

SAFE WORK METHOD STATEMENT (SWMS) PART 1			
ACTIVITY: <i>(enter activity)</i>			JOB #:
BUSINESS NAME:			ABN:
BUSINESS ADDRESS:			
BUSINESS CONTACT:			PHONE #:
SWMS APPROVED BY: EMPLOYER / PCBU / DIRECTOR / OWNER.			
NAME:			
SIGNATURE:			DATE:
PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS:			
PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS:			
RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.			ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.
NAME	SIGNATURE	DATE	<p>Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards. Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons. Amendments must be approved by _____ and communicated to all affected workers before work resumes.</p> <p>SWMS must be made available for inspection or review as required by WHS legislation.</p> <p>Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).</p>
PRINCIPAL CONTRACTOR DETAILS <i>(The builder or the organisation you are working for.)</i>			
PRINCIPAL CONTRACTOR (PC):		PROJECT NAME:	DATE SWMS PROVIDED TO PC:
PROJECT ADDRESS:			
PROJECT MANAGER (PM):		PM SIGNATURE:	CONTACT PH. #:
SWMS SCOPE: This SWMS covers the preparation, planning and conduct of work in a rail corridor. This document is intended for use as an attachment, to be used in addition to the relevant SWMS for the specific work being conducted in a rail corridor.			

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK"


- Confined Spaces
- Mobile Plant
- Demolition
- Asbestos
- 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 more than 2m, 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 risk of drowning

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	Most EFFECTIVE
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.	ELIMINATION	↑ ↓
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.	SUBSTITUTION	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.	ISOLATION	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.	ENGINEERING	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.	ADMINISTRATIVE	
								PPE	Least EFFECTIVE

PERSONAL PROTECTIVE EQUIPMENT (PPE): ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	FALL ARREST	
											Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS MAY BE PURCHASED AT [HTTP://WWW.SAIGLOBAL.COM](http://www.saiglobal.com)

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
	Night works	3H	<p><i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i></p> <ul style="list-style-type: none"> • Use Spotters as required to ensure vehicles / equipment / materials and workers do not breach exclusion zones • Plant, equipment, vehicles and people will cast shadows, and allowance must be made to install and/or move portable lighting to reduce dark zones as required. • Luminous (fluoro) triangles/bollards to be positioned to assist with traffic management and worker zones wherever possible. For example, mark out the perimeter of the load/unload area to help guide drivers and to warn workers on the ground of moving vehicles. 	2M	
2. Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.	3H	<p>⚠️ Check workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs.</p> <ul style="list-style-type: none"> • Ensure all persons working within rail corridor (15m from outer tracks or between track and fence line) have undergone formal Rail Industry Safety Induction and certificate of competencies as required • All persons who are required, or may be required for their work to enter a part of the Rail Corridor which is deemed to be an Electrical Traction Corridor must have successfully completed Electrical Safety Awareness training. <p><i>List additional licences and competencies required in Part 2 of this SWMS (Page 12)</i></p> <ul style="list-style-type: none"> • All required work licences must be current • Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include: <ul style="list-style-type: none"> ○ Reporting procedures for incidents ○ Use of supervision where required (e.g. new starters or new equipment) ○ Ensure supervisors are suitably experienced in the type work to be conducted ○ An adequate number of workers are trained to administer first aid or workers have access to an adequate number of people who have been trained to administer first aid ○ All workers are trained in this SWMS. 	2M	
3. Conduct Risk Assessment 	Lack of a clear assessment may lead to personal injury, property damage &/or environmental incident.	4A	<p>Risk Assessment step 1</p> <ul style="list-style-type: none"> • Identify all hazards. Assess site. Consider: <ul style="list-style-type: none"> ○ What type of work is to be performed? ○ Will the work be undertaken during day / night / peak? ○ How close will workers be from the rail infrastructure? ○ What permission is required to undertake work? ○ Expected work duration: <ul style="list-style-type: none"> ▪ Long Term - day/night operations – site may be left unattended ▪ Mobile Works - vehicles continually moving, obstructing/partially obstructing line 	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
			<ul style="list-style-type: none"> • Vehicle stopped in safe- level position. Consider environmental factors: <ul style="list-style-type: none"> ○ Park out of line of traffic (ensure far enough from road to be safe) ○ Consider sun in oncoming driver eyes ○ Vehicle is not positioned on crest or bend of road ○ Make allowance for low visibility (Night-time, fog, rain) • Turn vehicle hazard lights on • Put reflective hi vis safety vest on before commencing operations • Ensure there is adequate clearance between barrier and work area. 		
5. Working & delivery of materials & equipment	Struck by train (working in rail corridor)	3H	<ul style="list-style-type: none"> • Ensure an effective system of communication between PO and contract workers is established before work commences • Relevant workers must be trained in the procedures involved prior to the work commencing • No loose items may be deposited adjacent to or on the train tracks • Contract workers are aware of Danger Zones and Safe Places 	2M	
	Contact with the public	3H	<ul style="list-style-type: none"> • On-platform deliveries only during off peak times (0900-1500hrs) • If delivering roadside – comply with local laws and permits • Signage in place to caution persons not to enter work exclusion zone barricading and signage installed to, concourse, stairs, overbridge and platforms as necessary • Use spotter where necessary (spotter to have no other tasks) • Material to be stored in material storage area. Separate from public access • Ensure all access doors and gates are returned to required position (open or closed) after completing delivery • No works permitted inside Danger Zone, stay behind yellow line follow all PO instructions. 	2M	
	Aggressive persons	3H	<ul style="list-style-type: none"> • Workers / employees: <ul style="list-style-type: none"> ○ Are to cease operations if they encounter anyone who makes them feel uncomfortable or that is acting suspiciously and report back to the supervisor ○ Should always work in teams and should not work alone at any time during the activity. 	2M	
	Damage to infrastructure	3H	<ul style="list-style-type: none"> • No equipment or fixtures to be attached to rail corridor infrastructure, buildings etc. without written authority • Any damage to rail corridor infrastructure observed when carrying out the work or, caused as a result of the work must be reported immediately. 	2M	
	Contact with electricity	4A	<ul style="list-style-type: none"> • Do not work within Danger Zones of railway tracks (3m horizontal from outermost tracks) or 6.4 m of electrical installations without an appointed Protection Officer 	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
6. Working roadside (crossings etc.)	Contact with traffic	4A	<ul style="list-style-type: none"> • Ensure, where barriers are present that workers do not go beyond barriers • Traffic controllers, ensure: <ul style="list-style-type: none"> ○ Speed limit of <40km/h is maintained where a traffic controller is present ○ Stand clear of the travel path & hold the Stop/Slow bat so that it is clearly visible. Stay alert at all times ○ Do not stand on the carriageway until approaching traffic has stopped ○ Stand facing the traffic, DO NOT turn your back to traffic ○ Where there are multiple controllers and they do not have line-of-sight to each other, radio contact/intermediate communicators must be used ○ Give clear instructions to road users ○ Always have a clear escape path ○ The controller is easily seen by approaching traffic and not obscured by signage etc. 	2M	
	Unauthorised access from public	4A	<ul style="list-style-type: none"> • Maintain exclusion zone as required • Maintain a safe working distance from public when using tools or equipment • If the exclusion zone is breached cease work immediately. 	2M	
7. Hazardous atmospheres/ materials	Contact with hazardous materials	4A	<ul style="list-style-type: none"> • Seek information from a competent person regarding the presence of lead and/or asbestos ⚠ <i>If there is a presence of asbestos for this task, ensure a separate, dedicated SWMS is in place and that all workers/employees have relevant training and licensing.</i> • Environmental requirements for disposal are identified for the project in accordance with environmental regulatory obligations and applied • Options for the management and treatment of preexisting lead-based paints in buildings is considered and determined in accordance with regulatory requirements. 	2M	
	Atmospheric hazard - poor air quality/ chemical exposures	4A	<ul style="list-style-type: none"> ⚠ <i>If work involves an identified Confined Space, a separate, dedicated 'Confined Spaces SWMS' is required to be used in conjunction with this SWMS.</i> • Ensure a confined space entry permit is issued for each confined space entry. 	2M	
8. End of shift	Slip, trip and falls	3H	<ul style="list-style-type: none"> • Clean up tools and any waste ensuring the site is left in clean and tidy condition • Clean debris and ensure rubbish removed from area. 	2M	
	Faulty / missing equipment	3H	<ul style="list-style-type: none"> • All tools and equipment is check for operational readiness for next work site. Tag out anything that requires maintenance. 	2M	
	Public safety	3H	<ul style="list-style-type: none"> • If acceptable, remove barricades, contact supervisor and return as agreed. 	2M	

SAFE WORK METHOD STATEMENT (SWMS) PART 2

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. 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.

OVERALL RISK RATING AFTER CONTROLS 1 Low 2 MODERATE 3 High 4 ACUTE

WORKERS' NAME	JOB ROLE / POSITION	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
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