

Safe Work and Environmental Method Statement – SWEMS

Project No.:3084	Project Name: 3084 Ginninderry - Lot 2 Wallaroo Rd - Tile Survey	Project Director: Robert Speirs
Team Members: Robert Speirs, Sam Reid, Shannon Thompson, and Catherine Ross	Fieldwork Start Date: 21 September 2021	Fieldwork End Date: March 2022
Fieldwork Description: Striped Legless Lizard Monitoring – 2 Wallaroo Rd, Dunlop, ACT		

Before starting surveys each day the Project Manager is to read through this SWEMS with all team members undertaking fieldwork and identify activities and associated risks applicable to the works undertaken on that day. Each team member is to sign off each day. A signed copy of this document is to be scanned and saved in the project folder.

Select equipment and training required for this fieldwork

Communication/Navigation

- ☒ Mobile Phones
- ☒ Vehicle UHF
- ☒ GPS Units
- ☐ Topographic Maps
- ☒ Field Maps
- ☐ Compass

PPE/Personal Apparel

- ☐ Reflective Safety Vest
- ☐ Hard Hat
- ☒ Sun Hat
- ☒ Steel-capped / Enclosed boots
- ☒ Gum boots
- ☒ Long-sleeve shirts & long pants
- ☐ Lifejackets
- ☐ Safety glasses
- ☒ Gloves for manual handling

Vehicles

- ☒ 4WD Vehicle
- ☒ Advanced Recovery Kit

First Aid

- ☒ Vehicle First Aid Kit
- ☒ Personal First Aid Kits
- ☒ Sunscreen
- ☐ Insect Repellent

Training

- ☒ Construction Induction
- ☒ Senior First Aid
- ☐ Site Induction

Contact Numbers

Project related:

Field Team Leader: Shannon Thompson – 0423 075 528
 Project Director: Robert Speirs – 0412 474 415
 Capital Ecology Business Manager: Kelly Speirs – 0420 350 460
 Client contact: Imogen Featherstone
 (Ginninderry) - 0428 246 341

Police/Fire/Ambulance: 000 (112 from any mobile)
 Local Hospital: Calvary Public Hospital, Mary Potter Cct,
 Bruce ACT 2617 – 02 6201 6111
 Local Police Station: Cnr College Street and, Benjamin Way,
 Belconnen ACT 2617 – 13 14 44

Other Contacts:

ACT Wildlife:
 0432 300 033

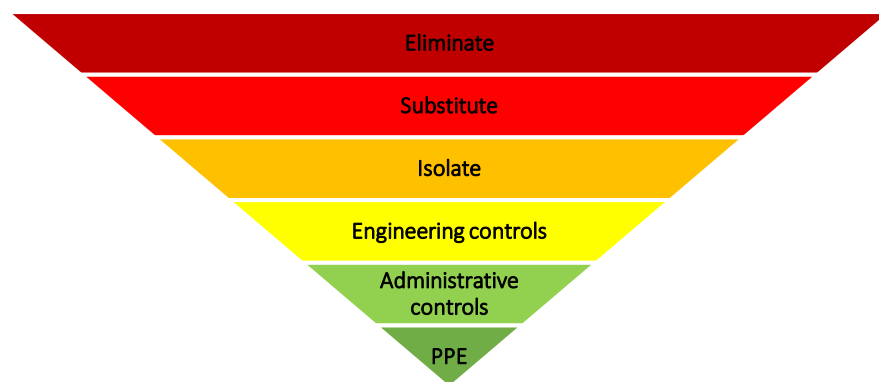
Relevant Legislation

Work Health and Safety Act 2011 (NSW, ACT) & Work Health and Safety Regulation 2011 (NSW, ACT)

Risk Assessment Matrix

			Consequences				
			1	2	3	4	5
			For people	Insignificant Dealt with by in-house first aid, etc.	Minor Medical help needed. Treatment by medical professional/ hospital outpatient, etc.	Moderate Significant non-permanent injury. Overnight hospitalisation (inpatient)	Major Extensive permanent injury (e.g. loss of finger/s) Extended hospitalisation
For the environment			Negligible Reversible, requiring minor or no remediation	Minor, reversible Requiring minor remediation, non-reportable	Moderate, reversible Short term effect requiring moderate remediation	Serious Medium term effect, requiring significant remediation	Disastrous Long term effect, requiring major remediation
Likelihood	A	Almost certain to occur in most circumstances	High (H)	High (H)	Extreme (X)	Extreme (X)	Extreme (X)
	B	Likely to occur frequently	Moderate (M)	High (H)	High (H)	Extreme (X)	Extreme (X)
	C	Possible and likely to occur at some time	Low (L)	Moderate(M)	High (H)	Extreme (X)	Extreme (X)
	D	Unlikely to occur but could happen	Low (L)	Low (L)	Moderate(M)	High (H)	Extreme (X)
	E	May occur but only in rare and exceptional circumstances	Low (L)	Low (L)	Moderate (M)	High (H)	High (H)

Hierarchy of Controls



Remove the hazard

Conduct work at less hazardous time of day

Install guards, screens or enclosures

Redesign the task

Install warning signs

Safety gloves, steel-capped boots, high-vis

Item	Activity	Potential Hazards	Risk Assessment	Hazard Control Methods	Risk Assessment after Control	Person Responsible for Implementing Controls
	Deconstruct the job into particular activities. Each of the activities should accomplish a major part of the task.	Identify hazards associated with each activity. Examine each to find possibilities that could lead to an adverse event.	Risk Assessment of potential hazard level.	What critical safety actions are necessary to eliminate or minimise the hazard/s that could lead to an adverse event (accident, injury or occupational illness).	Risk Assessment after implementing the control method/s.	
Personnel Safety						
1	Driving to and from site.	Driver fatigue resulting in physical injury, disability, death.	Low	Stop driving if tired. Allow adequate time for the journey so breaks can be taken if required and speeds can be reduced. Vehicles to be certified roadworthy and with maintenance records available for inspection. Driver and all passengers to adhere to applicable traffic regulations.	Low	S. Thompson
		Traffic accident resulting in physical injury, disability, death.	Moderate	Observe all road rules/laws. Vary speed according to road and weather conditions. Vehicles are well maintained and are serviced regularly. All drivers hold a current driver's license.	Low	S. Thompson
2	Driving on site	Vehicle accident on dirt road, becoming bogged, flat tyre, breakdown.	Low	Adhere to on-site driving regulations and stick to designated roads. Drive safely, especially if not familiar with road, carry mobile phone for emergencies. Ensure vehicle has a spare tire and be aware of how to change the tire. Vehicle should be engaged in 4WD while driven on dirt tracks. All field personnel are experienced in 4WD drive operation. Walk ahead on foot if the terrain is unknown or if unsure of the stability of the terrain.	Low	S. Thompson

Item	Activity	Potential Hazards	Risk Assessment	Hazard Control Methods	Risk Assessment after Control	Person Responsible for Implementing Controls
3	Working in trafficable areas	Impact with vehicle resulting in physical injury, disability, death.	Moderate	Do not work adjacent to live traffic until traffic control has been implemented or confirmation has been received that is not required. All personnel will wear high visibility clothing at all times if working near roads. A roof-mounted amber light will be used whilst driving on site, if required.	Low	S. Thompson
4	Manual handling	Back strain/injury	Moderate	The project tasks require lifting of roof tiles to check for presence of Striped Legless Lizards. All tasks will be managed to reduce strain (i.e. tiles can be lifted with a long hook, vehicle used to reduce distance required carrying tiles etc.). All lifting and bending will be conducted in a safe manner with careful consideration of spinal stability and shoulder/neck sensitivity (i.e. bend knees, keep back straight). Before lifting, an assessment will be made as to the weight of the item. Heavy items will either not be lifted, will be lifted by two persons, or appropriate machinery will be used. <u>No more than three roof tiles will be lifted/carried at any time.</u>	Low	S. Thompson

Item	Activity	Potential Hazards	Risk Assessment	Hazard Control Methods	Risk Assessment after Control	Person Responsible for Implementing Controls
5	When working/ walking outdoors	Trip, Slip & Fall Hazards	Moderate	Staff will stay alert to surrounding terrain and look where they are walking, pausing if making observations. All personnel will wear appropriate PPE, including sun hats, long sleeve shirt, long pants and enclosed boots. Extreme care will be taken when walking/climbing over any woody debris or rocks. Personnel will carry a personal first aid kit and be able to administer basic first aid. Personnel will also carry a GPS and mobile phone for emergencies and the 4WD is fitted with a UHF.	Low	S. Thompson
		Snake & insect bites	High	Stay alert to surrounding terrain with reference to possible risk locations for snakes or insect encounters. Wear appropriate PPE including sturdy boots and long pants. Wear gloves when lifting tiles by hand. Care will be taken when walking through bush or long grass. All staff are trained in basic first aid. First Aid kits contain bandages for snake bites. Personnel will also carry a GPS and mobile phone for emergencies and the 4WD is fitted with a UHF.	Moderate	S. Thompson
6	Fire, electrical storm	Injury/Death	Low	Field team leader to check weather conditions and current fire warnings with the relevant authorities. Evacuate site at the first sign of fire and contact emergency services. Whilst in the field, keep an eye on weather for approaching storms.	Low	S. Thompson

Item	Activity	Potential Hazards	Risk Assessment	Hazard Control Methods	Risk Assessment after Control	Person Responsible for Implementing Controls
7	Working outdoors in hot weather	Sunstroke/Dehydration	Moderate	Be aware of the weather conditions. Take measures to minimise exposure to heat (walk in shade wherever possible, carry water about your person with a reserve supply in the vehicle, wear hat/sunscreen and appropriate clothing). Take regular rest and drink breaks.	Low	S. Thompson
		Sunburn	Moderate	Sun block will be applied to all areas of exposed skin at regular intervals. All clothing will be UV safe and will include wide brimmed hats if a hard hat is not worn.	Low	S. Thompson
8	Working in cold/ wet weather	Injury/Illness/Hypothermia/Death	Low	Wear appropriate clothing for the weather and location. Monitor weather conditions and abandon field survey if weather conditions become unsafe. Carry at least one spare set of warm clothing as well as a rain jacket in the vehicle.	Low	S. Thompson
9	Working in high wind	Injury/Death from falling trees and branches	Moderate	Monitor the weather conditions. Cease fieldwork immediately when wind speeds reach unsafe levels.	Low	S. Thompson
10	Handling Fauna	Injury from animal bites or scratches	High	Fauna handling is unlikely to be required as the staff are able to identify Striped Legless Lizards by sight. However, in the event that fauna are handled, staff will wear appropriate gloves (long, leather) when handling animals. Gloves may be removed to capture and handle the target species once it has been deemed safe to do so. No snakes will be handled.	Low	S. Thompson

Item	Activity	Potential Hazards	Risk Assessment	Hazard Control Methods	Risk Assessment after Control	Person Responsible for Implementing Controls
11	Working near waterbodies, drop-offs, steep slopes or excavations	Injury/Death from falling	Low	<p>When working near steep slopes, drop offs or water be aware of terrain at all times. Always work in pairs and stay within visual and hearing distance.</p> <p>Do not approach within 2 metres of the hinge point of drop off, slopes or excavations.</p> <p>Do not work within 2 metres of a deep or fast moving body of water unless PFD type 2 are worn and a rescue plan is in place.</p>	Low	S. Thompson
12	Emergency situation	General		Location to the nearest hospital has been determined – see Page 1. Relevant contacts have been determined and are detailed on Page 1.		
13	Incident reporting	General		All incidents and near misses will immediately be reported to the Capital Ecology Directors.		S. Thompson
14	General	Feeling unsafe		Personnel will implement a Stop Work if they feel that harm could occur to ourselves, our co-workers, members of the public, assets (whether our own or others, including equipment and materials), or the environment in which we work.		
15	Covid-19 Safety	Contacting and/or transmitting the strain of coronavirus that caused Covid-19.	High	<p>Personnel will implement Capital Ecology's Covid-19 Safety Plan (Attachment 1).</p> <p>Personnel will keep a copy of this SWEMS and attachments with them (i.e. in the work vehicle) at all times and present it on request to any relevant authority.</p>	Moderate	S. Thompson

Item	Activity	Potential Hazards	Risk Assessment	Hazard Control Methods	Risk Assessment after Control	Person Responsible for Implementing Controls
Environmental Management						
16	General	Waste being left in the field	Low	Staff are environmentally conscious and are educated not to leave any waste behind. Waste receptacles are to be kept in each vehicle. Where possible, staff are to separate their waste into waste to landfill, paper, mixed recyclables and organics as per the waste management in the office. This will help reduce our generation of waste to landfill.	Low	S. Thompson
17	Driving/walking through areas with weeds and pathogens	Spreading weed seeds and pathogens including Phytophthora and Chytrid between sites	High	Staff are educated in the identification of weed seed and propagules. Cars, gaiters, boots and equipment are to be examined before leaving the site. Cars brought back from the field which have visited a site known to be infested are quarantined and washed thoroughly before returning to the field.	Low	S. Thompson
18	Walking, moving rocks	Damage to plants, damage to fauna habitat	Low	Use tracks where available. If tracks are not available then tread softly and try to avoid trampling of vegetation, particularly in environmentally sensitive areas (e.g. beds and banks of watercourses). Take care to replace rocks into the pre-disturbance position.	Low	S. Thompson
19	Handling reptiles	Damage to animals, in particular, the loss of tail	Low	Avoid handling reptiles when possible by identifying species by sight. However, in the event that fauna are handled, staff have been trained to do so appropriately. Handling will be performed carefully and as quickly as possible. No snakes will be handled.	Low	S. Thompson

Item	Activity	Potential Hazards	Risk Assessment	Hazard Control Methods	Risk Assessment after Control	Person Responsible for Implementing Controls
20	Handling amphibians	Spread of Chytrid fungus between amphibians	Low	Gloves will be worn for handling frogs, these must be changed between each animal.	Low	S. Thompson
21	Driving through remote, rural and/or peri-urban areas	Vehicle collision with wildlife	Low	Avoid driving during peak times of activity – i.e. dawn and dusk. Stay alert when driving and slow down when passing fauna on road verges. If a collision occurs, pull over where safe and check to see if the animal is injured, if the animal is injured contact local wildlife group (see Page 1).	Low	S. Thompson
22	Driving off road	Disturbance/damage to land and vegetation	Low	Drive on pre-established tracks where possible. Avoid driving on or near environmentally sensitive areas. Follow safe 4WD driving practices.	Low	S. Thompson
23	Travelling to and from site	Unnecessary use of fossil fuels and associated carbon emissions	Low	Forward plan field trips to avoid unnecessary travel. Take the most direct route to sites and within sites.	Low	S. Thompson

Name	Signature I have read and understood this SWEMS and agree to work in accordance with it.	Date Date and initials to signify review at commencement of each day of fieldwork							
Shannon Thompson									
Catherine Ross									
Robert Speirs									
Samuel Reid									

Name	Signature I have read and understood this SWEMS and agree to work in accordance with it.	Date Date and initials to signify review at commencement of each day of fieldwork							
Blaine Serafin									
Belinda Wilson									

Version no.:	Prepared by:	Date	Approved by:	Date
1	Shannon Thompson	21/09/2021	Robert Speirs	21 September 2021

Attachment 1. Capital Ecology – Covid-19 Safety Plan

Attachment 2. Email and other clarification issued by ACT Office of the Chief Health Officer

**> BE COVID SAFE.
HELP NSW STAY IN BUSINESS.**

Your COVID-19 Safety Plan

General

Business details

Business name	Capital Ecology Pty Ltd
Business location (town, suburb or postcode)	Flynn, ACT, 2615 and field work locations
Completed by	Kelly Speirs
Email address	kelly@capitalecology.com.au
Effective date	2 August 2021
Date completed	2 September 2021

Wellbeing of staff and customers

Exclude people who are unwell from the premises.

Agree

Yes

Tell us how you will do this

- Staff and clients will only be allowed on the premises/location by appointment/invitation.
- Staff and clients will be asked to confirm their health status at the time of the

appointment being made, and prior to entry.

- All staff and clients will check in with Check in CBR app.

Provide staff with information and training on COVID-19, including when to get tested, physical distancing, wearing masks, and cleaning.

Agree

Yes

Tell us how you will do this

- All relevant PPE is provided – face masks, hand sanitiser, gloves
- All Check In CBR signage is displayed, with information about distancing, wearing masks, getting tested.
- Daily MS Teams meetings held with staff, during which Covid exposure status is reviewed and safety measures reinforced.
- Staff given paid leave to attend testing clinic on displaying any symptoms or identified as a contact.

Display conditions of entry including requirements to stay away if unwell and record keeping.

Agree

Yes

Tell us how you will do this

- Conditions of entry will be advised at the time of the appointment being made.
- All who enter will check in with Check In CBR app.

Other types of venues or facilities within the premises must complete COVID-19 Safety Plans where applicable. If contact details are captured electronically upon entry to the main premises on the relevant day, additional collection of contact details via electronic methods may not be required if there is no other public access to the sub-premises. However, additional contact details and time of entry must be captured where these sub-premises are gyms, entertainment facilities, hospitality venues, nightclubs and retail premises.

Agree

Yes

Tell us how you will do this

- As a stand alone business, we are able to capture via the Check In CBR app all who enter the premises.

Encourage staff to access COVID-19 vaccination.

Agree

Yes

Tell us how you will do this

- Three of five full time employees are already fully vaccinated.
 - Two employees have booked their vaccinations as part of the roll out of the 30-39 years old vaccination program.
 - Staff are given paid leave to attend vaccination appointments.
-

Physical distancing

Ensure 1.5m physical distancing where possible, including:

- **at points of mixing or queuing**
- **between seated groups**
- **between staff.**

Agree

Yes

Tell us how you will do this

- Staff are working from home for office work.
- On field work sites, staff are outdoors and can maintain a 1.5m distance.

Capacity must not exceed the greater of one person per 4 square metres of space in the premises, or 25 persons.

Agree

Yes

Tell us how you will do this

- Staff are working from home for office work.
- On field work sites, staff are outdoors in isolated areas and can maintain 1.5m distance.

Agree

Yes

Avoid congestion of people in specific areas where possible.

Tell us how you will do this

- As staff are working from home, this does not apply in our workplace.

Have strategies in place to manage gatherings that may occur immediately outside the premises, such as pick-up and drop-off zones.

Agree

Yes

Tell us how you will do this

N/A

Hygiene and cleaning

Face masks must be worn by staff and customers in indoor areas, unless exempt.

Agree

Yes

Tell us how you will do this

- All staff and clients will wear face masks when in the office. Face masks will be provided to everyone upon check in.

Adopt good hand hygiene practices. Have hand sanitiser at key points around the venue.

Agree

Yes

Tell us how you will do this

- Hand sanitiser is provided for all staff and clients.
- Staff are instructed to use hand sanitiser upon entry and exit of office.
- Hand soap is provided for staff and clients.

Ensure bathrooms are well stocked with hand soap and paper towels or hand dryers.

Agree

Yes

Tell us how you will do this

- Hand soap is provided at all sinks.
- Paper towels are provided for drying hands.

Clean frequently used indoor hard surface areas (including children's play areas) at least daily with detergent/disinfectant. Clean frequently touched areas and surfaces several times per day.

Agree

Yes

Tell us how you will do this

- Disinfectant wipes are used to clean door handles regularly.
- Staff are provided with disinfectant wipes to clean their desk and equipment.
- All common areas are cleaned with disinfectant wipes throughout the day.

In indoor areas, increase natural ventilation by opening windows and doors where possible, and increase mechanical ventilation where possible by optimising air conditioning or other system settings (such as by maximising the intake of outside air and reducing or avoiding recirculation of air).

Agree

Yes

Tell us how you will do this

- Air conditioning settings have been optimised.
 - Doors/ windows opened when possible/weather appropriate to increase ventilation.
 - Air purifying machine used in common office space.
 - All field work is conducted outdoors.
-

Record keeping

Use the NSW Government QR code system to collect an electronic record of the name, contact number and entry time for all staff, customers and contractors.

Agree

Yes

Tell us how you will do this

- Capital Ecology is registered with the Check In CBR app. All persons who enter the premises will be required to check in.
- The Capital Ecology QR code is on the entry door. Access will not be provided until each

individual has checked in via the app.

Processes must be in place to ensure that people provide the required contact information, such as by checking phones for the green tick to confirm they have checked in (keeping 1.5m physical distance between staff and patrons). QR codes should be clearly visible and accessible including at entrances to the premises.

Agree

Yes

Tell us how you will do this

- Staff and clients will only be on the premises by arrangement – confirmation of check in will occur before they are granted access.
- Staff will use location tracking for field work to establish a record of their movements.

If a person is unable to provide contact details, for example due to age or language barriers, another person may provide contact details on their behalf. If it is not possible for check-in to occur, keep a record of the name, contact number and entry time for all staff, customers and contractors for a period of at least 28 days. These records must be provided in an electronic format such as a spreadsheet as soon as possible, but within 4 hours, upon request from an authorised officer.

Agree

Yes

Tell us how you will do this

- We have developed a spreadsheet to record the details of any person who is granted access but is unable to check in via the Check In CBR app.

I agree to keep a copy of this COVID-19 Safety Plan at the business premises

Yes

Robert Speirs

From: ACT Health Office of the Chief Health Officer <ACTHealthOCHO@act.gov.au>
Sent: Monday, 6 September 2021 2:51 PM
To: Robert Speirs
Cc: ACT Health Office of the Chief Health Officer
Subject: FW: Capital Ecology - Application for exemption to undertake critical ecological field studies during ACT Covid-19 lockdown

OFFICIAL

Hello

Thank you for your email.

The current Public Health Direction allows (non-essential) outdoor services to operate solely outdoors where physical distancing can be maintained. Work should be undertaken alone where possible unless work, health, and safety requirements mean additional staff are needed. Please remember it is a requirement for staff to carry and wear a face mask. Therefore, under the current Directions, Capital Ecology is permitted to work outdoors.

[Public Health \(Lockdown Restrictions\) Emergency Direction 2021 \(No 6\), page 27.](#)

Kind regards
Marilynne

Office of the Chief Health Officer

COVID-19 Response/Public Health Protection and Regulation

Email: ACTHealthOCHO@act.gov.au

health.act.gov.au

<https://www.covid19.act.gov.au>



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From: Robert Speirs <rob@capitalecology.com.au>
Sent: Monday, 30 August 2021 2:50 PM
To: COVID Exemptions <COVID.Exemptions@act.gov.au>
Cc: BARR Reception <BARR@act.gov.au>; CHEYNE <CHEYNE@act.gov.au>; Kelly Speirs <kelly@capitalecology.com.au>
Subject: Capital Ecology - Application for exemption to undertake critical ecological field studies during ACT Covid-19 lockdown
Importance: High

CAUTION: This email originated from outside of the ACT Government. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,



ACT Health

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Thanks for sending us your questions, Canberra! 🙌

Recently, we've had a few questions from ACT residents who work in the NSW border region. You can access a list of the approved border postcodes at <https://www.covid19.act.gov.au/.../nswact-border-residents>

You may travel to/from these approved NSW border postcodes for work, but only if the work is permitted by the NSW Government in the local Government area you're traveling to. You can find the NSW Government's current COVID-19 restrictions at <https://www.nsw.gov.au/covid-19/rules/affected-regions>

If your essential work takes you outside of the approved border postcodes you will need to seek an exemption to re-enter the ACT and quarantine for 14 days. Exemptions will be granted to ACT residents once there has been verification of identity and residency in the ACT and confirmation of the location and suitability of a quarantine premises.

If you need to apply for an exemption, visit <https://www.covid19.act.gov.au/.../online-travel-forms>

Remember, don't travel if you have any COVID-19 symptoms.