**SCREEN INSTALLATION (WINDOWS/DOORS) SAFE WORK METHOD STATEMENT (SWMS)**

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

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

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

**Contact Phone #:**
- **Job Site Address:**

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazard</th>
<th>Icon</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical equipment</td>
<td></td>
<td>☑</td>
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<tr>
<td>Elevated levels</td>
<td></td>
<td>☑</td>
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<tr>
<td>Slips, trips and falls</td>
<td></td>
<td>☑</td>
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<tr>
<td>Hazardous substances</td>
<td></td>
<td>☑</td>
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<tr>
<td>Silica dust</td>
<td></td>
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<tr>
<td>Hot Work</td>
<td>Hazardous manual tasks</td>
<td>☑</td>
</tr>
<tr>
<td>Outdoor work</td>
<td></td>
<td>☑</td>
</tr>
<tr>
<td>Remotely &amp;/or isolated work</td>
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<td>☑</td>
</tr>
<tr>
<td>Noise and vibration</td>
<td>Native vegetation &amp; weeds</td>
<td></td>
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<tr>
<td>Air quality</td>
<td>Waste</td>
<td>☑</td>
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<tr>
<td>Vehicle movement</td>
<td></td>
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<tr>
<td>Fuels, oils &amp; chemicals</td>
<td>Terrestrial fauna</td>
<td>☑</td>
</tr>
<tr>
<td>Waterways &amp; soils</td>
<td></td>
<td>☑</td>
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<tr>
<td>Cultural heritage</td>
<td></td>
<td>☑</td>
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<tr>
<td>Fuel</td>
<td></td>
<td></td>
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<tr>
<td>Energised electrical installations or services</td>
<td></td>
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<tr>
<td>Confined spaces</td>
<td></td>
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<tr>
<td>Mobile plant movement</td>
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<tr>
<td>Demolition of a load-bearing structure</td>
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<tr>
<td>Asbestos disturbance</td>
<td></td>
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<tr>
<td>Using explosives</td>
<td>Diving work</td>
<td></td>
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<tr>
<td>Pressurised gas distribution mains or piping</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemical, fuel or refrigerant lines energised electrical installations or services</td>
<td></td>
<td></td>
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<tr>
<td>Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse</td>
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<tr>
<td>Involves a risk of a person falling from 2m or more, including work on telecommunications towers</td>
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<tr>
<td>Working at depths greater than 1.5 Metres, including tunnels or mines</td>
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<tr>
<td>Work carried out adjacent to a road, railway or shipping lane, traffic corridor</td>
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<tr>
<td>In or near water or other liquid that involves the risk of drowning</td>
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</tbody>
</table>

### FOOT PROTECTION
- **[]{foot_icon}**

### HEARING PROTECTION
- **[]{ear_icon}**

### HIGH VISIBILITY
- **[]{vest_icon}**

### HEAD PROTECTION
- **[]{helmet_icon}**

### EYE PROTECTION
- **[]{goggles_icon}**

### FACE PROTECTION
- **[]{mask_icon}**

### HAND PROTECTION
- **[]{glove_icon}**

### PROTECTIVE CLOTHING
- **[]{suit_icon}**

### BREATHING PROTECTION
- **[]{respirator_icon}**

### SUN PROTECTION
- **[]{sunglasses_icon}**

### SAFETY HARNESS
- **[]{harness_icon}**

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**FOOT PROTECTION**
- Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
### Job Task: Working outdoors

**Hazards:**
- Extreme weather
- Hyperthermia
- Hypothermia

**Risk:** 3H

**Control Measures:**
- Check weather conditions – do not work in extreme conditions
- Reschedule works to work in more moderate temperatures.
- Ensure that workers are trained to recognise the symptoms of hyperthermia and hypothermia
- **Hot conditions:**
  - Suitable protective clothing
  - Sun brim on hard hats
  - Safety glasses - UV rated
  - Use 30+ sunscreen on exposed skin
  - Adequate drinking water
  - Access to shade on breaks
- **Cold conditions:**
  - Schedule warm-up breaks
  - Hold breaks inside
  - Dress warmly in layers
  - Stay dry (wet clothing chills the body rapidly)
  - Workers must get out of the cold as soon as they can if starting to feel symptoms
  - Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold.

**Responsible Person:**
- Supervisor to maintain awareness of weather conditions
- Operator to follow controls

### Job Task: Arrival on-site & assess onsite conditions

**Hazards:**
- Personal injury
- Property damage
- Environmental incident

**Risk:** 3H

**Control Measures:**
- Work 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 of unanticipated hazards.

**Responsible Person:**
- Supervisor to check the site and conduct JSA where necessary

### Job Task: Work area set-up

**Hazards:**
- Unauthorised access to the work area

**Risk:** 3H

**Control Measures:**
- Establish an exclusion zone for other workers and the public. I.e. those not associated with the activity. This zone should be clearly defined by signage and hazard marking tape or flagging
- Maintain awareness of unauthorised persons attempting to enter or entering the work area

**Responsible Person:**
- Supervisors & Workers to follow 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>
| Vehicle/people impact    | 4A                          | Stay to designated access and egress routes  
Maintain awareness of surroundings at all times. | comply with controls                |
| 10. Emergency response   | • Injury                    | 4A   | • 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. | Supervisors and workers ensure controls followed |

### OVERALL RISK RATING AFTER CONTROLS

- 1 - Low
- 2 - Moderate
- 3 - High
- 4 - Acute

#### 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: Inspected and tagged out if damaged
- ?

#### HAZARDOUS SUBSTANCES

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

#### SUPERVISING ARRANGEMENTS

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

#### 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.

#### SWMS SIGN-OFF

This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. I have read the above SWMS, and 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.

<table>
<thead>
<tr>
<th>WORKERS’ NAME</th>
<th>JOB ROLE / POSITION</th>
<th>LICENCES, COMPETENCIES &amp; QUALIFICATIONS (add as applicable)</th>
<th>DATE</th>
<th>SIGNATURE</th>
</tr>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Type / Description</td>
<td>Class</td>
<td>Number</td>
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<td>Construction Card</td>
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