

BSBPMG517 MANAGE PROJECT RISK

PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted of the participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that the assessor provided clear instructions and the participant understood what was required to complete this assessment.
- The assessor may substitute a Practical Task with another task of equal value.
 - Alternate tasks must be fully documented by the assessor.

Participant name

Lauren Symonds

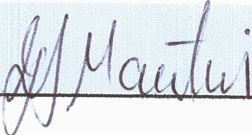
Participant signature



Assessor name

Grace Martin

Assessor signature



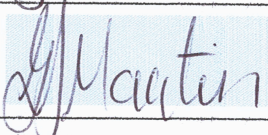
Date

Click here to enter a date. 17/8/20

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
1		☒	☐

ASSESSOR COMMENTS

BSBPMG517 MANAGE PROJECT RISK

Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to identify, analyse and refine project costs to produce a budget and use it and the principal mechanism to control project cost.	
These tasks may be simulated or real. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.	
Resources required: Workplace risk management documentation (including risk register and risk management plan).	
Assessment of task	
Name of participant:	Lauren Symonds
Name of observer:	Grace Martin
Role of observer (Confirm suitability to sign)	Manager
Email address of observer	grace@rhmbi.com.au
Signature of observer:	
Date:	Click here to enter a date. 17/8/20
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Identify project risks	
1.1A. Determine project risk objectives, standards and context, with input from stakeholders.	☒
1.1B. Identify project risks using valid and reliable risk identification methods.	☒
1.1C. Classify project risks within agreed risk categories.	☒
2 Analyse project risks	
1.2A. Determine risk analysis classification criteria and apply to agreed risk ranking system.	☒
1.2B. Use risk analysis processes, within delegated authority, to analyse and qualify risks, threats and opportunities.	☒
1.2C. Determine risk priorities in agreement with project client and other stakeholders.	☒
1.2D. Document risk analysis outcomes for inclusion in risk register and risk management plan.	☒
3 Establish risk treatments and controls	
1.3A. Identify and document existing risk controls.	☐

1.3B.	Consider and determine risk treatment options using agreed consultative methods.	☒
1.3C.	Record and implement agreed risk treatments.	☒
1.3D.	Update risk plans and allocate risk responsibilities to project team members.	☒
4 Monitor and control project risks		
1.4A.	Establish regular risk review processes to: • Maintain currency of risk plans • Monitor risk environment to identify changed circumstances impacting project risks	☒
1.4B.	Determine risk responses to changed environment.	☒
1.4C.	Implement agreed risk responses and modify plans to maintain currency of risk treatments and controls.	☒
5 Assess risk management outcomes		
1.5A.	Review project outcomes to determine effectiveness of risk-management processes and procedures.	☒
1.5B.	Identify and document risk management issues and recommended improvements for application to future projects.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS



RHM Building Innovations

117 Mt Lindesay Hwy Gleneagle

Ph: 1300 858 746

ABN: 76 147 079 598

Rating Impacts for a Risk

Job#:

Prepared by: Lauren Symonds

Project Objective	Very Low 0.5	Low .1	Moderate .2	High .4	Very High .8
Cost	Insignificant Cost Increase	<5% Cost Increase	5-10% Cost increase	10-20% Cost Increase	>20% Cost Increase
Schedule	Insignificant Schedule Slippage	Schedule Slippage <5%	Overall Project Slippage 5-10%	Overall Project Slippage 10-20%	Overall Project Schedule Slips >20%
Scope	Scope Decreases Barely Noticeable	Minor Areas of Scope are Affected	Major Areas of Scope Are Affected	Scope Reduction Unacceptable to the Client	Project End Item is Effectively Useless
Quality	Quality Degradation Barely Noticeable	Only Very Demanding Applications are affected	Quality Reduction Requires Client Approval	Quality Reduction Unacceptable to the Client	Project End Item is Effectively Unusable



RHM Building Innovations

117 Mt Lindesay Hwy Gleneagle

Ph: 1300 858 746

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Risk Rating

Job #: 2654

Level	Descriptor	Description
E	Extreme	Immediate action required; senior management involvement necessary now
H	High	Action is required in the short term, strategies to treat the risk must be identified
M	Moderate	Responses need to be identified and the risks monitored
L	Low	Monitor by routine procedures

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A Almost Certain	High	High	Extreme	Extreme	Extreme
B Likely	Moderate	High	High	Extreme	Extreme
C Moderate	Low	Moderate	High	Extreme	Extreme
D Unlikely	Low	Low	Moderate	High	Extreme
E Rare	Low	Low	Moderate	High	High

Hierarchy of Controls	
1. Elimination	Elimination is the most effective way of managing a risk. For example – filling in a hole to remove a trip hazard
2. Substitution	This is the next most effective way to manage a risk. Use something else or a less hazardous process.
3. Isolation / Engineering	Isolation may include limiting how many people are exposed to a hazard. Use barriers to shield or isolate the hazard.
4. Administrative	Arrange work to reduce exposure to the hazard and provide training and assessment.
5. PPE	Wear Personal Protective Equipment while exposed to the hazard. PPE is the least effective of all the controls and should be seen as the last line of defence.

Risk Brainstorming Session

Client: Ennis	Job #2654
Prepared by: Lauren Symonds	
Date:	
Session Facilitator: Lauren Symonds	
Title / Position: Project Administration	
Participating Group:	
- Grace Martin - Director - Darren Martin – Construction Manager - David Buckley - Estimator	
Location: 117 Mt Lindesay Highway, Gleneagle QLD 4285	

Identified Risk	Probability of Occurrence	Potential Impact	Inherent Risk Rating	Controls to be used on Risk	Residual Risk Rating	Proposed Actions	Identified by Whom?	Who is responsible
Bad weather delays, i.e. Rain or wind	Moderate	Moderate	High	Administrative control.	Moderate	Assess impact on install /concrete schedule. Report any damage to structures or site for re-scheduling.	Grace Martin	Lauren Symonds & Darren Martin
Delays in construction due to client not allowing access to site	Moderate	Moderate	High	Administrative Control	Moderate	Closely liaise with client to discuss installation or concrete schedule to ensure access to site.	Lauren Symonds	Lauren Symonds
Delay in supply of kit materials	Unlikely	Moderate	Moderate	Administrative Control	Moderate	Purchase Orders placed for materials once Council Approval has been received or signed approval from client. Lead time for	Lauren Symonds	Lauren Symonds

						suppliers and order confirmations with confirmed delivery dates to be recorded and monitored weekly.		
Installers to take sick leave, Annual leave	Unlikely	Major	High	Administrative Control Ensure employees are happy and supported in their work. Negotiate PTO if employee is an essential worker and is required for the job (if Annual leave is requested)	Moderate	Install teams to be assessed and co-ordinated to work where available.	Darren Martin	Darren Martin
Concrete and Earthworks contractor not performing work to the required standard	Moderate	Moderate	High	Administrative Control Ensure contract is clear and includes an exit clause if they are not performing to standard. Site Supervisor to closely monitor work.	Moderate	Onsite rectification or contractor to correct work.	Darren Martin	Darren Martin & Grace Martin
Miscommunication of clients expectations of Work Scope	Unlikely	Major	High	Administrative Control Ensure clear and concise	Moderate	Formal Documentation of work scope. Job notes to be taken for all formal and	David Buckley	David Buckley and Lauren Symonds

				information about the scope of works, what is and isn't included.		informal communications about what was discussed and or documented.		
Council Application changes design or structure due to council regulations.	Unlikely	Catastrophic	Extreme	Administrative Control Estimator to design structure with site council regulations in mind to eliminate the need to change the plans. Discuss options with client if changes to structure are required.	Moderate	Contract Variation to be signed should client agree to changes or if they decide to cancel the contract.	Grace Martin	Lauren Symonds

RHM Building Innovations Issues Register

Issue #	Category	Date/Time Raised	Description	Raised by	Action History	Status Open / closed
1	Office	26/08/2019	Client emailed admin and advised that he had selected the wrong colour for structure 1. Every item that is in the Colorbond Colour "Monument" should be in the colour "Woodland Grey"	Lauren Symonds	Issued the client with a new colour confirmation form so that he can sign off on the correct colour for structure 1	Closed
2	Office	3/09/2019	Private Certifier advised that to continue with the DA application, the client will require an amenities and aesthetics council application as well.	Lauren Symonds	A contract variation was agreed on for the additional cost of the new council application. The client signed the variation and provided the signed neighbors consent letters, and a statement from the client stating why the size of their structures and what use they intend them for. This was sent on to the Private Certifier at TJB Building Certifiers Pty Ltd.	Closed
3	Office	9/10/2019	Private Certifier emailed through the council response for the client's DA and A&A Application. They stated that Town Planning assessment was required (either Minor Change of Generally in Accordance) instead of a Referral Agency Application (The A&A application). Council also confirmed that the carport belonging to the main residence will not be supported.	Lauren Symonds	Client was suggested to use TJ Kelly Surveys to get the Town Planning done. RHM cannot do Town Planning applications. Client decided to move the carport that would not be supported to the side of the house in regulations that would be supported and changed the size.	Closed
4	Office	30/10/2019	Contract variation for the change in size of gable carport and additional concrete works to be included in contract due to change of council requirements	Lauren Symonds	Client signed the contract variation. Site plan was updated to show new location and size of the amended carport. New site plan, elevations and engineering was issued to client and to council	Closed
5	Office	30/10/2019	After reviewing the Scope of Works for contract variation, noticed that there was no termite barrier that had been allowed for in the concrete quotation.	Lauren Symonds	Salesman was to go to site and take pictures of the house slab to determine if Termite Protection was required. Due to the house's existing termite barrier, it was determined that it was not required	Closed

6 Office	20/01/2020	Client will be going on holidays from the 4th to the 8th of February and will not be contactable.	David Buckley	Reviewed if any information was required from the client before the dates he is away.	Closed
7 Office	3/02/2020	Rain is forecast for that week which has the potential to delay the earthworks and concrete date of the 10th of Feb.	Lauren Symonds	Weather is assessed day by day and how it may affect the site. Client was notified. Clear communication was established between the concreter, administration and the client	Closed
8 Site	6/02/2020	Wet weather has forced the delay of earthworks and concrete.	Lauren Symonds	Client was advised of the delay. Earthworks and Concrete was rescheduled	Closed
9 Site	11/02/2020	Client advised that the site is still too wet for work to begin. If they receive any more rain they are unable to receive kit material delivery or any earthworks and Concrete to begin	Lauren Symonds	Date of kit material delivery changed to 19th February that allowed enough time for the site to dry up.	Closed
10 Office	11/02/2020	Lauren Symonds (administration) is going on Leave for three weeks overseas, and is not contactable	Lauren Symonds	Allocated Director and Estimator to over see project while administrator is away	Closed
11 Site	27/02/2020	Client is away in Sydney from the 4th March for two weeks. He has requested that RHM not come to build the structures during this time.	David Buckley	Install rescheduled to begin in the week starting the 23rd March.	Closed
12 Site	23/03/2020	Site Supervisor advised that posts for structure 4 are dented from the kit material delivery.	Lauren Symonds	Installers to report to construction manager of any further damage to kit materials. Supplier (Lysaght) was contacted with pictures of damaged Posts. Supplier to replace ASAP. Lysaght to assess at what point the post was damaged - whether it be delivery of production.	Closed
13 Site	24/03/2020	Additional Flashings and Insulation required.	Grace Martin	Purchase order was placed with CSR for Insulation for next day delivery. Lysaght to confirm when custom flashings will be ready for collection	Closed

Site Safety Analysis (SSA) Procedure

The purpose of SSA is to ensure that work sites are assessed to minimise the risk of accident or injury to the staff of RHM Building Services, other organisations staff, and damage to product, materials and equipment.

This procedure details the requirements for completing each section of the SSA.

Location: The site name.

Prepared by: The name of the RHM Building Services staff member completing the assessment

Date: The date the assessment was performed.

Approved by: The name of the RHM Building Services member that has assessed the SSA and has provided the measures that have been proposed that will be sufficient to minimise the risk effectively

Description of activity: A brief description of the activity that the SSA covers i.e. delivery and placement of office furniture or installation of office partitions.

Procedure: Detail the order of tasks performed and a description of the tasks.

Possible hazards: Detail the possible or potential hazards that may be encountered on site whilst performing this step.

Risk score; Using the Risk Matrix below identify the level of risk associate with that step. The Risk Matrix assesses the possibility of an incident occurring (likelihood) with the how badly someone could be injured if an incident occurs (consequence). The corresponding result is the risk score.

RISK ASSESSMENT MATRIX

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	H 11	H 16	E 20	E 23	E 25
Likely	M 7	H 12	H 17	E 21	E 24
Possible	L 4	M 8	H 13	E 18	E 22
Unlikely	L 2	L 5	M 9	H 14	E 19
Rare	L 1	L 3	M 6	H 10	H 15

E = Extreme Risk (18-25) H = High Risk (10-17) M = Medium Risk (6-9) L = Low Risk (1-5)

Safe Work Method Statement

Company Name:	RHM Building Innovations	Company Address:	117 Mt Lindesay Hwy Gleneagle
Activity:	Manual Handling	Company ABN:	76 147 079 598
Project Name & Address:	Ennis, 5 Renford Court, Ormeau	Principal Contractor:	
Project Safety Advisor:	Grace Martin	Contact Phone:	04233267868
Start Date:	17/02/2020	Review Date and No:	11/05/2020 Rev.
Work that is High Risk Construction Work	Work that involves the risk of a person falling more than 2m Work that is carried out in an area of a workplace in which there is the any movement of powered mobile plant		
Materials Used:	Steel posts, sheets, gutters, flashings & bracketry	Resources / Trades Involved:	Structural Steel Fab & Erect
Hazardous Substances Used: (Relevant information from the supplier's application information, MSDS & risk assessment must be included in the SWMS)	N/A	Plant & Equipment Used in the Activity: (Relevant information from the operator's manual & risk assessment must be incorporated in the SWMS)	General task specific plant & equipment
Are any permits required to be issued prior to works starting or closed out at the completion of works? (attach)	N/A Refer to Task Specific SWMS	Are any prescribed maintenance checks required prior to works starting or at the completion of works? (attach)	Daily visual inspection of all equipment to ensure it is in good repair and suitable for use
OHS Legislation:	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011	Codes and AS Applicable to the Works:	Hazardous Manual Tasks Code of Practice 2011 How to Manage Work Health and Safety Risks Code of Practice 2011 Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 Managing the Risks of Falls at

Hierarchy of Controls

The hierarchy of controls must be applied in the order below for all identified hazards. The higher the risk score, the more emphasis should be placed on the more effective controls, such as elimination and substitution.

Tick each control as it is considered

1. Elimination Elimination is the most effective way of managing a risk. For example – filling in a hole to remove a trip hazard	☒
2. Substitution This is the next most effective way to manage a risk. For example – using a less harmful chemical	☒
3. Isolation / Engineering Isolation may include limiting how many people are exposed to a hazard. For example, using noisy equipment at night time when less people are present	☒
4. Administrative Examples of this kind of control include training and instruction	☒
5. PPE PPE is the least effective of all the controls and should be seen as the last line of defense	☒



Safe Work Method Statement

		Workplaces Code of Practice 2011 Plant Code of Practice 2005
Personnel Responsible for Ensuring Implementation, Monitoring and Compliance:	Darren Martin - RHM Services Pty Ltd	
		Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011

Risk Scores:

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	H 11	H 16	E 20	E 23	E 25
Likely	M 7	H 12	H 17	E 21	E 24
Possible	L 4	M 8	H 13	E 18	E 22
Unlikely	L 2	L 5	M 9	H 14	E 19
Rare	L 1	L 3	M 6	H 10	H 15

E = Extreme Risk (18-25) H = High Risk (10-17) M = Medium Risk (6-9) L = Low Risk (1-5)

Table 1: Qualitative Impact Table

Level	Descriptor	Example Detail Description	\$\$\$ Example
1	Insignificant	No injuries	Low Financial Loss <\$500
2	Minor	First aid treatment, on-site release immediately contained	Medium Financial Loss \$500 - \$5,000
3	Moderate	Medical treatment required, on-site release contained with outside assistance	High Financial Loss \$5,000 - \$25,000
4	Major	Extensive injuries - hospitalisation and/or likely permanent impairment, loss of production capability, off-site release with no detrimental effects	Major Financial Loss \$25,000 - \$200,000
5	Catastrophic	Death, toxic release off-site with detrimental effect	Substantial Financial Loss >\$200,000

Table 2: Likelihood Table

Level	Descriptor	Description	Frequency
A	Almost Certain	The event can occur in most circumstances	Commonly occurring or constant exposure
B	Likely	The event could occur in most circumstances	Commonly occurring or regular exposure
C	Possible	The event might occur at some time	Intermittent exposure
D	Unlikely	The event could occur at some time	At least once in the life of the project
E	Rare	The event may occur only in exceptional circumstances	Not likely in the life of the project

Safe Work Method Statement

Item No:	Job Steps List tasks to perform/activities in sequence	Hazards/Risks Against each task list hazards that could cause injury	Risk Score	Risk Control Measure List control measures to eliminate or minimise risk	Residual Risk	Responsibilities / Sign Off
1.	Site Induction, Induction into this safe work method statement (SWMS)	Persons working outside of approved conditions or SWMS	H13	All persons must complete the site-specific induction daily, hold a Construction General Induction card and be inducted into this SWMS. General site PPE to be worn at all times when on site – a. Safety Glasses b. Safety Boots c. High Visibility Clothing / Vest	M9	Darren Martin/ Site Supervisor
2.	Training	Untrained / Inexperienced personnel	H13	Conduct any relevant toolbox talks/pre-start meetings that are deemed necessary. This may address topics such as the permits that are applicable to the works, weather conditions on the day, changes to the works area and other scenarios that may impact on the works etc.	M9	Darren Martin/ Site Supervisor
3.	Delivery of materials	Vehicle interaction, obstacles to public & site workers	H13	Delivery areas to be clear and cordoned off to enable safe delivery of materials. Use correct entry & exit from truck trays, no jumping off trays Use correct PPE Use mechanical aids where possible Use team lifting at all times Do not lift beyond capability	M8	Darren Martin/ Site Supervisor
4.	Working outdoors	UV Heat Stress & Dehydration	M8 H13	Shirts are to be worn at all times – no bare backs or singlets. - wear correct PPE Wide-brimmed hat attachments are to be available for all outdoor workers. Sunscreen is to be available for all workers in the site office. All workers are to ensure that they maintain regular fluid intake throughout the day. It is recommended that all workers have a personal water bottle in their work area at all times. In the event that a worker feels that they may be starting to suffer from the effects of heat stress and/or dehydration, they are to	L5 M6	All personnel Darren Martin Site Supervisor All personnel

Safe Work Method Statement

Item No:	Job Steps List tasks to perform/activities in sequence	Hazards/Risks Against each task list hazards that could cause injury	Risk Score	Risk Control Measure List control measures to eliminate or minimise risk	Residual Risk	Responsibilities / Sign Off
				contact their supervisor immediately. Signs of heat stress include: • Painful muscles, spasms or cramps • Heavy sweating • Difficulty in thinking clearly • Slurred speech • Blurred vision • Dizziness or fainting		
5.	Prepare for the activity	Access/Egress	H13	Perform an inspection of the intended work area prior to commencement of the task, checking for any obstacles that may present a hazard while the works are being performed. If any hazards are identified, ensure they are controlled prior to the work commencing. If the hazard cannot be adequately controlled, ensure that the foreman is notified immediately and works do not proceed until appropriate controls are implemented. Personnel are to plan their movements and ensure paths of movement are clear from obstructions prior to lifting/handling loads. Remove any obstacles that may present a slip and/or trip hazard. If access to the area remains unsuitable ensure that the supervisor is contacted and the work not undertaken until the issue is rectified.	M6	All personnel
		Manual Handling	E18	Determine whether any mechanical aids are available to assist with completion of the task. If no mechanical aids are available, ensure that a suitable number of personnel are used to undertake the task. Examples of mechanical aids are as follows: - A hand trolley or wheel barrow to move several items instead	H14	All personnel

Safe Work Method Statement

Item No:	Job Steps List tasks to perform/activities in sequence	Hazards/Risks Against each task list hazards that could cause injury	Risk Score	Risk Control Measure List control measures to eliminate or minimise risk	Residual Risk	Responsibilities / Sign Off
		Unsuitable work area	H13	of individually carrying them; Arrange your Work Area - Where possible, carry out work on waist height benches and trestles instead of on the floor, to prevent crouching; - Where possible, store frequently used materials and equipment near your work area to minimise carrying; - Where possible, store frequently used materials and equipment at waist height to reduce the amount of bending and lifting; and - Keep frequently used tools within arm's reach to minimise stretching and prevent overreaching. - Floors surfaces to be free of water, grease, oil and tools; - If ground is muddy or slippery, use a machine to remove unsuitable material before using that area for access or work - Construction waste to be placed in bins.	M6	All personnel
6.	General Lifting	Manual Handling	E18	Ensure that a correct manual handling technique is used at all times. Examples of correct lifting techniques include: Size up the load to make sure it is not too heavy or too large for you to grip and lift; Adopt a stable footing by positioning one foot behind the load and the other foot beside the load, pointing in the direction of travel; Bend your knees and reach down to the load with your hands; Keep your back straight as you lower yourself down to reach the load; Grip the load firmly by placing your hands diagonally opposite the load; and - Slowly push up with your legs and keep your back straight. Remember: if possible, face the direction of intended travel/movement	H14	All personnel

Safe Work Method Statement

Item No:	Job Steps List tasks to perform/activities in sequence	Hazards/Risks Against each task list hazards that could cause injury	Risk Score	Risk Control Measure List control measures to eliminate or minimise risk	Residual Risk	Responsibilities / Sign Off
				prior to lifting to minimise turning with the lifted load.		
7.	Carrying Loads	Manual Handling	E18	Ensure that a correct manual handling technique is used at all times. Examples of correct carrying techniques include: • Keep the load close to your body; • If turning, move your feet – do not twist; • Keep the load at no more than waist height; and • Take short steps.	H14	All personnel
8.	Pushing Loads	Manual Handling	E18	Ensure that a correct manual handling technique is used at all times. Examples of correct pushing techniques include: • Place your feet apart with one well behind the other; • Lean forward; • Gradually apply your body weight; and • Thrust forward with your rear foot to set the load in motion.	H14	All personnel
9.	Pulling Loads	Manual Handling	E18	Ensure that a correct manual handling technique is used at all times. Examples of correct pulling techniques include: • Place your feet apart with one well behind the other; • Lay back into the line of the pull; • Gradually apply your body weight; and • Thrust backwards with your front foot to set the load in motion.	H14	All personnel
10.	Use of Chemsets	Hazardous Eye contact, Inhalation or ingestion	M9	Ensure packaging is intact & Chemset are not damaged. Chemsets are to be stored in a contained dry steel box at all times. Ensure to read the safety data sheet for Chemsets provided and handle with care. • Use correct PPE including gloves • Be aware of surroundings • Create exclusion zone • Follow manufacturers guide	L4	All Personnel

Safe Work Method Statement

Item No:	Job Steps List tasks to perform/activities in sequence	Hazards/Risks Against each task list hazards that could cause injury	Risk Score	Risk Control Measure List control measures to eliminate or minimise risk	Residual Risk	Responsibilities / Sign Off
11.	Drilling, Cutting, Sanding, Abrasion of cement type products – slabs, brick work, cement sheeting	Exposure to hazardous substance Risks arise when carrying out works such as cutting or drilling which creates dusts exposing workers to Crystalline Silica which can be hazardous to health.	E18	Dust extraction principles are implemented to avoid the inhalation of silica dust. The use of PPE respirators or dusts masks fitted in accordance with the product guidelines are to be used. • Dust Collection Where cutting and machining operations are carried out with powered tools, eg. drills etc, such equipment will be fitted with effective dust collection devices. Dust collection bags will be regularly emptied to ensure they remain effective. Where a vacuum cleaner is used it must be an approved type (eg. HEPA). • Personal Protective Equipment (PPE) must be worn by workers. This shall include, as a minimum, protection from inhalation of dust through the nose and mouth and protection for the eyes. Facemasks must be fit tested & may be suitable paper-type (eg P1 for low volume exposure or P2 for high volume exposure) or a half mask canister respirator-type face mask fitted with disposable filters that can filter dust particles. All respirator/dust PPE shall be correctly maintained, properly fitted and comply with the Australian Standards AS/NZS 1715 and 1716. Eye protection is required to be worn when cutting or machining so that eyes are protected from dust. Eye protection must conform with AS/NZS 1337	H14	All personnel
12.	Prepare materials, Stand Framing & bolt down	Strains, cuts, tripping, use of 4,5 & 7-inch grinders, concrete dust in eyes, electric shock	H13	Ensure that materials are stored within designated storage areas for safe access • Use correct PPE • Use hearing protection in areas with high noise activity • Check tools & equipment • Be aware of surroundings • Create exclusion zones	M8	All personnel

Safe Work Method Statement

Item No:	Job Steps List tasks to perform/activities in sequence	Hazards/Risks Against each task list hazards that could cause injury	Risk Score	Risk Control Measure List control measures to eliminate or minimise risk	Residual Risk	Responsibilities / Sign Off
13.	Installing Roof Sheets	Strains & Cuts, working at heights, falling & dropping tools, swarf in eyes	H13	Ensure structure is plumb and stable - Use platform ladders with 3 points of contact - Pass materials following manual handling techniques - Screw off from platform ladder - Use correct PPE - Be aware of surroundings - Create Exclusion zones - Trained to work at heights High risk activity for heights over 2m	M8	All Personnel
14.	Install gutters, barge & flashing	Working at heights, strains, cuts, trip hazard	H13	- Use platform ladders with 3 points of contact - Pass materials following manual handling techniques - Screw off from platform ladder - Use correct PPE - Be aware of surroundings - Create Exclusion zones - Trained to work at heights High risk activity for heights over 2m.	M8	All personnel
15.	Completion of works	Access/Egress	M8	Ensure that all materials are returned to their correct storage area at completion of works and that access/egress routes remain free from all excess materials, rubbish, tools etc.	L3	All personnel
Qualifications and Experience Required to Complete the Task				Personnel, Duties and Responsibilities (Supervisory staff and others)	Specific Training and/or Supervision Required to Complete this Task	
All personnel				All Personnel: Comply with this SWMS	Site specific Induction General Construction Induction (Blue/White card) Induction into this SWMS	



Safe Work Method Statement

List All Relevant Drawings or Plans/Engineering Details, Specifications, Sequences, Methodologies/Certificates/Permits

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Emergency Procedures and Rescue Requirements:

All personnel are to comply with site specific emergency requirements as detailed at the site-specific induction

Names of Workers Consulted in the Preparation of the SWMS:

Date of Consultation: 13/02/2020

Darren Martin (Site Manager)

Grace Martin (Administrator)

Describe How and When the SWMS will be Monitored and Reviewed:

The control measures will be monitored at intervals not exceeding three months. The SWMS will be amended to address any deficiencies identified during the task observation process.

The control measures will be reviewed by the personnel conducting the task when they are inducted into the SWMS for the activity. The Project Safety Advisor is to be notified of any issues identified during the review process and the SWMS amended accordingly.

Note: in the event of any amendments being made to the SWMS during the Monitor and Review process all applicable workers will be re-inducted into the SWMS.



Safe Work Method Statement

This SWMS has been developed in consultation with employees undertaking the task.

The personnel named below have been inducted into this SWMS and have read and understood the risk control measures and responsibilities, and agree to work in accordance with the identified measures. If at any stage the controls or methods identified can be improved I know I have the right to engage in further consultation in amending this SWMS.

	Company Name	Signature	Date
Darren Martin			
Paul Martin			