Exclusion zone for safe access and egress to be identified and signed Pre-start inspection of all height safety equipment WP (high risk) license required for boom type EQP if boom length of 11m or more Manufacturer / suppliers instructions are consulted for information on safe operation Fall Arrest (must have emergency procedure – refer Guidelines S-08-03) If working over water harness is to be unhooked and life vest worn	**1,2,3,4,6**	**L**	Leading hand / Supervisor / Operators	
	Falling objects	Struck by falling object	H	Materials hoist Physical barrier to prevent objects falling Lanyards on tools Exclusion zone around base of work area/platform Personal Protective Equipment – hard hats	**1,2,3,6**	**L**	Leading hand / Supervisor / Operators	

Provide a description of what training is given to people involved with the work	***Site Induction by pertaining site representatives.*** ***OH&S General Induction for Construction Sites*** ***Cable Location Course-Telstra Accredited APL*** ***Energex Substation and Underground Location awareness accredited were required*** ***General Cable Location / Hydro Vacuum Excavation Training*** ***Provac Australia Pty Ltd Environmental Management Training*** ***Provac Australia Pty Ltd Health and Safety Training*** ***Brisbane Water Standpipe Accredited*** ***MR Truck license, Blue / White Card***		
List the names and qualifications of those responsible for training them ➔	***Pertaining on site Safety Officer*** ***Energex -Accredited Trainer*** ***Coates Hire / Telstra APL*** ***Matt Lambert – Accredited Workplace Trainer and Assessor***		
Identify the plant and equipment that will be used on site e.g., ladders, scaffolds, grinders, electrical leads, welding machines, fire extinguishers, manual handling aids ⬇	**List the details of the inspection and maintenance checks that will be or have been carried out on the plant and equipment ⬇**	**Signatures of staff who have read and understand the work activities described in the Safe Work Method Statement ⬇**	
Electronic Locator	**Calibrated as per specifications / self-test on start up**		
Hydro Vacuum Excavator	**Plant inspection Daily check lists.** **Maintenance service at 3 months intervals or as advised by supervisor**		
Hand Tools	**In good repair – Checked Daily and again prior to use**		

Person(s) responsible for site supervision of the work, inspecting and approving work areas, compliance with SWMS, protective measures, plant, equipment, and power tools
(To be signed on site by leading hand or supervisor)

Name:_____ **Position:** _____ **Signature:** _____

REPRESENTATIVE RESPONSIBLE FOR PREPARATION OF THE SAFE WORK METHOD STATEMENT AND THE DATE SIGNED

Name: Mathew Lambert Title: Director

Signature:  Dated: 17/11/2022

EMPOYEE RESPONSIBLE FOR ASSSTING IN THE PREPARATION OF THE SAFE WORK METHOD STATEMENT AND THE DATE SIGNED

Name: Rhys Lambert Title: Manager

Signature: *R Lambert* Dated: 17/11/2022

By signing this record, I acknowledge that I have been provided with the opportunity to contribute to the identification of safety and environmental issues associated with this work and to the formulation of work methods that will enable this activity to be carried out as safe as possible and without any harm to the environment.
I also acknowledge that I have been instructed into the work methods and that I understand and will fully comply with these instructions.

JSEA Read & Signed by <u>All Employees & Subcontractors</u> involved in Work Activity:			
Name	**Company**	**Signature**	**Date**