

Business Name:

Business Address:

ABN/NZBN:

## SITE ESTABLISHMENT SAFE WORK METHOD STATEMENT (SWMS)












Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		Job Address:
Signature:	Date:	PC Phone #: <span style="float: right;">Date SWMS provided to PC:</span>
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"/> Silica dust                 |
| <input type="checkbox"/> Hot Work                           | <input checked="" type="checkbox"/> Hazardous manual tasks    | <input checked="" type="checkbox"/> Outdoor work           | <input type="checkbox"/> Remotely &/or isolated work     | <input type="checkbox"/> ?                           |
| <input checked="" type="checkbox"/> Noise and vibration     | <input checked="" type="checkbox"/> Native vegetation & weeds | <input checked="" type="checkbox"/> Air quality            | <input checked="" type="checkbox"/> Waste                | <input checked="" type="checkbox"/> Vehicle movement |
| <input checked="" type="checkbox"/> Fuels, oils & chemicals | <input checked="" type="checkbox"/> Terrestrial fauna         | <input checked="" type="checkbox"/> Waterways & soils      | <input checked="" 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 checked="" 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 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 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>

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	<b>DO NOT PROCEED.</b>
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	Contact with underground & overhead utility assets, e.g. electricity, gas, water	4A	<ul style="list-style-type: none"> <li>Refer to your State/Territory Guidance Material for working distances, i.e. No Go Zones.</li> <li>If a permit to work obtained, always work within the terms of the permit. (have a copy of the permit on-site)</li> <li>Assume overhead, and underground electrical lines energised unless the following is sighted:               <ul style="list-style-type: none"> <li>An access authority confirming the electrical lines have been de-energised, or</li> <li>A written document from the utility owner permitting work in the no-go zone.</li> </ul> </li> <li>Property is correctly identified, i.e. lot/plan numbers correspond, and boundaries located and clearly marked</li> <li>Work planned to minimise impacts on neighbouring properties</li> </ul>	Supervisor to undertake all planning processes
2. Working outdoors	Extreme weather	3H	<ul style="list-style-type: none"> <li>Check weather conditions – do not work in extreme conditions</li> <li>Reschedule works to work in more moderate temperatures.</li> </ul>	Supervisor to maintain awareness of weather conditions  Operator to follow controls
	Hyperthermia Hypothermia	3H	<ul style="list-style-type: none"> <li>Ensure workers trained to recognise the symptoms of hyperthermia and hypothermia</li> <li><u>Hot conditions. Ensure:</u> <ul style="list-style-type: none"> <li>Suitable protective clothing</li> <li>Sun brim on hard hats</li> <li>Safety glasses - UV rated</li> <li>Use 30+ sunscreen on exposed skin</li> <li>Adequate drinking water</li> <li>Access to shade on breaks</li> <li>Adequate breaks.</li> </ul> </li> <li><u>Cold conditions. Ensure:</u> <ul style="list-style-type: none"> <li>Schedule warm-up breaks</li> <li>Hold breaks inside</li> <li>Dress warmly in layers</li> <li>Stay dry (wet clothing chills the body rapidly)</li> <li>Workers must get out of the cold as soon as they can if starting to feel symptoms</li> <li>Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold.</li> </ul> </li> </ul>	
3. Arrival on-site	Personal injury, property damage &/or	3H	<ul style="list-style-type: none"> <li>Position vehicles in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary)</li> <li>Do not park illegally</li> </ul>	Supervisor to check the site and conduct

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON	
			<ul style="list-style-type: none"> <li>Do not carry materials when ascending/descending a ladder</li> <li>Always face the ladder when using</li> <li>Ensure that footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud or other contaminants.</li> </ul>		
10. HRCW On completion	Unauthorised access	3H	<ul style="list-style-type: none"> <li>If acceptable, remove or add barricades</li> <li>Ensure machine is parked in a safe, level area, clear of unstable or sloping ground</li> <li>Store the key in a safe place (restrict unauthorised access).</li> </ul>	<b>Supervisor</b> to confirm all workers have signed out  <b>Workers</b> to comply with controls	
	Contact with electricity	3H	<ul style="list-style-type: none"> <li>Disconnect power tool/extension leads from power point before winding up so that you don't get a shock if the lead is damaged</li> <li>Inspect leads and power equipment for damage.</li> </ul>		
	Security breach	3H	<ul style="list-style-type: none"> <li>All personnel sign-out on Site Register.</li> </ul>		
	Vehicle/people impact	4A	<ul style="list-style-type: none"> <li>Stay to designated access and egress routes</li> <li>Maintain awareness of surroundings at all times.</li> </ul>		
11. Emergency response	<ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Environmental damage</li> </ul>	4A	<ul style="list-style-type: none"> <li><b>For police, fire or ambulance call '000.'</b></li> <li>Follow site emergency and evacuation procedures</li> <li>A communication system is available, e.g. a mobile phone or radio</li> <li>Check for dangers to self before helping others</li> <li>Maintain control of the area and stabilise the situation</li> <li>Apply first aid to the injured worker</li> <li>Complete an incident report.</li> </ul>	<ul style="list-style-type: none"> <li><b>Refer to your SWMS implementing instructions for further specific emergency responses.</b></li> </ul>	<b>Supervisors and workers</b> ensure controls followed

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

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-*specify*

Inspected and tagged out if damaged

?

HAZARDOUS SUBSTANCES

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

- 1.
- 2.
- 3.
- 4.
- 5.

SUPERVISORY ARRANGEMENTS

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