

Business Name:

Business Address:

ABN/NZBN:

## SPOTTER (SAFETY OBSERVER) SAFE WORK METHOD STATEMENT (SWMS)












Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC Address:
Signature:	Date:	PC Phone #: <span style="float: right;">Date SWMS provided to PC:</span>
Contact Phone #:		Job Site Address:

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

- |  |  |  |  |   |
|--|--|--|--|---|
| <input checked="" type="checkbox"/> Electrical equipment | <input type="checkbox"/> Elevated levels                   | <input checked="" type="checkbox"/> Slips, trips and falls | <input type="checkbox"/> Hazardous substances        | <input type="checkbox"/> Night work       |
| <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 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 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 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 checked="" 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	Rings, watches, jewellery that may become entangled must not be worn. 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"/>	

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. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> <li>The 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)</li> <li>Do not park illegally</li> <li>Identify and obey all safety-related signage (check site entry requirements)</li> <li>Report to Site Supervisor</li> <li>Ensure site-specific induction undertaken</li> <li>Assess mobile phone reception</li> <li>The worksite is exactly as detailed in Terms of Agreement or contract</li> <li>Complete a JSA specifying the control measures for unanticipated hazards.</li> </ul>	Spotter to check the site and conduct JSA where necessary
2. Hazardous manual tasks	Fatigue Musculoskeletal (MSD) injuries	3H	<ul style="list-style-type: none"> <li>Avoid long periods of repetitive movements, awkward and sustained positions</li> <li>Avoid prolonged sitting/standing</li> <li>Take regular breaks to refresh and maintain focus</li> </ul>	Spotter to follow controls
3. 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>	Spotter to maintain awareness of weather conditions
	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>	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> <li>• If an incident occurs               <ul style="list-style-type: none"> <li>○ Sound the Alarm. Advise others of the situation</li> <li>○ Call the Emergency Service required by dialling 000</li> </ul> </li> <li>• <b>DANGER</b> <ul style="list-style-type: none"> <li>✓ Check for danger to yourself</li> <li>✓ Check for danger to the casualty and others</li> </ul> </li> <li>• <b>RESPONSE</b> <ul style="list-style-type: none"> <li>✓ Check Response, is the casualty is conscious or unconscious</li> <li>✓ If conscious, - reassure, make comfortable</li> </ul> </li> <li>• <b>SEND FOR HELP</b> <ul style="list-style-type: none"> <li>✓ Send someone for help from a first aider if available</li> <li>✓ Send someone to call 000 for an ambulance</li> </ul> </li> <li>• <b>AIRWAYS</b> <ul style="list-style-type: none"> <li>✓ If unconscious – Turn casualty on the side</li> <li>✓ Turn face slightly down</li> <li>✓ Clear airway</li> </ul> </li> <li>• <b>BREATHING</b> <ul style="list-style-type: none"> <li>✓ Check for breathing while still on their side</li> <li>✓ If breathing, but still unconscious, leave on the side and monitor airways, breathing and circulation until an ambulance arrives. Check regularly for breathing</li> </ul> </li> <li>• <b>CIRCULATION</b> <ul style="list-style-type: none"> <li>✓ If not breathing:                   <ol style="list-style-type: none"> <li>1. Roll the casualty onto their back, tilt head backwards, seal the casualties mouth with yours and give 2 full breaths</li> <li>2. Commence CPR. Give 30 chest compressions (almost 2 compressions per second) followed by 2 breaths</li> <li>3. Continue CPR until qualified personnel arrive or signs of life returns</li> </ol> </li> </ul> </li> <li>• <b>DEFIBRILLATOR</b> <ul style="list-style-type: none"> <li>✓ If available, apply defibrillator and follow prompts.</li> </ul> </li> </ul>	
12. HRCW On completion	Unauthorised access	3H	• If acceptable, remove or add barricades.	Spotter to follow controls
	Security breach	3H	• All personnel sign-out on Site Register.	
	Vehicle/people impact	4A	• Stay to designated access and egress routes • Maintain awareness of surroundings at all times.	
<b>OVERALL RISK RATING AFTER CONTROLS</b>			<input type="checkbox"/> 1 - Low <input checked="" type="checkbox"/> 2 - MODERATE <input type="checkbox"/> 3 - High <input type="checkbox"/> 4 - ACUTE	