

Business Name:

Business Address:

ABN/NZBN:

MAKE SAFE SAFE WORK METHOD STATEMENT (SWMS)






Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person <i>(for monitoring SWMS and work)</i> :		Job address:
Signature:	Date:	PC Phone #: Date SWMS provided to PC:
Contact Phone #:		Contact Phone #:

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

- | | | | | |
|--|--|--|---|---|
| <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 type="checkbox"/> ? |
| <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 checked="" type="checkbox"/> Waste | <input type="checkbox"/> Vehicle movement |
| <input type="checkbox"/> Fuels, oils & chemicals | <input type="checkbox"/> Terrestrial fauna | <input checked="" 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 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 checked="" 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 checked="" type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor | <input checked="" 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, 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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	Emergency	4A	<ul style="list-style-type: none"> Develop and implement a communication protocol: <ul style="list-style-type: none"> Mobile phones to be kept on the worker at all times and switched on Mobile phone (with service in work area, pre-programmed with emergency numbers) Workers call supervisor upon arrival and departure, and regular call-ins made Supervisor must have address details, expected arrival/departure Supervisors have details of the worker's vehicle (registration, colour make, model) Workers to attend only the site-directed by Supervisor Establish code words to indicate that a worker is in a threatening situation Emergency procedures in place if call-ins not followed or communication lost with worker <i>Note: Call-in times must be agreed with worker & supervisor & based on the risk level expected at the site. Identify aggression/risk of violence where possible. Include:</i> <ul style="list-style-type: none"> Resident history and personal circumstance Times and occasions when two workers are required on-site to assist personal safety Provide adequate resources to allow workers to get to the residence at the agreed time Do not undertake work at night if poor weather conditions prevail. Cease work in a safe manner if the weather deteriorates during the night All workers must wear high visibility vests, ensure they are effectively visual at night Do not continue with work if the lighting is inadequate. Stop and source more lighting before completing the job Use suitable lighting; include portable floodlighting and operator headlamps as applicable. <ul style="list-style-type: none"> ⚠ No worker should work alone on the site at night. 	Supervisor to implement controls
	<ul style="list-style-type: none"> Infection Disease 	4A	<ul style="list-style-type: none"> Ensure vaccinations (such as Hepatitis B, tetanus) offered to staff 	
2. HRCW Arrival on-site	Lack of notification	3H	<ul style="list-style-type: none"> Follow the Communication and Call-in Logs and notify the nominated contact person at the main office, depot or contact point when you have arrived at the site. 	Supervisor to check the site

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	(MSD) injuries		<ul style="list-style-type: none"> Do not use extreme force to move items Hold lifted objects close to the body whenever possible Keep knees bent and back straight and lift, unload keeping knees bent Use team lifts and mechanical means for heavy items Schedule regular breaks and practice job rotation Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending. 	to follow control measures
12. Temporary fence barricades	<ul style="list-style-type: none"> Struck by vehicle Pedestrian movement 	4A	<ul style="list-style-type: none"> Utilise barricades, signs, and traffic controllers as required. Consider: <ul style="list-style-type: none"> Safe detours for pedestrians if existing pathways are affected Reversing vehicles, roadway obstruction, and other factors as required Provide information to workers and other persons on-site advising them of the exclusion zones Provide supervision so that no unauthorised person enters an exclusion zone Use traffic control where necessary: <ul style="list-style-type: none"> Only accredited traffic controllers are to perform traffic control duties Traffic controllers must have the required accreditation to perform traffic control duties Traffic controllers must have sufficient experience to set up and control traffic safely and efficiently. 	Supervisor and workers to follow control measures
	<ul style="list-style-type: none"> Hazardous manual tasks MSD Cuts Laceration 	3H	<ul style="list-style-type: none"> Ensure there are sufficient number of workers for the task to allow for rapid fence construction Movement of material from the delivery point to the installation area usually represents the greatest opportunity for damage or injury: <ul style="list-style-type: none"> Use hand trucks to move heavy materials Lift within physical capabilities of individual Unload and place base blocks. Handle only one fencing foot at a time Use team-lifts for fence panels Clamp the fencing bracket using a battery-operated drill. 	
13. HRCW Bracing	Unstable conditions/structure	4A	<p>⚠ If on assessment it is found that the structure is not stable or conditions are extreme to make safe <i>DO NOT PROCEED</i></p> <p>⚠ The property must be barricaded with temporary fencing and signed 'Do not enter.'</p>	Supervisor and workers to follow control measures
	Structural collapse	4A	<ul style="list-style-type: none"> Wear Hard hats Remove materials sequentially for access Measure and cut bracing timbers and boards to size Continually monitor structure for stability. If unsure if structure safe to work with check with a supervisor to confirm Ensure installed props/bracing is inspected by a competent person once installed Make supervisor immediately aware if unforeseen circumstances arise (e.g. missing or damaged) 	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON	
			<ul style="list-style-type: none"> Park vehicle in a safe manner Ensure adequate space above and behind the vehicle for tailgate operation 		
	Falling / flying objects	3H	<ul style="list-style-type: none"> Release ties slowly and remove the tarpaulin Do not unload in high winds. 		
	Hazardous manual tasks - MSD	3H	<ul style="list-style-type: none"> Ensure leather (or impervious) gloves are worn and in good condition For hand unloading – check load is stable, decide appropriate unloading sequence, use team lifting and work from the ground wherever possible Ensure: All workers follow manual handling techniques when unloading by hand. 		
25. HRCW On completion	Lack of notification	3H	<ul style="list-style-type: none"> Follow the Communication and Call-in Logs and notify the nominated contact person that you are leaving the site. 	Supervisor and workers to follow control measures	
	<ul style="list-style-type: none"> Infection Disease 	3H	<ul style="list-style-type: none"> Workers wash hands, arms and face and any exposed skin with soap (preferably anti-bacterial) and warm water on completion and before eating, drinking or smoking. 		
26. HRCW 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 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. 	Supervisor and workers to follow control measures

OVERALL RISK RATING AFTER CONTROLS

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

PERMITS
 Not applicable
 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		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 onsite.</i> 1. 2. 3. 4. 5.	<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"/> ?			