### WELDING SAFE WORK METHOD STATEMENT (SWMS)

**Business Contact:**
- **Phone #:**

**Responsible person (for monitoring SWMS and work):**
- **Signature:**
- **Date:**

**Contact Phone #:**

**Principal Contractor (PC):**
- **PC Address:**
- **PC Phone #:**
- **Date SWMS provided to PC:**
- **Job Site Address:**

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

- [ ] Electrical equipment
- [ ] Elevated levels
- [ ] Slips, trips and falls
- [ ] Hazardous substances
- [ ] ?
- [ ] 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
- [ ]

**Footwear must not be worn.**

**Rings, watches, jewellery that may become entangled must not be worn.**

**Long and loose hair must be tied back.**
### Likelihood

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</th>
<th>Score</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost Certain</td>
<td>3 - High</td>
<td>3 - High</td>
<td>4 - Acute</td>
<td>4 - Acute</td>
<td>4 - Acute</td>
<td>4A - Acute</td>
<td>DO NOT PROCEED.</td>
</tr>
<tr>
<td>Likely</td>
<td>2 - Moderate</td>
<td>3 - High</td>
<td>3 - High</td>
<td>4 - Acute</td>
<td>4 - Acute</td>
<td>3H - High</td>
<td>Review before commencing work.</td>
</tr>
<tr>
<td>Possible</td>
<td>1 - Low</td>
<td>2 - Moderate</td>
<td>3 - High</td>
<td>4 - Acute</td>
<td>4 - Acute</td>
<td>4 - Acute</td>
<td>Maintain control measures.</td>
</tr>
<tr>
<td>Unlikely</td>
<td>1 - Low</td>
<td>1 - Low</td>
<td>2 - Moderate</td>
<td>3 - High</td>
<td>4 - Acute</td>
<td>2M - Moderate</td>
<td></td>
</tr>
<tr>
<td>Rare</td>
<td>1 - Low</td>
<td>1 - Low</td>
<td>1 - Low</td>
<td>2 - Moderate</td>
<td>3 - High</td>
<td>3 - High</td>
<td>1L - Low</td>
</tr>
</tbody>
</table>

### Hierarchy of Controls

<table>
<thead>
<tr>
<th>Job Task</th>
<th>Hazards</th>
<th>Risk</th>
<th>Control Measures</th>
<th>Responsible Person</th>
</tr>
</thead>
</table>
| 1.       | Arrival on-site & assess onsite conditions | 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 | 3H   | • Establish an exclusion zone for other workers and the public clearly defined by signage and hazard marking tape or flagging  
• Screens (if used) are undamaged  
• 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  
• Screens (if used) are undamaged. | Supervisor and workers to ensure control measures followed |

#### Fire

<table>
<thead>
<tr>
<th>Risk</th>
<th>Control Measures</th>
<th>Responsible Person</th>
</tr>
</thead>
</table>
| 4A   | • Ensure completed Hot Work Permit available at the site  
• Follow safety precautions on Hot Work Permit  
• Note: Do not conduct work that is not listed on the Hot Work Permit. If other Hot Works are required, obtain Hot Work Permit for that task before starting work  
• Ensure:  
  o Fire protection equipment provided and accessible - Dry Chemical or CO2 fire extinguishers in the immediate vicinity of cylinders (ensure fire extinguishers tested and tagged)  
  o Remove all flammable materials (including waste, rags, solvents, empty drums etc.) |
## Job Task: Hazardous Substances

### Plant & Equipment

- Electrical tools and leads: Tested and tagged quarterly
- Hand tools - Meet AS/NZS: Regular visual inspection
- Ladders - Meet AS/NZS: Inspected and tagged out if damaged
- Mobile plant - specify: Inspected and tagged out if damaged
- ?
- ?
- ?
- ?

### Supervisory Arrangements

- Audits
- Spot Checks
- Reporting systems
- Suitable quality supervisors for job
- Direct on-site supervision
- Remote site: communication systems/schedule

### Hazardous Substances

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

1. ?
2. ?
3. ?
4. ?
5. ?
6. ?
7. ?
8. ?

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## Overall Risk Rating After Controls

- 1 - LOW
- 2 - MODERATE
- 3 - HIGH
- 4 - ACUTE

<table>
<thead>
<tr>
<th>Risk Rating</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Workers have signed out</td>
</tr>
<tr>
<td>2</td>
<td>Workers to comply with controls</td>
</tr>
<tr>
<td>3</td>
<td>Supervisors and workers ensure controls followed</td>
</tr>
</tbody>
</table>

---

## Job Task: Responsible Person

### Job Task: Hazards Risk Control Measures

<table>
<thead>
<tr>
<th>Job Task Completion</th>
<th>Hazards</th>
<th>Risk</th>
<th>Control Measures</th>
</tr>
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</table>
| Fire completion | Fire | 3H | • Check for sparks/smouldering  
• Sign off of Hot Work Permit by the responsible person. |
| Hazardous vapours completion | Hazardous vapours | 3H | • Check gas cylinder valves are turned off & cylinders secure. |
| Burns completion | Burns | 3H | • Remove debris – use gloves. |
| Contact with electricity completion | Contact with electricity | 3H | • 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  
• If safe to do so, remove isolation locks/tags and test appliance for function. |
| Security breach completion | Security breach | 3H | • All personnel sign-out on Site Register. |
| Vehicle/people impact completion | Vehicle/people impact | 4A | • Stay to designated access and egress routes  
• Maintain awareness of surroundings at all times. |

### Emergency Response

- **Injury**
- **Fatality**
- **Environmental Damage**

**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.*

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## Overall Risk Rating After Controls

- 1 - LOW
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<tr>
<th>Plant &amp; Equipment</th>
<th>Hazardous Substances</th>
<th>Supervisory Arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Electrical tools and leads</td>
<td>Tested and tagged quarterly</td>
<td>□ Audits</td>
</tr>
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<td>□ Hand tools - Meet AS/NZS</td>
<td>Regular visual inspection</td>
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<td>Inspected and tagged out if damaged</td>
<td>□ Reporting systems</td>
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<td>□</td>
<td></td>
<td>□ Direct on-site supervision</td>
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<tr>
<td>□</td>
<td></td>
<td>□ Remote site: communication systems/schedule</td>
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