SAFE WORK METHOD STATEMENT (SWMS) – GENERIC ONLY

The *Work Health and Safety Regulation 2025* (NSW) requires that:

- This SWMS must be prepared before work commences.
- This SWMS must be kept and be available for inspection until the work is completed.
- The work must be performed in accordance with this SWMS.
- If this SWMS is revised, all versions should be kept.
- If a notifiable incident occurs, this SWMS must be kept for at least two years.

Prepared with the assistance of
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SWMS #:	1	**Date prepared:**	03/09/2026	**Revision No.**	10
SWMS title:	Concrete Pumping				
PCBU / Contractor:	Wallace Concrete Pumping			**Contact No.**	1300 925 223
PCBU address:	16 Bromley Road, Emu Plains NSW 2750			**ABN:**	22 904 895 166
PCBU supervisor:	Stephen Wallace			**Contact No.**	1300 925 223
Principal contractor:	ALL CLIENTS			**Date given SWMS:**	03/09/2026
Work activity:	Pumping concrete with boom or line pump				
Work location:	ALL PROJECTS				

PART 1 HIGH-RISK CONSTRUCTION WORK

Type of high-risk construction work (as defined in regulation 291 of the *Work Health and Safety Regulation 2025*)			
☒ Work that is carried out in an area at a workplace in which there is any movement of powered mobile plant.	☐ Work that is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or a tunnel.	☒ Work that is carried out near a road, railway, shipping lane or other traffic corridor that is in use by vehicular traffic.
☐ Work that is carried out on a telecommunication tower.	☐ Work that involves the use of explosives.	☐ Work that involves tilt-up or precast concrete.
☐ Work that involves demolition of load-bearing structure.	☐ Work that is carried out in or near a confined space.	☒ Work that involves a risk of a person falling more than 2 metres.
☐ Work that involves, or is likely to involve, the disturbance of asbestos.	☐ Work that is carried out on or near chemical, fuel or refrigerant lines.	☐ Work that involves diving work.
☐ Work that involves alterations or repairs that require temporary support to prevent collapse.	☐ Work that is carried out on or near energised electrical installations or services.	☐ Work that is carried out in or near water or other liquid that involves a risk of drowning.

	☐	Work that is carried out on or near pressurised gas distribution mains or piping.	☐	Work that is carried out in an area that may have a contaminated or flammable atmosphere.	☐ Work that is carried out in an area in which there are artificial extremes of temperature.

PART 2 COMPLIANCE & REVIEW

Who will ensure compliance?	Stephen Wallace	**Contact No.**	1300 925 223
Measures to ensure compliance:	▪ Brief each team member on the SWMS before commencing work. ▪ Ensure each team member knows work is to stop if the SWMS is not followed. ▪ Observe the work being carried out and monitor compliance with the SWMS. ▪ Workers and supervisors are reminded that failure to comply with this SWMS may result in enforcement action, including penalty notices under the *WHS Regulation 2025*.		
How will controls be reviewed?	▪ Controls are to be measured and evaluated by workers and supervisor before commencing work and when completing work on each day.		
Who will review control measures?	Stephen Wallace	**Contact No.**	1300 925 223

PART 3 LEGISLATION, STANDARDS, POLICIES & PROCEDURES

Document	Relevant/Consulted	Document	Relevant/Consulted
Work Health and Safety Act 2011 (NSW)	☒ Yes ☐ No	NSW EPA Best Practice Guide	☒ Yes ☐ No
Work Health and Safety Regulation 2025 (NSW)	☒ Yes ☐ No	NSW Code of Practice – Hazardous Manual Tasks	☒ Yes ☐ No
AS 2550.15-2019 Cranes - Safe use: Concrete placing equipment	☒ Yes ☐ No	NSW Code of Practice - Managing Noise and Hearing Loss at Work	☒ Yes ☐ No
NSW Code of Practice - Construction Work	☒ Yes ☐ No	NSW Code of Practice - Managing Electrical Risks	☐ Yes ☒ No
NSW Code of Practice - Managing Risks of Plant in the Workplace	☒ Yes ☐ No	*Rail Safety Act 2012* (NSW)	☐ Yes ☒ No
NSW Code of Practice - Managing the Risk of Falls at Workplaces	☒ Yes ☐ No	*Rail Safety General Regulations 2012* (NSW)	☐ Yes ☒ No
Other:	☒ Yes ☐ No	Other: *Codes of Practice* (NSW)	☐ Yes ☐ No

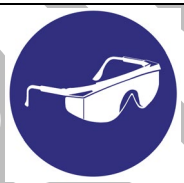
PART 4 TRAINING & COMPETENCE

Position	Training/Competency required	Trained/Competent
Pump operator	▪ Relevant truck licence ▪ WorkCover boom licence ▪ WorkCover construction induction ▪ Wallace Concrete Pumping induction training ▪ PPE and site induction as required by principal contractor	☒ Yes* ☐ No *All workers are trained and competent and evidence of training and competency has been sighted.

	▪ SWMS consultation and acknowledgement (this SWMS)	
Line hand	▪ Workcover construction induction ▪ Wallace Concrete Pumping induction training ▪ PPE and site induction as required by principal contractor ▪ SWMS consultation and acknowledgement (this SWMS)	☒ Yes* ☐ No *All workers are trained and competent and evidence of training and competency has been sighted.

Note: All training courses and providers must be authorised by SafeWork NSW where required under the WHS Regulation 2025. Records of training and competency must be retained and provided upon request.

PART 5 GENERAL SAFETY REQUIREMENTS

Personal protective equipment (PPE) required	 ☒ Lace up steel cap boots	 ☒ Hi-vis vest (orange with rail cross)	 ☒ Hard hat	 ☒ Gloves	 ☒ Safety glasses	 ☒ Long sleeved shirt/pants	 ☒ Hearing protection	 ☒ Dust mask

Work permits required	☐ Hot work	☐ Confined space	☐ Isolation	☐ Excavation	☐ Coring
	☐ Demolition	☐ Roof access	☐ Plant setup	☐ Road closure	☐ Other (specify below)
	Other:				

Engineering inspections required	☐ Geotech	☐ Structure loading	☐ Concrete pre-pour	☐ Precast/Tilt-up	☐ Formwork
	☐ Other:				

Safety equipment required	☒ Signage	☐ Barricades	☒ Fire extinguisher	☐ Fan	☐ Stop/Slow bat
	☐ Pump	☐ Lighting	☐ Lanyard	☐ Safety harness	☐ Static line
	☐ Other: Where lithium-ion batteries are stored in quantities of 25,000 kg or more at a workplace, an emergency plan must be prepared and lodged with Fire & Rescue NSW in accordance with the *Work Health and Safety Regulation 2025*.				

PART 6 PLANT & KEY EQUIPMENT

Description	Serviceability checked
Concrete pump	☒ Yes ☐ No

PART 7 HAZARDOUS MATERIALS

Description	MSDS controls implemented (if applicable)
Diesel	☒ Yes ☐ No

Boom pumps	☒ Yes	☐ No	Cement	☒ Yes	☐ No
Line pumps	☒ Yes	☐ No	Hydraulic oil	☒ Yes	☐ No
	☐ Yes	☐ No	Premixed concrete	☒ Yes	☐ No
	☐ Yes	☐ No	Grease	☒ Yes	☐ No

PART 8 RISK ASSESSMENT TOOL

A risk assessment must be carried out in respect of each activity/step identified in this SWMS. Controls are to be implemented in line with best practice, giving priority to hard controls such as elimination, substitution and engineering. Administrative controls and personal protective equipment (PPE) should only be used alone where other controls are not reasonably practicable.

Consequence

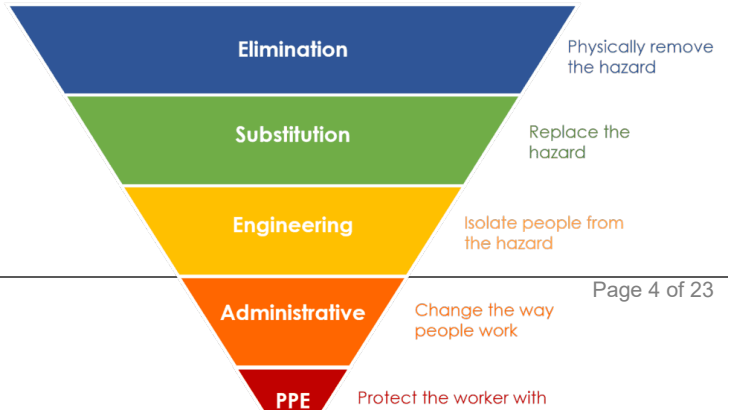
Band	Description	
Substantial (5)	Fatal incident (class 1)	Permanent widespread ecological damage
Major (4)	Permanent injury (class 1)	Heavy ecological damage, costly restoration
Moderate (3)	Lost time injury (class 2)	Major but recoverable ecological damage
Minor (2)	Medical treatment (class 2)	Limited but medium-term damage
Negligible (1)	First aid treatment (class 3)	Short term damage

Probability

Band	Description		
Almost Certain (5)	Can be expected to occur 75% - 99%	Common / Frequent Occurrence	More than 1 event per month
Likely (4)	Can be expected to occur 50% - 75%	Is known to occur or “It has happened regularly”	More than 1 event per year
Possible (3)	Can be expected to occur 25% - 50%	Could occur or “I’ve heard of it happening”	1 event per 1 to 10 years
Unlikely (2)	Can be expected to occur 10% - 25%	Not likely to occur very often	1 event per 10 to 100 years
Rare (1)	Not expected to occur except in exemptional circumstances	Conceivable but only in exceptional circumstances	Less than 1 event per 100 years

Risk score

	Negligible	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate (5)	Moderate (10)	High (15)	Extreme (20)	Extreme (25)
Likely	Low (4)	Moderate (8)	Moderate (12)	High (16)	Extreme (20)



Possible	Low (3)	Moderate (6)	Moderate (9)	Moderate (12)	High (15)
Unlikely	Low (2)	Low (4)	Moderate (6)	Moderate (8)	Moderate (10)
Rare	Low (1)	Low (2)	Low (3)	Low (4)	Moderate (5)

Risk scores should be reviewed at regular intervals and MUST be reviewed when an activity or the environment in which an activity is being undertaken changes.

PART 9 RISK IDENTIFICATION, ASSESSMENT & TREATMENT

	Activity Break the high-risk work into steps/activities	**Identified hazards/risks** Identify the hazards/risks that may cause harm to workers or the public	**Untreated risk score**	**Control measures implemented** Describe what will be done to control the risk and make the task as safe as possible	**Residual risk score**	**Person responsible** Identify the position responsible for controls
1	Training of personnel	Untrained personnel injured during installation	15	▪ All persons to be WorkCover construction inducted, Wallace Concrete Pumping inducted, project and site inducted and accredited and trained in this SWMS. ▪ Pre-work briefs are to be conducted daily and site induction card carried at all times.	3	Supervisor
2	Field Audit	SWMS not being used properly in the workplace	10	▪ Supervisor to monitor and audit all activities to ensure SWMS being followed.	3	Supervisor
3	Review Field Audit	Field audit reveals SWMS not being implemented	10	▪ Supervisor to take appropriate counselling or disciplinary action against relevant employee, including providing training on SWMS where necessary.	4	Supervisor
4	Inspection of pump	Failure of pump during operation	25	▪ Prior to leaving for jobsite & when applicable, all daily, weekly, monthly and annual inspections are to be conducted and recorded as per the requirements of the logbook maintained by the pump. ▪ Pipes to be checked as per AU/NZ standards (three-gauge checks at different circumferences on the one pipe). ▪ Pump to be placed on site plant register. ▪ Plant risk assessment and plant pre-starts to be handed in once then monthly to site rep. ▪ Daily operator prestart. ▪ Mechanics to sign off. ▪ All pumps must undergo a plant inspection and risk assessment by client prior to coming to site for the first time.	3	Operator

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5	Pump in transit	Plant, pedestrian and travel incidents.	25	▪ Ensure all road and traffic rules are obeyed in transit. ▪ Lock boom and outriggers for travel, stow all components, lines, tools safely and securely. ▪ Disengage drives to hydraulic pumps, booms and outriggers. ▪ Only use mobile phone using hands free device. ▪ Be aware of and ensure blind spots are clear. ▪ Ensure best method of communication between crews is identified and implemented (by default, two-way radio).	4	Operator
6	Arrival of plant on site	Vehicle/pedestrian collision	15	▪ Truck mounted boom to be fitted with reversing quacker and flashing light. Boom pump to maintain & follow all safety signage and maintain the speed limit. ▪ Ensure awareness of moving plant and pedestrian safety. ▪ No mobile phone use while driving or operating on site. ▪ Attend pre-start at 7am and sign in. ▪ Complete mandatory breath testing. ▪ Spotter to be used if pump is required to reverse up to the pump location. ▪ Operator is to contact client supervisor to escort to correct location on site. ▪ Site vehicle management plan (VMP) must be followed at all times. ▪ Pre-start to be conducted prior to commencing the works. ▪ Truck pump to obey all traffic control and spotter instructions. ▪ Ensure awareness of moving plant and pedestrian safety. ▪ Truck pump to maintain radio communication and follow directions of site escort. ▪ Be aware of and ensure blind spots are clear.	2	Operator

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				▪ Ensure best method of communication between crews is identified and implemented (by default, two-way radio).		
7	Set up pump	Pump collapse, overturn, or runaway	15	▪ Inspect site and ensure proposed plant location is suitable. ▪ Ensure pump is positioned on firm ground and not over or adjacent to excavations, trenches, pits or soft ground. ▪ Ensure steer wheels are turned curbside, wheels chocked on inclines, outriggers fully extended and base plates are set with adequate packing. ▪ Pump set up level. ▪ Ask site supervisor whether underground services could affect stability of pumps outriggers. ▪ Do not set outriggers directly over underground services without confirmation from client supervisor. ▪ Be aware of and ensure blind spots are clear. ▪ Ensure best method of communication between crews is identified and implemented (by default, two-way radio).	3	Operator
		Electrocution	25	▪ Working near overhead lines to be avoided if practicable. ▪ Power to overhead lines to be disconnected if possible. ▪ All lines to be treated as live. ▪ Lines to be positively identified by plant operator before work commences. ▪ Ensure safe distance from overhead services taking into account wind and weather conditions. ▪ Use spotter to maintain safe distance of boom to overhead services. ▪ Safe distance (minimum 3 metres) to be kept between plant and overhead lines.	4	Operator Supervisor PO

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				▪ If boom encroaches within 3 metres of lines, accredited safety observer to be on site to accompany task. ▪ Ensure all personnel are aware of overhead services before work commences. ▪ Ensure pump operator and spotter have working near overhead power lines ticket. ▪ Boom operator to be 'CPCCLBM3001 - Licence to operate a concrete placing boom' qualified. ▪ Boom to be fitted with slew restrictors to prevent movement within the accredited person zone envelope. ▪ Safe approach distances to be visually marked on site so that crew can ensure they are not breached, e.g. mark ground with marking paint. ▪ If boom encroaches within the clearances outlined in the table below (Figure 1 and Figure 2), accredited safety observer must be on site to accompany the task. ▪ Operator to be accredited for works within this zone. ▪ Ensure safe approach distances relevant to the cable voltage as outlined in the table below (Figure 1 and Figure 2) are adhered to at all times. **Figure 1** Approach distances for work performed by Ordinary Persons Nominal phase to phase a.c. voltage (volts) / Approach distance (m) Up to and including 132,000 / 3.0 Above 132,000 up to and including 330,000 / 6.0 Above 330,000 / 8.0 Nominal pole to earth d.c. voltage (volts) / Approach distance (m) Up to and including +/- 1500 Volts / 3.0 **Figure 2**		

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				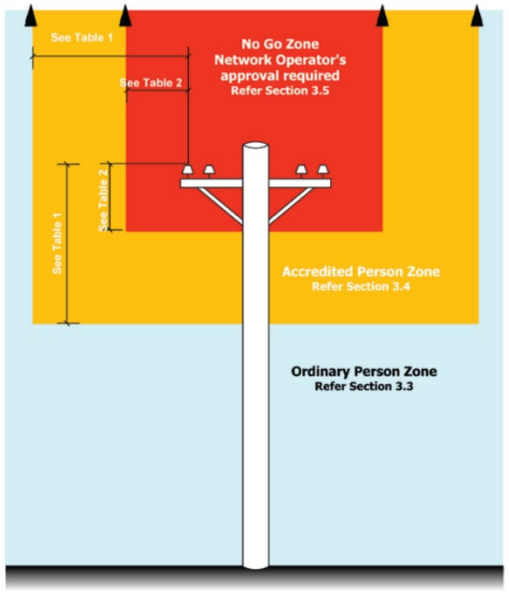 *Full-sized, easily legible versions of Figure 1 and Figure 2 attached in Annexure A to this SWMS.		
		Injury to bystanders	10	▪ Unauthorised people to be kept clear of pump and boom lines. ▪ Barricades and signs to be used to control persons from entering unauthorised areas. ▪ Exclusion zones to be set up. ▪ No one to stand directly underneath the boom at any time.	2	Operator Supervisor
		Collision with other traffic	15	▪ Set up area to be made safe from other traffic. ▪ Unauthorised plant or machines to be kept clear of pump and boom lines. ▪ Barricades and signs to be used to control plant or machines from entering unauthorised areas. ▪ Exclusion zones to be set up.	2	Supervisor
8	Worksite Preparation	Slip trips and falls	12	▪ Trip hazards to be removed from work area, if applicable and including other works/trades.	3	Operator Line hand

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				▪ Inspect site prior to arrival of concrete boom/line pump. ▪ Good housekeeping to be constantly observed. ▪ Lace up steel cap safety boots to be worn, ensuring the laces are tied up at all times. ▪ All personnel to be aware of any environmental hazards on site. ▪ Stay clear of any open trenches or open penetrations. ▪ Pump operator to ensure three points of contact while accessing pump.		Supervisor
		Darkness	12	▪ Lighting to be supplied if working at night or in periods of insufficient light.	2	Supervisor
9	Set up steel pump lines	Manual handling injuries	12	▪ Use mechanical or team lifting where possible. ▪ Bend with the knees not the back. ▪ Lift the object with both hands. ▪ Stand with feet shoulder width apart ▪ Carry objects as close as possible to the body. ▪ Use team lifting when required. ▪ Use task rotation to prevent repetitive strain injury.	3	Operator Line hand
		Crushing and/or pinching injuries when placing of joining pipes	8	▪ Keep fingers and hands clear of pinch points. ▪ Gloves to be worn at all times.	2	Operator Line hand
		Accidental release or opening of pipe clamps	8	▪ Ensure all safety pins are in place in pipe clamps.	2	Operator Line hand
10	Reversing concrete agitator onto the pump	Crushing injuries/ collision with plant	15	▪ Always use spotter to reverse concrete agitator on to the pump. ▪ No one to stand between the pump hopper and the agitator. ▪ Ensure visibility to reversing driver while spotting. ▪ Correct hi-visibility safety clothing to be worn. ▪ Be aware of and ensure blind spots are clear. ▪ Ensure best method of communication between crews is identified and implemented (by default, two-way radio).	2	Operator Line hand

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11	Pump concrete	Inhalation of exhaust fumes	15	▪ Sufficient ventilation to be supplied/ available.	2	Operator Line hand
		Hearing damage	15	▪ Hearing protection to be used.	2	Operator Line hand
		Concrete burn to skin or eyes	8	▪ Eye protection to be worn at all times, together with long sleeve shirts and trousers and gloves. ▪ Wash affected area immediately in water. ▪ Ensure SDS for concrete has been obtained and communicated to all personnel involved in the concrete pour. ▪ Any additional PPE mentioned in the SDS to be worn. ▪ Wash station to be available at site compound. ▪ Copies of SDSs to be kept in truck.	1	Operator Line hand
		Entrapment in concrete pump hopper	20	▪ Hopper grate is to remain closed while concrete pump is in use. ▪ Emergency stop button to be placed on hopper. ▪ Hopper grate safety cut out switch to be in working order.	1	Operator Line hand
		Electrocution while moving boom	25	▪ Working near overhead lines to be avoided if practicable. ▪ Power to overhead lines to be disconnected if possible. ▪ All lines to be treated as live. ▪ Lines to be positively identified by plant operator before work commences. ▪ Ensure safe distance from overhead services taking into account wind and weather conditions. ▪ Use spotter to maintain safe distance of boom to overhead services, where possible. ▪ Safe distance (minimum 3 metres) to be kept between plant and overhead lines. ▪ If boom encroaches within 3 metres of lines, accredited safety observer to be on site to accompany task.	3	Operator Line hand

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				▪ Ensure all personnel are aware of overhead services before work commences. ▪ Boom operator to be 'CPCCLBM3001 - Licence to operate a concrete placing boom' qualified. ▪ Boom to be fitted with slew restrictors to prevent movement within the accredited person zone envelope. ▪ Safe approach distances to be visually marked on site so that crew can ensure they are not breached, e.g. mark ground with marking paint. ▪ If boom encroaches within the clearances outlined in the table below (Figure 1 and Figure 2), accredited safety observer must be on site to accompany the task. ▪ Operator to be accredited for works within this zone. ▪ Ensure safe approach distances relevant to the cable voltage as outlined in the table below (Figure 1 and Figure 2) are adhered to at all times. **Figure 1** **Approach distances for work performed by Ordinary Persons** **Nominal phase to phase a.c. voltage (volts)** / **Approach distance (m)** Up to and including 132,000 — 3.0 Above 132,000 up to and including 330,000 — 6.0 Above 330,000 — 8.0 **Nominal pole to earth d.c. voltage (volts)** / **Approach distance (m)** Up to and including +/- 1500 Volts — 3.0 **Figure 2**		

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				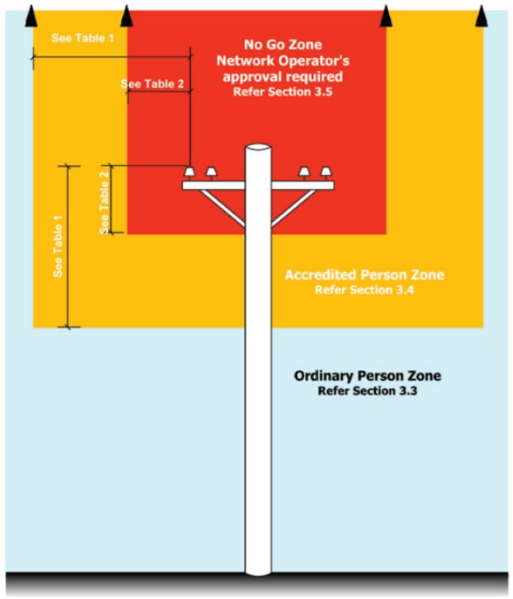 *Full-sized, easily legible versions of Figure 1 and Figure 2 attached in Annexure A to this SWMS.		
		Unforeseen incident whilst operating pump	8	▪ Ensure placement of all emergency stop buttons (remote control, hopper, midway along truck both sides) is known to all personnel working near the pump.	2	Operator Supervisor Line hand
		Dropped Concrete	9	▪ End of Boom/Pump not to be placed directly over personnel due to risk of dropped concrete. ▪ Competent operator only & exclusion zone beneath end of boom	3	Operator
		Boom failure	25	▪ Do not overload boom during pumping. ▪ Boom operated within manufacture specifications.	3	Operator Line hand
		Stored energy in pipeline	8	▪ Safely discharge stored energy in pipeline before storage.	3	Operator
		Injury due to breaking line while under pressure	25	▪ Full face shield must be worn prior to clearing blockage.	3	Operator Line hand

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				▪ Do not break the line whilst it is still under pressure. ▪ This includes both during normal operation and whilst trying to clear the blockage. ▪ Line pressure must be relieved prior to breaking the line by putting the concrete pump into reverse and pumping 1 to 2 times which will relieve the pressure in the line. ▪ Once line pressure has been relieved remove runner hose from steel reducer. ▪ After runner hose has been removed, remove steel reducer from boom and clear blockage by impacting with a hammer if blockage cannot be cleared replace reducer with spare carried on the truck. ▪ Re attach steel reducer and runner hose. ▪ Pump operator must monitor level of concrete in hopper to avoid air getting sucked into the pump system to help prevent hose whip. ▪ Do not let concrete solidify in the line to prevent blockages (concrete must remain in plastic state). ▪ Start pump slowly to reduce likelihood of hose whip. ▪ No metal fittings to be attached to end of rubber hose.		
		Pipe failure	15	▪ Ensure minimum wall thickness of pipeline is adequate. ▪ Damaged equipment to be replaced. ▪ Pipe wall thickness to be checked as per Australian Standards. ▪ Records of checks to be kept in logbook.	2	Operator Line hand Mechanic
		Pipe coupling failure	15	▪ Safety pins must always be installed on quick release clamps. ▪ Visual inspection to be undertaken prior to use.	2	Operator Line hand
		Operating boom adjacent to live traffic	15	▪ No boom out over live traffic ▪ Operator to be toolbox talked on traffic hazards.	2	Operator Line hand

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		Uncontrolled movement of pipe & or hose	15	▪ Pipes and bends are to be secured or braced if uncontrolled movement of the pipe due to concrete surge is noticed. ▪ Concrete pump must have designated and experience line hand to control hose. ▪ Operator must ensure the hopper is kept full by driver of agitator at all times.	2	Operator Line hand
		Extreme weather conditions	12	▪ Maintain adequate water supply to workers. ▪ Deployment of correct PPE. ▪ Allow regular breaks.	1	Operator Supervisor Line hand
		Mobile phone use	8	▪ Ensure mobile phones are switched off or left in truck while operating the pump.	2	Operator Line hand
		Environmental damage (ie: contamination of soil/water)	25	▪ Ensure staff are aware of key environmental aspects on site. ▪ Client to ensure oil sediment and erosion controls in place. ▪ Report any spills, leaks, or contamination to site supervisor.	3	Operator Supervisor Line hand
12	Clean out lines with compressed air	Coupling failure	25	▪ Safety clips to be used at compressed air couplings.	2	Operator Line hand
		Projectile nature of concrete	25	▪ **Line Pump** remote blow out system to be used as per methodology process. ▪ Stop agitator from discharging concrete into hopper. ▪ Pump remaining concrete in hopper down to a sufficient level to start the reverse of concrete line pump, to avoid overflowing of the hopper. ▪ Reverse pump to relieve any energised pressure in the line. ▪ Disconnect the rear 90-degree bend from the hopper, place the blow out sponge/ball in the line. ▪ Connect blow out cannister onto the line ▪ Attach the air hose from blow out solenoids on pump to the cannister ▪ Use the switch on the remote to add “air in”	3	Operator Line hand

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				▪ Follow the line through by tapping on the pipe to be aware of where the ball is located in pipeline ▪ Release the air if concrete is moving too fast through the line towards the end of the hose ▪ Dump air, using remote, to stop any movement ▪ Check again for location of the ball ▪ Gradually add air slowly with the remote, until the ball moves in the line and prepare for ball to exit line, keeping in communication with the linehand at all times. ▪ Do not let concrete solidify in the line to prevent blockages (concrete must remain in plastic state). ▪ No metal fittings to be attached to end of rubber hose. ▪ **Boom Pump** blow out system to be used as per methodology process. ▪ Stop agitator from discharging concrete into hopper. ▪ Pump remaining concrete in hopper down to a sufficient level to start the reverse of concrete boom pump, to avoid overflowing of the hopper. ▪ Reverse pump to relieve any energised pressure in the line. ▪ Disconnect swinging rear outlet bend, place the blow out sponge/ball in the 90 degree elbow. ▪ Connect blow out cannister onto the 90 degree elbow. ▪ Attach the air hose from the tap on pump to the cannister inlet. ▪ Move boom to a safe location such as a bin or fenced off area to place waste concrete. ▪ Lower boom and remove drop hose. ▪ If boom tip cannot be seen from the hopper of the pump ensure a spotter is watching to guarantee no one enters the safe zone for blow out.		

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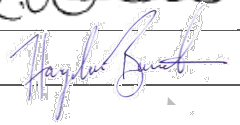
				▪ Open air tap on truck then open air tap on cannister to add “air in” ▪ Release the air if concrete is moving too fast through the line towards the end of the boom. ▪ Dump air completely to stop any movement. Gravity must still be taken into consideration. ▪ Gradually add air slowly until the ball exits the line.		
13	Washout pump hopper	High pressure water	8	▪ Ensure use of correct PPE (safety glasses and gloves).	2	Operator Supervisor Line hand
		Crushing/cutting injury in hopper	20	▪ Hopper grate to remain closed at all times while washing out.	2	Operator Line hand
		Environmental damage	12	▪ Only washout in designated washout bins provided. ▪ Safe distances to be maintained around hopper when washing out.	7	Operator Line hand
		Fall from Height	12	▪ Any access to pump that requires personnel to go above 1.6 m then operator must contact the client supervisor to arrange for suitable access stair or platform. ▪ Pump operator to ensure three points of contact while accessing pump.	6	Operator Line hand
14	Leaving site	Plant, pedestrian and travel incidents	25	▪ Lock boom and outriggers for travel, stow all components, lines and tolls safely and securely. ▪ Disengage drivers to hydraulic pumps, booms and outriggers. ▪ Spotter to be used if pump is required to reverse out of the pump location. ▪ Operator is to contact Client supervisor to escort to correct location on site. ▪ Site vehicle management plan (VMP) must be followed at all times. ▪ Pre-start to be conducted prior to commencing the works.	2	Operator Line hand

	Activity Break the high-risk work into steps/activities	Identified hazards/risks Identify the hazards/risks that may cause harm to workers or the public	Untreated risk score	Control measures implemented Describe what will be done to control the risk and make the task as safe as possible	Residual risk score	Person responsible Identify the position responsible for controls
				▪ Truck pump to obey all traffic control and spotter instructions. ▪ Ensure awareness of moving plant and pedestrian safety. ▪ Truck pump to maintain radio communication and follow directions of site escort. ▪ Be aware of and ensure blind spots are clear. ▪ Ensure best method of communication between crews is identified and implemented (by default, two-way radio).		
15	Repairs to machine if breakdown occurs on site	Failure of plant Injuries to nearby workers or pump-crew or site structures	25	▪ Out of service tag to be placed on machine and keys to be taken out of ignition. ▪ Fitter to attend site or remove Plant from site. ▪ No accessing for exposed live edger	7	Operator Mechanic
16	Miscellaneous	Fatigue	25	▪ Ensure personnel don't work shift greater than 12hrs. ▪ Have the recommended break in between shifts. ▪ Have the appropriate breaks during shifts.	3	Operator Supervisor Line hand
		Dehydration/heatstroke whilst pouring concrete in extreme weather conditions.	20	▪ Have regular breaks in shaded areas in extreme hot weather. ▪ In extreme weather conditions pump personnel not to static pour. ▪ Drink adequate amounts of water. ▪ Wear helmet brims.	2	Operator Supervisor Line hand
		Drugs and Alcohol	20	▪ It Is not acceptable to operate any item of plant/equipment on site whilst impaired, be it drugs (prescription/illegal) or alcohol, if an employee is deemed to be impaired during working hours, then the employee will be immediately and permanently removed from site. The employee will not be allowed access to any client sites in the future if found to be in breach of this safety requirement. ▪ Wallace Concrete Pumping Pty Ltd enforces a 'zero tolerance on drugs and alcohol in the workplace' policy.	6	Operator Supervisor Line hand Management

	Activity Break the high-risk work into steps/activities	Identified hazards/risks Identify the hazards/risks that may cause harm to workers or the public	Untreated risk score	Control measures implemented Describe what will be done to control the risk and make the task as safe as possible	Residual risk score	Person responsible Identify the position responsible for controls
17	Environmental	Non-compliance with Environmental Protection Act.	12	▪ Working hours: 7am - 6pm Monday to Friday 8am - 1pm Saturdays Out of hours works ONLY WITH APPROVAL ▪ No water to be discharged without approval from the Environment team (Flocculation & Discharge Permit required). ▪ No vegetation to be cleared without approval from Environment Team (Clearing Permit required). ▪ Do not enter no-go areas. ▪ Erosion and Sediment Control to be established prior to works commencing. ▪ If incident occurs, stop work, notify supervisor and follow Incident Response Procedure. ▪ No littering or inappropriate disposal of waste. ▪ Refer all public and media enquiries to the community hotline number	8	All workers
		Concrete slurry discharge polluting waterways	9	▪ Any spills of concrete slurry are to be cleaned up immediately and the environmental coordinator notified.	3	Supervisor
		Hydraulic hose, valve burst	9	▪ Ensure spill kit is available and clean up any spills immediately. ▪ Switch plant off immediately to minimise escaping oil. ▪ Notify Environmental Coordinator.	9	Operator Line hand
		Blowing boom out, washing out hopper	9	▪ Ensure boom blowout is directed into designated areas as per site Procedure. Any overflow is to be cleaned up immediately and the environmental coordinator to be notified. ▪ Hopper washout to be done only into designated areas as per site Procedure. ▪ Ensure enough room at washout bay so overflow does not occur. ▪ Any overflow is to be cleaned up immediately & the environmental coordinator to be informed.	9	Operator Line hand

	Activity Break the high-risk work into steps/activities	Identified hazards/risks Identify the hazards/risks that may cause harm to workers or the public	Untreated risk score	Control measures implemented Describe what will be done to control the risk and make the task as safe as possible	Residual risk score	Person responsible Identify the position responsible for controls
		Community complaints	12	▪ Do not yell, keep radio on low, do not shine lights and day makers into residents' properties. ▪ Minimise reversing. ▪ Ensure all management measures from toolbox are adhered to. ▪ Conduct yourself with respect at all times.	6	All workers
18	General site operations	Psychosocial hazards (stress, fatigue, bullying, harassment, isolation, excessive workload).	20	▪ Adequate staffing and resourcing to avoid unreasonable workload. ▪ Rotate tasks to prevent fatigue and monotony. ▪ Rostering and scheduling systems to ensure breaks and limit shift length. ▪ Anti-bullying and respectful workplace policies; toolbox talks on psychosocial safety; access to employee assistance programs.	6	Supervisor PCBU
19	Handling, mixing, or pumping cement/concrete products	Exposure to respirable crystalline silica dust	20	▪ Use wet cutting and dust suppression methods where practicable. ▪ Provide local exhaust ventilation where applicable. ▪ Provide and enforce use of P2 respirators. ▪ Maintain worker records in compliance with the *Silica Worker Register* (effective 1 October 2025). ▪ Ensure health monitoring is provided where required.	6	Supervisor Operator

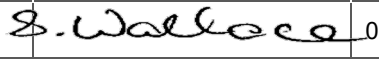
PART 10 WORKERS / WHS REPS / OTHERS CONSULTED IN PREPARATION

Name	Position	Company	Signature	Date
Stephen Wallace	Director	Wallace Concrete Pumping		21/04/2026
Rebecca Wallace	Supervisor & WHS Rep	Wallace Concrete Pumping		21/04/2026
Haydon Bawden	Safety Systems Specialist	Castor Audit & Advisory		21/04/2026

PART 11 ENDORSEMENT AND APPROVAL

PBCU / Contractor endorsement

I have reviewed and I endorse this SWMS.

Name	Signature	Date
Stephen Wallace (Director)		03/09/2026

Principal contractor approval

I have reviewed and I approve this SWMS.

Name	Signature	Date

PART 12 WORKER ACKNOWLEDGEMENT

I declare that I have read this SWMS and:

- I understand the requirements of the SWMS.
- I have been given an opportunity to comment on the method of work.
- I understand what the hazards and risks of the work are.
- I understand what controls must be implemented before work commences.

Name	Signature	Date

Name	Signature	Date

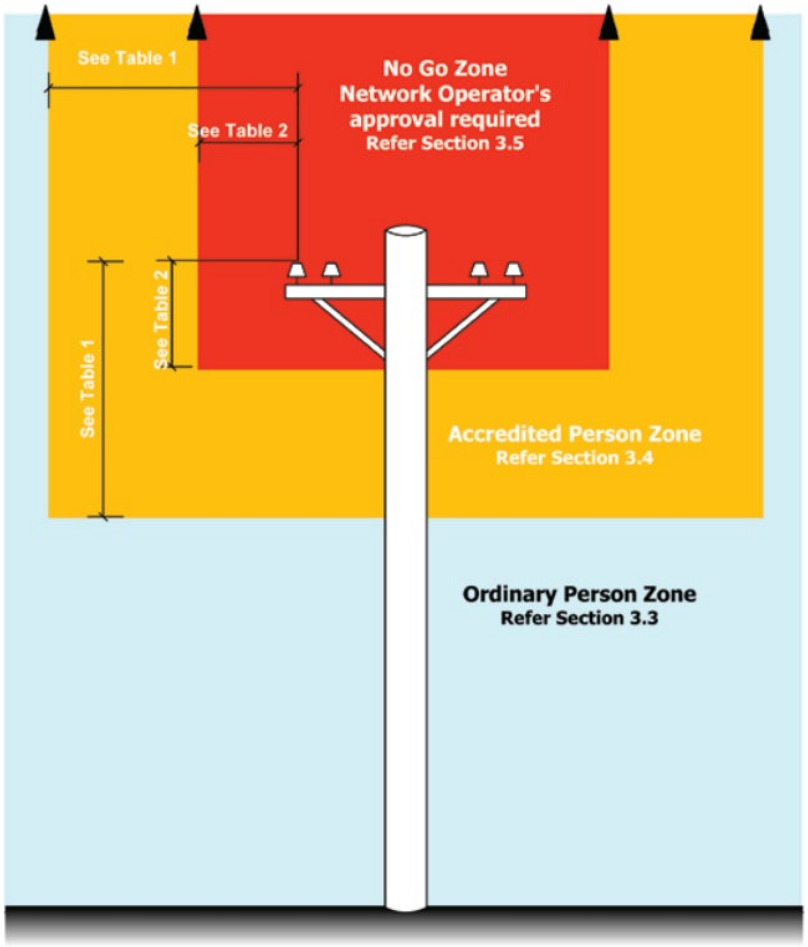
ANNEXURE A – OVERHEAD POWER LINE APPROACH DISTANCES

Figure 1

Approach distances for work performed by Ordinary Persons

Nominal phase to phase a.c. voltage (volts)	**Approach distance (m)**
Up to and including 132,000	3.0
Above 132,000 up to and including 330,000	6.0
Above 330,000	8.0
Nominal pole to earth d.c. voltage (volts)	**Approach distance (m)**
Up to and including +/- 1500 Volts	3.0

Figure 2



ANNEXURE B - KNOWLEDGE DOCUMENT: SAFE WORK METHOD STATEMENTS

A safe work method statement ('SWMS') is required for the 18 high risk construction work activities defined in the *Work Health and Safety Regulation 2025* (NSW) ('WHS Regulations').

A SWMS is a written document that must identify the high-risk construction work activities to be carried out at a workplace, the hazards and risks to health and safety arising from these activities, the measures to be implemented to control the risks and how the control measures are to be implemented, monitored and reviewed.

Its primary purpose is to help persons conducting a business or undertaking ('PCBU's), supervisors and workers implement and monitor the control measures established at the workplace to ensure high risk construction work is carried out safely. [1]

The WHS Regulations place an obligation on the PCBU to:

- ensure a SWMS is prepared before the proposed work starts.
- make arrangements to ensure the work is carried out in accordance with the SWMS
- ensure a copy of the SWMS is given to the prime/principal contractor
- ensure the SWMS is reviewed and revised if necessary
- keep a copy of the SWMS until the work is completed
- ensure the SWMS is readily accessible and understandable to any worker

A SWMS is not required for work of a minor nature. Work of a minor nature is usually but not always low risk. It may still be hazardous and must be carried out in full compliance with all applicable provisions of the work health and safety legislation. A SWMS should not include information that is usually included in a work procedure, risk register or safety management plan. A SWMS should be concise and easy to read and understand. [2]

There may be situations where there are different types of high-risk construction work occurring at the same time at the same workplace. In these cases, one SWMS may be prepared to cover any high-risk construction work activities being carried out at the workplace. Alternatively, a separate SWMS can be prepared for each type of high-risk construction work. [3]

The content of a SWMS should provide clear direction on the control measures to be implemented. There should be no statements that require a decision to be made by supervisors or workers. For example, the statement 'use appropriate personal protective equipment (PPE)' does not detail the control measures. The control measures should be clearly specified.

The SWMS must be accessible and understandable to any individual who needs to use it. It is important that those who need to carry out work in accordance with the SWMS understand the detail of the SWMS and what they are required to do to implement and maintain risk controls. For example, it should take into account the literacy needs and the cultural or linguistically diverse backgrounds of the workers. [4]

The principal contractor or builder should check the subcontractor's work procedures and any SWMS (if relevant) to ensure risks associated with the work are addressed and then visit the site as necessary to verify the work is being carried out safely. [5]

For more information about SWMSs, contact:

Castor Audit & Advisory
1300 070 915
admin@castoraustralia.com.au
www.castoraustralia.com.au

[1] Safe Work Australia, *Model Code of Practice for Construction Work* (Code of Practice, May 2018) 25.
[2] Safe Work Australia, *Safe Work Method Statement for High Risk Construction Work* (Information Sheet, December 2014) 1.
[3] Safe Work Australia, *Model Code of Practice for Construction Work* (Code of Practice, May 2018) 25.
[4] Ibid 26.
[5] Ibid 11.