

Business Name:

Business Address:

ABN/NZBN:

AUDIO VISUAL (AV INSTALLATION) SAFE WORK METHOD STATEMENT (SWMS)

Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC address:
Signature:	Date:	PC Phone #: Date SWMS provided to PC:
Contact Phone #:		Job Site Address:

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

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|--|--|--|--|---|
| <input checked="" type="checkbox"/> Electrical equipment | <input checked="" type="checkbox"/> Elevated levels | <input checked="" type="checkbox"/> Slips, trips and falls | <input checked="" type="checkbox"/> Hazardous substances | <input checked="" type="checkbox"/> Silica dust |
| <input checked="" type="checkbox"/> Hot Work | <input checked="" type="checkbox"/> Hazardous manual tasks | <input checked="" type="checkbox"/> Outdoor work | <input type="checkbox"/> Remotely &/or isolated work | <input type="checkbox"/> ? |
| <input checked="" type="checkbox"/> Noise and vibration | <input type="checkbox"/> Native vegetation & weeds | <input type="checkbox"/> Air quality | <input checked="" type="checkbox"/> Waste | <input type="checkbox"/> Vehicle movement |
| <input type="checkbox"/> Fuels, oils & chemicals | <input type="checkbox"/> Terrestrial fauna | <input type="checkbox"/> Waterways & soils | <input type="checkbox"/> Cultural heritage | <input type="checkbox"/> ? |

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

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|---|--|--|---|
| <input type="checkbox"/> Confined spaces | <input type="checkbox"/> Mobile plant movement | <input type="checkbox"/> Demolition of a load-bearing structure | <input type="checkbox"/> Asbestos disturbance |
| <input type="checkbox"/> Using explosives | <input type="checkbox"/> Diving work | <input type="checkbox"/> Artificial extremes of temperature | <input type="checkbox"/> Tilt-up or pre-cast concrete |
| <input checked="" type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services | | | |
| <input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse | | | |
| <input checked="" type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers | | | |
| <input type="checkbox"/> Working at depths greater than 1.5 Metres, including tunnels or mines | | <input checked="" type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere | |
| <input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor | | <input type="checkbox"/> In or near water or other liquid that involves the risk of drowning | |

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
											
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4 - ACUTE		
LIKELY	2 - MODERATE	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4A - ACUTE	DO NOT PROCEED.
POSSIBLE	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	4 - ACUTE	3H - HIGH	Review before commencing work.
UNLIKELY	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	2M - MODERATE	Maintain control measures.
RARE	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	3 - HIGH	1L - LOW	Record and monitor.

HIERARCHY OF CONTROLS	MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE
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JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
1. Provide training on the health effects associated with respirable crystalline silica dust	Exposure to respirable crystalline silica (RCS) – dust inhalation	3H	<ul style="list-style-type: none"> Training and Information provided to workers on RCS should include: <ul style="list-style-type: none"> Information on the health effects associated with respirable crystalline silica dust (Provide workers with a copy of 'Health Monitoring for Exposure to Hazardous Chemicals - Guide for workers': Safe Work Australia) Identification of RCS dust through Safety Datasheet (SDS) or labels Dust exposure prevention Checking controls are working and using them When and how to use any respiratory protective equipment provided and what to do if something goes wrong (Including worker respirator fit and check processes). 	Supervisor
2. Planning	Lack of electrical planning and design	3H	<ul style="list-style-type: none"> Ensure: <ul style="list-style-type: none"> The potential electrical load is within the limits and design of the power supply/circuit The location of all electrical equipment and cabling determined All site/venue specific safety requirements and procedures considered Consider: <ul style="list-style-type: none"> Rating requirements for equipment and cables The location, accessibility and capacity of power sources. 	Supervisor
3. HRCW Arrival on-site, site assessment & unloading of materials/equipment	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) Do not park illegally Identify and obey all safety-related signage (check site entry requirements) Report to Site Supervisor Ensure site-specific induction undertaken Assess mobile phone reception The worksite is exactly as detailed in Terms of Agreement or contract Complete a JSA specifying the control measures of unanticipated hazards. 	Supervisor to check the site and conduct JSA where necessary

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON	
	Falling objects	3H	<ul style="list-style-type: none"> Checking covers, guards, etc. are secured and working in the manner intended by the manufacturer or supplier. Ensure materials supported during installation Use lanyards to pass tools to persons at height. 	supervisor aware of any issues	
15. HRCW Test & commission	Contact with electricity	4A	<ul style="list-style-type: none"> Check that no electrical appliances, light fittings, cables etc. have been damaged during installation If damage suspected, do not turn the power back on, seek advice from a licensed electrician If safe to do so, remove isolation locks/tags and test for function Reconnect services as required. 	Supervisors & Workers to follow controls	
16. HRCW On completion	Unauthorised access	3H	<ul style="list-style-type: none"> If acceptable, remove or add barricades Ensure machine is parked in a safe, level area, clear of unstable or sloping ground Store the key in a safe place (restrict unauthorised access). 	Supervisor to confirm all workers have signed out	
	Inhalation of silica	3H	<ul style="list-style-type: none"> Clean the work areas regularly by scraping, vacuuming or sweeping as appropriate. Lightly dampen the area before sweeping Sweepings that contain dusty material should be placed in disposable bags & tied off before placement in waste containers. Wash face and hands with soapy water. Pay attention to under the fingernails. 	Workers to comply with controls	
	Contact with electricity	4A	<ul style="list-style-type: none"> Disconnect power tool/extension leads from power point before winding up so that you don't get a shock if the lead is damaged Inspect leads and power equipment for damage 		
	Security breach	3H	<ul style="list-style-type: none"> All personnel sign-out on Site Register. 		
	Vehicle/people impact	4A	<ul style="list-style-type: none"> Stay to designated access and egress routes Maintain awareness of surroundings at all times. 		
17. Emergency response	<ul style="list-style-type: none"> Injury Fatality Environmental damage 	4A	<ul style="list-style-type: none"> For police, fire or ambulance call '000.' Follow site emergency and evacuation procedures A communication system is available, e.g. a mobile phone or radio Check for dangers to self before helping others Maintain control of the area and stabilise the situation Apply first aid to the injured worker Complete an incident report. 	<ul style="list-style-type: none"> Refer to your SWMS implementing instructions for further specific emergency responses. 	Supervisors and workers ensure controls followed
OVERALL RISK RATING AFTER CONTROLS			<input type="checkbox"/> 1 - Low <input checked="" type="checkbox"/> 2 - MODERATE <input type="checkbox"/> 3 - HIGH <input type="checkbox"/> 4 - ACUTE		