

Safe Work Method Statement

Installation of Poles



Job Description & Location:	Installation of Poles Mt Tenison Wood communication site	
Contacts:	Qualifications & Training:	Relevant Legislation & Information:
Contact 1 - 0417 710 806 Contact 2 - Contact 3 - Person responsible for implementing, reviewing, and monitoring this SWMS: Contact 4 - 0417 710 806	General site induction Daily toolbox meeting Competent and trained workers General Construction Induction Card (Blue or White) Licenced or site competent plant operators	Work Health & Safety Act 2011 Work Health & Safety Regulation 2011 Excavation Work Code of Practice 2021 WHS Regulation Section 306 - Trenching WHS Regulation Section 304 – Excavation Work-underground essential services information
PPE / Safety Equipment / Signage / Tags:	Plant & Equipment:	Relevant Parties
• Steel cap safety boots • Safety glasses • Safety gloves • Long sleeve, high visibility clothing • Other PPE for specific tasks will be identified in controls.	*Wheelie digger *Crane Truck *Chains *Hole Borer *Excavator *Compactor *Elevated Platform (if installing solar panel after the poles are in place)	Person Conducting Business or Undertaking Name: Brendan McKenna Earthmoving Pty Ltd. ABN: 94 163 887 563 Address: 11 Montego Ct, QLD 4037 Phone: 0417 710 806 Principal Contractor: HQ Plantations Pty Ltd ABN: 25 142 448 977 Address: Red Road, Beerburrum QLD 4517 Phone: 07 5438 6666
Emergency Planning & Rescue Procedures:	High Risk Work Activities:	Safety Data Sheets:
HS-PR-005 V1.1 & HS-MP-002 V1 In the event of an incident or emergency, work must stop immediately, and the Brendan McKenna Earthmoving Pty Ltd Incident Management and Emergency Management Policy and Procedure must be followed. This SWMS must be reviewed and amended before work recommences to ensure that the incident cannot occur again.	*Manual Handling *Crane *Trench *Elevated Platform (if required) *Placing poles in place *Boring 1.5m Hole	Insert any Safety Data Sheets required for the job here (make sure to attach copies)

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Job Step	Specify the hazards/risks you have identified	Safety Control Measures	Persons Responsible
Planning of site, identification of underground services	Hazard - Not identifying underground services Risk - Disconnecting a service, electrocution	Prescribed information (DBYD) must be obtained prior to any excavation work commencing. Phoning 1100 or online www.1100.com.au Don't rely on DBYD! Always conduct a comprehensive site inspection to identify services that will be affected by proposed works and location of proposed works and any nearby services. Consider all possible services such as phone and optical cables, water and sewerage, gas, electricity, stormwater drainage, irrigation and indirect services, survey marks and street lighting electric cables. Contact authorities for relevant information about the service (location, type, depth, and restrictions to be followed) including maps and information from client/owner. All relevant prescribed information to be in writing and keep on site for the duration of the task. The relevant person must consider the information supplied, follow any reasonable restrictions, and implement the necessary control measures. The information shall be kept on site at all times.	Site Supervisor
Arrival at worksite	Hazard - Not understanding the task or procedures that are place. - Manual handling - Faults of plant not detected. - Weather, wind/rain Risk - Serious injury	- Ensure that all workers have undertaken the prestart shift Take 5 and Machine Pre-starts. - Ensure that all workers are trained and competent for all aspects of the work they are to undertake and sign off on this SWMS. - Conduct a toolbox talk to inform and consult those directly involved in the work activity regarding the hazards and implemented control measures. - Conduct a Risk Assessment prior to work commencing to identify any risks. - After completing the Risk Assessment, identify alternative methods of completing the task to lower the risks using the hierarchy of controls.	- Site Supervisor - Workers

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	- Injury to others - Slips, Trips, & Falls - Defective plant		
Present yourself fit for work. Drugs Alcohol Fatigue	Being under the influence of drugs, alcohol or feeling the effects of fatigue or illness can affect your judgement and could lead to serious	Do not operate any machine if you are under the influence of drugs or alcohol which can impair your alertness and co-ordination. If you are unwell or feeling the effects of fatigue speak to your supervisor. An operator on over-the-counter medication needs medical advice on whether or not they can operate the machine. Workers are reminded of their obligation to not place at risk the health and safety of themselves or anyone else in the workplace.	- Site Supervisor - Worker
Locating the underground services	Hazard Gas lines, electricity etc. Risk Contact with services, electrocution, explosion	Carry out a detailed site inspection and review the site against prescribed information and plans. Scan the site with a cable avoidance tool (CAT), if available. Potholing, using hand tools must be conducted (insulated equipment must be used if working near electrical services). Only use plant once you have identified where the relevant services are located (e.g. electricity, gas, telephone). All onsite workers must be advised of the location of the services, in particular the operator(s) of any plant working on the worksite.	Site Supervisor
Excavating around the located services	Hazard - Gas lines, electricity, electrocution - Struck by plant. Risk - Contact with services above	Work parallel to any service(s) that is/are identified, always use caution. A trained observer must be always onsite to assist the plant operator(s) to maintain sight of the service(s). Support exposed services (seek advice from the service authority if required).	Site Supervisor

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	and below ground. • Serious injury	Mark all exposed services with flags or devices that can be readily seen. Ensure all marked services continue to be visible for the duration of the work. NO EMPLOYEES (apart from operator) are to be in physical contact with any excavating machine or plant at any time whilst it is operating. (Do not touch plant!)	
Unload poles	Hazard • Moving load. • Falling object Risk • Serious injury • Injury to others from falling object	Use of licensed/competency Wheelie Digger operator, tag line handler, and spotters. 20m Exclusion zone around unloading work area. Spotter to ensure no unauthorised entry into exclusion zone. Wheelie digger operator, spotter and tag line handler guiding poles must remain in full view of other operators and in constant communication. UHF# 14 Other employees to remain clear and not approach unless directed to do so. All lifting equipment to be within inspection date and inspected before and after each lift. Load to be controlled by tag line handler only. Disconnection of lifting equipment once poles are in place to be carried out by wheelie digger operator and tag line handler only.	• Site Supervisor • Workers
Transport poles from gate to site	Hazard • Moving load • Struck by plant. • Falling object • Ground condition. Risk • Serious injury • Injury to others from falling object. • Slips, trips & falls • Strains & sprains • Equipment damage	Ensure that all workers are trained and competent for all aspects of the work they are to undertake and sign off on this SWMS. Consult those directly involved in the work activity regarding the hazards and implement control measures. Conduct a Risk Assessment prior to work commencing to identify any new risks. (Rain) After completing the Risk Assessment, identify alternative methods of completing the task to lower the risks using the hierarchy of controls. Use of licensed/competency Wheelie Digger operator, tag line handler, and spotters. 30m Exclusion zone around lift work area. Spotter to ensure no unauthorised entry into exclusion zone. Wheelie digger operator, spotter and tag line handler guiding poles must remain in full view of other operators and in constant communication. UHF# 14 One pole per lift, at walking pace to be transported via wheelie digger from site entry to	• Site Supervisor • Workers

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		site	
Bore 1.5-metre-deep with 600 diameter post holes.	Hazard • Moving Plant • No exclusion zone. • Fall in bored hole. Risk Serious injury	Ensure a safe means of entry and exit from site. Consult those directly involved in the work activity regarding the hazards and implement control measures. All PPE high visibility clothing. Mobile plant operator and ground workers to be familiar with the blind spots on the wheelie digger and borer. Restrict access of boring holes and bored holes, from other workers and the public via an exclusion zone Install effective edge protection, barriers, or barricades.	• Site Supervisor
Stand post vertically	Hazard • Manual handling • Rugged ground • Moving plant • No exclusion zone. Risk • Slips, trips, & falls • Strains & sprains • Serious injury	Ensure a safe means of entry and exit from site. 20mts exclusion zone, controlled by spotter to ensure no unauthorised entry into exclusion zone including other workers. Ensure stabiliser legs are correctly extended on crane truck. Consult those directly involved in the work activity regarding the hazards and implement control measures. All PPE high visibility clothing and hard hat. Mobile plant operator and ground workers to be familiar with the blind spots on the wheelie digger and the crane truck. Crane truck to lift pole vertically from mid top of pole, and manoeuvre over bored hole, wheelie digger to assist via from lower section of pole to help guide the pole into the	• Site Supervisor • Plant operator • Spotter

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		bored hole. Plant operators must have visual and communication with spotter and each other during the lift.	
Stamp using natural fill	Hazard • Manual handling • Rugged ground • Moving plant Risk • Slips, trips, & falls • Strains & sprains • Serious injury	20mts exclusion zone, controlled by spotter to ensure no unauthorised entry into exclusion zone including other workers. Wheelie digger to hold pole in place, Crane truck disconnect from pole then removed. Hand tools to be used for compacting the bored hole: refer to Brendan McKenna Earthmoving Pty Ltd <i>OP-PR-023 V1 Manual handling Procedure</i>. Plant operator must have visual and communication with spotter and ground workers during the stamping of the pole.	• Site Supervisor
Raise 10 panel solar frame	Hazard • Fall from height. • Moving load Risk • Serious injury • Damage equipment.	Use of licensed/competency crane truck operator, tag line handler, and spotters. 30mts exclusion zone, controlled by spotter to ensure no unauthorised entry into exclusion zone including other workers. Ensure stabiliser legs are correctly extended on crane truck. Crane truck operator, spotter and tag line handler guiding solar frame must remain in full view of other operators and in constant communication UHF#14. Other employees to remain clear and not approach unless directed to do so. All lifting equipment to be within inspection date and inspected before and after each lift. Load to be controlled by tag line handler only. Disconnection of lifting equipment once solar frame is in place and secured to poles to be carried out by crane truck operator and tag line handler or spotter only.	• Site Supervisor • Plant operator • Spotter • Tag line handler
Secure solar panel to poles. (if using a scissors lift)	Hazard • Manual handling • Fall from height. • Moving load Risk	Use of licensed/competent operator and spotters. 20mts exclusion zone, controlled by spotter to ensure no unauthorised entry into exclusion zone including other workers. Pre-start machine inspection prior to use, include check on safe working load, operator plus tools and material. If fitted ensure stabiliser legs are on firm ground.	• Site Supervisor • Workers • Operator

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	• Strains & Sprains • Serious injury • Injury from falling object	EWP operator, crane truck operator, spotter and tag line handler must remain in full view of each other and in constant communication UHF#14. Other employees to remain clear and not approach unless directed to do so. Safety harness to be worn and fixed to the platform attachment point if there is deemed at risk of falling e.g. rough terrain. Maintain three-point contact when getting on or off the platform. Operator to ensure path and platform is firm and level. Wear tool bag for U-bolts and nuts etc. Tools and chain are to be kept away from edge of cage, always maintain good housekeeping. All PPE must be worn at all times. Never put fingers and hands between the chain and the pole.	
Dig trench from poles to communication hut	Hazard • Loose soil • Excavation • Manual Handling • Solar radiation Risk • Trench collapse • Falling objects • Personal injury • Heat Stress •	Ensure trench sides aren't loaded. Keep spoil at least 1 m from the excavation and keep spoil piles to a maximum of 600mm. Continuous gas monitoring shall be required if working in the vicinity of known gas lines or near a high traffic flow area. A Risk Assessment must be completed on the 'Record of Excavation Inspection' form, by a competent person when the trench or excavation reaches a depth of 1m, and other occasions outlined on the form. Preventative actions must be taken if the risk assessment indicates there is a risk of collapse: e.g. • Shoring or shielding (approved by competent person). • Benching – not higher than it is wide and no vertical face exceeding 1.0 metres. • Battering – angle not exceeding 45° and bottom vertical face not exceeding 1.0 metres. Approval in writing by a geo-technical engineer must be obtained stating that the trench is safe to work in for trenches > 3 m deep. The approval must be kept on site at all times. Use an industrial strength rated ladder to enter and exit the trench. No petrol driven machinery is to be used in or near the trench.	• Site Supervisor

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		All tools and equipment shall be placed so that they cannot fall into the trench or excavation. Minimise the length of open trench by backfilling the trench or excavation as soon as possible. Proximity of plant (including vehicles/trucks) to the top of the trench or excavation shall be determined through a risk assessment. The risk assessment should take into account the weight of the plant or vehicle involved as well as the type of soil and weather conditions. Minimise plant and equipment movement near trench or excavations. Ascertain if the excavation and/or trench is a confined space. Work only from inside shored areas or from on top of stable backfill. All workers must constantly monitor the stability of the trench or excavation walls. If a change of shift is required, the site supervisor will hold a handover meeting with incoming staff and supervisor to discuss the workplace and indicate any known hazards.	

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Monitoring, Review & Communication Process

Monitoring

Brendan McKenna Earthmoving Pty Ltd management must monitor this SWMS continuously. Management and Supervisors must ensure that all control measures outlined in the Safe Work Method Statement section above are being followed and put in place. This is achieved by:

Utilizing safety inspections

- Ensuring that competent supervisors monitor all work being conducted to make sure that all control measures are being followed.
- Training supervisors to continuously monitor for and report potential hazards.
- Training workers to continuously monitor for and report potential hazards.
- Management continuously monitoring for potential hazards and implementing/communicating controls where possible when hazards are found or reported.

Review

Brendan McKenna Earthmoving Pty Ltd management must review this SWMS periodically to ensure it remains relevant. This is achieved by:

- Management reviewing this SWMS at least once every six (6) months to ensure that controls remain relevant and to ensure that any new hazards have been assessed.
- Management inspecting the work being conducted to ensure that controls remain relevant.
- Conducting pre-start meetings or "Toolbox talks" to discuss this SWMS, potential hazards, and control measures with workers.

In The Event of An Incident or Emergency

In the event of an incident or emergency, work must stop immediately, and the Brendan McKenna Earthmoving Pty Ltd Incident Management and Emergency Management Policy and Procedure must be followed. This SWMS must be reviewed and amended before work recommences to ensure that the incident cannot occur again.

Communication

This SWMS must be communicated at a pre-start meeting before work commences. Workers must be given the opportunity to discuss controls which are listed in this SWMS and be allowed time to discuss any further controls which they feel are necessary.

Finally, workers must sign below to state that they have been instructed in this SWMS, understand all hazards involved with the work and are comfortable with all of the control measures that must be implemented and followed.

If any changes are made to this SWMS, they must be communicated to workers and the communication sheet below must be re-signed by all persons involved with the job.

Additional Controls to Be Put in Place After Consultation with All Relevant Workers

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Revision History (This SWMS must be revised at least once every six months)

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Revision	Date Revised	Description of Changes	Revised By	Signature	Next Revision Date
A	03/06/24	Document Creation (Include name of person who prepared this SWMS)	Leanne	Leanne	Immediately
A	14/06/24	Document Review & Approval by Company Owner	Brendan McKenna	Brendan	
A	14/06/24	Initial Consultation with All Relevant Workers	Ron Broadhurst	Ron	
	07/09/26	Logo Change	Leanne	Leanne	07/09/28

Communication / Acknowledgement Sheet

Name	Signature	Date	Company	Position	Licence / Ticket Numbers

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