

Version #	SWMS Title
V2	EWP Use

Job Details			
pSite Name	340 Thynne Road, Morningside, 4170	Site Address	326 Thynne Road, Morningside, 4170
Job # / BX Job # (If applicable)	#47479	Job Start Date	09.05.24
Job Description	Leak Investigations and Repairs	Overall Risk	LOW SCORE 7

Approvals				
	Name	Date	Sign	Contact #
Coordinator (Prepared By)	Sorrel Atkinson	03.05.24		0407 453 856
Site Supervisor	Nick Everson			0477 504 995
OH&S Officer	Jordan Davie	03.05.24		0450 308 591
Client (If Applicable)				

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

External Considerations						
Permits	Hot Work ☐	Confined Space ☐	Local Council ☐	Lift (crane) ☐	Restricted Access ☐	Other - ☐
Licenses / Certifications	General Construction Induction Card, EWP (>11m) License, EWP (<11m) License					
Subcontracted Works ☐						
Materials						
Chemicals ☐						
Plant / Equipment	Scissor Lift					

Core4 Requirements	
Planning/Preparation	- Contractors must liaise with Core4 to identify on-site safety systems and procedures - Establish supervisory and communication arrangements (Principal contractor to confirm emergency response procedures is in place.)
Sign-In Point	- Point identified by Core4 - All contractors to report to Sign-In Point prior to beginning works.
Training/Licence	- All staff onsite to have a General Construction Induction Card - Relevant workers have relevant certificates of competency, licenses, and training. - Trained First Aider on site All workers are advised of site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets.
Worker duties and responsibilities	- Fit condition for work, i.e. no signs of fatigue, alcohol or drugs - Complete / attend all site inductions / briefings - Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP) - When choosing a control method, the hierarchy of controls must be followed. Starting with elimination Inspect completed work and report possible safety, environmental and quality matters
Monitor/Review	- All people involved in the works must have this SWMS communicated to them before work commences. - SWMS to be reviewed regularly and amended, if necessary, in consultation with relevant people after any near miss or incident (The method for this is through the regular toolbox / pre-start talks) - If additional site hazards are identified, review this SWMS and amend control measures to suit - People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS must be informed ASAP - The site supervisor to monitor works against the controls stated in this SWMS - SWMS must be kept on-site and made available for inspection or review - Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.

PPE Requirements													
 Steel Toe Safety Boots	☒	 Respirator	☐	 Hand Protection	☐	 Head Protection	☐	 Hearing Protection	☐	 High Visibility Clothing	☒	 Eye Protection	☐
 Face Shield	☐	 Guard in Place	☐	 Height Safety Harness	☒	 Protective Clothing	☐	 Sun Protection Hat	☐	 Sunscreen	☐	 Edge Protection	☐
 Seat Belt	☐	 Static Line and Lanyard	☐	 Welding Goggles	☐	 Wheel Chocks	☐		☐		☐		☐

Controls Table						
Step	Hazard	Initial Risk	Key Safety Controls & Associated Procedures	Control type	Residual Risk	Person Responsible
1. Setting up work site	Unauthorised access to restricted areas	High Score 18	<u>Site Induction</u> - All workers are to be inducted into both the client's requirements (if required) and Core4 requirements prior to works beginning <u>Site Sign-In</u> - Where applicable, all workers are to report to the site office or operations manager (or similar) to inform of the works commencing	Administration	Moderate Score 8	- Workers required to adhere to instructions and client requirements - Coordinators to ensure workers are inducted to the site prior to works commencing
	General Public Interference	Moderate Score 13	<u>Exclusion Zone</u> - Workers are to set up the exclusion zone with temporary fencing or closed off bollards (Bollards with hazard tape / bunting between) - Where possible, the workers are to set up a visual barricade in addition to the physical	Isolation	Low Score 4	- Workers to install - Site supervisor to oversee
	Hazardous Manual Tasks	Moderate Score 9	<u>Staff Training</u> - Ensure staff are trained in manual handling techniques prior to lifting <u>Additional Assistance</u> - When lifting equipment or materials 20kg or over, workers are to either; - employ a secondary worker to assist in the lifting - employ the use of moving trolleys and dollies	Administration / Engineering	Low Score 5	- Coordinator to ensure - OH&S Officer to train offsite - Site Supervisor to train onsite and enforce - Worker to utilise training
	Site Security	High Score 18	<u>Lockable / Securable Areas</u> - Where there is a risk of materials, equipment being stolen, workers are to ensure the storage area is lockable and locked prior to leaving the area unsupervised <u>Security Camera's</u> - Where there is either a high risk or a higher cost of equipment / materials being stores, workers are to install wireless security cameras facing the areas at risk - Camera signage is to be installed as well	Engineering	Moderate Score 8	- Workers to ensure to follow instructions and install the items - Site supervisor to enforce / assess requirement

Controls Table						
Step	Hazard	Initial Risk	Key Safety Controls & Associated Procedures	Control type	Residual Risk	Person Responsible
2. Set up tools	Hazardous Manual Tasks	Moderate Score 9	<u>Staff Training</u> - Ensure staff are trained in manual handling techniques prior to lifting <u>Additional Assistance</u> - When lifting equipment or materials 20kg or over, workers are to either; - employ a secondary worker to assist in the lifting - employ the use of moving trolleys and dollies <u>Public Traffic</u> - Workers are to be wary of traffic if moving equipment through public areas including roadways	Administration / Engineering	Low Score 5	- Coordinator to ensure - OH&S Officer to train offsite - Site Supervisor to train onsite and enforce - Worker to utilise training
	Electrical Equipment	High Score 17	<u>Test and Tag</u> - All corded equipment is to be tested and tagged by an officially trained person - All test and tags are to be in date and valid <u>Individual Visual Inspection</u> - Prior to beginning the use of any electrical equipment, workers are to visually inspect to ensure no significant damage	Administration / Engineering	Low Score 7	- OH&S Officer to test and tag & keep record - Site supervisor is to ensure their site is compliant - Workers are to ensure visual inspection and vigilance
3. General (Part 1)	Weather Exposure	High Score 18	<u>Cold Weather Exposure</u> - Use of PPE - Jacket, gloves, various warm clothing, etc (Note that all jackets/jumpers/vests onsite must be high vis) <u>Hot Weather Exposure</u> - Use of PPE – Sunscreen (SPF 50+), Wide brim hat, UV protective sleeves, etc - Where possible, workers will have a dedicated undercover area for regular breaks - Workers are to take regular breaks and drink as much water as possible to prevent heat stroke and associated illnesses	PPE / Elimination / Administration	Moderate Score 8	- OHS Officer to ensure training of workers - Site supervisor to enforce and visually monitor workers and allow breaks when needed - Workers to ensure the use of PPE and heat stroke prevention methods

Controls Table						
Step	Hazard	Initial Risk	Key Safety Controls & Associated Procedures	Control type	Residual Risk	Person Responsible
General (Part 2)	Powered / Non-Powered Hand Tools	Moderate Score 9	<u>Training</u> - Workers are to be shown correct use method by a senior worker with adequate experience in the use of the tool - Workers are to have their general construction induction card <u>PPE</u> - Workers are to ensure the use of required PPE for the specific job - Workers are to inspect their PPE for cleanliness, damage and utility prior to any use - Workers are to be trained in the use of PPE	Administration / PPE	Low Score 2	- OHS Officer to ensure training of workers - Site supervisor to advise of correct PPE to use (in consultation with OH&S Officer) & enforce - Workers to follow instructions
	Hazardous Manual Tasks	Moderate Score 9	<u>Staff Training</u> - Ensure staff are trained in manual handling techniques prior to lifting - Avoid difficult terrain - Maintain housekeeping methods <u>Additional Assistance</u> - When lifting equipment or materials 20kg or over, workers are to either; - employ a secondary worker to assist in the lifting - employ the use of moving trolleys and dollies	Administration / Engineering	Low Score 5	- Coordinator to ensure - OH&S Officer to train offsite - Site Supervisor to train onsite and enforce - Worker to utilise training

Controls Table						
Step	Hazard	Initial Risk	Key Safety Controls & Associated Procedures	Control type	Residual Risk	Person Responsible
4. EWP Use (Part 1)	Working at Heights	Extreme Score 20	<u>Uneven Surfaces</u> - When extending the EWP, ensure that the machine is on adequately supportive and flat ground, and ensure the use of outriggers where applicable - Before moving the EWP while extended, the spotter and driver is to ensure the pathway is clear of obstacles / debris & adequately flat	Administration	Moderate Score 11	- Workers (Both spotter and operator) are to adhere to instructions - Site supervisor to monitor controls
			<u>Use of Standard Operating Procedure's (SOP's)</u> Workers are to operate all EWP's in compliance with the Core4 Standard Operating Procedure	Administration		OHS Officer to ensure training is administered
			<u>Material / Equipment Fall Risks</u> - Ensure all tools and materials are safely and securely stored. This can be done with one of the below methods or similar; - Tool Lanyards - Kickboards - Safety Nets	Engineering		- Workers to ensure use - Site supervisors to monitor controls
			<u>Training</u> - If the worker is required to exit the EWP while above 2m, they are to be trained in working at heights by a suitably qualified RTO - All operators must hold a Working at Heights Licence & EWP <11m License where the EWP has the capacity to reach over 11 metres	Administration		- Workers to utilise training - Coordinator to ensure workers are certified - Site supervisor to monitor control

Controls Table						
Step	Hazard	Initial Risk	Key Safety Controls & Associated Procedures	Control type	Residual Risk	Person Responsible
EWP Use (Part 2)	General Public Interference	Moderate Score 13	Exclusion Zone - Workers are to set up the exclusion zone with temporary fencing, hoarding or closed off bollards (Bollards with hazard tape / bunting between) - Where possible, the workers are to set up a visual barricade in addition to the physical - Where works are being carried out within racking systems, workers are permitted to utilise magnetic barricading Spotter - The spotter is to ensure that both workers and members of the public are remaining the required 2 metres from the EWP. This is to prevent; - Interaction with pinch points - Interference with works - Items falling onto them, etc. - Spotters are to also ensure that members of the public do not enter the exclusion zone - Spotter (and driver) is to ensure the pathway is clear of obstacles / debris & adequately flat	Isolation	Low Score 4	- Workers to install & adhere to instructions - Site supervisor to monitor controls
	Working With a Powered Mobile Plant	Extreme Score 20	Pre-Start Checks - Check all components of the EWP for damage - Carry out pre checks as per logbook & Core4 SOP and fill in user information. - If damage is found, fill the logbook out - If worker believes that the EWP is unsafe for use, the supplier is to be contacted to rectify before works proceed - Do not use any damaged plant or equipment and do not tamper with safety controls.	Administration	Moderate Score 11	- Workers to conduct - Site supervisor to monitor control

Controls Table						
Step	Hazard	Initial Risk	Key Safety Controls & Associated Procedures	Control type	Residual Risk	Person Responsible
EWP Use (Part 3)	Working With a Powered Mobile Plant	Extreme Score 20	<u>Correct EWP</u> Ensure the correct class of EWP is selected for task requirements.	Engineering	Moderate Score 11	Coordinator to ensure the correct EWP is hired in consultation with Site Supervisor
			<u>PPE</u> - Wear all nominated PPE. - All operators and workers in a boom type EWP MUST wear a certified harness and have it connected to the EWP anchor points	PPE		- Site supervisor to advise of correct PPE to use in consultation with OHS Officer if required - Workers to adhere to instruction
			<u>Training</u> - All operators must hold a Working at Heights Licence & EWP <11m License where the EWP has the capacity to reach over 11 metres. - Operators of the EWP must be trained by an accredited RTO for the appropriate equipment (>11m , or <11m). - Workers are required to produce the training record when requested. - Where outriggers are installed on EWP, they must always be extended with adequate contact when on uneven ground - Do not exceed the Safe Working Limit and the number of occupants permitted on EWP. - Always keep within the work area of the platform or basket. Never lean out over sides. - Ensure 3m distance from a street power line, and 6m distance from a large industrial power line	Administration		- Workers to utilise training - Coordinator to ensure workers are certified - Site supervisor to monitor control

Controls Table						
Step	Hazard	Initial Risk	Key Safety Controls & Associated Procedures	Control type	Residual Risk	Person Responsible
EWP Use (Part 4)	Working With a Powered Mobile Plant	Extreme Score 20	<u>Spotter</u> - The spotter is to ensure that both workers and members of the public are remaining the required 2 metres from the EWP. This is to prevent; - Interaction with pinch points - Interference with works - Items falling onto them, etc. - Spotters are to also ensure that members of the public do not enter the exclusion zone - Spotter (and driver) is to ensure the pathway is clear of obstacles / debris & adequately flat	Isolation	Moderate Score 11	- Workers to adhere to instruction - Site supervisor to monitor controls
			<u>Exclusion Zone</u> - Workers are to set up the exclusion zone with temporary fencing, hoarding or closed off bollards (Bollards with hazard tape / bunting between) - Where possible, the workers are to set up a visual barricade in addition to the physical - Where works are being carried out within racking systems, workers are permitted to utilise magnetic barricading			
			<u>Use of Standard Operating Procedure's (SOP's)</u> Workers are to operate all EWPs in compliance with the Core4 Standard Operating Procedure	Administration		OHS Officer to ensure training is administered
			<u>Communication</u> Where workers are unable to communicate due to excess noise or distance from each other, they are to utilise a 2-way radio to communicate effectively.	Engineering		- Site supervisor to monitor effectiveness - Workers to adhere to instructions

Controls Table						
Step	Hazard	Initial Risk	Key Safety Controls & Associated Procedures	Control type	Residual Risk	Person Responsible
EWP Use (Part 5)	Material Lifting	Extreme Score 21	<u>Do Not Exceed Safe Load Limit</u> If the materials are expected to get close to the maximum load limit, then the use of a material lift or similar is to be used	Administration	Moderate Score 12	- Workers to adhere to instruction - Site supervisor to monitor
			<u>Use of Material Lifters</u> - Material lifts include but aren't limited to; - Crane Lifts - Manual Material Lifts, etc - Manual lifts are to be used by the workers and used to provide assistance to overhead loads - When crane lifts are used, a SWMS is to be provided	Engineering		- Workers to adhere to instruction - Site supervisor to monitor
5. On Roof Works (Part 1)	Working At Heights	Extreme Score 21	<u>PPE</u> - Workers are to be wearing a certified safety harness - Workers are to visually inspect their safety harness prior to use	PPE	Low Score 7	- Site supervisor to advise of correct PPE to use in consultation with OHS Officer if required - Workers to adhere to instruction

Controls Table						
Step	Hazard	Initial Risk	Key Safety Controls & Associated Procedures	Control type	Residual Risk	Person Responsible
6. On Roof Works (Part 2)	Working At Heights	Extreme Score 21	Transition from EWP to Roof - Workers are to transition as per the following process - Ensure harness and lanyard equipment is on your persons - Extend the EWP platform to the maximum over the roof (Minimum of 1.5m past the edge) - Attach the harness to the anchor point in the EWP - Only use the entry/exit gate for transfer when within 30cm of the structure - Attach the second lanyard an anchor point on the structure (temporary or permanent) - Detach from the EWP once the lanyard is secured to the structure	Administration	Low Score 7	- Workers to adhere to instruction - Site supervisor to enforce and monitor - Coordinator to check for training prior to commencement of works
			Training Workers are to be certified in Working at Heights by a registered RTO	Engineering		- Worker to check permanent anchor points & install temporary anchor points - Site supervisor to monitor

Controls Table						
Step	Hazard	Initial Risk	Key Safety Controls & Associated Procedures	Control type	Residual Risk	Person Responsible
7. Housekeeping (Part 1)	Environmental Impacts	High Score 18	Contamination of Water Ways - Where there is a potential for slurry / contaminated water / chemicals to enter waterways, sandbags or similar are to be used to re-route - Be sure also to wash company machinery and vehicles away from driveways, gutters and roads, ensuring the water runoff will not enter storm water drains to reduce the likelihood of further transference of seeds and contaminated soil.	Engineering / Isolation	Moderate Score 8	- Site supervisor to investigate it's requirement prior to starting works - Worker to adhere to instructions
			Chemicals - Be mindful of chemical spills and handle Hazardous Substances with care - Always obtain and follow the instructions on the appropriate Material Safety Data Sheet (MSDS) while using the chemicals - Clean up spills immediately	Administration		- Workers to adhere to instruction - Site supervisor to enforce
			Transference of Plant Life Make sure all soil and seeds are removed from machinery and vehicles in order to avoid the transfer of unwanted weeds to new locations	Administration		- Workers to adhere to instruction - Site supervisor to enforce
			Rubbish - Always remove any rubbish, and waste from the place of work and dispose of correctly by placing any recyclable materials in the recycle bins provided. - If no recycle bins are present, please inform your manager immediately and you will be provided with the adequate resources in order to dispose of rubbish appropriately.	Elimination		- Workers to adhere to instruction - Site supervisor to enforce
	Debris in walkway (General and sharp)	High Score 18	Regular Cleaning of The Workstation / Site All debris is to be cleared from walkways or cleared to create a walkway	Elimination	Low Score 2	- Site supervisor to enforce and monitor - Worker to adhere to instructions

Controls Table						
Step	Hazard	Initial Risk	Key Safety Controls & Associated Procedures	Control type	Residual Risk	Person Responsible
On Completion (Daily & Overall) (Part 1)	Debris in walkway (General and sharp)	High Score 18	<u>Sweeping</u> - If there was RCS dust present, works are to stop immediately and contact the supervisor - All debris is to be cleared from walkways or cleared to create a walkway <u>General Clean Up</u> - All workstations are to be kept tidy and kept free of clutter to reduce likelihood of workplace injury	Elimination	Low Score 2	- Site supervisor to enforce and monitor - Worker to adhere to instructions
	Site Security	High Score 17	<u>Material / Equipment Storage</u> - To be stored neatly in a convenient area which is lockable and secured from the general public - Where there are security cameras installed, the items should be stored within vision as best as possible <u>Site Security</u> - Site should be lockable and locked at the end of each day - Where there are security cameras installed, there should be vision of the entry points at the end of the day	Engineering	Low Score 7	- Site supervisor to monitor for requirement and enforce - Worker to adhere to instructions
	Material / Equipment Weather Exposure	High Score 18	<u>Isolation</u> - When there are items that have a potential to be damaged as a result of weather while no-one is onsite, there should be a method of isolation installed where possible. E.g. - Secured Tarp - Secured Gazebo - Items Move Indoors - Or similar	Isolation	Low Score 4	- Site supervisor to monitor for requirement and enforce when required - Worker to adhere to instructions
	Unattended EWP	High Score 17	<u>Isolate EWP</u> - Engage the emergency stop button and remove key if applicable. - Surround EWP in temporary fencing or similar where possible			

Controls Table						
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8. Emergency Rescue Plan	Hanging From a Harness	Extreme Score 21	<u>Refer to Emergency Planning and Response (Below)</u>	Administrative	Moderate Score 9	



Risk Matrix		Consequence				
		Minor	Moderate	Major	Critical	Disastrous
Frequency	Almost Certain	High Score 15	High Score 19	Extreme Score 22	Extreme Score 24	Extreme Score 25
	Likely	Moderate Score 10	High Score 14	High Score 18	Extreme Score 21	Extreme Score 23
	Possible	Low Score 6	Moderate Score 9	Moderate Score 13	High Score 17	Extreme Score 20
	Unlikely	Low Score 3	Low Score 5	Moderate Score 8	Moderate Score 12	High Score 16
	Rare	Low Score 1	Low Score 2	Low Score 4	Low Score 7	Moderate Score 11
Residual Risk Key						
Extreme Risk		DO NOT commence/continue or entertain works in this category				
High Level Risk		Manager / OH&S Officer to assess and approve safe work plan for works.				
Medium Level Risk		Workplace Manager (immediate supervisor) to assess and approve safe work plan for works.				
Low Level Risk		Operator authorised to apply control measures and proceed with works.				
Least Effective		Hierarchy of Controls				Most Effective
PPE		Administrative	Engineering	Isolation	Substitution	Elimination

Emergency Planning & Response

Emergency equipment must be provided. Minimum one qualified first aider familiar with resuscitation and emergency response for electrical shock on site at any time. First aid kit must be suitable for project activities and include at least 500ml of saline solution for potential eye injuries.

- Emergency Management: Follow the organisation's Emergency Response Plan which is found under "Emergency Management" section in the HSE Management Plan. **Dial 000 (112 from mobiles) in case of emergency.**
- Injury / Incident Reporting: Report all incidents and injuries to site contact. Document incidents or injuries using the incident / injury report form.
- Environmental Spills: Follow Environmental Management Procedure.
- 1 ABE fire extinguisher to be always available in vehicle / on site.

Working at Heights Emergency Rescue Plan

- In the event where a worker loses balance, falls, and is left hanging from their harness, the ground spotter who will be trained in the use of an EWP will move the EWP to retrieve the worker in a timely manner to ensure minimal injury to worker.
- In the event where a worker is left stranded at height while the EWP is at extended, the spotter onsite who will be trained in the use of an EWP will communicate with the worker to be rescued and take control of the mobile plant from the base (ground level) to safely lower the stranded worker and bring them to safety. The cause of the issue will then be discussed, and the appropriate measure will be implemented to mitigate the issue re-occurring.
- Where the machine malfunctions, preventing the lowering of the platform, and the operator is safely situated within the platform. The supplier of the EWP will be contacted to rectify the issue as promptly as possible.

Onsite Additional Controls						
Step	Hazard	Key Safety Controls & Associated Procedures	Person Responsible	Approved By Site Supervisor	Date	Changes Sent to OH&S?
9.						
10.						
11.						
12.						

Reference Material	
Legislation	Codes of Practice / Guidelines
QUEENSLAND Work Health and Safety Act 2011 (QLD) Work Health and Safety Regulation 2011 (QLD)	First Aid in the Workplace Managing the Risk of Falls at Workplaces Managing Electrical Safety Risks in the Workplace Preventing Falls in Housing Construction Managing the Risk of Plant in the Workplace Managing Noise and Preventing Hearing Loss in the Workplace How to Manage Work Health and Safety Risks Hazardous Manual Tasks Code of Practice Managing Risks of Hazardous Chemicals Model Code of Practice: Managing the work environment and facilities WHS Consultation, Cooperation & Coordination Model Code of Practice: Confined Spaces Managing respirable crystalline silica dust exposure in construction and manufacturing of construction elements
NEW SOUTH WALES Work Health and Safety Act 2011 (NSW) Work Health and Safety Regulation 2017 (NSW) Electricity Safety Act 1945	
AUSTRALIAN CAPITAL TERRITORY Work Health and Safety Act 2011 (ACT) Work Health and Safety Regulation 2011 (ACT)	
NORTHERN TERRITORY Work Health and Safety (National Uniform Legislation) Act 2011 (NT) Work Health and Safety (National Uniform Legislation) Regulations (NT)	
SOUTH AUSTRALIA Work Health and Safety Act 2012 (SA) Work Health and Safety Regulation 2012 (SA)	
TASMANIA Work Health and Safety Act 2012 (TAS) Work Health and Safety Regulation 2012 (TAS)	
VICTORIA Occupational Health and Safety Act 2004 (VIC) Occupational Health and Safety Regulations 2007 (VIC)	
WESTERN AUSTRALIA Occupational Safety and Health Act 1984 (WA) Occupational Safety and Health Regulations 1996 (WA)	
NEW ZEALAND Health and Safety at Work Act 2015 (NZ)	

SWMS Consultation and Sign off

Acknowledgement By Staff / Sub Contractors

By signing this document, you acknowledge that you have read this SWMS in the presence of a supervisor and understand the procedures and safety requirements.

We confirm we have been instructed in the SWMS process and understand our role in this process. We agree with the residual risk levels and control measures required to perform the tasks based on the identified tasks and hazards, and therefore recommend the task for the appropriate approval.

By signing, and acknowledging this SWMS, you understand and accept that:

1. The WHS Policy, relevant Risk Assessments, SWMSs and SWPs for this task have been reviewed, explained and are clearly understood by me
2. I shall only carry out work for which I am equipped and competent and advised my supervisor of any individual needs
3. I will comply with all relevant Risk Control Measures, otherwise work must stop immediately
4. I will be vigilant regarding hazards and the suitability of the identified Risk Control Measures; and
5. I understand that I am authorised and expected to safely stop work and immediately notify my supervisor if a task carries an unacceptable level of risk.

Use the fields below if signing off on a paper-based SWMS.

Team Member Name	Position	Date	Signature

Team Member Name	Position	Date	Signature