

FENCING SAFE WORK METHOD STATEMENT (SWMS)












Business Contact:	Phone #:	Principal Contractor (PC):
Person responsible for monitoring and managing SWMS and activity?		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

- | | | | | |
|--|--|---|--|---|
| <input type="checkbox"/> Electrical equipment | <input type="checkbox"/> Elevated levels | <input type="checkbox"/> Slips, trips and falls | <input type="checkbox"/> Hazardous substances | <input type="checkbox"/> ? |
| <input type="checkbox"/> Hot Work | <input type="checkbox"/> Hazardous manual tasks | <input type="checkbox"/> Outdoor work | <input 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)

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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 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 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	
											Rings, watches, jewellery that may become entangled must not be worn. Long and loose hair must be tied back.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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	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. Planning & preparation	Property encroachment / legislative breach	3H	<ul style="list-style-type: none"> If on the property boundary, ensure neighbours are informed before work commencing work Approvals/permits are in place if required, e.g. accessing adjoining properties, vegetation-clearing permits etc. Ensure fence design specifications are written in a clear manner that installers can understand <ul style="list-style-type: none"> Specifications should include drawings and measurements to clearly show this information Ensure the fence location is correctly determined Consider appropriate (and calibrated) locating equipment. 	Supervisor to check boundaries & setup Buddy System
	Emergency	4A	<ul style="list-style-type: none"> A 'Buddy' system must be utilised at all times when working alone or in remote areas. Ensure: <ul style="list-style-type: none"> GPS locator on relevant worker's vehicles Mobile phone (with service in the work area, pre-programmed with emergency numbers) Mobile & satellite phones and EPIRB are fit for purpose Phones tested before departure Phones have spare, fully charged batteries and facilities for continuous charging. 	
2. HRCW Arrival on-site & assess onsite conditions	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 If unanticipated hazards are identified, complete a JSA specifying the control measures. 	Supervisor to check the site and conduct JSA where necessary

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
8. HRCW Materials delivery	<ul style="list-style-type: none"> Struck by mobile plant Crush injuries Amputation Entanglement Fatality 	4A	<ul style="list-style-type: none"> Follow the traffic management plan (TMP) requirements <ul style="list-style-type: none"> Some TMP may say that pedestrians have the right-of-way. Never assume this. Make visual and verbal contact with the plant operator as required Ensure an effective system of communication between machine operator, spotter, dogman, rigger and ground workers is established before work commences Workers must be trained in the procedures involved before the work commencing Check constantly for changing hazards and monitor work position at all times, ensure: <ul style="list-style-type: none"> Do not stand behind reversing vehicles Allow sufficient distance from the plant during operation No work is conducted in established "no go zones" for pedestrians Alertness at all times. Listen for reversing alarms/beepers & calls from Plant Operators Safety/warning signs, spotters, traffic barriers, must be obeyed as required Work positions should be in clear sight of plant operators Groundworkers are instructed: <ul style="list-style-type: none"> Not to approach mobile plant until the operator has agreed to their request to and Onset distances to maintain from the mobile plant while in operation Are made familiar with the blind spots of the mobile plant High visibility clothing worn at all times by all workers. 	Supervisor and workers to ensure control measures followed
	<ul style="list-style-type: none"> Struck by vehicle Injury to public 	4A	<ul style="list-style-type: none"> Where delivering roadside or other public places, an alternative footpath will be provided and protection fitted around the work area to prevent splash occurring to passers-by Where necessary, traffic control will be put in place to provide safe road use If setting up roadside – comply with local laws and permits Erect any barriers & signage necessary to keep others safe and aware Use a spotter to assist drivers reversing in the dark, low clearance or high traffic areas. 	
9. HRCW Clearing, marking fence line & post hole digging	Property encroachment	3H	<ul style="list-style-type: none"> Ensure fence design specifications are written clearly that installers can understand <ul style="list-style-type: none"> Specifications should include drawings and measurements to clearly show this information Ensure the fence location is correctly determined Consider appropriate (and calibrated) locating equipment. 	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any
	Contact with underground assets	4A	<ul style="list-style-type: none"> Ensure underground services have been identified and marked accurately for depth and position: <ul style="list-style-type: none"> Contact Dial Before You Dig Use accredited cable locator contractor to test the area Contact relevant authorities/companies for 'as constructed' plans if necessary Hand excavate using a shovel to locate services and mark out before any digging Use "Potholing" techniques if required: <ul style="list-style-type: none"> Use extreme care when working near gas mains 	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> ○ Use aids where possible (lifting bars, handles etc.) • Manual digging: <ul style="list-style-type: none"> ○ Follow correct lifting and turning technique when using shovels ○ The blade is kept sharp ○ Start hole at centre with crowbar & work to the outside of hole breaking in towards the centre. 	
	Cuts, abrasions	3H	<ul style="list-style-type: none"> • Always cap pegs/pins with an approved capping device • Use gloves when handling blades or sharp items. 	
	Eye trauma	3H	<ul style="list-style-type: none"> • DO NOT look directly at laser beams. 	
	Noise	3H	<ul style="list-style-type: none"> • Ensure that the noise a worker is exposed to at the workplace does not exceed the exposure standard for noise (85dB averaged) • Hearing protection for workers is required, ensure: <ul style="list-style-type: none"> ○ To wear ear protection (earplugs are not sufficient protection by themselves) ○ It is worn throughout exposure to noise. 	
10. HRCW Setting posts	Falling posts	3H	<ul style="list-style-type: none"> • Ensure the post is buried deeply enough that it will not pull out under tension • Set the first post to correct height and temporarily brace • Backfill around the post with concrete ensuring post is plumb and concrete is mounded slightly around the post to prevent pooling water. 	<p>Supervisors to check all controls in place and followed</p> <p>Workers to follow controls and make supervisor aware of any issues</p>
	<ul style="list-style-type: none"> • Cement burns • Dermatitis • Skin sensitivities 	3H	<ul style="list-style-type: none"> • Ensure PPE is worn as per SDS recommendations • Avoid bare skin contact with wet cement wherever possible • Remove jewellery such as watches and rings as wet cement can be trapped under them • Ensure gumboots or other waterproof boots are worn at all times to keep feet dry • Wear waterproof/alkali resistant gloves when directly handling wet cement • Where practicable, wear long pants and long sleeve shirt to avoid contact with wet cement • Clothing that becomes saturated from contact with wet cement should be rinsed out as soon as possible with clear water to prevent continued contact with skin • Wash off immediately should contact occur • Note: Barrier creams are generally ineffective as a form of protection against contact sensitivities with wet cement. 	
	<ul style="list-style-type: none"> • Struck by plant • Hose whip 	4A	<ul style="list-style-type: none"> • When having concrete delivered - reversing concrete trucks or concrete pump ensure: <ul style="list-style-type: none"> ○ Chutes are locked in place or, controlled to prevent uncontrolled swinging ○ Never stand between a concrete truck and pump hopper ○ Always maintain visual contact with drivers' mirrors ○ (Remember: if you can't see the driver – he can't see you!) ○ Use a spotter where practicable to direct concrete trucks on site 	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> Follow the manufacturer's instructions for safe use of the cutting tools Do not pick up or handle cut edges of the sheeting Wear laceration/puncture-resistant gloves. 	
	Eye trauma	3H	<ul style="list-style-type: none"> When drilling holes in components ensure appropriate eye protection is worn Always wear a welding mask, with suitable lens rating, when welding Make other people aware of welding operations and not to look at the flash Ensure an opaque screen is used to protect the eyes of others within the vicinity of welding operations. 	
12. Working with hand & power tool use	<ul style="list-style-type: none"> Electrocution Injury Tool malfunction Fire 	3H	<ul style="list-style-type: none"> Use tools only for the purpose specified by the manufacturer Pre-inspect and operate tools following the manufacturer's instructions Ensure operations manual is available, read and understood All power tools and leads are Tested and Tagged and are current Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices ⚠ Do not use plug top RCD's fitted to power tools as the RCD cannot be tested Ensure switchboards have appropriately rated circuit breaker Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing setups or repairing If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures. 	Supervisor and workers to ensure control measures followed
13. Hazardous chemical use, e.g. silicone, cleaning solutions etc.	Contact with hazardous chemicals	3H	<ul style="list-style-type: none"> Follow directions of use for <i>(specify the chemicals)</i> Consult SDS for the product Use PPE as per the SDS - <i>specify</i> Use with adequate ventilation Chemical resistant gloves for prolonged exposure ⚠ DO NOT: <ul style="list-style-type: none"> <i>* Eat or drink when handling chemicals</i> <i>* Eat or drink without washing hands thoroughly first</i> <i>* Take food into the work area where chemicals are being used or stored</i> <i>* Wear contaminated PPE in areas outside the work zone, such as eating areas.</i> 	Supervisor and workers to ensure control measures followed
	<ul style="list-style-type: none"> No Safety Data Sheets (SDS) Poor labelling 	3H	<ul style="list-style-type: none"> SDS is obtained for all chemicals and is accessible: ensure current (issue date with five years) <ul style="list-style-type: none"> Implement all controls as per label and SDS Before mixing any chemicals, check for compatibility and refer to SDS All containers (original container or decanted portions) supplied for use at a workplace, must have a label with all required details listed. If a container is not correctly labelled, it must not be used Ensure the correct chemical handling equipment is available and in good condition 	



Business Name:

Business Address:

ABN/NZBN:

PERMITS		<input type="checkbox"/> Not applicable <input type="checkbox"/> Hot Work <input type="checkbox"/> Confined Space <input type="checkbox"/> Local council <input type="checkbox"/> ? <input type="checkbox"/> ?					
PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES	SUPERVISORY ARRANGEMENTS				
<input type="checkbox"/> Electrical tools and leads	Tested and tagged quarterly	<i>List hazardous substances taken on-site and have the SDS on-site.</i> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12.	<input type="checkbox"/> Audits <input type="checkbox"/> Spot Checks <input type="checkbox"/> Reporting systems <input type="checkbox"/> Suitably qualified supervisors for job <input type="checkbox"/> Direct on-site supervision <input type="checkbox"/> Remote site: communication systems/schedule				
<input type="checkbox"/> Hand tools - Meet AS/NZS	Regular visual inspection						
<input type="checkbox"/> Ladders - Meet AS/NZS	Inspected and tagged out if damaged						
<input type="checkbox"/> Mobile plant- <i>specify</i>	Inspected and tagged out if damaged						
<input type="checkbox"/> ?							
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SWMS SIGN-OFF			This SWMS has been developed in consultation and cooperation with workers and relevant organisation representatives. I have read the above SWMS, and I understand its contents. I confirm that I have the skills and training, including relevant certification, to conduct the task as described. I agree to comply with safety requirements within this SWMS, including risk control measures, safe work instructions and PPE described.				
WORKERS' NAME	SIGNATURE	JOB ROLE / POSITION E.G. SUPERVISOR, WORKER, TRAINEE	DATE	WORKERS' NAME	SIGNATURE	JOB ROLE / POSITION SUPERVISOR, WORKER, TRAINEE	DATE
E.g. Jack Morris		Supervisor	12/12/2019				