## CONCRETE (STEEL FIXING) SAFE WORK METHOD STATEMENT (SWMS)

<table>
<thead>
<tr>
<th>Business Contact:</th>
<th>Phone #:</th>
<th>Principal Contractor (PC):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Job Address:</td>
</tr>
<tr>
<td>Responsible person (for monitoring SWMS and work):</td>
<td></td>
<td>PC Phone #:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
<td>Date SWMS provided to PC:</td>
</tr>
<tr>
<td>Contact Phone #:</td>
<td></td>
<td>Job Site Address:</td>
</tr>
</tbody>
</table>

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

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

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

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

- [ ]

Rings, watches, jewellery that may become entangled must not be worn. Long and loose hair must be tied back.
**Job Task** | **Hazards** | **Risk** | **Control Measures** | **Responsible Person**
--- | --- | --- | --- | ---
1. Arrival on-site & assess onsite conditions | Personal injury, property damage &/or environmental incident | 3H | • 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 for unanticipated hazards. | Supervisor to check the site and conduct JSA where necessary

2. Work area set-up | Unauthorised access to the work area | 3H | • Establish an exclusion zone for other workers and the public. I.e. those not associated with the activity. This zone should be clearly defined by signage and hazard marking tape or flagging  
• Maintain awareness of unauthorised persons attempting to enter or entering the work area  
• If members of the public or unauthorised personnel enter the exclusion zone, stop work until removed from the work zone. | Supervisor and workers to ensure control measures followed

3. Environment | Noise & vibration | 3H | • **Noise & vibration** - Be aware of maximum noise levels at the site  
• The plant is maintained to minimise noise  
• No noise produced outside council approved hours of operation  
• Engineering controls fitted to equipment (e.g. silencers.)  
• **Waste** - Place all wastes and rubbish in bins or other appropriate containers  
• Separate recycle waste from general waste  
• Do not mix waste with spoil.  
• **Fuels, oils & chemicals** - Ensure that a spill response kit is available at all times and clean up | Supervisors to check all controls in place and followed  
Workers to follow controls
### Job Task
#### Hazards
- Injury
- Fatality
- Environmental damage

#### Risk
4A

#### Control Measures
- Ensure that castor brakes are applied before dismantling
- Removal all materials, debris and equipment from the working platforms
- Starting at the top and working down small clips, connectors, screws & nails should be placed in a container and lowered to the ground
- Bracing should be secured before releasing from form end and safely lowered to the ground/floor:
  - Only remove bracing to the section being immediately removed
  - Leave other bracing in place until ready to remove the associated section.
- Stay to designated access and egress routes
- Maintain awareness of surroundings at all times.

#### Responsible Person

### 15. Emergency response

#### Hazards
- Injury
- Fatality
- Environmental damage

#### Risk
4A

#### Control Measures
- **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
- Refer to your SWMS implementing instructions for further specific emergency responses.

#### Responsible Person

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### Overall Risk Rating after Controls

<table>
<thead>
<tr>
<th>Overall Risk Rating</th>
<th>1 - Low</th>
<th>☒ 2 - Moderate</th>
<th>3 - High</th>
<th>4 - Acute</th>
</tr>
</thead>
</table>

### Permits
- ☐ Not applicable
- ☐ Hot Work
- ☐ Confined Space
- ☐ Local council
- ☐ Hot Work
- ☐ Confined Space
- ☐ Local council

### Site Management Plan
- Is the work associated with a Construction Project? ☐ Yes ☐ No

**If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.**

### Plant & Equipment

<table>
<thead>
<tr>
<th>Item</th>
<th>Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Electrical tools and leads</td>
<td>Tested and tagged quarterly</td>
</tr>
<tr>
<td>☐ Hand tools - Meet AS/NZS</td>
<td>Regular visual inspection</td>
</tr>
<tr>
<td>☐ Ladders - Meet AS/NZS</td>
<td>Inspected and tagged out if damaged</td>
</tr>
<tr>
<td>☐ Mobile plant - specify</td>
<td>Inspected and tagged out if damaged</td>
</tr>
</tbody>
</table>

### Hazardous Substances

List hazardous substances taken on-site and have the SDS onsite.

1. ☐ Audits
2. ☐ Spot Checks
3. ☐ Reporting systems
4. ☐ Suitably qualified supervisors for job
5. ☐ Direct on-site supervision
6. ☐ Remote site: communication systems/schedule

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**DOCUMENT #:** V
**VERSION #:** 1
**DEVELOPED BY:** SafetyCulture All Rights Reserved
**SIGNATURE:**
**ISSUE DATE:**
**REVIEW #:**

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**Page 11 of 12**