



ACT
Government

Chief Minister, Treasury and
Economic Development

Freedom of Information Publication Coversheet

The following information is provided pursuant to section 28 of the *Freedom of Information Act 2016*.

FOI Reference: CMTEDDFOI 2023-119

Information to be published	Status
1. Access application	Published
2. Decision notice	Published
3. Documents and schedule	Published
4. Additional information identified	No
5. Fees	N/A
6. Processing time (in working days)	41
7. Decision made by Ombudsman	N/A
8. Additional information identified by Ombudsman	N/A
9. Decision made by ACAT	N/A
10. Additional information identified by ACAT	N/A

From: [REDACTED]
To: [CMTEDD FOI](#)
Subject: RE: GIPA Application - Worksafe Attendance & Incident: 13 July 2022 - [REDACTED] | Impact between excavator and drill rig
Date: Wednesday, 29 March 2023 2:53:47 PM
Attachments: [RE NEW CLAIM Policy Number](#) [REDACTED] [Damage to Third Party Drill Rig.msg](#)

You don't often get email from ryan.mcgregor@mclarens.com. [Learn why this is important](#)

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Hi Jess,

1. Yes
2. [REDACTED] who are claims administrators for the public liability insurers of [REDACTED] and [REDACTED]
Copy of instruction email **attached**.
3. Photographs from site inspection
Site visit notes
Any Notices issued resulting from site visit

Following inspection by ACT Worksafe inspector Mr. Andrew Woolgar on 13 July 2022 at [REDACTED]

Please let me know should you have any further queries.

Best wishes,



From: CMTEDD FOI <CMTEDDFOI@act.gov.au>

Sent: Wednesday, March 29, 2023 2:43 PM

To: [REDACTED]

Subject: FW: [REDACTED] Application - Worksafe Attendance & Incident: 13 July 2022 - [REDACTED] | Impact between excavator and drill rig

OFFICIAL



ACT
Government

Chief Minister, Treasury and
Economic Development

Our ref: CMTED2023-119

FREEDOM OF INFORMATION REQUEST

I refer to your application under section 30 of the *Freedom of Information Act 2016* (the Act), received by the Chief Minister, Treasury and Economic Development Directorate (CMTEDD) on 29 March 2023, involving a WorkSafe investigation at [REDACTED]

Specifically, you requested:

Following inspection by ACT Worksafe inspector Mr. Andrew Woolgar on 13 July 2022 at [REDACTED]. Photographs from site inspection, Site visit notes, Any Notices issued resulting from site visit.

Authority

As an appointed Information Officer under section 18 of the Act, I am authorised to make a decision on access or amendment to government information in the possession or control of CMTEDD.

Timeframes

In accordance with section 40 of the Act, CMTEDD was required to provide a decision on your access application by 30 March 2023, however, following on from third party consultation and your agreement to an extension, the due date is now 31 May 2023.

Decision on access

Searches were completed for relevant documents; three documents and 22 photos, were identified that fall within the scope of your request.

I have included as **Attachment A** to this decision the schedule of relevant documents. This provides a description of each of the documents that fall within the scope of your request and the access decision for each of those documents.

I have decided to grant access partial access to the documents requested as I consider them to be:

- contrary to the public interest information under schedule 1; or
- information that would, on balance, be contrary to the public interest to disclose under the test set out in section 17 of the Act.

My access decisions are detailed further in the following statement of reasons and the documents released to you are provided as **Attachment B** to this letter.

In accordance with section 54(2) of the Act a statement of reasons outlining my decisions is below.

Statement of Reasons

In reaching my access decisions, I have taken the following into account:

- the Act;
- the content of the documents that fall within the scope of your request;
- the *Information Privacy Act 2014*.

Exemption claimed

My reasons for deciding not to grant access to the identified components of these documents and images are as follows:

Section 12 of the Act excludes from Freedom of Information requests information which would be addressed by the *Health Records (Privacy and Access) Act 1997*.

Information that would, on balance, be contrary to the public interest to disclose under the test set out in section 17 of the Act

Public Interest

The Act has a presumption in favour of disclosure. As a decision maker I am required to decide where, on balance, public interest lies. As part of this process, I must consider factors favouring disclosure and nondisclosure.

In *Hogan v Hinch* (2011) 243 CLR 506, [31] French CJ stated that when 'used in a statute, the term [public interest] derives its content from "the subject matter and the scope and purpose" of the enactment in which it appears'. Section 17(1) of the Act sets out the test, to be applied to determine whether disclosure of information would be contrary to the public interest. These factors are found in subsection 17(2) and Schedule 2 of the Act. Taking into consideration the information contained in the documents found to be within the scope of your request, I have identified that the following public interest factors are relevant to determine if release of the information contained within these documents is within the 'public interest'.

Factors favouring disclosure in the public interest:

(a) disclosure of the information could reasonably be expected to do any of the following:

(xiii) contribute to the administration of justice generally, including procedural fairness.

Having considered the factors identified as relevant in this matter, I have had regard to this being in relation to a workplace accident and the subsequent investigation

undertaken by ACT WorkSafe. I consider that release of the information contained in the documents may contribute to procedural fairness by providing you with a copy of the documents that fall within the scope of your request.

Factors favouring nondisclosure in the public interest:

(a) disclosure of the information could reasonably be expected to do any of the following:

(ii) prejudice the protection of an individual's right to privacy or any other right under the Human Rights Act 2004.

Individuals are entitled to expect that the personal information they have supplied as part of this process will be dealt with in a manner that protects their privacy. Considering the type of information to be withheld from release, I am satisfied that the factors in favour of release can still be met while protecting the personal information of the individuals involved. I have therefore weighed the factor for nondisclosure more highly than the factor in favour of release in this instance. As a result, I have decided that release of this information could prejudice their right to privacy under the *Human Rights Act 2004*.

Having considered the relevant factors, I consider that the protection of an individual's right to privacy is a significant factor as the parties involved have made confidential statements to assist WorkSafe with their investigation and that the release of names or images of individuals from the businesses involved, including other workers, could prejudice their right to privacy.

Having applied the test outlined in section 17 of the Act and deciding that release of personal information contained in the documents is not in the public interest to release, I have chosen to redact this specific information in accordance with section 50(2). Noting the pro-disclosure intent of the Act, I am satisfied that redacting only the information that I believe is not in the public interest to release will ensure that the intent of the Act is met and will provide you with access to the majority of the information held by CMTEDD within the scope of your request.

Charges

Processing charges are not applicable for this request as the total number of pages to be released is less than the charging threshold of 50 pages.

Online publishing – Disclosure Log

Under section 28 of the Act, CMTEDD maintains an online record of access applications called a disclosure log. Your original access application, my decision and documents released to you in response to your access application will be published in the CMTEDD disclosure log no earlier than 3 working days after you receive this decision. Your personal contact details will not be published.

You may view CMTEDD disclosure log at <https://www.cmtedd.act.gov.au/functions/foi>.

Ombudsman Review

My decision on your access request is a reviewable decision as identified in Schedule 3 of the Act. You have the right to seek Ombudsman review of this outcome under section 73

of the Act within 20 working days from the day that my decision, or a longer period allowed by the Ombudsman.

We recommend using this form [Applying for an Ombudsman Review](#) to ensure you provide all of the required information. Alternatively, you may write to the Ombudsman at:

The ACT Ombudsman
GPO Box 442
CANBERRA ACT 2601

Via email: actfoi@ombudsman.gov.au

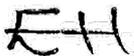
ACT Civil and Administrative Tribunal (ACAT) Review

Under section 84 of the Act, if a decision is made under section 82(1) on an Ombudsman review, you may apply to the ACAT for review of the Ombudsman decision. Further information may be obtained from the ACAT at:

ACT Civil and Administrative Tribunal
15 Constitution Avenue
GPO Box 370
Canberra City ACT 2601
Telephone: (02) 6207 1740
<http://www.acat.act.gov.au/>

Should you have any queries in relation to your request please contact me by telephone on 6207 7754 or email CMTEDDFOI@act.gov.au.

Yours sincerely,



Emma Hotham
Information Officer
Information Access Team
Chief Minister, Treasury and Economic Development Directorate

30 May 2023



ACT
Government

Chief Minister, Treasury and
Economic Development

FREEDOM OF INFORMATION REQUEST SCHEDULE

WHAT ARE THE PARAMETERS OF THE REQUEST							Reference NO.
Following inspection by ACT Worksafe inspector Mr. Andrew Woolgar on 13 July 2022 at [REDACTED]. Photographs from site inspection, Site visit notes, Any Notices issued resulting from site visit							2023-119
Ref No	Page number	Description	Date	Status	Reason for Exemption	Online Release Status	
1	1-4	00210414 [REDACTED] - Inspector Woolgar note book	22/07/13	Partial	Sch 2 s2.2a(ii)	Yes	
2	5-6	00210414 - [REDACTED] Work_Place_Visit_Report_00127462	22/07/13	Partial	Sch 2 s2.2a(ii)	Yes	
3	7-9	Improvement_Notice_N-0000004756	18/7/22	Partial	Sch 2 s2.2a(ii)	Yes	
4	10-22	Photos of SWMS - 01 - Installation, Stressing & Destressing of Anchors	13/7/22	Partial	Sch 2 s2.2a(ii)	Yes	
5	23-34	Site Photos	various	Partial	Sch 2 s2.2a(ii)	Yes	
Total No of Docs							
5							

10196

902 13/7/22

[Redacted]

Sch 2.2(a)(ii)

Sch 2.2(a)(ii)

Site 4/4/22. D
Excavator trucking
& the operator
sway the boom
& hit the rear
of an anchor
of [Redacted]

[Redacted] is
the PCB for excavator
Sch 2.2(a)(ii)

=> [Redacted]
=> subby

Authority
lined

Sch 2.2(a)(ii)

→ no spower was available at time of incident due the plant was never not started

Sch 2.2(a)(ii)

with excavator so another small excavator could get to spoil.

→ no flags up at time of incident

* - request copy of photos taken after incident which show flagging was not up.

→ Excavator zones mentioned in daily tool box talk [redacted] should be done over tool box talk & implement exclusion zone.

→ Sch 2.2(a)(ii) [redacted] excavator with hammer on boom.

→ was in operation before incident.

→ No current VOC

for drill site
 for [redacted]
 → No VOR for
 Sch 2.2(a)(ii) to operate
 excavator.
 → Request copy
 of 11.2 Verification
 of Competency.
 → Copy of 11.2
 out of safety
 management system
 Sch 2.2(a)(ii)
 [redacted]
 → spotter was
 not required
 when trucking
 → Both machine
 have been
 lay out.

→ Will be removed
 off site for inspector
 Komatsu 300LC-6
 300LC-6.
 - 2 scaffold access
 & ramp
 → Solman Anchoring
 Rig
 SM14
 Vin 1075
 Requested
 → 3 SWMS
 [redacted]
 → 1 SWMS
 [redacted]
 → Induction
 Records
 Sch 2.2(a)(ii)
 [redacted]
 → Safety Mgt Plan
 11.2.

- photos.
- CCTV
-> Internal investigation
- report

Sch 2.2(a)(ii)

Out Of Scope

Out Of scope

WORK PLACE VISIT REPORT

Initial Information

Inspection Number: 00127462

Lead inspector: Andrew Woolgar Inspector ID: P39355

Is there any accompanying inspectors: No

Tamara Teer P37224

Type of visit: Proactive

Date visit commenced: 12/07/2022

Legislation visit conducted under: WHS

Purpose of visit: Audit

Entity information

Type of entity: Business Entity

Name of individual or registered company: [REDACTED]

Trading as: [REDACTED]

ACN: [REDACTED]

ABN: [REDACTED]

Industry Group: Construction

Address: [REDACTED]

Contact Name: [REDACTED]

Contact Number: [REDACTED]

Contact Email: [REDACTED]

Details of visit

Address: [REDACTED]

Notification of entry to (as required by s164): Manager

Were any potential breaches of the legislation identified? Yes

Construction – SWMS ensure work carried out – PCBU (cl 300)

Inspector notes:

On the 13/07/2022 at 09:02 Inspectors Woolgar and Teer undertook a workplace assessment at [REDACTED] construction site at [REDACTED] to investigate a collision between two different operating plant. Met with Sch 2.2(a)(ii) [REDACTED], Sch 2.2(a)(ii) [REDACTED] and Sch 2.2(a)(ii) [REDACTED] observation and discussions revealed:

- A Komatsu 34 T 3000 LC-8 had tracked across the construction site to make room for a smaller excavator to remove spoil. The excavator slew around and the end of the dipper arm came into direct contact with the rear of an operating Soilmec Anchoring drill rig causing damage to both pieces of plant

- The Komatsu 34 T is owned by [REDACTED] was being operated by Sch 2.2(a)(ii) [REDACTED] who is a worker for [REDACTED]

- [REDACTED] has sub-contracted the ground anchor installation to [REDACTED] and the Soilmec anchoring drill rig was being remotely operated by Sch 2.2(a)(ii) [REDACTED] who is a worker for [REDACTED]

- Both pieces of plant were lock-out tagged out and will be removed from site for a detail assessment by a competent person and repairs before returned to service
- No exclusion zone had been installed around the Soilmec anchoring drill rig at time of incident
- [REDACTED] Working around powered mobile plant safe work method statement and [REDACTED] Civil bulk and Detailed excavation safe work method statement control measure for Worker and/or nearby plant strike by swing boom: The spotter is always to remain in visual/ radio contact with the operator
- [REDACTED] Installation, Stressing and Destressing of Anchors safe work method statement Collision with moving plant: A 10m exclusion zone applies around all plant. Work are within bulk excavation is to be barricaded to provide exclusion zone
- Sch 2.2(a)(ii) [REDACTED] had been inducted on to site
- Previous [REDACTED] safety walks have identified non-compliance with the exclusion zone/ barricading requirements had been identified and addressed by re-induction of workers and tool box talks to refresh workers with the control measures to minimise the entanglement risk between mobile plant and workers and/or operating plant

No enforcement action is required against [REDACTED] for this incident is required at this time.

Disclaimer: The issues identified during this inspection are only indicative of compliance with the Work Health and Safety Act 2011, the Work Health and Safety Regulations 2011, the Dangerous Substances Act 2004 and the Workers Compensation Act 1951 on the date of the inspection. If compliance is identified during this inspection, it does not remove the obligation of any person to comply with any further requirement of the above mentioned Acts and Regulations.

Previous action

Previous notice/s issued (either written or verbal)? No

Contacts

Lead inspector email address: andrew.woolgar@act.gov.au

Recipient/s of this form

Email: Sch 2.2(a)(ii) [REDACTED]

Email 2:

Privacy Notice: The information collected for the purpose of the Work Health and Safety Act 2011 and is in accordance with the Information Privacy Act 2014. WorkSafe ACT prevents any unreasonable intrusion into person's privacy in accordance with the Privacy Act 1988 (C'Wlth) and Information Privacy Act 2014. WorkSafe ACT provides identifiable information which can be disclosed to other law enforcement agencies and authorised organisation that have legal authority to request information under prescribed circumstances.

IMPROVEMENT NOTICE

This is an Improvement Notice issued under section 191 of the Work Health and Safety Act 2011

Information

Notice number N-000004756

Issued By: Andrew Woolgar ID number: P39355

To whom this notice is issued

Name of registered company or Name of individual: [REDACTED]

Site/workplace: [REDACTED]

Location within address of workplace: [REDACTED]

Served on: Glenn Hart Method of service: Email Date of issue: 18/07/2022

Due date to remedy the contravention or likely contravention: 29/07/2022

Description

The inspector believes the person:

- a) is contravening a provision of this Act; or
- b) has contravened a provision in circumstances that make it likely that the contravention will continue to be repeated; and

The provision that the inspector believes is being or has been contravened is **WHS Regulations** Section number - **300**

Briefly, how the provision is being, or has been, contravened:

On the 13/07/2022 at 09:02 Inspectors Woolgar and Teer undertook a workplace assessment at [REDACTED] construction site at [REDACTED] to investigate a collision between two different operating plant. Met with [REDACTED] Sch 2.2(a)(ii) [REDACTED] and observation and discussions revealed:

- A Komatsu 34 T 3000 LC-8 had tracked across the construction site to make room for a smaller excavator to remove spoil. The excavator slew around and the end of the dipper arm came into direct contact with the rear of an operating Soilmech Anchoring drill rig causing damage to both pieces of plant
- The Komatsu 34 T is owned by [REDACTED] was being operated by [REDACTED] Sch 2.2(a)(ii) who is a worker for [REDACTED]
- At the time of the incident there was no spotter being used
- Both pieces of plant were lock-out tagged out and will be removed from site for a detail assessment by a competent person and repairs before returned to service
- [REDACTED] Working around powered mobile plant safe work method statement and [REDACTED] Civil bulk and Detailed excavation safe work method statement control measure for Worker and/or nearby plant strike by swing boom: The spotter is always to remain in visual/ radio contact with the operator

[REDACTED] as a duty holder the PCBU must ensure that under Work Health and Safety ACT 2011 section 19(1) Primary duty of care:-

(1) A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of—

- (a) workers engaged, or caused to be engaged, by the person; and
- (b) workers whose activities in carrying out work are influenced or directed by the person,

while the workers are at work in the business or undertaking.

From observations and information I formed the belief that you have contravened the Work Health and Safety Regulation 2011, section 300 Compliance with safe work method statement

(1) A person conducting a business or undertaking that includes the carrying out of high risk construction work must put in place arrangements for ensuring that high risk construction work is carried out in accordance with the safe work method statement for the work.

This Notice may include directions concerning the measures to be taken to remedy the contravention or prevent the likely contravention, or matters or activities causing the contravention or likely contravention to which this notice relates.

The inspector directs you to:

1. You must ensure that arrangements are in place to ensure compliance with the [REDACTED] Working around powered mobile plant safe work method statement and [REDACTED] Civil bulk and Detailed excavation safe work method statement
2. If high risk construction work is not carried out in accordance with the [REDACTED] Working around powered mobile plant safe work method statement and [REDACTED] Civil bulk and Detailed excavation safe work method statement you must ensure that the work is stopped immediately or as soon as it is safe to do so, and resumed only in accordance with the statement.

The inspector recommends that you:

In complying with the direction, you may give consideration to further guidance available from:
- WorkSafe ACT code of practice 'Construction work'.

See over for important information on your rights and responsibilities.

Improvement Notice issued under section 191 of the Work Health and Safety Act 2011 - further information

If you have any questions you may contact the inspector who issued this notice.

Display of Notices

A person to whom a notice is issued must, as soon as possible, display a copy of the notice in a prominent place at or near the workplace, or part of the workplace, at which work is being carried out that is affected by the notice (s 210(1)). A person must not intentionally remove, destroy, damage or deface a notice displayed under s 210(1) while the notice is in force (s 210(2)). The maximum penalty for failing to comply with these provisions is \$5,000 for an individual or \$25,000 for a corporation.

Compliance with direction or notice

The person to whom an improvement notice is issued must comply with the notice within the period specified in the notice.

Maximum penalty:

- (a) in the case of an individual—\$50 000; or
- (b) in the case of a body corporate—\$250 000

Contents of Notice

This Notice may state one or more of the following: (a) a workplace, or part of a workplace, at which the activity is not to be carried out; (b) anything that is not to be used in connection with the activity; (c) any procedure that is not to be followed in connection with the activity (s196(3)).

Directions and recommendations

A direction may refer to a code of practice and may offer the person a choice of ways in which to remedy the contravention (s 204). A Improvement notice may include recommendations. It is not an offence to fail to comply with recommendations in a notice (s205).

Changes to notice by inspector

An inspector may make minor changes to a notice for clarification, to correct errors or references, or to reflect changes of address or other circumstances (s206).

Privacy statement

WorkSafe ACT may obtain personal information about you in connection with this notice. The information may be collected and stored using the powers, and to carry out functions or activities, under the *Work Health and Safety Act 2011* and related work safety laws. Under that Act, the information can be disclosed to other ACT Government

agencies or non-government organisations, and other Australian work safety enforcement agencies. WorkSafe ACT is obliged to handle your information openly, transparently and in accordance with the Territory Privacy Principles set out in the *Information Privacy Act 2014*. For more information about how WorkSafe ACT will collect, use, share, and store your personal information and how you can access and correct the information, please see the Privacy Statement at www.act.gov.au/privacy.

Review of this *Work Health and Safety Act* notice

If you have any questions or need more information you may contact the inspector who issued this notice, or email worksafe@act.gov.au.

You, or another person whose interests are affected by the decision, may apply for an internal review of the decision to issue this notice.

A review may be sought within 14 days, or in the case of an improvement notice within the compliance date period specified in the notice, whichever is lesser. You may also make an application for the reviewer to stay the operation of the Improvement notice.

Please ensure you include the notice number in your application for a review, together with the applicant's name and address, and the reason you are seeking the review.

An application for a review can be made in writing to: The Work Health and Safety Commissioner WorkSafe ACT, GPO Box 158 Canberra City ACT 2601 or by email: worksafe@act.gov.au

You may then seek a review of an internal reviewer's decision in the ACT Civil and Administrative Tribunal (ACAT). Information about that process can be found at www.acat.act.gov.au.

The decision to issue this notice is also reviewable under the *Administrative Decisions (Judicial Review) Act 1989* on application to the ACT Supreme Court. Further, a person may make a complaint to the ACT Ombudsman about the issue of this notice.

WorkSafe ACT contact details

PO Box 158, Canberra ACT 2601

Email: [Worksafe @act.gov au](mailto:Worksafe@act.gov.au)

Phone: (02) 6207 3000

Fax:(02) 6205 0336.

Translating and Interpreting Service

Phone: 131 450



ORMOND CIVIL PTY LTD
Safe Work Method Statement – WH&S

ABN: 75 159 048 905
1753 Botany Road, Banksmeadow 2019
Ph 0475 069 519

SAFE WORK METHOD STATEMENT – 01 – INSTALLATION, STRESSING & DESTRESSING OF ANCHORS

WORK HEALTH AND SAFETY LEGISLATION:	
Work Health & Safety Act 2011	Copies of these documents can be found at: www.workcover.nsw.gov.au www.legislation.nsw.gov.au
Work Health & Safety Regulation 2017	
Workers Compensation legislation Act 1987 NSW	
Protection of the Environment Operations Act 1997	
APPLICABLE STANDARDS:	
AS 2759: 2004 Steel Wire Rope – Use, Operation and Maintenance s13	
AS/NZS ISO 31000 – 2009 – Risk Management (Principles and Guidelines)	
AS/NZS 1269.0:2005 - Occupational Noise	
AS1348 – 2002 – Road & Traffic Engineering	
AS/NZS ISO 45001 – Occupational Health & Safety	
AS14001 - Environmental	
V3.0 (RTA) traffic control at worksites	
APPLICABLE INDUSTRY CODES OF PRACTICE:	
Safe Work Australia Code of Practice – Managing the Risks of Plant in the Workplace 2019	
Safe Work Australia Code of Practice – Labelling of Workplace Hazardous Chemicals – 2019	
Safe Work Australia Code of Practice –Managing Noise and Preventing Hearing Loss at Work – 2019	
Safe Work Australia Code of Practice – Managing the Work Environment and Facilities – 2019	
Safe Work Australia Code of Practice – How to Manage Work Health and Safety Risks – 2019	
Mono Strand Post Tensioning Concrete Structures Workcover NSW COP 1993	
Safe Work Australia Code of Practice – Preparation of Safety Data Sheets for Hazardous Chemicals – 2019	
Safe Work Australia Code of Practice – Work Health and Safety Consultation, Co-operation and Co-ordination – 2019	
Safe Work Australia Code of Practice – Hazardous Manual Tasks – 2019	
Safe Work Australia Code of Practice – First Aid in the Workplace – 2019	
Safe Work Australia Code of Practice – Excavation Work – 2019	
Safe Work Australia Code of Practice – Construction Work – 2019	



ORMOND CIVIL PTY LTD
Safe Work Method Statement – WH&S

ABN: 75 159 048 905
1753 Botany Road, Banksmeadow 2019
Ph 0475 069 519

SAFE WORK METHOD STATEMENT – 01 – INSTALLATION, STRESSING & DESTRESSING OF ANCHORS

NAME AND SIGNATURE OF PERSON (S) CARRYING OUT THE TRAINING:	
NAME	SIGNATURE
[Redacted]	[Redacted]

SWMS INDUCTION STATEMENT - The following persons have been inducted into the work activities described in this SWMS.

- I have read and understood the content of this SWMS.
- I will work in accordance with this SWMS.
- If deemed necessary to amend this SWMS I will consult with my immediate supervisor and assist where required in reviewing this SWMS.

PRINT NAME	DATE
Sch 2 2(a)(ii)	03/01/2022
Sch 2.2(a)(ii)	03/05/2022
	5/05/2022
	7/5/22
	10/5/22
	12/06/2022
	12/07/2022



ORMOND CIVIL PTY LTD
Safe Work Method Statement – WH&S

ABN: 75 159 048 905
1753 Botany Road, Banksmeadow 2019
Ph 0475 069 519

SAFE WORK METHOD STATEMENT – 01 – INSTALLATION, STRESSING & DESTRESSING OF ANCHORS

PERSONNEL COMPETENCY AND TRAINING:

Project Specific Site Induction	
Construction Industry General (WH&S) Induction	
Induction into this SWMS	

LIST OF PPE:

Hard Hat,	P2 Dust Masks – as required
Steel Capped Boots,	Gloves – as required
Hi-visibility clothing or vests	Ear plugs – as required
Sun cream – as required	Gum Boots – as required

HAZARDOUS SUBSTANCES AND DANGEROUS GOODS USED:

InfraGrout	Acetylene
Oxygen, Compressed	Diesel

EMERGENCY PROCEDURES OR RESCUE PLANS RELEVANT TO THE ACTIVITY:

In the event of an emergency, site personnel are to notify the site supervisor immediately and move to the emergency evacuation area as specified in the WHS Management Plan. As per Site Induction.



SAFE WORK METHOD STATEMENT – 01 – INSTALLATION, STRESSING & DESTRESSING OF ANCHORS

WORK ACTIVITY SEQUENCE (STEP BY STEP)	HAZARDS	RISKS	RISK RANK	CONTROL MEASURES	RESIDUAL RISK RANK	PERSON RESPONSIBLE
Pre-Start Check	<ul style="list-style-type: none"> Cuts and lacerations Impact and impalement injuries Strains and sprains Contamination (skin) 	Death, serious injury	High-5	<ul style="list-style-type: none"> Carry out daily inspections / checks as per manufacturers operating manual Ensure service report is up to date as per manufacturers specifications Read all manufacturers safety decals/stickers on machine Record in the log book and sign off by person making entry Plant Risk assessment completed Report any defects or damage to supervisor immediately. Do not use machine until these are repaired / fixed Only authorised and licensed personnel are to operate plant and equipment 	Low - 16	Site supervisor, site personnel and operators
Underground and overhead services checks	Electrocution Inhalation of Gas Vapours Cut off services to local area such as neighbouring buildings	Death, serious injury	High-5	<p>Dial before you dig</p> <p>All personnel working within the work area affected by services must be inducted into location</p> <p>Operator must insure a minimum of 3m clearance between overhead services and drill rig mast</p>	Low - 16	Site supervisor, site personnel and operators



SAFE WORK METHOD STATEMENT – 01 – INSTALLATION, STRESSING & DESTRESSING OF ANCHORS

WORK ACTIVITY SEQUENCE (STEP BY STEP)	HAZARDS	RISKS	RISK RANK	CONTROL MEASURES	RESIDUAL RISK RANK	PERSON RESPONSIBLE
Drilling operations using drill rig	Personnel being struck by a machine Dust	Death, Serious injuries, lung diseases	High-5 Medium - 13	<ul style="list-style-type: none"> Ground conditions must be stable for drill rig and accessories Vision between operators and site personnel to be unrestricted Communication system (by visual signals, telecom methods etc.) to be put in place Ensure a daily check of the machine is carried out Securing the area in which the plant is working, if appropriate Ensure all personnel wear their issued PPE for dust and noise 	Low – 16 Low - 20	Site Supervisor Work crew
Drilling for ground anchors	Crushing Stabbing Puncturing Dust Incorrect anchor angles/heights Hearing loss	Death, Serious injuries, Lung disease	High - 6	<p>All pedestrians to make their presence known to rig operator Anchor crew only to work in the vicinity of rig in operation Vision between operators and site personnel to be unrestricted Communication system (by visual signals, telecom methods etc.) to be put in place Ensure a daily check of the machine is carried out Securing the area in which the plant is working, if appropriate Ensure all personnel wear their issued PPE for dust and noise Drill from approved anchor schedule (including RL and Angle) Provided by Ormond Civil before starting of works Client to have completed Ground penetration & excavation checklist, High risk plant checklist based on Ormond Civil Anchor Schedule</p>	Low - 20	Site Supervisor Work crew



SAFE WORK METHOD STATEMENT – 01 – INSTALLATION, STRESSING & DESTRESSING OF ANCHORS

WORK ACTIVITY SEQUENCE (STEP BY STEP)	HAZARDS	RISKS	RISK RANK	CONTROL MEASURES	RESIDUAL RISK RANK	PERSON RESPONSIBLE
Placing Anchors and Strands	Contact with strands Hazardous Manual task	Cuts Stabbing Eye injuries Fall Muscular skeletal disorder	Medium-9	<ul style="list-style-type: none"> PPE to be worn at all times Site manager to assess size, weight and access of anchor to make appropriate decisions regarding anchor and strand placement procedures on a job to job basis Bar caps must be placed on each anchor Correct lift techniques to be used: Stand close to the load; Back straight, bend knees, legs apart; Team lifting etc. 	Low - 20	Site Supervisor, plant operators and site personnel
Grouting Anchors and Strands Set up grout pump)	Manual handling Faulty equipment	Back injury Electrocution	Medium – 9	<ul style="list-style-type: none"> Mechanical lifting or team lifting Ensure grout Pump is tested and tagged and Insulated lead stands used. Ensure power board that Grout Pump is connected to an RCD. Do NOT use damaged electrical equipment 	Low - 17	Site Supervisor, and site personnel
Grouting Strands (Layout hoses and connect to grout spear)	Contact with grout	Grout burns and eye injury	Medium – 10	<ul style="list-style-type: none"> Ensure all connections are tight and not leaking, replace hose if problem, secure hoses with clips or equivalent device. Task specific PPE such safety glasses, dust masks, PVC gloves etc must be worn. 	Low - 21	Site Supervisor, and site personnel
Grouting Strands (Mix grout)	Cement dust inhalation Contact with cement Spillage	Lung disease Skin irritation Environmental damage	Medium – 13	<ul style="list-style-type: none"> Read Section 2, of SDS for information, before grout mixing commences Wear PVC Gloves, Eye protection and P2 dust mask Wash off cement from skin wear long sleeve shirt Do not stand against wind direct 	Low - 20	Site Supervisor, and site personnel



SAFE WORK METHOD STATEMENT – 01 – INSTALLATION, STRESSING & DESTRESSING OF ANCHORS

WORK ACTIVITY SEQUENCE (STEP BY STEP)	HAZARDS	RISKS	RISK RANK	CONTROL MEASURES	RESIDUAL RISK RANK	PERSON RESPONSIBLE
Insert grout spear into hole and pump grout	Contact with grout Manual handling	Grout burns and eye injury Back injury	Medium – 10	<ul style="list-style-type: none"> Ensure all connections are tight and not leaking, replace hose if problem, secure hoses with clips or equivalent device. Task specific PPE such safety glasses, PVC gloves etc must be worn. Ensure correct lifting technique is used 	Low - 21	Site Supervisor, and site personnel
Stressing of Ground Anchors	Strand breakage Hazardous Manual task	Head injuries Cuts Abrasions Lacerations to body parts	Medium -8	<ul style="list-style-type: none"> Ensure hydraulic pump and jack are fully serviced. Check the gauge calibration and do not over stress strands Experienced person operating jacks at all times Ensure bearing plate is well positioned Ensure wedges are correctly placed to ensure grip During the loading cycle operators and personnel shall not pass by the rear of the jack until the hydraulic load is removed. A "Stressing in progress" sign shall be displayed while stressing is in progress Task specific PPE must be worn at all times Bar caps must be placed on each anchor Correct lift techniques to be used: Stand close to the load; Back straight, bend knees, legs apart; Team lifting etc. 	Low -16	Site Supervisor, plant operators and personnel



SAFE WORK METHOD STATEMENT – 01 – INSTALLATION, STRESSING & DESTRESSING OF ANCHORS

WORK ACTIVITY SEQUENCE (STEP BY STEP)	HAZARDS	RISKS	RISK RANK	CONTROL MEASURES	RESIDUAL RISK RANK	PERSON RESPONSIBLE
De-Stressing Ground Anchors		Burns Head injuries Cuts Abrasions Lacerations to body parts Crushing		<ul style="list-style-type: none">• While using the oxy gear, tinted oxy goggles & fire proof gloves must be worn• No personnel to stand behind anchor during de-stressing• Body parts must be kept clear of ground below anchor during de-stressing to avoid crushing when anchor drops to the ground• Anchor must be comfortably accessible to allow cutting• Never cut wedges in front of anchor, always cut strand at point behind anchor plate		Site Supervisor, plant operators and personnel



SAFE WORK METHOD STATEMENT – 01 – INSTALLATION, STRESSING & DESTRESSING OF ANCHORS

WORK ACTIVITY SEQUENCE (STEP BY STEP)	HAZARDS	RISKS	RISK RANK	CONTROL MEASURES	RESIDUAL RISK RANK	PERSON RESPONSIBLE
Provide Safety Induction or Tool Box meeting	Inclement Weather	Cold and wet	Medium - 8	Do not commence works in the event of inclement weather. If works are underway, make area safe and move to a dry location	Low – 16	Site Supervisor All site personnel
	Faulty electrical leads and equipment	Electrocution	Medium - 10	Ensure electrical leads and equipment have been tested and tagged Electrical leads must be elevated at all times using lead stand or hooks. Do not use damage or faulty electrical leads and equipment	Low – 18	Site Supervisor All site personnel
	Uneven ground	Slips, Trips and falls causing Fracture, laceration or abrasion	Medium - 13 Medium - 13	Always maintain a clean work area. Remove all obstacles and obstructions to prevent trips and falls. Beware of undulating ground due to bulk excavation; take care when walking over or around stockpiles.	Low – 20 Low - 20	Site Supervisor All site personnel
	Collision with moving Plant	Death, serious injury	High - 3	A 10m-exclusion zone applies around all plant. Do not approach the plant until the operator has acknowledged you. Work are within bulk excavation is to be barricaded to provide exclusion zone.	Medium - 12	Site Supervisor All site personnel
	Falling	Death, Serious Injury	High – 3	Follow Site access ways and walk ways between site Fencing, barricades, hoarding to prevent falling into excavated zone	Medium – 12	Site Supervisor All Site Personnel



ORMOND CIVIL PTY LTD
Safe Work Method Statement – WH&S

ABN: 75 159 048 905
1753 Botany Road, Banksmeadow 2019
Ph 0475 069 519

SAFE WORK METHOD STATEMENT – 01 – INSTALLATION, STRESSING & DESTRESSING OF ANCHORS

PROJECT & PRINCIPAL CONTRACTOR DETAILS			
PROJECT NAME	[Redacted]	WORKPLACE LOCATION	[Redacted] Sch 2 2 a) i)
PRINCIPAL CONTRACTOR	Cappello	PROJECT MANAGER	[Redacted] Sch 2 2(a)(i)
HIGH RISK CONSTRUCTION WORK/TASKS/ACTIVITY INVOLVED (TICK as applicable)	<input checked="" type="checkbox"/> Risk of a person falling more than 2 meters	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Demolition of Load bearing structure
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Tilt-up or precast concrete elements	<input type="checkbox"/> Work in or near a confined space
	<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel	<input type="checkbox"/> Work in areas with artificial extremes of temperature	<input type="checkbox"/> Work on or near pressurized gas mains or piping
	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians (airfield)	<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Use of explosives
	<input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere	<input type="checkbox"/> Work on a telecommunication tower
	<input type="checkbox"/> Work on or near energized electrical installations or services	<input checked="" type="checkbox"/> Work in an area with movement of powered mobile plant	<input type="checkbox"/> Diving work
	<input type="checkbox"/> Other (Please specify):		
Qualifications Required	General Construction WHS Induction Card, VOC for Drill Rig Operator, Asbestos Awareness Card		
Resources/Trades	All personnel		
PPE Required	Hi Visibility Clothing, Hard Hat, Steel Cap Boots, Safety Glasses & Gloves – Must be fitted and work to the manufacturer's specifications. Long Sleeve shirt and Trousers or work shorts to be worn. P2 Dust Mask, Ear plug, Earmuff		
Plant & Equipment Used	Atlas Copco D7/Soilmec SM14/Sandvik DP1100 - Hydraulic Pump - Stressing Jack - Stressing Gauge - Grout Pump, Power (cordless) Drills, Angle grinder, Power Leads,		
Maintenance	All Plant & Equipment is to undertake routine maintenance as per manufactures instructions		
Hazardous Substances	InfraGrout – Acetylene, Oxygen compressed – Storage and handling requirements as per provided MSDS/SDS		
Controls monitored	Toolbox talk and review every week / at the start of each new activity		



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SAFE WORK METHOD STATEMENT – 01 – INSTALLATION, STRESSING & DESTRESSING OF ANCHORS

COMPANY DETAILS OF PERSON CONDUCTING BUSINESS OR UNDERTAKING (PCBU)

Company Details	Ormond Civil Pty Ltd	Address	1753 Botany Rd, Banksmeadow	ABN	75159048905
Contact Details	Phone Sch 2.2(a)(i)	Fax	N/A	Mobile	N/A
				Email	info@ormondcivil.com.au
Person(s) Responsible for reviewing the SWMS	Sch 2.2(a)(i)	Title	Project Manager	Mobile	Sch 2.2(a)(i)
Person(s) Responsible to ensure all controls in SWMS are implemented on site		Title	Site Supervisor	Mobile	
Last SWMS Review Date	26/04/2022	This SWMS prepared in consultation with PCBU by			
This SWMS was prepared taking into account all relevant matters, including circumstances that may affect the way in which the high risk construction work is carried out and the Work Health and Safety Management Plan SWMS control measures to be reviewed (and revised if necessary) if work tasks/methods change or unexpected issues arise.					
Date SWMS Provided to Principal Contractor	26/04/2022				
Ormond Civil Senior Manager		OCSM Signature			

REGISTER OF VERSION & AMENDMENTS

Date	Version No.	Description of Amendments	Prepared by	Approved by
16 th March 2022	1	First Version	Sch 2.2(a)(i)	Sch 2.2(a)(i)
26 th April 2022	2	Second Version		



SAFE WORK METHOD STATEMENT – 01 – INSTALLATION, STRESSING & DESTRESSING OF ANCHORS

NSW and National Occupational Health & Safety Commission – Hierarchy of Control Definitions

Controlling the health and safety risks in a workplace is necessary to prevent injury and illness. First, identify and assess the risks, then decide on the best way to control them by applying the Hierarchy of Controls as follows:

1. **Elimination** - controlling the hazard at source
2. **Substitution** - replacing one substance or activity with a less hazardous one
3. **Isolation** – separating the hazard from the person
4. **Engineering** - installing guards on machinery
5. **Administration** - implementing policies and procedures for safe work practices
6. **Personal Protective Equipment** - use of goggles, respirators, and ear plugs etc.

When deciding on the best way to control a risk, start at the top of the hierarchy of controls, i.e. investigate if the risk can be eliminated first, for example by changing the way the work is done, or by using safer substances or equipment. This is the most effective way to control a hazard. If these methods are not possible, use engineering, isolation or administrative controls to reduce or minimise the risk.

Risk Assessment Matrix						Risk Class		
		Likelihood						
		Almost certain	Likely	Possible	Unlikely	Rare		
Consequence	Extraordinary	1	2	4	7	11	High / 1-6	Those risks with a relatively high likelihood and large impact
	Major	3	5	8	12	16		
	Moderate	6	9	13	17	20	Medium / 7-15	Risks with a medium likelihood or impact.
	Minor	10	14	18	21	23		
	Insignificant	15	19	22	24	25		
							Low / 16-25	Those risks with a relatively low likelihood and impact.

Consequence	Description	Likelihood	Description
Extraordinary	Catastrophic impact on project. Major incident involving fatalities or permanent disability.	Almost Certain	The event/impact is common and expected to occur in most circumstances (will occur regularly / 10 times for year)
Major	Major negative impact on project. Serious injury or disease to staff or subcontractors or the general public.	Likely	The event/impact has happened before and will probably occur again (will occur often / 5-10 times per year)
Moderate	Significant negative impact on project. Medical treatment required loss of production capability.	Possible	This event/impact could occur at some time (is likely to occur few / 2-3 times per year)
Minor	Minor negative impact on project. First aid treatment required.	Unlikely	This event/impact is not likely to occur (is unlikely to occur more than once per year)
Insignificant	Insignificant negative impact on project. No injuries.	Rare	This event/impact may occur in exceptional circumstances only (is unlikely to occur during a year)



SAFE WORK METHOD STATEMENT – 01 – INSTALLATION, STRESSING & DESTRESSING OF ANCHORS

WORK ACTIVITY SEQUENCE (STEP BY STEP)	HAZARDS	RISKS	RISK RANK	CONTROL MEASURES	RESIDUAL RISK RANK	PERSON RESPONSIBLE
Provide Safety Induction or Tool Box meeting	Unfamiliar site Unknown	N/A	N/A	<ul style="list-style-type: none"> Induct those involved in the activity into the Safe Work Method Procedure, Re-emphasize safety as the highest priority. Discuss methods suggested by those involved that would make activity safer. Implement agreed changes. Ensure that all employees have been inducted by Contractor Have all employees filled out the Personal Details register and Complete their site-specific induction and related forms. Ensure all those involved in the activity are suitably trained and qualified to do so. Issue required PPE to those involved, PPE requirements are as follows: <ul style="list-style-type: none"> Mandatory – Hard hat, hi-visibility vest or clothing, safety boots, sun cream Task specific – Gloves, Gum Boots, glasses, ear plugs, dust masks Ensure site personnel not involved in this activity are informed not to loiter in the area and stay well clear. <p>ENSURE SITE PERSONNEL ONLY PERFORM TASKS FOR WHICH THEY ARE INDUCTED.</p>	N/A	Site Supervisor
Provide Safety Induction or Tool Box meeting/	Hot Weather	Sunburn and dehydration	Medium – 13 Medium – 13	<p>When working outdoors, all personnel should use SPF+30 sunscreen on any exposed parts of skin.</p> <p>Personnel should wear long sleeved/ trousered clothing. Brims for hard hats should be made available for use. Drink water regularly to prevent dehydration.</p> <p>When extreme temperatures are deemed a risk to health, other tasks will be allocated to work indoors or away from direct sunlight."</p>	Low – 20 Low – 20	Site Supervisor All site personnel

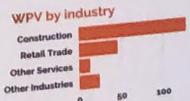
Site Team

JWLAND

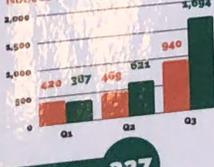
Sch 2 2(a)(ii)

WORKSAFEACT

Total workplace visits (WPV) **211**



Notices to WPVs - Q1 to Q3 2021-22



Improvement notices issued **327**



Prohibition notices issued **46**



Dangerous goods (DG) and dangerous substances (DS)

Dangerous goods drivers' licences issued **2**

Improvement

Duty in relation to general workplace facilities
Duty to prepare, maintain and implement emergency plan
Management of risk of fall
Inspection and testing of electrical equipment
Security of workplace

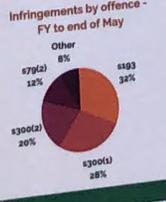
COMPLIANCE AND ENFORCEMENT MAY 2022

Infringement notices issued **11**

Value of infringement notices **\$36,720**

Infringements against **193, 300(1), 300(2)**

Infringements by offence - FY to end of May



Workers' compensation

6 Self insurer licences
7 Insurer licences

Enquiries and complaints **80**

Labour Hire Licensing (LHL)

Issued licences **26**



Infringement

WHS Act
WHS Regulations
WHS Code of Practice
WHS Standard
WHS Model Code of Practice





JWLAND
BUILDING GROUP

DANGER

CONSTRUCTION SITE

AUTHORISED PERSONNEL ONLY

All visitors and workers please report to the site office



PPE MUST BE WORN ON SITE

PRINCIPAL CONTRACTOR: JW Land Constructions Pty Ltd
SITE MANAGER: Scott Henning 0498 471 347
BUILDERS LICENSE NO: 20191014

JWLAND
BUILDING GROUP

NOTICE ABOUT BUILDING WORK

Address:



This project being undertaken is for the construction of two new buildings up to 9 storeys consisting of approximately 169 dwellings, 3 levels of basement, utility services, ancillary facilities, driveway verge crossings, internal alterations to 7 dwellings within the existing Heritage building, landscaping and associated on-site and off-site works.

Development Approval Number: 201936691

Builder:
JW Land Constructions PTY LTD
ACT License number: 20191014
ACN Number: 618 339 309
Phone: (02) 6180 0100

Building Certifier: BCA Certifiers Canberra

Site Contact: Sch 2 2 a (i)

JWLAND
CONSTRU











DANGER

DO NOT OPERATE

This tag may be removed by:

Name: _____

Date: _____

888-888-8888

WARNING

Risk of Fall

On Entry & Exit:

- Avoid 2nd floor of scissor
- Never step off scissor
- Check all hardware every 6 months
- Always use proper tie-off

EMERGENCY STOP







