

Work Method Statement – All Floors (Qld) Pty Ltd - ABN No: 33 056 648 090

P.O. Box 973, AITKENVALE Q4814 - Ph: 4779 8155

Contractor: A. GABRIELLI CONSTRUCTIONS SUBCONTRACTOR: All Floors (Qld) PTY LTD P.O No.: 38708 Date: 10/07/2023

Workplace: <u>Willington St, Depot</u>	Task/ Activity: <u>Installation of Carpet Tiles & Vinyl.</u>
Employer: <u>All Floors (Queensland) Pty Ltd</u>	Commencement Date: <u>10 July 2023</u> Completion Date: <u>August 2023</u>
Personnel Consulted on Development of WMS: <u>K. J. Banks</u>	
Personnel Responsible for Monitoring this Activity: <u>K. J. Banks,</u>	Legislation/ Codes of Practice/ Standards Consulted and to be complied with: Site PPE requirements mandatory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 How to Manage Work Health and Safety Risks Code of Practice 2011 Hazardous Manual Tasks Code of Practice 2011 Managing Risk of Hazardous Chemicals Code of Practice 2013 Labelling of Workplace Hazardous Chemical Code of Practice 2011 Managing RCS Dust Exposure in Construction for Workers and Employers - WHSQ
Plant and Equipment Required for this Activity: <u>Hand tools,</u>	Materials Used: <u>Carpet Tiles, PS Adhesive, Vinyl, Vinyl Adhesive & Weld Rod</u> MSDS Required: <u>Yes</u>
Personnel Qualifications Required for this Activity: <u>Resilient Floor Layer</u>	
Specific Training Required for this Activity: <u>Manual handling, MSDS, site inductions, industry induction</u>	
Business Defined High Risk Construction Work Task: <u>Work in areas that may be contaminated or flammable atmosphere.</u>	
Control Categories Considered (Tick all those considered): ☐ Design/ Redesign ☐ Substitution ☒ Engineering ☒ Administration ☒ Personal Protective Equipment	
We hereby accept this statement and confirm that the documented precautions/ controls will be complied with. Subcontractor/ Work Supervisor:	
<u>K. J. Banks</u>	<u>Managing Director/Supervisor</u>
<u>Name</u>	<u>Position</u>
<u>Signature</u>	<u>Date</u>
Accepted by:	
<u>Name</u>	<u>Position</u>
<u>Signature</u>	<u>Date</u>
ALL PERSONS INVOLVED IN THE WORKS MUST HAVE THE JOB SAFETY AND ENVIRONMENT ANALYSIS EXPLAINED TO THEM PRIOR TO START OF WORKS	

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Item No	Activity Description	Hazard	Inherent Risk	Safe Work Procedure	Residual Risk	Responsible Person
1.	Establish work area	Slips, trips & falls	(3) Moderate – Correct PPE to be worn at all times – area to be kept tidy & clean	Access to work area clear at all times. Keep work areas clear of rubbish. Leave work areas clean and tidy. Dispose of rubbish- recycle where possible or remove from site.	M (8)	Site Supervisor & K. Banks
		Unauthorised persons	(3)	Work area to be barricaded and signed to prevent unauthorised entry.	M (8)	Site Supervisor & K. Banks
		Incorrect PPE	(3) Moderate – Correct PPE to be worn at all times – area to be kept tidy & clean	- Personal Protective Equipment (PPE), i.e., Glasses, hardhat, long sleeved high vis shirts, steel capped boots, to be used in accordance with site non negotiable. All persons inducted- first aid/ fire fighting measures established - Use of Fingerless Gloves to be allowed to enable the installers to feel the product in the installation process.	M (8)	Site Supervisor & K. Banks
2.	Materials Unloading and handling including chemicals	Manual handling injury	(3) Moderate- Correct techniques will be followed	- Deliver materials close to site to limit manual handling where possible. Stack materials neatly away from pathways and immediate work area. - Use correct lifting and lowering techniques as per DETIR Division Workplace and Safety Guidelines when lifting and moving materials. - Use mechanical aids when possible and team lifting for heavy and awkward items. - Ensure pathway to work area clear of obstacles and use trolley to move materials.	M (8)	Site Supervisor & K. Banks
		Chemical spills	(3)	- Check Store materials daily for damage. - Spill kit specific to chemicals to be nearby and persons trained in its use (refer SDS for storage, spills and controls for handling). Correct PPE to be worn, i.e., gloves, glasses	M (8)	Site Supervisor & K. Banks
		Asphyxiation	(2)	All liquid materials are to be stored in a well ventilated, bonded area; however, our contractors store the adhesives in their utility.	M (13)	Site Supervisor & K. Banks
3.	Prepare floor surface	Dust Inhalation	(3) Moderate	- Correct Safety Protection (i.e., Respirators, Earmuffs. - Fit tested disposable P2 face masks or re-useable canister type face respirator to be worn. - Ensure pathway to work area clear of obstacles and use trolley to move materials. - Use mechanical aids when possible and team lifting for heavy and awkward items.	(M8)	Site Supervisor & K. Banks
				When installation of Sheet Vinyl & Carpet Tiles is being		

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				carried out, due to the position/posture of installer, the hard hat can be removed when works are being carried out. The hard hat is causing neck pain & headaches as installation is done whilst on hands & knees. This can cause poor workmanship and possible cuts from using tools.		
		Slips, trips and falls	(2) Moderate- High Risk Equipment must be checked, leads kept off ground/out of water	Access to work area clear at all times. Keep work areas clear of rubbish. Leave work areas clean and tidy. Dispose of rubbish- recycle where possible or remove from site.	M (8)	Site Supervisor & K. Banks
		Electrical hazard / Electrical Injury	(2) Moderate- High Risk Equipment must be checked, leads kept off ground/out of water	- Ensure portable electrical equipment and power leads are maintained in a safe working condition, tested and tagged in accordance with Work Health & Safety Act 2011, every three months - Power leads and plugs to be kept dry and located to minimise risk of damage by keeping same 2 metres off ground or by mean of mechanical coverage and ensure RCD protection - Extension leads used on site are 20 metres in length. - Electrical equipment to be maintained on site- faulty equipment tagged out of service and repaired or replaced	M (9)	Site Supervisor & K. Banks
4.	Electrical Equipment	Electrical hazard / Electrical Injury	(2) Moderate- High Risk Equipment must be checked, leads kept off ground/out of water	- Ensure portable electrical equipment and power leads are maintained in a safe working condition, tested and tagged in accordance with Work Health & Safety Act 2011, every three months. - Power leads and plugs to be kept dry and located to minimise risk of damage by keeping same 2 metres off ground or by mean of mechanical coverage and ensure RCD protection. - Extension leads used on site are 20 metres in length. Electrical equipment to be maintained on site- faulty equipment tagged out of service and repaired or replaced. - Power leads and plugs to be kept dry and located to minimise risk of damage by keeping same 2 metres off ground or by mean of mechanical coverage. No nine-inch grinders are to be used on site.	M (9)	Site Supervisor & K. Banks
5.	Floor Grinding Mechanical Removal of Floorcoverings and Adhesive	Dust Inhalation	(3) Moderate	- Fit tested disposable P2 face masks or re-useable canister type face respirator to be worn - Ensure pathway to work area clear of obstacles and use trolley to move materials. - Use Vacuum system (Minimum Class M) with HEPA filter attached to the vertical shroud of saw when saw cutting render. - Use mechanical aids when possible and team lifting for	M (8)	Site Supervisor & K. Banks

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				heavy and awkward items. When installation of Sheet Vinyl & Carpet Tiles is being carried out, due to the position/posture of installer, the hard hat can be removed when works are being carried out. The hard hat is causing neck pain & headaches as installation is done whilst on hands & knees. This can cause poor workmanship and possible cuts from using tools.		
		Posture / Technique	(3)	- Ensure pathway to work area clear of obstacles and use trolley to move materials. - Use correct lifting and lowering techniques as per DETIR Division Workplace and Safety Guidelines when lifting and moving materials. - Change postures frequently and vary duties where possible	M (13)	Site Supervisor & K. Banks
		Electrical hazard / Electrical Injury	(2) Moderate- High Risk Equipment must be checked, leads kept off ground/out of water	- Ensure portable electrical equipment and power leads are maintained in a safe working condition, tested and tagged in accordance with Work Health & Safety Act 2011, every three months. - Power leads and plugs to be kept dry and located to minimise risk of damage by keeping same 2 metres off ground or by mean of mechanical coverage and ensure RCD protection. - Extension leads used on site are 20 metres in length. Electrical equipment to be maintained on site- faulty equipment tagged out of service and repaired or replaced. - Power leads and plugs to be kept dry and located to minimise risk of damage by keeping same 2 metres off ground or by mean of mechanical coverage. No nine-inch grinders are to be used on site.	M (9)	Site Supervisor & K. Banks
6.	Installation of Vinyl, Carpet Tiles & Wall Vinyl.	Dust Inhalation	(3) Moderate	- Use extractor to ventilate work areas. - Ensure pathway to work area clear of obstacles and use trolley to move materials. - Use of Fingerless Gloves to be allowed to enable the installer to feel the product in the installation process. - Use dustless vacuum (minimum M Class) with HEPA Filter, correct Safety protection (i.e., Respirators, earmuffs, gloves etc) as per WPH&S guidelines - Use mechanical aids when possible and team lifting for heavy and awkward items. - When installation of Sheet Vinyl & Carpet Tiles is being carried out, due to the position/posture of installer, the hard	(M8/M9)	Site Supervisor & K. Banks

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				hat can be removed when works are being carried out. The hard hat is causing neck pain & headaches as installation is done whilst on hands & knees. This can cause poor workmanship and possible cuts from using tools.		
		Slips, trips and falls		Access to work area clear at all times. Keep work areas clear of rubbish. Leave work areas clean and tidy. Dispose of rubbish- recycle where possible or remove from site.	M (8)	Site Supervisor & K. Banks
		Electrical hazard / Electrical Injury	(2) Moderate- High Risk Equipment must be checked, leads kept off ground/out of water	- Ensure portable electrical equipment and power leads are maintained in a safe working condition, tested and tagged in accordance with Work Health & Safety Act 2011, every three months. - Power leads and plugs to be kept dry and located to minimise risk of damage by keeping same 2 metres off ground or by mean of mechanical coverage and ensure RCD protection. - Extension leads used on site are 20 metres in length. Electrical equipment to be maintained on site- faulty equipment tagged out of service and repaired or replaced. - Power leads and plugs to be kept dry and located to minimise risk of damage by keeping same 2 metres off ground or by mean of mechanical coverage. No nine-inch grinders are to be used on site.	M (9)	Site Supervisor & K. Banks
		Posture/Visibility	(3)	- Ensure pathway to work area clear of obstacles and use trolley to move materials. - Use correct lifting and lowering techniques as per DETIR Division Workplace and Safety Guidelines when lifting and moving materials. - Change postures frequently and vary duties where possible	M (13)	Site Supervisor & K. Banks
		Knife Injury	(3)	- General requirements ask that retractable blade knives are used however All Floors use Stanley knives as they are ergonomically comfortable, except our hook blades and are easier to use as our contractors use them all day. The blade in the retractable knife does not come out far enough and isn't rigid enough to cut through Sheet Vinyl or Carpet Tiles. - When installation of Sheet Vinyl & Carpet Tiles is being carried out, due to the position/posture of installer, the hard hat can be removed when works are being carried out. The hard hat is causing neck pain & headaches as installation is done whilst on hands & knees. This can cause poor workmanship and possible cuts from using tools.	M (8)	Site Supervisor & K. Banks
7.	Welding of Vinyl	Electrical Shock	(2) Unlikely High Risk Equipment must be	Ensure portable electrical equipment and power leads are maintained in a safe working condition, tested and tagged	M (9)	Site Supervisor & K. Banks

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			checked, leads kept off ground/out of water	- in accordance with Work Health & Safety Act 2011, every three months. - Power leads and plugs to be kept dry and located to minimise risk of damage by keeping same 2 metres off ground or by mean of mechanical coverage and ensure RCD protection. - Extension leads used on site are 20 metres in length. - Electrical equipment to be maintained on site- faulty equipment tagged out of service and repaired or replaced - Exercise due care when using welding gun.		
		Posture/Visibility		- Ensure pathway to work area clear of obstacles and use trolley to move materials. - Use correct lifting and lowering techniques as per DETIR Division Workplace and Safety Guidelines when lifting and moving materials. - Change postures frequently and vary duties where possible	M (13)	Site Supervisor & K. Banks
		Burns	(3)	When installation of Welding Rod is being carried out, due to the position/posture of installer, the hard hat can be removed. The hard hat is causing neck pain & headaches as installation is done whilst on hands & knees. This can cause poor workmanship and possible burns from using tools.	M (8)	Site Supervisor & K. Banks
8.	Use of Adhesives and Storage	Chemical	(2) Unlikely Goods stored in cool, dry, well-ventilated place out of direct sunlight	- All adhesives to be disposed of as per MSDS and Government Legislation. - Fire extinguisher maintained and available	(L5) Containers to be kept closed and regularly checked for leaks/spills Correct PPE (gloves, glasses) to be worn	Site Supervisor & K. Banks
		Eye / Skin Irritation		- PPE to be worn as recommended by MSDS - Ensure work area is clear and has adequate ventilation - Ensure portable electrical equipment and power leads are maintained in a safe working condition, tested and tagged in accordance with Work Health & Safety Act 2011, every three months. - Environmental – Do not allow product to reach sewage system or water bodies - Spill kit specific to chemicals to be nearby and persons trained in its use (refer MSDS for storage, spills and controls for handling). - Consider the use of extract / blower fan if required.	M (8)	Site Supervisor & K. Banks
		Correct storage procedures		- Do not use in small, confined and poorly ventilated areas, if necessary, arrange extra air movement, e.g., Fan, leaving doors open. - All storage of adhesive as per MSDS, do not store near	M (8)	Site Supervisor & K. Banks

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				- Crib rooms or Offices. - Store adhesive in original containers with labels intact at all times - All liquid materials need to be stored in a well ventilated, bonded area. - Fire extinguisher maintained and available		
9.	Installation of Cementitious Products	Eye / Skin Irritation	(2) Unlikely	- PPE to be worn as recommended by MSDS - Ensure work area is clear and has adequate ventilation - Ensure portable electrical equipment and power leads are maintained in a safe working condition, tested and tagged in accordance with Work Health & Safety Act 2011, every three months. - Environmental – Do not allow product to reach sewage system or water bodies - Spill kit specific to chemicals to be nearby and persons trained in its use (refer MSDS for storage, spills and controls for handling). - Consider the use of extract / blower fan if required.	(L5) MSDS kept on site Correct PPE (glasses, gloves) to be worn	Site Supervisor & K. Banks
10.	Clean up	Dust Inhalation	(3) Moderate	- Ensure work areas are well ventilated and consider the use of extractor. - Ensure pathway to work area clear of obstacles and use trolley to move materials. - Use mechanical aids when possible and team lifting for heavy and awkward items. - When installation of Sheet Vinyl & Carpet Tiles is being carried out, due to the position/posture of installer, the hard hat can be removed when works are being carried out. The hard hat is causing neck pain & headaches as installation is done whilst on hands & knees. This can cause poor workmanship and possible cuts from using tools.	M (8/9)	Site Supervisor & K. Banks
		Slips, trips and falls	(3) Moderate	- All rubbish to be removed from work area daily. - Ensure windblown rubbish is managed appropriately - Trip hazards to be removed and excess materials stored correctly. - Any vinyl or carpet tile remnants are collected and disposed of either on site if applicable or at a Council Disposal Site.	M (8)	Site Supervisor & K. Banks
		Spills	(3) Moderate	Nothing is washed on site so no contamination to waterways can occur	M (9)	Site Supervisor & K. Banks
11.	Risk Control Measures	Monitoring	(2) Unlikely	- Proactive monitoring of this Safe Work Method Statements execution shall be performed by: - Appropriate and adequate supervision		

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				• Pre-work inspection and risk assessment (Take 5, Step Back, JHA etc.) • Formal work environment inspection • Work environment monitoring for noise, dust etc. (using monitoring equipment where applicable) • Operational control (task) observation • Plant inspection (pre-start etc.).		
12.	Risk Control Measures	Review		• Review of this Safe Work Method Statement shall be undertaken in consultation with those workers executing the work and, where reasonably practicable, by others affected by the work in the following circumstances: • There is a statutory requirement • Any change to the standards of good industry practice including • any change in the way that risk shall be managed as a result of statutory change • Any change in design • Any change in the work environment • Any change in the personnel performing the work or their physical or mental condition • Any change in the plant, substances, materials and temporary structures involved in the work • There is evidence that a risk assessment used to develop the work method and ways of organising the work environment is no longer valid • Unacceptable injury or illness results from exposure to a risk arising from the work • There are warning signs that unacceptable injury or illness may manifest resulting from exposure to a risk arising from the work • There is a request from a worker representative or any other person affected by exposure to the risk arising from the work.		
13.	Post Incident Plan	Risk has been identified		• Reference to Principal Contractors arrangements • Work in accordance with the emergency provisions put in place by the Principal Contractor		
				•		

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SWMS No.:

001

ACTIVITY: INSTALLATION OF CARPET TILES & VINYL.

We, the undersigned, confirm that the SWMS nominated above has been explained and its contents are clearly understood. We also confirm that our required qualifications to undertake this activity are current. We also clearly understand that the controls in this SWMS must be applied as documented, otherwise work is to cease immediately.

NAME	QUALIFICATION /BLUE CARD NO.	SIGNATURE	DATE	TIME	EMPLOYER
1. Kevin Banks	Floor Finisher/Coverer - 050075				All Floors (Qld) Pty Ltd
2. Rhys Banks	Floor Finisher/Coverer - 153809				All Floors (Qld) Pty Ltd
3. Matthew Fleischer - Best	Trades Assistant/Labourer – 10614751				All Floors (Qld) Pty Ltd
4. Kris Ridgill	Floor Finisher/Coverer – 1788156				All Floors (Qld) Pty Ltd
5. Jacob Stevens	Trades Assistant / Labourer 2804119				All Floors (Qld) Pty Ltd
6.					
7.					
8. Ken Constable	Floor Finisher/Coverer - 0341306				Subcontractor to All Floors (Qld) Pty Ltd
9. Grant Constable	Floor Finisher/Coverer - 0783066				Subcontractor to All Floors (Qld) Pty Ltd
10.					

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LEGEND:

E = Extreme risk
H = High risk
M = Moderate risk
L = Low risk.

Immediate action required, activity must not start or be stopped if started. Highest level of Management needs to be involved
Senior management attention needed to control the risk. Senior Management needs to be involved
Complete risk assessment. Identify hazards and implement controls. Management responsibility must be specified
Identify hazards and implement controls. Manage by routine processes

Inherent Risk

LEVEL	DESCRIPTOR	DESCRIPTION
5	Almost certain	The event is expected to occur more than once per year
4	Likely	The event does occur about once in ten years
3	Moderate	The event occurs once in every 10-100 years
2	Unlikely	The event occurs once every 100 – 1,000 years
1	Rare	The event occurs once every 1,000 – 10,000 years

Residual Risk

LIKELIHOOD	CONSEQUENCES				
	INSIGNIFICANT 1	MINOR 2	MODERATE 3	MAJOR 4	CATASTROPHIC 5
5 (Almost certain)	M (11)	M (16)	H (20)	E (23)	E (25)
4 (Likely)	L (7)	M (12)	H (17)	H (21)	E (24)
3 (Moderate)	L (4)	M (8)	M (13)	H (18)	H (22)
2 (Unlikely)	L (2)	L (5)	M (9)	H (14)	H (19)
1 (Rare)	L (1)	L (3)	M (6)	M (10)	H (15)

CONSEQUENCE	DESCRIPTION
Extreme / Catastrophic	Fatality/Permanent Disability; plant damage in excess of \$1,000,000; loss of productivity < 5 days; toxic environmental release off site with detrimental effect
Major	Extensive injuries. Moderate irreversible impairment injuries; plant damage exceeds \$100,000; loss of productivity 1 to 5 days; loss of production; environmental release off site with no detrimental effects;
Moderate	Reversible impairment injuries; plant damage below \$100,000; interruption to productivity; environmental release immediately contained
Minor	Minor Injuries; low plant damage; minor loss of productivity; no environmental impact
Insignificant	No lost time, less than 5k damage, less than 5k delay or reworks, no environmental effects



"EXCELLENCE THROUGH EXPERIENCE!"

Safe Work Method Statement (SWMS)

Company Name: The Easylift Group Pty Ltd **Project:** Gabrielli Constructions – Wellington St Project

Company Address: 66 Punari Street Currajong **ABN No:** 71 379 241 340

Company Contact Details: Shaun Slater **Mobile:** 0437 311 311 **Email:** infotsv@easylift.com.au

Signed: _____ **Dated:** _____

Job / Trade Activity: Supply & Install 12 Mirage Doors Roller Shutters

Scope Of Work Being Undertaken:

(Copied from Contract Scope of Work)

BUILDING 03 - MIRAGE S100 STEEL ROLLER SHUTTERS (QTY: 8)

WIDTH: 6 @ 5600mm / 2 @ 4500mm

HEIGHT: 2430mm

OPERATION: ELECTRICALLY OPERATED 0.75KW (1.0 HP) 415v 3 PHASE eDRIVE (ML6103) MOTOR c/- C10A PUSH BUTTON CONTROL BOX.

INCLUSIONS: ALUMINIUM BOTTOM RAIL c/- WEATHERSEAL, WINDLOCK GUIDES c/- CAST IRON WINDLOCK CLIPS EVERY 2nd SLAT, FORM 15/12 CERTIFICATION.

FINISH: DULUX "DURALLOY" POWDERCOAT BOTH SIDES OF THE CURTAINS - Shale Grey

BUILDING 04 - MIRAGE S100 STEEL ROLLER SHUTTERS (QTY: 4)

WIDTH: 5600mm

HEIGHT: 2400mm

OPERATION: ELECTRICALLY OPERATED 0.75KW (1.0 HP) 415v 3 PHASE eDRIVE (ML6103) MOTOR c/- C10A PUSH BUTTON CONTROL BOX.

INCLUSIONS: ALUMINIUM BOTTOM RAIL c/- WEATHERSEAL, WINDLOCK GUIDES c/- CAST IRON WINDLOCK CLIPS EVERY 2nd SLAT, FORM 15 CERTIFICATION, FULL WRAP OF SLATS AROUND THE DRUMS.

FINISH: DULUX "DURALLOY" POWDERCOAT BOTH SIDES OF THE CURTAINS - Shale Grey

Prepared/Approved By **Name:** Shaun Slater **Sign** Shaun Slater **Date:** 24.7.23

Workers Consulted **Name:** _____ **Sign** _____ **Date:** _____

Were failure identified in the SWMS the work crew will be tool boxed & consulted & new SWMS agreed on. All workers to sign to indicate they understand new SWMS.



"EXCELLENCE THROUGH EXPERIENCE!"

Safe Work Method Statement (SWMS)

Please Tick additional requirements to undertake this work in addition to mandatory items already Ticked

PERMITS TO WORK REQ (✓)

- ☐ Work at Height (unprotected over 2m)
- ☐ Confined Space Entry
- ☒ Hot Work (If required)
- ☐ Excavate
- ☐ Pump Concrete
- ☐ Lift Using Crane
- ☐ Traffic Control Plan
- ☐ Concrete & Masonry Cutting or Drilling
- ☐
- ☐ Statutory / other requirement

MINIMUM PPE (✓)

- ☒ Safety Glasses (medium impact)
- ☒ Hi-Visibility vest or shirt
- ☒ Hard Hat
- ☒ Safety Footwear
- ☒ Hearing Protection (over 85dB)
- ☒ Ear Muffs (over 100dB)
- ☒ Gloves
- ☒ Face Shield
- ☒ All Members have been trained in the correct use of PPE
- ☐ Other (*specify below*)

EQUIPMENT / TOOLS Req(✓)

- ☐ Hazard Warning Signs
- ☐ Barricade or Guarding
- ☐ EWP (Scissor Lift / Boom Lift)
- ☐ Scaffold
- ☒ Electric Power Tools Register
- ☒ Portable Ladder(s)
- ☐ Welding Screen(s)
- ☐ Safety Harness & Safety Equipment plus Rescue procedure
- ☒ Plant Equipment- Shutter lifting frame
- ☐ Gas Detector Monitor

LEGISLATION (✓)

- ☒ Queensland WHS Acts 2011
- ☒ Queensland WHS Regulations 2011
- ☒ Electrical Safety Act 2011
- ☒ Electrical Safety Regulations 2011
- ☒ Environment Protection Acts 1994
- ☒ Environment Protection Regs 2008
- ☒ Codes of Practice
- ☒ Australian Standards (*where referred to in legislation*)
- ☐ Other (*specify below ie Rail Safety Act*)

LEGISLATION

Acts and Regulations

Work Health and Safety Act Qld 2011
Work Health and Safety Regulation Qld 2011
Electrical Safety Regulation 2013



“EXCELLENCE THROUGH EXPERIENCE!”

Safe Work Method Statement (SWMS)

Codes of Practice

(relevant to construction work)

QLD Codes of Practice

Hazardous Manual Tasks Code of Practice 2011
Noise Preventing Hearing Loss Code of Practice 2011
Managing the Risk of Plant Code of Practice 2013
Manage WHS Risks Code of Practice 2011
Steel Construction Code of Practice 2004

Aust Standards

AS/NZS – In service Safety Inspection & testing of electrical equipment

Safe Work Method Statement (SWMS)

Queensland Risk Management Code of Practice Supplement 2 Risk Assessment 2007

QUALITATIVE RISK ANALYSIS MATRIX: LEVEL OF RISK

	CONSEQUENCE				
LIKELIHOOD	A-Insignificant	B-Minor	C-Moderate	D-Major	E-Catastrophic
1-Almost Certain	H	H	A	A	A
2-Likely	M	H	H	A	A
3-Possible	L	M	H	A	A
4-Unlikely	L	L	M	H	A
5-Very Unlikely	L	L	M	H	H

RISK MATRIX

Acute	Immediate action required. Implement different controls to reduce level down
High	Senior Management attention needed
Moderate	Management responsibility specified
Low	Manage by routine procedures / instructions record and review

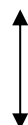
	Health and Safety	Environment
Catastrophic	Fatality or permanent disability (Class 1 incident)	High severity which has or may have permanent and/or irreversible effects (Level 1 incident)
Major	Life threatening incident, Lost Time Injury or ongoing illness/health effects (Class 2 incident)	Medium severity which has or may have persistent but reversible effects (Level 2 incident)
Moderate	Incident that requires medical treatment by a qualified medical practitioner (Class 3 incident)	Low severity which has short term and reversible effects (Level 3 incident)
Minor	Incident that may require first aid treatment only	Impact confined to area impacted by work operations
Insignificant	No injuries	Very low environmental impact, not noticeable

Risk Hierarchy of Control

Preferred Order of Control Measures to Eliminate or Reduce Risks

Elimination	<i>Eg Eliminate the need for a fall risk area by careful design</i>
Substitution	<i>Eg Barricading or enclosing the fall risk area with edge protection</i>
Isolation	<i>Eg Isolating the hazard or practice from people involved in the work</i>
Engineering	<i>Eg Using a fall injury prevention system</i>
Administrative	<i>Eg Procedures, training, warning signs, limiting exposure time</i>
PPE	<i>Eg Use of Personal Protective Equipment</i>

Most Effective



Least Effective

Safe Work Method Statement (SWMS)

Note: To calculate Inherent and Residual risk, refer to *Qualitative Risk Analysis Matrix: Level of Risk on Previous Page*

No	Job Step (break the job down into steps)	Potential Hazards (What can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible to ensure controls Implemented? (Position Title)	Monitor & Review (How do you ensure the Control Measure is used)	Residual Risk (Likelihood x Consequence)
1	Arrival at site	1-Persons unfamiliar with site conditions, rules, safety and other requirements.	3B M	All workers to be inducted prior to commencing work Contact Site Foreman and identify hazards on site and have Lay-down area identified and Barricaded off Traffic control to enable plant to enter site safely from road	Site Management Contractor Workers Traffic controllers	Visual check of area several times a day	4A L
2	Housekeeping	1-Slips, trips and falls Blockage of pathways	3B M	Maintain a tidy storage and work areas during day Workers to place off cuts, scraps, packaging, screws, and bits of steel in containers provided by them as they work or to barricade off an area for larger items. These are to be emptied or placed into designated recycled material bins before lunch and end of day. Before a lunch break and at end of day, a tidy up of area will be undertaken by all our workers.	All Workers We will provide containers for workers to place off cuts and scrapes in as they work and these will be emptied into site bins	Work area to be clear of scraps and rubbish on visual inspection during the day	4A L
3	Unloading Equipment.	1-Manual Handling-Mechanical Failure.	3C H	1-Training employees in manual handling and lifting.	All Workers	Area to be clear at all times. Supervisor All Workers	4B L
4	Install Brackets	1- Falling Objects.	3D A	1- Installer to check area for hazards. Correct handling techniques.	All Workers	Constant Visual check of area. Workers	4C M
5	Install roller door	1-Manual handling. 2-Falling Objects 3-Crushing Injury	3D A	1- Correct manual handling techniques 2-Regular checks that area is clear. 3-Appropriate PPE for all tasks.	All Workers	Visual check of area several times a day. Workers	4C M

Safe Work Method Statement (SWMS)

Note: To calculate Inherent and Residual risk, refer to *Qualitative Risk Analysis Matrix: Level of Risk on Previous Page*

No	Job Step (break the job down into steps)	Potential Hazards (What can harm you or others?)	Inherent Risk (Likelihood x Consequence)	Controls & Checks Required (What are you going to do to carry out the work safely – apply risk hierarchy of control)	Who is Responsible to ensure controls Implemented? (Position Title)	Monitor & Review (How do you ensure the Control Measure is used)	Residual Risk (Likelihood x Consequence)
6	Install guides	1- Falling Objects 2-.Manual handling 3 - Electrical Break-in (penetration of wall/roof sheeting hitting poorly installed electrical wiring)	3B M	1- All PPE for tasks to be used 2-. Correct manual handling techniques 3 - If wiring is in the vicinity of where you need to penetrate the wall/roof the mains power needs to be turned off when using cordless drills and to use their safety RCD boxes when using 240v drills.	All Workers	Visual check of area several times a day. All Workers	4A L
7	Test Door	1 - Falling Objects	3B M	1 - Regular checks that area is clear.	All Workers	Visual check of area several times a day. All Workers	4A L
8	House Keeping and Packing up equipment.	1-Damage to property and plant 2-Manual handling. 3-Crushing injury.	3C H	1-Use clear and level area for reloading plant and equipment. 2-Make all persons around areas aware of activities. 3-Use appropriate PPE for removal of rubbish. 4-All rubbish to be placed in designated areas. 5-Leave job site clean of rubbish and debris.	All Workers	Visual check of area. All Workers	4A L



“EXCELLENCE THROUGH EXPERIENCE!”

Safe Work Method Statement (SWMS)

Revisions	1	2	3	4	5
Initial / Date					

Employees involved in consultation, development, acceptance and use of SWMS

By signing below you agree to follow the steps detailed in the SWMS and to always work in a manner that will not place at risk the safety of others & a have completed The Easylift Group Pty Ltd safety induction.

Print Name:	Signature	Date signed	Print Name:	Signature	Date signed
Gaven Banks					
Jeff O’Dea					
Darryl Curran					

Personnel qualifications and experience required to complete the task <i>(eg work at heights training)</i>	Specific training required to complete this task: <i>(eg. Yellow Card - EWP, LE Prescribed Occupation for load shifting using an excavator)</i>	Engineering Details/Certificate/Regulatory Approvals <i>(Geotech engineers report)</i>
General Induction Card (Blue or similar):		



G. JAMES

Facade Solutions
599 Ingham Rd
Bohle QLD Australia
ABN No: 53 010 828 056
Darren Teare - 0411380364

FORM

RISK ASSESSMENT & ENVIRONMENTAL SAFE WORK METHOD STATEMENT

Project: Wellington Street Depot Upgrade

Builder: A Gabrielli Construction

No:

001

All persons involved in the works must have the SWMS explained and COMMUNICATED to them and signed prior to start of works.

SH&EWMS Details

Brief Description of Work Activity: Installation of Shop Fronts, Windows, Doors and Glazing

Location: Wellington Street, Mundingburra.

Date: 06/06/2023

High Risk Construction	☐ Work on, in or adjacent to a road, railway, or other traffic corridor in use by traffic other than pedestrians	☐ Work in an area with movement of powered mobile plant	☐ Risk of a person falling more than 2 metres	☐ Risk of falling objects	☐ Work on or near energised electrical installations or services	☐ Other; Hot Works (Welding / Oxy cutting)
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Employer/Contractor: G James Glass & Aluminium Pty Ltd

ABN: 23 010 828 369

Personnel Responsible for Ensuring Monitoring and Compliance: Project Manager:

Site Supervisor:

Codes of Practice / Standards Consulted: These must be complied with.

WH&S Act 2011 and WH&S Regulation 2011, Qld Electrical Safety Act 2002, Regulation 2013 & managing electrical risks in the workplace Cod 2021; Hazardous Manual Tasks CoP 2021; How to Manage WH&S Risks CoP 2021; Managing Noise & Preventing Hearing Loss at work CoP 2021; Environmental Protection Act 1994; AS3012 Electrical Installations, Scaffolding CoP 2021; Managing Risks of Hazardous Chemicals in the Workplace CoP. 2021; Managing Risks of Plant in the Workplace CoP. 2021; Managing the Risk of Falls at Workplaces CoP 2021; Safe design of Structures CoP 2021; WHS consultation, cooperation & coordination Cod 2021; Managing respirable crystalline silica dust exposure in construction and manufacturing of construction elements Code of Practice 2022

Personnel Qualifications Required for this Activity: Skilled Tradesmen Glazers/fixers

Relevant states certification for task being undertaken or plant being operated: Certification of training

Specific Training Required for this Activity:

All personnel to have completed a Site Induction. Must be trained in this SWMS and have all relevant certification for this task.

This SWMS was prepared considering all relevant matters, including project circumstances that may affect the way in which the high-risk construction work is carried out and the Project Safety Management Plan.

Resources			
Skills Personnel Involved	Plant and Equipment Used		Material Used
G James Glass Management	Personal Protective Equipment	PPE – Safety Glasses, Earmuffs,	Solvents,
G James Glass Fixers/Glazers	240volt Electric power tools	Safety Helmet & Sun rim, Safety Shoes,	Glass / Aluminium
	Hand tools	Face Shield, Safety Gloves.	Sealants
	Electrical equipment	Platform Ladder	
	Cordless Drill & screw Gun		
Identify Hazards			
☒ Deliveries	☒ Cutting	☒ House keeping	☐
☒ Manual Handling	☒ Power supplies-RCD	☐ Cranes	☐
☐ Height Safety	☒ Noise	☐ Lifting equipment	☐
☐ Scaffolding	☒ PPE	☐ Barricading	☐
☒ Laser levels	☒ Material Safety Data Sheet's	☒ Environmental Protection	☐
☐ Powder activated tool	☐ Weather	☐ Hot Works (flashers)	☐
☐ Operator Competencies	☐ Material & Personal Falling	☒ Dust	☐
Permits in Use			
Permit:	Number:	Permit:	Number:
Additional – PPE / Emergency Equipment / Environment Equipment Required			
As per site requirements, first aid kit			

Review and Monitoring Process: SWMS will be reviewed with workers & relevant persons & consulted through EHS Daily checks and pre-starts / toolbox talks & worker feedback to ensure the work is being carried out to the statement & corrective action will be noted which is then passed to the Supervisor/Foreman to carry out remedial work for close out & add into new revision.

REVIEWS:

Review No:	1	2	3	4	5	6	7	8
Name & Initials	Justin J.W.							
Date:	16/06/2023							

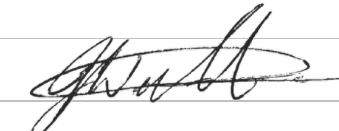
Personnel consulted on development of SH&EWMS:

Name	Signature	Name	Signature
Justin Wellington			

Acknowledgement*

signatures must be obtained prior to the commencement of work. Obtain signatures in the order indicated.

The hierarchy of controls needs to be considered when identifying control measures. The highest level of control should be implemented wherever reasonably practicable.

1. G James Project Manager	Darren Teare	Signature:	Date: 16/06/23
2. G James Leading Hand		Signature:	Date: 16/06/23
3. G James Site Supervisor	Justin Wellington	Signature: 	Date: 16/06/23
4. G James Safety Representative	Darren Teare	Signature:	Date: 16/06/23

**Emergency
Procedures**

- G James Glass personnel will follow all site emergency procedures as covered in site specific induction
- If worker is involved in high-risk injury (crushed) access injury contact site first Aid office – call 000 or mobile 112 for an ambulance urgently – reassure victim – first aider to apply first aid until emergency services arrive.

All workers
Supervisor

Job Step 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 in order of HOC to eliminate or minimise risk.	Residual Risk Score	Responsibilities / Sign Off Name the person responsible to implement and monitor compliance with the SWMS.
Step 1	Prepare to carry out work on site (Including all inductions/Training Pre-starts) 	Have all Personnel received appropriate training or instruction to carry out work	H13	- Site induction and toolbox meeting. - No workers will enter a construction site area if affected by alcohol or drugs. ZERO ALCOHOL – ZERO DRUGS Environment. - Provide training and instruction as per this SWMS on hazards in carrying out the work before proceeding. - Personnel to be trained & licensed to operate plant (cranes, Scissor Lift ext.) - Verification of Competency for Operator - Plant Hazard Assessment & Daily Logbooks to be required.	L5	Supervisor
		Workers not working to tasks in SWMS	H13	- Work procedures to be monitored under supervision - Toolbox meeting and Workers to be Consultation of their obligations towards safety	M6	Supervisor
		- Control Measures not working - New risks not identified	H13	- Review control measures and consult with workers when risks are identified and put controls in place. - Toolbox meeting and Consultation with workers - When working outside the tasks of the SWMS, a risk assessment must be prepared prior to task commencing and workers trained & inducted into SWMS and signed.	H10	Supervisor
		Contractor & staff awareness & understanding of applicable Legislation	H14	Toolbox meeting and Workers to be Consultation of their obligations towards safety	L3	All Workers Supervisor

Step 1	 Level 5 Cut Resistance gloves compliant to AS/NZS 2161.1:2000 worn on person Hard hat approved AS1801-Type 1 Safety Footwear: AS2210.3:2000 Impact rated safety glasses to AS1337:1192  	- Lack of communication of risks and their controls to workers, staff, etc. - New work procedures	M9	- Communicate via SWMS - Communicate at site inductions, pre-starts and toolbox meetings. - Revised new work procedures to be communicated to all workers. - Workers to be signed into new work procedures before starting work.	L3	All Workers Supervisor
		- Site environment (noise, Dust, waste materials)	H13	- Have good housekeeping remove all aluminium & glass waste for recycling. - All timber & packing material to be sent back for reuse. - To minimise noise on site only work in construction hours. - Dispose of rubbish in bins supplied on site. (Daily clean ups)	L3	All Workers Supervisor
		Cuts lacerations & bruising	H17	Wear the right PPE for the equipment being used (Safety Glasses, Gauntlets, Safety Gloves, Safety Helmet, Safety Boots, Earmuffs or plugs)	M9	All Workers Supervisor
		Hearing loss from noise exposure.	H13	Hearing protection (Earmuffs\Ear Plugs) is to be worn when exposed to noise and when operating Radial Arm Saw when cutting Aluminium.	L5	
		Eye or face injury from flying objects, cutting	E18	- Use clear glasses whilst working inside building and tinted outside (To be worn always.) - Double eye protection when using Radial Arm Saw when cutting Aluminium.	H10	All Workers Supervisor
		Silica dust when drilling concrete Noting that drilling of concrete and H/M class vacuuming, or wet sweeping clean-up does not require RPE or Health monitoring.	E18	- Dust Extractor to be attached to drills to collect dust. - P2 Respirator must be worn & each worker must be fit tested by trained personnel. - No blowers or brooms to be used on concrete dust - Eye protection to be worn - Use M Class Vacuum unit for clean up	H10	
		Exposure to hazards from poor fitting or unsuitable or faulty PPE	H13	- Properly fit PPE – Goggles must be a snug fit all round. PPE should be secure but not uncomfortably tight. - Properly maintain PPE – Keep it clean & hygienic. Inspect PPE before each use – replace broken or PPE in poor condition. - Always ensure PPE is manufacture to Australian Standards (it will be stamped on the item & is your guarantee of effective protection).	L3	All Workers Supervisor

Step 1	Identification of respirable dust (exceeding the national exposure levels i.e., crystalline silica, calcium sulphide)	Failure to identify situations where respirable dust exceeds the national exposure limits	E18	Inspect the building / structure for warning signs / labels outlining the presence of RCS, Respirable and Inhalable dusts	H10	All Workers Supervisor
	Training in the proper use of equipment and personal protective equipment	- Failure to identify the required equipment. - Noting that drilling of concrete and H/M class vacuuming, or wet sweeping clean-up does not require RPE or Health monitoring.	E18	- Health Monitoring will be in accordance with Managing RCS dust exposure in construction and manufacturing of construction elements Code of Practice 2022 section 10 and only for activities covered in appendix 4. - Training in the proper use of vacuum extraction devices. - Training in the use of tools and equipment specifically designed to eliminate or reduce dust. - All containers in which hazardous substances and dangerous goods wastes are stored are to be suitably labelled.	H10	
	Drilling Concrete Cleaning out Castin channels and plates and concrete rebates, floors for subframe installation General site cleans up using H Class Vacuum unit. 	Generation of airborne RCS (silica dust) particles that may be inhaled by workers in the vicinity. Noting that drilling of concrete and H/M class vacuuming, or wet sweeping clean-up does not require RPE or Health monitoring.	E18	- Tools and Dust extractor/vacuums to be maintained in accordance with the manufacturer's recommendations. - Tools and Dust extractor/vacuums to be inspected prior to each use for wear and tear, corrosion, damage and any kinks, holes, or leaks. - Dust Extractor to be attached to drills to collect dust. - No blowers or brooms to be used on concrete dust - Eye protection to be worn - Use H/M Class Vacuum unit for clean-up & removal of dust from Dust Extractor or using wet sweeping. - Dispose Silica Waste in Silica Waste Site bins	H10	

Managing respirable crystalline silica dust exposure in construction and manufacturing of construction elements Code of Practice 2022 Appendix 4. Controls table. NOTE- Respiratory protective equipment, minimum protection factor (MPF) ≤ 4 hours /shift: N/A > 4 hours /shift: N/A Health monitoring: N/A
No activities that require a RPE should be carried out under this SWMS.

Step 2	Use of Electrical Power Tools (Drill, Hammer Drill, Radial Arm Saw)	- Plant Breakdown - Electricity (shock)	E21	- Electrical equipment to be tested and tagged every 3 Month by licence Electrician and recorded in a register of electrical test. - Equipment in good condition. (Daily Checks) - Check for damage/defects/exposed wiring ect. - Ensure all guards are fitted correctly and maintained. - Leads will be in good condition, leads with internal twisting must not be used. (Check before use) - All power supplies are to be protected by an RCD All unit. - Leads are to be suspended by insulated hooks off the floor or run-in areas where they will not be tripped over, trodden on or driven over, etc. - Battery tools to be used to eliminate electrical risks. - Workers competent in safe operation of power tools. - Tools or leads found faulty shall be removed from duty immediately. - Double adaptors, piggy-back units and domestic type multi-outlet devices are not permitted on site	H10	All Workers Supervisor
		Cuts lacerations & bruising	H17	Wear the right PPE for the equipment being used (Safety Glasses, Gauntlets, Safety Gloves, Safety Helmet, Safety Boots, Earmuffs or plugs)	M9	All Workers Supervisor
		Hearing loss from noise exposure.	H13	Hearing protection (Earmuffs\Ear Plugs) is to be worn when exposed to noise and when operating Radial Arm Saw when cutting Aluminium.	L5	
		Eye or face injury from flying objects, cutting	E18	- Use clear glasses whilst working inside building and tinted outside (To be worn always.) - Double eye protection when using Radial Arm Saw when cutting Aluminium.	H10	
	Use of Angle Grinder	- Eye or face injury from flying objects, cutting - Sparks	E18	- Double eye protection when cutting. (Full face Shield) - Use to Manufacturer's specification. - Use two hands to operate - Use correct disc - Wait for disc to stop spinning before putting on the ground - Ensure guard & handle are being used.	H10	

Step 3	Manual Handling / Team Manual Handling	Back/Neck injuries, Strains and breaks	- Use mechanical assistance (or multiple persons) i.e. Cranes, Forklifts, Walkie Reach or Trolleys for heavy loads. - Manual handling risks and controls to be conducted in toolbox meetings. - Heavier loads have a team lift to prevent back strain. (Don't ignore Back Pain) - Locate material close to job for installation/glazing. - Before lifting do somebody stretches. - Keep the load as close to the body as possible during all lifting and carrying procedures. - Avoid lifting with the back fully bent. - Avoid lifting from a position where it is necessary to twist or bend sideways to place the load. - Avoid lifting after prolonged periods with the back bent. - Check the workplace environment, such as whether slopes or stairs to be negotiated when carrying loads, or whether access ways are cluttered. - Be aware that hot and humid conditions as heat adds to the load on a worker when physically demanding manual tasks are being done. (Dehydrated – drink plenty of water) - Cold conditions can decrease work capacity with muscle and body cooling (protective clothing can also limit work capacity and mobility due to its bulk) - Elimination of team lifting is to occur through hierarchy of controls.	H10	All Workers Supervisor
		Untidy housekeeping uneven angulating ground conditions.	- Working area to be clean of all rubbish & material. - Clean up on a continuous basis - Stack all materials clear of access and walkways.	M9	All Workers Supervisor

ABN 23 010 828 369

Risk Assessment & Environmental Safe Work Method Statement

Step 4	Catching COVID-19	• fever • cough • sore throat • tiredness • difficulty breathing	Worker hygiene Workers should be required to practice good hygiene. This includes: • covering coughs and sneezes with an elbow or a tissue • disposing of tissues properly • washing hands often with soap and water for at least 20 seconds, including before and after eating and after going to the toilet • using alcohol-based hand sanitisers • cleaning and disinfecting surfaces • washing body, hair (including facial hair) and clothes thoroughly every day • staying more than 1.5 metres away from others. • And If not, possible face Mask & Gloves must be worn • Plant & Equipment to be wiped down with Disinfectant after use • staying home if sick. <u>In addition, to prevent the spread of COVID-19, workers should also:</u> • avoid touching their face • avoid handshakes or any other close physical contact • refrain from spitting always, and • put cigarette butts in the bin.	All workers Supervisor
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Step 5	Delivery of Windows & Doors Note – contact Site for delivery arrangements Site workers to unload material & glass & take in sit for installation	• Driving	H13	• Delivery Induction. (Driver to complete Driver Induction) • Driver to be given directions and contact for delivery. • Delivery to be done early in the morning & coordinated with site foreman.	L5	Truck Driver Supervisor
		• Personnel struck by reversing or moving vehicle / moving plant / during material transfer	E18	• Traffic control to ensure that people are clear of delivery zone whilst delivery vehicles entering/leaving transfer zone. • Have a spotter when positioning truck.	H14	Truck Driver Supervisor
		• Load falling	H13	• Position truck as close as possible to unloading area. • Access platform to access truck • Ensure load is secure before releasing straps. • Have exclusion zones appropriately signed with barricade tags applied also.	H10	Truck Driver Supervisor
		• Manual Handling • Back/Neck injuries, Strains and breaks	H13	• Follow Step 3 – manual Handling	H10	All workers Supervisor
Step 6	Survey Set out Marks & R. L'S	• Untidy housekeeping uneven angulating ground conditions.	H13	• Clean up on a continuous basis. • Stack all materials clear of access and walkways, barricade off if necessary.	M6	Supervisor Workers
Step 7	Measure openings & cut Subsill, Head & Jams with Drop Saw	• Electricity (shock)	E18	• Follow Step 2 – Use of Electrical Power Tools	H10	Supervisor
		• Manual Handling • Back/Neck injuries, Strains and breaks	H13	• Follow Step 3 – manual Handling	H10	All workers Supervisor
		• Noise • Eye injury • Cuts lacerations & bruising.	H13	• Wear the right PPE for the equipment used (Safety Gloves, Safety Glasses, Earmuffs, Safety Shoes, Safety Helmet) Follow Step 1 • Barricade working area and have signage Danger Keep Out. • When grinding Double Eye protection – Safety Glasses & High Impact Face Shield.	M6	All Workers Supervisor

Step 8	Drill/screw & fit Subsill, Head & Jambs to window opening & seal	Electricity (shock)	E18	Follow Step 2 – Use of Electrical Power Tools	H10	Supervisor All workers
		Concrete dust when drilling	E18	- Dust Extractor to be attached to drills to collect dust. - P2 Respirator must be worn & each worker must be fit tested by trained personnel. - No blowers to be used on concrete dust - Eye protection to be worn	H10	All Workers Supervisor
		- Manual Handling - Back/Neck injuries, Strains and breaks	H13	Follow Step 3 – manual Handling	H10	All workers Supervisor
		- Fumes - Non-Hazardous Sikaflex Pro 795 Silicone Sealant	M8	- Sealant to be used in accordance with MSDS, this information to be forward to site first aid - Wear appropriate PPE. - Work in a ventilated area - Worker to observe working environment so not to injure him self	L3	All workers Supervisor
Step 9	Lift & fit Door or Window unit into Subframe & plumb then secure into place	- Manual Handling - Back/Neck injuries, Strains and breaks	H13	- Working area to be clean of all rubbish & material. - Heavier loads have a team lift to prevent back strains. - Use mechanical devices where possible Trolley etc. or assistance with the task. Follow Step 3– manual Handling	H10	All workers Supervisor

Step 10	Glazing of frames. Team lift glass into frame & place on rubber blocks, even glass penetration into pocket of frame & insert wedge rubber on both sides of glass to secure & seal.	- Manual Handling - Back/Neck injuries, sprains, Strains and breaks	H13	- Glass to be delivered on trolleys & positioned close to job for glazing. Follow Step 3 – manual Handling	H10	All workers Supervisor
		Untidy housekeeping uneven angulating ground conditions.	H13	- Working area to be clean of all rubbish & material. - Clean up on a continuous basis - Stack all materials clear of access and walkways, barricade off if necessary	M9	All workers Supervisor
		Cuts lacerations & bruising	H13	- Wear PPE – Gloves & Gauntlets & all site PPE requirements. Follow task 1	M6	All workers Supervisor
		- Falls from height when using ladders - Only Use Platform ladders to perform tasks.	E18	- All ladders are to be inspected before use - All ladders are to be of nonconductive construction when working around live installations. - Ladders are to be footed on firm ground & secured/held. - Step/platform ladders are to be fully open and locked, obey warnings on the maximum work height. - No work to be carried out above a 1m fall height without fall protection. - Maintain three points of contact always. - Where practicable platform ladders, Mobile Scaffolding or EWP's are to be used. - Never work on platform ladders or step ladders within 3m of the edge of an elevated working area where the fall is >1.0m.	H10	All workers Supervisor
Step 11	Trade clean remove any stickers, sealant, marks & clean work area.	Untidy housekeeping uneven angulating ground conditions.	H13	- Environment: Have good housekeeping remove all aluminium & glass waste for recycling - Dispose of rubbish in appropriate recycle bins supplied on site	M9	All workers Supervisor
		Hazardous Substance White Spirits Methylated Spirits Mineral Turps	M8	- Follow appropriate MSDS for cleaning fluid - Workers trained in use of substance	L3	All workers Supervisor

ABN 23 010 828 369

Risk Assessment & Environmental Safe Work Method Statement

Job Step No:	Job Steps List tasks to perform/activities in sequence.	Hazards/Risks Against each task list hazards that could cause harm to the Environment & create an environmental Risk	Risk Score	Environmental Risk Control Measure List control measures in order of HOC to eliminate or minimise risk.	Residual Risk Score	Responsibilities / Sign Off Name the person responsible to implement and monitor compliance with the SWMS.
Step 1	Human Activity.	• Potential to contaminate environment or create a trip hazard	M9	• All rubbish disposed of in the site rubbish bins. & recycling bins. • Scrap Aluminium off cuts and damaged glass on site returned to G James factory for recycling. • All timber & packing material removed from site for reuse	L3	All workers
Step 2	Environment	• Noise	M8	• Work in Construction site hours	L2	All workers Supervisor
		• Waste	M9	• Segregate waste into supplied skips. • Daily plant prestart checks prior to shifts. • Waste oils/spill material disposed of to regulated waste bins only.	L3	
		• Hazardous substances storage	M9	• Store hazardous substances in a well-ventilated area.	L3	
If poisoning occurs, contact Poisons Information Centre on 13 11 26.						
Emergency Procedures		• G James Glass personnel will follow all site emergency procedures as covered in site specific induction • If worker is involved in high risk injury (crushed) access injury contact site first Aid office – call 000 or mobile 112 for an ambulance urgently – reassure victim – first aider to apply first aid until emergency servicers arrive.				All workers Supervisor

Table 1: Qualitative Impact Table

CONSEQUENCES		OHS SAFETY EXAMPLE	ENVIRONMENTAL IMPACT EXAMPLE	BUSINESS IMPACT EXAMPLE
Insignificant	1	First aid reportable no treatment required, Near Miss.	On site reversible	Loss of ½ day from project
Minor	2	First aid treatment	On site irreversible	Loss of 1 day from project resulting in modification to the program.
Moderate	3	Medical Treatment required (MTI)	Off site reversible	Loss 1 week.
Major	4	Lost Time Injury (LTI), Disabling Injury (DI), MTI resulting in restriction of duties.	Off site irreversible	Loss of 1 month or intellectual property.
Catastrophic	5	Fatality, Permanent Disability, loss of production capability	Major incident	Total failure of the project.

Table 2: Likelihood Table

			RISK SCORES: CONSEQUENCE				
			INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
A	ALMOST CERTAIN	Is expected to occur in most circumstances.	H 11	H 16	E 20	E 23	E 25
B	LIKELY	Will probably occurs in most circumstances.	M 7	H 12	H 17	E 21	E 24
C	POSSIBLE	Might occur at some time.	L 4	M 8	H 13	E 18	E22
D	UNLIKELY	More likely not to occur under normal circumstances.	L 2	L 5	M 9	H 14	E 19
E	RARE	May occur in exceptional circumstances.	L 1	L 3	M 6	H 10	H 11

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

CONTROL METHOD	DESCRIPTION
Elimination	Eliminate a hazardous substance or a process that is not required for a system of work.
Substitution	Substitute a hazardous substance or a process for a less hazardous material or process. The risk assessment process must be completed for the substituted process or material.
Isolation	Enclosing or isolating a hazard such as a toxic substance, plant or process from persons, to eliminate or reduce the risk of injury or disease.
Engineering	Changing process, equipment or tools, for example: Machine guards and machine operation controls; Ventilation to remove chemical fumes and dusts, and using wetting down techniques to minimise dust levels; Changing layout of work levels to minimise bending and twisting during manual handling.
Administrative	Changing work procedures to reduce exposure to existing hazards, for example: Reducing exposure hazards by job rotation; Limiting the number of employees exposed to the hazard by limiting access to hazardous areas.
Personal Protective Equipment (PPE)	Devices and clothing which provide individual persons with some protection from hazards. An effective personal protective clothing and equipment system requires considerable effort by the employer to ensure that: Proper protective devices are selected; Employees are individually fitted; Proper instruction on the need for and use of, personal protective clothing and equipment is provided, standards are enforced. And an effective system of cleaning and maintenance is devised.

ESWMS NAME: Installation of Shop Fronts, Windows, Doors & Glazing	DATE: 16/06/2023
PRESENTED BY:	DURATION:

[illegible]

The persons listed above have signed attended to a toolbox talk on the risk assessment and have had input and adjusted if it was necessary to the work procedure, understand the requirements to carry out the task in a safe and expeditious manner.

[illegible]



GV&JK CARROLL PAINTING

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QLD 4810

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QBCC 56184

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Safe Work Method Statement

SUBCONTRACTOR COMPANY NAME:		GV & JK CARROLL PAINTERS
ABN:		24 057 622 410
ADDRESS:		39/34 BUNDOCK STREET PO BOX 360 BELGIAN GARDENS QLD 4810
COMPANY REPRESENTATIVE:		Glen Carroll - Director
PERSON RESPONSIBLE FOR MONITORING THE SWMS ACTIVITY & CONTROL MEASURES IMPLEMENTATION ON SITE		Glen Carroll
CONTACT NUMBER:		0418 778 321
PRINCIPLE CONTRACTOR:		Gabrielli Constructions
PROJECT:		TCC Depot
LOCATION:		Wellington Street Mundingburra
WORK DESCRIPTION:		Internal (doors, walls, ceilings) External (roof framing, columns, walls)
Resources	Equipment:	Paint brushes, rollers, roller trays, roller pole, filling blades, sandpaper, platform stools, platform ladder, spray gun
	Maintenance checks:	3 monthly checks on electrical leads, service to spray equipment as required, check platform stools & platform ladders for defects.
	Materials:	Acrylic paints (non-hazardous)
	PPE:	Hard hat, safety boots. Use safety glasses / goggles if required. Apply sunscreen as needed. Use mask / gloves if necessary. If required on site wear long sleeve shirt and/or high vis clothing and/or safety vest; long trousers; gloves.
Applicable Legislation:		WHS Act - Obligations: Code of Practice WH&S Act 2011; How to manage WH&S Risks Code of Practice 2021; Managing the Risk of Fall at Work Code of Practice 2021
Skills Required:		Painter, Blue/White Card, Licence/EWP Ticket Yellow Scissor Card, Site Induction All employees to undertake an onsite induction with major contractor prior to starting work.
Roles and Responsibilities:		Supervisor – overall management of the job, assessing workload and adjusting work numbers as required; ensuring materials and equipment (including WH&S control items) are onsite. On-site Foreman – oversee day to day running of the job, direct staff and organise duties as necessary; ensure staff obey SWMS control measures. Worker – follow direction and carry out work in safe and reliable manner, obeying SWMS control measures at all times.

RISK ASSESSMENT AND EVALUATION

1. Assess the likelihood of the event occurring (from Almost Certain to Very Unlikely)
2. Assess the consequences should the event occur (from Insignificant to Catastrophic)
3. Establish the Risk Class (from 1 HIGH to 25 LOW). The level of risk (Risk Evaluation) is calculated by using the Risk Matrix - Likelihood x Consequence = Risk Rating (Risk Priority)

LOW	MEDIUM	HIGH	CRITICAL
RISK ACCEPTABLE	RISK ACCEPTABLE WITH STRICT CONTROL MEASURES		RISK UNACCEPTABLE

RISK MATRIX	CONSEQUENCES (C)				
	INSIGNIFICANT 1	MINOR 2	MODERATE 3	MAJOR 4	CATASTROPHIC 5
A ALMOST CERTAIN	15. HIGH	10. HIGH	6. CRITICAL	3. CRITICAL	1. CRITICAL
B PROBABLE	19. MEDIUM	14. HIGH	9. HIGH	5. CRITICAL	2. CRITICAL
C POSSIBLE	22. LOW	18. MEDIUM	13. HIGH	8. CRITICAL	4. CRITICAL
D UNLIKELY	24. LOW	21. LOW	17. MEDIUM	12. HIGH	7. CRITICAL
E VERY UNLIKELY	25. LOW	23. LOW	20. MEDIUM	16. HIGH	11. HIGH

LIKELIHOOD	
LEVEL DESCRIPTOR	DESCRIPTION
A ALMOST CERTAIN	Very likely. The event is expected to occur in most circumstances
B PROBABLE	There is a strong probability that an event will occur.
C POSSIBLE	The event might possibly occur at some time.
D UNLIKELY	Not expected, but there is a slight possibility it may occur at some time.
E VERY UNLIKELY	Highly unlikely, but may occur in exceptional circumstances.

Consequences

Level	Descriptor	Complaints	Variation from Contract Specification	Cost of Corrective Action	Key Service Delivery Outcomes Jeopardised	Litigation Potential	Loss of Market	Environmental Impact	Injury or Damage to Employee, Public or Property
1	Insignificant	Unlikely	None	Cost not visible	No	None	None	None	First aid treatment injury only Incident resulting in momentary work stoppage, less than \$5K
2	Minor	Minor verbal complaint likely	Minor variation	Resolved locally by company management	Not of any consequences	None	None	Some minor contamination of soil, water, air, flora, fauna, which is easily & effectively rectified	Injury requiring medical treatment without loss of a full day. Minor loss or damage to property, between \$5K - \$50K
3	Moderate	Written complaint certain	Noticeable variation	Resource allocation by company management (within budget)	Some outcomes not achieved	Successful litigation unlikely	Minor affect	Minor contamination of soil, water, flora, fauna, or humans that is well within the ability and resources of the company to rectify	Injury requiring medical treatment resulting in less than 4 day off work Moderate loss or damage to property, \$50K - \$100K
4	Major	Significant verbal and written complaint/s certain	Significant variation	High cost of resource allocation (outside budget)	Key outcome jeopardised	Litigation likely	Moderate affect	Contamination of soil, water, flora, fauna or humans that requires significant resources to rectify	Long term illness or serious injury - more than 4 < 60 days off Major loss or property damage, \$100K - \$500K
5	Catastrophic	Significant complaints made public	Significant unjustifiable variation with serious implications	Significant resource allocation with very high cost corrective action	Key product and service delivery outcomes not achieved	Successful litigation almost certain to follow	Significant affect	Significant & EPA reportable contamination requiring significant resources beyond the ability of the complaint to rectify	Death or permanent disability Significant loss or damage to property, more than \$500K

JOB STEPS

Job Step <i>Break the job down into steps</i>	Potential Hazards <i>Identify the hazards associated with each step and identify possibilities that could lead to an accident or adverse environmental impact.</i>	Risk Class (RC) before controls	Controls <i>Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness or environmental impact.</i>	Residual Risk (RR) after control	Responsible Person <i>for implementing controls.</i>
1. Covid19	Exposure to contaminated persons or environment.	16	Ensure staff keep informed with latest developments – email government link to information and alerts and comply with current Qld Government recommendations. Staff are instructed to stay at home if sick. Staff instructed to practice good hygiene: • Use hand sanitiser on entering workplaces, after eating, after using the bathroom, after sharing equipment and regularly throughout the day • Limit the sharing of tools and equipment. Where it is necessary to share equipment, use gloves and/or sanitising products • Maintain good housekeeping and hygiene across all work sites Staff instructed to adhere to Social Distancing recommendations: • Avoiding gathering if they are not essential • Allowing 4sqm of space per person for essential indoor gatherings • Staying 1.5m away from people as much as possible and for outdoor essential gatherings • Avoiding touching others such as shaking hands, kissing or hugging. On worksites: • Work in groups of 2 in any one workspace • Keep 1.5m away from each other during work where practicable • Keep 1.5m away from each other during smoko breaks	20	Worker Supervisor
2. Safety of site for staff.	Injury due to site operational hazards, i.e. falling object/s.	13	Wear hard hat; safety boots; safety glasses or goggles; high vis clothing; long sleeved shirt and trousers; gloves and mask as required. *All staff are trained in correct use of PPE as part of my company induction process.	23	Worker
	Exposure to sun.	18	Wear long sleeve shirt, long trousers and apply sun screen.	24	Worker
	Injury due to lack of visibility.	13	Wear high vis clothing and/or safety vest	23	Worker
3. Unloading equipment and materials.	Lifting - strain & sprains.	18	Obey correct lifting procedures: bend knees (not back). *All staff have been instructed in correct lifting procedures	25	Worker
4. Prepare surface for	Twist ankle, fall over - trip on drop sheets.	13	Be aware of surroundings, remove any obstacles.	25	Worker

painting i.e.: spread drop sheets, patch defects, sand.	Dust from sanding - inhale dust particles.	13	Use PPE: mask, glasses as required Take break when/if necessary to breathe fresh air.	25	Worker
5. Carry out painting to interior ceilings and walls.	Staff are unaware of risks associated with hazardous substances.	13	Eliminate or substitute hazardous substances, use only low VOC products where possible. Register of Hazardous Substances supplied to contractor and available on-site. Staff to read and follow MSDS & SDS directions.	24	Architect Worker
	Fumes – inhale paint fumes.	17	Use PPE: mask, glasses as required Take break when/if necessary to breathe fresh air.	24	Worker
	Poor ventilation.	17	Ensure rooms are well ventilated (open doors and windows).	24	Worker
6. Painting off platform stools	Slipping, tripping or falling – injury to limbs.	13	Use industrial platform stools, which include handrails and a safe working load of 120 KG. Ensure platform stools are placed on a stable surface.	25	On-site Foreman Worker
7. Painting off platform ladder	Slipping, tripping or falling – injury to limbs.	13	Use platform ladder to allow for 3 points of contact. Must comply with <i>AS/NZS 1892 Portable Ladders</i> .	25	On-site Foreman Worker
8. Scissor lift EWP <i>Plant will be used in accordance with the manufacturers specifications & plant risk assessment.</i> <i>Plant to be inspected upon arrival and ensure maintenance log is up to date and signed off by supplier.</i>	Collision – running into plant or vehicles	5	Use barricades and signs etc. to prevent collision of other plant or vehicles and access of persons.	21	Worker
	Uncertified/untrained operator	13	Only trained operators who have yellow card to operate the machinery. If over 11meters operator to have WP license.	21	On-site Foreman
	Falling objects – injury to persons below	13	Use barricades and signs etc. to prevent persons entering below	21	Worker
	Instability – machinery tipping over	13	Ensure unit is on a level surface (or is levelled with outriggers) before raising boom; Ensure gates on guard rails are closed and locked in place; wear safety belt or harness; do not reach out beyond confines of cage; do not rock unit when platform raised and get Principal Contractor's approval to use before setting up - if it has stabilisers must source a plant set-up permit prior to set up.	21	Worker
	Electric shock – hitting overhead wires	13	Identify electrical hazards before commencing work; keep safe distance from overhead wires and electrical installations (be aware of any exclusion zones as per project safety plan) or have services isolated and locked out before starting work in the vicinity.	21	Worker
	Loss of power while elevated - emergency response procedure	17	Activate EDD (Elevated Descent Device). Call for assistance – ensure qualified persons in the vicinity to lower machine from ground if required.	19	Worker
	Breakdown due poor maintenance	17	Daily pre-start check and complete logbook. 3 monthly and annual inspection by hire company*	24	Worker Hire company

	Collision – running into plant or vehicles	5	Use barricades and signs etc. to prevent collision of other plant or vehicles and access of persons.	21	Worker
	Uncertified/untrained operator	13	Only trained operators who have yellow card to operate the machinery. If over 11meters operator to have WP license.	21	On-site Foreman
10. Spray gun.	Personal injury due to high pressure during operation.	15	Operate gun as per manufacture's requirements.	21	Worker
	Electric shock.	17	Make sure spray gun is situated in a safe, stable place; maintenance carried out as required, i.e. tested and tagged by qualified person; always plug into electrical circuit breaker switch.	20	Worker
11. Environment.	Incorrect disposal of paint containers.	17	Wash-out and dispose of empty paint containers in designated bins.	25	Worker
	Incorrect disposal of paint and wash-out water.	17	Use EnviroWash system to clean all brushes, rollers etc.	25	worker
12. Clean up at completion of job.	Disposal of empty paint containers.	17	Place all rubbish, including empty paint containers in correct waste disposal bins (supplied by major contractor).	25	Worker
	Storing materials.	17	Place all paint materials in designated hazardous bun area	25	Worker
	Storing equipment.	17	Ensure all equipment is stored in suitable location overnight to prevent tripping by other trades.	25	Worker

EMERGENCY PLANNING

Potential hazard - delayed emergency response resulting in increased injury, or death

Control - Injured person - call Prime supervisor, if safe to do so assist injured person, send someone to get first aid kit, if 000 is called ensure a person goes to the gate to escort emergency services, ensure the person is aware of the location of the incident and the nature of the injury

Control - Plant failure, or wall collapse - call Prime Supervisor, make area safe if it does not put your safety at risk, turn off machinery, assist any persons injured, if 000 is called ensure a person goes to the gate to escort emergency services, ensure the person is aware of the location of the incident and the nature of the incident



GV&JK CARROLL PAINTING

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EMPLOYEE DECLARATION

We, the undersigned, confirm we were consulted in the development of this Safe Work Method Statement nominated above and have been explained its contents. We also confirm that we are qualified to carry out the works identified above.

We have read this **Safe Work Method Statement** and I understand the **Controls**. We understand if the **Controls** in this SWMS must be applied as documented otherwise work is to cease immediately.

All employees are inducted into the company and are required to read and sign Induction Forms.

	Name	Qualification	Signature	Date
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				



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SKILLS AND INDUCTION REGISTER

	Employee Name	Work on this project	Trade qualification/s	Additional training required for this project	1. Blue card 2. EWP licenced	Card No.
1					White/Blue Card	
					EWP licence	
2					White/Blue Card	
					EWP licence	
3					White/Blue Card	
					EWP licence	
4					White/Blue Card	
					EWP licence	
5					White/Blue Card	
					EWP licence	
6					White/Blue Card	
					EWP licence	
7					White/Blue Card	
					EWP licence	
8					White/Blue Card	
					EWP licence	
9					White/Blue Card	
					EWP licence	
10					White/Blue Card	
					EWP licence	

I, Glen Carroll, declare that:

- All workers performing the work as described in this safe work method statement are currently competent to do so; and
- All plant, equipment, materials, temporary structures and hazardous chemicals used in the performance of work described in this safe work method statement are safe if they are used properly.

Signed: 

Glen Carroll > Director

Date: 20/03/2025



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ELECTRICAL EQUIPMENT REGISTER

PROJECT: | CONTRACTOR:

Equipment Description	Plant or Serial No.	Date of Insp/test	Results and/or trip current (less 30mA) for Earth Leakage Device	Date of next inspection /test	Qualified persons Signature	License No.
Spray gun					S Carroll	S Carroll
Lead					S Carroll	S Carroll
Lead					S Carroll	S Carroll
Light					S Carroll	S Carroll



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Hazardous Chemical Register & Risk Assessment

The following hazardous chemicals exist on site. A copy of the SDS has been forwarded to the person responsible for First Aid and is listed under the relevant sub-contractor using the chemical to increase first aid response time.

Product Name	Application	Labelled Y/N	SDS Y/N	Class	Control/s based on the risk class: eg. mask, ventilation required, storage provisions
Dulux Aquanamel	Brush & roller	Y	Y	3	Hazardous according to Worksafe Australia Irritant – avoid excessive contact with skin
Dulux Professional Enviro2 Ceiling Flat	Brush & roller	Y	Y	3	Non-hazardous according to Worksafe Australia Water based product
Dulux Professional Sealer/Undercoat	Brush & roller	Y	Y	3	Hazardous according to Worksafe Australia Irritant – avoid excessive contact with skin
Dulux Wash & Wear Interior Low Sheen Acrylic	Brush & roller	Y	Y	3	Non-hazardous according to Worksafe Australia Water based product
Dulux Weathershield Low Sheen Acrylic	Brush & roller	Y	Y	3	Hazardous according to Worksafe Australia Irritant – avoid excessive contact with skin

Class 1: (High Risk) – Does the chemical and its associated hazards have the potential to kill, or cause permanent disability, eg lung disease?
Class 2: (Medium Risk) – Does the chemical and its associated hazards have the potential to cause a serious injury, or illness, which will temporarily disable, eg Dermatitis?
Class 3: (Low Risk) – Does the chemical and its associated hazards have the potential to cause a minor injury, which would not disable, eg mild skin rash?

Person completing Register/Assessment: Glen Carroll | Director

Signature:

Date: 20/03/2025



SAFE WORK METHOD STATEMENT (SWMS) – CARPENTRY

GENERAL DETAILS

ACTIVITY/ TASK	Carpentry		
SWMS REF NO.	001	SWMS VERSION NO.	1A
DATE OF VERSION	02 February 2023		
PROJECT TITLE:	TCW00540 Wellington Street Depot Upgrade		
PROJECT ADDRESS:	Wellington Street, AITKENVALE		

CONTRACTOR DETAILS

CONTRACTOR	Iconic Constructions	CONTRACTORS ABN	94 638 859 499
CONTRACTOR ADDRESS	39 Diamond Drive Alice River Qld 4817		
SUPERVISOR NAME	Jared Francis	POSITION / TITLE	Director
CONTACT TEL NO.	0404 543 608	SIGNATURE	

SENIOR MANAGEMENT / DIRECT MANAGER APPROVAL - Refer Delegations (Where Residual Risk remains as High or Very High after Control Measures identified)

NAME	JARED FRANCIS	POSITION / TITLE	DIRECTOR
DATE	02 February 2023	SIGNATURE	

PERSON CONDUCTING THE BUSINESS OR UNDERTAKING (PCBU) PRINCIPAL CONTRACTOR / CUSTOMER DETAILS (IF APPLICABLE)

PRINCIPAL CONTRACTOR	A Gabrielli Constructions	NAME OF REPRESENTATIVE	
DATE SWMS ACCEPTED	02 February 2023	SIGNATURE	

IDENTIFICATION OF HIGH RISK CONSTRUCTION ACTIVITY

Involves a risk of a person falling more than 2 m	☐	Is carried out on a telecommunication tower	☐	Is carried out in an area in which there are artificial extremes of temperature	☐	Involves, or is likely to involve, the disturbance of asbestos
Involves structural alterations or repairs that require temporary support to prevent collapse.	☐	Is carried out in an area at a workplace in which there is any movement of powered mobile plant	☐	Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians	☐	Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure
Is carried out in or near water or other liquid that involves a risk of drowning	☐	Is carried out on or near pressurised gas distribution mains or piping	☐	Is carried out on or near chemical, fuel or refrigerant lines	☐	Is carried out on or near energised electrical installations or services
Is carried out in an area that may have a contaminated or flammable atmosphere	☒	Is carried out in or near a shaft or trench with an excavated depth greater than 1.5 m	☐	Involves the use of explosives	☐	Is carried out in or near a tunnel

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Is carried out in or near a confined space ☐ Involves tilt-up or precast concrete ☐ Involves diving work ☐

PPE TO BE WORN BY ALL PERSONS UNDERTAKING THIS TASK

High Visibility	Head Protection	Foot Protection	Hearing Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Other
 ☒	 ☒	 ☒	 ☒	 ☒	 ☐	 ☒	 ☐	 ☐	☐ If other list:

PLANT AND EQUIPMENT

- Where relevant, plant is registered with the statutory authority, and where relevant, the plant's design is registered with the statutory authority
- Plant is fit for purpose, inspected, maintained, serviced, and repaired in accordance with manufacturer's / supplier's instructions or other specified standard representing good practice.
- Plant is accompanied by manufacturer's / supplier's instructions or other specified standard representing good practice and is available to the operator / user.
- Where relevant, the operator of the plant is licenced by the statutory authority.

PLANT REGISTER REFERENCE NO.	PLANT / EQUIPMENT REQUIRED TO UNDERTAKE THE TASK	USED ON PROJECT	REGISTRATION NO	CERTIFICATE NO	PLANT RISK ASSESSMENT COMPLETED	PRE-DELIVERY INSPECTION COMPLETED
		☐			☐	☐
		☐			☐	☐
		☐			☐	☐

HAZARDOUS CHEMICALS

- Hazardous chemicals to be used during the activity shall have a Hazardous Chemicals Risk Assessment completed prior to use.
- The materials shall be registered on the Hazardous Chemicals Register

HAZARDOUS CHEMICALS REQUIRED TO UNDERTAKE THE TASK:	USED ON PROJECT	UN NUMBERS	DG NUMBERS	RISK ASSESSMENT COMPLETED	SDS PROVIDED
	☐			☐	☐
	☐			☐	☐
	☐			☐	☐

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PERMITS

- The following Permits to Work are implemented by the Organisation (Principal Contractor) in managing high risk activities.
- The following Permits are to be completed prior to undertaking this activity and these are to be submitted for approval prior to undertaking these activities.

NAME	REQUIRED	NAME	REQUIRED
Hot Works (Grinding / Welding etc.)	☐	Excavation	☐
Work at Heights	☐	Work In, Over or Adjacent to Water	☐
Confined Space	☐	Ladders (Where Not Used for Access Purposes Only)	☐
Other	☐	If Other, identify:	

TRAINING AND COMPETENCIES

- The following training and competencies are required to be completed by personnel in order to undertake this activity.

NAME	COURSE CODE (IF APPLICABLE)
Work Safely in the Construction Industry (Construction White / Blue Card)	CPCCOHS1001A
Induction into the SWMS	N/A

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STANDARDS OF GOOD PRACTICE

LEGISLATION APPLICABLE TO THIS WORK	Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Electrical Safety Act 2002 Electrical Safety Regulations 2013
CODES OR OTHER STANDARDS APPLICABLE TO THIS WORK	Risk Management ISO 31000:2018 COP - Construction Work 2021 COP - First Aid 2021 COP - Hazardous Manual Tasks 2021 COP - How to Manage Work Health and Safety Risks 2021 COP - Work Health and Safety Consultation, Co-operation and Co-ordination 2021

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HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL OF ACTIVITY (HIRAC)

ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTIAN CONTROLS	0-10 LOW - MONITOR CONTROLS				
Travelling to and from Work <i>*Work Owned or Operated Vehicles ONLY – DOES NOT include use of private vehicles for travelling to or from work.</i>	Transit from location to location	5	21	26	- All drivers of vehicles must possess current relevant State or Territory licence. Vehicles must be: - In good working order - Regularly maintained and meet current State or Territory roadworthy requirements, and - Registered and insured appropriately - All drivers must be adequately experienced in driving work/private vehicles to and from places of work and in handling road and adverse weather conditions. - All materials and products must be stored and secured during travel in such a way as not to be hazardous as a result of an impact collision. - Train drivers where necessary and have provision for counselling as a result of serious incidents.		1	11	12	Site Supervisor

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Working in Sunlight, Heat and Cold	Exposure to extreme temperatures	5	16	21	- Conduct inspection/review to identify hazards and risks. - Recommended PPE: is 50+ sunscreen, long sleeved shirt, hard hat with a flap at the back, and AS rated sunglasses. Consideration must be given to overheating due to long sleeves. Workers encouraged to take regular breaks whilst working for extended periods in high temperatures 35 degrees celcius. - When working outdoors seek shade if possible. If no shade is possible, Where there is exposed skin, wear 50+ sunscreen - Apply sunscreen 15 minutes before exposure to the sun - Reapply every two hours or sooner	1	11	12	Site Supervisor
	Exposure to Wet/Cold	5	16	21	Workers to wear additional clothing to normal conditions. Long pants/ jumpers dependent upon weather conditions.	1	11	12	
Moving About the Worksite	Personal injury	5	11	16	- Report to site manager / site office before entering site. - Identify risks and hazards through site inductions and risk assessments, for example site safety checklists. - Conduct proper site inductions. - Move at a pace allowing for proper visual assessment. - Remove all trip hazards where possible.	3	6	9	Site Supervisor
Delivery of Material	Moving machinery / plant	5	21	26	- Report to site manager / site office before entering site. - Identify risks and hazards through site inductions and risk assessments, for example site safety checklists. - Conduct proper site inductions. - Move at a pace allowing for proper visual assessment.	1	11	12	Site Supervisor

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					Wear the correct PPE including safety footwear, safety eyewear, high visibility clothing as per site signage.				
Manual Handling injuries	5	11	16	- Assess site specific hazards and risks. - Workers must apply correct bending, lifting and carrying techniques when loading or unloading. - The lifting of loads is kept to a minimum and assistance is sought where necessary. - Wear the correct PPE including Safety footwear, Safety eyewear, high visibility clothing.	3	6	9	Site Supervisor	
vehicles impacting with workers and pedestrians	5	21	26	- Check that the truck drivers and plant operators hold licences, certificates of competencies. - Vehicles must have proper access to site. - The delivery or set down area must be away from, or protected from workers, pedestrians. - Provide traffic control / management where deliveries affect other traffic or public and pedestrian access. - Clearly identify deliver and set down areas to all persons, including the delivery driver.	3	11	14	Site Supervisor	
Movement of unsafe loads causing falling materials	5	21	26	- Implement exclusion zones. - Ensure that loads are secured before lifting - Ensure that SWL of chains is not exceeded.	3	11	14	Site Supervisor	
Failing unloading systems (failure of chains/slings)	5	21	26	- Where lifting gear is being used make sure lifting gear register is current and all chains and slings have been certified as safe. - Ensure that SWL of chains is not exceeded.	1	11	12	Site Supervisor	
Use of vehicle mounted crane	5	21	26	- Maintain current plant registers and maintenance records for truck, Hiab, bobcat, Manitou. - Ensure a correct pre-start has been conducted on machine. - Hiab not to be used for construction activities.	1	11	12	Site Supervisor	

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Running Out an Electrical Lead	Potential for damage from pedestrian/vehicular/plant movement causing serious injuries	5	16	21	- Decide the best route to take the lead away from potential damage by traffic and from moisture. - Consider what additional materials, such as hooks, may be needed. - Check that the power to the main box is turned off before plugging in the lead. - Run out the lead from the main power box towards the work area. Locate lead on stands or in ducts as appropriate. - Check leads are not hanging over scaffold or other metal framework. Use lead hooks. - Check lead is out of harm's way and away from moisture. NOTE. The last stand or hook should finish about 4m before the work area. Unwind any surplus lead, including any left on the drum. Attach it in large coils (about 1m diameter) (insulated) to the last stand or hook. - Only once the above has occurred may a tool be connected, and the power turned on.	3	6	9	Site Supervisor
Tick if Applicable ☐									
Setting Up Stands and Hooks	Improper set up where vehicle hazards may cause impact injuries and death	5	16	21	- Check stands and hooks are away from trafficable area and high enough to clear traffic. - Check stands are stable	3	6	9	Site Supervisor
Using Manual Hand Tools	Inadequate training	5	16	21	- Employees must be properly trained in the safe use of hand tools. - Use the right tool for the job. - Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact.	3	6	9	
Tick if Applicable ☐	Incorrect use of hand tools	5	16	21	- Do not throw tools. Hand them handle first, directly to other workers. - Do not wear bulky gloves to operate hand tools.	3	21	24	
	Tools in poor condition	5	16	21	- Replace cracked, splintered or broken handles on hammers, files, screwdrivers, or sledgehammers. - Tools handles must fit tightly into the head of the tools. - Use good-quality tools and keep them in good condition always.	3	6	9	

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					Maintain tools carefully. Keep them clean and dry and store them properly after each use.				
	Defective tools	3	11	14	- Do not use tools for jobs they were not intended to do eg. Do not use a slot screwdriver as a chisel, pry bar, wedge or punch, or wrenches as hammers. - Inspect tools for defects before use. Replace or repair defective tools.	1	11	12	
Using Electrical and Battery Powered Tools	Personal injury	5	11	16	- Recharge a battery powered tool only with the charger that is specifically intended for battery in the tool. - Remove the battery from the tool. Make sure that the tool is switched off or locked off before changing accessories, making adjustment or storing the tools - Store a battery pack safely so that no metal part, nails, screws, wrenches etc can come into contact with the battery terminals. - Wear PPE and clothing that is appropriate for the work you are doing eg. Safety glasses or goggles, hearing protection, dust mask, gloves, safety boots or shoes. - Switch off tools before connecting them to a power supply. - Disconnect the power supply before making adjustments or changing accessories. - Keep power cords clear of tools and the path that the tool will take. - Use clamps, a vice or other devices to hold and support the piece you are working on, when practical to do so. - Use only approved extension leads. - Keep power cords away from heat, water, oil, sharp edges and moving parts. - Store tools in a dry, secure location when they are not being used.	3	6	9	Site Supervisor
Tick if Applicable ☐	Inadequate training	5	16	21	- Employees must be properly trained in the safe use of tools. - Use the right tool for the job.	3	6	9	

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					- Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact. - Wear the correct PPE for the job you are doing. This included 30+ broad spectrum sunscreen, long sleeved shirt, long trousers, safety glasses, safety footwear, and well-fitting gloves.				
	Safety and Compliance testing not conducted by licensed Electrician	5	16	21	A licenced electrician shall undertake all electrical test and tagging	1	11	12	
	Electrical equipment not tested or tagged	5	21	26	- Use only tools that have been tested and tagged. - Use only the kind of battery that the manufacturer specified for the tool you are using. - Corded tools are to be visually inspected by the operator prior to use for any visible signs of damage	3	11	14	
	RCD's not tested	3	21	24	- Ensure that all electrical tools are protected through the use of RCD's. - RCD's shall be tested and tagged.	1	11	12	
	Slips, trips and falls.	7	16	23	- Keep the work environment clean and tidy to avoid clutter which may cause accidents. - Do not carry tools in a way that interferes with using both hands on a ladder, while climbing on a structure, or when doing any hazardous work - Point sharp tools eg. Saws, chisels, knives etc lying on benches away from aisles. Handles should not extend over the edge of the benchtop	3	6	9	
Disconnecting Tools	Defective or damaged tools	3	11	14	- Inspect tools for any damage before each use. - If the tool is defective, remove it from service, and tag it clearly "Out of Service for repair". - Replace damaged equipment immediately. Do not use defective tools. - Inspect cords for defects. Check for power cord cracking, fraying and other signs of wear or fault in the cord insulation. - Check for damaged switches and ones with faculty trigger locks.	3	6	9	Site Supervisor
Tick if Applicable ☐									

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					- Inspect the plug for cracks and missing, loose or faulty prongs. - Check the handle and body casing of the tool for cracks or other damage.				
Disconnecting Tools Tick if Applicable ☐	Disconnecting tools before turning off power and removing plug from socket, can cause electrocution and death	3	21	24	- Turn off power. - Remove power cord plug from socket.	1	11	12	Site Supervisor
Disconnecting Tools Tick if Applicable ☐	Potential for trips and falls over materials and waste on the work site while carrying and accessing the ladder.	5	11	16	- Conduct a risk assessment of the work and identify what access is required. Eg. Ladder, scaffolding or elevated work platforms. - Use the hierarchy of controls to select the safest option. - Look over the area you have to move the ladder to. - Clear the route where possible of potential trip hazards. - If potential hazards are too great find another route to the work site. - Ensure other workers are aware of your intentions. - Seek assistance when moving larger ladders. - Do not attempt to negotiate larger ladders through work sites unaided. - Do not erect a ladder in walkways or areas where pedestrian or plant/vehicular traffic is expected.	3	6	9	Site Supervisor
Moving a Ladder to and from Site Tick if Applicable ☐	Potential for ladder in poor condition to collapse	5	11	16	- Check the ladder and repair as necessary (fix broken rungs if necessary). - Check base pads are intact. - Check non slip feet on the ladder are fitted. - Place ladder on even surface and ensure its stability. NOTE: Ladders must be leaning on a 4:1 ratio (1 metre out at base for every 4 metres up). - Confirm ladder is suitable to application. - Do not use metal ladders for electrical work. - Only use commercial grade ladders on Construction Sites rated at minimum 120kg.	3	11	14	Site Supervisor

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Using a Ladder Tick if Applicable ☐	Potential for poorly secured ladders used as work platforms to fall or collapse	5	11	16	- Refer to SWMS-004 Working at Heights. - Use PPE of non-slip safety footwear, high visibility clothing, safety glasses and hat. - Position ladder in a 4:1 ratio. For every 4 metres in height the base must be 1 metre out from vertical creating a suitable lean. - Ladders must extend at least one metre above point of securing and the top three rungs of ladder must not be used at any time. - Secure ladder top and bottom. - Maintain three points of contact with ladder always. Avoid over reaching. - Position trunk between stiles at all time. - Do no overload ladder. One person at a time only to access step ladders. - Do not use ladder as a work platform (other than light work). - Do not use in adverse weather conditions. - Do not use near electrical power lines. - Do not use near exposed or open edge where guarding or railing is not in use and effective for fall protection.	3	11	14	Site Supervisor
Framing – Single Level Construction Tick if Applicable ☐	Any activity requiring a person to grasp, manipulate, strike, jump, throw, carry, move, lift, lower, push, pull, hold or restrain any object, load or body part.	5	16	21	- Identify specific site hazards and risks - Eliminate the need for Manual Handling where possible. - Make sure workers are sufficiently trained and experience in: - Manual handling techniques - Team lifting - Assessing and carrying loads, and - Rest breaks as needed. - Deliver product as close to site as possible, safely parking where necessary. - Consider: - Frequency and duration of the activity - The position of the load relative to the body - The distance to be moved, and - The characteristics of the load. - Weight is not the only factor to cause Manual Handling injuries.	3	6	9	Site Supervisor

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					- Limit each load to a minimum and seek assistance wherever possible. Workers lifting more than 20kg are to seek assistance. WARNING. Workers are not to lift more than 55kg without mechanical assistance or team lifting. - Ensure safety footwear and high visibility clothing is worn at a minimum - Use gloves where hand injuries are a possibility.				
	Delivery of pre-assembled frames onto site and movement of frames to installation area resulting in manual handling injuries	7	11	18	- Assess the specific hazards and risks using a job safety analysis or similar. - Pair experienced and less experienced employees where possible. - Lifting and moving work is undertaken with assistance to lighten the load where necessary. - Weights lifted match the ability of the worker. Each worker will vary in the loads they can lift. - Manual Handling training and awareness is provided to workers and safe manual handling techniques are used.	3	6	9	Site Supervisor
	Personal injury	5	21	26	- Explosive power tools are only to be used by experienced operators. Ensure that adjoining rooms and spaces are unoccupied prior to using EPTs. - Electrical tools, compressors and residual current devices are tested and tagged as required.	3	6	9	Site Supervisor
	The presence of trip and slip hazards	7	11	18	- Communicate to all workers where the planned lay down areas are, routes of travel. - Ensure material is delivered to site is scheduled to align with the methodology. - Regular site tidy up to occur.	3	6	9	Site Supervisor
Using Power Saws Tick if Applicable ☐	Electrocution from faulty equipment	5	21	26	- Check that each tool is electrically safe prior to use, check the power lead and plug for damage. - Ensure that all mains voltage tools are tested and tagged within last five months. - Set up tool on a stable surface.	1	11	12	Site Supervisor

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					- If cutting long pieces of timber, ensure that a support is used to hold timber at correct height during cut. - Only use tools for their designed purpose.				
	Kickbacks causing severe cuts	5	16	21	- Never use a tool with guards missing and do not remove guards from tools. - Ensure that tool complies with manufactures original specification and has not been modified. - Position timber prior to starting saw if needed use clamps to prevent timber from moving during cut. - Use brush or stick to move material away from blade.	1	11	12	Site Supervisor
	Noise from equipment causing long term hearing loss.	7	16	23	Always wear PPE when using power tools including safety glasses and hearing protection.	3	6	9	Site Supervisor
Erecting Structural Beams	Inhalation of dust and fumes causing long term health effects	7	16	23	- Always wear PPE when using power tools including breathing apparatus. - Avoid breathing dust.	3	6	9	Site Supervisor
Tick if Applicable ☐	Delivery of beams onto site and movement of beams to installation area causing manual handling injuries.	5	11	16	- Assess the specific hazards and risk using a job safety analysis or similar. - Mechanical assistance must be used to lift structural beams into position. - Lifting gear (slings/chains) must be in good condition. All lifting gear must be certified by a competent person (rigger) before use. - Plant operators are to be licensed, competent and experienced. - When using mechanical assistance all slings and/or chains must be left attached to the support beam until beam is adequately secured.	3	6	9	Site Supervisor
	The use of electric and cordless power tools, explosive hand tools and compressed air tools	5	21	26	- Manual Handling training and awareness must be provided to workers and safe manual handling techniques used. - PPE, including high visibility clothing, safety footwear, and safety eyewear and hearing protection must be available and worn.	1	11	12	Site Supervisor

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	The presence of trip and slip hazards	7	16	23	- Clear the area prior to commencing work, clean what needs to be cleaned. - Remove all the slip and trip hazards.	3	6	9	Site Supervisor
Fixing Windows Tick if Applicable ☐	Unsecured beam falling from position	3	21	24	- A minimum of two workers must secure each end of the beam into position. Spotters must be deployed to assist when lifting. - No persons are to be under swinging arc of the load. - Pre drill anchor holes to enable rapid securing of beam. - Less experienced workers are to be paired with a more experienced worker. WARNING. Apprentices are not to work alone in securing beams and are to be provided direct supervision.	1	16	17	Site Supervisor
	Manual handling injuries from lifting glass	5	11	16	- To fit the window use team lifting to ease the difficulty of the lift. - Use only experienced and competent workers who are capable of completing task. Otherwise, ensure experienced and less experienced employees are paired. - Weights lifted must match the ability of the worker. Each work will vary in the loads they can lift. - When lifting and fitting window consider wearing of gloves. - Safety glasses should be worn at all times. Other PPE, such as safety footwear and high visibility clothing to be worn as required by the principal contractor	1	6	7	Site Supervisor
Fixing Internal and External Woodwork, Including Doors, Windows	Broken glass, sharp edges and protrusions and	5	11	16	Place timber railing across window and door openings that may cause falls. When removing timber railings for fitting of windows, workers must maintain both feet firmly on the deck of the scaffold or construction flooring.	1	6	7	Site Supervisor

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Tick if Applicable ☐					- Avoid any broken glass. - Fix window on both sides (top and bottom) to secure from falling. - Tape glass (cross) prior to moving into position and ensure that all tools and packing is ready to use when window is fitted.				
	Manual handling injuries	5	11	16	- Assess hazards and control risks. - Give only competent employees access to the work site. - Pair experienced and less experienced workers as needed. - Workers must possess induction cards and be competent to operate hand and power tools. - Test and tag electrical tools, compressors and residual current devices regularly. - Undertake lifting and moving work with assistance to lighten the load where necessary. - Weights lifted must match the ability of the worker. Each worker will vary in the loads they can lift. - Wear PPE. Safety glasses should be worn at all times. Other PPE, such as safety footwear and high visibility clothing to be worn as required by the principal contractor.	1	6	7	Site Supervisor

METHODS FOR MONITORING AND REVIEWING EFFECTIVENESS OF CHOSEN CONTROL MEASURES

Process failure if any of the work does not go to plan, review the SWMS in consultation with supervisors and workers implement a JSA if required. The supervisor will ensure that all workers comply with these requirements by conducting regular site walk around to check on the work activities. Safe work method statements in use will be discussed at tool box meetings. By Signing I agree that I have had the opportunity for input into.

NOTE: Where residual risk is High or Very High, Senior Management or Direct Manager / Supervisor (as per Delegations) approval is required prior to commencing work.

RISK MATRIX

Perform a risk assessment for each hazard identified by:

- (i) Determining the consequences (refer Table 1)

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- (ii) Determining the likelihood of the consequence occurring (refer Table 2)
- (iii) Apply the values obtained from Tables 1 and 2 to the Qualitative Risk Matrix (Table 3) to obtain the resultant Risk Score and Level
- (iv) Apply priorities for the implementation of control measures in accordance with the Priority Matrix.

TABLE 1 – CONSEQUENCE	
LEVEL	DESCRIPTOR
INSIGNIFICANT	No illness or injuries
MINOR	First aid treatment
MODERATE	Medical treatment required
MAJOR	Serious Injury/illness
CATASTROPHIC	Death

TABLE 2 - LIKELIHOOD	
LEVEL	DESCRIPTOR
ALMOST CERTAIN	Occurs regularly
LIKELY	Expected to occur
POSSIBLE	Has occurred in the last two years
UNLIKELY	Has occurred only once or twice during the preceding 5 years
RARE	Has not occurred during the preceding 5 years

TABLE 3 – RISK LEVEL / PRIORITY					
LIKELIHOOD	CONSEQUENCE				
	INSIGNIFICANT - 1	MINOR - 6	MODERATE - 11	MAJOR - 16	CATASTROPHIC - 21
ALMOST CERTAIN – 9	L 10	M 15	H 20	VH 25	VH 30
LIKELY – 7	L 8	M 13	M 18	H 23	VH 28
POSSIBLE – 5	L 6	M 11	M 16	H 21	VH 26
UNLIKELY – 3	L 4	L 9	M 14	M 19	H 24
RARE - 1	L 2	L 7	M 12	M 17	H 22

RISK LEVEL	PRIORITY	
VH	VERY HIGH	The Activity MUST NOT COMMENCE. If started STOP IMMEDIATELY. Activity MUST NOT START until controls are implemented to reduce risk. 1
H	HIGH	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical. 2
M	MEDIUM	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical. 3
L	LOW	Implement controls as considered necessary to further reduce the risk to as low as reasonably practical. 4

HEIRARCHY OF CONTROL	
1. Eliminate	4. Engineer
2. Substitute	5. Admin
3. Isolate	6. PPE

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EMERGENCY PREPAREDNESS AND RESPONSE

Emergency preparedness and response preparations specific to the hazards identified within this SWMS are to be implemented as follows:

- Where the organisation is a Principal Contractor (PC), emergency preparedness will be undertaken and site specific response procedures will be prepared (refer Emergency Response process).
- Where the organisation is undertaking work on behalf of a PC (appointed as a Subcontractor), the organisation will work in accordance with the emergency provisions/ emergency response plan put in place by the PC.
- Where the organisation is undertaking works on behalf of a Client (not appointed as Principal Contractor) where the Client is in control of the workplace, the organisation will consult and communicate with the Client to determine emergency preparedness and response requirements.
- Where the organisation is in control of the workplace or is requested by the Principal Contractor, the organisation will undertake emergency preparedness and prepare specific emergency response procedures (refer Flowcharts for Emergency Response).

MONITORING AND REVIEW

- Use Task Observation form in undertaking formal monitoring and review in accordance with adopted schedule.

OBSERVATION LOG	01	02	03	04	05	06
INITIAL						
DATE						

SWMS REVIEW AND AMENDMENT

This Safe Work Method Statement will be reviewed in consultation with those workers executing the work in response to the following:

- Any change to the standards of 'good practice' including any statutory requirement
- Any change in design
- Any change in the work environment
- Any change in the personnel performing the work
- Any change in the plant, substances, materials and structures
- After a task observation or inspection has been carried out and additional hazards have been identified
- Near miss, injury or illness results from exposure to a hazard / risk to which the Safe Work Method Statement includes
- Formal review of SWMS in accordance with adopted monitoring and review schedule.
- At a minimum, 12 monthly

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RECORD OF AMENDMENT

DATE OF REVIEW	ACTIVITY / TASK / JOB STEP REVIEWED	PERSON UNDERTAKING REVIEW	REVIEW RECOMMENDATIONS / AMENDMENT

SWMS DEVELOPMENT, TRAINING AND ACKNOWLEDGEMENT

A person performing work otherwise interacting with the work associated with this Work Method Statement must sign this Work Method Statement before commencing the activity / task or interacting with it. By signing the Work Method Statement the person is stating:

- They were involved in the compilation of the Work Method Statement including any associated risk assessment
- If they were not involved in the original compilation of the Work Method Statement including any associated risk assessment, they have been given the opportunity to comment on the statement
- They have read or been read the Work Method Statement
- They have received training and education in the work methodology expressed in the Work Method Statement
- They understand the Work Method Statement
- They have the skills and knowledge to perform the work as described in the Work Method Statement and as allocated to them
- They have the plant, materials, substances and structures to perform the work as described in this Work Method Statement and as allocated to them and that such plant, materials, substances and structures are 'safe' if they are used properly
- They understand they must comply with the content of the Work Method Statement.
- They have been issued and instructed in the correct use of the PPE required to fully undertake their role in accordance with this Work Method Statement.

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CONSULTATION – Evidence of consultation with the workforce (Note: only a selection of the workgroup is required to sign off on the consultation section, all persons working under this SWMS must sign off on the induction section)

DATE OF CONSULTATION	WORKER'S FULL NAME	ROLE	WORKERS SIGNATURE

INDUCTION

DATE OF INDUCTION / ACTIVITY	WORKER'S FULL NAME	COMPANY	WORKERS SIGNATURE

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COPY AND ATTACH ADDITIONAL PAGES IF REQUIRED

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ICONIC
CONSTRUCTION
I N D U S T R I E S

1. RESPONSIBILITIES

Iconic Construction Industries will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the Iconic Construction Industries Construction office for future reference. All Iconic Construction Industries Construction workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. No glass containers will be allowed on site (except in meal rooms). The consumption of illegal drugs and alcohol is prohibited.

2. RISK ASSESSMENT

Risk Assessment Table

When assessing the risk of a particular hazard remember:

The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.

The more Hazards you identify the greater the overall Risk on the site.

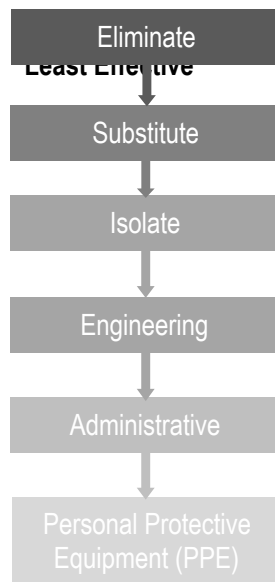
Overall Risk increases as the number of people exposed to a Hazard increase.

The more serious the potential impact to a person's health from a Hazard the greater the Risk.

The frequency of exposure to a Hazard will increase the Risk.

Likelihood		Consequences				
		Insignificant <i>No injuries or harm suffered</i>	Minor <i>First aid treatment applied</i>	Moderate <i>Medical treatment - potential long term harm</i>	Major <i>Permanent disability / disease suffered</i>	Severe <i>Fatalities involved</i>
Likelihood ↑	Rare <i>May occur in exceptional circumstances</i>	Low	Low	Low	Low	Moderate
	Unlikely <i>Could occur occasionally</i>	Low	Low	Low	Moderate	High
	Possible <i>Expected to occur occasionally</i>	Low	Low	Moderate	Moderate	High
	Likely <i>Expected to occur regularly</i>	Low	Moderate	Moderate	High	Extreme
	Almost certain <i>Expected to occur frequently</i>	Moderate	Moderate	High	Extreme	Extreme
		Impact - How serious is the risk? →				

Hierarchy of Controls



Most Effective

Eliminate – ‘Design out’ the hazard when new materials, equipment and work systems are being purchased for the workplace;

Substitute - Substitute less hazardous materials, equipment or substances and use smaller sized containers;

Isolate – separate the workers from hazards using barriers, enclosing noisy equipment, and providing exhaust or ventilation systems;

Engineering – use engineering controls to reduce the risks such as guards on equipment, hoists or other lifting and moving equipment;

Administrative – Minimise the risk by adopting safe working practices or providing appropriate training, instruction or information.

Personal Protective Equipment – Make sure that appropriate PPE is available and used correctly.

Use of Angle Grinder

The Work Process - “**Risk Rating**” and “**Who is Responsible**” is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
1	Risk Assessment	Tool – condition / guards etc. Untrained workers Workplace / worksite hazards	2	Do a Risk Assessment prior to commencing work and review the Principal Contractor's Site Safety Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS); Identify additional safety controls where Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury; Obtain approvals from the supply authorities where required; Make sure workers are trained, qualified or experienced to carry out the specified tasks; and Request appropriate licences or certification when required before allowing work to commence, including local council approval where required.	
2	Preparation of work area	Lighting Hot Work (cutting / grinding) Fire / explosion	3	Make sure lighting is adequate for the work activity; Where applicable, obtain a Hot Work Permit; and Use of abrasive tools in the open on fire ban days without a permit is forbidden.	
3	Personal Protection Equipment (PPE)	Untrained workers Cuts and abrasions Noise – hearing damage Flying debris – eye injuries Dust / fumes – lung damage	3	Make sure all workers are issued with and wear the recommended PPE as required for safety on the worksite and specific to the activities and tasks; Train workers in the correct use, maintenance, fit testing and storage of all required PPE; Inspect all PPE prior to use making sure it is suitable. Check condition of hard hats - brim or neck flaps, gloves, safety boots, high visibility reflective clothing or vests, hearing protection (fit tested),	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
				eye protection (fit tested), respirators or dust masks (fit tested) and any other PPE appropriate for this work; and PPE is to be used only when no other control can reduce or eliminate the hazard / risk.	
4	Noisy equipment	Noise – hearing damage	2	Separate the workers from the noise where possible; Maintain equipment or install noise suppressors; and Wear hearing protection - earplugs or earmuffs.	
5	Vibrations	Hand and arm vibrations can cause White Finger Syndrome or Reinhold Syndrome	3	Wear thick cotton gloves; Rotate tasks to prevent prolonged use of vibrating equipment; and Exercising and massage hands to encourage blood circulation.	
6	Dust	Dust – lung damage	2	Wet down area to reduce dust or provide ventilation; and Wear a dust mask or half or full face respirator.	
7	Exposure to Respirable Crystalline Silica (RCS) Dust	Dust – lung damage Silicosis Permanent disability or death	1	Refer to manufacturer's Safety Data Sheet (SDS) and recommended safety instructions for the product(s) containing RCS; When undertaking tasks that generate airborne RCS (such as cutting), make sure dust is controlled using: ○ On tool dust extraction – Local Exhaust Ventilation (LEV) fitted directly to tool; ○ Water suppression - wet cutting methods for brick, tile, stone and concrete; ○ Isolation - where possible, locate RCS work activities outdoors away from other workers. Indoors separate the RCS work activity from other work areas by enclosing the immediate area floor to ceiling with plastic sheeting; ○ Respiratory Protective Equipment (RPE) - RPE should not be the primary means of control, instead in combination with higher order controls like LEV, water suppression and isolation; Make sure workers wear a respirator with at least P2 filtration – fit-tested to worker; When cleaning up dust and debris containing RCS avoid dry sweeping. Approved alternatives include wet sweeping, hosing	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
				down, wiping, mopping of surfaces and vacuuming using an M or H Class vacuum cleaner; Only use industrial vacuum cleaners and filters that comply with the M or H Class requirements of AS/NZS 60335.2.69; and Double bag waste and debris containing RCS before placing in the bin or skip.	
8	Housekeeping - obstacles and cluttered work areas	Slips, trips and falls	3	Carry out basic housekeeping regularly, keeping access ways and the work area clear of materials, tools and debris; Wear appropriate footwear; Make sure cables and other equipment do not cause a trip hazard; and Barricade or restrict areas where the hazard can't be eliminated.	
9	Electricity and power tool use	Electricity / tools - electrocution Impact injuries Cuts and abrasions Amputations Noise – hearing damage Flying debris – eye injuries Untrained workers – tasks / tools	2	Train workers in the correct use of the equipment and supervise until they demonstrate they can operate the tool safely; Use tools and fittings to manufacturers recommendations; Check equipment is tested and tagged and are in good condition, especially power / ext. cords, repair or replace as required; Use Earth Leakage Circuit Breaker (ELCB) or Residual Current Device (RCD) to prevent electrocution; Use stands and hooks to raise power cords off the ground in wet or high traffic areas; Wear the appropriate PPE such as safety boots, hearing protection, dust mask or half or full-face respirator, gloves etc. and Keep hair, jewellery and loose clothing etc away from moving parts.	
10	Use of cordless power tools	Impact injuries Cuts and abrasions Amputations Noise – hearing damage Flying debris – eye injuries Burns – hot fittings / equipment Untrained workers – tasks / tools	2	Always use cordless power tools to manufacturers recommendations; Train workers in the correct use of cordless power tools and supervise until they demonstrate they can operate the tool safely; Make sure workers use appropriate PPE for tasks being performed; Do not touch tool attachments after using as they will be hot; When finished using cordless power tools, place on stable ground with battery pack removed or use tool lock switch to prevent unintended use; and	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
				Make sure correct attachments are used and secured tightly before using.	
11	Check for combustible or flammable materials	Fire / explosion Burns	N/A	Remove any flammable or combustible items or materials from the work area where sparks may be generated' Make sure a fire extinguisher and/or a fire blanket is readily available in case of fire; and Make sure appropriate first aid is readily available.	
12	Choose the right grinding wheel.	Electricity / tools - electrocution Hot Work – fire / burns Flying objects / debris Eye Injury Noise – hearing damage Tools / off cuts - cuts	2	Arrange grinding wheels making sure that older wheels will be chosen before newer ones; Make sure all wheels (new or used) are visually inspected for any cracks and/or abnormalities; Make sure a resonance test is conducted before fixing the wheel to the spindle, tapping the side of the wheel with a small tool can do this. Listen for a sharp, clear ring. A flat, dull noise generally indicates a faulty wheel; Make sure the grinding wheel is the correct size and speed; and Fit wheel to spindle and avoid over tightening.	
13	Check equipment	Electricity / tools - electrocution Machine / equipment guarding	3	Make sure power is turned off before adjusting wheel; Make sure the correct locking nut and flange is in place for the type of disc being used. Using incorrect locking nuts and flanges can lead to disc shatter; Make sure machine guards are in place and in good working order; Make sure the wheels or discs are inspected for cracks, nicks, clogging or other defects before use; Immediately dispose of any faulty wheels or discs; Make sure the grinding wheel is the correct speed for the grinder; Never tamper with or remove a speed governor to make the grinder run faster; Always use cutting wheels or discs for cutting jobs. Never grind with cutting wheels or discs; and	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
				Always use grinding wheels for grinding jobs. Never cut with grinding wheels.	
14	Start the angle grinder	Electricity / tools - electrocution Machine / equipment guarding	3	Make sure trigger mechanism operates effectively; and Stand aside and make sure the wheel is able to run idle for a period before commencing grinding.	
15	Perform the operation	Electricity / tools - electrocution Hot Work (cutting / grinding) Flying debris – eye injuries Noise – hearing damage Cuts and abrasions Burns – hot fittings/equipment	2	Secure the work piece so both hands can operate the grinder; Hold the trigger in one hand and the other hand to steady the grinder body; Place material at waist height when grinding or cutting; Use screens or blocking guards to prevent flying sparks and debris; Where possible, use soundproof panels or isolate / enclose noisy equipment; Grind on the face of the wheel and never on the side; Always cut using the side of the wheel; Work slowly whilst the wheel / disc is cold to avoid disc shatter; Stop the grinder at regular intervals to rest your arms and hands and maintain circulation; Hold the grinder against the work piece with minimum pressure to avoid the work piece digging in or kicking back; Maintain an angle of 15-30 degrees between the disc and the work piece; Never operate a grinder between the legs whilst sitting on the floor; and Wear gloves when handling sharp or hot objects.	
16	During operation	Electricity / tools - electrocution Machine / equipment guarding Hot Work (cutting / grinding) Flying debris – eye injuries Noise – hearing damage Dust – lung damage Cuts and abrasions	2	Make sure machine guards are in place and in good working order; Isolate angle grinder from work area where possible or restrict access whilst grinder is in operation; Never force grinding so that motor slows or work gets hot; Check the hole in the grinding wheel fits closely on the spindle; Use clamps or a vice to hold work piece; Use the flat of the wheel when grinding;	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
		Burns – hot fittings / equipment		Never roll a grinding wheel on its edge as it may absorb oil or dirt from other surfaces, which may lead to wheel damage; Wear approved ear and eye protection whilst grinding. Wear dust or face mask whilst grinding; Wear gloves when handling hot or sharp objects; and Make sure the work site is kept clean and tidy to reduce the risk of slips and trips.	
17	Switch off equipment	Electricity / tools - electrocution Fire / explosion	3	Make sure the disc or wheel stops rotating before putting the grinder down; Disconnect from the power supply and place the grinder on a bench with the disc facing upwards when not in use; and Check area for smouldering debris.	
18	Completion of work or end of work day	Electricity / tools - electrocution Manual handling - strains sprains and back injuries Slips, trips and falls Cuts and abrasions	3	Turn off the isolating switch when the work is complete and disconnect the machine from the power source; Remove any excess materials from the site using correct manual handling techniques; Wear gloves when handling sharp objects; Place equipment in approved storage area or back in work vehicle; Make sure the work area is left clean and tidy; and Lock / secure storage areas and / or site as required.	

3. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

4. SIGNOFF

The representatives of Iconic Construction Industries listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Worker on site	Role (e.g. worker, supervisor)	Signature	Date

Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:

Signed: _____ Date: _____

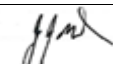
Name: _____ Position: _____

SAFE WORK METHOD STATEMENT (SWMS) FORM - GENERAL ACTIVITIES

GENERAL DETAILS

ACTIVITY/ TASK	General Activity				
SWMS REF NO.	001	SWMS VERSION NO.	1B	DATE OF VERSION	19 September 2022
PROJECT TITLE:	TCW00540 Wellington Street Depot Upgrade				
PROJECT ADDRESS:	Wellington Street, Mundingburra				

CONTRACTOR DETAILS

CONTRACTOR	JJ Maher Pest Management	CONTRACTORS ABN	79091281882
CONTRACTOR ADDRESS	4 Izaro Circuit, Burdell, 4818		
SUPERVISOR NAME	John Maher	POSITION / TITLE	Director
CONTACT TEL NO.	0477 688 225	SIGNATURE	

SENIOR MANAGEMENT / DIRECT MANAGER APPROVAL - Refer Delegations (Where Residual Risk remains as High or Very High after Control Measures identified)

NAME		POSITION / TITLE	
DATE		SIGNATURE	

PERSON CONDUCTING THE BUSINESS OR UNDERTAKING (PCBU) PRINCIPAL CONTRACTOR / CUSTOMER DETAILS (IF APPLICABLE)

PRINCIPAL CONTRACTOR	Gabrielli Constructions Pty Ltd	NAME OF REPRESENTATIVE	
DATE SWMS ACCEPTED		SIGNATURE	

IDENTIFICATION OF HIGH RISK CONSTRUCTION ACTIVITY

Involves a risk of a person falling more than 2 m	☐	Is carried out on a telecommunication tower	☐	Is carried out in an area in which there are artificial extremes of temperature	☐	Involves, or is likely to involve, the disturbance of asbestos	☐
Involves structural alterations or repairs that require temporary support to prevent collapse.	☐	Is carried out in an area at a workplace in which there is any movement of powered mobile plant	☒	Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians	☐	Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure	☐
Is carried out in or near water or other liquid that involves a risk of drowning	☐	Is carried out on or near pressurised gas distribution mains or piping	☐	Is carried out on or near chemical, fuel or refrigerant lines	☐	Is carried out on or near energised electrical installations or services	☐
Is carried out in an area that may have a contaminated or flammable atmosphere	☐	Is carried out in or near a shaft or trench with an excavated depth greater than 1.5 m	☐	Involves the use of explosives	☐	Is carried out in or near a tunnel	☐
Is carried out in or near a confined space	☐	Involves tilt-up or precast concrete	☐	Involves diving work	☐		

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PPE TO BE WORN BY ALL PERSONS UNDERTAKING THIS TASK

High Visibility	Head Protection	Foot Protection	Hearing Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Other
 ☒	 ☒	 ☒	 ☒	 ☒	 ☐	 ☒	 ☐	 ☒	☐ If other list:

PLANT AND EQUIPMENT

- Where relevant, plant is registered with the statutory authority, and where relevant, the plant's design is registered with the statutory authority.
- Plant is fit for purpose, inspected, maintained, serviced, and repaired in accordance with manufacturer's / supplier's instructions or other specified standard representing good practice.
- Plant is accompanied by manufacturer's / supplier's instructions or other specified standard representing good practice and is available to the operator / user.
- Where relevant, the operator of the plant is licenced by the statutory authority.

PLANT REGISTER REFERENCE NO.	PLANT / EQUIPMENT REQUIRED TO UNDERTAKE THE TASK	USED ON PROJECT	REGISTRATION NO	CERTIFICATE NO	PLANT RISK ASSESSMENT COMPLETED	PRE-DELIVERY INSPECTION COMPLETED
		☐			☐	☐
		☐			☐	☐
		☐			☐	☐
		☐			☐	☐

HAZARDOUS CHEMICALS

- Hazardous chemicals to be used during the activity shall have a Hazardous Chemicals Risk Assessment completed prior to use.
- The substances shall be registered on the Hazardous Chemicals Register

HAZARDOUS CHEMICALS REQUIRED TO UNDERTAKE THE TASK:	USED ON PROJECT	UN NUMBERS	DG NUMBERS	RISK ASSESSMENT COMPLETED	SDS PROVIDED
	☐			☐	☐
	☐			☐	☐
	☐			☐	☐
	☐			☐	☐
	☐			☐	☐

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PERMITS

- The following Permits to Work are implemented by the Organisation (Principal Contractor) in managing high risk activities.
- The following Permits are to be completed prior to undertaking this activity and these are to be submitted for approval prior to undertaking these activities.

NAME	REQUIRED	NAME	REQUIRED
Hot Works (Grinding / Welding etc.)	☐	Excavation	☐
Work at Heights	☐	Work In, Over or Adjacent to Water	☐
Confined Space	☐	Ladders (Where Not Used for Access Purposes Only)	☐
Other	☐	If Other, identify:	

TRAINING AND COMPETENCIES

- The following training and competencies are required to be completed by personnel in order to undertake this activity.

NAME	COURSE CODE (IF APPLICABLE)
Work Safely in the Construction Industry (Construction White / Blue Card)	CPCCOHS1001A
Induction into the SWMS	N/A
SWMS-001 General Activities are read, discussed and understood.	N/A

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STANDARDS OF GOOD PRACTICE

LEGISLATION APPLICABLE TO THIS WORK	Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Electrical Safety Act 2002 Electrical Safety Regulations 2013
CODES OR OTHER STANDARDS APPLICABLE TO THIS WORK	Risk Management ISO 31000:2018 COP Concrete Pumping 2019 COP Confined Spaces 2021 COP Demolition Work 2021 COP Excavation Work 2021 COP First Aid in the Workplace 2021 COP Formwork 2018 COP Hazardous Manual Tasks 2021 COP How to Manage Work Health and Safety Risks 2021 COP Labelling of Workplace Hazardous Chemicals 2021 COP Managing Risks of Hazardous Chemicals in the Workplace 2021 COP Managing Risks of Plant 2021 COP Managing the Risk of Falls at Workplaces 2021 COP Steel Construction 2018 COP Work Health and Safety Consultation, Co-operation and Co-ordination 2021

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SAFE WORK METHOD STATEMENT (SWMS) FORM - GENERAL ACTIVITIES

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL OF ACTIVITY (HIRAC)

ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROLS				
Travelling to and from Work <i>*Work Owned or Operated Vehicles ONLY – DOES NOT include use of private vehicles for travelling to or from work.</i>	Personal injuries	5	21	26	- All drivers of vehicles must possess current relevant State or Territory licence. Vehicles must be: - In good working order - Regularly maintained and meet current State or Territory roadworthy requirements, and - Registered and insured appropriately - All drivers must be adequately experienced in driving work/private vehicles to and from places of work and in handling road and adverse weather conditions - All materials and products must be stored and secured during travel in such a way as not to be hazardous as a result of an impact collision - Train the drivers where necessary		1	11	12	Site Supervisor and workers
General Planning	Incomplete training and inductions	7	16	23	- Workers and/or contractors are fully trained to complete the required task. - Provide adequate and competent supervision. Supervision shall be consistent with the risk of the work. Apprentices and inexperienced workers are to be closely supervised. - Make sure you consult with the relevant employees/contractors. - Ensure that there is adequate, competent supervision. - Ensure that employees/contractors are using the correct equipment to complete the task. - Provide correct equipment to ensure job is completed safely. All tools should be checked to ensure they are safe to operate prior to deploying to site. - Employees shall be competent to undertaker the operation of mobile plant including yellow cards for the operation of Elevated Work Platforms. Employee competency must be assessed prior to the employee being allowed to work unsupervised.		1	6	7	Site Supervisor, Workers and Contractors

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROLS				
	Inadequate response to emergency situation	5	21	26	- Location of first aid kit is known to all workers. - Emergency responders are clearly identified in site induction and displayed on site notice board.		1	11	12	Site Supervisor
	Poor maintenance of plant and equipment	7	16	23	- Plant and equipment to be registered and maintained. - Mobile plant shall be inspected for Roll over Protection and Falling Object Protection. All warning horns/buzzers and flashing lights shall be tested for operation prior to deployment to site.		1	6	7	Site Supervisor
	Poor access	5	16	21	- Access to the work area is be kept clear of clutter. - Adequate access for carpenters and their equipment. - Provide adequate lighting to the workplace, especially in basements and other enclosed areas. Access ways are to be suitably defined and lit. - Enter the work site through the proper access.		3	6	9	Site Supervisor and workers
	Insufficient Lighting lack of adequate ventilation	5	16	21	- Make sure you consult with the relevant employees/ contractors - Check that the work area is adequately ventilated, and that fuelled equipment has the correct safety equipment attached and located in an open air environment.		1	6	7	Site Supervisor and workers
Arriving to Job Site	Entry to safe unauthorised areas.	5	16	21	- Report to site office for site induction. Do not commence any works on site until the induction is complete and the site supervisor has made each worker aware of the hazards on site. - Ensure familiarity with site traffic control plan where needed. - If no site hazard register is maintained then the organisations employees are to conduct their own risk assessment of site conditions. - Discuss with the site manager/supervisor the interaction between Principal Contractor and Other Trades. - Ensure the correct PPE is worn while undertaking all job tasks.		1	6	7	Site Supervisor
Moving about the Worksite	Personal injury	5	11	16	- Identify risks and hazards through site inductions and risk assessments, for example site safety checklists - Move at a pace allowing for proper visual assessment		3	6	9	Site Supervisor and workers

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROLS				
					Remove all trip hazards where possible					
Unloading of Equipment	Manual handling injuries.	5	16	21	- Ensure that all employees are trained in correct manual handling techniques including the use of wheelbarrows or other plant used to move equipment around site. - Use team lifting techniques or mechanical means for manual handling where possible. - All manual handling tasks shall be undertaken while wearing riggers gloves to protect hand. - If materials are to be collected from the supplier, have the supplier load heavier materials (>20kg) onto the vehicle by mechanical means or using team lifting. Note. Check workers are trained in manual handling and lifting techniques.		3	6	9	Site Supervisor
	Hazardous Chemical Injuries	5	16	21	Review SDS for all substances and where necessary preposition spill kit or fire extinguisher. Note fire extinguisher should be in close proximity when using flammable chemicals.		3	6	9	Site Supervisor and workers
	Fall from vehicle or trucks creating hazards when moving to site	3	21	24	- Unload vehicles and plant in an area clear of other traffic, plant & equipment. - Work will be limited where possible from working from trucks. - Ensure work trucks or vans are parked in accordance with site traffic plan. - Ensure that vehicles and traffic travel at a safe speed - Plant Operators shall conduct their daily prestart checks prior to unloading plant to site. Plant that fails prestart requirements shall not be unloaded for use on site.		3	6	9	Site Supervisor
Working in Sunlight, Heat and Cold	Exposure to extreme heat and sunlight	5	16	21	- Conduct inspection/review to identify hazards and risks. - Recommended PPE is 50 + sunscreen, long sleeved shirt, hard hat with a flap at the back, and AS rated sunglasses. Consideration must be given to overheating due to long sleeves. Workers encouraged to take regular breaks whilst working for extended periods in high temperatures over 35 degrees Celsius.		1	11	12	Site Supervisor and workers

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROLS				
					When working outdoors seek shade if possible. If no shade is possible, where there is exposed skin, wear 50+ sunscreen					
	Exposure to Wet/Cold	5	16	21	Workers to wear additional clothing to normal conditions. Long pants/ jumpers dependent upon weather conditions	1	11	12	Workers	
Use of Hazardous Chemicals	Medical Injury	5	21	26	- Refer to SWMS-002 Working with Hazardous Chemicals. - Review SDS for all substances and where necessary preposition spill kit or fire extinguisher. Note fire extinguisher should be in close proximity when using flammable chemicals. - Complete a risk assessment for all hazardous chemicals in use. If required health surveillance to be carried out if identified in the risk assessment. - All workers trained in the correct use of the chemical. - Ensure all workers wear the correct PPE and if necessary RPE in accordance with the SDS. If RPE is required ensure worker has a current fit test for tight fitting respirators. - All chemicals are stored in their original container, clearly labelled, in a well ventilated area and out of direct sunlight or extreme heat/cold sources.	3	6	9	Site Supervisor and workers	
	Environmental Incident	5	21	26	- Ensure a spill kit and fire extinguisher are available on site. - Ensure that all hazardous chemicals are stored in a bunded container and according to storage instructions in the relevant SDS. - Ensure correct disposable of hazardous chemicals takes place.	3	6	9	Site Supervisor and workers	
Delivery of Material	Machinery / plant injury	5	21	26	- Report to site manager / site office before entering site - Identify risks and hazards through site inductions and risk assessments, for example site safety checklists - Conduct proper site inductions - Move at a pace allowing for proper visual assessment - Wear the correct PPE including safety footwear, safety eyewear, high visibility clothing as per site signage	1	11	12	Site Supervisor and workers	

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROLS				
	Manual handling	5	11	16	- Assess site specific hazards and risks - Workers must apply correct bending, lifting and carrying techniques when loading or unloading - The lifting of loads is kept to a minimum and assistance is sought where necessary - Wear the correct PPE including Safety footwear, Safety eyewear, high visibility clothing		3	6	9	Site Supervisor and workers
	Vehicle access	5	21	26	- Check that the truck drivers and plant operators hold licences, certificates of competencies - Vehicles must have proper access to site - The delivery or set down area must be away from, or protected from workers and pedestrians - Provide traffic control / management where deliveries affect other traffic, or public and pedestrian access - Clearly identify deliver and set down areas to all persons, including the delivery driver.		3	11	14	Site Supervisor
	Manual handling	5	21	26	- Implement exclusion zones - Ensure that loads a secured before lifting - Ensure that SWL of chains is not exceeded		3	11	14	Site Supervisor and workers
	Failing unloading systems	5	21	26	- Where lifting gear is being used make sure lifting gear register is current and all chains and slings have been certified as safe - Ensure that SWL of chains is not exceeded		1	11	12	Site Supervisor and workers
	Use of vehicle mounted crane	5	21	26	- Maintain current plant registers and maintenance records for all plant and equipment. - Ensure a correct pre-start has been conducted on machine - Hiab not to be used for construction activities		1	11	12	Site Supervisor and workers
Running out an Electrical Lead Tick if Applicable ☐	Potential for damage from pedestrian/vehicular/plant movement causing serious injuries	5	16	21	- Decide the best route to take the lead away from potential damage by traffic and from moisture - Consider what additional materials, such as hooks, may be needed - Check that the power to the main box is turned off before plugging in the lead		3	6	9	Site Supervisor and workers

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROLS				
					- Run out the lead from the main power box towards the work area. Locate lead on stands or in ducts as appropriate - Check leads are not hanging over scaffold or other metal framework. Use lead hooks - Check lead is out of harm’s way and away from moisture NOTE. The last stand or hook should finish about 4m before the work area. Unwind any surplus lead, including any left on the drum. Attach it in large coils (about 1m diameter) (insulated) to the last stand or hook - Only once the above has occurred may a tool be connected, and the power turned on					
Setting up Stands and Hooks, and using Manual Hand Tools Tick if Applicable ☐	Unstable vehicle loads	5	16	21	- Check stands and hooks are away from trafficable area and high enough to clear traffic - Check stands are stable	3	6	9	Site Supervisor and workers	
	Inadequate training	5	16	21	- Employees must be properly trained in the safe use of hand tools - Use the right tool for the job - Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact	3	6	9		
	Incorrect use of hand tools	5	16	21	- Do not throw tools. Hand them handle first, directly to other workers - Do not wear bulky gloves to operate hand tools	3	6	9		
	Tools in poor condition	5	16	21	- Replace cracked, splintered or broken handles on hammers, files, screwdrivers, or sledgehammers - Tools handles must fit tightly into the head of the tools - Use good-quality tools and keep them in good condition always - Maintain tools carefully. Keep them clean and dry and store them properly after each use	3	6	9		

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROLS				
	Defective tools	3	11	14	- Do not use tools for jobs they were not intended to do eg. Do not use a slot screwdriver as a chisel, pry bar, wedge or punch, or wrenches as hammers - Inspect tools for defects before use. Replace or repair defective tools		1	11	12	
Using Electrical and Battery Powered Tools Tick if Applicable ☐	Personal injury	5	11	16	- Recharge a battery powered tool only with the charger that is specifically intended for battery in the tool. - Remove the battery from the tool. Make sure that the tool is switched off or locked off before changing accessories, making adjustment or storing the tools. - Store a battery pack safely so that no metal part, nails, screws, wrenches etc. can come into contact with the battery terminals. - Wear PPE and clothing that is appropriate for the work you are doing. - Switch off tools before connecting them to a power supply. - Disconnect the power supply before making adjustments or changing accessories. - Keep power cords clear of tools and the path that the tool will take. - Use clamps, a vice or other devices to hold and support the piece you are working on, when practical to do so. - Use only approved extension leads. - Keep power cords away from heat, water, oil, sharp edges and moving parts. - Store tools in a dry, secure location when they are not being used.		3	6	9	Site Supervisor and workers
	Inadequate training	5	16	21	- Employees must be properly trained in the safe use of tools - Use the right tool for the job.		3	6	9	

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SAFE WORK METHOD STATEMENT (SWMS) FORM - GENERAL ACTIVITIES

ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROLS				
					- Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact. - Refer to the Safe Operating Practices for the relevant tool.					
	Safety and Compliance testing not conducted by licensed Electrician	5	16	21	A licenced electrician shall undertake all electrical test and tagging.	1	11	12		
	Electrical equipment not tested or tagged	5	21	26	- Use only tools that have been tested and tagged. - Use only the kind of battery that the manufacturer specified for the tool you are using. - Corded tools are to be visually inspected by the operator prior to use for any visible signs of damage.	3	11	14		
	RCD’s not tested	3	21	24	- Ensure that all electrical tools are protected through the use of RCD’s. - RCD’s shall be tested and tagged.	1	11	12		
	Slips, trips and falls.	7	16	23	- Keep the work environment clean and tidy to avoid clutter which may cause accidents. - Do not carry tools in a way that interferes with using both hands on a ladder, while climbing on a structure, or when doing any hazardous work. - Point sharp tools eg. Saws, chisels, knives etc. lying on benches away from aisles. Handles should not extend over the edge of the benchtop.	3	6	9		
Using Power Saws Tick if Applicable ☐	Electrical tool hazard	5	21	26	- Check that each tool is electrically safe prior to use, check the power lead and plug for damage - Ensure that all mains voltage tools are tested and tagged within last five months - Set up tool on a stable surface - If cutting long pieces of timber, ensure that a support is used to hold timber at correct height during cut - Only use tools for their designed purpose	1	11	12	Site Supervisor and workers	
	Kickbacks causing severe cuts	5	16	21	- Never use a tool with guards missing and do not remove guards from tools - Ensure that tool complies with manufactures original specification and has not been modified	1	11	12	Site Supervisor and workers	

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROLS				
					- Position timber prior to starting saw if needed use clamps to prevent timber from moving during cut - Use brush or stick to move material away from blade					
	Noise	7	21	28	Always wear PPE when using power tools including safety glasses and hearing protection		3	6	9	Site Supervisor and workers
Disconnecting Tools Tick if Applicable ☐	Defective or damaged tools	3	11	14	- Inspect tools for any damage before each use - If the tool is defective, remove it from service, and tag it clearly “Out of Service for repair”. - Replace damaged equipment immediately. Do not use defective tools. - Inspect cords for defects. Check for power cord cracking, fraying and other signs of wear or fault in the cord insulation. - Check for damaged switches and ones with faculty trigger locks. - Inspect the plug for cracks and missing, loose or faulty prongs. - Check the handle and body casing of the tool for cracks or other damage.		3	6	9	Site Supervisor and workers
	Electrocution	3	21	24	- Turn off power. - Remove power cord plug from socket.		1	11	12	Workers
	Personal injury	5	11	16	- Conduct a risk assessment of the work and identify what access is required. Eg. Ladder, scaffolding or elevated work platforms. - Use the hierarchy of controls to select the safest option. - Clear the route where possible of potential trip hazards. - If potential hazards are too great, find another route to the work site. - Ensure other workers are aware of your intentions.		3	6	9	Site Supervisor and Workers
Moving a Ladder to and from Site Tick if Applicable ☐	Poorly secured work equipment	5	11	16	- Check the ladder and repair as necessary (fix broken rungs if necessary) - Check base pads are intact - Check non slip feet on the ladder are fitted - Place ladder on even surface and ensure its stability		3	11	14	Site Supervisor and workers

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROLS				
					- NOTE. Ladders must be leaning on a 4:1 ratio (1 metre out at base for every 4 metres up) - Confirm ladder is suitable to application - Do not use metal ladders for electrical work - Only use commercial grade ladders on Construction Sites rated at minimum 120kg					
Using a Ladder Tick if Applicable ☐	Potential for trips and falls over materials and waste on the work site while carrying and accessing the ladder.	5	11	16	- Conduct a risk assessment of the work and identify what access is required. Eg. Ladder, scaffolding or elevated work platforms. - Use the hierarchy of controls to select the safest option. - Look over the area you have to move the ladder to. - Clear the route where possible of potential trip hazards. - If potential hazards are too great fin another route to the work site. - Ensure other workers are aware of your intentions. - Seek assistance when moving larger ladders. - Do not attempt to negotiate larger ladders through work sites unaided. Do not erect a ladder in walkways or areas where pedestrian or plant/vehicular traffic is expected.	3	6	9	Site Supervisor	
	Potential for ladder in poor condition to collapse	5	21	26	- Check the ladder and repair as necessary (fix broken rungs if necessary). - Check base pads are intact. - Check non slip feet on the ladder are fitted. - Place ladder on even surface and ensure its stability. NOTE. Ladders must be leaning on a 4:1 ratio (1 metre out at base for every 4 metres up). - Confirm ladder is suitable to application. - Do not use metal ladders for electrical work. - Only use commercial grade ladders on Construction Sites rated at minimum 120kg.	3	11	14	Site Supervisor	

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROLS				
	Potential for poorly secured ladders used as work platforms to fall or collapse	5	21	26	• Use PPE of non-slip safety footwear, high visibility clothing, safety glasses and hat. • Position ladder in a 4:1 ratio. For every 4 metres in height the base must be 1 metre out from vertical creating a suitable lean. • Ladders must extend at least one metre above point of securing and the top three rungs of ladder must not be used at any time. • Secure ladder top and bottom. • Maintain three points of contact with ladder at all times. Avoid over reaching. • Position trunk between stiles at all time. • Do no overload ladder. One person at a time only to access step ladders. • Do not use ladder as a work platform (other than light work – under 2m). • Do not use in adverse weather conditions. • Do not use near electrical power lines. • Do not use near exposed or open edge where guarding or railing is not in use and effective for fall protection.	3	11	14	Site Supervisor	
	Falling tools and materials impacting workers below	5	21	26	• Clear the area of all persons working within drop zones. • Display signage and erect barriers where appropriate. • Check tools and materials are secure at heights. Use lanyards where toe boards or exclusion zones cannot be established. • Provide a safe means of raising, receiving, storing and lowering materials and tools. • Where safety railing is fitted, check mesh guarding is also fitted. • When working off a scaffold, confirm top and mid rail and toe boards are fitted. Check all planks are secure and in place and gaps (between platform/planks and structure) do not exceed 225mm.	1	11	12	Site Supervisor	

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SAFE WORK METHOD STATEMENT (SWMS) FORM - GENERAL ACTIVITIES

METHODS FOR MONITORING AND REVIEWING EFFECTIVENESS OF CHOSEN CONTROL MEASURES

Process failure if any of the work does not go to plan, review the SWMS in consultation with supervisors and workers implement a JSA if required.
The supervisor will ensure that all workers comply with these requirements by conducting regular site walk around to check on the work activities.
Safe work method statements in use will be discussed at tool box meetings. By Signing I agree that I have had the opportunity for input into.

NOTE: Where residual risk is High or Very High, Senior Management or Direct Manager / Supervisor (as per Delegations) approval is required prior to commencing work.

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SAFE WORK METHOD STATEMENT (SWMS) FORM - GENERAL ACTIVITIES

RISK MATRIX

Perform a risk assessment for each hazard identified by:

- Determining the consequences (refer Table 1)
- Determining the likelihood of the consequence occurring (refer Table 2)
- Apply the values obtained from Tables 1 and 2 to the Qualitative Risk Matrix (Table 3) to obtain the resultant Risk Score and Level
- Apply priorities for the implementation of control measures in accordance with the Priority Matrix.

TABLE 1 – CONSEQUENCE	
LEVEL	DESCRIPTOR
INSIGNIFICANT	No illness or injuries
MINOR	First aid treatment
MODERATE	Medical treatment required
MAJOR	Serious Injury/illness
CATASTROPHIC	Death

TABLE 2 - LIKELIHOOD	
LEVEL	DESCRIPTOR
ALMOST CERTAIN	Occurs regularly
LIKELY	Expected to occur
POSSIBLE	Has occurred in the last two years
UNLIKELY	Has occurred only once or twice during the preceding 5 years
RARE	Has not occurred during the preceding 5 years

TABLE 3 – RISK LEVEL / PRIORITY					
LIKELIHOOD	CONSEQUENCE				
	INSIGNIFICANT - 1	MINOR - 6	MODERATE - 11	MAJOR - 16	CATASTROPHIC - 21
ALMOST CERTAIN – 9	L 10	M 15	H 20	VH 25	VH 30
LIKELY – 7	L 8	M 13	M 18	H 23	VH 28
POSSIBLE – 5	L 6	M 11	M 16	H 21	VH 26
UNLIKELY – 3	L 4	L 9	M 14	M 19	H 24
RARE - 1	L 2	L 7	M 12	M 17	H 22

RISK LEVEL	PRIORITY
VH VERY HIGH	The Activity MUST NOT COMMENCE. If started STOP IMMEDIATELY. Activity MUST NOT START until controls are implemented to reduce risk. 1
H HIGH	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical. 2
M MEDIUM	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical. 3
L LOW	Implement controls as considered necessary to further reduce the risk to as low as reasonably practical. 4

HIERARCHY OF CONTROL	
1. Eliminate	4. Engineer
2. Substitute	5. Admin
3. Isolate	6. PPE

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SAFE WORK METHOD STATEMENT (SWMS) FORM - GENERAL ACTIVITIES

EMERGENCY PREPAREDNESS AND RESPONSE

Emergency preparedness and response preparations specific to the hazards identified within this SWMS are to be implemented as follows:

- Where the organisation is a Principal Contractor (PC), emergency preparedness will be undertaken and site specific response procedures will be prepared (refer Emergency Response process).
- Where the organisation is undertaking work on behalf of a PC (appointed as a Subcontractor), the organisation will work in accordance with the emergency provisions/ emergency response plan put in place by the PC. For this project the PC is Watpac as stated on page 1 of this SWMS.
- Where the organisation is undertaking works on behalf of a Client (not appointed as Principal Contractor) where the Client is in control of the workplace, the organisation will consult and communicate with the Client to determine emergency preparedness and response requirements.
- Where the organisation is in control of the workplace or is requested by the Principal Contractor, the organisation will undertake emergency preparedness and prepare specific emergency response procedures (refer Flowcharts for Emergency Response).

MONITORING AND REVIEW

- Use Task Observation form in undertaking formal monitoring and review in accordance with adopted schedule.

OBSERVATION LOG	01	02	03	04	05	06
INITIAL						
DATE						

SWMS REVIEW AND AMENDMENT

This Safe Work Method Statement will be reviewed in consultation with those workers executing the work in response to the following:

- Any change to the standards of 'good practice' including any statutory requirement
- Any change in design
- Any change in the work environment
- Any change in the personnel performing the work
- Any change in the plant, substances, materials and structures
- After a task observation or inspection has been carried out and additional hazards have been identified
- Near miss, injury or illness results from exposure to a hazard / risk to which the Safe Work Method Statement includes
- Formal review of SWMS in accordance with adopted monitoring and review schedule.
- At a minimum, 12 monthly

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RECORD OF AMENDMENT

DATE OF REVIEW	ACTIVITY / TASK / JOB STEP REVIEWED	PERSON UNDERTAKING REVIEW	REVIEW RECOMMENDATIONS / AMENDMENT
20/05/21	Annual review	Tim Staatz	Updated standards of good practice section.
19/09/2022	SWMS review	Lewis Minns	SWMS reviewed, no amendment required.

SWMS DEVELOPMENT, TRAINING AND ACKNOWLEDGEMENT

A person performing work otherwise interacting with the work associated with this Work Method Statement must sign this Work Method Statement before commencing the activity / task or interacting with it. By signing the Work Method Statement the person is stating:

- They were involved in the compilation of the Work Method Statement including any associated risk assessment
- If they were not involved in the original compilation of the Work Method Statement including any associated risk assessment, they have been given the opportunity to comment on the statement
- They have read or been read the Work Method Statement
- They have received training and education in the work methodology expressed in the Work Method Statement
- They understand the Work Method Statement
- They have the skills and knowledge to perform the work as described in the Work Method Statement and as allocated to them
- They have the plant, materials, substances and structures to perform the work as described in this Work Method Statement and as allocated to them and that such plant, materials, substances and structures are 'safe' if they are used properly
- They understand they must comply with the content of the Work Method Statement.
- They have been issued and instructed in the correct use of the PPE required to fully undertake their role in accordance with this Work Method Statement.

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CONSULTATION – Evidence of consultation with the workforce *(Note: only a selection of the workgroup is required to sign off on the consultation section, all persons working under this SWMS must sign off on the induction section)*

DATE OF CONSULTATION	WORKER'S FULL NAME	ROLE	WORKERS SIGNATURE

INDUCTION

DATE OF INDUCTION / ACTIVITY	WORKER'S FULL NAME	COMPANY	WORKERS SIGNATURE

JJM PEST MANAGEMENT
Seal of Satisfaction

COPY AND ATTACH ADDITIONAL PAGES IF REQUIRED

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SAFE WORK METHOD STATEMENT (SWMS) - WORKING WITH SILICIA



GENERAL DETAILS

ACTIVITY/ TASK	Working with silica containing products				
SWMS REF NO.	004	SWMS VERSION NO.	1B	DATE OF VERSION	19 September 2022
PROJECT TITLE:	TCW00540 Wellington Street Depot Upgrade				
PROJECT ADDRESS:	Wellington Street, Mundingburra				

CONTRACTOR DETAILS

CONTRACTOR	JJ Maher Pest Management	CONTRACTORS ABN	79091281882
CONTRACTOR ADDRESS	4 Izaro Circuit, Burdell, 4818		
SUPERVISOR NAME	John Maher	POSITION / TITLE	Director
CONTACT TEL NO.	0447688225	SIGNATURE	

SENIOR MANAGEMENT / DIRECT MANAGER APPROVAL - Refer Delegations (Where Residual Risk remains as High or Very High after Control Measures identified)

NAME		POSITION / TITLE	
DATE		SIGNATURE	

PERSON CONDUCTING THE BUSINESS OR UNDERTAKING (PCBU) PRINCIPAL CONTRACTOR / CUSTOMER DETAILS (IF APPLICABLE)

PRINCIPAL CONTRACTOR	Gabrielli Constructions Pty Ltd	NAME OF REPRESENTATIVE	
DATE SMS ACCEPTED		SIGNATURE	

IDENTIFICATION OF HIGH RISK CONSTRUCTION ACTIVITY

Involves a risk of a person falling more than 2 m	☐	Is carried out on a telecommunication tower	☐	Is carried out in an area in which there are artificial extremes of temperature	☐	Involves, or is likely to involve, the disturbance of asbestos	☐
Involves structural alterations or repairs that require temporary support to prevent collapse.	☐	Is carried out in an area at a workplace in which there is any movement of powered mobile plant	☐	Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians	☐	Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure	☐
Is carried out in or near water or other liquid that involves a risk of drowning	☐	Is carried out on or near pressurised gas distribution mains or piping	☐	Is carried out on or near chemical, fuel or refrigerant lines	☐	Is carried out on or near energised electrical installations or services	☐

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Is carried out in an area that may have a contaminated or flammable atmosphere	☒	Is carried out in or near a shaft or trench with an excavated depth greater than 1.5 m	☐	Involves the use of explosives	☐	Is carried out in or near a tunnel	☐
Is carried out in or near a confined space	☐	Involves tilt-up or precast concrete	☐	Involves diving work	☐		

PPE TO BE WORN BY ALL PERSONS UNDERTAKING THIS TASK

HIGH VISIBILITY	HEAD PROTECTION	FOOT PROTECTION	HEARING PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	OTHER
 ☒	 ☒	 ☒	 ☐	 ☐	 ☐	 ☒	 ☒	 ☒	☐ If other list:

PLANT AND EQUIPMENT

- Where relevant, plant is registered with the statutory authority, and where relevant, the plant's design is registered with the statutory authority
- Plant is fit for purpose, inspected, maintained, serviced, repaired in accordance with manufacturer's / supplier's instructions or other specified standard representing good practice.
- Plant is accompanied by manufacturer's / supplier's instructions or other specified standard representing good practice and is available to the operator / user.
- Where relevant, the operator of the plant is licenced by the statutory authority.

PLANT REGISTER REFERENCE NO.	PLANT / EQUIPMENT REQUIRED TO UNDERTAKE THE TASK	USED ON PROJECT	REGISTRATION NO	CERTIFICATE NO	PLANT RISK ASSESSMENT COMPLETED	PRE-DELIVERY INSPECTION COMPLETED
		☐			☐	☐
		☐			☐	☐
		☐			☐	☐

HAZARDOUS CHEMICALS

- Hazardous chemicals to be used during the activity shall have a Hazardous Chemicals Risk Assessment completed prior to use.
- The materials shall be registered on the Hazardous Chemicals Register

HAZARDOUS CHEMICALS REQUIRED TO UNDERTAKE THE TASK:	USED ON PROJECT	UN NUMBERS	DG NUMBERS	RISK ASSESSMENT COMPLETED	SDS PROVIDED
	☐			☐	☐
	☐			☐	☐

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	☐			☐	☐
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SAFE WORK METHOD STATEMENT (SWMS) - WORKING WITH SILICIA

PERMITS

- The following Permits to Work are implemented by the Organisation (Principal Contractor) in managing high risk activities.
- The following Permits are to be completed prior to undertaking this activity and these are to be submitted for approval prior to undertaking these activities.

NAME	REQUIRED	NAME	REQUIRED
Hot Works (Grinding / Welding etc.)	☐	Excavation	☐
Work at Heights	☐	Work In, Over or Adjacent to Water	☐
Confined Space	☐	Ladders (Where Not Used for Access Purposes Only)	☐
Other	☐	If Other, identify:	

TRAINING AND COMPETENCIES

- The following training and competencies are required to be completed by personnel in order to undertake this activity.

NAME	COURSE CODE (IF APPLICABLE)
Work Safely in the Construction Industry (Construction White / Blue Card)	CPCCOHS1001A
Induction into the SWMS	N/A
SWMS-001 General Activities are read, discussed and understood.	N/A
Respirator Fit Tested	N/A

SAFE WORK METHOD STATEMENT (SWMS) - WORKING WITH SILICA

STANDARDS OF GOOD PRACTICE

LEGISLATION APPLICABLE TO THIS WORK	Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Electrical Safety Act 2002 Electrical Safety Regulations 2013
CODES OR OTHER STANDARDS APPLICABLE TO THIS WORK	Risk Management ISO 31000:2018 COP Concrete Pumping 2019 COP Confined Spaces 2021 COP Demolition Work 2021 COP Excavation Work 2021 COP First Aid in the Workplace 2021 COP Formwork 2018 COP Hazardous Manual Tasks 2021 COP How to Manage Work Health and Safety Risks 2021 COP Labelling of Workplace Hazardous Chemicals 2021 COP Managing Respirable Crystalline Silica dust exposure in the stone benchtop industry 2019 COP Managing Risks of Hazardous Chemicals in the Workplace 2021 COP Managing Risks of Plant 2021 COP Managing the Risk of Falls at Workplaces 2021 COP Steel Construction 2018 COP Scaffolding 2021 COP Work Health and Safety Consultation, Co-operation and Co-ordination 2021

IDENTIFICATION OF POTENTIAL SOURCES OF RCS

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SAFE WORK METHOD STATEMENT (SWMS) - WORKING WITH SILICIA

MANUFACTURER	HAZARDOUS COMPONENTS
USG BORAL	
Basecote 45, 60 & 90	14808-60-7 Quartz (SiO ₂) <1%
CORNICE ADHESIVE	This product may contain trace amounts of respirable silica and formaldehyde, which may cause cancer. These substances are present only in trace amounts (<0.1%) and this product is NOT expected to be hazardous under normal conditions.
MULTISTOP 4 & MULTISTOP 4 HI	14808-60-7 Quartz (SiO ₂) NES TWA: 0.1 mg/m ³ respirable dust
PLASTERBOARD - STD; INFILL PANELS BEVELLED & SQUARE EDGE BOARD; SHEETROCK BRAND WALLBOARD, CEILING BOARD & 13 MM STANDARD	QUARTZ (SILICA CRYSTALLINE) Not Available CAS: 14808-60-7 EC: 238-878-4 <0.1%
ALL PURPOSE PRE MIX COMPOUND / TOTAL JOINT FINISH	14808-60-7 Quartz (SiO ₂) NES TWA: 0.1 mg/m ³ respirable dust
SHEETROCK® Brand PLUS 3™ READYMIX FINISHIN	The weight percent for silica represents total quartz and not the respirable fraction. Limestone or dolomite or gypsum - >35%
SOUNDSTOP, FIRESTOP, SHAFT WALL LINER PANELS	14808-60-7 Quartz (SiO ₂) NES TWA: 0.1 mg/m ³ respirable dust
W.A.B. PLASTERBOARD	14808-60-7 Quartz (SiO ₂) NES TWA: 0.1 mg/m ³ respirable dust
JAMES HARDIE	
James Hardie fibre cement products	14808-60-7 Quartz (SiO ₂) 20-60%
PROMATECT BOARD PRODUCTS	
Promatect 250 mineral board	14808-60-7 Quartz (SiO ₂) <1%
EXISTING STRUCTURE	If the product cannot be identified, and it is reasonably likely (through prior knowledge) that the product has a silica content, it is to be assumed that the product does contain silica and managed accordingly.
Termishield	
TermLok	14808-60-7 Quartz (SiO ₂) 10-30%

SAFE WORK METHOD STATEMENT (SWMS) - WORKING WITH SILICIA

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL OF ACTIVITY (HIRAC)

ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
General Construction Activities	Refer to SWMS-001 General Activities				11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROL				
Identification of potential sources of respirable crystalline silica (RCS)	Failure to identify sources of RCS	7	16	23	Crystalline silica (quartz) is a common mineral found in: - most rocks, sands, and clays - products such as concrete, mortar, brick, blocks, pavers, tiles, natural and composite stone benchtops - Cement-based materials such as fibre-cement sheeting and autoclaved-aerated concrete. The amount of crystalline silica in products can vary. Examples include: - brick: 5-15% - concrete: less than 30% - ceramic tiles: 5-45% - reconstituted stone: more than 80% Dust containing respirable crystalline silica (RCS) is generated by high-energy processes such as cutting, sawing, grinding, drilling, polishing, scabbling and crushing of silica-containing materials. RCS particles are so small they cannot be seen under ordinary lighting and stay airborne long after larger particles have settled to the ground – the small particle size means it is easily inhaled deep into the lungs. Certain work processes can also create RCS exposure risks, including housekeeping activities involving dry sweeping, compressed air or blowers on silica-containing dusts. Exposure levels: The Australian exposure standard for airborne crystalline silica is 0.1mg/m3 over an 8-hour day. This limit is based on preventing silicosis and lung cancer.		3	16	19	Supervisor All workers

SAFE WORK METHOD STATEMENT (SWMS) - WORKING WITH SILICIA

ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROL				
Respiratory Protection	Exposure to hazardous or potentially hazardous atmosphere.	5	21	26	- For all tasks involving the generation of respirable dust which is likely to contain crystalline silica where air monitoring shows that personal exposure levels are likely to be exceeded OR if no air monitoring results are available and visible levels of dust are present. - Note: Air monitoring results from similar tasks/activities may be used to confirm RPE requirements. - While generating dust, operators and all persons in the immediate vicinity are to wear a P2 respirator, be clean shaven, Users to be Fit Tested in accordance with AS1715, within 12-month period or if a risk assessment determines more frequent is required. - Refer to Attachment A – How to wear a respirator.		1	11	12	Supervisor All workers
On Tool Dust extraction	Inadequate control of dust generating activities	7	16	23	On tool dust extraction. This is a type of local exhaust ventilation (LEV) which is fitted directly onto the tool. - Use a LEV 'system' consisting of several individual parts – the tool, captor hood, dust class M or H extraction unit and tubing. - On tool extraction units shall be fitted with HEPA filters - Integrated dust extraction devices are available for some hand-held tools. These self-contained units are fitted directly onto the tool where they automatically filter and collect dust. Extract dust from the unit using a dust class M or H vacuum or empty it directly into a waste bag in a way that does not generate dust when you dispose of it.		1	11	12	Supervisor All workers

SAFE WORK METHOD STATEMENT (SWMS) - WORKING WITH SILICIA

ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROL				
					Note: If dust is still visible in the atmosphere, then Respiratory Protection Equipment will still be required to be worn. Refer to Respiratory Protection step.					
Filter Bags in Vacuum and Local exhaust ventilation	Inadequate control of dust generating activities	7	11	18	International standard IEC 60 335-2-69 requires class M and H mobile dust extractors to use filter or disposal bags because dust must not be dissipated during the disposal process. Only the use of filter bags or disposal bags can guarantee this. A filter bag is usually made of a special cloth or paper material and is completely sealed, whereas a disposal bag is manufactured from a plastic material like a classic refuse bag. It is open at the top and placed into the container so that the edge of the bag protrudes over the edge of the container slightly and can be folded over with the lid placed on top.					Supervisor All workers
	Incorrect filter selection	7	6	13	Low Class $\leq 1.0\%$ Dusts with maximum allowable concentrations (MAC) $> 1 \text{ mg/m}^3$ L Class – for soft woods and solid surface material such as Corian. Medium Class $< 0.1\%$ Dusts with maximum allowable concentrations (MAC) $\geq 0.1 \text{ mg/m}^3$ M Class – for hard woods, board materials, concrete and brick dust High Class $< 0.005\%$ Dusts with maximum allowable concentrations (MAC) $< 0.1 \text{ mg/m}^3$ H Class – highly carcinogenic dusts, asbestos, formaldehyde, mould, germs and bacteria. Note: If dust is still visible in the atmosphere, then Respiratory Protection Equipment will still be required to be worn. Refer to Respiratory Protection step.					Supervisor All workers
Fibre Cement containing Products – Refer to product SDS for confirmation of silica content.	Cutting Outdoors	7	16	23	- Position cutting station so that wind will blow dust away from user or others working in the area and allow for ample dust dissipation. - Score and snap using carbide-tipped scoring knife or utility knife. Or					Site Supervisor

SAFE WORK METHOD STATEMENT (SWMS) - WORKING WITH SILICIA

ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
Tick if Applicable ☐					11-19 ACCEPTABLE – MAINTAIN CONTROLS					
					0-10 LOW – MONITOR CONTROL					
					• Dust reducing circular saw and M Class vacuum extraction. Note: If dust is still visible in the atmosphere, then Respiratory Protection Equipment will still be required to be worn. Refer to Respiratory Protection step.					
	Cutting Indoors – Fully enclosed space	9	16	25	• Cut only using score and snap method or with fibre-cement shears • Position cutting station in well-ventilated area to allow for dust suppression • If large volumes of cutting is required, liaise with the PC to establish a suitable cutting enclosure, which will restrict dispersion of RCS. Enclosure is to be established with adequate source of exhaust ventilation. Note: If dust is still visible in the atmosphere, then Respiratory Protection Equipment will still be required to be worn. Refer to Respiratory Protection step.		1	6	7	
	Sanding/Rebating/Drilling	9	21	30	• If sanding, rebating, drilling or other machining is necessary, Wear fit tested respirator. • Equipment is to be fitted with dust extraction attachment or • Advise other trades in the area of the planned activity and the associated risks. • If large volumes of sanding of plaster sheeting with silica content, consider implementing Job rotation in addition to the use RPE and LEV to reduce individual exposure to RCS to maintain exposure levels under the statutory limit Note: If dust is still visible in the atmosphere, then Respiratory Protection Equipment will still be required to be worn. Refer to Respiratory Protection step.		5	11	16	

SAFE WORK METHOD STATEMENT (SWMS) - WORKING WITH SILICIA

ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROL				
Concrete work Tick if Applicable ☐	Silicosis – exposure to silica.	5	16	21	Important: Local exhaust ventilation or wet dust suppression has been shown to reduce dust by up to 99 percent and is the preferred method for controlling dust exposure if it cannot be designed out. If wet air particales are generated from high speed cutting/grinding/mechanical devices, wearing of a suitable RPE is still required. While generating dust, operators and all persons in the immediate vicinity are to wear a P2 respirator, be clean shaven, Users to be Fit Tested in accordance with AS1715, within 12 month period or if a risk assessment determines more frequent is required. - clean up the dust with an industrial vacuum cleaner (M or H class filter) or by wet sweeping. Floors/surfaces likely to contain concrete dust are not to be dry swept. In addition to above, any or a combination of below is to be used. - minimise the generation of dust by having materials cut to size prior to arrival onsite. - If cutting onsite is required, other workers are to be notified and removed from the cutting zone whilst dust is been generated. Alternatively the PC way establish a contained environment to cutting activities to be conducted in. - use drills and grinders with dust extraction attachments. - use tools fitted with a water attachment to suppress dust (on power saws, jack picks, scabbling picks.) - wet down dusty work areas and processes . Cleaning up Silica containing dust.		5	11	16	Foreman/Operators

SAFE WORK METHOD STATEMENT (SWMS) - WORKING WITH SILICIA

ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROL				
					Whilst emptying filters/vacuums which have been used, Respiratory protection must be used. - Check dust extractors regularly to ensure seals are in good condition & they are providing good suction - Dust extraction tool filters to be emptied in a controlled environment to contain dust. - Dust is to be contained in durable plastic bag and disposed off as regulated waste by principal contractor. - If workers clothes are heavily soiled with silica containing dust, they are to be isolated at the end of the shift and washed separately.					

METHODS FOR MONITORING AND REVIEWING EFFECTIVENESS OF CHOSEN CONTROL MEASURES

Process failure if any of the work does not go to plan, review the SWMS in consultation with supervisors and workers implement a JSA if required. The supervisor will ensure that all workers comply with these requirements by conducting regular site walk around to check on the work activities. Safe work method statements in use will be discussed at tool box meetings. By Signing I agree that I have had the opportunity for input into.

NOTE: Where residual risk is High or Very High, Senior Management or Direct Manager / Supervisor (as per Delegations) approval is required prior to commencing work.

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SAFE WORK METHOD STATEMENT (SWMS) - WORKING WITH SILICA

RISK MATRIX

Perform a risk assessment for each hazard identified by:

- Determining the consequences (refer Table 1)
- Determining the likelihood of the consequence occurring (refer Table 2)
- Apply the values obtained from Tables 1 and 2 to the Qualitative Risk Matrix (Table 3) to obtain the resultant Risk Score and Level
- Apply priorities for the implementation of control measures in accordance with the Priority Matrix.

TABLE 1 – CONSEQUENCE	
LEVEL	DESCRIPTOR
INSIGNIFICANT	No illness or injuries
MINOR	First aid treatment
MODERATE	Medical treatment required
MAJOR	Serious Injury/illness
CATASTROPHIC	Death

TABLE 2 - LIKELIHOOD	
LEVEL	DESCRIPTOR
ALMOST CERTAIN	Occurs regularly
LIKELY	Expected to occur
POSSIBLE	Has occurred in the last two years
UNLIKELY	Has occurred only once or twice during the preceding 5 years
RARE	Has not occurred during the preceding 5 years

TABLE 3 – RISK LEVEL / PRIORITY					
LIKELIHOOD	CONSEQUENCE				
	INSIGNIFICANT - 1	MINOR - 6	MODERATE - 11	MAJOR - 16	CATASTROPHIC - 21
ALMOST CERTAIN – 9	L 10	M 15	H 20	VH 25	VH 30
LIKELY – 7	L 8	M 13	M 18	H 23	VH 28
POSSIBLE – 5	L 6	M 11	M 16	H 21	VH 26
UNLIKELY – 3	L 4	L 9	M 14	M 19	H 24
RARE - 1	L 2	L 7	M 12	M 17	H 22

RISK LEVEL	PRIORITY
VH VERY HIGH	The Activity MUST NOT COMMENCE. If started STOP IMMEDIATELY. Activity MUST NOT START until controls are implemented to reduce risk. 1
H HIGH	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical. 2
M MEDIUM	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical. 3
L LOW	Implement controls as considered necessary to further reduce the risk to as low as reasonably practical. 4

HIERARCHY OF CONTROL	
1. Eliminate	4. Engineer
2. Substitute	5. Admin
3. Isolate	6. PPE

SAFE WORK METHOD STATEMENT (SWMS) - WORKING WITH SILICA

EMERGENCY PREPAREDNESS AND RESPONSE

Emergency preparedness and response preparations specific to the hazards identified within this SWMS are to be implemented as follows:

- Where the organisation is a Principal Contractor (PC), emergency preparedness will be undertaken and site specific response procedures will be prepared (refer Emergency Response process).
- Where the organisation is undertaking work on behalf of a PC (appointed as a Subcontractor), the organisation will work in accordance with the emergency provisions/ emergency response plan put in place by the PC. For this project the PC is Watpac as stated on page 1 of this SWMS.
- Where the organisation is undertaking works on behalf of a Client (not appointed as Principal Contractor) where the Client is in control of the workplace, the organisation will consult and communicate with the Client to determine emergency preparedness and response requirements.
- Where the organisation is in control of the workplace or is requested by the Principal Contractor, the organisation will undertake emergency preparedness and prepare specific emergency response procedures (refer Flowcharts for Emergency Response).

MONITORING AND REVIEW

- Use Task Observation form in undertaking formal monitoring and review in accordance with adopted schedule.

OBSERVATION LOG	01	02	03	04	05	06
INITIAL						
DATE						

SWMS REVIEW AND AMENDMENT

This Safe Work Method Statement will be reviewed in consultation with those workers executing the work in response to the following:

- Any change to the standards of 'good practice' including any statutory requirement
- Any change in design
- Any change in the work environment
- Any change in the personnel performing the work
- Any change in the plant, substances, materials and structures
- After a task observation or inspection has been carried out and additional hazards have been identified
- Near miss, injury or illness results from exposure to a hazard / risk to which the Safe Work Method Statement includes
- Formal review of SWMS in accordance with adopted monitoring and review schedule.
- At a minimum, 12 monthly

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RECORD OF AMENDMENT

DATE OF REVIEW	ACTIVITY / TASK / JOB STEP REVIEWED	PERSON UNDERTAKING REVIEW	REVIEW RECOMMENDATIONS / AMENDMENT
20/05/21	Annual review	Tim Staatz	Updated standards of good practice section.
08/11/2021	SWMS Review	Scott Howe	Standards of Good Practice updated, Scaffolding COP.
19/09/2022	SWMS review	Lewis Minns	SWMS reviewed; no amendment required.

SWMS DEVELOPMENT, TRAINING AND ACKNOWLEDGEMENT

A person performing work otherwise interacting with the work associated with this Work Method Statement must sign this Work Method Statement before commencing the activity / task or interacting with it. By signing the Work Method Statement the person is stating:

- They were involved in the compilation of the Work Method Statement including any associated risk assessment
- If they were not involved in the original compilation of the Work Method Statement including any associated risk assessment, they have been given the opportunity to comment on the statement
- They have read or been read the Work Method Statement
- They have received training and education in the work methodology expressed in the Work Method Statement
- They understand the Work Method Statement
- They have the skills and knowledge to perform the work as described in the Work Method Statement and as allocated to them
- They have the plant, materials, substances and structures to perform the work as described in this Work Method Statement and as allocated to them and that such plant, materials, substances and structures are 'safe' if they are used properly
- They understand they must comply with the content of the Work Method Statement.
- They have been issued and instructed in the correct use of the PPE required to fully undertake their role in accordance with this Work Method Statement.

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CONSULTATION – Evidence of consultation with the workforce (*Note: only a selection of the workgroup is required to sign off on the consultation section, all persons working under this SWMS must sign off on the induction section*)

DATE OF CONSULTATION	WORKER'S FULL NAME	ROLE	WORKERS SIGNATURE

INDUCTION

DATE OF INDUCTION / ACTIVITY	WORKER'S FULL NAME	COMPANY	WORKERS SIGNATURE

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JJM PEST MANAGEMENT
Seal of Satisfaction

COPY AND ATTACH ADDITIONAL PAGES IF REQUIRED

SAFE WORK METHOD STATEMENT (SWMS) FORM – WORKING WITH SILICIA

ATTACHMENT A

How to Properly Put on and Take off a Disposable Respirator

WASH YOUR HANDS THOROUGHLY BEFORE PUTTING ON AND TAKING OFF THE RESPIRATOR.

If you have used a respirator before that fit you, use the same make, model and size.

Inspect the respirator for damage. If your respirator appears damaged, DO NOT USE IT. Replace it with a new one.

Do not allow facial hair, hair, jewelry, glasses, clothing, or anything else to prevent proper placement or come between your face and the respirator. Follow the instructions that come with your respirator.

Putting On The Respirator



Position the respirator in your hands with the nose piece at your fingertips.



Cup the respirator in your hand allowing the headbands to hang below your hand. Hold the respirator under your chin with the nosepiece up.



The top strap (on single or double strap respirators) goes over and rests at the top back of your head. The bottom strap is positioned around the neck and below the ears. Do not crisscross straps.



Place your fingertips from both hands at the top of the metal nose clip (if present). Slide fingertips down both sides of the metal strip to mold the nose area to the shape of your nose.

Checking Your Seal



Place both hands over the respirator, take a quick breath in to check whether the respirator seals tightly to the face.



Place both hands completely over the respirator and exhale. If you feel leakage, there is not a proper seal.



If air leaks around the nose, readjust the nosepiece as described. If air leaks at the mask edges, re-adjust the straps along the sides of your head until a proper seal is achieved.



If you cannot achieve a proper seal due to air leakage, ask for help or try a different size or model.

Removing Your Respirator



DO NOT TOUCH the front of the respirator! It may be contaminated!



Remove by pulling the bottom strap over back of head, followed by the top strap, without touching the respirator.



Discard in waste container.
WASH YOUR HANDS!

SAFE WORK METHOD STATEMENT (SWMS) - BRICK AND BLOCK WORK

GENERAL DETAILS

ACTIVITY/ TASK	Block Work Lay				
SWMS REF NO.	SWMS 001	SWMS VERSION NO.	1A	DATE OF VERSION	01/04/2023
PROJECT TITLE:	Wellington Street Depo Upgrade				
PROJECT ADDRESS:	Wellington Street, Aitkenvale				

CONTRACTOR DETAILS

CONTRACTOR	Mascrete Brick & Block Layers	CONTRACTORS ABN	22 129 243 027
CONTRACTOR ADDRESS	5 Fraire Street Hermit Park		
CONTRACTORS QBCC	1133905		
SUPERVISOR NAME	Bill Reid	POSITION / TITLE	Director
CONTACT TEL NO.	0418 779497	SIGNATURE	

SENIOR MANAGEMENT / DIRECT MANAGER APPROVAL - Refer Delegations (Where Residual Risk remains as High or Very High after Control Measures identified)

NAME	As Above	POSITION / TITLE	
DATE		SIGNATURE	

PERSON CONDUCTING THE BUSINESS OR UNDERTAKING (PCBU) PRINCIPAL CONTRACTOR / CUSTOMER DETAILS (IF APPLICABLE)

PRINCIPAL CONTRACTOR		NAME OF REPRESENTATIVE	
DATE SMS ACCEPTED		SIGNATURE	

IDENTIFICATION OF HIGH RISK CONSTRUCTION ACTIVITY

Involves a risk of a person falling more than 2 m	☐	Is carried out on a telecommunication tower	☐	Is carried out in an area in which there are artificial extremes of temperature	☐	Involves, or is likely to involve, the disturbance of asbestos	☐
Involves structural alterations or repairs that require temporary support to prevent collapse.	☐	Is carried out in an area at a workplace in which there is any movement of powered mobile plant	☐	Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians	☐	Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure	☐
Is carried out in or near water or other liquid that involves a risk of drowning	☐	Is carried out on or near pressurised gas distribution mains or piping	☐	Is carried out on or near chemical, fuel or refrigerant lines	☐	Is carried out on or near energised electrical installations or services	☐
Is carried out in an area that may have a contaminated or flammable atmosphere	☐	Is carried out in or near a shaft or trench with an excavated depth greater than 1.5 m	☐	Involves the use of explosives	☐	Is carried out in or near a tunnel	☐
Is carried out in or near a confined space	☐	Involves tilt-up or precast concrete	☐	Involves diving work	☐		

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SAFE WORK METHOD STATEMENT (SWMS) - BRICK AND BLOCK WORK

PPE TO BE WORN BY ALL PERSONS UNDERTAKING THIS TASK

High Visibility	Head Protection	Foot Protection	Hearing Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Other
 ☒	 ☒	 ☒	 ☒	 ☒	 ☐	 ☒	 ☐	 ☒	☐ If other list below

PLANT AND EQUIPMENT

- Where relevant, plant is registered with the statutory authority, and where relevant, the plant's design is registered with the statutory authority
- Plant is fit for purpose, inspected, maintained, serviced, and repaired in accordance with manufacturer's / supplier's instructions or other specified standard representing good practice.
- Plant is accompanied by manufacturer's / supplier's instructions or other specified standard representing good practice and is available to the operator / user.
- Where relevant, the operator of the plant is licenced by the statutory authority.

PLANT REGISTER REFERENCE NO.	PLANT / EQUIPMENT REQUIRED TO UNDERTAKE THE TASK	USED ON PROJECT	REGISTRATION NO	CERTIFICATE NO	PLANT RISK ASSESSMENT COMPLETED	PRE-DELIVERY INSPECTION COMPLETED
		☐			☐	☐
		☐			☐	☐
		☐			☐	☐
		☐			☐	☐

HAZARDOUS CHEMICALS

- Hazardous chemicals to be used during the activity shall have a Hazardous Chemicals Risk Assessment completed prior to use.
- The materials shall be registered on the Hazardous Chemicals Register

HAZARDOUS CHEMICALS REQUIRED TO UNDERTAKE THE TASK:	USED ON PROJECT	UN NUMBERS	DG NUMBERS	RISK ASSESSMENT COMPLETED	SDS PROVIDED
GP Cement	☒	Nil	Nil	☐	☒
	☐			☐	☐
	☐			☐	☐
	☐			☐	☐

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SAFE WORK METHOD STATEMENT (SWMS) - BRICK AND BLOCK WORK

PERMITS

- The following Permits to Work are implemented by the Organisation (Principal Contractor) in managing high risk activities.
- The following Permits are to be completed prior to undertaking this activity and these are to be submitted for approval prior to undertaking these activities.

NAME	REQUIRED	NAME	REQUIRED
Hot Works (Grinding / Welding etc.)	☐	Excavation	☐
Work at Heights	☐	Work In, Over or Adjacent to Water	☐
Confined Space	☐	Ladders (Where Not Used for Access Purposes Only)	☐
Other	☐	If Other, identify:	

TRAINING AND COMPETENCIES

- The following training and competencies are required to be completed by personnel in order to undertake this activity.

NAME	COURSE CODE (IF APPLICABLE)
Work Safely in the Construction Industry (Construction White / Blue Card)	CPCCOHS1001A

SAFE WORK METHOD STATEMENT (SWMS) - BRICK AND BLOCK WORK

STANDARDS OF GOOD PRACTICE

LEGISLATION APPLICABLE TO THIS WORK	Work Health & Safety Act 2011 Work Health & Safety Regulations 2011
CODES OR OTHER STANDARDS APPLICABLE TO THIS WORK	Risk Management ISO 31000:2009 COP Children and Young Workers in the workplace 2006 COP Concrete Pumping 2019 COP Confined Spaces 2011 COP Excavation Work 2013 COP First Aid in the Workplace 2014 COP Formwork 2016 COP Hazardous Manual Tasks 2011 COP How to Manage Work Health and Safety Risks 2011 COP Labelling of Workplace Hazardous Chemicals 2011 COP Managing Risks of Hazardous Chemicals in the Workplace 2013 COP Managing Risks of Plant 2013 COP Managing Noise and Preventing Hearing Loss at Work 2011 COP Managing the Risk of Falls at Workplaces 2018 COP Steel Construction 2004 COP Scaffolding 2009 COP Work Health and Safety Consultation, Co-operation and Co-ordination 2011 COP Managing Respirable Crystalline Silica Dust Exposure in Construction and Manufacturing of Construction Elements 2022

SAFE WORK METHOD STATEMENT (SWMS) - BRICK AND BLOCK WORK

HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL OF ACTIVITY (HIRAC)

ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
Travelling to and from Work <i>*Work Owned or Operated Vehicles ONLY – DOES NOT include use of private vehicles for travelling to or from work.</i>	Personal injuries	5	21	26	11-19 ACCEPTABLE – MAINTAIN CONTROLS		1	11	12	Site Supervisor and workers
Working in Sunlight and Heat.	Exposure to extreme heat and sunlight	5	16	21	- All drivers of vehicles must possess current relevant State or Territory licence. - Vehicles must be: - In good working order - Regularly maintained and meet current State or Territory roadworthy requirements, and - Registered and insured appropriately - All drivers must be adequately experienced in driving work/private vehicles to and from places of work and in handling road and adverse weather conditions - All materials and products must be stored and secured during travel in such a way as not to be hazardous as a result of, an impact collision - Train the drivers where necessary		1	11	12	Site Supervisor and workers

SAFE WORK METHOD STATEMENT (SWMS) - BRICK AND BLOCK WORK

ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
Loading and Unloading Of Materials	Load incorrectly secured.	5	21	26	11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW - MONITOR CONTROLS	1	11	12	Site Supervisor
	Falling objects.	5	21	26			1	11	12	
	Incorrect lifting equipment used.	5	21	26	- Choosing of lifting equipment will be made by trained personnel. - Loads will only be slung by trained workers.		1	11	12	
	Personal Injury.	5	21	26	- Lifting equipment will be maintained with records kept. - Unsafe Lifting equipment will be immediately removed from service.		1	11	12	
Storage and Transporting Of Materials On Site	Inadequate storage area.	5	11	16	- Manufacturer's instructions for lifting will be followed at all times. - Ensure the equipment is suitable for lifting loads.		3	11	14	Site Supervisor
					- All workers must be clear of load before lifting. - Load must not be lifted over a worker. - Guide ropes will be used where necessary to place loads.		3	6	9	
	Manual Handling	5	11	16	- All materials are to be stored in the area assigned by the principal contractor, and must not, at any point, extend outside the assigned area. - If necessary, barricading may be used to limit access to the storage area and provide visual boundaries. - Consult with the principal contractor to ensure a storage area is provided with suitable area for the materials being stored.		1	6	7	
	Unclear access/ egress points.	5	11	16	- Materials delivered to site in bulk to be unloaded by mechanical means wherever possible. i.e. crane. - Unload materials and tools as close as possible to point of use. - Workers will be given instruction and training on safe lifting techniques and manual task hazards. - Avoid lifting large, heavy and awkward loads.		1	11	12	
					- Ensure access ways are kept clean of materials and rubbish at all times. - Clean up work area before leaving.					

SAFE WORK METHOD STATEMENT (SWMS) - BRICK AND BLOCK WORK

ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW - MONITOR CONTROLS				
Storing and Working With Hazardous And Dangerous Substances	Incorrect storage of hazardous substances.	5	21	26	- Store in accordance with the SDS storage information. - Ensure storage area is secure and place warning signs if required. (No Smoking). - Check containers for damage upon arrival on site. - Ensure containers are adequate for substance and quantity. - Ensure storage is well ventilated.		3	11	14	Site Supervisor
	Medical injury.	5	21	26	- Use PPE in accordance with SDS. - Workers will be trained and supervised in handling and use of hazardous substances.		3	11	14	Site Supervisor
	Spills	5	21	16	- Use non-flammable substances where possible. - Contain spills with sand and earth. - Use the spill kit on site. This should be provided by the PC. - No Smoking when using or working near flammable substances, and not on Site. - Provision of firefighting equipment i.e. extinguishers, required.		3	11	14	Site Supervisor
Using Electrical and Battery Powered Tools Tick if Applicable ☐	Personal injury	5	11	16	Remove the battery from the tool. Make sure that the tool is switched off or locked off before changing accessories, making adjustment or storing the tools. - Store a battery pack safely so that no metal part, nails, screws, wrenches etc. can come into contact with the battery terminals. - Switch off tools before connecting them to a power supply. - Disconnect the power supply before making adjustments or changing accessories. - Keep power cords clear of tools and the path that the tool will take. - Use clamps, a vice or other devices to hold and support the piece you are working on, when practical to do so.		3	6	9	Site Supervisor and workers

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW - MONITOR CONTROLS				
					- Use only approved extension leads. - Keep power cords away from heat, water, oil, sharp edges and moving parts. - Store tools in a dry, secure location when they are not being used.					
	Inadequate training	5	16	21	- Employees must be properly trained in the safe use of tools. - Use the right tool for the job. - Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact. - Refer to the Safe Operating Practices for the relevant tool.	3	6	9		
	Electrical equipment not tested or tagged	5	21	26	- A licenced electrician shall undertake all electrical test and tagging. - Use only tools that have been tested and tagged. - Use only the kind of battery that the manufacturer specified for the tool you are using. - Corded tools are to be visually inspected by the operator prior to use for any visible signs of damage.	3	11	14		
	RCD’s not tested	3	21	24	- Ensure that all electrical tools are protected through the use of RCD’s. - RCD’s shall be tested and tagged.	1	11	12		
	Personal injury	7	16	23	- Keep the work environment clean and tidy to avoid clutter which may cause accidents. - Do not carry tools in a way that interferes with using both hands on a ladder, while climbing on a structure, or when doing any hazardous work.	3	6	9		
Using Power Saws Tick if Applicable ☐	Electrical tool hazard	5	21	26	- Check that each tool is electrically safe prior to use, check the power lead and plug for damage - Ensure that all mains voltage tools are tested and tagged within date. - Set up tool on a stable surface.	1	11	12	Site Supervisor and workers	

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		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW - MONITOR CONTROLS				
					- If cutting long pieces of timber, ensure that a support is used to hold timber at correct height during cut. - Only use tools for their designed purpose.					
	Kickbacks causing severe cuts	5	16	21	- Never use a tool with guards missing and do not remove guards from tools. - Ensure that tool complies with manufactures original specification and has not been modified. - Position timber prior to starting saw if needed use clamps to prevent timber from moving during cut. - Use brush or stick to move material away from blade.		1	11	12	Site Supervisor and workers
	Noise	7	21	28	Always wear PPE when using power tools including safety glasses and hearing protection.		3	6	9	Site Supervisor and workers
Working From Work Platform – Fixed Or Mobile (Working at Heights) Tick if Applicable ☐	Personal Injury	5	21	26	Whilst working at heights on trestles and planks. - Ensure the planks are in good condition. - Ensure the appropriated number of planks for the work being undertaken. - Ensure the trestle ladders are secured where required. - Ensure edge protection is erected where required.		3	11	14	Site Supervisor
	Personal Injury	5	21	16	Whilst working at heights using a mobile platform. - Ensure harnesses are used at all times in Boom lifts. - All handrails are to be in place before operating/using any plant. - All plant is to be operated according to manufacturer's instructions. - Ensure mobile scaffold is erected in accordance with manufacturer's instructions. - Standing on handrails is not permitted at any time.		3	11	14	Site Supervisor

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW - MONITOR CONTROLS				
	Movement of mobile plant around work area that may result in injury to workers or damage to plant.	5	21	26	- Barricade plant travelling path where necessary. Travelling path is to be kept clear at all times. Plant must be used on flat stable surfaces as per manufacturer's instructions. - Plant and equipment will be positioned correctly to reduce the need for prolonged work above the shoulder. - Ensure plant is stable and in good condition. Ensure the correct plant is used correctly and maintained. Ensure plant/mobile scaffold is installed /used as per manufacturer's instructions. Ensure plant/mobile scaffold is safe to work by gaining assurance from the principal contractor if common plant.		3	11	14	Site Supervisor
	Loose material that could fall injuring workers which could result in people or plant being injured or damaged.	5	21	26	All materials are to be secured while in transit, and secured before being released. Wrist straps are to be used on tools where practical. Maintain edge protection on plant i.e. Tool Boards; Mid Rails; Hand Rails. Restrict Access to work areas under persons working at heights (barricades/signs).		3	11	14	Site Supervisor
	Incorrect use of ladders	5	21	26	- Position ladder in a 4:1 ratio. For every 4 metres in height the base must be 1 metre out from vertical creating a suitable lean - Ladders must extend at least one metre above point of securing and the top three rungs of ladder must not be used at any time - Secure ladder top and bottom - Maintain three points of contact with ladder always. Avoid over reaching - Position trunk between stiles at all time - Do no overload ladder. One person at a time only to access step ladders - Do not use ladder as a work platform (other than light work) - Do not use in adverse weather conditions		3	11	14	Site Supervisor

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW - MONITOR CONTROLS				
					- Do not use near electrical power lines - Do not use near exposed or open edge where guarding or railing is not in use and effective for fall protection. - Seek assistance when moving larger ladders. - Do not attempt to negotiate larger ladders through work sites unaided. - Do not erect a ladder in walkways or areas where pedestrian or plant/vehicular traffic is expected.					
Working At Heights Above 2m On Commercial Construction Or 3m On Housing Construction Tick if Applicable ☐	Working with inappropriate or incorrect fall protection which could result in personal injury.	5	21	16	- Ensure there is an appropriate edge protection on work platform/scaffold. Ensure scaffold /work platform is safe to work from by gaining assurance from the scaffold contractor or Principal Contractor. Ensure the correct work platforms are used and maintained correctly. Provide and maintain a fall arrest system where required if edge protection is unable to be used. Provide supervision and training. - When working from step ladders, the worker will not step above the 2nd top step. Worker must keep their body weight within the ladder side rails at all times. All ladders will be marked Industrial have a load rating of 120kg or more. Step ladders will not be used to hold a plank.		3	11	14	Site Supervisor
	Working above workers where materials or equipment could fall which could result in personal injury or damage to plant.	5	21	16	Ensure materials are securely fixed. i.e. tool box. Restrict access to work areas under persons working at heights, barricades/ signs. Wrist straps are to be used on tools where practical. Keep access ways clear of material, equipment or rubbish. Wear head protection.		3	11	14	Site Supervisor
Identification of potential sources of respirable crystalline silica (RCS)	Failure to identify sources of RCS	7	16	23	Crystalline silica (quartz) is a common mineral found in: most rocks, sands, and clays		3	16	19	Supervisor All workers

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		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW - MONITOR CONTROLS				
					- products such as concrete, mortar, brick, blocks, pavers, tiles, natural and composite stone benchtops - Cement-based materials such as fibre-cement sheeting and autoclaved-aerated concrete. The amount of crystalline silica in products can vary. Examples include: - brick: 5-15% - concrete: less than 30% - ceramic tiles: 5-45% - reconstituted stone: more than 80% Dust containing respirable crystalline silica (RCS) is generated by high-energy processes such as cutting, sawing, grinding, drilling, polishing, scabbling and crushing of silica-containing materials. RCS particles are so small they cannot be seen under ordinary lighting and stay airborne long after larger particles have settled to the ground – the small particle size means it is easily inhaled deep into the lungs. Certain work processes can also create RCS exposure risks, including housekeeping activities involving dry sweeping, compressed air or blowers on silica-containing dusts.					
Respiratory Protection	Exposure to hazardous or potentially hazardous atmosphere.	5	21	26	- While generating dust, operators and all persons in the immediate vicinity are to wear a P2 respirator. - Users are to be clean shaven. - Users to have a current Fit Test.		1	11	12	Supervisor All workers
On Tool Dust extraction	Inadequate control of dust generating activities	7	16	23	- On tool dust extraction is to be fitted directly onto the tool. - On tool extraction units shall be fitted with HEPA filters.		1	11	12	Supervisor All workers

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW - MONITOR CONTROLS				
					Extract dust from the unit using a dust class M or H vacuum or empty it directly into a waste bag in a way that does not generate dust when you dispose of it.					
Filter Bags in Vacuum and Local exhaust ventilation	Inadequate control of dust generating activities	7	11	18	- Use a vacuum cleaner that uses a filter system of either a Class M or H. - Ensure that the collection bag is not full during use. - Ensure that the vacuum cleaner is of good working order. - A filter bag is usually made of a special cloth or paper material and is completely sealed, whereas a disposal bag is manufactured from a plastic material like a classic refuse bag. It is open at the top and placed into the container so that the edge of the bag protrudes over the edge of the container slightly and can be folded over with the lid placed on top.		1	11	12	Supervisor All workers
Cleaning up Silica Dust	Inadequate control of dust generating activities	7	11	18	- Whilst emptying filters/vacuums which have been used, Respiratory protection must be used. - Check dust extractors regularly to ensure seals are in good condition & they are providing good suction - Dust extraction tool filters to be emptied in a controlled environment to contain dust. - Dust is to be contained in durable plastic bag and disposed of as regulated waste by principal contractor. - If workers clothes are heavily soiled with silica containing dust, they are to be isolated at the end of the shift and washed separately.		1	11	12	Supervisor All workers
Concrete work	Silicosis – exposure to silica.	5	16	21	If wet air particles are generated from high speed cutting/grinding/mechanical devices, wearing of a suitable RPE is still required.		5	11	16	Foreman/Operators
Tick if Applicable										

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		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW - MONITOR CONTROLS				
☐					- Ensure persons within the vicinity of the dust being generated is wearing suitable RPE and has a current fit test. - Clean up the dust with an industrial vacuum cleaner (M or H class filter) or by wet sweeping. Floors/surfaces likely to contain concrete dust are not to be dry swept. - Minimise the generation of dust by having materials cut to size prior to arrival onsite. - If cutting onsite is required, other workers are to be notified and removed from the cutting zone whilst dust is been generated. Alternatively the PC way establish a contained environment to cutting activities to be conducted in. - Use drills and grinders with dust extraction attachments. - Use tools fitted with a water attachment to suppress dust (on power saws, jack picks, scabbling picks.) - Wet down dusty work areas and processes.					
Deliver Sand And Cement To Work Site	Manual handling	5	16	21	- Eliminate the need for manual handling. Have the supplier deliver both sand and cement to the work site. - If materials are to be collected, have the supplier load them onto the truck or trailer. If materials are delivered to the site by the supplier, have delivery occur as close as practical to the work area. - Check workers are properly trained in correct bending and lifting techniques. - Check workers are wearing PPE of gloves, safety footwear and eyewear. - Purchase cement and other products in 20kg bags or less and carry only one bag at a time.		3	6	9	Site Supervisor

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
Moving Bricks To The Work Face	Manual handling	5	16	21	11-19 ACCEPTABLE – MAINTAIN CONTROLS		3	11	21	Site Supervisor
	Personal Injury	5	16	21	- Use the trolley correctly to lift bricks from the pallet. Warning. Do not lift too many bricks at one time. - Rotate jobs to minimise repetitive lifting of bricks. - Use the correct manual handling techniques to push/pull loaded pallet trucks onto or off hoist platform.		3	11	21	Site Supervisor
	Unstable ground or incorrectly constructed or overloaded scaffold.	5	16	21	- Pass bricks up onto the scaffold correctly, do not throw up tools or materials. - Check that brick guards are in place on the scaffold.		3	11	21	Site Supervisor
Mixing Mortar And Providing It To The Work Face	Adding cement to mortar	7	11	18	- Undertake a risk assessment. - Consider alternate, a safe substances. - Make sure SDS are provided for all hazardous substances. - Wear gloves if required. - Check that an RCD is installed on the mains supply or portable generator.		3	11	21	Site Supervisor
	Contact with hazardous substances	7	11	18	- Have fresh water in the work area to flush mortar from eyes. - Wear the correct PPE for the required task. - Provide training in the safe use of hazardous substances. Warning. Do not ignore safety instructions		3	11	21	Site Supervisor
	Using electric mixers and extension leads	7	21	28	Warning. Do not place shovel in mixer drum while the drum is rotating. - Make sure that extension leads are secured above the work area and that they are not lying in water. - Check that the mixer drive gear is guarded. Warning. Do not use excessive water around electrical equipment - Check that equipment is not faulty or damaged.		3	11	21	Site Supervisor
	Moving parts of machinery	7	16	23	Warning. Do not wear loose clothing while working with machinery with moving parts		3	11	21	Site Supervisor

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
	Manual handling	7	16	23	11-19 ACCEPTABLE – MAINTAIN CONTROLS		3	11	21	Site Supervisor
	Standing on wheelbarrow sides or unstable stacks of bricks.	5	16	21	0-10 LOW - MONITOR CONTROLS		1	11	21	Site Supervisor
Cutting	Electric cutting equipment (brick saw)	5	16	21	Make sure workers are trained in the correct manual handling techniques.		1	11	12	Site Supervisor
	High-speed rotating saw blade	5	16	21	- Make sure that extension leads are secured above the work area and that they are not lying in water. - Check that equipment is not faulty or damaged. - Make sure everyone is wearing the correct PPE for the required task including respirators that have a current fit test. - Check that an RCD is installed on the mains supply or portable generator. - Check that machine operators are experienced and competent.		1	11	12	Site Supervisor
	Cutting bricks with water saw, angle grinder or trowel	5	16	21	- Check that equipment is not faulty or damaged. - Make sure that the water saw is sitting on a wooden pallet, or similar, and not in water. - Make sure everyone is wearing the correct PPE for the required task. - Check that the angle grinder has the correct blade or disk type and size and that it is fitted correctly. Check that the angle grinder blade is not overly worn. Use the correct grip on the brick when breaking it with bolster or trowel. Make sure your thumb is not in the way. - Check that the water saw blade is not damaged and that it is the correct size and type for the task. - Check that everyone in the area is protected from flying cut-offs.		1	11	12	Site Supervisor

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		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW - MONITOR CONTROLS				
					- Check that all equipment has adequate guards. - Check that the angle grinder is fitted with a “Dead Man's” switch. - Check that machine operators are experienced and competent.					
	Dust, grit or brick splinters flung out by saw	5	16	21	- Make sure everyone is wearing the correct PPE for the required task including respirators that have a current fit test. - Check that an RCD is installed on the mains supply or portable generator		1	11	12	Site Supervisor
	Noise	7	16	23	- See if there are quieter tools to reduce the level of noise. - Place a temporary sound absorption screen or barrier around the machine to protect others in the area. - Check that machine operators are experienced and competent.		3	6	9	Site Supervisor
Laying Bricks	Manual handling	5	16	21	- Make sure workers are trained in the correct manual handling techniques. - Rotate tasks to reduce the risk of manual handling injuries.		1	11	23	Site Supervisor
	Personal Injury	5	21	26	- Do not lean against a green wall as this may collapse. - Make sure workers are wearing the correct PPE for the required task.		1	11	23	Site Supervisor
	Overloaded scaffolding	5	21	26	- Check that the planks are not faulty when loaded. - Check scaffolding is able to prevent falls from the sides or ends. - Check that the planks lapped correctly and are not too long, creating unsupported ends.		1	11	23	Site Supervisor
	Personal Injury	5	21	26	Eliminate overhead obstructions. Where this is not possible, clearly mark them so they can be seen		1	11	23	Site Supervisor
Clean Up Of Work Area	Personal Injury	5	16	21	- Workers are given instruction and training on appropriate clean up techniques. - Use correct PPE.		1	11	12	Site Supervisor

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		L	C	R	25-30 VERY HIGH - STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
						11-19 ACCEPTABLE – MAINTAIN CONTROLS				
					Dispose of the material in the appropriate manner.					
	Unclear access	5	16	21	- Ensure the work area is clear of debris before commencing work. - Advise the Principal Contractor of material and/or rubbish left by other trades.		1	11	12	
	Personal Injury	3	21	24	- Ensure access ways are kept clean of materials and rubbish at all times. - Clean up work area before leaving.		1	6	7	
Cleaning Bricks With Hydrochloric Acid Tick if Applicable ☐	Contact with a Hazardous Substance	3	21	24	- Hydrochloric Acid is classified as a Hazardous Substance and Dangerous Good. - Warning. This product must be used in accordance with the controls in the SDS (refer to register) - Everyone on site MUST be informed of the use of the product and be removed from the affected areas. - The operator MUST wear the correct PPE as set out in the SDS (refer to the register)		3	21	24	Site Supervisor
	Explosive Hazards	3	21	24	Warning. DO NOT, use spray equipment in windy conditions. Ensure the spray does not blow over structures other than those intended. - The operator must be trained in the correct handling of the acid and the correct storage procedures according to the SDS. Warning. Hydrochloric Acid MUST be stored in a spill proof tray and must not be allowed to come into contact with metal.		3	21	24	Site Supervisor
	Environmental hazards	3	21	24	Ensure wash down facilities are nearby and prepared, and that a first aid qualified person is at hand and a first aid kit available		3	21	24	Site Supervisor

METHODS FOR MONITORING AND REVIEWING EFFECTIVENESS OF CHOSEN CONTROL MEASURES

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Process failure if any of the work does not go to plan, review the SWMS in consultation with supervisors and workers implement a JSA if required.

The supervisor will ensure that all workers comply with these requirements by conducting regular site walk around to check on the work activities.

Safe work method statements in use will be discussed at tool box meetings. By Signing I agree that I have had the opportunity for input into.

NOTE: Where residual risk is High or Very High, Senior Management or Direct Manager / Supervisor (as per Delegations) approval is required prior to commencing work.

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RISK MATRIX

Perform a risk assessment for each hazard identified by:

- Determining the consequences (refer Table 1)
- Determining the likelihood of the consequence occurring (refer Table 2)
- Apply the values obtained from Tables 1 and 2 to the Qualitative Risk Matrix (Table 3) to obtain the resultant Risk Score and Level
- Apply priorities for the implementation of control measures in accordance with the Priority Matrix.

TABLE 1 – CONSEQUENCE	
LEVEL	DESCRIPTOR
INSIGNIFICANT	No illness or injuries
MINOR	First aid treatment
MODERATE	Medical treatment required
MAJOR	Serious Injury/illness
CATASTROPHIC	Death

TABLE 2 - LIKELIHOOD	
LEVEL	DESCRIPTOR
ALMOST CERTAIN	Occurs regularly
LIKELY	Expected to occur
POSSIBLE	Has occurred in the last two years
UNLIKELY	Has occurred only once or twice during the preceding 5 years
RARE	Has not occurred during the preceding 5 years

TABLE 3 – RISK LEVEL / PRIORITY					
LIKELIHOOD	CONSEQUENCE				
	INSIGNIFICANT - 1	MINOR - 6	MODERATE - 11	MAJOR - 16	CATASTROPHIC - 21
ALMOST CERTAIN – 9	L 10	M 15	H 20	VH 25	VH 30
LIKELY – 7	L 8	M 13	M 18	H 23	VH 28
POSSIBLE – 5	L 6	M 11	M 16	H 21	VH 26
UNLIKELY – 3	L 4	L 9	M 14	M 19	H 24
RARE - 1	L 2	L 7	M 12	M 17	H 22

RISK LEVEL	PRIORITY
VH VERY HIGH	The Activity MUST NOT COMMENCE. If started STOP IMMEDIATELY. Activity MUST NOT START until controls are implemented to reduce risk. 1
H HIGH	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical. 2
M MEDIUM	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical. 3
L LOW	Implement controls as considered necessary to further reduce the risk to as low as reasonably practical. 4

HIERARCHY OF CONTROL	
1. Eliminate	4. Engineer
2. Substitute	5. Admin
3. Isolate	6. PPE

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EMERGENCY PREPAREDNESS AND RESPONSE

Emergency preparedness and response preparations specific to the hazards identified within this SWMS are to be implemented as follows:

- Where the organisation is a Principal Contractor (PC), emergency preparedness will be undertaken and site specific response procedures will be prepared (refer Emergency Response process).
- Where the organisation is undertaking work on behalf of a PC (appointed as a Subcontractor), the organisation will work in accordance with the emergency provisions put in place by the PC.
- Where the organisation is undertaking works on behalf of a Client (not appointed as Principal Contractor) where the Client is in control of the workplace, the organisation will consult and communicate with the Client to determine emergency preparedness and response requirements.
- Where the organisation is in control of the workplace or is requested by the Principal Contractor, the organisation will undertake emergency preparedness and prepare specific emergency response procedures (refer Flowcharts for Emergency Response).

MONITORING AND REVIEW

- Use Task Observation form in undertaking formal monitoring and review in accordance with adopted schedule.

OBSERVATION LOG	01	02	03	04	05	06
INITIAL						
DATE						

SWMS REVIEW AND AMENDMENT

This Safe Work Method Statement will be reviewed in consultation with those workers executing the work in response to the following:

- Any change to the standards of 'good practice' including any statutory requirement
- Any change in design
- Any change in the work environment
- Any change in the personnel performing the work
- Any change in the plant, substances, materials and structures
- After a task observation or inspection has been carried out and additional hazards have been identified
- Near miss, injury or illness results from exposure to a hazard / risk to which the Safe Work Method Statement includes
- Formal review of SWMS in accordance with adopted monitoring and review schedule.

SAFE WORK METHOD STATEMENT (SWMS) – 001 BRICK AND BLOCKWORK	Document No.: SWMS-001	Version No.: 1A
Release Date: 6 th December 2019	Uncontrolled if Printed	Page 21 of 24

SAFE WORK METHOD STATEMENT (SWMS) - BRICK AND BLOCK WORK

RECORD OF AMENDMENT

DATE OF REVIEW	ACTIVITY / TASK / JOB STEP REVIEWED	PERSON UNDERTAKING REVIEW	REVIEW RECOMMENDATIONS / AMENDMENT

SWMS DEVELOPMENT, TRAINING AND ACKNOWLEDGEMENT

A person performing work otherwise interacting with the work associated with this Work Method Statement must sign this Work Method Statement before commencing the activity / task or interacting with it. By signing the Work Method Statement the person is stating:

- They were involved in the compilation of the Work Method Statement including any associated risk assessment,
- If they were not involved in the original compilation of the Work Method Statement including any associated risk assessment, they have been given the opportunity to comment on the statement,
- They have read or been read the Work Method Statement
- They have received training and education in the work methodology expressed in the Work Method Statement,
- They understand the Work Method Statement,
- They have the skills and knowledge to perform the work as described in the Work Method Statement and as allocated to them,
- They have the plant, materials, substances and structures to perform the work as described in this Work Method Statement and as allocated to them and that such plant, materials, substances and structures are 'safe' if they are used properly,
- They understand they must comply with the content of the Work Method Statement,
- They have been issued and instructed in the correct use of the PPE required to fully undertake their role in accordance with this Work Method Statement,

SAFE WORK METHOD STATEMENT (SWMS) – 001 BRICK AND BLOCKWORK	Document No.: SWMS-001	Version No.: 1A
Release Date: 6 th December 2019	Uncontrolled if Printed	Page 22 of 24

SAFE WORK METHOD STATEMENT (SWMS) - BRICK AND BLOCK WORK

CONSULTATION – Evidence of consultation with the workforce *(Note: only a selection of the workgroup is required to sign off on the consultation section, all persons working under this SWMS must sign off on the induction section)*

DATE OF CONSULTATION	WORKER'S FULL NAME	ROLE	WORKERS SIGNATURE

INDUCTION

DATE OF INDUCTION / ACTIVITY	WORKER'S FULL NAME	COMPANY	WORKERS SIGNATURE

SAFE WORK METHOD STATEMENT (SWMS) - BRICK AND BLOCK WORK

[illegible]

COPY AND ATTACH ADDITIONAL PAGES IF REQUIRED

SAFE WORK METHOD STATEMENT (SWMS) – 001 BRICK AND BLOCKWORK	Document No.: SWMS-001	Version No.: 1A
Release Date: 6 th December 2019	<i>Uncontrolled if Printed</i>	Page 24 of 24

Safe Work Method Statement

Section 1: Organisation & Project Details

SWMS Title	Use of Mobile Plant		
SWMS #	001	Revision #	5
Date	28/04/2023	Revision Date	28/4/2023
Project	Wellington St Depot		
Location	Wellington st		
Principal	Gabielli Constructions		

Section 2: SWMS Development and Ongoing Review

Developed By	L. Hamilton	Signature	
Consultation method	☒ Toolbox talk ☐ Other Please Detail:		
SWMS Review Frequency	☐ Monthly ☐ Weekly ☒ Other Please Detail: Annually SMWS will be reviewed using the Task Observation to ensure the work is being carried out to the SWMS, corrective action will be noted which are passed to the Supervisor/Foreman.		

Section 3: Applicable Legislation, Regulations and Codes of Practice

Workplace Health and Safety Act 2011	Workplace Health and Safety Regs 2011
Environmental Protection Act 1994	Environmental Protection Regs 2008
Electrical safety COP 2020 - Working near overhead and underground electric lines	Excavation Work COP 2021
First Aid in the Workplace COP 2021	Hazardous Manual Tasks COP 2021
How to Manage Work Health and Safety Risks COP 2021	Managing Noise and Preventing Hearing Loss at Work COP 2021
Managing the Risk of Falls at Workplaces COP 2021	Managing Risks of Hazardous Chemicals in the Workplace COP 2021
Managing Risks of Plant in the Workplace COP 2021	Managing the Work Environment and Facilities COP 2021
Mobile Crane COP 2006	Traffic Management for Construction or Maintenance Work COP 2008
Work Health and Safety Consultation, Co-operation and Co-ordination COP 2021	Managing Respirable crystalline silica dust exposure COP 2022

Section 4: Plant & Equipment Required

☐ N/A

☒ Excavator	☒ Skid Steer Loader
☒ Backhoe or Loader	☒ Roller
☒ Grader	☐ Other (List Below)

Section 5: PPE Requirements

☐ N/A

☒ Hard Hat (With Snap Brim where able)	☒ Long Sleeve High Vis Shirt
☒ Long Pants	☒ Steel Cap Boots
☒ Gloves (on Person As required)	☒ Glasses
☒ Hearing Protection (on Person as required)	☐ Other (List Below)

Section 6: MSDS' Required

☐ N/A

☒ Unleaded Petrol	☒ Diesel
☒ Spot Marking Paint	☒ Grease
☒ Hydraulic Oil	☐ Other (List Below)

Section 7: Qualifications requirement for some Tasks

☐ N/A

☒ Industry White/Blue Card	☒ Plant Competency
☐ Confined Space	☐ Other (List Below)

Section 8: Additional Subcontractors to carry out works

☐ N/A

Section 9: High Risk Works (Any Ticks Identify the High Risk)

- | | |
|---|--|
| ☐ Work where there is a risk of a person (or materials) falling more than 2 metres. | ☐ Work involving a confined space. |
| ☐ Work involving a trench or shaft if the excavated depth is more than 1.5 metres | ☐ Work on or near energised electrical installations or services. |
| ☐ Work on or near pressurised gas distribution mains or piping | ☐ Work carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians. |
| ☐ Work in an area that may have a contaminated or flammable atmosphere. | ☒ Work carried out in an area at a workplace in which there is any movement of powered mobile plant. |
| ☐ Work in, over or adjacent to water or other liquids where there is a risk of drowning. | ☒ Loading shifting operations/materials handling and the risk of falling materials. |
| ☒ Manual handling of materials. | ☐ Other (Please List Below) |

Section 9: Authorisation and Review

This Safe Work Method Statement meets the requirements of the Legislation, Codes of Practice, Compliance Codes and Australian Standards listed in section 3 and is authorised for use:

All workers performing the work as described in this safe work method statement are currently competent to do so; and; All plant, equipment, materials, temporary structures and hazardous chemicals used in the performance of work described in this safe work method statement are safe if they are used properly. All participants have the skills and knowledge to participate in the work in the manner described in the Safe Work Method Statement. All participants having the plant, substances, materials and temporary structures to be able to execute the work in the manner described in the Safe Work Method Statement. All participants having the time to execute the work in accordance with the Safe Work Method Statement without taking short cuts. Appropriate and adequate supervision will be provided.

Name **Luke Hamilton** Signature  Date: 14/07/2023

Section 10: Consultation and Understanding

By signing I agree that I have been consulted & contributed to the accuracy of this document. Any additional concerns will be reported to the supervisor or safety coordinator.

We the undersigned, confirm that the SH&EWMS nominated above has been explained and its contents are clearly understood and accepted. We also confirm that our required qualifications to undertake this activity are current. We also clearly understand the controls in this SH&EWMS must be applied as documented; otherwise work is to cease immediately.

Name **Scott Hamilton** Signature  Date
Supervisor

Name _____ Signature _____ Date
Foreman

Name _____ Signature _____ Date

Name _____ Signature _____ Date

Name _____ Signature _____ Date

Section 11: Revision History

Review#	5	Date:	28/4/23	Reviewed by	Luke Hamilton
Review#	4	Date:	2/4/22	Reviewed by	Luke Hamilton



7 - 9 Truscott Street, Townsville QLD 4814

Phone: 07 47 756 044 Fax: 07 47 793 116 ABN: 44 010 111 010
Email: admin@miteconstructions.com.au Web: www.miteconstructions.com

Emergency Procedures as per annexure or if absent, Mite Construction Site Specific Safety Manual.

Section 12: Task Risk Assessment

[Risk Matrix on Last Page](#)

Probability 5 = Almost Certain, 4 = Probable, 3 = Moderate, 2 = Unlikely, 1 = Rare

Consequence 5 = Catastrophic, 4 = Severe, 3 = Major, 2 = Minor, 1 = Insignificant

Highest Level of Control

Lowest Level of Control

Elimination

Substitution

Engineering

Administration

Personal Protective Equipment

[1-6](#) Acceptable, monitor

[7-12](#) Acceptance but monitor with strict control measures or a short duration

[13-25](#) Unacceptable

Procedure Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Residual Risk Rating			Person Responsible For monitoring and managing controls
		P X	C =	T		P X	C =	T	
First Arrive Onsite	Un-inducted staff unaware of site-specific risks and evac information	2	3	6	All staff members to ensure that prior to ANY works being performed onsite that they report to the site office for induction. Ensure that all site SWMS are understood and signed off, and any prestart or toolbox is completed. IF YOU DON'T KNOW, ASK!	1	3	3	Foreman, All Workers
	Non-workplace injury	2	3	6	Reporting any injuries that may have occurred prior to working that day to your supervisor.	1	3	3	Foreman, Operator Spotter
	Operator & Workers Unfit for works (fatigued etc)	2	3	6	All persons must have a zero-alcohol limit and are not to be under the influence of illicit drugs. Please advise your supervisor if you are required to take medication. Report to your supervisor if you are heavily fatigued prior to working.	1	3	3	Foreman, Operator Spotter
Site arrival & unloading of machine	Unfamiliar workplace / Workplace changes	2	3	6	Ensure that when you arrive to site you participate in site prestart and notifications, as the site may have changed since you were onsite.	1	3	3	Foreman, Operator Spotter
	Stored energy in tie down Straps	2	2	4	Only the truck driver (if Inducted) is to release the tie down chains. The truck driver will be aware of any movement during transport and he must release the tie downs in sequence to prevent sudden movement. If using lever bars, stand to the side of the bar and no directly behind the bar.	1	2	2	Delivery Driver
Site arrival & unloading of machine	Equipment, Plant Failure	2	3	6	PC plant asset Inspection form to be completed & Plant Risk Assessment to be completed and submitted to PC prior to starting machinery.	1	3	3	Foreman, Operator Spotter

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		P X	C =	T		P X	C =	T	
Pre-Start Procedure					Machinery Prestart check to be completed. Machinery Maintenance to be completed as per manufacturers specifications.				
1) Plant Risk Assessment 2) Prestart check book 3) Check engine and fluid levels 4) Top up if necessary report any faults Start machine and perform secondary checks	Non-Certified Operator	2	3	6	All Persons must provide relevant training and competency records to the PC prior to operating plant or machinery. Any Persons operating under a log book must always have them signed and on them. All persons are always to be supervised by a competent person.	1	3	3	Foreman, Operator Spotter
	Falling from plant	2	3	6	Maintain 3 points of contact when entering or exiting plant. Inspect handrails and footsteps for any substance that may cause slipping and clear prior to using. Wear seat belt while operating.	1	3	3	Operator, Spotter
	Roll Over Accidents, Tipping over	3	3	9	Ensure plant isn't operating adjacent to sides of excavations or other penetrations or pits or soft ground etc. Ensure plant is fitted with roll over protective structure (ROPS). Do not overload machine greater than the SWL. Ensure competent person conducting any dogging/rigging activities & load slung correctly and evenly.	1	3	3	Foreman, Operator Spotter
Site arrival & unloading of machine Pre-Start Procedure 1) Plant Risk Assessment 2) Prestart check book	Unexpected Machinery Movement	2	3	6	Engage track diff brake (if Fitted), slowly walk machine forward to check if Park brake is working. IF PARK BRAKE IS NOT WORKING DO NOT UNLOAD. The Plant must always be kept as low to the ground as possible. Keep the Plant level by using the ramps on each track. The spotter at the	1	3	3	Foreman, Operator Spotter

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		P X	C =	T		P X	C =	T	
3) Check engine and fluid levels 4) Top up if necessary report any faults Start machine and perform secondary checks					rear and side of the Plant must direct the operator. Walk the Plant off the float slowly, never rush.				
	Machines environmentally contaminated	2	2	4	All machines to be inspected prior to site entry – no mud, grass, seeds, crazy ants etc. Plant Clean Down Form to be completed and submitted.	1	2	2	Foreman, Operator, Spotter, All Workers
	Designated roadways contaminated mud	2	2	4	All machines to be cleaned prior to entry onto sealed roadways	1	2	2	Foreman, Operator Spotter, All Workers
	Machinery travelling on unauthorised roadways	2	2	4	Must maintain travel on authorised traffic routes, all entry through Subcontractor's entry when coming onto site.	1	2	2	Foreman, Operator Spotter, All Workers
Operation Risks for: - Excavating - Load shifting - Slings - Movement - Levelling - Etc.	Persons being struck by machine	2	4	8	Ensuring that all persons are wearing PPE (Hard Hats, High Vis shirt, long legged pants, steel toe boots). Ensure the flashing light & Travel/reverse beeper & Horn on Machinery is operational. Please review the Site Movement Plan for areas where plant and machinery access ways are. Do not encroach on any POZ (PLANT OPERATING ZONE) zone without authorisation. Communication	1	4	4	Foreman, Operator Spotter

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Procedure Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Residual Risk Rating			Person Responsible For monitoring and managing controls
		P X	C =	T		P X	C =	T	
- Machinery Operation in accordance with operator manual.					between plant and vehicles is through channel 13 on UHF. Maintain the speed limit onsite. Ensure you have clear lines of sight & have all persons stay well clear of the plant prior to traversing. Do not approach while plant or machinery is being operated, gain operators attention from direct view. Use any traffic control devices or barricading to isolate the machinery from persons while traversing as req. Ensure to look out for signs of silica dust creatin and applying appropriate PPE and machinery controls to prevent exposure				
	Damage to Property / Plant	2	3	6	Experienced operator with relevant certification. Spotters to be used when in close proximity to buildings and live plant/services. Ensure that unused and unoperated plant is moved out of the work zone of active plant. Ensure that any damages do occur to property have been reported to the site supervisor and superintendent.	1	3	3	Foreman Operator Spotter
Operation Risks for: - Excavating - Load shifting - Slinging - Movement	Plant not suited for task resulting in damage or injury	2	4	8	Refer to the operator's manual and your supervisor to ensure the plant that is selected is appropriate for the task being performed. Failure to use the appropriate plan could include damage to surrounding areas and buildings, injury to yourself and others or the task taking longer than desired.	1	4	4	Foreman, Operator Spotter

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Procedure Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Residual Risk Rating			Person Responsible For monitoring and managing controls
		P X	C =	T		P X	C =	T	
- Levelling - Etc. Machinery Operation in accordance with operator manual.	Electrocution by hitting overhead power lines	2	5	10	Ensure machine, boom or load will not encroach on exclusion zones near power lines. Use a smaller machine to make sure. Use of Spotters near exclusion zone. Ensure looking for silica dust generation and managing PPE to avoid exposure. If not fit tested get tested or get a tested person to do the job	1	5	5	Foreman, Operator Spotter
	Falling Objects / Loss of Load	2	4	8	Ensure competent person conducting any dogging/rigging activities & load slung correctly and evenly. Ensure that plant selected for lifting purposes is appropriately suited for lifting tasks (i.e. Lift Points, appropriate weight). Ensuring load has been properly secured or is not overfilled.	1	4	4	Foreman, Operator Spotter
	Failing Lifting Equipment	2	4	8	Ensure that Lifting gear has been inspected by competent persons and is fit for purpose.	1	4	4	Foreman, Operator Spotter
	Bucket Dislodging	2	4	8	Ensuring that Safety pin is in the plant attachment prior to use. This check should be performed every time the machine is stopped and restarted or when the attachment is changed over. If fitted with a quick hitch, ensure you understand how it operates. IF YOU DO NOT KNOW, ASK.	1	4	4	Foreman, Operator Spotter
	Manual Handling Hazards				Refer to Manual Handling SWMS 002				
Operation Risks for: - Excavating - Load shifting - Slings	Lack of Communication	2	2	4	All spotters & Supervisors to ensure that they can establish positive communication with the operator of the plant. UHF Channel 13 can be used for this. They are not to perform any other role onsite when spotting or Supervising. They are to ensure they	1	2	2	Foreman, Operator Spotter, All Workers

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		P X	C =	T		P X	C =	T	
- Movement - Levelling - Etc. Machinery Operation in accordance with operator manual.					have no distractions i.e. Phones. While supervising. All lifting activities – all personnel involved to have constant communication with crane operator or person directing load – radio, visual, whistle. Only one person to be directing loads at any one time.				
	Burns	2	4	8	All areas which may get hot/overheat must be guarded	1	4	4	Foreman, Operator Spotter
	Noise	2	2	4	Check manufacturer's instructions for distance to be working from personnel, provide hearing protection as last resort. Do not remove guards or panels or alter machines.	2	1	4	Foreman, Operator Spotter, All Workers
	Dust	2	1	2	Air conditioners to be in working order in all machines. Windows must seal. Windscreens to have no cracks. Water trucks to be utilised frequently to suppress dust. If silica dust is detected cabs require HEPA filters and workers required to be fit tested and wearing appropriate PPE. Monitoring of health required on PPE wearers every 30 days over 12 months	2	1	2	Foreman, Operator Spotter, All Workers
	Heat	2	3	6	Air conditioners to be in working order in all machines. Water/crib breaks to be provided, water bottles may be carried in machines for use throughout shift. Ensure adequate breaks are given	2	1	2	Foreman, Operator Spotter
Operation Risks for:	Fire	2	3	6	A 1kg Fire extinguisher in service is to be fitted to all machines. Fire extinguisher is to have a current	1	3	3	Foreman, Operator Spotter

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		P X	C =	T		P X	C =	T	
- Excavating - Load shifting - Slings - Movement - Levelling - Etc. Machinery Operation in accordance with operator manual.					test and tag. Regular servicing to prevent fuel/oil leaks, all machines to be tagged out of service if fuel or oil leaks become apparent. A 9kg Fire Extinguisher is to be used during refuelling and be no more than 3 m away.				
	Gas or fumes	2	3	6	Machinery exhaust not be expelled directly over trench or onto workface where personnel are working	1	3	3	Foreman, Operator Spotter
	Overuse, strains, repetitive movement, vibrations – neck and back injuries	2	3	6	Ensure seating is in good condition – springs not loose, damaged. To be designed to support operator's weight. Suspension in machinery correctly maintained. Rotate roster for personnel on machinery if necessary. Ensure roads are in good conditions as large potholes may cause neck/back jarring	2	2	4	Foreman, Operator Spotter
Machinery Maintenance - Identify Issue - Dismantle Damaged Parts - Onsite repairs if Possible - Refit or Replace - Clean up	Oxy Welder Grinders	3	3	9	Must obtain Hot works permit prior to beginning any oxy works. Fire extinguisher to be near works. Fire extinguisher is to have a current test and tag. Hot works permit to be issued by the PC. Face Shielding, Gloves, Hearing Protection and Site PPE (See front page) all to be used in performing Task. Exclusion zone to be established prior to works. Only air powered cup stone or purpose manufactured electric grinders are allowed on sites with adjustable guarding. Ensure fit tested persons conduct grinding works on silica materials.	2	3	6	Foreman, Operator Spotter, All Workers
Working Onsite	Heat Stress	2	2	4	Keeping up Fluids, and proper sun protection. Seeking Shade when feeling dizzy or light headed.	1	2	2	All Workers

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		P X	C =	T		P X	C =	T	
	Rainy and wet Condition precautions	2	2	4	Plant Lights on for use in Light rain. Driving Trucks and plant on Designated areas only to reduce bogging. Caution used when entering or exiting Plant as Slipping Hazards are frequent. Cease works in Heavy Rain and wait until safe to continue works.	1	2	2	All Workers
	Sunburn	2	2	4	Sunscreen to be applied and reapplied by all personnel as per the manufacturer's instructions Long sleeve shirt, long trousers and hat with wide brim or hard hat with brim to be worn at all times	1	2	2	All Workers
	Manual Handling				Refer to Manual Handling SWMS 002				

Control Monitoring

Periodic checklist –

Are the controls effective?

YES	NO – Why are the controls not working?	

Do the controls introduce a new hazard?

NO	YES – What are the new hazards?	

Are new hazards contained with current controls?

YES	NO – How can they be?	

Periodic check performed by:

Dated:

Risk Matrix

Probability	Consequence					
		Certain 5	Probable 4	Moderate 3	Unlikely 2	Rare 1
	Catastrophic 5	Extreme 25	High 20	High 15	Review 10	Review 5
	Severe 4	High 20	High 16	Review 12	Review 8	Monitor 4
	Major 3	High 15	Review 12	Review 9	Monitor 6	Monitor 3
	Minor 2	Review 10	Review 8	Monitor 6	Monitor 4	Monitor 2
	Insignificant 1	Review 5	Monitor 4	Monitor 3	Monitor 2	Monitor 2

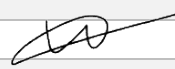
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Safe Work Method Statement

Section 1: Organisation & Project Details			
SWMS Title	Manual Handling		
SWMS #	002	Revision #	5
Date	28/04/2023	Revision Date	28/4/2023
Project	Wellington St Depot		
Location	Wellington St		
Principal	Gabrielli Constructions		
Section 2: SWMS Development and Ongoing Review			
Developed By	Luke Hamilton	Signature	
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SWMS Review Frequency	☐ Monthly ☐ Weekly ☒ Other Please Detail: Annually SMWS will be reviewed using the Task Observation to ensure the work is being carried out to the SWMS, corrective action will be noted which are passed to the Supervisor/Foreman.		
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First Aid in the Workplace COP 2021		Hazardous Manual Tasks COP 2021	
How to Manage Work Health and Safety Risks COP 2021		Managing Noise and Preventing Hearing Loss at Work COP 2021	
Electrical safety COP 2020 - Working near overhead and underground electric lines		Managing Risks of Hazardous Chemicals in the Workplace COP 2021	
Managing Risks of Plant in the Workplace COP 2021		Managing the Work Environment and Facilities COP 2021	
Work Health and Safety Consultation, Co-operation and Co-ordination COP 2021		Traffic Management for Construction or Maintenance Work COP 2008	
Mobile Crane COP 2006		Managing respirable crystalline silica dust exposure COP 2022	
Section 4: Plant & Equipment Required ☒ N/A			
☐ Excavator		☐ Skid Steer Loader	
☐ Backhoe or Loader		☐ Roller	
☐ Grader		☐ Other (List Below)	
Section 5: PPE Requirements ☐ N/A			
☒ Hard Hat		☒ Long Sleeve High Vis Shirt	
☒ Long Pants		☒ Steel Cap Boots	
☒ Gloves		☐ Glasses	
☐ Hearing Protection (as required)		☐ Other (List Below)	
Section 6: MSDS' Required ☐ N/A			
☐ Unleaded Petrol		☐ Diesel	
☐ Spot Marking Paint		☐ Grease	
☐ Hydraulic Oil		☐ Other (List Below)	
Section 7: Qualifications requirement for some Tasks ☐ N/A			
☒ Industry White/Blue Card		☐ Plant Competency	
☐ Confined Space		☐ Other (List Below)	

Section 8: Additional Subcontractors to carry out works

☐ N/A

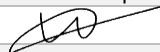
Section 9: High Risk Works (Any Ticks Identify the High Risk)

☐ Work where there is a risk of a person (or materials) falling more than 2 metres.	☐ Work involving a confined space.
☐ Work involving a trench or shaft if the excavated depth is more than 1.5 metres	☐ Work on or near energised electrical installations or services.
☐ Work on or near pressurised gas distribution mains or piping	☐ Work carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.
☐ Work in an area that may have a contaminated or flammable atmosphere.	☒ Work carried out in an area at a workplace in which there is any movement of powered mobile plant.
☐ Work in, over or adjacent to water or other liquids where there is a risk of drowning.	☒ Loading shifting operations/materials handling and the risk of falling materials.
☒ Manual handling of materials.	☐ Other (Please List Below)

Section 9: Authorisation and Review

This Safe Work Method Statement meets the requirements of the Legislation, Codes of Practice, Compliance Codes and Australian Standards listed in section 3 and is authorised for use:

All workers performing the work as described in this safe work method statement are currently competent to do so; and; All plant, equipment, materials, temporary structures and hazardous chemicals used in the performance of work described in this safe work method statement are safe if they are used properly. All participants have the skills and knowledge to participate in the work in the manner described in the Safe Work Method Statement. All participants having the plant, substances, materials and temporary structures to be able to execute the work in the manner described in the Safe Work Method Statement. All participants having the time to execute the work in accordance with the Safe Work Method Statement without taking short cuts. Appropriate and adequate supervision will be provided.

Name	Luke Hamilton	Signature		Date:	14/07/2023
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Section 10: Consultation and Understanding

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We the undersigned, confirm that the SH&EWMS nominated above has been explained and its contents are clearly understood and accepted. We also confirm that our required qualifications to undertake this activity are current. We also clearly understand the controls in this SH&EWMS must be applied as documented; otherwise work is to cease immediately.

Name	Scott Hamilton Supervisor	Signature		Date	
Name	Foreman	Signature		Date	
Name		Signature		Date	
Name		Signature		Date	
Name		Signature		Date	

Section 11: Revision History

Review#	6	Date:	28/4/2023	Reviewed by	Luke Hamilton
Review#	5	Date:	14/8/2022	Reviewed by	Luke Hamilton

Emergency Procedures as per annexure or if absent, Mite Construction Site Specific Safety Manual.

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Highest Level of Control

Lowest Level of Control

Elimination

Substitution

Engineering

Administration

Personal Protective Equipment

[1-6](#) Acceptable, monitor

[7-12](#) Acceptance but monitor with strict control measures or a short duration

[13-25](#) Unacceptable

Procedure Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Residual Risk Rating			Person Responsible For monitoring and managing controls
		P X	C =	T		P X	C =	T	
Manual Handling	Personal injury	3	2	6	Work area to be kept clear. Remove excess materials and litter. Do not use near water. (Example liquid spills.) Ensure Area is well lit. That other employees and visitors are kept well away. Cords will not be damaged or cause a tripping hazard. Operation of the trigger release button and the trigger. (Should not stick.) Free operation of guards. Do not remove or hold them open during operation.	3	1	3	Foreman, All Workers
Using Power Tools	Electrical shock	3	2	6	Operation of portable safety switch (if used). Electrical test tag. (Ensure that testing is within 3 months). For any physical damage to the power cord. If damage found tag equipment out and remove from service.	2	2	4	Foreman, All Workers
	Struck by product / Powered tool	3	3	9	Secure work using clamps and vices where required. Fit any guides (if required) with power cord unplugged. Ensure that the powered force is exerted away from your body or any other person. Ensure Guards are in place and Equipment is tested and tagged. All power tools have moving parts that can continue moving after switching off.	2	3	6	Foreman, All Workers
	Damage to product. Or equipment	3	3	9	Do not force the equipment. (This could cause damage to the work and equipment through jamming and kick back.)	2	3	6	Foreman, All Workers

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Procedure Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Residual Risk Rating			Person Responsible For monitoring and managing controls
		P X	C =	T		P X	C =	T	
Using Power Tools	Strain	3	3	9	Do not overreach (This puts pressure on your back.) to use power tools. Use only at correct Heights (not above your Shoulder)	1	3	3	All Workers
Using hand tools	Hand Injuries and Back Strain	3	2	6	Where possible, use a star picket driver to install star pickets instead of a sledge hammer. It lessens the time and effort required.	2	2	4	Foreman/ Operator
	Cut and Abrasions to Hands	3	2	6	Ensure gloves are used if performing tasks that involve rough or sharp edges contact with your hands.	2	2	4	All Workers
	View Obstructed Uneven Surfaces	4	2	8	Use of large flat ply section to be used to create a stable platform for working. Ensure that access to stable platform is clean and stable.	3	2	6	All Workers
	Back strain from moving Compactor or compactor plate. Fatigue or injury from vibration.				Obtain assistance when moving compactor plate when it is not operating. Use hearing protection as required. Ensuring to take frequent brakes when operating.				
	Silicosis Dust.	3	2	6	Have a fit tested person Wear a fitted mask when dust is created during activity. Health monitoring required for use over 30 days over 12 months	3	1	3	All Workers
Lifting and shifting loads	Heavy weight, awkward shape or dimensions.	2	3	6	Use lifting machinery, get assistance for loads which are heavy or have awkward dimensions. Plan the Lift	1	3	3	All Workers

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		P X	C =	T		P X	C =	T	
	Uneven ground, slips, trips, falls, slope up or down, fatigue over distance	2	3	6	Clear rubble, secure ramps or plant, avoid difficult terrain, get help for carrying loads over longer distance, clear area to place load prior to lifting	1	3	3	All Workers
Lifting and shifting loads	Lifting equipment in poor condition & lack of P.P.E	2	3	6	Check equipment, repair as necessary, use suitable gloves, footwear & any other P.P.E appropriate for this situation.	1	3	3	All Workers
	Unnecessary twisting turning, back / shoulder strain	2	3	6	Face yourself in direction of travel	1	3	3	All Workers
	Standing too far away from load, bent back, back & shoulder strain.	2	3	6	Get as close to the load so that the back can be kept straight during lift. Place one foot forward & one foot back. Load should be on palm of hand not finger tips.	1	3	3	All Workers
	Incorrect lifting techniques, general sprains and strains	3	3	9	Use correct lifting stance, straighten back & arms, chin in, bent knees, one foot slightly forward, and be prepared to move forward when weight is lifted.	2	3	6	All Workers
	Lack of balance, twisting body, back, shoulder, ankle, knee strain	3	3	9	Keep pace even & steady, keep back straight, chin in, keep load close to body.	2	3	6	All Workers
	Back strain, bending back (not knees)	3	3	9	Keep back straight, head up, chin up, position on foot forward and one foot back, bend knees to lower load.	2	3	6	All Workers

Control Monitoring

Periodic checklist –

Are the controls effective?

YES	NO – Why are the controls not working?	

Do the controls introduce a new hazard?

NO	YES – What are the new hazards?	

Are new hazards contained with current controls?

YES	NO – How can they be?	

Periodic check performed by:

Dated:

Risk Matrix

Probability	Consequence					
		Certain 5	Probable 4	Moderate 3	Unlikely 2	Rare 1
	Catastrophic 5	Extreme 25	High 20	High 15	Review 10	Review 5
	Severe 4	High 20	High 16	Review 12	Review 8	Monitor 4
	Major 3	High 15	Review 12	Review 9	Monitor 6	Monitor 3
	Minor 2	Review 10	Review 8	Monitor 6	Monitor 4	Monitor 2
	Insignificant 1	Review 5	Monitor 4	Monitor 3	Monitor 2	Monitor 2

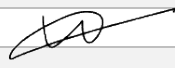
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Name		Signature		Date	
Name		Signature		Date	

Safe Work Method Statement

Section 1: Organisation & Project Details			
SWMS Title	Bulk Earthworks (Strip Site & Building Pads)		
SWMS #	003	Revision #	4
Date	28/04/2023	Revision Date	28/4/2023
Project	Wellington St Depot		
Location	Wellington St		
Principal	Gabrielli Constructions		
Section 2: SWMS Development and Ongoing Review			
Developed By	Luke Hamilton	Signature	
Consultation method	☒ Toolbox talk ☐ Other Please Detail:		
SWMS Review Frequency	☐ Monthly ☐ Weekly ☒ Other Please Detail: Annually SMWS will be reviewed using the Task Observation to ensure the work is being carried out to the SWMS, corrective action will be noted which are passed to the Supervisor/Foreman.		
Section 3: Applicable Legislation, Regulations and Codes of Practice			
Workplace Health and Safety Act 2011		Workplace Health and Safety Regs 2011	
Environmental Protection Act 1994		Environmental Protection Regs 2008	
Electrical safety COP 2020 - Working near overhead and underground electric lines		Excavation Work COP 2021	
First Aid in the Workplace COP 2021		Hazardous Manual Tasks COP 2021	
How to Manage Work Health and Safety Risks COP 2021		Managing Noise and Preventing Hearing Loss at Work COP 2021	
Managing the Risk of Falls at Workplaces COP 2021		Managing Risks of Hazardous Chemicals in the Workplace COP 2021	
Managing Risks of Plant in the Workplace COP 2021		Managing the Work Environment and Facilities COP 2021	
Work Health and Safety Consultation, Co-operation and Co-ordination COP 2021		Traffic Management for Construction or Maintenance Work COP 2008	
Managing respirable crystalline silica dust exposure COP 2022			
Section 4: Plant & Equipment Required ☐ N/A			
☒ Excavator		☒ Skid Steer Loader	
☒ Backhoe or Loader		☐ Roller	
☐ Grader		☐ Other (List Below)	
Section 5: PPE Requirements ☐ N/A			
☒ Hard Hat		☒ Long Sleeve High Vis Shirt	
☒ Long Pants		☒ Steel Cap Boots	
☐ Gloves		☐ Glasses	
☐ Hearing Protection (as required)		☐ Other (List Below)	
Section 6: MSDS' Required ☐ N/A			
☒ Unleaded Petrol		☒ Diesel	
☒ Spot Marking Paint		☒ Grease	
☒ Hydraulic Oil		☐ Other (List Below)	
Section 7: Qualifications requirement for some Tasks ☐ N/A			
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☐ Confined Space		☐ Other (List Below)	

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☐ N/A

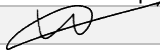
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☐ Work where there is a risk of a person (or materials) falling more than 2 metres.	☐ Work involving a confined space.
☐ Work involving a trench or shaft if the excavated depth is more than 1.5 metres	☐ Work on or near energised electrical installations or services.
☐ Work on or near pressurised gas distribution mains or piping	☐ Work carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.
☐ Work in an area that may have a contaminated or flammable atmosphere.	☒ Work carried out in an area at a workplace in which there is any movement of powered mobile plant.
☐ Work in, over or adjacent to water or other liquids where there is a risk of drowning.	☒ Loading shifting operations/materials handling and the risk of falling materials.
☒ Manual handling of materials.	☐ Other (Please List Below)

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Name	Luke Hamilton	Signature		Date:	14/07/2023
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Name	Scott Hamilton Supervisor	Signature		Date	
Name	Foreman	Signature		Date	
Name		Signature		Date	
Name		Signature		Date	
Name		Signature		Date	

Section 11: Revision History

Review#	4	Date:	28/4/23	Reviewed by	Luke Hamilton
Review#	3	Date:	2/1/23	Reviewed by	Luke Hamilton

Emergency Procedures as per annexure or if absent, Mite Construction Site Specific Safety Manual.

Section 12: Task Risk Assessment

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Highest Level of Control

Lowest Level of Control

Elimination

Substitution

Engineering

Administration

Personal Protective Equipment

[1-6](#) Acceptable, monitor

[7-12](#) Acceptance but monitor with strict control measures or a short duration

[13-25](#) Unacceptable

Procedure Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Residual Risk Rating			Person Responsible For monitoring and managing controls
		P X	C =	T		P X	C =	T	
Bulk Earthworks	Use of Mobile Plant				Refer to SWMS 001 Use of Mobile Plant				
Working onsite with plant and people	Manual Handling				Refer to SWMS 002 Manual Handling				
Sediment controls - Silt Fence - Silt socks - Rubble grids	Native Wildlife i.e Snakes, Spiders in undisturbed areas or manholes	1	2	2	When entering the area making loud noises to see movement of any wildlife. If any are spotted notify the supervisor and avoid the area until cleared by the principal contractor.	1	2	2	Foreman/ Operator
Strip site and remove vegetation	Collision with plant and workers	2	4	8	Ensuring that all persons are wearing PPE (Hard Hats, High Vis shirt, long legged pants, steel toe boots). Ensure the flashing light & Travel/reverse beeper & Horn on Machinery is operational. Please review the Site Movement Plan for areas where plant and machinery access ways are. Do not encroach on any POZ (PLANT OPERATING ZONE) zone without authorisation. Communication between plant and vehicles is through channel 13 on UHF. Maintain the speed limit onsite. Ensure you have clear lines of sight & have all persons stay well clear of the plant prior to traversing. Do not approach while plant or machinery is being operated, gain operators attention from direct view. Use any traffic control devices or barricading to isolate the machinery from persons while traversing as req.	1	4	4	Foreman, Operator Spotter

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Procedure Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Residual Risk Rating			Person Responsible For monitoring and managing controls
		P X	C =	T		P X	C =	T	
Operation - Excavating - Load shifting - Levelling - Backfilling - Etc.	Disruption to services/striking of services (Non Electrical) (Non Pressurised Water Main)	3	3	9	SUBSTITUTE & ADMINISTRATION: Excavation permit must be obtained prior to any excavation works. All instructions on Buried services permit to be strictly adhered to. Ensure all staff understand emergency procedure for collapse of trench or excavation as written in appendix. Any services identified on the permit must be located, via hydro excavation or manual hand excavation. If service can be located mechanical excavation may be undertaken to remove the dirt but must be stopped when within 300mm of service. Mechanical excavation to use a smooth bladed bucket and incremental excavation techniques used. A spotter must be present and able to see into the excavation. Positive communication (use of Two way or audibly talking) must be used to ensure safety. UHF Channel 21 can be used for this	1	3	3	Foreman, Operator, All workers
	Disruption to services/striking of services Electrical and Pressurised Water.	3	4	12	SUBSTITUTE, ISOLATE & ADMINISTRATION: As above controls, however, hydro excavation or manual hand excavation must be used to locate the service. The service must be confirmed with the principal to be isolated prior to excavation around service. If service cannot be isolated Mechanical excavation cannot be used within 1m of the identified service.	1	4	4	Foreman, Operator, All workers
Operation	Injury to persons approaching work area	2	4	8	If required to act as spotter, driver (if inducted) to exit vehicle where practicable and stand at a safe	1	4	4	Foreman, Operator

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		P X	C =	T		P X	C =	T	
- Excavating - Load shifting - Levelling - Backfilling - Etc.					distance until loading complete to watch for persons and plant approaching. Workers not to approach plant while operating. Workers not to approach while trucks being loaded with spoil.				Spotter, All Workers
	Disturbing artefacts and Cultural Heritage	2	2	4	Check information & plans for information on any sites of cultural significance, obtaining any additional information from the Principal. If unexpected Artefacts or cultural significance is identified, then works are to cease and the supervisor is to be notified.	1	2	2	Foreman, Operator Spotter, All Workers
	Excavating Contaminated ground	2	3	6	Consult the supplied geotechnical report for any contaminated soils and their controls for the work area. Ensure that the appropriate PPE is worn when working in these areas. If unexpected contaminated ground is encountered.	1	3	3	Foreman, Operator Spotter, All Workers
	Destroying flora and harming fauna	2	3	6	Perform a site check at the beginning of works for any potential fauna. Report any identified to the principal. Consulting drawings and the Principal for the locations of protected flora and isolate with bunting to ensure protection.	1	3	3	Foreman, Operator Spotter, All Workers
Operation - Excavating - Load shifting	Silt or contaminated runoff	2	2	4	Ensure that sediment controls as detailed in the sediment control site plans are erected and maintained. Consult the Principal for additional information.	1	2	2	Foreman, Operator Spotter, All Workers

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		P X	C =	T		P X	C =	T	
- Levelling - Backfilling - Etc.	Personnel / Machinery falling into trench/excavation	2	4	8	No Load shifting to take place beside trenches with persons working in the bottom. Check speed when traversing with loads. All trenches to have POZ zone and no persons or plant are to breach unless authorised to access the trench for works. All trenches/excavations greater than 1.5m deep to be benched, battered or shored. Barricading 2m back from edge, correct signage in place. Ladders for access and egress, ladders every 9m, ladders to be secured top and bottom. Spoil to be 2m back from trench/ excavation edge Spotters to be used. Trenches/ excavations greater than 1.5m deep to be covered i.e. mesh to prevent personnel from falling in.	1	4	4	Foreman, Operator, All workers
	Excavation Collapse	2	4	8	Check excavations for signs of collapse at the start of each workday and progressively throughout the day. Utilizing a spotter, all vehicles to stop if spotter is not visible. Trenches deeper than 1.5m to be benched or battered (or trench boxes as required).	1	4	4	Foreman, Operator Spotter, All Workers
Operation - Excavating - Load shifting - Levelling - Backfilling	Falling Objects into trench	2	4	8	Keep machinery & excavated material 2m from edge and stack spoil no higher than 2m If not backfilled, all excavations to be barricaded off and covered over at the end of each shift or when work ceases. Keep personnel away from backfilling operations and loads being lifted. Personnel not to stand on edge of excavations Remove loose	1	4	4	Foreman, Operator Spotter, All Workers

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		P X	C =	T		P X	C =	T	
- Etc.					material from trench walls. Wear all correct PPE (hard hat) while in trench.				
	Persons struck during back fill operations. Back strain from moving Compactor or compactor plate. Fatigue or injury from vibration.	3	3	9	All Personnel to keep clear when fill is being placed. Operators are to check for Personnel before dumping. Obtain assistance when moving compactor plate. Use ear protection as required. Rotate workers to minimise fatigue and any vibration related injury.	2	3	6	Supervisor. Foreman.
	Site Waste	2	2	4	Separation of site wastes into appropriate stockpiles or supplied waste bins. Use of material tracking dockets for recycled materials and supply these to your supervisor.	1	2	2	Foreman, Operator Spotter, All Workers
	Rainy and wet Condition precautions	3	2	6	Plant Lights on for use in Light rain. Driving Trucks and plant on Designated areas only to reduce bogging. Caution used when entering or exiting Plant as Slipping Hazards are frequent. Cease works in Heavy Rain and wait until safe to continue works.	2	2	4	Foreman/ Operator

Section 13: Annex

Annex A: Emergency Response

EMERGENCY RETRIEVAL FROM AN EXCAVATION / TRENCHING COLLAPSE

PURPOSE: This Emergency Retrieval Procedure has been developed to provide advice and guidance for simple and functional emergency procedures that can be followed by people in the event of an Excavation / Trenching Collapse. The procedure outlines an appropriate remedial action for an emergency rescue in the event of **soil collapse**. The objective of this plan is to protect human life, in particular from the following risks

- Engulfment
- Asphyxiation / Drowning, Ground Gas, Toxic Gas, Groundwater
- Death

SAFE WORK METHOD STATEMENTS: A copy of this procedure is to be **included** in any Safe Work Method Statement / Job Safety Environmental Analysis for any **Excavation or Trenching** and, a copy of this Safe Work Method Statement / Procedure must be **held at** any excavation or trenching works of any depth. The wording "if safe to do so, or await arrival of emergency services" should be included in any Safe Work Method.

SCOPE: This plan applies to **all** employees, contractors, subcontractors and visitors to any Principal Contractor project.

INSTRUCTION:

- Contact the Principle Contractor Immediately who will coordinate the **Emergency Services**.
- During excavation and trenching works always have a spotter to raise the alarm, if suspected and unsighted look for evidence as to where the victim might be if the engulfment has not been observed i.e. "Look for instances where tools have been used".
- Always have a manned excavator / backhoe / skid steer at the excavation.
- Locate the victim and clear all unwanted workers away from the area.
- Remove the collapsed soil with shovels carefully or if the collapse is deep an excavator / backhoe / skid steer may be used to excavate near them if the exact location of the victim is known.
- **Extreme caution must be exercised** if a machine is used that further injury is not caused to the victim. Only Machine Dig in an area **adjacent** to the known exact location.
- On no account can any person walk directly on top of the collapsed soil where the victim may be as this would only add further pressure on the victim.
- When you think you are near the victim use hands if possible.
- Never pull a person out – dig them out, especially do not attach a rope and pull on the victim.
- Do not allow any untrained rescuers into the trench if deemed still dangerous.
- During the rescue operation, a competent person must **monitor** trench for changing conditions e.g. **Subsidence, parallel cracks appearing, gas, water entering trench** etc. and if necessary **halt all rescue operations** until a safe environment has been restored.
- If the victim has been located, clear soil from the head and chest. Check for breathing and a pulse. If breathing has stopped commence EAR / CPR as required. The Principal Contractors Defibrillator held at the Site Office should be used if in doubt.

Note: This procedure applies to **any depth** where there is a potential for an excavation / trench to collapse on site. A partial engulfment must be treated as a full engulfment.

Control Monitoring

Periodic checklist –

Are the controls effective?

YES	NO – Why are the controls not working?	

Do the controls introduce a new hazard?

NO	YES – What are the new hazards?	

Are new hazards contained with current controls?

YES	NO – How can they be?	

Periodic check performed by:

Dated:

Risk Matrix

Probability	Consequence					
		Certain 5	Probable 4	Moderate 3	Unlikely 2	Rare 1
	Catastrophic 5	Extreme 25	High 20	High 15	Review 10	Review 5
	Severe 4	High 20	High 16	Review 12	Review 8	Monitor 4
	Major 3	High 15	Review 12	Review 9	Monitor 6	Monitor 3
	Minor 2	Review 10	Review 8	Monitor 6	Monitor 4	Monitor 2
	Insignificant 1	Review 5	Monitor 4	Monitor 3	Monitor 2	Monitor 2

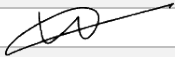
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Safe Work Method Statement

Section 1: Organisation & Project Details			
SWMS Title	Carpark & Roadways Construction		
SWMS #	004	Revision #	4
Date	28/04/2023	Revision Date	28/4/2023
Project	Wellington St Depot		
Location	Wellington st		
Principal	Gabrielli Constructions		
Section 2: SWMS Development and Ongoing Review			
Developed By	Luke Hamilton	Signature	
Consultation method	☒ Toolbox talk ☐ Other Please Detail:		
SWMS Review Frequency	☐ Monthly ☐ Weekly ☒ Other Please Detail: Annually SMWS will be reviewed using the Task Observation to ensure the work is being carried out to the SWMS, corrective action will be noted which are passed to the Supervisor/Foreman.		
Section 3: Applicable Legislation, Regulations and Codes of Practice			
Workplace Health and Safety Act 2011		Workplace Health and Safety Regs 2011	
Environmental Protection Act 1994		Environmental Protection Regs 2008	
Electrical safety COP 2020 - Working near overhead and underground electric lines		Excavation Work COP 2021	
First Aid in the Workplace COP 2021		Hazardous Manual Tasks COP 2021	
How to Manage Work Health and Safety Risks COP 2021		Managing Noise and Preventing Hearing Loss at Work COP 2021	
Managing the Risk of Falls at Workplaces COP 2021		Managing Risks of Hazardous Chemicals in the Workplace COP 2021	
Managing Risks of Plant in the Workplace COP 2021		Managing the Work Environment and Facilities COP 2021	
Work Health and Safety Consultation, Co-operation and Co-ordination COP 2021		Traffic Management for Construction or Maintenance Work COP 2008	
Managing respirable crystalline silica dust exposure COP 2022		Mobile Crane COP 2006	
Section 4: Plant & Equipment Required ☐ N/A			
☒ Excavator		☒ Skid Steer Loader	
☒ Backhoe or Loader		☒ Roller	
☒ Grader		☒ Other (List Below)	
Kerb Machine, Spray sealer, Asphalt paver			
Section 5: PPE Requirements ☐ N/A			
☒ Hard Hat		☒ Long Sleeve High Vis Shirt	
☒ Long Pants		☒ Steel Cap Boots	
☒ Gloves		☒ Glasses	
☐ Hearing Protection (as required)		☐ Other (List Below)	
Section 6: MSDS' Required ☐ N/A			
☒ Unleaded Petrol		☒ Diesel	
☒ Spot Marking Paint		☒ Grease	
☒ Hydraulic Oil		☐ Other (List Below)	
Section 7: Qualifications requirement for some Tasks ☐ N/A			
☒ Industry White/Blue Card		☒ Plant Competency	
☐ Confined Space		☐ Other (List Below)	

Section 8: Additional Subcontractors to carry out works ☐ N/A

Section 9: High Risk Works (Any Ticks Identify the High Risk)

☐ Work where there is a risk of a person (or materials) falling more than 2 metres.	☐ Work involving a confined space.
☐ Work involving a trench or shaft if the excavated depth is more than 1.5 metres	☐ Work on or near energised electrical installations or services.
☐ Work on or near pressurised gas distribution mains or piping	☒ Work carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.
☐ Work in an area that may have a contaminated or flammable atmosphere.	☒ Work carried out in an area at a workplace in which there is any movement of powered mobile plant.
☐ Work in, over or adjacent to water or other liquids where there is a risk of drowning.	☒ Loading shifting operations/materials handling and the risk of falling materials.
☒ Manual handling of materials.	☐ Other (Please List Below)

Section 9: Authorisation and Review

This Safe Work Method Statement meets the requirements of the Legislation, Codes of Practice, Compliance Codes and Australian Standards listed in section 3 and is authorised for use:

All workers performing the work as described in this safe work method statement are currently competent to do so; and; All plant, equipment, materials, temporary structures and hazardous chemicals used in the performance of work described in this safe work method statement are safe if they are used properly. All participants have the skills and knowledge to participate in the work in the manner described in the Safe Work Method Statement. All participants having the plant, substances, materials and temporary structures to be able to execute the work in the manner described in the Safe Work Method Statement. All participants having the time to execute the work in accordance with the Safe Work Method Statement without taking short cuts. Appropriate and adequate supervision will be provided.

Name	Luke Hamilton	Signature		Date:	14/07/2023
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Name	Scott Hamilton Supervisor	Signature		Date	
Name	Foreman	Signature		Date	
Name		Signature		Date	
Name		Signature		Date	
Name		Signature		Date	

Section 11: Revision History

Review#	4	Date:	28/4/23	Reviewed by	Luke Hamilton
Review#	3	Date:	2/01/23	Reviewed by	Luke Hamilton

Emergency Procedures as per annexure or if absent, Mite Construction Site Specific Safety Manual.

Section 12: Task Risk Assessment

[Risk Matrix on Last Page](#)

Probability 5 = Almost Certain, 4 = Probable, 3 = Moderate, 2 = Unlikely, 1 = Rare

Consequence 5 = Death, 4 = Severe, 3 = Major, 2 = Minor, 1 = Insignificant

Highest Level of Control

Lowest Level of Control

Elimination

Substitution

Engineering

Administration

Personal Protective Equipment

[1-6](#) Acceptable, monitor

[7-12](#) Acceptance but monitor with strict control measures or a short duration

[13-25](#) Unacceptable

Procedure Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Residual Risk Rating			Person Responsible For monitoring and managing controls
		P X	C =	T		P X	C =	T	
Operation - Excavating/Boxing Out - Compaction of Subgrade - Installing Lower Base Layers - Compaction of Lower Base - Kerbing and Furniture - Installing Base layers - Compaction of Base - Surface sealing - Flexible pavements - Load shifting - Movement - Levelling - Etc.	Use of Mobile Plant - High risk plant operations - Vehicle movements throughout site				Refer to SWMS 001 – Use of Mobile Plant				
	Manual Handling - Shovelling and Levelling				Refer to SWMS 002 – Manual Handling				
	Bulk Earthworks - Excavation & Filling of materials - Load Shifting				Refer to SWMS 003 – Bulk Earthworks				
	Use of Hazardous substances (Concrete) - Kerbing - Footpaths Concrete contact with Skin & Eyes or inhalation or ingestion	3	2	6	Refer to MSDS and Risk Assessment. Use further PPE to reduce contact with substance, safety Gloves to protect hands and safety glasses for eyes. If Contact with Skin occurs washing with plenty of water and soap. If Contact with eyes occurs, requires several minutes of rinsing. If inhaled, do NOT induce vomiting, move to fresh air and contact medical advice if feeling unwell. If ingested contact medical advice immediately.	2	2	4	Foreman, Operator Spotter Monitored before each shift
Operation	Use of Concrete Pump	3	3	9	Ensure machinery has current tag (ROBY), has manufacturer's instructions in cab, current	2	3	6	Foreman, Operator Spotter

Section 12: Task Risk Assessment

Risk Matrix on Last Page

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Procedure Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Residual Risk Rating			Person Responsible For monitoring and managing controls
		P X	C =	T		P X	C =	T	
- Excavating/Boxing Out - Compaction of Subgrade - Installing Lower Base Layers - Compaction of Lower Base - Kerbing and Furniture - Installing Base layers - Compaction of Base - Surface sealing - Flexible pavements - Load shifting - Movement - Levelling - Etc. -					servicing, and accurate pre start undertaken. Operator to have prescribed occupation qualification for a concrete pump. If personnel on log book, they must be under the direction of a person who holds the relevant qualification. Pump operator will communicate with concrete delivery truck & delivery truck driver to clearly nominate an exclusion zone behind the pump. A nominated spotter allocated for the safe delivery of concrete truck. Operator will ensure there is a safe & clear access for the concrete delivery truck to concrete receiving hopper & will ensure concrete delivery truck will stop reversing if driver is unable to clearly see the spotter. Daily inspection of concrete pump pipes, hoses, reducers and claps for general wear and tear. Monthly checks of pipe thickness is recorded in the pump maintenance log book. Operator ensures manufacturers guide lines are not exceeded therefore minimising the risk of pipes or hoses bursting & will ensure that at no times are the pipes or hoses are at risk of damage. Operator ensures that the end hose connected to boom is fitted with safety chain/sling & that the correct size hose with correct pressure rating is used for the specific type of work being carried out.				Monitored before each shift
Operation - Excavating/Boxing Out	Persons being struck by Concrete Truck	2	4	8	Ensuring that all persons are wearing PPE. Ensure the flashing light & Travel/reverse beeper & Horn on Machinery is operational. Please review the	1	4	4	Foreman, Operator

Section 12: Task Risk Assessment

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Procedure Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Residual Risk Rating			Person Responsible For monitoring and managing controls
		P X	C =	T		P X	C =	T	
- Compaction of Subgrade - Installing Lower Base Layers - Compaction of Lower Base - Kerbing and Furniture - Installing Base layers - Compaction of Base - Surface sealing - Flexible pavements - Load shifting - Movement - Levelling - Etc.					Site Movement Plan for areas where plant and machinery access ways are. Do not encroach on any exclusion zone without authorisation. Maintain the speed limit onsite. Ensure you have clear lines of sight & have all persons stay well clear of the plant prior to traversing. Do not approach while plant or machinery is being operated, gain operators attention from direct view. Use any traffic control devices or barricading to isolate the machinery from persons while traversing as req.				Spotter Monitored before each shift
	Use of Hazardous substances (Bitumen/Asphalt) - Prime - Primer seal - Asphalt Bitumen contact with skin Hot substances in contact with skin/eyes; Burns, skin irritation, breathing irritations, poisoning.	3	3	9	Ensure SDS's (MSDS's) for all hazardous substances are available on site at all times. Ensure no combustible products are around when heating (i.e. leaves, rags, etc). Where possible work up-wind when heating is occurring. Ensure no combustible products are around when heating (i.e. leaves, rags, cutters). Avoid contact with bitumen at elevated temperatures. Prevent auto ignition of bitumen by keeping these products below 250°C. Control over-spray from bitumen works operations to prevent damage to vehicles and public property.	2	3	6	Foreman, Operator Spotter Monitored before each shift
Operation - Excavating/Boxing Out - Compaction of Subgrade - Installing Lower Base Layers	Environmental Harm, Fire	2	3	6	Ensure that environmental spill response kits are available on site at all times. Ensure location of spill kits are communicated to all on site (at daily toolbox meeting. A 1kg Fire extinguisher in service is to be fitted to all machines. Regular servicing to	1	3	3	Foreman, Operator Spotter

Section 12: Task Risk Assessment

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Procedure Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Residual Risk Rating			Person Responsible For monitoring and managing controls
		P X	C =	T		P X	C =	T	
- Compaction of Lower Base - Kerbing and Furniture - Installing Base layers - Compaction of Base - Surface sealing - Flexible pavements - Load shifting - Movement - Levelling - Etc. -					prevent fuel/oil leaks, all machines to be tagged out of service if fuel or oil leaks become apparent. A 9kg Fire Extinguisher is to be used during refuelling and be no more than 3 m away.				Monitored at start of each shift.
	Quick Cut Saw - Concrete and Asphalt sawing Lacerations or dismemberment from moving bladed machinery.	3	3	9	Safety glasses, high impact face shield and ear protection to be worn. The rated RPM of the grind unit must not exceed the maximum rated RPM of the cutting wheel or disc. Water-cooling to be used on tungsten tipped blades in accordance with the manufacturer's instructions. The correctly specified backing plate and front nut is to be used. A P2 or similar facemask to be worn in dusty conditions. The Saw is only to be used at or below shoulder height. Saws are only used with blade rotating in the opposite direction to the cut. The Saw is not to be used for inverted sawing. Only persons who have had training or are competent in their use are to operate saws. Use for cutting only, not to be used as a grinder. The Blade is free from cracks and is in working condition. All aspects of the equipment should be to original specifications, no modifications or removal of any guards or handles. Ensure if silica dust may be generated require persons with fit test and PPE required for the task.	2	3	6	Foreman, Operator Spotter Controls to be carries out before each use.

Control Monitoring

Periodic checklist –

Are the controls effective?

YES	NO – Why are the controls not working?	

Do the controls introduce a new hazard?

NO	YES – What are the new hazards?	

Are new hazards contained with current controls?

YES	NO – How can they be?	

Periodic check performed by:

Dated:

Risk Matrix

Probability	Consequence					
		Certain 5	Probable 4	Moderate 3	Unlikely 2	Rare 1
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	Major 3	High 15	Review 12	Review 9	Monitor 6	Monitor 3
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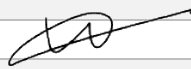
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Safe Work Method Statement

Section 1: Organisation & Project Details			
SWMS Title	Refuelling		
SWMS #	006	Revision #	3
Date	27/03/2023	Revision Date	2/1/23
Project	Wellington St Depot		
Location	Wellington St		
Principal	Gabrielli Constructions		
Section 2: SWMS Development and Ongoing Review			
Developed By	Luke Hamilton	Signature	
Consultation method	☐ Toolbox talk ☐ Other Please Detail:		
SWMS Review Frequency	☐ Monthly ☐ Weekly ☒ Other Please Detail: Annually SMWS will be reviewed using the Task Observation to ensure the work is being carried out to the SWMS, corrective action will be noted which are passed to the Supervisor/Foreman.		
Section 3: Applicable Legislation, Regulations and Codes of Practice			
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Environmental Protection Act 1994		Environmental Protection Regs 2008	
Work Health and Safety Consultation, Co-operation and Co-ordination COP 2021			
First Aid in the Workplace COP 2021		Hazardous Manual Tasks COP 2021	
How to Manage Work Health and Safety Risks COP 2021		Managing Noise and Preventing Hearing Loss at Work COP 2021	
Managing the Risk of Falls at Workplaces COP 2021		Managing Risks of Hazardous Chemicals in the Workplace COP 2021	
Managing Risks of Plant in the Workplace COP 2021		Managing the Work Environment and Facilities COP 2021	
Section 4: Plant & Equipment Required ☐ N/A			
☒ Excavator		☒ Skid Steer Loader	
☒ Backhoe or Loader		☒ Roller	
☒ Grader		☐ Other (List Below)	
Section 5: PPE Requirements ☐ N/A			
☒ Hard Hat		☒ Long Sleeve High Vis Shirt	
☒ Long Pants		☒ Steel Cap Boots	
☐ Gloves		☐ Glasses	
☐ Hearing Protection (as required)		☐ Other (List Below)	
Section 6: MSDS' Required ☐ N/A			
☒ Unleaded Petrol		☒ Diesel	
☐ Spot Marking Paint		☐ Grease	
☐ Hydraulic Oil		☐ Other (List Below)	
Section 7: Qualifications requirement for some Tasks ☐ N/A			
☒ Industry White/Blue Card		☒ Plant Competency	
☐ Confined Space		☐ Other (List Below)	

Section 8: Additional Subcontractors to carry out works

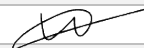
☐ N/A

Section 9: High Risk Works (Any Ticks Identify the High Risk)

☐ Work where there is a risk of a person (or materials) falling more than 2 metres.	☐ Work involving a confined space.
☐ Work involving a trench or shaft if the excavated depth is more than 1.5 metres	☐ Work on or near energised electrical installations or services.
☐ Work on or near pressurised gas distribution mains or piping	☒ Work carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.
☐ Work in an area that may have a contaminated or flammable atmosphere.	☒ Work carried out in an area at a workplace in which there is any movement of powered mobile plant.
☐ Work in, over or adjacent to water or other liquids where there is a risk of drowning.	☐ Loading shifting operations/materials handling and the risk of falling materials.
☒ Manual handling of materials.	☐ Other (Please List Below)

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Name	Luke Hamilton	Signature		Date:	14/07/2023
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Name	Scott Hamilton Supervisor	Signature		Date	
Name	Foreman	Signature		Date	
Name		Signature		Date	
Name		Signature		Date	
Name		Signature		Date	
Name		Signature		Date	

Section 11: Revision History

Review#	3	Date:	2/1/23	Reviewed by	Luke Hamilton
Review#	2	Date:	2/1/22	Reviewed by	Matthew Hamilton

Emergency Procedures as per annexure or if absent, Mite Construction Site Specific Safety Manual.

Section 12: Task Risk Assessment

Risk Matrix on Last Page

Probability 5 = Almost Certain, 4 = Probable, 3 = Moderate, 2 = Unlikely, 1 = Rare

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[7-12](#) Acceptance but monitor with strict control measures or a short duration

[13-25](#) Unacceptable

Procedure Break the job down into steps	Potential Safety and Environmental Hazards What can go wrong	Risk Rating			Control Measures	Residual Risk Rating			Person Responsible For monitoring and managing controls
		P X	C =	T		P X	C =	T	
Operation - Identify need for fuel - Move plant to refuelling areas - Shutdown and Isolate Plant - Refuel Plant - Control of any spills	Use of Mobile Plant				Refer to SWMS 001 Use of Mobile Plant				Foreman, Operator
	Manual Handling				Refer to SWMS 002 Manual Handling				Foreman, Operator
	Fire Hazards	3	3	9	A 9KG fire Extinguisher should be within 3m of the refuelling area to contain any ignitions. Ignition sources such as flames should be kept away from any area where fuels are being used. Plant to be completely shut down prior to refuelling.	2	3	6	Personnel Check with machinery prestart checklist
	Spillage & Storage	2	3	6	Ensuring that a Spill kit is within the refuelling zone to help deal with any spills that occur. Storage of Substances such as Fuels will be located offsite. Greases and Oils shall be stored in a dry area with temperatures not exceeding the MSDS recommendations. Refuelling in the designated area only.	1	3	3	Personnel Checked weekly
	Allergic reaction, Dermatitis, eye irritation to diesel, Get fuel on skin	2	3	6	Follow all reasonable safety instructions given by other personnel. Use appropriate P.P.E (long pants, Long Sleeves, Gloves, etc. Wash area of contact with water Ensure Cap on oil container is secure when moving and after use. Refer to MSDS Risk Assessments in case of any contact in any form.	1	3	3	Personnel Monitored before each shift

Control Monitoring

Periodic checklist –

Are the controls effective?

YES	NO – Why are the controls not working?	

Do the controls introduce a new hazard?

NO	YES – What are the new hazards?	

Are new hazards contained with current controls?

YES	NO – How can they be?	

Periodic check performed by:

Dated:

Risk Matrix

Probability	Consequence					
		Certain 5	Probable 4	Moderate 3	Unlikely 2	Rare 1
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SAFETY WORK METHOD STATEMENT 2023

Installation Version - swms 6.05

Principle Contractor	A Gabrielli Construction
Site location(s):	Wellington St Depot
Scope of Works:	Joinery Installation

References:

- A. National Construction Code (NCC) 2019
- B. Domestic Building Contract (DBC) Act 2000 (QLD) – Regulation 2010
- C. Work Health & Safety Regulation 2019
- D. Managing Risks of Hazardous Chemicals in the Workplace 2021
- E. Joint Standard AS/NZS 3012:2007 Electrical Installations
- F. Joint Standard AS/NZS 1336:1997 Occupational Eye Protection
- G. Australian Standard AS 4360:2004 Risk Management
- H. Australian Standard AS 2359.1:1995 Powered Industrial Trucks - General
- I. Australian Standard AS 2550.1-2011 Cranes, Hoists and Winches – Safe Use
- J. Work Health & Safety Regulations 2019
- K. Queensland Building and Construction Commission Regulations 2018
- L. Queensland Manual Tasks Code of Practice 2021
- M. Queensland Transport Operations Regulations 2010
- N. Queensland DEIR Fatigue Management Guide 2005
- O. Moduline Workplace Health and Safety Plan (v5.09) 2023
- P. Silica – Technical guide to managing exposure in the workplace 2012-2022
- Q. Australian Standard AS/NZS 60335.2.69 Household and similar electrical appliances. – Safety
- R. Australian Standard AS 4260-1997 High efficiency particulate air (HEPA) filters – Classification, construction and performance

SWMS DETAILS

1. **Nested Safety Plans:** Moduline will comply with the safety plan supplied by the Principal contractor. This SWMS is to be implemented in conjunction with the Moduline Workplace Health and Safety Plan 5.07 2021 (reference O).
2. **Codes / Standards / Regulations observed:** References A – O. All work will be carried out in accordance with the Building code of Australia (Ref A), the Domestic Building Contract (DBC) Act 2000 (Ref B), and the Workplace Health and Safety Act 2011 (Ref C).
3. **Procedural Description of Work Activity:** This SWMS includes activities from site inspection, measuring, delivering and unloading, installation and all associated tasks involved with the fitting of cabinetry into residential and commercial construction sites at various locations in NQLD.
4. **Hierarchy of control:** SWMS has been assessed against a hierarchy of controls to ensure risk is reduced and most appropriate control is accepted into practice. Hierarchy includes: (1) Elimination of activity; (2) Re-design; (3) Isolation of activity; (4) Substitution; (5) Administration and Supervision; and (6) PPE to mitigate residual risk.
5. **Personnel Consulted in development of SWMS:** Installation Manager, General Manager, Moduline trained Safety Advisors, HIA Safety Specialist (Mr Bruce Dorber) & Jarod Erker (ErkerSafety),

6. **Personnel Responsible for monitoring this SWMS and associated activities:** Installation Manager, General Manager, Moduline trained Safety Advisors.
7. **Plant and Equipment Required:** as per Moduline Electrical Appliance & Equipment [Plant] Register
8. **Personnel Protective Equipment:** All personnel are to wear Personal Protection Equipment (PPE) and carry a site specific First Aid kit. Principal PPE includes footwear, eyewear, and hearing protection. Breathing equip & high visibility clothing as task-required.
9. **MSDS Required for this SWMS:** Yes – attached as appendix 1
10. **Personnel Qualifications required for this SWMS:** transport licensing (WM1/6), trade qualifications (WM5), Construction Card and site induction (all WM1-6). All personnel employed by Moduline are qualified and competent to carry out their allocated duties and tasks.
11. **Specific Training required for this SWMS:** All personnel to have completed a relevant site induction. All personnel to have been instructed and trained IAW this SWMS as part of their Annual Orientation. This training is to be conducted and recorded on the Moduline LMS which hold an auditable and verifiable record of training. All personnel to have relevant qualifications, or supervision and competency, for tasks being undertaken; including the requirement to hold a current Construction Industry Induction card.
12. **Moduline Induction Record:** this SWMS is underpinned by all Moduline employees and sub-contractors having completed this induction training and recording this on the Moduline Induction Record.
13. **Moduline WH&S trained Safety Advisors:** Ian Swarbrick (07) 4776 7900 or Ryan Gusmeroli (07) 4781 2900
14. **Review and Corrective Actions:** All work in progress to be monitored and reviewed. Corrective action to be noted and implemented with responsible agents. SWMS will be reviewed at commencement of new projects or on engagement with new contractors. Last Formal review: 20th February 2023 (V 6.03 to V 6.04). Next Scheduled review of SWMS is 20th February 2024.
15. **Document prepared by:** Ryan Gusmeroli

The following work method statements are attached:

WM1 Driving
WM2 Unsafe loading and unloading
WM3 Potential exposure to Silica
WM4 Working near other trades
WM5 Using hazardous substances
WM6 Installing

Appendix 1: Hazardous Substance Register and attached MSDS

** note Moduline trades do not operate or utilise Plant & Equipment*

***Note Moduline participates in zero hi-risk construction activities and does not require SWMS for our low risk activities. Moduline maintain this SWMS as a mechanism for ensuring our safety procedures are relevant, practical and address the types and natures of low risk found in our safety environment ***

SWMS ACCEPTANCE



Name: **Ryan Gusmeroli**
Appointment: Workplace Safety Advisor
Date: 27/07/2023

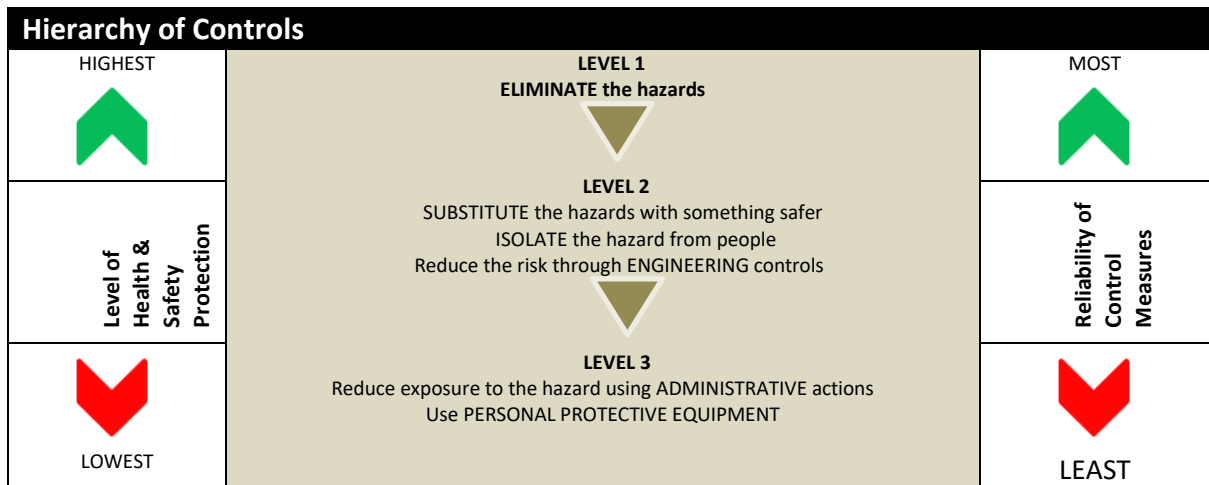
The Risk Management Process

We will manage our risk and ensure that risk is reduced by following the below steps:

- Step 1: Identifying the Hazards
- Step 2: Assessing the Risk (using the WHS Risk Rating Table)
- Step 3: Control the Risks (using the hierarchy of controls)
- Step 4: Review the Control Measures (are they effective?)

Control Priority Table

Risk Rating	Prioritisation
1 or 2	Action to rectify must be done immediately
3, 4, or 5	Consider control measure/s as necessary



Calculating the Risk – How to use the WHS Risk Rating Table	
Step 1:	Identify any potential HAZARDS
Step 2:	Decide what the possible CONSEQUENCE could be
Step 3:	Decide HOW LIKELY it is to happen
Step 4:	Line up your choices in the table (below) to get the Risk Rating
Step 5:	Use the CONTROL PRIORITY TABLE below to guide your next steps

WHS Risk Rating Table				
Consequence	Likelihood			
What Injury/damage could the hazard cause?	Very Likely	Likely	Unlikely	Very unlikely
	Could happen anytime	Could happen sometimes	Could happen but only rarely	Could happen but probably never will
• Serious injury, death or permanent disability	1	1	2	3
• Lost Time (full shift)	1	2	3	4
• Medical Treatment	2	3	4	5
• First Aid	3	4	5	5

Activity – Installation of Cabinetry/Joinery

TASKS	HAZARDS AND RISKS	BEFORE CONTROLS			RISK CONTROL MEASURES	AFTER CONTROLS			WHO IS RESPONSIBLE	SWMS ON SITE REVIEW
List the tasks required to perform the activity in the sequence they are carried out.	Identify what can go wrong and what injuries or damage can this cause	Likelihood	Consequence	Risk	What can you do to reduce the risk to yourself and others	Likelihood	Consequence	Risk	Who will make sure this happens?	Conformance to SWMS controls. Initial and date upon inspection
WM1: Driving References: QLD Transport Ops Regs 2010 QLD Fatigue Mngt 2005	Hazard Unsafe driving Unfamiliar driving conditions Risk Vehicle accident resulting in casualties or fatalities.	UL L	SI LT	2 2	-All delivery drivers are to have the correct license requirements. -A site induction and inspection prior to commencing on site to determine requirements and access. -Site inspection prior to delivery to determine best possible location for unloading joinery. -Awareness of Action-On-Incident procedures.	UL UL	LT MT	3 4	Installation Supervisor Installation Supervisor	
WM2: Unsafe loading and unloading References: QLD Transport Ops Regs 2010 AS 2359:1:1995 Pwr Trucks WH&S Regs 2019 QLD Man Tasks Code 2021	Hazard Load moving during transport Excessively heavy loads Incorrect lifting methods manual Unsuitable access (trenches, cluttered walkways) Insufficient landing areas Risk Muscle injuries Soft tissue injuries Lower back injuries Damage to property	L L L L	SI LT LT LT MT	1 2 2 2 3	-All loads are not to exceed perimeters of pallets used for transport and are to be tied using ratchet straps. -Use correct manual handling techniques as described in induction. All drivers and unloaders have access to approved Moduline Manual Handling training. -All loads to be lifted by mechanical methods are to be moved on pallets supplied with shrink-wrap plastic in place. -Individual joinery items to be manufactured to a size and weight which can be easily manoeuvred. -Site inspection prior to unloading commencing to ensure a clear and safe passage. -Site inspection prior to unloading to determine a clear and easily accessible landing area, where the joinery can be stored and will not be in the way of other trades.	VU UL UL L L	SI MT MT MT MT	3 4 4 3 3+	Senior Delivery Supervisor Senior Delivery Supervisor Senior Delivery Supervisor Senior Delivery Supervisor	

Likelihood	Consequence
VL – Very Likely	SI – Serious Injury, death, permanent disability
L – Likely	LT – Loss Time (Full Shift)
UL – Unlikely	MT – Medical Treatment
VU – Very Unlikely	FA – First Aid

TASKS	HAZARDS AND RISKS	BEFORE CONTROLS			RISK CONTROL MEASURES	AFTER CONTROLS			WHO IS RESPONSIBLE	SWMS ON SITE REVIEW
List the tasks required to perform the activity in the sequence they are carried out.	Identify what can go wrong and what injuries or damage can this cause	Likelihood	Consequence	Risk	What can you do to reduce the risk to yourself and others	Likelihood	Consequence	Risk	Who will make sure this happens?	Conformance to SWMS controls. Initial and date upon inspection
WM3: Potential exposure to Silica References: Silica – Technical guide to managing exposure in the workplace 2012-2022 AS/NZS 60335.2.69 Household and similar electrical appliances AS 4260-1997 High efficiency particulate air (HEPA) filters	Hazard Inhalation of Silica dust Hazard may be present through variety of building materials and may be present in construction dirt present on site. Risk Respiratory disease	L	SI	2	-Complete a pre work site inspection to identify any possible sources of silica dust and the levels which may be encountered. This inspection should look for both airborne and settled Silica dust. -As deemed necessary, a pre work clean of the intended working area using a H Class Vacuum cleaner, ensuring correct PPE is used. -Annual inspections of the H Class vacuum cleaner by a competent person. -If airborne silica dust is suspected leave the site immediately and notify Installation Manager - Do not disturb piles of construction dirt unnecessarily.	UL	SI	4	Installation Manager Installer	Any suspected hazardous dirt to be reported to site supervisor.
WM4: Working near other trades References: QLD Fatigue Mngt 2005	Hazard Hazards which may arise due to the presence of other trades Risk Injuries or casualties Delay to project timeline Verbal abuse from others or PM	L	SI	1	-Complete site induction by primary contractor -All employees must have a general safety induction card. -Be aware of other trades. -Use of PPE relevant to equipment being used (consider use respirator, eye protection, gloves, protective clothing) - Be prepared to leave site and return later when a better trade sequence can be arranged - Be considerate of protection client workplace -Inspect site before commencing work.	UL	LT	3	Installer Installation Supervisor	
WM5: Using hazardous substances References: Moduline Hazardous Substance Risk Assessment	Hazard Strong fumes Acidic substances Damage to site Damage to other trades or members of the Public Risk Burns to skin Eye damage Respiratory damage	L UL UL	LT LT FA	2 3 5	-Correct use of PPE (respirator, eye protection, gloves, protective clothing as prescribed on relevant MSDS) -Refer to MSDS and hazardous substance risk assessment -Work in well ventilated areas. -Correct clean up. -Correct storage. -Appropriate knowledge about used substances. -Ensure access to First Aid Kit. -Awareness of accident or injury procedures -refer to hazardous substance risk assessment and container for usage instructions.	UL VU UL	LT MT FA	3 5 5+	Installation Supervisor Installation Supervisor Installation Supervisor	

TASKS	HAZARDS AND RISKS	BEFORE CONTROLS			RISK CONTROL MEASURES	AFTER CONTROLS			WHO IS RESPONSIBLE	SWMS ON SITE REVIEW
List the tasks required to perform the activity in the sequence they are carried out.	Identify what can go wrong and what injuries or damage can this cause	Likelihood	Consequence	Risk	What can you do to reduce the risk to yourself and others	Likelihood	Consequence	Risk	Who will make sure this happens?	Conformance to SWMS controls. Initial and date upon inspection
WM6: Installing References: AS/NZS 3012:2003 Elec Inst AS/NZS 1336:1997 Eye Prot QLD Fatigue Mngt 2005 WH&S Regs 2019 QLD Man Tasks Code 2021	Hazard Faulty equipment Improper use of equipment Cabinets not fixed to walls properly Incorrect lifting Cutting MDF or other materials Risk Muscle injuries Soft tissue injuries Lower back injuries Damage to property Respiratory problems Fatalities Electrocution Burns Loss of fingers or eyesight	L UL L UL L	LT LT LT MT LT	2 3 2 4 2	-All electrical equipment should be tested and tagged every 3 months. -Read manufacturers notes on recommended use and do not use equipment for unsuitable tasks. -Leads from power boards are not in the path of other trades. -The use of double adaptors is prohibited. Use a safety pack. -Cabinets are to be fixed to walls by screwing through into studs or block-work with the addition of glue of liquid nails as required. -Ensure the correct screws and screwing aids, such as masonry wall plugs are used. -Use manual handling techniques as described in induction. -Ensure that all equipment is fitted with dust bags where possible or used in well ventilated areas. -The use of PPE in the form of safety glasses and dust masks are used. -Ensure that the job site is kept clean and that all debris at the end of each day is placed into the waste bin provided by the principal contractor.	UL VU UL UL UL	LT LT LT MT MT	3 4 3 4+ 4	Installation Manager Kitchen Installer Installation Manager Installation Manager Kitchen Installer	

Likelihood	Consequence
VL – Very Likely	SI – Serious Injury, death, permanent disability
L – Likely	LT – Loss Time (Full Shift)
UL – Unlikely	MT – Medical Treatment
VU – Very Unlikely	FA – First Aid

**SUBCONTRACTOR INDUCTION RECORD FOR
WORKMETHOD STATEMENTS & SITE SAFETY PLAN (5.4)**

Contractor:	
Project:	
Sub-Contractor Name:	Moduline
Contractor Trade:	Joinery

The following sub-contractor has received instruction, training and induction in the Moduline SWMS, Moduline Hazardous Substance Register and Moduline Safety Plan that have been submitted to the contractor for projected works or contracted works and in accordance with the Sub-Contractor Safety Plan.

Statement of Declaration

- (1) I understand my employer's (Moduline) SWMS and Safety Plan and will comply with their safe work practices. I have read my employer's hazardous substance register and understand all hazards and control measures required.
- (2) I understand I will be asked to read, and comply with various Contractor Site Safety Plans & Site Specific Information as relates to individual sites. I will ensure I have made every effort to access such information when entering a new site for the first time.
- (3) I will ensure that I am at all times conducting my workmanship and self with proper care and effective regards for the safety of other workmen or visitors on the site. I will not allow alcohol to be consumed on, in or about the workplace. I will not complete any work in or around the job site if alcohol or drugs affect me. I acknowledge that protection of other trades and the client workplace will be considered and emphasised at all times throughout the project.
- (4) I acknowledge that I will take every reasonable step to ensure the safety of members of the public is considered, and where risks remain I have taken suitable action to cordon off and mark as unsafe.
- (5) I acknowledge that smoking is non-prohibited by law on any work site.
- (6) I, _____ (insert name) will agree to abide by the safety policies and procedures of Ingham Manufacturers Pty Ltd trading as moduline. I agree to NOTIFY and stop work if an unsafe situation arises on the work site at any moduline work site. I agree to provide a safe work area for my fellow workers and myself.

Employee Name (please print):

Employee Signature: _____ **Date:**

**SUBCONTRACTOR INDUCTION RECORD FOR
WORKMETHOD STATEMENTS & SITE SAFETY PLAN (5.4)**

Contractor:	
Project:	
Sub-Contractor Name:	Moduline
Contractor Trade:	Joinery

The following sub-contractor has received instruction, training and induction in the Moduline SWMS, Moduline Hazardous Substance Register and Moduline Safety Plan that have been submitted to the contractor for projected works or contracted works and in accordance with the Sub-Contractor Safety Plan.

Statement of Declaration

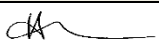
- (1) I understand my contractor's (Moduline) SWMS and Safety Plan and will comply with their safe work practices. I have read my contractor's hazardous substance register and understand all hazards and control measures required.
- (2) I understand I will be asked to read, and comply with various Contractor Site Safety Plans & Site Specific Information as relates to individual sites. I will ensure I have made every effort to access such information when entering a new site for the first time.
- (3) I will ensure that I am at all times conducting my workmanship and self with proper care and effective regards for the safety of other workmen or visitors on the site. I will not allow alcohol to be consumed on, in or about the workplace. I will not complete any work in or around the job site if alcohol or drugs affect me. I acknowledge that protection of other trades and the client workplace will be considered and emphasised at all times throughout the project.
- (4) I acknowledge that I will take every reasonable step to ensure the safety of members of the public is considered, and where risks remain I have taken suitable action to cordon off and mark as unsafe.
- (5) I acknowledge that smoking is non-prohibited by law on any work site.
- (6) I acknowledge I am responsible for maintaining the appropriate trade licence(s); insurances, and documentation as relevant to enable me to operate as a sub-contractor in a lawful and safe manner.
- (6) I, _____ (insert name) will agree to abide by the safety policies and procedures of Ingham Manufacturers Pty Ltd trading as moduline. I agree to NOTIFY and stop work if an unsafe situation arises on the work site at any moduline work site. I agree to provide a safe work area for my fellow workers and myself.

Sub-contractor Name (please print): _____

Sub-contractor Signature: _____ **Date:** _____

Norfab (QLD) Pty Ltd ABN: 62 119 330 853 6 Caldwell Street GARBUTT QLD 4814 PO Box 7141 GARBUTT BC QLD 4814 Ph: 07 4725 7750 Email: office@norfab.com.au	ERECTION OF STRUCTURAL STEEL		SWMS No. 1 Rev. 0
	PRINCIPAL CONTRACTOR	A.Gabrielli Constructions	Release Date: 01/11/2022
	PROJECT	Wellington Street Depot	Review Date: 01/11/2023
	WORK LOCATION	37 Wellington Street, Mundingburra	Date: 18/04/23

Monitor and Review Policy: To ensure adequate hazard control measures, all workers must meet their obligations under the Workplace Health & Safety Act and Regulations. They have a responsibility to monitor and provide feedback on effectiveness of control measures. To ensure the effectiveness and adequacy of these control measures, regular Task Observations and Tool Box meetings will be conducted whereby any issues will be discussed and any revisions decided on. Should no revisions be required following Task Observations and Tool Box meetings, the SWMS will be reviewed on the annually.

PREPARED BY:	AUTHORISED BY:	SUPERVISOR:
		Sign:
HAYLEY WRIGHT Administration	TONY KNEWSTUB Director	Name:
The Supervisor will ensure work is carried out in accordance with SWMS, inspect and approve work areas, safety controls, plant, equipment and tools.		

By signing this record, I acknowledge I have been provided the opportunity to contribute to the identification of impacts and hazards associated with this work and the development of work methods that will enable the high risk construction work activity to be undertaken safely. I also acknowledge that my qualifications are current to undertake the activity and I have been instructed in the safe work methods outlined and understand the requirements.

Name	Position	Signature	Date	Name	Position	Signature	Date
Rendon Ambrose	Boilermaker			Sean Piva	Boilermaker		
Finn Couper	Apprentice			Leyton Reents	Trades Assistant		
Jesse Cox	Apprentice			Eli Rinaldo	Apprentice		
Timothy Fry	Sheetmetal Worker			Alexander Ryan	Boilermaker		
Tim Greenhalgh	Trades Assistant			Robert Sloan	Trades Assistant		
Brodie Griffiths	Boilermaker			Leonard Strong	Supervisor		
Jye Hawkins	Apprentice			Mykle Sullivan	Boilermaker		
Jarred Jeffries	Apprentice			Nathan Townsend	Boilermaker		
Matthew Johnson	Boilermaker			Mitchell Waddington	Apprentice		
Scott Johnson	Metalwork Fitter			Jacob Webb	Boilermaker/Foreman		
Matthew Knewstub	Apprentice			Travis Wilson	Apprentice		
Jason Lakin	Metalwork Fitter			Craig Wire	Boilermaker		
Jade Noa	Welder						
Neil Olsen	Boilermaker						

PLANT AND EQUIPMENT REQUIRED		PERSONAL PROTECTIVE EQUIPMENT REQUIRED	
- Barricading - Signage - Welding Equipment - Crane or other suitable lifting equipment (if applicable)	5" and 7" Grinder - Drill - Wet-vac (if applicable) - Hand Tools	- Protective Footwear - Hearing Protection - Eye Protection - Face Protection - High Visibility Shirt	- Protective Helmet - Hand Protection - Sunscreen

QUALIFICATIONS, HRW LICENCES AND TRAINING REQUIRED			
- General Construction Induction - Norfab Induction	- Site Safety Induction - Hot Works Training & Competency	HRW Licence RB or DG (if applicable)	HRW Licence for Crane (if applicable)

HIGH RISK CONSTRUCTION WORKS	PERMITS, LICENCES, APPROVALS, ENGINEERING CERTIFICATES, ETC REQUIRED
- Involves a risk of a person falling more than 2m - Is carried out in an area at a workplace in which there is any movement of powered mobile plant	Hot Works Permit

APPLICABLE LEGISLATION, CODES OF PRACTICE, COMPLIANCE CODES AND AUSTRALIAN STANDARDS	
- Work Health and Safety Act 2011 - Work Health and Safety Regulations 2011 - Work Health and Safety Consultation, Cooperation and Coordination COP 2021 - How to Manage Work Health and Safety Risks Code of Practice 2021 - Managing Risks of Hazardous Chemicals in the Workplace COP 2021 - Hazardous Manual Tasks Code of Practice 2021 - Steel Construction Code of Practice 2004	- Managing Noise and Preventing Hearing Loss at Work Code of Practice 2021 - Managing the Risk of Falls at Workplaces Code of Practice 2021 - Managing the Risk of Plant in the Workplace Code of Practice 2021 - Welding Processes Code of Practice 2021 - AS1554.1-2004 – Structural Steel Welding-Welding of Steel Structures - AS4332-2004 – The Storage and Handling of Gases in Cylinders - Managing the Risk of Psychosocial Hazards at Work Code of Practice 2022

RISK ASSESSMENT RANKING AND HIERARCHY OF CONTROL									
LIKELIHOOD (L)		CONSEQUENCE (C) - IMPACT		RISK RANKING (R)					Risk Ranking Summary
				1	2	3	4	5	
A	Almost Certain - Expected (almost certain) outcome in most cases: 91 - 100% probable without control measures in place; regular incident trend.	5	Very Large - Multiple fatalities due to occupational injury/illness. Permanent long term and extensive environmental damage.	A A1 5	A A2 10	A A3 15	A A4 20	A A5 21+	Critical (21+) - These risks are Unacceptable. The work activity or process should be halted until Control Measures are implemented which reduce the risk to significant or less using the Hierarchy of Control. #Detailed research, planning & critical control measures review is required with actions consistent with legal and GMR compliance by key stakeholders to eliminate or reduce risk ranking to high or lower consistent with the Hierarchy of Control.
B	Likely - Will probably occur (likely) in most circumstances: 51 - 90% probable without control measures in place; regular incident trend but not almost certain as an outcome or recurrence.	4	Large - Fatality due to occupational injury or illness. Permanent but localised environmental harm.	B B1 4	B B2 8	B B3 12	B B4 16	B B5 20	High (15-20) - These risks must be reduced wherever possible by implementing higher level Control Measures using the Hierarchy of Control. Detailed review of Critical Control Measures by supervisory staff and workplace managers including consultation with work crew and training in revised system of work. Monitoring of key control measures allocated to specific responsibilities.
C	Possible - May occur sometime: 31 - 50% probable without control measures in place; infrequent incident trend.	3	Medium - Occupational injury or illness that results in permanent disability. Long term damage or pollution or degradation; clean up remediation or rehabilitation will require greater than 1 month.	C C1 3	C C2 6	C C3 9	C C4 12	C C5 15	Moderate (9 -14) Identified Control Measures must be capable of reducing the risk by eliminating or minimising to an acceptable level. Monitoring of key control measures allocated to specific responsibilities.

D	Unlikely - Could occur, but would not be expected: 10 - 30% probable without control measures in place; irregular incident trend on a few occasions.	2	Small - Occupational injury or illness that results in offsite medical treatment or lost time injury that result in a temporary disability. Short term localised damage or pollution or degradation; clean up remediation or rehabilitation will require up to 1 month.	D	D1 2	D2 4	D3 6	D4 8	D5 10	Low (3-8) -The work is relatively safe and can be managed by routine Control Measures outlined in Means & Methods, routine procedures, guidelines, pre-starts/restarts, Builder's Brief and Project EHS Rules. No further action is required, unless additional impacts or hazards arise during the work.
E	Rare - Rare (highly unlikely) that this event would occur in the identified circumstances without any control measures in place: < 10% probable.	1	Very Small - Occupational injury or illness that results in on site First Aid treatment. Minor on site environmental damage, pollution or degradation event; clean up remediation or rehabilitation will require less than 24 hours	E	E1 1	E2 2	E3 3	E4 4	E5 5	Negligible (1-2) - No further control measures are required Monitor to ensure risk does not escalate

HIEARCHY OF CONTROL	EXAMPLES OF CONTROL MEASURES	
Step 1	• Elimination of risky activities wherever reasonably practicable, if not reasonably practicable minimise risky activities in the following order:	MOST EFFECTIVE CONTROL MEASURE ↓ LEAST EFFECTIVE CONTROL MEASURE
Step 2	• Substitution of risks by providing safer products, materials or processes	
Step 3	• Isolaton of risks by providing control measures to isolate people from hazards or isolate hazards from people	
Step 4	• Engineering out risks by providing mechanical, designed/engineered controls to prevent injury	
Step 5	• Administration control of risks by providing procedures such as Lock Out/Tag Out Isolation or Permits To Work	
Step 6	• Provide Personal Protective Equipment to reduce the likelihood and severity of injury	

CONTRACTOR REQUIREMENTS
• N/A

WORK ACTIVITY	POTENTIAL IMPACTS AND HAZARDS	PRIMARY RISK RANKING	CONTROLS TO BE IMPLEMENTED USING 'HIERARCHY OF CONTROL' METHOD	SECONDARY RISK RAKING	PERSON RESPONSIBLE
Planning	Unfamiliar worksite	Moderate	- Participate in Principal Contractor site induction - Site rules must be read and followed	Low	All
	Untrained personnel	High	- Daily Pre-start to ensure workers are aware of their roles, responsibilities, hazards of the job site and control measures implemented - Instruction in the issue and use of Hot Works Permit - Accepted communication channels established	Low	Supervisor
	Fitness for work	High	- Zero tolerance for drugs and alcohol - Ensure suitable rest areas are available and rest breaks are taken - Monitor actual hours spent working - Consume extra fluids during hot weather - Watch other workers for signs of dehydration	Low	All
	Unauthorised access	Moderate	- Only those authorised may access site - Exclusion zone must be established below or around machinery in use with warning signs displayed - Under no circumstances may a person enter an exclusion zone whilst work is being carried out overhead	Low	Supervisor
	Spread of infection (COVID-19)	High	- Ensure you know and follow all site requirements regarding COVID-19 - Clean your hands regularly with soap and water or alcohol-based hand	Low	Supervisor, Operators and

			sanitiser - Cover your nose and mouth with a tissue or bent elbow when coughing or sneezing, dispose of tissues immediately after use and wash your hands or apply hand sanitiser - Avoid touching your face, nose and mouth and shaking hands - Avoid close contact with anyone who is unwell. Try to stay 1.5 metres away from anyone coughing or sneezing - Stay home if you are unwell		Workers
	PPE having unintended or undesirable safety consequences	Moderate	- PPE is to be maintained in good condition and replaced as required - Torn, worn, damaged or badly scratched (in the case of protective eyewear) PPE is not acceptable and workers must cease work until the PPE item is replaced	Low	Supervisor and Workers
	Weather conditions	High	- Do no work in hazardous weather conditions - Monitor and evaluate size of shifts in relation to excessive heat	Low	Supervisor, Operator and Workers
	Other trades	High	- Be aware of all other trades in the area - Accepted communication channels to be established between Norfab and all other trades in the area - Ensure work is barricaded and signed if required	Low	Supervisor, Operator and Workers
	Hazardous chemicals		- Ensure risk assessment has been conducted for all hazardous chemicals - Ensure safety data sheets are available for all hazardous chemicals - Ensure workers are trained in the correct use, storage and handling of all hazardous chemicals		
	Faulty tools and equipment	Moderate	- Ensure all electrical tools are tested and tagged - Check condition of equipment	Low	Supervisor
	Slips, trips and falls	Moderate	- Maintain awareness of surroundings - Avoid stepping backwards - Keep work area tidy	Low	Worker
	Manual handling	Moderate	- Only lift loads to your own capacity - Where possible, use mechanical aids - Use correct lifting techniques to avoid injury - Use others to help lift heavy items	Low	Worker
Working in an environment that may impact workers mental health	Psychosocial/Mental Health Conditions (Stress, Anxiety, Burnout)	High	- Supervisors and management to monitor and evaluate size of shifts in relation to the physical and mental load of the work - Conduct regular toolbox talks to encourage open communication between supervisors, workers and management regarding their working environment - Offer training and career growth opportunities recognised by the employee, supervisor or management - Provide support to employees who are exposed to high levels of stress or suffered a traumatic event	Low	Supervisor and Workers
Delivery of materials by crane to work area	Access	High	- Workers to remain outside exclusion zones already in place to ensure workers do not walk under suspended loads	Moderate	Supervisor and Workers

			- Ensure suitable ground conditions prior to establishing crane - Complete pre-start checks, log book and pre-lift checklist - Ensure that all plant is permitted to work on site - Slings to have current tag and registered - Ensure loads are positioned so as not to become a hazard to other workers - PPE to include hi vis clothing, boots, hard hat and fall protection		
	Obstruction	Moderate	- Work area to be inspected for obstructions that may impede the safe set up and operation of equipment - Remove obstructions - Do not continue if you cannot confirm crane stability	Low	Operator
	Load Falling from Crane	High	- Clear personnel from under and around lifting loads - Slings and dogging of all loads to be conducted or supervised by a dogman or rigger - Check loads are within chain and Crane capacities	Moderate	Operator and Dogger/Rigger
	Incorrect Placing of Load	Moderate	- Ensure that final position is suitable - Release weight slowly to account for boom deflation - All operations shall be at a slow speed - Follow the operator's instructions	Low	Operator and Worker
Grinding Steel	Electrocution	High	- Locate electric cord away from work, over dominant shoulder and away from an area to be cut - Check natural limits of movement and ensure cord is free and doesn't restrict movement - RCD's must be used at all times on all equipment and must be in test date. Piggy back leads and double adaptors are not to be used and are prohibited - Switch off power to the grinder when not in use	Low	Worker
	Incorrect grinding techniques causing personal injury	Moderate	- Place grinder loose on work. Check your position so that the cut can be completed without unnecessary repositioning of the feet and without over reaching - Ensure all guards are in place and in position to provide maximum protection - When the grinder is switched on, both hands must be used on the designated areas of the tool to ensure maximum grip and control of the grinder - Take finger off trigger as soon as grinder is no longer in use - When finished, ensure the blade has stopped before resting it - Always unplug the grinder when replacing cutting blades	Low	Worker
	Noise Levels	Moderate	- Where signage directs, or where noise levels exceed 85dBA, hearing protection must be worn - Avoid being exposed to excessive noise for long periods of time	Low	Worker
	Inadequate PPE	Moderate	- PPE to include safety glasses, hard hat, long sleeve hi vis shirt, boots, gloves, Class 4 hearing protection, safety harness and dust mask - Define what PPE is required for the job, ensure PPE is worn - Check PPE is serviceable and in working order	Low	Supervisor and Workers

	Untrained or inexperienced personnel	High	- Ensure necessary competency and experience	Low	Supervisor
	Construction Dust	Moderate	- Where possible, work in a well ventilated area away from workers not directly involved in the activity - Wet sweep and/or vacuum the dust when cleaning - Dry sweeping should be avoided where possible - Ensure appropriate respirator is worn at all times	Low	Worker
Drilling Steel	Electrocution	High	- Locate electric cord away from work, over dominant shoulder and away from an area to be cut - Check natural limits of movement and ensure cord is free and doesn't restrict movement - RCD's must be used at all times on all equipment and must be in test date. Piggy back leads and double adaptors are not to be used and are prohibited - Switch off power to the drill when not in use	Low	Worker
	Incorrect drilling techniques causing personal injury	Moderate	- When the drill is switched on, both hands must be used on the designated areas of the tool to ensure maximum grip and control of the drill	Low	Worker
	Noise Levels	Moderate	- Where signage directs, or where noise levels exceed 85dBA, hearing protection must be worn - Avoid being exposed to excessive noise for long periods of time	Low	Worker
	Inadequate PPE	Moderate	- PPE to include safety glasses, hard hat, long sleeve hi vis shirt, boots, Class 4 hearing protection, respirator (if drilling into concrete), and gloves - Define what PPE is required for the job, ensure PPE is worn - Check PPE is serviceable and in working order	Low	Supervisor and Workers
	Untrained or inexperienced personnel	High	- Ensure necessary competency and experience	Low	Supervisor
	Construction Dust	High	- Where possible, work in a well ventilated area away from workers not directly involved in the activity - Ensure dust extraction tool is fitted when drilling with rotary hammer drill - Ensure hose and wet vac is fitted when drilling with core drill - Wet sweep and/or vacuum the dust when cleaning - Dry sweeping should be avoided where possible - Ensure appropriate respirator is worn at all times	Low	Workers
Drilling and core-drilling concrete	Failure to identify sources of Respirable Crystalline Silica	Moderate	- Crystalline silica is (quartz) is a common mineral found in: - Most rocks, sands, and clays - Products such as concrete, mortar, brick, blocks, pavers, tiles, natural and composite stone benchtops - Cement-based materials such as fibre-cement sheeting and autoclaved-aerated concrete - The amount of crystalline silica in products can vary - Dust containing RCS is generated by high-energy processes such as cutting,	Low	Workers

			sawing, grinding, drilling, polishing, scrubbing and crushing of silica-containing materials - RCS particles are so small they cannot be seen under ordinary lighting and stay airborne long after larger particles have settled to the ground – the small particle size means it is easily inhaled deep into the lungs - Certain work processes can also create RCS exposure risks, including housekeeping activities involving dry sweeping, compressed air or blowers on silica-containing dusts		
	Exposure to hazardous or potentially hazardous atmosphere	High	- For all tasks involving the generation of respirable dust which is likely to contain crystalline silica where air monitoring shows that personal exposure levels are likely to be exceeded or if no air monitoring results are available and visible levels of dust are present - Where possible, work in a well ventilated area away from workers not directly involved in the activity - While generating respirable dust which is likely to contain silica, operators and all persons in the immediate vicinity are to wear a P2 respirator, be clean shaven, users to be Fit Tested in accordance with AS1715 within 12-month period or if a risk assessment determines more frequent is required - Note: respirable dust which is likely to contain crystalline silica where air monitoring shows that personal exposure levels are likely to be exceeded, or if no air monitoring results are available then where visible levels of dust are present	Low	Workers
	Inadequate control of dust generating activities	High	- Ensure a type of local exhaust ventilation is fitted directly onto the tool when drilling with rotary hammer drill. Extraction unit to be Class M or H and to be fitted with HEPA filters. Extract dust from the unit using a dust Class M or H vacuum or empty it directly into a waste bag in a way that does not generate dust when you dispose of it - Ensure hose and wet vac is fitted with drilling with core drill - Wet sweep and/or vacuum dust when cleaning - Dry sweeping should be avoided where possible - Ensure appropriate respirator is fit tested and worn at all times	Low	Workers
	Silicosis – exposure to silica	High	- Important: Local exhaust ventilation or wet dust suppression has been shown to reduce dust by up to 99% and is the preferred method for controlling dust exposure if it cannot be designed out. If wet air particles are generated from high speed drilling, wearing of a suitable RPE is still required. While generating dust, operators and all persons in the immediate vicinity are to wear a P2 respirator, be clean shaven, users to be Fit Tested in accordance with AS1715 within 12 month period or if a risk assessment determines more frequent is required - Clean up the dust with an industrial vacuum cleaner (M or H class filter) or by wet sweeping. Floors/surfaces likely to contain concrete dust are not to be	Low	Workers

			dry swept - In addition to the above, any or a combination of below is to be used - Minimise the generation of dust by having materials cut to size prior to arrival on site - If cutting on site is required, other workers are to be notified and removed from the cutting zone whilst dust is being generated - Use drills with dust extraction attachments - Use tools fitted with a water attachment to suppress dust - Wet down dusty work areas and processes - Cleaning up silica containing dust: - Whilst emptying filters/ vacuums which have been used, respirator protection must be used • Check dust extractors regularly to ensure seals are in good condition and they are providing good suction • Dust extraction tool filters to be emptied in a controlled environment to contain dust • Dust is to be contained in durable plastic bag and disposed of as regulated waste by principal contractor • If workers clothes are heavily soiled with silica containing dust, they are to be isolated at the end of the shift and washed separately		
Bolting	Personal Injury	Moderate	- Ensure hard hat, gloves and eye protection are worn at all times - Use correct spanners – avoid shifting spanners if possible	Low	Supervisor and Worker
Welding and oxy-cutting	Electric and magnetic fields	High	- Do not place your body between the electrode and work cables - Do not work next to the welding power source - Ensure hot works permit has been obtained and that all control measures within are adhered to	Low	Supervisor and Worker
	Fire hazard and burns	High	- Ensure combustible materials are kept away from the welding arc - Never allow welding electrode to touch cylinder - Ensure appropriate fire fighting equipment (ABE Fire Extinguisher) is available in the work area - Ensure a hot works permit is obtained	Low	Supervisor and Worker
	Electrocution	High	- Do not touch electrically live parts or electrode with skin or wet clothing - Insulate yourself from work and ground - RCD's must be used at all times on all equipment and must be in test date. Piggy back leads and double adaptors are not to be used and are prohibited - Leads to be elevated off of the ground by lead hangers - Leads to not exceed 30m	Low	Worker
	Ultra-violet radiation	High	- Do not look directly at welder's arc - Wear helmet with proper shade lens - Wear adequate PPE to cover body - Ensure where other trades are in work zone welding screens are in place	Low	Worker

	Inadequate ventilation	Moderate	- Ensure work is conducted in a well ventilated area - Wear an approved respirator where necessary	Low	Worker
	Non-compliant weld	Moderate	- Weld procedures to be followed - Competent persons only to perform welding	Low	Supervisor
	Inadequate PPE	Moderate	- PPE to include safety glasses, face shield, long sleeve hi vis cotton shirt, boots, welding gloves, Class 4 hearing protection and safety harness - Define what PPE is required for the job, ensure PPE is worn - Check PPE is serviceable and in working order	Low	Supervisor and Worker
Touch Up	Inhalation of chemical substance	Moderate	- Do not use in confined spaces - Review MSDS and risk assessment prior to use - Do not spray towards other people or flame	Low	Worker
	Personal injury	Moderate	- Ensure gloves and eye protection are worn at all times	Low	Supervisor and Worker
Clean Up	Manual handling	Moderate	- Only lift loads to your own capacity - Where possible, use mechanical aids - Use correct lifting techniques to avoid injury - Use others to help lift heavy items -	Low	Worker
	Moving machinery off-site	Moderate	- Escort person and spotter to be used if required - Direct machine out through path of entry - When clear, signal operator "all clear"	Low	Supervisor and Operator
	Housekeeping	Low	- Perimeter exclusion zones must be kept clear of all materials, refuse, plant and equipment - Area must be clean and clear of rubbish and trip hazards at all times	Low	Supervisor, Operator and Workers
	Inadequate waste disposal	Low	- Workers are responsible for disposing of their own waste in the allocated bins provided	Negligible	Supervisor and Workers
ADDITIONAL SITE SPECIFIC ACTIVITIES AND CONTROL MEASURES (if required):					

PART A



SWMS ACTIVITY: Installation of Height Safety Systems **SWMS No.:** OHS001 **Issue:** A

PROJECT: PARK SERVICES- WELLINGTON ST TOWNSVILLE **JOB No.:** 57077

Head Contractor: GABRIELLI CONSTRUCTION

Company: RIS Safety **ABN:** 46 008 445 458
Address: 6 38-42 Margaret Vella Dr, Paget 4740 **BSA Licence No:** 1221311
Phone: 07 4998 5533

SAFE WORK METHOD STATEMENT

Issue	Revision Details	Date of Issue	Signature Management Representative
A	Initial Issue	27/11/23	

Prepared By: Heidi Kemp Position: FNQ Branch Manager Signature: Date: 27/11/23

Review By: (Management Representative to Review and Sign)

I declare that,

- I will implement the control measures documented in this SWMS;
- I have consulted all employees / persons undertaking work in the development of this SWMS;
- I will provide the necessary instruction, training and information to all persons undertaking the works outlined in this SWMS
- I will provide appropriate supervision to ensure that the control measures nominated in this SWMS are implemented, and that persons under my control comply with all Legislative Occupational Health & Safety requirements.

Management Representative*: Ben Bennett Position: Sales Manager Signature: Date: 27/11/23

*The Subcontractor supervisor directly responsible for works covered by this SWMS is to sign the Declaration.

Brief Description of Activity: Installation of fall arrest safety lines, anchors, ladder brackets and handrail to provide fall protection and safe access for persons working on areas above 2m in height.

Plant/Equipment

Plant and Equipment Required	Hand tools, cordless tools, W@H PPE, Ladder
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Approvals/Permits/ Certificates of Competency Required to Undertake Work (i.e. scheduled work including operation of cranes, load shifting equipment, concrete placing booms, scaffolding, rigging, Formwork, EPT) (If yes attach copies) (Forward a copy to HR)	Yes ☐ No ☒ (mark check boxes 'X')	If Marked Yes - Certification of Certificates of Competency to be attached	
	Name	Certificate No	Certificate Class
	Farid Isaac	STAT20738/9649	WP

Details of Key Personnel (e.g. Supervisor, Leading Hand):	Name	Roles/Responsibilities	Qualifications/Experience
	Farid Isaac	Installer	Height Safety Training No: S33031/56345 General Induction No:0249969
	Glenn Nilson	Installer	Height Safety Training No: General Induction No:2294945
	Craig Kuzman	Installer	Height Safety Training No: General Induction No:2386749

Health & Safety instructions List of attachments: (i.e. MSDS, Emergency rescue, other)	
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Legislation, Codes of Practice, Standards applicable. Mark check boxes '☑'	
Legislation:	Australian and other Standards – maintained at Workplace Office
▪ OHS Act 2000 - Parts 2-4; ☐	▪ 2601 - The Demolition of Structures. Publication date: 13 September 2001 ☐
▪ OHS Regulation 2001 - Chapters 2-12; ☐	▪ AS 2865 - Safe Work in a Confined Space. Publication date: 04 September 2009 ☐
▪ Qld Work Health and Safety Act 2011 ☒	▪ AS 2397 - Safe Use of Lasers in the Building & Construction Industry. Publication date: 17 November 2015 ☐
▪ Qld Work Health and Safety Regulation 2011 ☒	▪ AS 1577 - Scaffold Planks. Publication date: 21 November 2013 ☐
▪ Workers Compensation and Rehabilitation Act 2003 ☒	▪ AS 4576 - guidelines for scaffolding. Publication date: 05 June 1995 ☐
▪ Workers Compensation and Rehabilitation Regulation 2014 ☒	▪ AS/NZS 3012 - Electrical installations - Construction and Demolition sites. Publication date: 22 June 2010 ☐
▪ Workplace Injury Management and Workers Compensation Act 1998 No 86 ☐	▪ AS 2550.1 - Cranes - Safe Use - Part 1: General requirements. Publication date: 18 March 2011 ☐
Codes of Practice - Available in Site Library	▪ AS 2550.4 - Cranes - Safe Use - Part 4: Tower Cranes. Publication date 24 March 2004 ☐
▪ First Aid In the Workplace 2021 ☐	▪ AS 2550.5 - Cranes - Safe Use - Part 5: Mobile and Vehicle Loading Cranes. Publication date: 24 June 2002 ☐
▪ Managing Risks of Hazardous Chemicals in the Workplace 2021 ☐	
▪ ☐	▪ AS 2550.10 - Cranes - Safe Use - Part 10: Elevating Work platforms. Publication date: 06 December 2006 ☐
▪ Mobile Cranes 2015 ☐	
▪ ☐	▪ AS 2550.15 - Cranes - Safe use - Part 15: Concrete placing Equipment. Publication date: 20 June 1994 ☐
▪ Construction Works 2018 ☐	
▪ Preventing and Responding to Workplace Bullying 2016 ☐	▪ AS/NZS 4431 - Guidelines for Safe Working on New Lift Installations in New Constructions. Publication date: 5 December 1996; ☐
▪ Hazardous Manual Tasks 2021 ☐	
▪ How to Manage and Control Asbestos in the Workplace 2021 ☐	▪ AS/NZS1891.1 - Industrial fall-arrest systems and devices - Part 1: Safety belts and harnesses. Publication date: 31 July 2007 ☒
▪ How to Manage Work Health and Safety Risks 2021 ☒	
▪ Managing the Risk of Falls at Workplaces 2021 ☒	▪ AS/NZS 1891.2 - Industrial fall arrest systems and devices - Part 2: Horizontal lifeline and rail systems. Publication date: 20 March 2001; ☒
▪ Managing Noise and Preventing Hearing Loss at Work 2021 ☒	
▪ How to Safely Remove Asbestos 2021 ☐	▪ AS/NZS 1657 Fixed Platforms, Walkways & Ladders. Publication date: 10 December 2013 ☒
▪ Work Health Safety Consultation , Co-Operation and Co-Ordination 2021 ☒	
▪ Managing the Work Environment and Facilities 2021 ☒	▪ AS 3850.1 - Tilt-up Concrete and Precast Concrete Elements for Use in Buildings - Part 1: Safety Requirements. Publication date: 03 September 2015. ☐
▪ Confined Spaces 2021 ☐	
▪ ☐	▪ AS/NZS 5532 - Manufacturing Requirements for Single Point Anchor Devices Used for Harness-Based Work at Height. Publication date: 30 October 2013 ☒
Safety Guides	
▪ Work Cover Guide- Work Near Underground Assets; ☐	▪ AS/NZS 4488 – Industrial Rope Access Systems Part 1 Specifications Publication date: 05 October 1997 ☐
▪ Rigging & Dogging Guide; ☐	
▪ Measures Used to Control the risks Associated with Working at Heights; ☒	▪ AS/NZS 4488 – Industrial Rope Access Systems Part 2 Selection, Use and Maintenance - Publication date: 05 October 1997 ☐
▪ Advice on the use of Crane Workboxes ☐	
▪ Abrasive Blasting; ☐	Other (Please list):
▪ Working off Stepladders; ☐	
▪ Protective structures for Earthmoving Equipment; ☐	
▪ Use of Explosive Power Tools ☐	
▪ Safe Work on Roofs ☒	

RISK SCORE CALCULATOR						
PROBABILITY [P]	CONSEQUENCE [C]					
	[A]	[B]	[C]	[D]	[1]	[2]
	[A]	1 [H]	1 [H]	2 [H]	3 [M]	4 [M]
	[B]	1 [H]	2 [H]	3 [M]	4 [M]	5 [L]
	[C]	2 [H]	3 [M]	4 [M]	5 [L]	6 [L]
	[D]	3 [M]	4 [M]	5 [L]	6 [L]	6 [L]
REFER TO RISK SCORE MATRIX FOR FULL EXPLANATION						

PART B

SAFE WORK METHOD STATEMENT

For INSTALLATION OF HEIGHT SAFETY SYSTEM



Where practicable **Eliminate** the risk:

- If not practicable to eliminate, **minimise** risk. Refer to *Hierarchy of Risk Controls Table*;
- Use the **Risk Assessment Matrix** shall be used to assess the Risk of an identified Hazard;
- Selected **Control Measures** are to be **Proportionate to Risk Category**
- **Residual** risk category to be green.

Risk Score & Residual Risk Score Calculation Abbreviations:			P – Probability		C – Consequence	RS – Risk Score	
Job Step	Section A Break down of work activity into steps	Section B Issue/Hazard Identification/Impact Identify the potential hazards of the work activity (i.e. what can cause harm/damage)	Section C Risk Score (RS) (No Controls in Place) Refer to Matrix	Section D Risk Controls Recommended OHS/Environmental/Quality Controls. (Eliminate Where Practicable. Refer to Hierarchy of Risk Controls)	Section E Residual Risk Score (RS) (Controls in Place) Refer to Matrix	Section F Responsible Person Who will make sure this happens?	
			RS				RS
1	Arrival to Site/Site Induction	Safety Awareness	2H	- All workers shall complete a site specific induction and have completed the construction industry general induction training (Green / Blue card). - Worker will talk to other workers in the area so they know what is happening and are aware of the hazards	5L	Site Supervisor/ Workers	
		Sharp Edges (Cuts & Lacerations)	3M	All workers shall have available and wear the appropriate PPE for the task being performed. (safety footwear, hard hat, gloves, safety glasses)	5L	Site Supervisor/ Workers	

RISK SCORE CALCULATOR						
PROBABILITY [P]	CONSEQUENCE [C]					
		[1]	[2]	[3]	[4]	
	[A]	1 [H]	1 [H]	2 [H]	3 [M]	
	[B]	1 [H]	2 [H]	3 [M]	4 [M]	
	[C]	2 [H]	3 [M]	4 [M]	5 [L]	
	[D]	3 [M]	4 [M]	5 [L]	6 [L]	
REFER TO RISK SCORE MATRIX FOR FULL EXPLANATION						

PART B

SAFE WORK METHOD STATEMENT

For INSTALLATION OF HEIGHT SAFETY SYSTEM



		Manual Handling (body stressing)	3M	Where appropriate 2 person or mechanical shall be used when heavy lifting is involved	5L	Site Supervisor/ Workers
		Slip, Trip, Fall	3M	- Workers shall wear high visibility garments at all times in accordance with AS/NZS 4602:1999 0 High Visibility Safety Garments. - All materials & tools shall be stored in company vehicle	3M	Site Supervisor/ Workers

RISK SCORE CALCULATOR					
		CONSEQUENCE [C]			
		[1]	[2]	[3]	[4]
PROBABILITY [P]	[A]	1 [H]	1 [H]	2 [H]	3 [M]
	[B]	1 [H]	2 [H]	3 [M]	4 [M]
	[C]	2 [H]	3 [M]	4 [M]	5 [L]
	[D]	3 [M]	4 [M]	5 [L]	6 [L]

REFER TO RISK SCORE MATRIX FOR FULL EXPLANATION

PART B

SAFE WORK METHOD STATEMENT

For

INSTALLATION OF HEIGHT SAFETY SYSTEM



2	Commencement of Scope of Work; Installation safety lines, anchors, ladder brackets and handrail	Working at height – access via designated access point or portable ladder	2H	- User MUST have current working at heights ticket - All Height safety PPE to be correctly tagged and inspected - Scaffolding and/or edge protection are set up providing full encapsulation of the work area. - User MUST have full training in safe use of fall restraint equipment - As each anchor point is installed the installer will connect rope through each anchor point. - All workers working within 2m of an edge that is not protected by edge protection shall wear a safety harness and be attached to the anchor point via an adjustable rope grab system - All workers must work in pairs so in the event of a fall the second person can retrieve them limiting the time they are in suspension - All harnesses fitted with suspension trauma strap - Installation of RIS products are to be in alignment with RIS installation guides	4M	Site Supervisor/ Workers
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RISK SCORE CALCULATOR						
		CONSEQUENCE [C]				
		[1]	[2]	[3]	[4]	
PROBABILITY [P]	[A]	1 [H]	1 [H]	2 [H]	3 [M]	
	[B]	1 [H]	2 [H]	3 [M]	4 [M]	
	[C]	2 [H]	3 [M]	4 [M]	5 [L]	
	[D]	3 [M]	4 [M]	5 [L]	6 [L]	
REFER TO RISK SCORE MATRIX FOR FULL EXPLANATION						

PART B

SAFE WORK METHOD STATEMENT

For

INSTALLATION OF HEIGHT SAFETY SYSTEM



	Commencement of Scope of Work; Access via portable ladder	Fall from heights	2H	- Ensure level base surface. - User must maintain 3 points of contact when climbing ladder - Secure top of ladder to ladder bracket - Approved industrial ladder type 120kg minimum	4M	Site Supervisor/ Workers
		- Falling Objects - Flying Particles(eye injury)	2H 2H	- Workers shall ensure all associated fittings are secured before moving on to the next section/fitting. - Safety glasses to be worn as directed and at all times when cutting, drilling or grinding. - Safety glasses should comply with AS 1336:1997 – recommended practices for eye protection in industrial environments and AS 1337:2000 – eye protectors for industrial applications.	4M 4M	Site Supervisor/ Workers Site Supervisor/ Workers

RISK SCORE CALCULATOR						
		CONSEQUENCE [C]				
		[1]	[2]	[3]	[4]	
PROBABILITY [P]	[A]	1 [H]	1 [H]	2 [H]	3 [M]	
	[B]	1 [H]	2 [H]	3 [M]	4 [M]	
	[C]	2 [H]	3 [M]	4 [M]	5 [L]	
	[D]	3 [M]	4 [M]	5 [L]	6 [L]	

REFER TO RISK SCORE MATRIX FOR FULL EXPLANATION

PART B

SAFE WORK METHOD STATEMENT

For

INSTALLATION OF HEIGHT SAFETY SYSTEM



Commencement of Scope of Work; (Cont.)	UV Damage & Hydration	1H	- Workers should wear appropriate PPE clothing (i.e. wide brim hats, long sleeves and long trouser) - Sunscreen with an SPF (sun protection factor) rating of at least 15+ on the exposed parts of the body shall be available to all workers. AS/NZS 2604:1998 – sunscreen products. - Sun glasses should comply with AS1067.2:1990 – Sunglasses and Fashion Spectacles – Performance Requirements - Regular fluid intake	4M	Site Supervisor/Workers
	Manual Handling (body stressing)	3M	Where appropriate 2 person or mechanical shall be used when heavy lifting is involved	5L	Site Supervisor/Workers

RISK SCORE CALCULATOR						
		CONSEQUENCE [C]				
		[1]	[2]	[3]	[4]	
PROBABILITY [P]	[A]	1 [H]	1 [H]	2 [H]	3 [M]	
	[B]	1 [H]	2 [H]	3 [M]	4 [M]	
	[C]	2 [H]	3 [M]	4 [M]	5 [L]	
	[D]	3 [M]	4 [M]	5 [L]	6 [L]	

REFER TO RISK SCORE MATRIX FOR FULL EXPLANATION

PART B

SAFE WORK METHOD STATEMENT

For

INSTALLATION OF HEIGHT SAFETY SYSTEM



3	Housekeeping	Sharp Edges (Cuts & Lacerations)	2H	All workers shall have available and wear the appropriate PPE for the task being performed. (i.e. safety footwear, safety glasses, gloves)	4M	Site Supervisor/ Workers
		Slip, Trips, Falls	2H	3 Points of contact when ascending or descending ladders & stairs. - Eyes on path - Clear work area	4M	Site Supervisor/ Workers
		Monitor & review SWMS	3M	- If required, RIS to sign in on site and complete working at heights permits. - Workers will review work method statement before commencement of work each day. - Any additions or amendments that are required for changed conditions to the work environment, procedures or notable hazards will be recorded onto the RIS pre start job card prior to commencing work.	4M	Site Supervisor/ Workers

RISK SCORE CALCULATOR					
PROBABILITY [P]		CONSEQUENCE [C]			
		[1]	[2]	[3]	[4]
	[A]	1 [H]	1 [H]	2 [H]	3 [M]
	[B]	1 [H]	2 [H]	3 [M]	4 [M]
	[C]	2 [H]	3 [M]	4 [M]	5 [L]
	[D]	3 [M]	4 [M]	5 [L]	6 [L]
REFER TO RISK SCORE MATRIX FOR FULL EXPLANATION					

PART B

SAFE WORK METHOD STATEMENT

For

INSTALLATION OF HEIGHT SAFETY SYSTEM



4	Special Conditions	COVID 19		- Comply to any site requirements in place - Social Distancing measures to be practiced at all times. - Personal Hygiene – Wash hands regularly. - Avoid lunch rooms where possible. - Comply with attached RIS Coronavirus Policy 2 (attached)		Site Supervisor/ Workers
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RISK SCORE CALCULATOR					
PROBABILITY [P]		CONSEQUENCE [C]			
		[1]	[2]	[3]	[4]
	[A]	1 [H]	1 [H]	2 [H]	3 [M]
	[B]	1 [H]	2 [H]	3 [M]	4 [M]
	[C]	2 [H]	3 [M]	4 [M]	5 [L]
	[D]	3 [M]	4 [M]	5 [L]	6 [L]
REFER TO RISK SCORE MATRIX FOR FULL EXPLANATION					

PART B

SAFE WORK METHOD STATEMENT

For

INSTALLATION OF HEIGHT SAFETY SYSTEM



Rescue Plan for all falls in a fall arrest harness system

A person using a fall restraint system shall not work alone

In the event of a fall the rescuer will in priority

- Raise the alarm by calling 000
- Notify site supervisor and RIS Office if the situation is not life threatening
- If the fallen person is conscious, provide them with reassurance that help is on the way and keep them talking to you.
 - Remind them to use their suspension trauma straps fitted to their harness
 - Encourage them to move their legs
- If the fallen person is unconscious, clear the work area as much as possible to assist the Emergency Services Crew in gaining access
- Place the ladder under them fallen person if able to do so
- Use EWP if available



I declare that:

1. I have been consulted regarding the development of this SWMS;
2. My employer and/or his/her representative have provided me with a Work Activity- Specific Induction in regard to this SWMS;
3. I have received all necessary training, instruction and information in regard to the contents of this SWMS
4. I understand the contents of this SWMS and will co-operate with my employer by complying with all of the requirements stated.

[illegible]

CONSEQUENCE [C]

		CONSEQUENCE [C]			
		[1] CATASTROPHIC	[2] MAJOR	[3] MODERATE	[4] MINOR
	OHS	Fatality or permanent disability	Serious injury or temporary disability LTI > 7 days	Injury requiring medical attention LTI < 7 days	First aid treatment only
	Environmental	Irreversible damage to environment	Long term reversible damage	Short term reversible damage to environment	Little consequence to environment
	Industrial Relations	Actual industrial action	Threatened industrial action	Resolved by RCA Executive	Resolved on site
	Financial	Loss > 5% of contract sum	Loss 1 – 5 % of contract sum	Loss 0.5 – 1% of contract sum	Loss < 0.5% of contract sum
PROBABILITY [P]	[A] Very Likely Expect to occur in most circumstances	1 [H]	1 [H]	2 [H]	3 [M]
	[B] Likely Will probably occur sometime	1 [H]	2 [H]	3 [M]	4 [M]
	[C] Unlikely May occur sometime	2 [H]	3 [M]	4 [M]	5 [L]
	[D] Rare Occurs only in exceptional circumstances	3 [M]	4 [M]	5 [L]	6 [L]

RISK SCORE	1-2 [H] – HIGH	3-4 [M] – MEDIUM	5-6 [L] – LOW
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The preferred risk control methods, starting from the most preferred methods, are:

1. **Try to eliminate the hazard:**
E.g. use a machine to do a repetitive manual task, or completely removing asbestos from a workplace.
If this is not possible, prevent or minimise exposure to the risk by one or a combination of:
2. **Substituting a less hazardous material, process or equipment:**
E.g. use less dangerous chemicals, substitute a flammable solvent with a water-based solvent, and replace glass with plastic replacing an existing machine with one that has better guarding.
3. **Redesigning equipment or work processes:**
e.g. modifying exhaust systems to reduce noise, installing lift equipment to reduce manual handling, fitting a roll over protective structure to a backhoe or roller, controlling chemicals through improved ventilation.
4. **Isolating the hazard:**
E.g. installing screens or barriers around hazardous areas, enclosing or guarding dangerous equipment, using remote handling equipment for hazardous substances or procedures.
As a last resort, when exposure to the risk is not (or cannot be) minimised by other means:
5. **Introduce administrative controls:**
E.g. job rotation to reduce exposure, limited entry or limited time in hazardous areas, adequate supervision, instruction and training in safe work procedures, preventive maintenance and housekeeping procedures, warning signs.
6. **Use of appropriate personal protective equipment:**
e.g. gloves, ear plugs, ear muffs, goggles, face shields, hard hats, high visibility clothing, safety boots, sun hats, etc.

WORST

1. DEALING WITH CORONAVIRUS IN THE WORKPLACE POLICY

Updated: 17/03/2020

1.1 INTRODUCTION

The Organisation is committed to ensuring the health and safety of all those in the workplace. To this end, this policy sets out steps that the Organisation is taking in order to tackle the coronavirus outbreak, alongside expectations that are placed upon you.

For the safety of yourself and others in the workplace, this policy must be followed at all times.

Failure to follow this Policy may result in disciplinary action, up to and including dismissal.

1.2 INFECTION CONTROL MEASURES

We strongly encourage you to follow guidelines from the World Health Organisation on infection control, both whilst at work and in your daily life. These include:

- frequently washing your hands often with soap and water, including before and after eating and after going to the toilet
- when coughing and sneezing, covering your mouth and nose with flexed elbow or tissue, throwing this tissue away immediately and washing your hands
- avoiding close contact with anyone who has fever and cough
- using alcohol-based hand sanitisers
- cleaning and disinfecting surfaces
- if you are sick, avoiding contact with others and staying more than 1.5 metres away from people
- cleaning and sanitising frequently used objects such as mobiles, keys and wallets

1.3 CORONAVIRUS DIAGNOSIS OR EXPOSURE

i) If you contract the virus

If you begin to display symptoms of the virus, you must follow Government guidance to find out what to do next. You must seek medical attention and notify your manager at the earliest opportunity.

In order to protect your fellow colleagues, you are required to remain absent from the workplace on personal leave and provide us with a medical certificate. You are required to get a medical clearance from your doctor prior to returning to the workplace.

ii) If you have contact with a confirmed case of the coronavirus

If you have been in contact with someone who has a confirmed case of the coronavirus, you are required to notify management immediately.

In order to protect your fellow colleagues, we ask you to seek medical attention and remain absent from the workplace on personal leave and provide us with a medical certificate. You are required to get a medical clearance from your doctor prior to returning to the workplace.

In the case you are not sick, the Organisation will consider on a case by case basis whether it is possible for you to work remotely. Advance authorisation to work remotely is needed in every case.

iii) If you have contact with a suspected case of the coronavirus

If you have been in contact with someone who has a suspected case of the coronavirus, you are required to notify management immediately.

Even if you are not displaying any symptoms, we may take the decision to send you home and require you not to attend work as a safety precaution. In these circumstances, we may require you to work remotely.

1.4 SELF-ISOLATION

You must not attend the workplace during any self-isolation period that the Government requires you to undertake.

If you are unwell during this self-isolation period, you should follow the usual sickness procedure to notify the Organisation that you require personal leave and obtain a medical certificate in support of your leave. You are required to get a medical clearance from your doctor prior to returning to the workplace.

If you are well during this period of isolation, the Organisation will consider any available type of leave that may be taken to cover the absence. The Organisation will also consider on a case by case basis whether it is possible for you to work remotely.

If there are no forms of accrued paid leave available, the absence will be unpaid.

1.5 INTERNATIONAL TRAVEL

It is important for any employee considering international travel to keep up to date on the advice of the Australian Government Department of Health in relation to this.

The Government is regularly updating the list of countries which are considered to be 'higher risk' and in all cases requires you to self-quarantine in a home or hotel for 14 days after entering Australia. Ensure that you keep up to date on what countries these are by visiting the Australian Government Department of Health website.

i) Entry to Australia for all travellers from overseas

Australians should also reconsider taking overseas cruises, especially if you have other health concerns.

To find out more information you can click on the links below:

- which destinations are affected, go to [COVID-19 and travel — affected destinations](#)
- what you should do before leaving and while you're away, go to [COVID-19 for travellers](#)

ii) If you have planned international travel

The Organisation accepts that you may have plans to travel in the near future, including pre-booked and paid for holidays. Certain countries have been identified as having been severely affected by the virus and we would therefore ask that you consider, for your own health, whether travelling to these areas is the best thing to do. If a decision is made to travel, we ask that you let your manager know of the countries to be visited so that your return can be managed appropriately.

We also ask that you keep yourself up to date with Government guidance on self-isolation upon return from international travel, and bear in mind that this guidance can change on a daily basis. You should also familiarise yourself with the health and safety recommendations for the country which you are visiting. This could include staying away from farms, touching animals, etc.

Note that if you are planning, or have already planned, international travel, you should factor any known self-isolation period (currently 14 days when entering Australia) into your approved leave period. The Organisation expects that you will return to work on the agreed date.

If you would like to cancel any pre-booked annual leave, you should discuss this with your manager.

iii) If you undertake international travel

You are required to notify your manager if you travel to, or transit through, any country other than Australia.

Upon returning from such travel, you are required to follow any Government advice to self-isolate (currently 14 days when entering Australia) and remain absent from the workplace.

Prior to returning to work, you are required to provide the Organisation with evidence that you have served any self-isolation period required by the Government. Evidence should be in the form of a copy of your flight itinerary for your flight into Australia that is dated at least 15 days prior to your first day back at work.

Where a requirement to self-isolate is known in advance of travel, it is expected that this will be factored into your agreed leave period. Where you fail to factor this in, and as a result are unable to return to work on the agreed date, your continuing absence will be considered unauthorised and may result in disciplinary action, up to and including dismissal.

Where circumstances outside of your control mean you cannot return to work on the agreed date, you are required to immediately notify the Organisation.

iv) If you come into contact with someone who has travelled internationally

If you come into close contact with someone who has travelled internationally, you can continue to attend work unless Government guidance dictates otherwise.

v) Business travel

The Organisation recognises that you may be reluctant to travel on business to places of the world where there have been cases of infection. To this end, the Organisation will consider every business trip that is planned for the near future and identify if alternatives to making the trip can be considered, where possible. This may include postponing the trip, or holding meetings via other means such as Skype.

1.6 THE CONTINUATION OF BUSINESS OPERATIONS

i) Attendance at work

It is our expectation that you attend work as normal during this time, unless:

- you are on a period of authorised leave (personal, annual or long service)
- you are not attending work due to a Government mandated self-isolation period
- you are not attending work under our specific instruction, or
- there is a safety reason why you cannot be at work that has been discussed and agreed with your manager.

ii) Temporary business closure

As time progresses, it may become necessary for the business to temporarily reduce or cease operations, for example if someone in the workplace is diagnosed with coronavirus.

The Organisation will do everything possible to continue operating in these circumstances, however ultimately will take the action that is necessary to comply with Government advice and ensure safety within the workplace.

In the unlikely scenario of a shutdown, we may have no choice but to place you on an unpaid stand down. For clarity, this will only occur under specific circumstances in line with the Fair Work Act 2009, and all alternatives will be considered prior to taking this step.

iii) Working from another location

The Organisation will take all available steps to maintain normal business operations.

To maintain normal business operations, it may be necessary for us to require you to work from an alternative work location if, for example, instructions from a third party mean that entry into our current workplace is not permitted. Your flexibility in this regard will be required.

It likewise may be necessary for you to work remotely. Advance authorisation to work remotely is needed in every case.

iv) Harassment/bullying

We operate a zero tolerance policy to all forms of harassment and bullying in the workplace. We will not tolerate any unacceptable behaviour to colleagues, suppliers, members of the public etc. Any complaints of this nature will be investigated in line with our usual policy and may result in disciplinary action, up to and including dismissal.

 Securefencing design manufacturing installation	COLORBOND & PALISADE FENCING SWMS		Doc No.	SWMS06
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			Date	20/02/23
			Approved By	DL

GENERAL DETAILS

ACTIVITY/ TASK	Colorbond & Palisade Fencing		
SWMS REF NO.	06	SWMS VERSION NO.	V2
DATE OF VERSION	20/02/23		
PROJECT TITLE:	TCW00540 Wellington Street Depot Upgrade		
PROJECT ADDRESS:	Wellington Street, Aitkenvale		

CONTRACTOR DETAILS

CONTRACTOR	Gelden Enterprises Pty Ltd t/a Secure Fencing	CONTRACTORS ABN	35 083 983 180
CONTRACTOR ADDRESS	6/8 Hugh Ryan Dr, Garbutt QLD 4814		
SUPERVISOR NAME	Denis Lapico	POSITION / TITLE	Project Manager
CONTACT TEL NO.	0409 779 626	SIGNATURE	<i>Denis Lapico</i>

SENIOR MANAGEMENT / DIRECT MANAGER APPROVAL - Refer Delegations (Where Residual Risk remains as High or Very High after Control Measures identified)

NAME	Denis Lapico	POSITION / TITLE	Director
DATE	17 August 2023	SIGNATURE	<i>Denis Lapico</i>

PERSON CONDUCTING THE BUSINESS OR UNDERTAKING (PCBU) PRINCIPAL CONTRACTOR / CUSTOMER DETAILS (IF APPLICABLE)

PRINCIPAL CONTRACTOR	Gabrielli Constructions	NAME OF REPRESENTATIVE	Richard Gabrielli (Site Foreman) 0412 181 967
DATE SWMS ACCEPTED		SIGNATURE	

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IDENTIFICATION OF HIGH-RISK CONSTRUCTION ACTIVITY

Involves a risk of a person falling more than 2 m	☐	Is carried out on a telecommunication tower	☐	Is carried out in an area in which there are artificial extremes of temperature	☐	Involves, or is likely to involve, the disturbance of asbestos	☐
Involves structural alterations or repairs that require temporary support to prevent collapse.	☐	Is carried out in an area at a workplace in which there is any movement of powered mobile plant	☒	Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians	☐	Involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure	☐
Is carried out in or near water or other liquid that involves a risk of drowning	☐	Is carried out on or near pressurised gas distribution mains or piping	☐	Is carried out on or near chemical, fuel, or refrigerant lines	☐	Is carried out on or near energised electrical installations or services	☐
Is carried out in an area that may have a contaminated or flammable atmosphere	☐	Is carried out in or near a shaft or trench with an excavated depth greater than 1.5 m	☐	Involves the use of explosives	☐	Is carried out in or near a tunnel	☐
Is carried out in or near a confined space	☐	Involves tilt-up or precast concrete	☐	Involves diving work	☐		

PPE TO BE WORN BY ALL PERSONS UNDERTAKING THIS TASK

High Visibility	Head Protection	Foot Protection	Hearing Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Other
 ☒	 ☐	 ☒	 ☒	 ☒	 ☐	 ☒	 ☐	 ☐	☐ If other list:

PLANT AND EQUIPMENT REQUIRING REGISTRATION WITH WHSQ. – CONCRETE PUMPS, CRANES

- Where relevant, plant is registered with the statutory authority, and where relevant, the plant's design is registered with the statutory authority.
- Plant is fit for purpose, inspected, maintained, serviced, and repaired in accordance with manufacturer's / supplier's instructions or other specified standard representing good practice.
- Plant is accompanied by manufacturer's / supplier's instructions or other specified standard representing good practice and is available to the operator / user.
- Where relevant, the operator of the plant is licenced by the statutory authority.

HAZARDOUS CHEMICALS

- Hazardous chemicals to be used during the activity shall have a Hazardous Chemicals Risk Assessment completed prior to use.
- The materials shall be registered on the Hazardous Chemicals Register.

PERMITS

- The following Permits to Work are implemented by the Organisation (Principal Contractor) in managing high risk activities.
- The following Permits are to be completed prior to undertaking this activity and these are to be submitted for approval prior to undertaking these activities.

NAME	REQUIRED	NAME	REQUIRED
Hot Works (Grinding / Welding etc.)	☐	Excavation	☐
Work at Heights	☐	Work In, Over or Adjacent to Water	☐
Confined Space	☐	Ladders (Where Not Used for Access Purposes Only)	☐

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TRAINING AND COMPETENCIES

- The following training and competencies are required to be completed by personnel in order to undertake this activity.

NAME	COURSE CODE (IF APPLICABLE)
Work Safely in the Construction Industry (Construction White / Blue Card)	CPCCOHS1001A
Induction into the SWMS (Refer SWMS Training, Development and Acknowledgement)	N/A
Chain link fabric fencing – Security fences and gates – General requirements	AS1725.1-2010

STANDARDS OF GOOD PRACTICE

LEGISLATION APPLICABLE TO THIS WORK	Work Health & Safety Act 2011 Work Health & Safety Regulations 2011
CODES OR OTHER STANDARDS APPLICABLE TO THIS WORK	Managing electrical risks in the Workplace. Code of Practice 2021 First Aid in the Workplace Code of Practice 2021 Hazardous Manual Tasks Code of Practice 2021 How to Manage Work Health and Safety Risks Code of Practice 2021 Labelling of Workplace Hazardous Chemicals Code of Practice 2021 Managing Noise and Preventing Hearing Loss at Work Code of Practice 2021 Managing the Risk of Falls at Workplaces Code of Practice 2021 Managing the Risk of psychosocial hazard at work code of practice 2022 (commences 1 April 2023) Managing the Work Environment and Facilities Code of Practice 2021 Work Health and Safety Consultation, Co-operation, and Co-ordination Code of Practice 2021 Excavation Work Code of Practice 2021 Managing Risks of Plant in the Workplace Code of Practice 2021 Working near overhead and underground electric lines Electrical Safety Code of Practice 2020 Environment Protection Act 1994 Environmental Protection (Air) Policy 2019 Environmental Protection (Noise) Policy 2019 Environmental Protection (Water and Wetland Biodiversity) Policy 2019 Environmental Protection Regulation 2019

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JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
1. Preparation and planning for job	- Non-inducted personnel - Inadequate training, consultation, planning and improvisation	M	- All workers to show evidence of General Safety Induction Card - All workers to receive a copy of the SWMS - Ensure operators & workers are adequately trained to complete the job required - Provide adequate and competent supervision - Provide correct equipment to ensure job is completed safely - Ensure all workers and operators have been issued with adequate PPE. Gloves must be worn when conducting any manual handling tasks	L	Supervisor
2. Arriving to job site	- Personnel not knowing site rules and being unfamiliar with the work environment - Entry to unsafe or unauthorised areas	M	- All workers must contact the relevant site contact prior to arrival on site - Complete a risk assessment of the site conditions - Consider all environmental protection issues and the impact caused by entry to site	L	All Workers
3. Unloading plant and equipment	- Falls, slips and trips from vehicles - Manual handling injuries - Traffic hazards – hit by vehicles or other onsite plant and equipment - Hand, foot and hearing damage - Machinery plant tipping over or falling from ramps - Sunburn	M	- Ensure vehicles are parked in a clear, level area for unloading plant and equipment - Take extra care in wet conditions. Use ramps to load and unload plant - Ensure employees and operators are trained in manual handling procedures and ensure the correct manual handling procedures are followed. Use mechanical aids, get help, use correct lifting technique - Ensure the area is clear of pedestrians and other plant, equipment and vehicles when unloading plant. - Ensure employees and operators are wearing high vis clothing - Ensure the correct PPE is worn - Ensure only suitably trained operators work with the plant - Ensure sun protection is supplied and used, e.g. sunscreen, hats, sunglasses - Ensure suitable sun protecting eyewear is worn	L	All Workers
4. Removal of old fence	- Strains, back injuries - Cuts and scratches - Sunburn	M	- Ensure correct manual handling procedures are followed. Use mechanical aids, get help, use correct lifting technique - Ensure appropriate PPE is supplied and used e.g. gloves to prevent hand injuries, and long sleeved shirts to protect arms - Ensure sun protection is supplied and used, e.g. sunscreen, hats, sunglasses - demolishing of old fence to be stacked up on site with bunting around and removed by the time job is completed. - Ensure vegetation is cleared 1.5m either side of fence line. Remove grasses and shrubs and protect established trees.	L	All Workers
5. Excavate post holes mechanically by Dingo	- Noise (hearing damage) - Electrocution/damage to services - Injury to site personnel being hit by plant - Machine slipping and/or rolling on slopes,	M	- Operator to wear seatbelt at all times once plant has been started - Mirrors and windows to be clean and well adjusted - Use correct plant for the required task - Ensure appropriate PPE is supplied and used e.g. hearing protection to prevent	L	All Workers

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JOB STEP	POTENTIAL HAZARD/s	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
	- falling into open holes - Hand injuries - Sunburn		- noise damage - Dial before you dig to be obtained prior to digging - Only suitably trained workers to operate machinery - Plant operator to be aware of site personnel - Ensure clear access and egress to work areas Identify potential risks which may cause harm to workers Keep the bucket lowered when not in use - Conduct a thorough site inspection before entry with machinery to site and check ground is stable - Only suitably trained workers to operate machinery - All workers are to keep their hands clear of the auger prior to start up - Auger must be switched off before any worker's approach - Ensure sun protection is supplied and used, e.g., sunscreen, hats, sunglasses - Ensure post holes are excavated to specifications - Ensure Colorbond dig dimensions 300x600 - Ensure Chainwire and Timber dig dimensions 250x600		
6. Place new posts and fill holes with mixed concrete delivered by concrete truck	- Strains, especially back injuries - Cuts and scratches - Hazardous Material - Sunburn	M	- Used correct material handling practices. Use mechanical aids, get help, use correct lifting techniques - Use correct PPE, gloves to prevent hand injuries - Ensure MSDS are available for any hazardous materials used, and persons using the material are familiar with the hazards and control measures - Ensure sun protection is supplied and used, e.g. sunscreen, hats	L	All Workers
7. Erect posts and put-up rails	- Electrocution - Trips or Falls - Strains, back injuries - Sunburn	M	- All electrical tools are to have a current inspection tag. - Earth leakage boxes are required for all portable tools - Store tools and power leads away when not in use and keep clear of walkways and traffic areas. - Ensure correct manual handling procedures are followed. Use mechanical aids, get help, use correct lifting technique - Ensure sun protection is supplied and used, e.g. sunscreen, hats, sunglasses	L	All Workers
8. Attach Colourbond Sheets and Palisade Fence Panels	- Strains, back injuries - Cuts and scratches - Nail gun misfiring - Sunburn	M	- Ensure correct manual handling procedures are followed. Use mechanical aids, get help, use correct lifting technique - Ensure appropriate PPE is supplied and used e.g. gloves to prevent hand injuries, and long sleeved shirts to protect arms - Ensure all workers on site have received proper training Conduct a pre operation check. - Ensure sun protection is supplied and used, e.g., sunscreen, hats, sunglasses	L	All Workers

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JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
9. Clean Up Site	- Strains, back injuries, hand injuries (cuts and scratches) - Equipment and leads - Sunburn	L	- Ensure correct manual handling procedures are followed. Use mechanical aids, get help, use correct lifting technique. - Ensure gloves are worn - Store equipment properly after use to prevent trips and falls and to prevent damage to leads and connections - Ensure sun protection is supplied and used, e.g., sunscreen, hats	L	All Workers

NOTE: Where residual risk is High or Very High, Senior Management or Direct Manager / Supervisor (as per Delegations) approval is required prior to commencing work.

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RISK MATRIX

Perform a risk assessment for each hazard identified by:

- Determining the consequences (refer Table 1)
- Determining the likelihood of the consequence occurring (refer Table 2)
- Apply the values obtained from Tables 1 and 2 to the Qualitative Risk Matrix (Table 3) to obtain the resultant Risk Score and Level
- Apply priorities for the implementation of control measures in accordance with the Priority Matrix.

TABLE 1 – CONSEQUENCE		TABLE 2 - LIKELIHOOD	
LEVEL	DESCRIPTOR	LEVEL	DESCRIPTOR
INSIGNIFICANT	No illness or injuries	ALMOST CERTAIN	Occurs regularly
MINOR	First aid treatment	LIKELY	Expected to occur
MODERATE	Medical treatment required	POSSIBLE	Has occurred in the last two years
MAJOR	Serious Injury/illness	UNLIKELY	Has occurred only once or twice during the preceding 5 years
CATASTROPHIC	Death	RARE	Has not occurred during the preceding 5 years

TABLE 3 – RISK LEVEL / PRIORITY					
LIKELIHOOD	CONSEQUENCE				
	INSIGNIFICANT - 1	MINOR - 6	MODERATE - 11	MAJOR - 16	CATASTROPHIC - 21
ALMOST CERTAIN – 9	L 10	M 15	H 20	VH 25	VH 30
LIKELY – 7	L 8	M 13	M 18	H 23	VH 28
POSSIBLE – 5	L 6	M 11	M 16	H 21	VH 26
UNLIKELY – 3	L 4	L 9	M 14	M 19	H 24
RARE - 1	L 2	L 7	M 12	M 17	H 22

RISK LEVEL	PRIORITY	HIERARCHY OF CONTROL	
A VERY HIGH	The Activity MUST NOT COMMENCE. If started STOP IMMEDIATELY. Activity MUST NOT START until controls are implemented to reduce risk.	1	1. Eliminate 4. Engineer
H HIGH	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical.	2	2. Substitute 5. Admin
M MEDIUM	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical.	3	3. Isolate 6. PPE
L LOW	Implement controls as considered necessary to further reduce the risk to as low as reasonably practical.	4	

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EMERGENCY PREPAREDNESS AND RESPONSE

Emergency preparedness and response preparations specific to the hazards identified within this SWMS are to be implemented as follows:

- Where the organisation is a Principal Contractor (PC), emergency preparedness will be undertaken, and site-specific response procedures will be prepared (refer Emergency Response process).
- Where the organisation is undertaking work on behalf of a PC (appointed as a Subcontractor), the organisation will work in accordance with the emergency provisions/ emergency response plan put in place by the PC.
- Where the organisation is undertaking works on behalf of a client (not appointed as Principal Contractor) where the Client is in control of the workplace, the organisation will consult and communicate with the Client to determine emergency preparedness and response requirements.
- Where the organisation is in control of the workplace or is requested by the Principal Contractor, the organisation will undertake emergency preparedness and prepare specific emergency response procedures (refer Flowcharts for Emergency Response).

MONITORING AND REVIEW

- Use Task Observation form in undertaking formal monitoring and review in accordance with adopted schedule.

OBSERVATION LOG	01	02	03	04	05	06
INITIAL						
DATE						

SWMS REVIEW AND AMENDMENT

This Safe Work Method Statement will be reviewed in consultation with those workers executing the work in response to the following:

- Any change to the standards of 'good practice' including any statutory requirement
- Any change in design
- Any change in the work environment
- Any change in the personnel performing the work
- Any change in the plant, substances, materials, and structures
- After a task observation or inspection has been carried out and additional hazards have been identified
- Near miss, injury or illness results from exposure to a hazard / risk to which the Safe Work Method Statement includes
- Formal review of SWMS in accordance with adopted monitoring and review schedule.

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RECORD OF AMENDMENT

DATE OF REVIEW	ACTIVITY / TASK / JOB STEP REVIEWED	PERSON UNDERTAKING REVIEW	REVIEW RECOMMENDATIONS / AMENDMENT
20/02/2023	Created	Tara Jessep	Created

SWMS DEVELOPMENT, TRAINING AND ACKNOWLEDGEMENT

A person performing work otherwise interacting with the work associated with this Work Method Statement must sign this Work Method Statement before commencing the activity / task or interacting with it.

By signing the Work Method Statement, the person is stating:

- They were involved in the compilation of the Work Method Statement including any associated risk assessment
- If they were not involved in the original compilation of the Work Method Statement including any associated risk assessment, they have been given the opportunity to comment on the statement
- They have read or been read the Work Method Statement
- They have received training and education in the work methodology expressed in the Work Method Statement
- They understand the Work Method Statement
- They have the skills and knowledge to perform the work as described in the Work Method Statement and as allocated to them
- They have the plant, materials, substances, and structures to perform the work as described in this Work Method Statement and as allocated to them and that such plant, materials, substances, and structures are 'safe' if they are used properly
- They understand they must comply with the content of the Work Method Statement.
- They have been issued and instructed in the correct use of the PPE required to fully undertake their role in accordance with this Work Method Statement.

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CONSULTATION – Evidence of consultation with the workforce (Note: only a selection of the workgroup is required to sign off on the consultation section, all persons working under this SWMS must sign off on the induction section)

DATE OF CONSULTATION	WORKER'S FULL NAME	ROLE	WORKERS SIGNATURE
17/02/2023	Denis Lapico	Director / Project Manger	<i>Denis Lapico</i>
17/02/2023	Tara Jessep	HSEQ	Tjessep

INDUCTION

DATE OF INDUCTION / ACTIVITY	WORKER'S FULL NAME	<u>COMPANY</u>	WORKERS SIGNATURE

Site SWMS & Risk Assessments



Principal Contractor	Gabrielli Constructions
Date Provided to PC	05/06/2023
Revision Due	05/06/2024
Project:	QR Code: VPR - 500923 Roofing and Wall Cladding
Construction Site Location & Address	Wellington Street Mundingburra QLD 4812
Person in charge of SWMS - Supervisor	Jeremy Waldron 0447 657 494
After Hours Contact	Jeremy Waldron 0447 657 494

1 Purpose

The purpose of this document is to clearly identify the Hazards and Risks associated in both the high-risk work activities as well as the general construction site tasks. Safe Work Method Statements will be used when conducting the associated high-risk tasks conducted by the PCBU on a regular basis and listed out step by step. Each step in the process is risk scored using the risk calculator in **Appendix B**. Workers will read and sign onto the SWMS to indicate they have been consulted, understand, agree, and will comply with the methods stated. Workers will sign this document for each project.

This SWMS must be kept and be available for inspection until the high-risk construction work to which the SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

2 Doc Control Procedure

At VP Roofing & Home Improvements Pty Ltd all internally controlled documentation is maintained in electronic format using revision control. All members of the quality team have access to files. Overall responsibility for publishing documentation rests with the documentation controller (Erker Safety Pty Ltd).

3 Process Verification (Monitor and Review of Controls)

Evaluation of process effectiveness is carried out using internal audits and site safety inspections. This document in its entirety is relevant between the stated review dates, unless it has been identified that controls are potentially not effective, changes to the workplace has introduced new task(s), hazard(s)/risk(s) or in the event of a notifiable incident then SWMS will be reviewed and, if necessary, revised. Ultimately everyone is responsible for ensuring their duties are upheld with regards to safety in the workplace.

4 Amendments to SWMS

At the end of the SWMS there is a provision to add to or amend the SWMS, if these are used, please notify Jeremy Waldron as soon as practical to ensure the changes are implemented in the master SWMS for VP Roofing & Home Improvements Pty Ltd. Once the SWMS are amended and controls are acceptable for the specified hazards all workers must re-sign onto the SWMS to ensure they are made aware of the changes.

5 Revision Control

All VP Roofing & Home Improvements Pty Ltd documentation is given a revision control number, starting with the document/record name, code, version number e.g., V1, month year e.g., March 2018.

- (Document name, VPR-02, V.2, March 2020)

The revision history is maintained at the start of each document as below. Copies of old document versions are archived in DropBox.

Appendix A – Doc Control Details

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6 Definitions:

High Risk Work (As defined by WH&S Qld):

Work carried out at a workplace deemed as high risk by WH&S Regulation 2011 (s291):

1. involves a risk of a person falling more than 2m; or
2. is carried out on a telecommunication tower; or
3. involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure; or
4. involves, or is likely to involve, the disturbance of asbestos; or
5. involves structural alterations or repairs that require temporary support to prevent collapse; or
6. is carried out in or near a confined space; or
7. is carried out in or nearby—
 - (i) a shaft or trench with an excavated depth greater than 1.5m; or
 - (ii) a tunnel; or
8. involves the use of explosives; or
9. is carried out on or near pressurised gas distribution mains or piping; or
10. is carried out on or near chemical, fuel, or refrigerant lines; or
11. is carried out on or near energised electrical installations or services; or
12. is carried out in an area that may have a contaminated or flammable atmosphere; or
13. involves tilt-up or precast concrete; or
14. is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
15. is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
16. is carried out in an area in which there are artificial extremes of temperature; or
17. is carried out in or near water or other liquid that involves a risk of drowning; or
18. involves diving work.

7 Legislation that relates to this Safe Work Method Statement

Work Health & Safety Documents

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011

Current Codes of Practice – relevant to the task undertaken

<https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

- Managing the Risks of Falls at Workplaces Code of Practice 2021
- Hazardous Manual Tasks Code of Practice 2021
- How to Manage Work Health and safety Risks Code of Practice 2021
- Managing Noise and Preventing Hearing Loss at Work Code of Practice 2021
- Managing risks of Hazardous Chemicals in the Workplace Code of Practice 2021
- Managing the Risks of Plant in the workplace Code of Practice 2021
- Work Health and Safety Consultation, Cooperation and Coordination Code of Practice 2021

Australian Standards – relevant to the task undertaken

<https://www.standards.org.au/search-for-a-standard>

8 PPE Requirements

PPE Requirements will be listed at the beginning of each activity with the mandatory requirements using the below Pictograms:



Safety Glasses Medium Impact (Clear indoor use and tinted outdoor use.)



Safety footwear with a steel cap toe or composite toe.



Safety Gloves suitable for the task.



Ear Protection either Plugs or Muffs suitable to the task.



Hard Hat for all work where there is work overhead.



Hi Visibility Clothing, Reflective Tape is only recommended at nighttime.



Respiratory Protection (RPE), specific to the task. See respiratory fit test register for type.



Long Sleeves and Long Pants.



Clear High impact visor



Wide brim hat or ring worn over Hard Hats.



Height Safety PPE specific to the task

9 Qualifications, Training Requirements

QBCC Licence – Roof & Wall Cladding / Sheds, Carports & Garages / Builder – Low Rise

VOC – SL (Scissor Lift)

HRWL – WP (Boom-Type EWP)

Apprentice Training, if applicable

Industry White Card

Supervision from Jeremy Waldron

Spotter for mobile plant – Competently trained for the type of machinery with a full understanding of the tasks being conducted.

10 Tools, Plant and Equipment

All tools, plant and equipment used onsite will be risk assessed before use visually by the users prior to use as well as the written risk assessment in this document. A register may be required to identify each item along with inspection & maintenance requirements for each. This will be used in conjunction with the document.

Power tools/ leads/ RCDs will be tested and inspected by a competent person every 3months on construction sites and tagged to identify when they are to be retested.

11 Amendments to SWMS

At the end of the SWMS there is a provision to add to or amend the SWMS, if these are used please notify Jeremy Waldron as soon as practical to ensure the changes are implemented in the master SWMS for VP

Roofing & Home Improvements Pty Ltd. Once the SWMS are amended and controls are acceptable for the specified hazards all workers must re-sign onto the SWMS to ensure they are made aware of the changes.

12 Hierarchy of Control Measures

Level 1	Level 2	Level 3
Eliminate the Hazard	- Substitute the Hazard - Isolate the Hazard - Engineer the Hazard out	- Administration Controls - PPE

13 Parties responsible for implementation of Controls



SUPERVISOR

- **Supervisors:** Can be a PC foreman, a leading hand or the PCBU. Ultimately the supervisor is the individual responsible for decisions onsite and has authority to make changes to the planned works or at least have direct contact with the person who does.



Worker

- **Workers:** include anyone onsite conducting work activities, this does not include visitors or members of the public



OPERATOR

- **Operator:** any worker in control of moving plant or machinery, all operators must be deemed competent prior to working. If the piece of plant requires a licence the operator will be required to have this on him at all times eg: crane



ENGINEER

- **Engineer:** A person who designs, builds, or maintains machines, or structures. During the engineering design process, the responsibilities of the engineer may include defining problems, conducting and narrowing research, analyzing criteria, finding and analyzing solutions, and making decisions related to the build process.



MANAGEMENT

- **Management:** Any person in direct control of personnell or is a direct link to the client. Management is not the supervisor but rather the person responsible for decisions outside the scope of the supervisors eg. Changing processes, appointing supervisors or involvement of outside expertise/Advisers. Management is usually listed as the document owner.



SPOTTER

- **Spotter:** A person elected to stand watch for: mobile plant, work around power wires and work near live edges where workers could fall. Act as a set of eyes and warn or alarm if workers enter an area of danger and stop work. The Supervisor must have a good understanding of the tasks and be in direct communication with the workers involved.

14 Risk Calculator

HOW TO USE THIS RISK TABLE	Appendix B - Risk Calculator					
	RISK RATING CALCULATOR			Likelihood		
Step 1: Identify potential hazards.	Consequence What injury/damage could it cause?	Rare - 3 Could only happen once in 25 years	Unlikely - 2 Could happen, once in 5 years	Possible - 1 Could happen each year	Likely - 0 Could Happen more than once a year	Almost Certain - 0 Could happen anytime
Step 2: Decide what a possible Consequence could be.	Catastrophic - 0 Multiple Fatalities	3	2	1	0	0
	Major - 0 Death or serious disability	3	2	1	0	0
Step 3: Decide How Likely? it is to happen	Moderate - 1 Long term illness or serious injury	4	3	2	1	1
Step 4: Line up your choices in the table to get a number	Minor - 2 Medical attention & several days off work	5	4	3	2	2
Step 5: Use the Priority table to the right.	Insignificant - 3 First aid needed	6	5	4	3	3

Risk Rating	Prioritisation
0, 1 or 2	Action to rectify must be done immediately before work may commence
3	Consider control measure as necessary and implement further controls to reduce risk
4, 5, 6	Continue to use correct controls selected and maintain communication

15 Workers Sign on and Consultation of SWMS

By signing the below you:

- Acknowledge that you have had input into the development of the SWMS or have had opportunity to comment on the content
- Understand and agree to abide by all of the requirements stated within the SWMS
- Have appropriate certification, licences and/or training to competently undertake the task or, where permitted, will be directly supervised by persons with appropriate level of certification, licensing, training and competence
- Understand that where task changes or the controls stated are ineffective, that you will immediately notify your supervisor and cease work till the controls are modified and you re-sign an updated SWMS

First & Last Name:	Signature:	Date:

First & Last Name:	Signature:	Date:

High Risk Work Activity: 1. Working at Height 2m+					
Activity	Hazards & Risks	PRE-Risk	Work Method Used		POST Risk
1B. Working at Height – Working Around Edge Protection					
PPE Recommended		   		Persons responsible for maintaining controls 	
Working on a platform or structure with Edge protection installed.	Hazards: Non-compliant edge protection, falling from height, falling objects, Sun Risks: Impact, sun burn, death	1	- Edge protection must be erected according to the instructions of manufacturer, supplier, engineer, or competent person - The edge protection must be designed to withstand the impact of a fall against it - Edge protection will be erected on all sides of the working area. The base of the edge protection must be at least 1,200mm wide—900mm higher than that surface, it must have a mid-rail no greater than 450mm and a kickboard/toe board no greater than 250mm Note: Tools and materials may not be leaned against edge protection - All edge protection must have adequate secured access available - All edge protection must be signed off by a competent person as complete and safe prior to any work occurring		5
1DC. Work at Height - Use of an EWP (Knuckle Boom)					
PPE Recommended		     		Persons responsible for maintaining controls   	
Preparing to use knuckle boom, Assign a Spotter	Hazards: Pre-start not done, use of faulty machine Risks: Injury	2	- Workers to be trained/instructed/competent in the safe operating procedures for the brand and type of knuckle boom, as well as safe work procedures to avoid crushing and electrical hazards - Flashing Lights are always on when machine is in use - Logbooks are in date and easily accessible - Operators to be licenced/competent for that plant - Ensure correct operation of movement alarms, emergency stop controls and emergency lowering controls - Remove obstructions or reposition equipment - Do not continue if you cannot confirm the stability of the machinery - Assign a Spotter to remain on the ground in visual contact at all times of the project. To assist when the knuckle boom makes any movements and keep area clean - Never use the knuckle boom lift as a crane for lifting materials - Never try to climb on, sit or stand on platform guard rails		4

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			Spotter is responsible for: - Monitoring activity from around the base of knuckle boom - Activating emergency lowering mechanism if required - Maintaining Exclusion Zones (Depending on the height 45 degree from the top point down to the ground or 3m from edge of machine, whichever is greater) - Drop Zones - Signage to keep unauthorized person out	
Preparing job site	Hazards: Unauthorised access Risks: Collision with other workers/ persons or plant	2	- Only those authorised may access site - Ensure relevant site personnel have been consulted and are familiar with plan of work for knuckle boom - Ensure work area is barricaded and signed to allow adequate Exclusion Zones. Depending on the height 45 degree from the top point down to the ground or 3m from edge of machine, whichever is greater. - When using a knuckle boom for installing edge protection ensure: - Poles/rails are secured individually to the boom - Poles/rails are centrally located and evenly balanced - Poles/rails are untied one item at a time - Edge protection equipment must not exceed the SWL of the boom - Any item that is stood up in the boom meets the above requirements.	4
Working from a knuckle boom basket with under 11 metre reach	Hazards: Inexperienced operator, rollover, crushed Risks: Injury, death	1	- Although there is no high-risk work license to operate a knuckle boom under 11m, workers to be trained/instructed in the safe operation of that brand and type of machine and be supervised by an experienced person - Workers to wear approved EWP safety harness and harness to be attached to the correct harness attachment point, as per manufacturer's specifications - High visibility clothing to be worn - Never get between lift and an immovable object - Make sure there are no overhead obstructions or powerlines - If there is an emergency in any situation release the dead man switch	
Working from a knuckle boom basket with 11 metre	Hazards: Falling from height or being thrown off plant, crushed	1	- High-risk work license to operate a knuckle boom 11m or greater is required, other workers inside the basket must be competent in working at heights - Provided safety rails and self-closing gates must be in good working condition - Workers to be trained/instructed in the safe operation of the plant, fall arrest equipment and emergency rescue procedures	4

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
or greater reach	Risks: Injury, death		- Workers to wear approved EWP safety harness and harness to be attached to the correct harness attachment point, as per manufacturer's specifications - High visibility clothing to be worn - Never get between lift and an immovable object. - Make sure there are no overhead obstructions or powerlines - If there is an emergency in any situation release the dead man switch - All operations shall be at a slow speed. - Remove excess personnel from the work area while inspection is being undertaken.	
Rescue of collapsed/ injured/fallen operator	Hazards: Stuck at height while suspended in height safety harness Risks: Suspension trauma/injury	1	- Workers to be trained in emergency rescue procedures - Clear area of all unnecessary persons - Establish communication with operator if still conscious - Check for hazards in or around the work area, i.e., power lines - Competent person to lower knuckle boom using ground controls if disabled use hydraulic release valves - In the case of operator suspended from harness, instruct operator to place legs into leg straps of harness and take weight off body - If available, use 2nd EWP to retrieve the injured/fallen operator (in the basket) - Once retrieved from harness, do not lay the conscious/unconscious person down. Support in sitting knees raised position to prevent suspension trauma for 30 to 40 minutes. Administer first aid if required - Do not attempt to retrieve personnel if it is unsafe or other hazards exist. Contact rescue services immediately	3
Contact With Powerlines	Hazards: Contacting powerlines Risks: Electrocution	1	- Stay calm - Do not climb out of the machine, as it may be 'live' - Warn others to keep clear - Try to move the machine away from the powerlines, if possible - If there is a danger of fire, jump clear from the machine onto dry ground and move away from the machine. Do not step down. - Stay near the machine until help arrives	3
Machine shut down	Hazards: Incorrectly secured machine Risks:	2	- Shut down machine as per manufacturer's specifications. - Park equipment in designated area. - Plant to be locked and demobilized at end of day with basket elevated and ground controls disabled	3

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Plant obstructing other plant, mechanical damage, theft			
1DD. Working at Height - Use of an EWP (Scissor Lift)				
PPE Recommended			Persons responsible for maintaining controls	
Preparing to use scissor lift Assign a Spotter	Hazards: Pre-start not done, use of faulty machine Risks: Injury	2	- Operator to be trained/instructed/competent in the safe operating procedures for that type of scissor lift, inexperienced operators are to be always supervised by an experienced person. - Flashing Lights are always on when machine is in use - Logbooks are in date and easily accessible Exclusion Zone established, depending on the height 45 degree from the top point down to the ground or 3m from edge of machine, whichever is greater - Ensure correct operation of movement alarms, emergency stop controls and emergency lowering controls - Remove obstructions or reposition equipment - Do not continue if you cannot confirm the stability of the machine - Assign a Spotter to remain on the ground in visual contact with the operator. - Spotter to ensure any sensor type door openings (i.e. truck bay curtain door) are isolated prior to EWP moving towards/through the sensor Spotter is responsible for: - Monitoring activity from around the base of scissor lift - Aiding when the scissor lift makes any movements and keep area clean of obstructions - Activating emergency lowering mechanism if required - Maintaining Exclusion Zone (Depending on the height 45 degree from the top point down to the ground or 3m from edge of machine, whichever is greater) - Drop Zones - Signage to keep unauthorized person out - Isolating sensors on door openings	4

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Working from a scissor lift	Hazards: Pre-start not done Inexperienced operator, Falling out Risks: Use of faulty machine, Rollover, Crush injury, impact	2	- Operator must ensure operation is authorised and in accordance with SWMS - Carry out a prestart inspection, and include how to lower machine in an emergency - When unit is travelling: - Always use safe speed - Platform is at a safe level and for clear vision in direction EWP is travelling - Body is kept fully within the confines of the platform (If a worker leans outside of the handrail, a Harness attached to the labelled anchor point must be used to prevent the fall risk.) - Ensure gates of the cage remain closed. - Never jump or swing down from unit while it is elevated, except in an emergency - Always maintain 3 points of contact when exiting EWP - Do not carry loads on the handrails unless specified by manufacturer - Do not climb, sit, or stand on platform guard rails	 4
Preparing job site	Hazards: Unauthorised access Risks: Collision with other workers or persons	2	- Only those authorised may access site - Ensure the work area is barricaded and signed to allow adequate Exclusion Zone. Depending on the height 45 degree from the top point down to the ground or 3m from edge of machine, whichever is greater - Ensure relevant site personnel have been consulted and are familiar with the plan of work for scissor lift - Secure all loose objects. Use a lanyard where appropriate such as carrying hand tools. Maintain control of materials on the work platform. - When using a scissor lift for installing edge protection ensure: - Poles/rails are secured individually to scissor lift - Poles/rails are centrally located and evenly balanced - Poles/rails are untied one item at a time - Edge protection equipment must not exceed the SWL of the scissor lift - Any item that is stood up in the scissor lift meets the above requirements.	4
Working from basket	Hazards: Falling off or being thrown off plant Risks:	1	- Ensure safety rails and self-closing gates are in place - Operators to be trained in the safe operation of that brand and type of machine - Workers to attach harness, if required, to certified anchor points, as per manufacturer's specifications - High visibility clothing to be worn - Never get between lift and an immovable object.	4

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Fall from height, Crush injury		- Make sure there are no overhead obstructions or powerlines - If there is an emergency in any situation release the dead man switch	
Rescue of Injured / distressed operator	Hazards: Stuck at height Risks: Distress injury i.e., health issue	1	- Clear area of all unnecessary persons. - Establish communication with operator if still conscious. - Where the normal upper control functions fail, the operator will use the upper auxiliary controls to lower the platform - If the operator is incapable of lowering the raised platform using the upper controls, an appointed person familiarised in the use of the 'ground' controls will lower the platform safely using the normal ground controls. - Where the normal ground controls fail, an appointed person familiarised in the use of the 'ground' controls will use the ground auxiliary controls to safely lower the platform. - If available, use 2nd EWP to retrieve the injured/distressed operator (in the basket). - Administer first aid if required. - Do no attempt to retrieve personnel if it is unsafe or other hazards exist.	3
Contact With Powerlines	Hazards: Contacting powerlines Risks: Electrocution	1	- Stay calm - Do not climb out of the machine, as it may be 'live' - Warn others to keep clear - Try to move the machine away from the powerlines, if possible - If there is a danger of fire, jump clear from the machine onto dry ground and move away from the machine. Do not step down. - Stay near the machine until help arrives	3
Machine shut down	Hazards: Incorrectly secured machine Risks: Obstruction, Mechanical damage, Theft	2	- Park equipment in designated area - Shut down machine as per manufacturer's specifications - Make sure work area if left neat and tidy - remove tools and equipment from the basket - Make sure EWP is secure against unauthorised entry. Plant to be locked and demobilized at end of day/when not in use with basket elevated and ground controls disabled.	3

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
1DE. Working at Height - Use of an EWP (Scissor Lift to access Roof)				
PPE Recommended				Persons responsible for maintaining controls 
Roof Access via Scissor Lift	Hazards: Contact with electricity, Overloading Platform, Falls, Falling Objects Risks: Electrocution, Rollover, Fall from height	1	- Roof Access via scissor lift will only be considered if access via ladder or scaffolding stairs is impractical due to cost restraints or access restraints. - Any operators in control of the scissor lift shall have been deemed competent via yellow card or other means of training, e.g., high risk work licence to operate boom. Scissor lift may be used for access in 2 scenarios: Scenario #1: - No Edge Protection Installed: - All workers who will be accessing the roof will be additionally trained in working at heights. - Once the scissor lift has been situated so the gate can be aligned to the edge of the roof a gap of 150mm or less will be maintained. If practical the platform will be extended over the roof to essentially remove the "Gap". - If practical to do so the scissor lift will be either "strapped or clamped to the structure as well and the machine being turned off. - Workers will then access the roof via the gate and immediately attach their temporary anchor point as part of their height safety system. - Once anchor point is established the worker will attach the height safety system to the anchor point, as per manufacturer's specifications. (Adjustable rope system.) - Only when the height safety system "Fall Restraint" is properly set up can the worker grab tools and equipment to begin set tasks - Note: Care should always be taken to install a height safety system in a manner that it does not impede the work being undertaken, causing trips or slips. Systems should also be installed to prevent the worker from working in a "fall arrest" situation Scenario #2: - Edge Protection in Place: - If edge protection has been installed prior to work, by a competent installer, workers will not be required to use height safety harnesses - Scissor lift gate must be aligned to the gate of the edge protection	3

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			- Once scissor lift is level to the platform a "Gap" of no more than 150mm or less will be controlled by strapping the scissor lift to the edge protection and turning off the scissor lift - Once the scissor lift is secured and turned off the gates may be opened to access the roof and work may commence - Care should always be taken when lowering the scissor lift: - The straps should be removed to prevent damage to structure - The opening or gate isn't left exposed to put workers remaining on the roof at risk of a fall.	
1F. Working at Height - Installation of Edge Protection				
PPE Recommended		Persons responsible for maintaining controls		
				
Installing Edge Protection in an area where a worker may fall from one level to another and sustain an injury	Hazards: Exposed Edge, Unstable platform, Loose ground, Falling Risks: Injury, death	1	- Inspect edge protection system components: - Prefabricated components are in good as new condition and meet manufactures quality specifications. - Able to be identified (parts number, make, model etc.). - Tubes have square cut ends. - Free of oil, grease, or paint. - Nuts and hinges run and turn freely. - No missing / damaged end fixings. - No bowed, knotted, or damaged timbers. - No corrosion, flattened components, or cracked welds etc. Do not install edge protection from the roof - Follow supplier's recommended procedures for installing the roof edge protection - Ensure that persons accessing the roof can pass through the roof edge protection without having to climb over the top or mid-rail - Ensure gates open inwards and are self-latching - If ladders are to be used for access after the edge protection is in place, ensure it is securely fixed to prevent movement - Ensure workers are trained and instructed in the safe use of fall-arrest equipment and emergency rescue procedures - Fall arrest system: Fall arrest system must comply with relevant Australian Standard - Surrounding persons are made aware that dismantling operations are about to commence - Immediate area should be cordoned off	5

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			- The number of workers needed for the breakdown process is determined - The method and process of dismantling components is pre-planned and understood by all workers - Dismantling is carried out in a systematic and progressive manner. Components are not to be dropped or thrown. Lower all components in a controlled manner - Wear a hard hat when dismantling	
1J. Working at Height - Installing Safety Mesh				
PPE Recommended	   		Persons responsible for maintaining controls	 
Installing safety mesh	Hazards: Working at heights Risks: Falling from height, dropping materials	1	- Working at height competency / SWMS / Overhead work signs - Safety mesh installation from Scissor Lifts/ Mobile Scaffolds or Ladders before using Harnesses. - Ensure correct overlap & twitches as per COP. - Use barricades & signs under roof area - Use approved harness points - single anchor points. - Harness work to be reviewed by Site foreman prior to commencement. - Harness Inspections & Buddy checks before starting - Always plan for emergencies - Use harnesses in restraints - Lift only comfortable loads / correct lifting techniques - Use ropes to pull mesh into position	5

High Risk Work Activity: 1. Working at Height 2m+					
Activity	Hazards & Risks	PRE-Risk	Work Method Used		POST Risk
1K. Working at Height - Installing Roof Sheetting					
PPE Recommended				Persons responsible for maintaining controls	
Lifting roof sheets	Hazards: Fall through a framed structure Risks: Falls from height	1	- Edge protection to be in place before commencement - Ensure suitable fall restraints in place before commencing work - Only workers trained in working at heights to complete task - Safety footwear designed for use on a roof to be worn.		5
Roof penetrations	Hazards: Fall through a framed structure Risks: Falls from height	1	- Edge protection to be in place before commencement - Ensure suitable fall restraints in place before commencing work - Only workers trained in working at heights to complete task - Safety footwear designed for use on a roof to be worn		5
Fumes and burning roof material	Hazards: Manual handling Risks: Cuts, lacerations, punctures Foreign body in eye	1	- Correct cutting blades and correct use of blades as per roof material manufacturer's safety recommendations - Only workers trained in correct manual handling techniques to complete task - Always lay Sheets from a safe area where possible and work towards the open edge. Never walk backwards while on a roof.		5
1L. Working at Height - Installing Cladding, Gutters, Downpipes, Soffit/Ceiling Sheets					
PPE Recommended				Persons responsible for maintaining controls	
Installation of fascia & guttering	Hazards:	1	- Work shall not commence until: - Workers are wearing the correct safety PPE (harness and lanyard attached to certified anchor points),		5

High Risk Work Activity: 1. Working at Height 2m+				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Fall through a framed structure, fall from height Risks: Injury, death		○ EMP is in place and used correctly ○ Scaffolding has been supplied, has been fully erected, and a certificate of compliance has been handed over. • Where fascia & gutter installation exceeds 2m (>2m) the use of platforms with a guard rail to prevent a fall is required • Contractors/subcontractors who use the scaffold as part of their work will be responsible for reporting any faults in the erection and/or maintenance of the scaffold to their supervisor. • If any risk to health and safety of workers or the public is identified work shall cease until the risk is controlled. • Work in fall restraint, where required • All flashings/ capping/ eaves guttering shall be sealed and riveted • Materials to be secured by lanyard whilst installing and secured lanyards to be attached to tools whilst working over exclusion zones / edges, where required • Working at height competency required • Limit access to overhead work by setting up no go areas / barricading – exclusion zones • Signage to warn of workers above • Stop work when wind lift is too great to allow safe work	

High Risk Work Activity: 12. Contaminated or Flammable Atmosphere							
Activity		Hazards & Risks		PRE-Risk	Work Method Used		POST Risk
12E. Hazardous Substances Used Onsite							
PPE Recommended					Persons responsible for maintaining controls		 Worker
Hazardous substances used	Hazards: Untrained workers, inappropriate selection, access & egress, unknown substances Risks: Personal injury	4	- Ensure workers are trained in the safe use of the hazardous substances they are to handle - Before using hazardous substances, ensure SDS is current, read the SDS and comply with the requirements within - Make sure containers have clearly marked warning labels indicating the hazards of the substance - Where required, make sure exhaust ventilation is operational at the point where the substance is being used - Visual risk assessment will be conducted prior to commencing work activity - Choose the most suitable substance approved for the purpose with the least toxicity and risk - Screen the work area to protect workers and others from exposure, so far as is reasonably practicable - Use warning signs, barricaded or restrict access and provide an alternative route when required - Check and eliminate all potential sources of ignition (including spark producing switches, electrical equipment, open flames, pilot lights) within and near the work area - Identify and take specific precautions if using solvents in confined spaces such as wearing adequate RPE and providing ventilation - Only prepare enough chemical to do the job - Never decant chemicals into food or drinking containers - Never use chemicals that are in unmarked containers - Ensure spill kit available and follow manufacturer’s instructions when managing spills - Always wash hands thoroughly after using hazardous substances and before eating, drinking, smoking or going to the toilet - All hazardous chemicals and their containers are to be disposed of as per SDS requirements				5
Hazardous substances brought to site by other trades	Hazards: Unknown hazardous substances Risks: Personal Injury	3	- No substances to be brought on site by subcontractors without notification provided to PC - Hazardous substances register and SDS to be readily available - Discussion with other trades: If other trades are present on site, notify them of the hazardous substances being used obtain from them details of any hazardous substances they are using.				5

High Risk Work Activity: 15. Mobile Plant					
Activity	Hazards & Risks	PRE-Risk	Work Method Used		POST Risk
15BA. Mobile Plant - Driving Work Vehicles Onsite					
PPE Recommended		  		Persons responsible for maintaining controls	  Worker OPERATOR
Mobile Plant and Vehicles	Hazards: Traffic Risks: Uncontrolled contact between vehicles and people	1	• Driver to be aware of site instructions and any specific hazards/risks that may be relevant • Flashing lights are always used on mobile plant. • Adherence to site safety plan, exclusion zones, communication, consultation. • Follow the site safety plan relating to traffic control safety • Do not work within 3m of live traffic unless: ○ A Traffic Management Plan is in place ○ A Traffic Control system is in place – under the direction of ticketed traffic controllers ○ There is a safety barrier in place (such as concrete new jersey curbs), water filled Triton barriers and or a shadow vehicle • Increase awareness of pedestrians if works are adjacent to the existing footpath • All pedestrians to be diverted around work area.		5
Mobilize and demobilize to site	Hazards: Obstruction Unauthorised access Risks: Crush death Inadequate PPE Crushing	2	• Remove obstructions or reposition equipment • Do not continue if you cannot confirm the stability of the machinery • Only those authorised may access site • Ensure work area is barricaded and signed to allow adequate exclusion zones. Depending on the height 45 degree from the top point down to the ground or 3m from edge of machine, whichever is greater • High visibility clothing to be always worn		4
Unloading of plant	Hazards: Plant and equipment falling off deck uneven ground Risks:	1	• Qualified and competent operator to always unload vehicle • Align machinery with ramps prior to unloading • Using a spotter when reversing • Adjust ramps to suit wheel width • Use winch cable and remote where possible • Remove excess personnel from the work area • Always choose suitable surface to unload on level ground		4

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Damaged equipment, crush death			
Moving machinery around site	Hazards: Obstruction (Overhead, at ground level or underground), faulty equipment, plant tipping or rolling over Risks: Crush death	1	- Remove obstructions or reposition equipment - Do not continue if you cannot confirm the stability of the machinery - Check all electrical systems are operational - Check all warning systems and devices are operational - Only authorised personnel shall carry out maintenance checks - Only qualified person shall carry out repairs and maintenance - Check tyre tread and pressure are satisfactory (where applicable) - Provide tilt alarm system to advise operator of machine operating beyond safe working angles - Ensure the machine is an "outdoor rated" machine if operating where there is a risk of external wind - Operator is responsible to not exceed the safe working load and wind rating of the plant - Operator to be trained and competent in the safe operation of the plant	5
Stationary Equipment	Hazards: Accidental movement of plant Risks: Crush death	1	- Ensure tools and equipment are stored appropriately - Ensure emergency stop switch is pushed in when equipment function completed and work to commence - Ensure shutdown procedures are followed as per the manufacture's manual	5
Refueling Mobile Plant with Diesel or Petrol	Hazards: Fumes, Skin contact Risks: Fire, skin irritation, ground contamination	1	- Refuelling will be carried out in a well-ventilated area, to avoid breathing in the diesel/petrol vapor - All workers will wash their hands and arms with water when finished handling diesel/petrol - Any contaminated clothing will be removed - All workers will read the Safety Data Sheet prior to use - All hot work or sources of ignition will be kept away while refuelling takes place - Fire extinguisher to be available in mobile plant. Extinguisher to be maintained according to Australian Standard and training in the correct use of extinguisher has been undertaken.	5

High Risk Work Activity: 15. Mobile Plant							
Activity	Hazards & Risks	PRE-Risk	Work Method Used			POST Risk	
15BB. Working Near Onsite Mobile Plant							
PPE Recommended				Persons responsible for maintaining controls		 	
Working near onsite mobile plant. (Under or beside.)	Hazards: Road traffic Risks: Contact between persons and vehicles	2	- When establishing work areas consider mobile plant onsite has right of way. - All personnel to have undergone site specific familiarisation. - Erect any barriers & signage necessary to keep others safe and aware of the work being undertaken. - Designated pedestrian routes to be established where required. - Personnel not to enter the swing zone of equipment without positive communications with operator. - Restrict access to work area. Ensure: - Exclusion zones surrounding work area using barricades and signage is in place - Any other workers within the exclusion zones are wearing PPE as required - Communicate with onsite mobile plant operators to get an understanding of their tasks and areas they need to access as well as times they operate. Work in with onsite operators and ensure tools, equipment and work doesn't unnecessarily block their work areas or travel paths. - When new workers come to site ensure they understand the movements of onsite mobile plant as it may not be consistent and start up without notice. - Mobile phones or personal entertainment devices (PEDS) are not to be used while working around mobile plant. If necessary to use such a device, move to a safe area. Never work under a load being lifted by any type of crane.				5
15H. Working Around Cranes and Lifting Operations							
PPE Recommended		   		Persons responsible for maintaining controls		 	
Public protection, Staying clear of Other	Hazards: Mobile Plant, Poor	1	- Exclusion zones established – by crane operator. Depending on the height 45 degree from the top point down to the ground or 3m from edge of machine, whichever is greater - During the erection of any object via a crane, public/other workers will remain out of the designated lift area which is the area below or adjoining where persons could be struck by falling equipment / materials				4

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Workers and General awareness of activity	communication, Pedestrian traffic Risks: Falling objects, Personal Injury to public or other workers, Crush injury		- Area is to be either barricaded or sign posted to prevent unauthorised entry - Safety helmets must be worn always when working in vicinity of loads being lifted - Workers will remain out of the lifting area and ensure no pedestrians or bystanders enter the area while the lifts are being conducted - The crane operator and rigger will always remain in control of the lift. In the event where workers may be required to assist in the placement of loads all workers involved will sign onto the Crane Operators SWMS and any additional Hazards will be managed through that document. This SWMS does not cover these tasks. - Take all directions from Crane Crew	

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities						
Activity	Hazards & Risks	PRE-Risk	Work Method Used			POST Risk
Ladders – Under 2m						
PPE Recommended		 		Persons responsible for maintaining controls		
Using Ladders	Hazards: Using Ladders Risks: Falling	3	• Tie offs, base support, gutter anchors, levelers to be considered • All ladders used on site will be rated ‘Industrial’ with 120kg (minimum) load rating • Persons using the ladder must have 3 points of contact always (i.e., 2 hands and 1 foot or 2 feet and 1 hand or be holding a stable object e.g., gutter, wall frame) • Ladders are to be maintained in a sound working condition and be appropriate for the task to be undertaken • Tools requiring two handed operations, or a high degree of leverage force should not be used while on ladders • A ladder is not a work platform.			5
Manual Handling						
PPE Recommended		 		Persons responsible for maintaining controls		
Manual Handling	Hazards: Locations of the loads and distances to be moved Risks: Musculoskeletal strain, Fatigue	3	• Use mechanical handling equipment where possible • Correct lifting technics learnt in their construction induction will be used whenever a lift is required • Preparation: The first step in any lifting operation is preparation. Plan how you will carry out the lift and clear away any obstacles. By visualising the lift, you will automatically make your stomach muscles contract. These muscles brace your back and will significantly contribute to injury prevention • Size up to load: By moving the load sideways and forwards you will be able to ascertain whether it is within your capacity. Always imagine that the object you are about to lift is much heavier than it is • Proper foot position: As a general rule the front foot should be beside the object. The back foot should be slightly behind and be hip width from the front foot. This achieves a stable base and allows for even distribution of weight • Proper hold: Ideally with the proper hold the hands should be diagonally opposite for security and comfort. Use the full length of the fingers and where possible the palms to avoid fatigue • Bend at the knees: Bend your knees to get down to the load and use the legs to lift it. This way thigh and leg muscles are used, and these are the strongest part of your body (your back muscles are only for bracing) • Straight back: Keep your back as near to straight as possible, raise your head, keeping your chin in. This will keep your spine straight and enable you to see where you are going			5

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			• Keep the load close to you: During the lift, keep the arms as straight as possible, and the elbows into the side. Don't change your grip while carrying and directly face the spot on which the load will rest. Never combine lifting with the twisting of your body. If you must turn, do it by moving your feet. Twisting causes the worst type of back injuries • When a team lift is required, good communication will be used to co-ordinate the lift: Whenever team lifting is used, it is essential to co-ordinate and carefully plan the lift. When organising a lift, ensure: ○ An adequate number of employees are chosen to help in the lift. ○ Team members are of similar height. ○ One person is appointed "leader" of the team to perform the lift. ○ There is enough area for the team members to maneuver as a group. ○ Team members know their roles and responsibilities. ○ Training in team lifting has been provided and the lift is rehearsed.	
Use of Hand and Power Tools				
PPE Recommended				Persons responsible for maintaining controls  Worker
Use of drills, saws, planer, sander, hand tools	Hazards: Use of hand & power tools, impact injuries, noise, flying debris, hand and arm vibrations, untrained workers Risks: Cuts & abrasions, musculoskeletal injuries eye injuries, and hearing damage	3	• Workers are to use the right type and right size of tool for the job • Workers to follow the correct procedure for using every tool • Worker to check the condition of tool prior to use • Keep cutting tools sharp and in good condition • Cut away from yourself when using chisels and other edged tools • Handle sharp-edged and pointed tools with care • Always carry pointed tools by your side with the points and heavy ends down • Never carry tools in your pockets • Handles must have no sharp edges or areas that dig into the fingers or palm of the hand • Do not use tools which are loose or cracked	5

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			- Place tools or materials where they cannot fall or trip other personnel when not in use - All corded tools will be tested and tagged in accordance with current legislation and conducted every three months on construction sites - All corded tools will be connected directly to an RCD switch box which is also inspected and tagged in accordance with current legislation - Guards on tools and equipment will be maintained and working effectively before being used on site - Guarding on tools will not be removed to perform any work activity - All tools and equipment will be inspected prior to work activity for any faults or defects - If a fault or defect is found the item will be removed from services and reported to the supervisor as soon as practicable - All persons performing work where there is a risk of a foreign object striking the eye, should consider wearing eye protection - If an item of plant or equipment creates excessive noise, that is where you need to raise your voice to talk, wear appropriate hearing protection and if there is a risk of injury to the head by falling objects then wear hard hats - When plant, equipment or power tools are used follow the manufacturer's instructions for the correct PPE to be worn and the safe use instructions - Workers to be competent in the use of the PPE and risk assessments must be undertaken prior to using PPE to show that the hierarchy of control was used in determining if to use PPE - Assess whether to wet down areas to reduce dust emission from works conducted - Where the risk of dust production is high, worker will wear appropriate PPE.	
Powered tools with discs: grinders	Hazards: No guards used, incorrect disc, one handed operation Risks: Cuts Lacerations eye injuries, burns	3	- Grinders will always be inspected before use - If a cutting or grinding disc has been left on, carefully inspect disc prior to use - If damage to disc is noted, swap out for a new one - Never change any type of disk on a grinder without unplugging or removing battery - Checking for dead is also essential to prevent accidental operation during disk change - Never over tighten disk as this may also damage them - Guards are always mandatory on a grinder. If the guard is in the way, the grinder is the wrong tool for the job - Do not remove guards for any reason while grinder is in use	 

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities					
Activity	Hazards & Risks	PRE-Risk	Work Method Used		POST Risk
End of Shift					
PPE Recommended		  		Persons responsible for maintaining controls	 Worker
Clean up and re-packing.	Hazards: Loading vehicle Risks: Muscular strains	3	When cleaning up and repacking good manual handling techniques will be used, e.g., such as bending the knees and not the back, team lifts where possible and avoid carrying very heavy items.		5
Leaving Site	Hazards: Environmental Risks: Environmental damage	4	- When leaving site, make sure to take away any of the left-over materials - When cleaning ensure that all environmentally sensitive products are disposed of correctly - Any leftover hazardous substances will be taken off site and disposed at the correct facility.		5

Site Risk Assessments – Additional Tasks or Activities to be Added

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Additional Tasks to Add to Job				
Task 1:	Hazards: Risks:	0-6	What did you do to make it safe?	4-6
Task 2:	Hazards: Risks:	0-6	What did you do to make it safe?	4-6
Task 3:	Hazards: Risks:	0-6	What did you do to make it safe?	4-6

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GENERAL DETAILS

ACTIVITY/ TASK	Is carried out on or near energised electrical installations or services				
SWMS REF NO.	009	SWMS VERSION NO.	1A	DATE OF VERSION	1st February 2023
PROJECT TITLE	Wellington Street Depot				
PROJECT ADDRESS	Wellington Street, Mundingburra				

CONTRACTOR DETAILS

CONTRACTOR	Waltlec	CONTRACTORS ABN	55 125 376 230
CONTRACTOR ADDRESS	22 Hugh Ryan Street, Garbutt, QLD 4814		
SUPERVISOR NAME	Dominic Parise	POSITION / TITLE	Electrical Supervisor
CONTACT TEL NO.	0438 869 800	SIGNATURE	

SENIOR MANAGEMENT / DIRECT MANAGER APPROVAL - Refer Delegations (Where Residual Risk remains as High or Very High after Control Measures identified)

NAME	Andrew Walters	POSITION / TITLE	Director
DATE	01.02.2023	SIGNATURE	

PERSON CONDUCTING THE BUSINESS OR UNDERTAKING (PCBU) PRINCIPAL CONTRACTOR / CUSTOMER DETAILS (IF APPLICABLE)

PRINCIPAL CONTRACTOR	Gabrielli Constructions	NAME OF REPRESENTATIVE	
DATE SWMS ACCEPTED		SIGNATURE	

IDENTIFICATION OF HIGH-RISK CONSTRUCTION ACTIVITY

1 Involves a risk of a person falling more than 2 m	☐	2 Is carried out on a telecommunication tower	☐	3 Is carried out in an area in which there are artificial extremes of temperature	☐	4 Involves, or is likely to involve, the disturbance of asbestos	☐
5 Involves structural alterations or repairs that require temporary support to prevent collapse.	☐	6 Is carried out in an area at a workplace in which there is any movement of powered mobile plant	☐	7 Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians	☐	8 Involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure	☐
9 Is carried out in or near water or other liquid that involves a risk of drowning	☐	10 Is carried out on or near pressurised gas distribution mains or piping	☐	11 Is carried out on or near chemical, fuel, or refrigerant lines	☐	12 Is carried out on or near energised electrical installations or services	☒
13 Is carried out in an area that may have a contaminated or flammable atmosphere	☐	14 Is carried out in or near a shaft or trench with an excavated depth greater than 1.5 m	☐	15 Involves the use of explosives	☐	16 Is carried out in or near a tunnel	☐
17 Is carried out in or near a confined space	☐	18 Involves tilt-up or precast concrete	☐	19 Involves diving work	☐		

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PPE TO BE WORN BY ALL PERSONS UNDERTAKING THIS TASK

High Visibility	Head Protection	Foot Protection	Hearing Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Other
 ☒	 ☒	 ☒	 ☒	 ☐	 ☐	 ☒	 ☐	 ☐	☐ If other list:

PLANT AND EQUIPMENT

- Where relevant, plant is registered with the statutory authority, and where relevant, the plant's design is registered with the statutory authority.
- Plant is fit for purpose, inspected, maintained, serviced, and repaired in accordance with manufacturer's / supplier's instructions or other specified standard representing good practice.
- Plant is accompanied by manufacturer's / supplier's instructions or other specified standard representing good practice and is available to the operator / user.
- Where relevant, the operator of the plant is licenced by the statutory authority.

PLANT REGISTER REFERENCE NO.	PLANT / EQUIPMENT REQUIRED TO UNDERTAKE THE TASK	USED ON PROJECT	REGISTRATION NO	CERTIFICATE NO	PLANT RISK ASSESSMENT COMPLETED	PRE-DELIVERY INSPECTION COMPLETED
	A low reading ohmmeter	☐			☐	☐
	An insulation tester which shall have a nominal open circuit voltage of 500V DC and shall maintain its terminal voltage within +20% - 10% of the nominal open circuit terminal voltage, when measuring a resistance of 1.0 MΩ on the 500V range	☐			☐	☐
	A trailing lead of known resistance	☐			☐	☐
	A services test lamp set with a HRC fused probe plus lamps NO greater than 2 x 15 watts. (The use of higher wattage lamps increases the risk of shock hazards)	☐			☐	☐
	A suitable device to prove Kwh meter rotation, for example a 100-watt load lamp with a HRC fused lead	☐			☐	☐
	A proximity voltage tester or neon test pencil of at least 500V rating	☐			☐	☐
	A clamp-on ammeter for measuring load current	☐			☐	☐
	A voltmeter and an RCD Tester	☐			☐	☐
		☐			☐	☐
		☐			☐	☐

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HAZARDOUS CHEMICALS

- Hazardous chemicals to be used during the activity shall have a Hazardous Chemicals Risk Assessment completed prior to use.
- The materials shall be registered on the Hazardous Chemicals Register.

HAZARDOUS CHEMICALS REQUIRED TO UNDERTAKE THE TASK:	USED ON PROJECT	UN NUMBERS	DG NUMBERS	RISK ASSESSMENT COMPLETED	SDS PROVIDED
Bostick PVC Pipe Cement and Blue	☒			☐	☒
Iplex PVC Cement and Blue	☒			☐	☒
Selleys Multi Purpose Silicone Sealant	☒			☐	☒

PERMITS

- The following Permits to Work are implemented by the Organisation (Principal Contractor) in managing high risk activities.
- The following Permits are to be completed prior to undertaking this activity and these are to be submitted for approval prior to undertaking these activities.

NAME	REQUIRED	NAME	REQUIRED	NAME	REQUIRED
Hot Works (Grinding / Welding etc.)	☐	Excavation	☐	Confined Space	☐
Work at Heights	☐	Work In, Over or Adjacent to Water	☐	Ladders (Where Not Used for Access Purposes Only)	☐
Other	☐	If Other, identify:			

TRAINING AND COMPETENCIES

- The following training and competencies are required to be completed by personnel in order to undertake this activity.

NAME	COURSE CODE (IF APPLICABLE)
Work Safely in the Construction Industry (Construction White / Blue Card)	CPCCOHS1001A
Induction into the SWMS (Refer SWMS Training, Development and Acknowledgement)	N/A
SWI-001 General Activities	N/A
Electrical Licence	
CPR/LVR	

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STANDARDS OF GOOD PRACTICE

LEGISLATION APPLICABLE TO THIS WORK	Work Health & Safety Act 2011 Work Health & Safety Regulations 2011 Electrical Safety Act 2002 Electrical Safety Regulations 2013
CODES OR OTHER STANDARDS APPLICABLE TO THIS WORK	Risk Management ISO 31000:2018 Wiring Rules AS/NZS 3000 Electrical Installations – Testing and Inspection Guidelines AS 3017 COP - Confined spaces 2021 COP - First Aid in the Workplace 2021 COP - Labelling of Workplace Hazardous Chemicals 2021 COP - Hazardous Manual Tasks 2021 COP - How to Manage Work Health and Safety Risks 2021 COP - Managing Noise and Preventing Hearing Loss at Work 2021 COP - Work Health and Safety Consultation, Co-operation, and Co-ordination 2021 COP - Managing Electrical Risks in the Workplace 2021 COP – Electrical Safety 2020

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HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL OF ACTIVITY (HIRAC)

ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
General Construction Activities	Refer to SWI-001 General Activities									
Working on or near asbestos	Refer to SWMS 004 – Disturbance of Asbestos									
LIVE TESTING										
Conduct a risk assessment	Electric Shock	5	16	21	- Identify tasks and appoint competent personnel for work - Qualified licensed electrician - Instructed persons under supervision - Inspect the work area and identify potential hazards - Identify and review available SWMSs and SWPs - Confirm suitability of work processes and record additional measures	3	11	14	Site Supervisor	
Identify high current equipment	Personal Injury	5	16	21	- Walk around the site identifying locations of transformers or substations and their proximity to the equipment to be worked on - Look for solar array systems, inverters, battery backup/storage and UPS equipment. Include power floor plans showing locations of electrical equipment, and single-line diagrams indicating the overcurrent protective devices and cable sizes for all relevant areas - If high current equipment is identified to likely impact on the equipment being worked on. Contact supervisor and arrange a site specific analysis of incident energy and use additional isolation or PPE as required	3	11	14	Site Supervisor	
Make an assumption about fault levels	Personal Injury	5	16	21	To make this assumption of fault levels use the kA rating of the main up stream circuit breaker in the switchboard or equipment that you are working on	3	11	14	Site Supervisor	

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
					- The value of the kA rating determines how much current the circuit breaker can withstand under fault conditions - Line up your kA rating with the most appropriate step below (7, 8, 9, 10 or 11) and utilise the PPE as described. The hazard column in these steps will also provide an estimate of incident energy (Cal/cm2). This can be used to determine minimal Arc Thermal Performance Value (ATPV). Your ATPV value needs to be greater than your estimated Cal/cm2 - If you cannot determine the kA rating, you can use the amp rating to determine appropriate PPE for small quick jobs only that are unlikely to require further maintenance and that do not pose any other additional risks					
0 – 8KA or Up to 100A Switching, isolating, and removing fuses or links. Isolation verification, testing or fault finding. Live or energised electrical work.	Electric Shock	5	16	21	- Shirt and pants to be worn neck to wrist to ankle with a minimum arc thermal performance value (ATPV) of 4cal/cm2 or Arc Rating and Hazard/Risk Category (HRC) 1 - Safety Glasses - Only insulated tools - Insulated barriers are installed when possible - Where high voltage electrical supplies cannot be isolated DO NOT commence work. Notify supervisor immediately	3	11	14	Supervisor and workgroup	
>8KA – 20KA or 100A – 200A Switching, isolating, and removing fuses or links. Isolation verification, testing or fault finding. Live or energised electrical work.	Electric Shock	5	16	21	- Shirt and pants to be worn neck to wrist to ankle with a minimum ATPV of 4 cal/cm2 or Arc Rating and HRC 1 - Face shield with chin cup with a minimum ATPV of 10cal/cm2 - Fire resistant gloves with a minimum ATPV of 10cal/cm2 - Rubber mat - Electrical first aid kit compliant to ISSC 14	3	11	14	Supervisor and workgroup	

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
					- Only insulated tools - Insulated barriers are installed when possible - Where high voltage electrical supplies cannot be isolated DO NOT commence work. Notify supervisor immediately					
>20KA – 43KA or 200A – 400A Switching, isolating, and removing fuses or links. Isolation verification, testing or fault finding. Live or energised electrical work.	Electric Shock	5	16	21	- Shirt and pants to be worn neck to wrist to ankle with a minimum ATPV of 8 cal/cm2 or Arc Rating and HRC 2 - Face shield with chin cup with a minimum ATPV of 10cal/cm2 - Fire resistant gloves with a minimum ATPV of 10cal/cm2 - Rubber mat - Electrical first aid kit compliant to ISSC 14 - Safety Observer present with current LVR/CPR training - Low voltage rescue kit - Only insulated tools - Insulated barriers are installed when possible - Where high voltage electrical supplies cannot be isolated DO NOT commence work. Notify supervisor immediately	3	11	14	Supervisor and workgroup	
>43KA – 85KA or Currents exceeding 400A Switching, isolating, and removing fuses or links. Isolation verification, testing or fault finding. Live or energised electrical work.	Electric Shock	5	16	21	- Shirt and pants to be worn neck to wrist to ankle with a minimum ATPV of 4cal/cm2 or Arc Rating and HRC 1 - Switching suit with ATPV 20 cal/cm2 - Hood with ATPV 20 cal/cm2 - Insulated gloves with leather outer glove - Rubber mat - Electrical first aid kit compliant to ISSC 14 - Safety Observer present with current LVR/CPR training - Low voltage rescue kit - Defibrillator - Only insulated tools - Insulated barriers are installed when possible	3	11	14	Supervisor and workgroup	

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
					Where high voltage electrical supplies cannot be isolated DO NOT commence work. Notify supervisor immediately					
>85KA Switching, isolating, and removing fuses or links. Isolation verification, testing or fault finding. Live or energised electrical work.	Arc Flash	5	16	21	HOLD POINT – DO NOT PROCEED Expert Arc Flash and shock hazard analysis required	3	11	14	Supervisor and workgroup	
Select suitably rated test equipment	Internal breakdown	5	16	21	Instrument should be Cat3 or better for normal 240/415volt work	3	11	14	Supervisor and workgroup	
Check your test device/equipment for integrity and ensure is in good working order.	Faulty equipment	5	16	21	Before test, prove testing equipment is working correctly Ensure adequate lighting	3	11	14	Supervisor and workgroup	
Locate reference earth potential conductors.	Electric shock	5	16	21	Only touch bare earth conductor with insulated instrument probe	3	11	14	Supervisor and workgroup	
Identify all possible relevant electrical conductors to be confirmed DEAD within 500mm of body/tool reach.	Electric shock	5	16	21	Do not touch (other than with test probe) Be aware of auxiliary supplies for energised sources Isolate or shield exposed conductors if energised	3	11	14	Supervisor and workgroup	
Test that works area has been safely isolated/de-energised (i.e. DEAD) using appropriate test device.	Electric shock	5	16	21	Only touch bare earth conductor with insulated instrument probe Confirm de-energisation and safe before commencing work	3	11	14	Supervisor and workgroup	
Confirm post-test that your test device is operational.	Faulty equipment	5	16	21	After test, prove testing equipment is working correctly	3	11	14	Supervisor and workgroup	

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		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
Only touch (i.e. make body contact) electrical conductors where necessary	Electric shock	5	16	21	- Reprove they are DEAD – as above before touching - TEST EVERY TIME BEFORE YOU TOUCH - Use insulated tools		3	11	14	Supervisor and workgroup
ENERGISED ELECTRICAL EQUIPMENT										
Access and Setting up Equipment including Temporary power	Failure to allow an effective escapes/ entry route in an emergency	5	16	21	Remove obstacles such as tables and chairs to provide clear path of 600mm.		3	16	19	Site Supervisor
	Electrocution	5	11	16	- Check temporary services are in good condition and suitable for the intended task. - Confirm power boards have been tested and tagged by a qualified Electrician and are current and safe. - Check power point is fitted with RCD or earth leakage switch.		3	6	9	Site Supervisor
Carry out repair, conduct test or fault-finding task. Includes test and tagging	Failure to implement necessary controls that could result in electrocution	5	16	21	The following is to be undertaken to prior to work commencing: - An approved Permit for Work has been received. - A Risk Assessment has been carried out. - A minimum of two people is to be present and at least one to hold a current level 2 first aid certificate. (CPR and switchboard rescue) - Rubber Matting to be in place conforming to AS 2978. - A handheld fire extinguisher appropriate for electrical fires shall be in the vicinity of the work area. - A rescue kit shall be placed along the side the work so as not to impeded egress and the work area is to be adequately barricaded off. Notify other trades in the immediate area.		3	16	19	Site Supervisor

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		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
					- Persons working on the job are attired correctly, this shall include, long sleeved cotton shirt, cotton drill trousers or overalls of a fire-retardant material, site specific PPE requirements and clear safety glasses (anti flash). - Equipment required consists of: Rescue Kit, Rubber Mat, Low Voltage screening, Elbow Length Rubber Gloves, Cotton Inners and Leather Outer Gloves, Insulated Tools. - One person must not be involved in any aspects of the work which could result in contact with an energised source. Means of communication must be immediately available to ensure contact with medical or other assistance as required. - Signage to be prominently displayed and Place barricading around the area of live work providing at least a 1,000 mm boundary. - Hang insulating matts over exposed electrical components when possible. - Check insulation on tools. - Wear low voltage insulating “00” gloves. - Correct and serviceable testing equipment shall be used Remember: - Do not wear these if you are doing electrical work, neck chains, rings, watches, bracelets, earrings or body piercings, metal-rimmed glasses - Make sure you have space around you to move freely at all times, without danger. For example, if you sneeze, you are not going to involuntarily touch exposed live parts					

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		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
	Electrocution	5	11	16	- Check currency of tags, and condition of stands, leads and plugs (stability, insulation) - Leads should be one length from power board to tool or multi-outlet box - Out-of-date leads, or leads, plugs, and stands in poor condition should be set aside for testing and maintenance - Do not join leads		3	6	9	Site Supervisor and workers
Visual Inspection	Defective installation causing electrocution	5	16	21	Visual inspection shall include: - Basic protection (Protection against direct contact with live parts). - Fault protection (Protection against indirect contact with exposed conductive parts). - Protection against hazardous parts (guarding/ screening). - Protection against spread of fire. - General condition of equipment. NOTE: Any visual defects identified shall be rectified prior to carrying out work.		3	16	19	Site Supervisor/ Electrician
Carry out repair, conduct test or fault-finding tasks	Failure to use the correct <i>Installation Category</i> test equipment	5	16	21	Use in-test correct category test equipment only - (Category III or Category IV are the probable requirements)		3	16	19	Site Supervisor/ Electrician
	Failure to prevent live test leads pulling out of test equipment	5	16	21	- Use manufactures brand <i>Type A</i> probes, check for tight connections prior to use. - Hang test equipment adjacent to where probes are being used, do not overextend the leads.		5	16	21	Site Supervisor/ Electrician

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		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
De-Energise cable and test for voltage	Electrocution, Electrical Explosion	6	4	24	- All cabling is to be treated as live until proven otherwise by means of testing. For H.V. cabling the supply authority must carry out all the switching and testing procedures in order to clearly identify and prove that the H.V. cables to be worked on are deemed de-energised. Where the H.V supply is privately owned then this must be carried out by an accredited H.V. switching operator who has the current licences to do so. - The supply authority or switching operators MUST clearly identify and install working earths to protect all employees working on the electrical network or supply. - The isolations and earthing’s shall be carried out by an authorised competent person who has written permission and who is deemed competent to carry out such works. Once these tasks are completed the necessary permits are to be issued and obtained these are, but not limited to, access supply authority permit, electrical isolation permit and or a H.V permit. Where applicable all energy producing devices shall be locked out and personal danger tags shall be installed along with personal locks.		6	1	16	Isolation Officer/ Site Supervisor
Using manual hand tools	Personal injury	5	11	16	- Employees must be properly trained for safe use of hand tools. - Do not use tools for jobs they were not intended to do. - Use good-quality non-conductive tools and keep them in good condition at all times. - Maintain tools carefully. Keep them clean and dry and store them properly after each use. - Inspect tools for defects before use. Replace or repair defective tools.		3	6	9	Site Supervisor

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		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
					- Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact. - Point sharp tools lying on benches away from aisles. Handles should not extend over the edge of the bench top. - Tools handles must fit tightly into the head of the tools. - Do not carry tools in a way that interferes with using both hands on a ladder, while climbing on a structure, or when doing any hazardous work. - Wear the correct PPE for the job you are doing. - Do not wear bulky gloves to operate hand tools. - Keep work area clean to avoid accidents					
Disconnection of Electrical Redundant Services	Electrocution	5	16	21	- Confirm power has been switched off and all redundant services are isolated by a qualified Electrician and is safe. This is to be confirmed by the Principal Contractor or Client. - Circuit breakers must be locked out. - Live services are marked with temporary power tape. - Check with Principal Contractor or Client regarding fire systems and do not commence work until permission has been obtained from QFES before isolation/s. - Check with Principal Contractor or Client has a backup UPS systems installed on all essential communication systems prior to disconnection.	3	11	14	Site Supervisor	

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		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
Removal of Redundant Electrical Services	Personal injury	5	6	11	- Refer to Working at Heights SWMS 001 - Use correct manual handling techniques. - Use appropriate PPE including gloves when handling sharp objects. - Only use tools for their intended purpose. - Ensure tools have current test and tag. - Inspect tools prior to use.		3	6	9	Site Supervisor and Workers
Asbestos including unplanned finding of Asbestos Containing Material (ACM)	Respiratory illness/disease	5	16	21	- Confirm locations of asbestos with onsite register from Principal Contractor or Client prior to commencing work. - Only trained and competent workers to deal with asbestos. - Assume material is ACM if suspicious and exercise caution until proven otherwise. - Stop all work in the immediate vicinity if asbestos is found. - Report asbestos incident to site supervisor or WHS supervisor for principal contractor/client. - Make the site safe by isolating the work area. - Arrange for the material to be assessed prior to work re-commencing. - Ensure principal contractor/client records details in Asbestos Register.		5	6	11	Site Supervisor and Workers
Installation of materials (cable trays, cables, duct etc.)	Manual Handling	5	11	16	- Weights lifted match the ability of the Employee. Each Employee will vary in the loads they can lift. - Manual Handling, where possible mechanical lifting aids are to be used. - The following guides will be applied: - Keep all work areas clean and free of trip hazards.		5	6	11	Site Supervisor

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		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
					○ Check out any access way before you prepare to carry large or awkward loads. ○ Use handling aids wherever possible. ○ Use rotation of duties to avoid repetitive strain type injuries. ○ Use group lifting techniques. ○ Lift with straight backs and flexed knees, using the legs to lift. ○ Do not overextend limbs. ○ Do not work for extended periods in cramped or awkward positions, take rest breaks. ○ Promote healthy lifestyles. ○ Do not rush. ○ Use PPE if objects to be handled have inherent risks e.g., sharp edges, heat. ▪ Assess the specific hazards and risks using a job safety analysis or similar.					
	Personal Injury	5	11	16	▪ PPE, including high visibility clothing, safety footwear, safety eyewear and hearing protection is available and worn where required. ▪ Experienced and less experienced employees are paired where possible. ▪ All workers to possess competencies which enable them to operate hand and power tools safely. ▪ Electrical tools, and residual current devices are tested and tagged as required. ▪ Lifting and moving work is undertaken with mechanical aid assistance to lighten the load where necessary.	5	6	11	Site Supervisor	

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					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
					- Ensure the bulk of the instillation work is completed between knee and shoulder height, by use of suitable scaffold, elevated work platforms or other approved adjustable height working platforms - Employees must be competent for work at heights.					
Installing Construction Switchboards	Switchboard not constructed properly, leading to electric shock, arc, explosion or fire and toxic gases	3	21	24	- Install an extension lead tie-bar to prevent strain on the plug top and socket outlet connection. - Use insulated cable stands to support cables and extension leads off the ground. - Use a lockable door that cannot damage power leads when closed.	1	11	12	Site supervisor	
	Insufficient switchboards for the size of construction, leading to incorrect use of extensions cords	3	16	19	- Have a way of keeping the door open for electrical installation work. - Weatherproof the switchboard if it is located outdoors or anywhere subject to water exposure. - Make sure there is a clear area of 1 metre at the front of the switchboard. - Install a lockable cover over circuit breakers and RCDs (Safety switches). - Make sure there is clear access to the main switch/isolating switch at all times when in use. - Make sure there are sufficient switchboards and that they are spaced according to the maximum allowable lengths of the extension leads being used.	1	6	7	Site Supervisor	
Working on live switchboards	Personal injury	1	21	22	- Don't conduct work on live switchboards alone, have a spotter. - Spotters trained in LV rescue and kit use must be present. - Rescue kit/ first aid to contain defibrillator.	1	6	7	Site Supervisor	

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					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
					- Negotiate a time to work when the power is switched off. - Plan and discuss the job. - Test with suitable instruments. - Isolate the circuit. - Confirm the control circuit is isolated. - Engage lock mechanism/fix danger tag. - Always test before you touch. - Always confirm connections are correct. - Always wear specified clothing and PPE.					
Electrical wiring and equipment	Incorrect use of equipment	5	21	26	- Ensure electrical equipment is disconnected from power supply use lockout/tagout. - Test for live prior to touching any circuit. - Make sure only licensed/competent electricians complete the work. - Protect all final sub-circuits with an RCD at the switchboard where the final sub-circuit originates. - If the electrical supply is provided by permanent wiring, then protect the electrical equipment using an RCD: - Located at the switchboard at the origin of the final sub-circuit supplying the electrical equipment, or - Incorporated into the socket outlet supplying the electrical equipment, or - Incorporated into a portable socket outlet assembly. - Protect all sub-mains with circuit breakers or High Rupturing Capacity (HRC) fuses. - Install all cables in accordance with AS/NZS 3000.	1	11	12	Site Supervisor	

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					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
					- Use a different coloured wiring for construction wiring to distinguish it from permanent wiring or attach iridescent yellow tape to the wiring at intervals not exceeding 5 metres. Note: Yellow is not an approved colour for insulation tape and should not be used except in temporary application and then only for identification purposes. - Correct PPE is supplied, and signage is displayed. - Rubber matting where necessary. - Workers trained in First Aid. - Other workers/ trades on site are aware of what electrical work is being conducted.					
Electrical fit offs – duct and pipe installation	Electric shock	5	21	26	- Work on low voltage apparatus must only proceed if the apparatus is isolated and any other exposed conductors in the area are: - De-energised and isolated - Separated by barriers or an appropriate distance	1	11	12	Site Supervisor	
	Failure to isolate power	5	21	26	- Circuits to be modified MUST be identified and isolated from the electrical supply: - Turn off the relevant circuit protective devices and lock out (Circuit breakers, switches and combined fuse switch units are locked out Note: If the electrical installation is of a complex nature, the isolation procedures should be verified by another competent person - Use locks or suitable temporary securing devices (that cannot be disrupted) - Remove fuses - Fit danger label - Verify circuit is dead	1	11	12	Site Supervisor	

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					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
	Working on or near energised electrical installations or services	5	21	26	- Ensure a risk assessment has been carried out for a work within 3 m of energised electrical installations or services - A minimum of two first aiders with current level 2 first aid certificate-CPR and Switchboard rescue - Rubber matter to be placed conforming to AS2978 - A handheld fire extinguisher appropriate for electrical fires shall be in the vicinity of the work area - Place a rescue kit nearby - Ensure the area is adequately barricaded off at least 1m from the work		1	11	12	Site Supervisor
	Contact with electricity	5	21	26	- All units must be installer as per manufacturer’s instructions - Check the electrical requirements and make sure you have the correct electrical supply and that the appliance is properly grounded - Turn on the power supply to the appliance - Check power to the junction box wires using a voltmeter having a range of 0-250 VAC - Do not pinch or trap electrical cables when installing		1	11	12	Site Supervisor
	Faulty test equipment	5	21	26	- Ensure test equipment tis in a good working condition - Clean, with no cracks or broken insulation - Suitable for all potential fault voltages - Multi-metres, RCD performance testers, earth loop impedance testers, voltage testers, insulation resistance tests etc. are tested for accuracy - Suitable for hazardous/ flammable areas is required - Tested to work before use - Tools are properly designed and insulated - Tools have been tested and tagged and is current		1	11	12	Site Supervisor
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					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
De-energised cable and test for voltage	Electrocution, electrical and explosion	5	21	26	▪ All cabling is to be treated as live until proven otherwise by means of testing, for H.V cabling the supply authority MUST carry out all the switching and testing procedures in order to clearly identify and prove the cabling isn’t live.		1	11	12	Tester
Energise and test wiring and check equipment and apparatus as operation before return to service	Electric shock	5	21	26	▪ Sequence the energising and test and check by sections ▪ Confirm phase rotation of all 3-phase equipment ▪ Confirm operational and safe prior to handover		3	6	9	Supervisor and work group
Test and Tag	Electric Shock	5	21	26	▪ Ensure that items to be tested are removed and unplugged from the source of supply prior to testing. ▪ Test equipment to be checked for damaged. Test leads, probes, and the correct operation prior to use.		1	11	12	Tester
	Crushing Injuries	5	21	26	▪ When testing electrical equipment and outlets associated with plan (i.e., scissors or boom lifts fitted with generators) the tester is to ensure that the lock out procedure is followed to prevent plant from being operated while testing is in progress.		1	11	12	Tester
General monitoring of work tasks	Hazards encountered that are not covered by this SWMS or task change presenting new hazards	5	16	21	▪ STOP WORK, gather work crew, and discuss and identify the new hazards or change. Implement new controls to eliminate the hazards and add the details to the SWMS step change for everyone to sign off on.		1	11	12	OHS Representative, Forman and Tester.
ISOLATION OF ELECTRICAL EQUIPMENT										
Working near asbestos containing materials	Refer to SWMS 004 Disturbance of Asbestos									
Conduct/ conform workplace risk assessment HRA and secure area	Incompetent personnel	5	16	21	▪ Identify tasks and appoint competent personnel for work ○ Qualified licenced electrician ○ Instructed persons under supervision		3	6	9	Site Supervisor
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					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
					- Inspect the work area and identify potential hazards - Identify and review available SWMS and SWI - Confirm suitability of work processes and record additional measures					
Safety observer instruction (if required)	Unresponsive worker	5	16	21	- Ensure safety observer is competent and trained in electrical rescue and cardio-pulmonary resuscitation (CPR) – current in the last 12 months - Instruct safety observer regarding: - Planned work process - Emergency procedure - Isolation points - Focus on the role of observing	3	6	9	Site Supervisor	
Identify all energy sources to be isolated	Electric shock	5	16	21	- Test before you touch - Check labelling, wiring schedules and drawings - Confirm by switching where appropriate	3	6	9	Supervisor and Workgroup	
Identify and access isolation points	Electric shock	5	16	21	- Avoid touching exposed conductive parts - Clearly mark of label	3	6	9	Supervisor and workgroup	
	Difficult access	5	16	21	- Ensure unobstructed access for electrical workers - Capable of being operated quickly - Use safe work practices in operating the switch - Clear work area around switch - Stand to the side not in front	3	6	9	Supervisor and work group	
Keep work area clear of obstructions	Unnecessary distractions	5	16	21	- Clear area and use appropriate barricades and signage - Maintain good housekeeping, tidy and lean	1	6	7	Supervisor and workgroup	

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					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
Confirm and record phase rotation if required for commissioning purposes prior to de-energising ☐ Tick if Applicable	Electric shock	5	16	21	▪ Avoid touching exposed conductive parts		1	6	7	Supervisor and workgroup
Switch power at isolation point on switchboard	Electric shock	5	16	21	▪ Prevent inadvertent contact with exposed energised components ▪ Use safe work practices in operating the switch ○ Clear work area around the switch ○ Stand to the side not in front		3	6	9	Supervisor and work group
Secure the isolation point with lock and tag	Electric shock	5	16	21	▪ Use lock and tag or personalised lock ▪ Provide contact details		3	6	9	Supervisor and workgroup
Move to work area and complete ‘TEST FOR DEAD’	Electric shock	5	16	21	▪ Confirm power is off with minimal lifting of electrical covers ○ Appliance not working ○ Lights off ▪ Power point dead		3	6	9	Supervisor and workgroup
lift electrical cover/s as requires / de-energisation	Electric shock	5	16	21	▪ Test before you touch ▪ Use test metre, lamp, or bell to detect energised ▪ Make positive contact with all the near exposed conductor don’t use a proximity sensor to prove de-energised- only use an approved voltage metre ▪ Be alert to possible changes to workplace conditions, including: ○ Possible new safety hazards or risks ○ Stop work if unsafe and immediately rectify or notify your supervisor		3	6	9	Supervisor and work group

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
Make safe before leaving	Electric shock	5	16	21	- Ensure that no isolated conductors can be energised by switching - Terminate and test all conductors before energising		3	6	9	Supervisor and work group
On return, confirm integrity of isolation	Electric shock	5	16	21	Check switched and confirm isolation by retesting, as above		1	6	7	Supervisor and work group
Suspending work	Electrocution	5	16	21	- In the case where work spreads over multiple days, and where the system cannot be re-energised. The personal danger tags must be removed and tallow out of service tags fitted to the lockouts - Continuation of the work shall be by the person who installed the out of service tags or by other qualified persons in consultation with the supervisor - Prior to work being continued, the out of service tag must be replaces with red personal danger tags		1	6	7	Supervisor and work group
Electrical Cabling Installation										
Conduit installation in ground	Contact with existing service	5	16	21	“Dial before you dig”. Ensure location of other services is confirmed and obtain appropriate access permits. Isolate existing services where possible - Visual inspection for buried marker tape. Excavate manually near existing services - Refer to SWMS Excavations for all excavating trenches activates		3	6	9	Site Supervisor
	Personal Injury	5	11	16	- Wear long sleeves shirt and hat. Apply sunscreen to exposed skin - Ensure adequate water available. Regular rest breaks during periods of extreme sun exposure - Ensure work area is clear– Wear safety footwear		3	6	9	Site Supervisor
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		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
Conduit installation – walls and ceilings	Inadequate equipment	5	16	21	- Use only correctly tagged and calibrated equipment - Use minimum drilling speed consistent with effective work. - Ensure drill bits are sharp		3	6	9	Site Supervisor
	Personal injury	5	11	16	- Ensure area, in particular, walkways are clear of trip hazards Wear safety footwear - Restrict pedestrian movement in work area		3	6	9	Site Supervisor
	Incorrect PPE used	5	16	21	- Use goggles for eye protection, suitable respiratory and hearing protection - Wear safety helmet if required		3	6	9	Site Supervisor
Working at heights	Fall from heights	5	16	21	Refer to Working at Heights SWMS		3	6	9	Site Supervisor
Cable and ladder tray installation	Unsuitable equipment	5	11	16	- Use minimum drilling speed consistent with effective work. - Ensure drill bits are sharp - Ensure workpiece is clamped/ secured.		3	6	9	Site Supervisor
	Unsafe manual handling	5	11	16	Use manual handling aids or get assistance when handling large or heavy objects		3	6	9	Site Supervisor
	Housekeeping	5	11	16	Ensure work area, in particular walkways are clear of trip hazards		3	6	9	Site Supervisor
	Incorrect PPE utilised	5	11	16	- Wear safety footwear - Use a P1 respirator as a minimum where appropriate - Use eye protection e.g., full face shield, goggles - Use hearing protection		3	6	9	Site Supervisor

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		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
					- Use gloves when handling cable tray - Use fall protection where appropriate					
	Lack of emergency equipment	5	16	21	Ensure fire extinguisher available at the worksite.	3	6	9	Site Supervisor	
Installation of cable supports	Personal injury	5	16	21	- Keep lifting area clear of people - Ensure work area is clear. - Use manual handling aids or get assistance when handling large or heavy objects.	3	6	9	Site Supervisor	
	Fall from heights	7	16	23	Refer to Working at Heights SWMS	3	6	9	Site Supervisor	
	Out of date electrical tagging	5	16	21	Ensure power tools and leads are tested and tagged	3	6	9	Site Supervisor	
Installations of mains /sub-mains	Electric shock	5	16	21	- Connections to the main switchboard to be made only when it is CONFIRMED NOT LIVE Isolate and Tag Out - Ensure that no bare conductors can contact any live parts. - Effectively insulate both ends of all cables near any live parts. - Restrain the ends of all cables near any live parts. - Confirm NOT LIVE and identify cables before commencing work - Lock out required circuits - Use cable roller to assist cable feed	3	6	9	Site Supervisor	
	Personal injury	5	16	21	- Keep lifting and work area clear of people Barricade area - Get assistance when handling long or heavy cable runs	3	6	9	Site Supervisor	

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
	Incorrect tooling and PPE	5	16	21	- Wear protective gloves - Use tools appropriately - Use correct tools to cut & strip cables. Wear gloves		3	6	9	Site Supervisor
Installation of -pyrotenax, (mims) cable -fibre optic cable -outlet cabling -trunk cabling -SELV cabling -communication cabling	Housekeeping	5	16	21	Keep fibre optic cabling ends bonded or taped during installation		3	6	9	Site Supervisor
	Incorrect use of tools	5	16	21	Use tools in accordance with manufacturer’s instruction		3	6	9	Site Supervisor
	Personal Injury	5	16	21	- Ensure area, in particular walkways, are clear of trip hazards - Wear safety footwear - Wear protective gloves - Ensure work area is clear. - Use manual handling aids or get assistance when handling large or heavy objects.		3	6	9	Site Supervisor
Heat shrink cable joints and lugs	Fire	5	16	21	- Use heat gun where possible to avoid open flame - Complete site hot work permit if using open flame - Check for flammable substances (including gas) before using open flame		3	6	9	Site Supervisor
	Burns	5	16	21	- Do not touch the heat shrink product until it cools - Ensure no one inadvertently touches hot parts of heating gun/torch after use		3	6	9	Site Supervisor

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		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
	Incorrect tools	5	16	21	- Use side cutter where practical - Use appropriate tool to crimp lug / sleeves - Use crimping tools correctly		3	6	9	Site Supervisor
	PPE	5	16	21	- Remove any sharp edges or burrs - Wear cut resistant gloves where appropriate - Wear appropriate PPE – Non-flammable Long sleeves and long trousers. Face shield insulated gloves for handling hot items. - Use shield / reflector to protect other areas and get uniform heat coverage		3	6	9	Site Supervisor
	Emergency equipment	5	16	21	Ensure fire extinguisher is available when using open flame		3	6	9	Site Supervisor
Working in false ceilings	Electric shock	5	16	21	- Isolate as many circuits in ceiling space as possible - Test metallic roof grid and confirm dead before touch - Take care to identify any potential electrical hazards in area of work		3	6	9	Site Supervisor
	Falling objects	5	16	21	Ensure tiles lights and grid are replaced back to prevent falling objects.		3	6	9	Site Supervisor
Working in communication pits less than 1.5m deep	Open Pit	5	16	21	- Always have standby person present while pit lid is open - Do not enter pit		3	6	9	Site Supervisor

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		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
	Injury to the public	5	16	21	- Barricade area and divert pedestrian traffic around area - If vehicle diversions are required stop work and report to supervisor		3	6	9	Site Supervisor
	Personal injury	5	16	21	- Use mechanical aids to lift pit lid - Remove sharps using sharp remover tool and gloves and dispose in sharps container		3	6	9	Site Supervisor
	Asbestos	5	16	21	- If Asbestos identified replace lid and contact supervisor - Check asbestos register - Refer to Asbestos SWMS		3	6	9	Site Supervisor
	Wildlife	5	16	21	- Remove pest using humane techniques - For snakes replace lid and call wildlife service		3	6	9	Site Supervisor
Termination of fibre optic cable (Mechanical or fusion splicing)	Termination	5	16	21	Follow manufacture instructions for termination and splicing		3	6	9	Site Supervisor
	Lighting	5	16	21	Use a well-lit work area		3	6	9	Site Supervisor
	PPE	5	16	21	Use correct PPE – correct gloves and glasses		3	6	9	Site Supervisor
	Personal Injury	5	16	21	Never look into a live fibre, the laser could cause irreversible damage to the eye		3	6	9	Site Supervisor
	Housekeeping	5	16	21	Ensure all loose fibres are disposed of correctly in a sharps container		3	6	9	Site Supervisor

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		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
LIGHT AND POWER CABLE INSTALLATION										
Check location to drawing and specification layout and mark out	Personal injury	5	11	16	▪ Ensure work area and walkways are clear ▪ Ensure correct PPE is worn		3	6	9	Site Supervisor
Setting up cable stands and drums	Housekeeping	5	11	16	▪ Good housekeeping ▪ Cable rollers / stands to be setup on firm level ground to avoid overturning		3	6	9	Site Supervisor
	Manual handling	5	11	16	▪ Follow manual handling procedures ▪ Team lifts or manual handling aids to be used to set drums and rollers up		3	6	9	Site Supervisor
	Personal injury	5	11	16	▪ Correct PPE – protective gloves ▪ Keep hands etc clear of moving / turning cable drums etc ▪ Be aware of pinch points between cable and drum		3	6	9	Site Supervisor
Conduit installation, placed prior to pouring concrete	Personal injury	5	11	16	▪ Wear long sleeves shirt and hat. Apply sunscreen to exposed skin. Ensure adequate water available. Regular rest breaks during periods of extreme sun exposure ▪ Wear gloves for hand protection ▪ Use kneel boards or walkways and take care when walking around reo mesh		3	6	9	Site Supervisor
Conduit installation – in ground	Refer to Excavation SWMS									
Conduit installation – walls and ceilings	Personal injury	5	11	16	▪ Wear safety footwear ▪ Use goggles for eye protection, suitable respiratory and hearing protection ▪ Wear safety helmet if required		3	6	9	Site Supervisor

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		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
	Working at heights	Refer to working at heights SWMS								
	Public access	5	11	16	▪ Restrict pedestrian movement in work area		3	6	9	Site Supervisor
	Housekeeping	5	11	16	▪ Ensure area, in particular, walkways are clear of trip hazards		3	6	9	Site Supervisor
	Tools and equipment	5	11	16	▪ Use only correctly tagged and calibrated equipment ▪ Use minimum drilling speed consistent with effective work ▪ Ensure drill bits are sharp		3	6	9	Site Supervisor
Cable and ladder tray installation	Emergency equipment	5	11	16	▪ Ensure fire extinguisher available at the worksite		3	6	9	Site Supervisor
	Housekeeping	5	11	16	▪ Ensure work area is clear. ▪ Ensure work area, in particular walkways are clear of trip hazards		3	6	9	Site Supervisor
	Working at heights	Refer to working at heights SWMS								
	PPE	5	11	16	▪ Use gloves when handling cable tray ▪ Wear safety footwear ▪ Use a P1 respirator as a minimum where appropriate ▪ Use eye protection e.g., full face shield, goggles ▪ Use hearing protection		3	6	9	Site Supervisor
	Manual handling	5	11	16	▪ Use manual handling aids or get assistance when handling large or heavy objects.		3	6	9	Site Supervisor
	Tools and equipment	5	11	16	▪ Use minimum drilling speed consistent with effective work ▪ Ensure drill bits are sharp. ▪ Ensure workpiece is clamped/ secured		3	6	9	Site Supervisor

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		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
Installation of cable supports	Personal injury	5	11	16	- Keep lifting area clear of people - Ensure work area is clear. - Use manual handling aids or get assistance when handling large or heavy objects.		3	6	9	Site Supervisor
	Working at heights	5	11	16	Refer to working at heights SWMS		3	6	9	Site Supervisor
	Maintenance of electrical tools	5	11	16	Ensure power tools and leads are tested and tagged		3	6	9	Site Supervisor
Installation of mains/ sub mains	Personal injury	5	11	16	Keep lifting and work area clear of people Barricade area		3	6	9	Site Supervisor
	Manual Handling	5	11	16	- Get assistance when handling long or heavy cable runs - Use cable roller to assist cable feed - Use manual handling aids or get assistance when handling large or heavy objects		3	6	9	Site Supervisor
	PPE	5	11	16	Wear protective gloves		3	6	9	Site Supervisor
	Improper use of tools and equipment	5	11	16	- Use tools appropriately - Use correct tools to cut & strip cables		3	6	9	Site Supervisor
	Electrical shock	5	11	16	- Lock out required circuits - Confirm NOT LIVE and identify cables before commencing work - Connections to the main switchboard to be made only when it is CONFIRMED NOT LIVE. Isolate and Tag Out - Ensure that no bare conductors can contact any live parts - Effectively insulate both ends of all cables near any live parts - Restrain the ends of all cables near any live parts		3	6	9	Site Supervisor
	Housekeeping	5	11	16	Ensure work area is clear.		3	6	9	Site Supervisor

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ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
Installation of power and light cabling	Electric Shock	5	11	16	- De-energised cable ends are required to be striped back to the conductor bonded together (short circuited) and then taped off if left unterminated for any period. This will prevent accidental energisation of an unterminated cable end - Ensure that no bare conductors can contact any live parts. Effectively insulate both ends of all cables near any live parts. Restrain the ends of all cables near any live parts - Connections to the main switchboard to be made only when it is CONFIRMED NOT LIVE. Isolate and Lock Out & Tag		3	6	9	Site Supervisor
	Tools and equipment	5	11	16	Use correct tools to cut & strip cables		3	6	9	Site Supervisor
	PPE	5	11	16	Wear gloves		3	6	9	Site Supervisor
	Working at heights	5	11	16	Refer to Working at Heights SWMS		3	6	9	Site Supervisor
Installation of: • pyrotenax, (mims) cable • fibre optic cable • outlet cabling • trunk cabling • SELV cabling communication cabling	Housekeeping	5	11	16	- Keep fibre optic cabling ends bonded or taped during installation - Use tools in accordance with manufacturer’s instruction - Ensure area, in particular walkways, are clear of trip hazards		3	6	9	Site Supervisor
	PPE	5	11	16	- Wear safety footwear - Wear protective gloves		3	6	9	Site Supervisor
	Working at heights	Refer to working at heights SWMS								
	Manual handling	5	11	16	Use manual handling aids or get assistance when handling large or heavy objects.		3	6	9	Site Supervisor

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		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
Heat shrink cable joints and lugs	Tools and equipment	5	11	16	- Use side cutter where practical - Use appropriate tool to crimp lug / sleeves - Use crimping tools correctly - Do not puncture or incinerate spent container		3	6	9	Site Supervisor
	Personal injury	5	11	16	- Remove any sharp edges or burrs - Wear cut resistant gloves where appropriate - Wear cut resistant gloves where appropriate - Wear appropriate PPE – Non-flammable Long sleeves and long trousers. Face shield insulated gloves for handling hot items		3	6	9	Site Supervisor
	Burns	5	11	16	- Ensure no one inadvertently touches hot parts of heating gun/torch after use - Do not touch the heat shrink product until it cools - Use shield / reflector to protect other areas and get uniform heat coverage		3	6	9	Site Supervisor
	Fire	5	11	16	- Use heat gun where possible to avoid open flame - Check for flammable substances (including gas) before using open flame - Complete site hot work permit if using open flame		3	6	9	Site Supervisor
	Emergency equipment	5	11	16	Ensure fire extinguisher is available when using open flame		3	6	9	Site Supervisor
Entering restricted spaces	Refer to Confined space SWMS									
Working in communication pits less than 1.5m deep	Electrical Cabling Installation									
Termination of fibre optic cable (mechanical or fusion splicing)	Disposal	5	11	16	Ensure all loose fibres are disposed of correctly in a sharps container		3	6	9	Site Supervisor
	Incorrect termination and splicing	5	11	16	Follow manufacture instructions for termination and splicing		3	6	9	Site Supervisor
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		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH – SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW- MONITOR CONTROLS				
	Lighting	5	11	16	Use a well-lit work area		3	6	9	Site Supervisor
	Personal injury	5	11	16	- Never look into a live fibre, the laser could cause irreversible damage to the eye - Use correct PPE – correct gloves and glasses		3	6	9	Site Supervisor
Test installation in accordance with AS/NZS 3760:2010 Including earth continuity to the metal frame of the connected equipment	Electric shock	5	11	16	- Refer to previous sections - Test earth continuity to the metal frame of the connected equipment. Earth continuity must be in accordance with AS/NZS 3760:2010 - Run earth lead around to every earth point on new equipment and make sure earth conductor resistance is less than 0.5 ohm - Check insulation resistance of cables with megger at the equipment's rated voltage and ensure that cable resistance is greater than 1 megger ohm - Record results of these tests - If RCD's installed on equipment test RCD to make sure it trips out at nominated rating or earlier Record results		3	6	9	Site Supervisor

METHODS FOR MONITORING AND REVIEWING EFFECTIVENESS OF CHOSEN CONTROL MEASURES

Process failure if any of the work does not go to plan, review the SWMS in consultation with supervisors and workers implement a JSA if required.
The supervisor will ensure that all workers comply with these requirements by conducting regular site walk around to check on the work activities.
Safe work method statements in use will be discussed at toolbox meetings. By Signing I agree that I have had the opportunity for input into.

NOTE: Where residual risk is High or Very High, Senior Management or Direct Manager / Supervisor (as per Delegations) approval is required prior to commencing work.

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RISK MATRIX

Perform a risk assessment for each hazard identified by:

- Determining the consequences (refer Table 1)
- Determining the likelihood of the consequence occurring (refer Table 2)
- Apply the values obtained from Tables 1 and 2 to the Qualitative Risk Matrix (Table 3) to obtain the resultant Risk Score and Level
- Apply priorities for the implementation of control measures in accordance with the Priority Matrix.

TABLE 1 – CONSEQUENCE	
LEVEL	DESCRIPTOR
INSIGNIFICANT	No illness or injuries
MINOR	First aid treatment
MODERATE	Medical treatment required
MAJOR	Serious Injury/illness
CATASTROPHIC	Death

TABLE 2 - LIKELIHOOD	
LEVEL	DESCRIPTOR
ALMOST CERTAIN	Occurs regularly
LIKELY	Expected to occur
POSSIBLE	Has occurred in the last two years
UNLIKELY	Has occurred only once or twice during the preceding 5 years
RARE	Has not occurred during the preceding 5 years

TABLE 3 – RISK LEVEL / PRIORITY					
LIKELIHOOD	CONSEQUENCE				
	INSIGNIFICANT - 1	MINOR - 6	MODERATE - 11	MAJOR - 16	CATASTROPHIC - 21
ALMOST CERTAIN – 9	L 10	M 15	H 20	VH 25	VH 30
LIKELY – 7	L 8	M 13	M 18	H 23	VH 28
POSSIBLE – 5	L 6	M 11	M 16	H 21	VH 26
UNLIKELY – 3	L 4	L 9	M 14	M 19	H 24
RARE - 1	L 2	L 7	M 12	M 17	H 22

RISK LEVEL	PRIORITY
VERY HIGH	The Activity MUST NOT COMMENCE. If started STOP IMMEDIATELY. Activity MUST NOT START until controls are implemented to reduce risk.
HIGH	STOP – Senior Management Approval Required - Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical
MEDIUM	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical.
LOW	Implement controls as considered necessary to further reduce the risk to as low as reasonably practical.

HIERARCHY OF CONTROL	
1. Eliminate	4. Engineer
2. Substitute	5. Admin
3. Isolate	6. PPE

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EMERGENCY PREPAREDNESS AND RESPONSE

Emergency preparedness and response preparations specific to the hazards identified within this SWMS are to be implemented as follows:

- Where the organisation is a Principal Contractor (PC), emergency preparedness will be undertaken, and site-specific response procedures will be prepared (refer Emergency Response process).
- Where the organisation is undertaking work on behalf of a PC (appointed as a Subcontractor), the organisation will work in accordance with the emergency provisions/ emergency response plan put in place by the PC. For this project, the PC is as stated on Page 1 of this SWMS.
- Where the organisation is undertaking works on behalf of a Client (not appointed as Principal Contractor) where the Client is in control of the workplace, the organisation will consult and communicate with the Client to determine emergency preparedness and response requirements.
- Where the organisation is in control of the workplace or is requested by the Principal Contractor, the organisation will undertake emergency preparedness and prepare specific emergency response procedures (refer Flowcharts for Emergency Response).

MONITORING AND REVIEW

- Use Task Observation form in undertaking formal monitoring and review in accordance with adopted schedule.

OBSERVATION LOG	01	02	03	04	05	06
INITIAL						
DATE						

SWMS REVIEW AND AMENDMENT

This SWMS will be reviewed in consultation with those workers executing the work in response to the following:

- Any change to the standards of 'good practice' including any statutory requirement.
- Any change in design.
- Any change in the work environment.
- Any change in the personnel performing the work.
- Any change in the plant, substances, materials, and structures.
- After a task observation or inspection has been carried out and additional hazards have been identified.
- Near miss, injury or illness results from exposure to a hazard / risk to which the SWMS includes.
- Formal review of SWMS in accordance with adopted monitoring and review schedule.
- At a minimum, 12 monthly.

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RECORD OF AMENDMENT

DATE OF REVIEW	ACTIVITY / TASK / JOB STEP REVIEWED	PERSON UNDERTAKING REVIEW	REVIEW RECOMMENDATIONS / AMENDMENT

SWMS DEVELOPMENT, TRAINING AND ACKNOWLEDGEMENT

A person performing work otherwise interacting with the work associated with this SWMS must sign this SWMS before commencing the activity / task or interacting with it. By signing the SWMS, the person is stating:

- They were involved in the compilation of the SWMS including any associated risk assessment.
- If they were not involved in the original compilation of the SWMS including any associated risk assessment, they have been given the opportunity to comment on the statement.
- They have read or been read the SWMS.
- They have received training and education in the work methodology expressed in the SWMS.
- They understand the SWMS.
- They have the skills, knowledge and are competent to perform the work as described in the SWMS and as allocated to them.
- They have the plant, materials, substances, and structures to perform the work as described in this SWMS and as allocated to them and that such plant, materials, substances, and structures are 'safe' if they are used properly.
- They understand they must comply with the content of the SWMS.
- They have been issued and instructed in the correct use of the PPE required to fully undertake their role in accordance with this SWMS.

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CONSULTATION – Evidence of consultation with the workforce (*Note: only a selection of the workgroup is required to sign off on the consultation section, all persons working under this SWMS must sign off on the induction section*)

[illegible]

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[illegible]

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INDUCTION

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COPY AND ATTACH ADDITIONAL PAGES IF REQUIRED

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