



# Pandanus Workforce

## Safe Work Method Statement (SWMS)

ABN: 62 635 810 365  
Address: 5/25 Parap Road, Parap NT 0820  
P.O Box: 1240, Berrimah NT 0828

Phone: 1800 845 133  
Fax:  
Email: [safety@pandanus.au](mailto:safety@pandanus.au)

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| <b>Project:</b> | <b>Project No:</b> |
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| <b>WMS No:</b> | <b>Work Activity:</b> <i>Plumbing and Drainage</i> |
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All persons involved in the works must have the WMS explained and COMMUNICATED to them prior to start of works.

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### WMS DETAILS

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| <b>Brief Description of Work Activity:</b> | Piping and Drainage |
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|----------------------------|------------------------|
| <b>Location: Work Area</b> | <b>Date: July 2025</b> |
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| <b>Date to be Reviewed:</b> |  |
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| <b>Personnel Responsible for Monitoring this Activity:</b> | Managing Director, Supervisor, Operators |
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| <b>Codes of Practice / Standards Consulted:</b><br>These must be complied with. | Work Health and Safety Act 2011<br>Work Health and Safety Regulation 2011 |
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| <b>Equipment and Equipment Required for this Activity:</b> | Piping and Drainage |
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| <b>Details of Maintenance Checks Required for this Activity:</b> | Equipment to be subjected to daily pre-use inspections, scheduled inspections and maintenance |
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| <b>Materials Used:</b> | Various |
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**MSDS Required? (Yes / No)**

Yes

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**Personnel Qualifications Required for this Activity:**

Relevant state certification for task has been undertaken or Equipment being operated

Training in equipment use.

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**Specific Training Required for this Activity:**

All personnel to have completed a Site Induction. Must be trained in this WMS and have all relevant certification for this task.

Company Induction  
Work Activity Training

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**Personnel consulted on development of WMS:**

| Name: | Position | Industry Experience |
|-------|----------|---------------------|
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**Person Responsible for Updating SWMS:**

Signature:

Date:

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## RISK ASSESSMENT

### Step 1 – Determine Consequence (Impact) ( C )

| I Consequence (Impact) Table |                               |   |   |   |
|------------------------------|-------------------------------|---|---|---|
| Impact band                  | Health & Safety               |   | Environment & Heritage                      | Reputation  |
| <b>Substantial (5)</b>       | Fatal Incident (Class 1)      |   | Permanent widespread ecological damage      | International negative media coverage. Loss of business from key sector.  |
| <b>Major (4)</b>             | Permanent Injury (Class 1)    | Damage, which permanently alters a person's future (e.g. quadriplegia, paraplegia, amputation of a limb). | Heavy ecological damage, costly restoration | Sustained national negative media coverage. Loss of long term key client. |
| <b>Moderate (3)</b>          | Lost Time Injury (Class 2)    | Damage, which temporarily alters a person's future.   | Major but recoverable ecological damage     | Regional/short negative media coverage. Loss of Client / project.         |
| <b>Minor (2)</b>             | Medical Treatment (Class 2)   | Damage, which temporarily inconveniences a person   | Limited but medium term damage              | Local negative media coverage. Site or project problem                    |
| <b>Negligible (1)</b>        | First Aid Treatment (Class 3) | Actual injury which requires no treatment or simple first aid   | Short term damage                           | Brief local negative media coverage.                                      |

### Step 2 - Determine Probability (Likelihood) of Event Occurring ( P )

| Probability (Likelihood) Table |  |   |                                 |
|--------------------------------|--|---|---------------------------------|
| Probability band               | Description  |   |                                 |
| <b>Almost Certain (5)</b>      | The threat can be expected to occur 75% - 99%              | Common / Frequent Occurrence                        | More than 1 event per month     |
| <b>Likely (4)</b>              | The threat will quite commonly occur 50% - 75%             | Is known to occur or "It has happened regularly"    | More than 1 event per year      |
| <b>Possible (3)</b>            | The threat may occur occasionally 25% - 50%                | Could occur or "I've heard of it happening"         | 1 event per 1 to 10 years       |
| <b>Unlikely (2)</b>            | The threat could infrequently occur 10% - 25%              | Not likely to occur very often                      | 1 event per 10 to 100 years     |
| <b>Rare (1)</b>                | The threat may occur in exceptional circumstances 0% - 10% | - Conceivable but only in exceptional circumstances | Less than 1 event per 100 years |

### Step 3 – Assess Risk Level ( R ) Determine the risk level by combining Consequence with Probability

| Risk Assessment Matrix   | Consequence (Impact) Table |           |               |                |                 |                |
|--------------------------|----------------------------|-----------|---------------|----------------|-----------------|----------------|
|                          | Negligible (1)             | Minor (2) | Moderate (3)  | Major (4)      | Substantial (5) |                |
| Probability (Likelihood) | <b>Almost Certain (5)</b>  | Low (5)   | Moderate (10) | Very High (15) | Extreme (20)    | Extreme (25)   |
|                          | <b>Likely (4)</b>          | Low (4)   | Moderate (8)  | Very High (12) | Very High (16)  | Extreme (20)   |
|                          | <b>Possible (3)</b>        | Low (3)   | Moderate (6)  | High (9)       | Very High (12)  | Very High (15) |
|                          | <b>Unlikely (2)</b>        | Low (2)   | Low (4)       | High (6)       | High (8)        | Very High (10) |
|                          | <b>Rare (1)</b>            | Low (1)   | Low (2)       | Moderate (3)   | High (4)        | High (5)       |

## HIERARCHY OF CONTROLS

| Highest Level of Control |              |             |                |                               | Lowest Level of Control |  |
|--------------------------|--------------|-------------|----------------|-------------------------------|-------------------------|--|
| Elimination              | Substitution | Engineering | Administration | Personal Protective Equipment |                         |  |

### PROBABILITY:

5=Almost Certain  
4=Probable  
3=Moderate  
2=Unlikely  
1=Rare

**1-6 Acceptable**

### CONSEQUENCE:

5=Death  
4=Severe  
3=Major  
2=unlikely  
1=Insignificant

**7-12 Acceptable with Strict Control Measures or Short Duration**

**13-25 Unacceptable**



| Activity<br>Break the job down into steps | Potential Safety and Environmental Hazards<br>What can go wrong   | Risk Rating |   |    | Control Measures  | Risk Rating After Controls |   |   | Person Responsible<br>To ensure management method applied |
|---|---|-------------|---|----|---|----------------------------|---|---|---|
|   |   | C           | P | R  |   | C                          | P | R |   |
| <b>Preparation and Planning for job</b>   | <ul style="list-style-type: none"> <li>Injury</li> <li>Property Damage</li> <li>Inadequate training, consultation, planning &amp; improvisation.</li> </ul>   | 4           | 4 | 16 | <ul style="list-style-type: none"> <li>Ensure employees are adequately trained to complete the job required.</li> <li>Provide adequate and competent supervision.</li> <li>Provide correct equipment to ensure job is completed safely.</li> </ul>  | 2                          | 2 | 4 | <b>Supervisor</b><br><br><b>All employees</b>             |
| <b>Arrival at job site</b>                | <ul style="list-style-type: none"> <li>Entry to unauthorised areas</li> <li>Vehicle movements</li> <li>Injury</li> <li>Property damage</li> </ul>   | 4           | 4 | 16 | <ul style="list-style-type: none"> <li>Report to site office for site induction.</li> <li>Risk assessment of site conditions.</li> <li>Adhere to designated parking and vehicle areas.</li> <li>Site speed limits are to be adhered to.</li> </ul>  | 2                          | 2 | 4 | <b>Supervisor</b><br><br><b>All personnel</b>             |
| <b>Unloading of equipment</b>             | <ul style="list-style-type: none"> <li>Fall from vehicle</li> <li>Manual Handling injuries</li> <li>Traffic Hazards</li> <li>Unfamiliar worksite (trips, slips and falls)</li> </ul>  | 4           | 4 | 16 | <ul style="list-style-type: none"> <li>Unload vehicles in area clear of traffic, plant &amp; equipment.</li> <li>Training employees in manual handling.</li> <li>PPE equipment such as hi-vis vest.</li> <li>Conduct a thorough site inspection before commencing any work to identify potential causes and hazards.</li> <li>Ensure work trucks or vans are parked appropriately</li> </ul>  | 2                          | 2 | 4 | <b>Supervisor</b><br><br><b>All personnel</b>             |
| <b>Pipe Trench</b>                        | <ul style="list-style-type: none"> <li>Housekeeping issues causing trips and falls.</li> <li>Open trenches</li> <li>Uneven terrain</li> <li>Manual handling injuries</li> <li>when carrying tool</li> <li>equipment and materials</li> <li>Back and shoulder injuries when using shovels and</li> </ul> | 4           | 4 | 16 | <ul style="list-style-type: none"> <li>Ensure clear access to work area.</li> <li>Ensure trenches have been filled or fall protection and barricades are in place.</li> <li>Avoid rough terrain.</li> <li>Training in manual handling and the use of shovels and wheelbarrows.</li> <li>Only licensed personnel to work with plant.</li> <li>Plant and equipment to be registered and maintained</li> <li>P.P.E equipment such as hi-vis vest.</li> <li>Plant operator to be aware of site personnel.</li> <li>Provide Safety Data Sheet (SDS).</li> <li>Provide training in the use of hazardous substances and P.P.E</li> </ul> | 2                          | 2 | 4 | <b>Supervisor</b><br><br><b>All personnel</b>             |

| Activity<br>Break the job down into steps | Potential Safety and Environmental Hazards<br>What can go wrong   | Risk Rating |          |           | Control Measures  | Risk Rating After Controls |          |          | Person Responsible<br>To ensure management method applied |
|---|---|-------------|----------|-----------|---|----------------------------|----------|----------|---|
|   |   | C           | P        | R         |   | C                          | P        | R        |   |
|   | <ul style="list-style-type: none"> <li>wheelbarrows etc.</li> <li>Hit by bobcat or excavator</li> <li>Contact with Hazardous substances or chemicals</li> </ul>   |             |          |           | <ul style="list-style-type: none"> <li>equipment required.</li> <li>Provide and wear correct P.P.E equipment required.</li> </ul>   |                            |          |          |   |
| <b>Installation of piping</b>             | <ul style="list-style-type: none"> <li>Trips, slips &amp; falls when carrying materials.</li> <li>Trips, slips and falls when entering job</li> <li>Hit by falling object when entering job.</li> <li>Falls from ladders or through voids when accessing first floor.</li> <li>Trips, falls when setting up extension leads</li> <li>Cutting and installing support trimmers - noise, sharp edges.</li> <li>Nail Guns and power tools - incorrect use, or not maintained.</li> <li>Exposure to electricity</li> <li>Contact with substances classified as hazardous.</li> </ul> | <b>4</b>    | <b>5</b> | <b>20</b> | <ul style="list-style-type: none"> <li>Ensure access and entry is clearly defined and clear of debris.</li> <li>Avoid rough terrain.</li> <li>Ensure trenches have been filled or fall protection and barricades are in place.</li> <li>Ensure clear and defined access to work area</li> <li>If trades are working above that drop zones are clearly defined and not entered into.</li> <li>Training in the use of P.P.E equipment.</li> <li>Use P.P.E equipment such as hi-vis vests, hard hats, safety footwear.</li> <li>Training in the set up and use of portable ladders.</li> <li>Ensure stair void protection is in place and secure.</li> <li>All ladders should be adequately supported at the base and tied at the top.</li> <li>Set ladder at a slope of approximately 4 in 1.</li> <li>Ladder must be extended past landing by 1.0m.</li> <li>Communicate / consult with Supervisor and other trades working in the area to ensure minimal disruption to work.</li> <li>Always seek assistance if necessary ensuring team lifts are coordinated.</li> <li>Training in the set up and running of extension leads</li> <li>Training in the use of power tools.</li> <li>Ensure equipment including electrical leads are inspected prior to use.</li> <li>Electrical test, tagging and register of all power tools and equipment.</li> <li>Ensure earth leakage switch is installed on main supply or</li> </ul> | <b>2</b>                   | <b>3</b> | <b>6</b> | <p><b>Supervisors</b></p> <p><b>All Personnel</b></p>     |

| Activity<br>Break the job down into steps | Potential Safety and Environmental Hazards<br>What can go wrong  | Risk Rating |          |           | Control Measures   | Risk Rating After Controls |          |          | Person Responsible<br>To ensure management method applied |
|---|--|-------------|----------|-----------|--|----------------------------|----------|----------|---|
|   |  | C           | P        | R         |  | C                          | P        | R        |   |
|   | <ul style="list-style-type: none"> <li>Short or long term health effect from using LPG cylinders.</li> <li>Exposure to gas, flammable material and sparks.</li> <li>Working at Heights</li> </ul>  |             |          |           | <ul style="list-style-type: none"> <li>portable generators.</li> <li>Maintain and service all equipment.</li> <li>Refer to Power Tools WMS</li> <li>Provide Safety Data Sheet (SDS).</li> <li>Provide training in the use of hazardous substances and P.P.E equipment required.</li> <li>Provide and wear correct P.P.E equipment required</li> <li>Cylinders should be checked for leaks when received. Do not allow any fittings of the equipment to be contaminated with grease or oil under any circumstances.</li> <li>Ensure employees are trained to handle and use cylinders and their contents safely.</li> <li>Reserve cylinders should not be stored in work area.</li> <li>A No Smoking rule should be strictly enforced.</li> <li>Gas cylinders must be stored in a well-ventilated area away from heat sources, other dangerous substances and protected from accidental impact.</li> <li>Gloves to be worn, high visibility vests to be removed prior to using oxy acetylene as the vest are highly flammable.</li> <li>All oxy equipment to have flash-back arrestors fitted.</li> <li>Fire extinguisher to be available.</li> </ul> |                            |          |          |   |
| <b>Installation of pipe</b>               | <ul style="list-style-type: none"> <li>Exposure to sharp edges, noise, chemicals.</li> <li>Cuts, abrasion, eye, ear and damage to feet.</li> <li>Overcome by vapours.</li> <li>Trenches</li> <li>Materials lying around and uneven surfaces causing</li> </ul> | <b>4</b>    | <b>5</b> | <b>20</b> | <ul style="list-style-type: none"> <li>SDS to be available and utilised.</li> <li>Provide training in the use of hazardous substances and P.P.E equipment required.</li> <li>Provide and wear correct P.P.E equipment such as ear, eye and safety footwear.</li> <li>Ensure trenches have been filled or fall protection and barricades are in place.</li> <li>Ensure work area is clear of waste materials, avoid rough terrain.</li> <li>Training in the use and set-up of portable ladders.</li> <li>Training employees in working at heights.</li> <li>Use PPE equipment such as hats, protective clothing, sun creams.</li> </ul>   | <b>2</b>                   | <b>3</b> | <b>6</b> | <b>Supervisor</b><br><br><b>All personnel</b>             |

| Activity<br>Break the job down into steps                                    | Potential Safety and Environmental Hazards<br>What can go wrong   | Risk Rating |          |           | Control Measures   | Risk Rating After Controls |          |          | Person Responsible<br>To ensure management method applied |
|--|---|-------------|----------|-----------|--|----------------------------|----------|----------|---|
|  |   | C           | P        | R         |  | C                          | P        | R        |   |
|  | <ul style="list-style-type: none"> <li>slip, trip and fall.</li> <li>Standing on ladders, working at height.</li> <li>Working outdoors – sun and heat exposure.</li> <li>Manual handling tasks</li> <li>Exposure to electricity and power tools.</li> </ul> |             |          |           | <ul style="list-style-type: none"> <li>Electrical test, tagging and register of all power tools and equipment.</li> <li>Ensure earth leakage switch is installed on main supply or portable generators.</li> </ul>   |                            |          |          |   |
| <b>Install and connect pipes as per manufactures specification standards</b> | <ul style="list-style-type: none"> <li>Falling Debris</li> <li>Solvents and glue causing burns and skin irritation</li> </ul>   | <b>4</b>    | <b>4</b> | <b>16</b> | <ul style="list-style-type: none"> <li>Ensure correct “personal protective equipment” is worn e.g. Hard hat, safety foot wear, protective clothing.</li> <li>Ensure area is well ventilated.</li> <li>When using or encountering hazardous substances refer to safety data sheet &amp; hazardous substances register.</li> <li>If required use approved signs and barricades.</li> </ul> | <b>2</b>                   | <b>2</b> | <b>4</b> | <b>Supervisor</b><br><b>All personnel</b>                 |
| <b>Testing (hydrostatic)</b>   | <ul style="list-style-type: none"> <li>Falling Debris</li> </ul>  | <b>4</b>    | <b>3</b> | <b>12</b> | <ul style="list-style-type: none"> <li>Ensure correct “personal protective equipment” is worn e.g. Hard hat, safety foot wear, protective clothing</li> <li>If required use approved signs and barricades</li> </ul>   | <b>2</b>                   | <b>2</b> | <b>4</b> | <b>Supervisor</b><br><b>All personnel</b>                 |
| <b>Backfill and consolidate</b>  | <ul style="list-style-type: none"> <li>Personnel in confines of work area</li> <li>Open Trench</li> </ul>   | <b>4</b>    | <b>4</b> | <b>16</b> | <ul style="list-style-type: none"> <li>Ensure correct “personal protective equipment” is worn e.g. Hard hat, safety foot wear, protective clothing</li> <li>If required use approved signs and barricades</li> </ul>   | <b>2</b>                   | <b>2</b> | <b>4</b> | <b>Supervisor</b><br><b>All personnel</b>                 |
| <b>Packing up site</b>   | <ul style="list-style-type: none"> <li>Moving compressor to work location causing manual handling injury</li> </ul>   | <b>4</b>    | <b>4</b> | <b>16</b> | <ul style="list-style-type: none"> <li>Where possible, compressor movements are to be kept to a minimum.</li> <li>Manual handling techniques to be used - use mechanical advantage where possible.</li> </ul>  | <b>2</b>                   | <b>2</b> | <b>4</b> | <b>Supervisor</b><br><b>All personnel</b>                 |

| Activity<br>Break the job down into steps | Potential Safety and Environmental Hazards<br>What can go wrong  | Risk Rating |   |    | Control Measures   | Risk Rating After Controls |   |   | Person Responsible<br>To ensure management method applied                |
|---|--|-------------|---|----|--|----------------------------|---|---|--|
|   |  | C           | P | R  |  | C                          | P | R |  |
| <b>Exposure to noise</b>                  | <ul style="list-style-type: none"> <li>Damage to hearing due to prolonged exposure</li> </ul>  | 4           | 4 | 16 | <ul style="list-style-type: none"> <li>Reduce noise by isolating compressor from work activities.</li> <li>Rotate tasks so noise exposure limits are adhered to.</li> <li>Wear Hearing Protection.</li> </ul>  | 3                          | 2 | 6 | <b>Management</b><br><br><b>Equipment Operator</b>                       |
| <b>Housekeeping</b>                       | <ul style="list-style-type: none"> <li>Injury to personnel near the Equipment due to inappropriate house keeping</li> </ul>  | 2           | 3 | 6  | Operator is to ensure the following: <ul style="list-style-type: none"> <li>Equipment and surrounding area is kept clean.</li> <li>Loose objects shall not be left on any area of the Equipment from which they could fall (e.g., moving parts, access, areas subject to vibration or mechanical shocks.</li> <li>Grease and oils spills, debris and other materials that could cause a hazard shall be removed from the Equipment and surrounding areas.</li> <li>Tools and other loose objects shall be stowed in receptacles specially provided for the purpose, or otherwise securely stowed.</li> </ul> | 2                          | 1 | 2 | <b>Equipment Operator</b>  |
| <b>Out of Service</b>                     | <ul style="list-style-type: none"> <li>Unauthorised operation</li> </ul>   | 3           | 3 | 9  | <ul style="list-style-type: none"> <li>Operator will ensure equipment is tagged out of service if it is not fit for use</li> <li>Power supply shall be locked off.</li> </ul>  | 2                          | 1 | 2 | <b>Equipment operator</b>  |
| <b>General</b>                            | <ul style="list-style-type: none"> <li>Failure to comply with the content and intent of this SWMS results in injury to persons or damage to equipment</li> </ul>           | 4           | 4 | 16 | <ul style="list-style-type: none"> <li>Ongoing inspection by Supervisor will be conducted to ensure all members of the team involved with Equipment operation compliant with the requirements of this SWMS.</li> <li>Observations and workplace inspections will be conducted randomly. All identified non-conformances to the process contained with this SWMS shall be closed out and offending personnel may be subject to disciplinary action.</li> </ul>  | 2                          | 1 | 2 | <b>Supervisor</b><br><br><b>Equipment Operator</b>                       |
|   | <ul style="list-style-type: none"> <li>Environment in which the Equipment operates changes or hazards are identified which do not appear in this SWMS resulting</li> </ul> | 4           | 4 | 16 | <ul style="list-style-type: none"> <li>Work is to cease immediately when the environmental changes and there is an identified need to reassess the exposure to a risk or when hazards are identified that are not covered by this SWMS.</li> <li>Immediately notify Supervisor who will consultant with the workers. Once the SWMS is reviewed and all required changes included the Supervisor sign off on the revised SWMS and submit it to the Manager for final approval.</li> </ul>   | 2                          | 2 | 4 | <b>Supervisor</b><br><br><b>Equipment operator</b><br><br><b>Manager</b> |

| Activity<br>Break the job down into steps | Potential Safety and Environmental Hazards<br>What can go wrong  | Risk Rating |   |   | Control Measures  | Risk Rating After Controls |   |   | Person Responsible<br>To ensure management method applied |
|---|--|-------------|---|---|---|----------------------------|---|---|---|
|   |  | C           | P | R |   | C                          | P | R |   |
|   | in unacceptable risk to persons and potential injury   |             |   |   | <ul style="list-style-type: none"> <li>Changes to the SWMS must be communicated with all workers prior to work recommencing.</li> </ul>   |                            |   |   |   |
|   | <ul style="list-style-type: none"> <li>Unable to respond to emergencies</li> </ul>                       | 3           | 3 | 9 | Equipment operator is to know the following: <ul style="list-style-type: none"> <li>Location of the isolation switch.</li> <li>Location of any safety features.</li> <li>Location and use of any fire fighting equipment.</li> </ul>  | 2                          | 1 | 2 | <b>Equipment Operator</b><br><br><b>All Personnel</b>     |
| <b>Accidents or incidents</b>             | <ul style="list-style-type: none"> <li>Personnel hurt</li> <li>Equipment or equipment damaged</li> </ul> | 3           | 3 | 9 | <ul style="list-style-type: none"> <li>First aid – report to nearest first aider for assistance.</li> <li>Accidents – stop work and report incident to nearest Foreman.</li> <li>Major accident i.e. load dropping etc. – stop work, inform nearest foreman and barricade area off.</li> <li><b>Dial 000 for all Emergency Services.</b></li> <li><b>Activate site emergency Procedures.</b></li> </ul> | 2                          | 1 | 2 | <b>Equipment Operator</b><br><br><b>All Personnel</b>     |
|   |  |             |   |   |   |                            |   |   |   |

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**SIGNOFF**

We the undersigned, confirm that the SWMS nominated above has been explained and its contents are clearly understood and accepted. We also confirm that our required qualifications to undertake this activity are current. We also clearly understand the controls in this SWMS must be applied as documented; otherwise work is to cease immediately.

| Name | Qualification Required for this Activity | Signature | Date | Time | High Risk Licence number & Expiry |
|------|--|-----------|------|------|-----------------------------------|
|      |  |           |      |      |                                   |
|      |  |           |      |      |                                   |