



DTL-HSE-SWMS-0006

Excavator Operations

DTL Health & Safety Management System

Doc No: DTL-HSE-SWMS-0006 **Version:** 1.0 — Dec 2025 **Review:** Dec 2026 **Owner:** Annelize Van Tonder (Cost Controller)

Safe Work Method Statement for operating the **Excavator** — job-setup and pre-operational checks, operation (excavation, battering, loading trucks, lifting and unloading pipe with the hydraulic pipe grab), and shutdown / refuelling. High-risk construction work: brief every worker and have them sign on before work starts. Any excavator work not covered by this SWMS requires a separate JHA that references this SWMS.

• **High-risk work.** Do not start until the controls below are in place and all workers are briefed and signed on. Stop work if a control cannot be maintained.

High-Risk Construction Work — tick all that apply

☐ Scaffolding	☒ Dogging	☐ Rigging
☒ Craneage / Lifting operations	☐ Elevating Work Platform operation	☐ Forklift operation
☐ Work at Height	☐ Confined Space Work	☐ Working over or near water
☒ Working near Mobile Plant / Equipment	☐ Hot Work	☐ Working in a contaminated or flammable atmosphere
☒ Operating Mobile Plant / Equipment	☒ Dropped objects	☐ Tilt-up or Precast concrete work
☐ Operating Light Vehicle(s)	☐ Hazardous substance uses and/or storage	☐ Working near road, rail or sea traffic
☐ Work in artificial extremes of temperature	☐ Work likely to involve disturbance of asbestos	☐ Work on or near energised electrical services or equipment
☐ Other (please detail):	☐ Other (please detail):	☐ Other (please detail):

Material Risks — tick all that apply

☐ Arc Flash/Blast Incident	☐ ARD Facility Failure	☐ Automated Equipment Interaction	☐ Confined Space Incident
☐ Dam Flood Event	☐ Electrocution	☐ Engulfed by Product	☐ Entanglement and / or crushed
☐ Exposure to Hazardous Materials/Dusts/Fibres	☐ Extreme Weather	☐ Facility Infrastructure Fire / Explosion Incident	☐ Fatal Bite
☐ Ground / Pit Wall / OSA / Stockpile Failure	☐ Heat Exposure	☐ Integrity Failure of Critical Equipment	☐ Lifting Incident

☒ Material Impact During Movement of Goods

☐ Noise Induced Hearing Loss

☐ Person Falling into Water

☐ Power Disruption

☐ Processing Plant / Equipment Fire

☒ Surface Mobile Equipment Incident

☐ Tyre Handling Incident

☒ Uncontrolled Dropped or Falling Objects

☐ Uncontrolled Release of Diesel

☐ Uncontrolled Release of Stored Energy

☐ Unplanned Initiation and or Impact

☒ Vehicle Interaction Incident

☐ Vehicle Recovery

☐ Working at Height Incident

☐ Fatigue

☐ Mental Wellness

☒ Contact with buried services

☒ Machine rollover

Required-Controls Checklist — tick all that apply

☐ Safety Harness / Fall Arrest

☐ Platform Ladder / Scaffold

☒ Barricading / Signage

☐ Rescue Plan

☒ Spotter / Sentry

☒ 2-Way Radio / Telephone

☒ Fire Extinguisher / Blanket

☒ Spill Kit

PPE, Licences, Permits & Tools

PPE	Licences / Qualifications	Permits / Procedures	Tools & Equipment
- Safety footwear (always) - Safety glasses (always) - Hi-vis clothing (always) - Gloves for all manual handling tasks outside the cab - Hard hat when outside the cab - Close-fitting / protective clothing - No rings / jewellery	- Training Units of Competency - RIIMPO320F — Conduct civil construction excavator operations - Verification of Competency (VOC) if required on site	- Take 5 Procedure (Site) - JHA Procedure (Site / DTL)	- Excavator - Task-specific PPE - Barricading / signs (if required) - Mobile plant pre-start - Task-specific attachments

1 · Job Setup & Pre-Operational Checks

#	Job step	Hazards	Initial	Controls	Residual
1.1	Conduct a Take 5 for potential hazards and a JHA if required	- Unidentified hazards - Inadequate tools / equipment or change in job scope - Lack of understanding of the job or task	M8	Trained and competent in Take 5's and JHA's	L4

1.2	Consider the operational work area	- Vehicle / pedestrian contact - Vehicle / vehicle contact - Poor communication - Uneven / unstable working surfaces	M8	- Refer to the Traffic Management Plan if applicable - Communicate operational movement to all relevant personnel - Call-up areas established as required - Take note of structures or other plant operating in the area - Consider if barriers / work-area demarcation are needed - Maintain communications	L4
1.3	General manual handling tasks	- Manual handling / musculoskeletal injuries - Crush / pinch points around tailgate	H13	- Assess load and use mechanical aid or team lift if required - Correct manual handling technique — bend the knees, keep back straight, lift with the legs, keep load close to body, avoid overreaching or twisting - PPE — gloves to be worn for all manual handling tasks outside the cab	L4
1.4	General housekeeping in the work area	- Untidy work area presenting trip hazards - Poor hygiene in cab	M8	- Assess work area and always maintain a high standard of housekeeping - Ensure cab of excavator is kept tidy and all rubbish is removed and disposed of appropriately - Ensure windows and mirrors are clean and asset numbers are clearly visible	L4

2 · Pre-Operational Checks

#	Job step	Hazards	Initial	Controls	Residual
2.1	Complete pre-start	- Damaged or faulty equipment - Uncontrolled movement - Pinch points - Leaks / spill - Uneven ground and/or trip hazard	H13	- Regular, scheduled maintenance and servicing - Complete pre-start using the relevant Mobile Plant Pre-Start Inspection form - Isolate machine by applying personal lock and danger tag - Identify uneven ground and any trip hazards, removing if possible - If faults are identified, tag out of service, report to Supervisor and do not use	L4
2.2	Check any permit requirements	- Permit required and not issued - Incorrect or unauthorised permit	H13	- Speak to supervisor / management if unsure of the type of permit that may be required - Ensure the correct permit(s) are in place (e.g. Permit to Work, Vicinity Permit etc.) - Ensure permit is valid, authorised and in date	L2
2.3	Access to / egress from vehicle cab	Slips / falls during access / egress of vehicle	H13	- Face the vehicle and maintain 3 points of contact during access / egress - Use built-in steps and grab handles - Do not jump down from cab	M8

2.4	Cab ergonomics	- Poor ergonomics resulting in operator injury - Incorrectly adjusted seat / mirrors etc.	M8	- Adjust seat to suit individual needs and comfort - Adjust mirrors to allow for maximum vision - Ensure seatbelt is worn - Check UHF radio channels are correct for the operating area, volumes adjusted as required and handset within easy reach	L4
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3 · Operation of the Excavator

#	Job step	Hazards	Initial	Controls	Residual
3.1	Start excavator	- Machine damage - Excessive engine revs before the engine has sufficiently warmed up	H13	- Allow the vehicle to idle 3 minutes before beginning operations and when shutting down at the end of the day - Always operate within OEM manual / instructions - Monitor temperature gauge	M9
3.2	General operating conditions	- Incompetent driver / operator - Failure to comply with road rules - Failure to comply with site rules or Traffic Management Plan - Vehicle collision or rollover	E18	- Competent operator — must possess the required unit of competencies - Conduct daily pre-start of plant, hoses, pins and hydraulic connections - Adhere to all posted road speed limits and road rules - Adhere to all site speed limits and relevant traffic management plans - Strictly assess road / track and drive to the prevailing conditions - Use of a handheld mobile phone whilst driving / operating is strictly prohibited during operation - Ensure handheld two-way radio is available and functioning correctly	H10
3.3	Excavation with GP bucket	- Striking services - Dropped objects - Undermining	E18	- Service locate / site survey - Exclusion zone - Spoil placed away - Excavation permit - Stable positioning	H10
3.4	Battering with batter bucket	- Material fall - Overbalancing - Soft ground	E18	- Set on stable ground - Safe distances from edges - No personnel below batter face	H10
3.5	Loading trucks	- Falling material - Poor truck position	E18	- Never load over cab - Driver stays in cab - Positive communications - Low load height	H10

3.6	Lifting using lifting point or attachments	- Suspended load - Uncontrolled swing - Equipment failure	E18	- Certified lifting gear with current tag - Competent and trained dogman and rigger - Exclusion zones - Inspect gear before and after use	H10
3.7	Unloading pipe using hydraulic pipe grab (excavator)	- Suspended loads - Dropped objects - Pipe rolling - Line of fire exposure - Hydraulic failure - Uneven ground - Poor communication	E18	- Only trained / competent operator to use hydraulic pipe grab - Conduct daily pre-use inspection of grab, hoses, pins and hydraulic connections - Ensure ground is level and stable before unloading - Establish exclusion zone — no personnel within swing or grab-lift area - Use properly rated slings if required - Maintain positive radio communication - Ensure pipe is balanced, stable and properly seated in grab before lifting - Lift and lower slowly to prevent uncontrolled movement - Do not exceed working load limit of attachment or lifting configuration - Place pipe onto level, stable dunnage; ensure it cannot roll - Release only when pipe is fully supported and stable - Stop work immediately if hydraulic leaks or abnormal movements occur	H10

4 · Shutdown & Refuelling of the Excavator

#	Job step	Hazards	Initial	Controls	Residual
4.1	Refuelling excavator	- Fuel spill (environmental contamination) - Injury / damage due to fire or explosion - Injury due to slips, trips or falls	M8	- Refuel in a designated refuelling area - Do not leave the nozzle unattended when dispensing fuel - Spill kit available — in the event of a spill, control, contain and clean it up immediately - All spills must be reported - No smoking or any other potential ignition sources permitted in the refuelling area	L5
4.2	Shutdown	Uncontrolled movement	M8	- Lower attachments - Isolate - Lock / tag - Cab cleaned down	L4

Worker Sign-On (briefed & understood)

By signing this SWMS I, the undersigned, acknowledge, understand and accept that I have read and understand the SWMS and will comply with its requirements.

Full name	Signature	Date
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Prepared By

Sean Heron — Projects

Signature

Date

dd/mm/yyyy



Reviewed By

Rhys Scholz

Signature

Date

dd/mm/yyyy



Approved By

Tyson Knight — Director

Signature

Date

27/05/2026



1.0 · 10/12/2025 · Reformatted to DTL standard from the 2iB version — content unchanged · author S. Heron, reviewed R. Scholz, approved T. Knight · next review 10/12/2026 · A. Van Tonder