

		Consequence					Authority Matrix	
		Catastrophic 1	Major 2	Moderate 3	Minor 4	Negligible 5	Extreme Risk	Approval by General Manager and HSE Representative
Likelihood	A-Almost certain	Extreme	High	High	Medium	Low	High Risk	Approval by Project Manager and HSE Representative
	B - Likely	High	High	Medium	Medium	Low	Medium Risk	Approval by Project Manager & active involvement by Workers
	C- Possible	High	Medium	Medium	Low	Low	Low Risk	Managed by routine procedures
	D - Unlikely	Medium	Medium	Low	Low	Low		
	E - Rare	Low	Low	Low	Low	Low		

LIKELIHOOD	
Almost certain	Is expected to occur in most circumstances
Likely	Will probably occur in most circumstances
Possible	Might occur at some time
Unlikely	Could occur at some time
Rare	May occur only in exceptional circumstances

CONSEQUENCE	
Catastrophic	Death, off site toxic release with detrimental effect, major financial losses
Major	Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss
Moderate	Medical treatment required, on-site release contained with outside assistance, high financial loss
Minor	First aid treatment, on-site release immediately contained, medium financial loss
Negligible	No injuries, no environmental impact, low financial loss

HIERARCHY OF CONTROLS		
The Following Control Options Shall Be Considered And May Be Applied Individually Or In Combination		
Elimination	Complete removal of the hazard	Hard Controls Most effective  Soft Controls Least Effective
Substitution	Replacing the material or process with a less hazardous one	
Engineering	Redesign the equipment or process	
Isolation	Separation of the hazard by guarding or enclosing it	
Administration	Providing controls such as training or procedures	
PPE	Use of PPE where no other controls are not practical	

Is this a High Risk Work Activity (HRWA)?	☐ Yes ☒ No	Applicable WHS Regulation Section 291:
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JOB STEPS List the steps required to perform the task in the sequence they are carried out	POTENTIAL HAZARDS List each potential hazard that could cause injury / damage when the task step is performed	INHERENT RISK (before)			AGREED CONTROLS List for each hazard the specific controls that are required to allow the job to be performed at a safe level	WHO WILL MAKE THIS HAPPEN	RESIDUAL RISK (after)		
		L	C	R			L	C	R
1. Direct delivery driver to site / nominated area	Unfamiliar with site / direction of travel causing disruption to client activities or delays	C	3	M	Inform truck driver of exact location and specific entry / exit locations and any specific site rules, ie one way lanes, speed zones, etc.	Walsh Gates Supervisor	D	3	L
2. Access to worksite and work areas	Collision with members of public / pedestrians / buildings / other vehicles	C	3	M	- Driver to drive with caution, observe speed regulations and park as directed by the traffic controllers. - Where there is no requirement for traffic control, dependant on logistics, a spotter may be required if the workspace is tight or congested. Do not allow the truck to exceed walking speed if accompanied by a spotter.	Delivery Driver	D	3	L
	Fall from heights	C	2	M	A suitable means of offloading is to be organised prior to delivery to eliminate the need for the operator to climb onto or work within the back of the truck.	Walsh Gates Supervisor Delivery Driver	D	3	L
3. Plant / equipment offloading, loading & positioning	Heavy loads	C	2	M	- Assess the weight & size of the equipment being delivered prior to its delivery. - Where main switchboards or large / heavy equipment is being delivered, organise mechanical lifting equipment, ie. forklift or crane to offload from truck - Where logistics of the transfer require specialist skills, engage heavy equipment lifting specialists to transfer or position the equipment to the required location - ie. steep ascents/ descents, limited manoeuvring spaces, etc.	Walsh Gates Supervisor	D	3	L
	Plant incorrectly set up or may tip over, uneven terrain	C	2	M	- Operator responsible for positioning equipment in a safe manner. - Visually inspect area to be positioned is free of debris or clutter and ground is suitable (ie. not wet or subject to subsidence) or other equipment in the way or vicinity.	Crane Operator Licensed Dogger	D	3	L
	Ramp collapse	C	3	M	Ramps to be checked for serviceability and rechecked prior to use.	Delivery Driver	D	3	L
	Distractions causing personal injuries or property damage	C	3	M	Under no circumstances are persons involved in load shifting operations permitted to use mobile phones or any other device not directly required for the performance of the work which presents a risk to safety until the task is complete.	Crane Operator Licensed Dogger	D	3	L

SWMS:	WG-S002
ACTIVITY:	SITE DELIVERIES & OFFLOADING EQUIPMENT
JOB NO / NAME:	3789 / All Sites
CLIENT:	All Sites

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		L	C	R			L	C	R
	Loss of control of load / lifting gear failure, causing injuries to workers, public, equipment and property damage	C	2	M	- The suitability and condition of the lifting gear is to be inspected by a suitably qualified person, have a current certification form from a recognised testing authority and documentation readily available of mechanical inspections. - The method of lifting / slinging shall at all times be the responsibility of the crane operator and dogman and they shall ensure that the lifting chains / slings are inspected by a competent person and all tags within current date and certified. - The SWL of the crane is to be confirmed and not exceeded at any time.	Crane Operator Licensed Dogger	D	3	L
	Unsecured loads	C	2	M	Driver to confirm remaining materials on the delivery vehicle area adequately secured and safe during unloading the required materials.	Delivery Driver	D	3	L
	Body stress, strains/sprains from overreaching / awkward positioning / manual handling	C	2	M	- Assess the load and if required, team lifts. - Lifts loads correctly to minimise back strain and other muscular injuries. - When carrying loads, check path of travel is unobstructed and clearly visible.	Walsh Gates Workers	D	3	L
	Collision with persons / property	C	2	M	- High visibility shirts must be worn at all times & all persons to stand clear whilst offloading in progress – do not approach whilst machinery in operation. - Utilise a spotter where being moved in the vicinity of overhead power lines to warn the operator, check clearances, obstacles and check machinery is fitted with warning devices. - Avoid manoeuvring in a manner that can obstruct view. - All moving plant on site to have flashing light engaged at all times.	Crane Operator Licensed Dogger Walsh Gates Workers	D	3	L
	Protruding objects, obstructions	C	2	M	- Confirm overhead lifting is clear of other working areas and unload as close as possible to the work area. - Confirmation of adequate clearances prior to entry, ie. overhead walkways, bridges, etc. - Always confirm that delivery zone or offloading does not encroach into exclusion zones of overhead power or telecommunications lines.	Walsh Gates Workers	D	3	L

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		L	C	R			L	C	R
	Workers struck / crushed by falling load / collision with machinery	C	1	H	- Traffic control / diversion to be implemented in public areas and where required or exclusion zones with barricading / signage to warn others. - All workers must remain clear of transfer zone or barricade transfer zone as appropriate – do not approach whilst machinery in operation. - All personnel are strictly prohibited from standing in close proximity to a suspended load or working under a suspended load, do not enter the swing zone until such time as the load is near to ground level. - Wear safety helmets and steel cap boots at all times. - High visibility shirts must be worn at all times. - No movement unless dogman is directing.	Walsh Gates Workers	D	3	L
	Lack of appropriate communication	C	2	M	- Follow the client's policies, in most instances radio communication must be carried out between all crane drivers and any person who is authorised to relay signals to drivers. CB radios are not to be used for this purpose. - When a crane driver is working without visual contact of the operations and radio problems occur, then a second person who is in a position to view both the driver and the person initiating the signals shall be used to relay hand signals until such time as the radios have been replaced.	Walsh Gates Workers	D	3	L

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Extra Steps

The hazards identified and risk control methods described in this SWMS may not be exhaustive. Changes to work methods and conditions may introduce new or additional hazards. Where practicable, it is the responsibility of the person completing the work activities to identify additional hazards, assess the hazard risks, and implement adequate hazard risk controls prior to being exposed to the hazard (damaging energy source)

						Walsh Gates Workers			
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Project Requirements Tick (I) as required

Work Permits

☐ Working Live ☐ Electrical Isolation ☐ High Voltage ☐ Height Works ☐ Hot Work ☐ Confined Space ☐ Excavation

Specific Requirement

☐ Barricading ☐ Signage ☐ Rescue Kit ☐ Safety Observer ☐ Extinguisher ☐ Fall Protection
☐

Personal Protective Equipment (PPE)

☐ Safety Helmet ☐ Safety Glasses ☐ Safety Boots ☐ High Visibility Clothing / Vest ☐ Mono Goggles ☐ Face Shield ☐ Dust Mask ☐ Respirator ☐ Hearing Protection ☐ Gloves
☐ Sun Protection
☐

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General Requirements

PERSONAL QUALIFICATIONS General Induction Card Electrician current licence Trades assistants and apprentices to be under qualified supervision OHS project plan induction	CODES OF PRACTICE / LEGISLATION Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Hazardous Manual Tasks Code of Practice 2021 How to Manage Work Health and Safety Risks Code of Practice 2021 Managing the Risk of Falls at Workplaces Code of Practice 2021
PERSONAL DUTIES AND RESPONSIBILITIES Site inducted on project, attend pre start, follow site/safety instructions, obtain work approvals, maintain clear and tidy work site	TRAINING REQUIRED All persons must be appropriately qualified, competent and confident and understand the task
PLANT, TOOLS & EQUIPMENT Lifting Equipment & Accessories	MAINTENANCE CHECKS All plant / tools / equipment / PPE to be checked prior to use and confirm fit for purpose / compliant
SDS	MONITOR & REVIEW Effectiveness assessed by daily pre-start checklists, regular toolbox talks & regular task observation and checklists completed by on and off site personnel
REFERENCED SWMS	ENVIRONMENT The environment must be considered at all times. Ensure the following occurs when performing housekeeping: - Disposal of waste in a responsible manner - Recycling of Cable Reels / Drums - Recycling of scrap cables & metals

This SWMS has been prepared in consultation with workplace employees and approved for use by:

Name: Mike Walsh	Position: Director	Phone Number: 0497 853 006	Signature: 	Date: 05/06/2025 16:02
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INDUCTION RECORD – WG-S002 – SITE DELIVERIES & OFFLOADING EQUIPMENT

I, the undersigned confirm that:

1. I have been consulted in the preparation of the SWMS
2. I have read this SWMS in its entirety
3. Clearly understand this SWMS contents
4. My qualifications are current to undertake this activity
5. I will comply with this SWMS or cease this activity immediately
6. I understand that failure to comply with the Agreed Controls, PPE requirements etc. in this SWMS could result in disciplinary actions and / or removal from the project site

Name	Postion	Signature	Date
Matthew Wood	Service Electrician		05/06/2025 16:45
Jacob Amy	Labourer		06/06/2025 05:03
Dane Kendall	Service Manager		06/06/2025 05:45
Sean Clarke	Service Electrician		06/06/2025 07:02
Steven McCurdy	Installer		06/06/2025 17:55
Cooper Dillon	Service Electrician		09/06/2025 08:37
Justine Moore	Service Electrician		10/06/2025 11:16

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Name	Postion	Signature	Date
Nathan Buchheim	Service Technician		12/06/2025 17:08
Tyron McDowall	Installation Supervisor		12/06/2025 17:13