

Business Name:

Business Address:

ABN/NZBN:

## BUILDING INSPECTOR SAFE WORK METHOD STATEMENT (SWMS)












Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC Address:
Signature:	Date:	PC Phone #: <span style="float: right;">Date SWMS provided to PC:</span>
Contact Phone #:		Job Site Address:

### THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

- |  |  |  |   |   |
|--|--|--|---|---|
| <input type="checkbox"/> Electrical equipment    | <input checked="" type="checkbox"/> Elevated levels        | <input checked="" type="checkbox"/> Slips, trips and falls | <input type="checkbox"/> Hazardous substances                   | <input type="checkbox"/> Silica dust      |
| <input type="checkbox"/> Hot Work                | <input checked="" type="checkbox"/> Hazardous manual tasks | <input checked="" type="checkbox"/> Outdoor work           | <input checked="" type="checkbox"/> Remotely &/or isolated work | <input type="checkbox"/> ?                |
| <input type="checkbox"/> Noise and vibration     | <input type="checkbox"/> Native vegetation & weeds         | <input type="checkbox"/> Air quality                       | <input 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)

- |  |   |   |  |
|--|---|---|--|
| <input type="checkbox"/> Confined spaces   | <input checked="" type="checkbox"/> Mobile plant movement | <input type="checkbox"/> Demolition of a load-bearing structure                               | <input checked="" 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 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 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 type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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	<b>DO NOT PROCEED.</b>
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. Planning	Viral or bacterial infection / disease	3H	<ul style="list-style-type: none"> <li>Ensure vaccinations (such as Hepatitis B, tetanus, etc.) are offered for staff.</li> </ul>	Supervisor to undertake all planning processes
	Bites & stings from insects, reptiles and hazardous plants	3H	<ul style="list-style-type: none"> <li>First Aid requirements:                             <ul style="list-style-type: none"> <li>Provision of first aid equipment - adequate Bites/Stings First Aid kit is available</li> <li>Each worker must have access to the equipment</li> <li>Workers have access to facilities for the administration of first aid</li> <li>Ensure vaccinations (such as Hepatitis B, tetanus.) offered for staff</li> <li>Persons with known allergic responses should consult a doctor and ensure appropriate kit is available at all times (Including EpiPen - in date).</li> </ul> </li> </ul>	
2. Working remotely or in isolation	Emergency	3H	<ul style="list-style-type: none"> <li>Develop and implement a communication protocol:                             <ul style="list-style-type: none"> <li>Mobile phones to be kept on inspector at all times and switched on</li> <li>Mobile phone (with service in the work area, pre-programmed with emergency numbers)</li> <li>Inspectors call supervisor upon arrival and departure, and regular call-ins are made</li> <li>Supervisor must have address details, expected arrival/departure</li> <li>Supervisors have details of the inspector's vehicle (registration, colour make, model)</li> <li>Inspectors to attend only the site directed by supervisor</li> <li>Code words should be established to indicate inspector is in a threatening situation</li> <li>Emergency procedures if call-ins not followed or communication lost with the inspector</li> <li><i>Note: Call-in times must be agreed with inspector &amp; supervisor &amp; based on the risk level expected at the site. Identify aggression/risk of violence where possible. Include:</i> <ul style="list-style-type: none"> <li>Client history and personal circumstance</li> <li>Times &amp; occasions when two inspectors are required on-site to assist personal safety</li> </ul> </li> </ul> </li> <li>Provide adequate resources to allow inspectors to get to the residence at the agreed time (the time the client is expecting them).</li> </ul>	Supervisor and workers to ensure control measures followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON	
			<ul style="list-style-type: none"> <li>Allow exit point for the snake to escape, if possible</li> <li>Do not attack or attempt to harm the snake.</li> <li>EXIT the space and report to the supervisor/homeowner</li> <li>DO NOT enter the space until the snake is removed.</li> </ul>		
	Bacterial infection	3H	<ul style="list-style-type: none"> <li>If the accumulation of droppings/dead vermin present:               <ul style="list-style-type: none"> <li>Wear a respirator that can filter particles as small as 0.3 microns</li> <li>Wear disposable protective gloves, hat, coveralls and shoe coverings</li> </ul> </li> <li>If removing droppings/dead animal is required:               <ul style="list-style-type: none"> <li>Wear PPE as above</li> <li>Moisten the droppings with a light mist of water to keep spores from becoming airborne</li> <li>Place droppings/dead animal into sealed plastic garbage bags</li> <li>On completion (while still wearing the respirator), remove protective clothing and place it in a plastic bag.</li> </ul> </li> </ul>		
	Fire	4A	<ul style="list-style-type: none"> <li>Ensure exits to enclosed spaces are not blocked during the installation process</li> <li>Do not place material over downlights (can create a fire hazard)</li> <li>Ensure light recesses, down-lights, and electrical appliances (such as fans, flues.) have sufficient clearances and are kept clear.</li> </ul>		
	Knee injury - bursitis/arthritis	3H	<ul style="list-style-type: none"> <li>When working on knees for prolonged periods ensure that knee pads are worn</li> <li>Make time to give your legs a break by periodically leaving the enclosed space to standing up, stretching and walking around.</li> </ul>		
9. HRCW On completion	Security breach	3H	<ul style="list-style-type: none"> <li>All personnel are to sign-out on Site Register.</li> </ul>	Workers to comply with controls	
	Vehicle/people impact	4A	<ul style="list-style-type: none"> <li>Stay to designated access and egress routes</li> <li>Maintain awareness of surroundings at all times.</li> </ul>		
10. Emergency response	<ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Environmental damage</li> </ul>	4A	<ul style="list-style-type: none"> <li><b>For police, fire or ambulance call '000.'</b></li> <li>Follow site emergency and evacuation procedures</li> <li>A communication system is available, e.g. a mobile phone or radio</li> <li>Check for dangers to self before helping others</li> <li>Maintain control of the area and stabilise the situation</li> <li>Apply first aid to the injured worker</li> <li>Complete an incident report.</li> </ul>	<ul style="list-style-type: none"> <li><b>Refer to your SWMS implementing instructions for further specific emergency responses.</b></li> </ul>	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		