

Business Name:

Business Address:

ABN/NZBN:

REMOTE - ISOLATED WORK SAFE WORK METHOD STATEMENT (SWMS)












Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		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"/> Silica dust |
| <input type="checkbox"/> Hot Work | <input 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 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)

- | | | | |
|--|--|---|---|
| <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	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
											
<input checked="" 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 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
-----------------------	----------------	-------------	--------------	-----------	-------------	----------------	-----	-----------------

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
1. Prepare a Remote / Isolated Work Plan	Remote area emergency	4A	<ul style="list-style-type: none"> A signed copy must be taken by workers to the Remote/Isolated workplace each day, and a copy must be kept by the Responsible Supervisor at home base and/or head office All relevant workers scheduled to work in the remote area are supplied with Personal Location Beacons (PLB) All vehicles used to transport crew to remote locations are carrying Emergency Position Indicating Radio Beacon (EPIRB) onboard vehicle: <ul style="list-style-type: none"> Cabin roof is clearly marked with a specific identification number (for Helicopter Id.) Complete a Departure Checklist. 	Supervisor
2. Planning	Lack of amenities	3H	<ul style="list-style-type: none"> Ensure that workers have access to workplace amenities: <ul style="list-style-type: none"> Suitable accommodation including but not limited to power, air conditioning, toilets, refrigeration for food and drinks, showers Adequate supplies, including food and water, for the duration of the project. 	Supervisor
3. Powered mobile plant & equipment	<ul style="list-style-type: none"> Personal injury Equipment faults 	3H	<ul style="list-style-type: none"> Ensure all mobile machinery and plant is provided with: <ul style="list-style-type: none"> Manufacturers operating instructions Daily inspection checklist Logbook All hand tools are free of damage maintained Work crew are carrying spare PPE All powered equipment is correctly guarded and operated by competent workers. 	Supervisor
4. Training	Lack of training or the assessment of capability may lead to personal	3H	<ul style="list-style-type: none"> All workers scheduled to work in the remote area and/or to work in isolation/alone are: <ul style="list-style-type: none"> Clear instructions on the emergency procedures for remote area work Are familiar with the location and use of all emergency equipment Understand the seriousness of maintaining communication with the nominated communication person at "base." 	Supervisor

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
9. Emergency response	<ul style="list-style-type: none"> Injury Fatality Environmental damage 	4A	<p>⚠ FOLLOW EMERGENCY RESPONSE PROTOCOLS</p> <p>CALL 000 IMMEDIATELY (If the mobile phone is out of range use 112)</p> <ul style="list-style-type: none"> If contact cannot be made by 2-way radio or phone and there is a grave and imminent danger to life, then the EPIRB should be deployed. <i>When activated, it will emit a distinctive radio signal continuously for up to 4 days on the international distress frequencies.</i> The EPIRB must remain activated until rescue has been completed The nominated contact person must ensure speedy notification of emergency services in the event of EPIRB or a Personal Location Beacon (PLB) being activated Call for assistance from the remote area worker/crew Complete an incident report. 	Supervisors and workers ensure controls are followed
	Failed check-in	4A	<p>⚠ In the event of a failed check-in being met the following steps will be taken:</p> <ol style="list-style-type: none"> Contact to give the remote person/team one hour grace to allow for minor communications issues black spot reception, lost track of time. Attempt to communicate with person/team via alternative contacts such as other team member phone or radio. From two hours, overdue, attempt to communicate via alternative contacts such as other team member phone, or other persons in the field team vicinity such as local service station owners, local hotels From three hours, overdue should be made with Emergency services in the area the field team was last reported and explain the situation. (This will generally be the closest local police station to the field team) After emergency services are notified, nearest kin or other listed contacts should be contacted and made aware of the situation, including actions that have been taken. 	

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	<p><i>List hazardous substances taken on-site and have the SDS on-site.</i></p> <ol style="list-style-type: none"> 	<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"/> ?			