

SAFE WORK METHOD STATEMENT (SWMS) PART 1			
ACTIVITY: Field Asset Assessment/Surveying			JOB #:
BUSINESS NAME:			BUSINESS #:
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	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. SWMS must be made available for inspection or review as required by WHS legislation. 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).
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 hazards associated with the process of inspecting and surveying. Included in this SWMS is planning and preparation, training, working near traffic, powered mobile plant movement, near water, working in public and remote areas and, the use of Lasers.			

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	<p>HIERARCHY OF CONTROLS</p>
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.	

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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
1. Planning & preparation	Lack of consultation with potential outcomes for personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> • Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of: <ul style="list-style-type: none"> ○ Health and Safety rules ○ Induction for all workers – site specific and toolbox meetings ○ Supervisory arrangements ○ Communication arrangements ○ All relevant workers are appraised for required competencies & for any pre-existing medical conditions if working in remote or isolated locations ○ PPE required ○ Site plans – showing no go zones for pedestrians ○ Traffic Management Plan ○ Exclusion Zones ○ Risk Assessments ○ SWMS and JSA's ○ Injury reporting procedures ○ Hazard reporting procedures. 	2M	
	Delay in emergency assistance to remote workers	3H	<ul style="list-style-type: none"> • A 'Buddy' system is utilised for high-risk tasks undertaken in remote locations or working in isolation • A procedure is developed and in place for regular contact with people working remotely or in isolation, the procedure should identify: <ul style="list-style-type: none"> ○ Travel itineraries, locations, scheduled contact persons and times ○ Sufficient supplies of water, food, fuel & supplies needed ○ An emergency response ○ Appropriate Vehicles ○ Safety equipment including first aid. 	2M	
2. Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> • Ensure all persons entering site have a General Construction Induction Card (white card) • 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 ○ Correct use of equipment including selecting, fitting, use, care of and maintenance ○ Use of supervision where required (e.g. new starters or new equipment) ○ Ensure supervisors, foremen etc. are suitably experienced in the type work to be conducted ○ All workers are trained in this SWMS. 	2M	
3. Arrival onsite	Personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> • Assess conditions at site on arrival. Ensure: <ul style="list-style-type: none"> ○ Ensure site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons etc.) ○ Assess mobile phone reception (alternative emergency communications procedures in place if no reception available) 	2M	

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<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
	Injury to public	3H	<ul style="list-style-type: none"> Ensure equipment is not placed in areas where they may be a trip hazard. 	2M	
	Aggressive persons	3H	<ul style="list-style-type: none"> Ensure courteous manner with members of the public. Do not engage persons who may be aggressive <ul style="list-style-type: none"> Leave area and report to supervisor immediately. 	2M	
	Aggressive dogs	3H	<ul style="list-style-type: none"> Do not get out of your vehicle if there is a strange dog close by Remain calm if approached by an aggressive dog, remain motionless and avoid eye contact until the dog leaves, then back away slowly Allow the dog to sniff you before attempting contact Do not approach or attempt to pet a strange dog 	2M	
5. Inspections/ working in remote areas	<ul style="list-style-type: none"> Aggressive persons Drug crops /labs 		<ul style="list-style-type: none"> Be aware of your surroundings. Take note of any unexpected camps, irrigation equipment, generators If suspicious persons are noted or you are approached by aggressive persons leave the area immediately If you suspect illegal activity is occurring leave the area immediately and inform police Be aware of booby traps (do not investigate or search area). 	2M	
	Hunters- Gun shot wounds	4A	<ul style="list-style-type: none"> Check with landowners that no shooters are hunting/culling in the area If gunshots are heard nearby, leave the area immediately Wear High visibility clothing at all times. 	2M	
6. Powered mobile plant movement at waste stations, construction sites etc.	Crush injuries Fatality	4A	<ul style="list-style-type: none"> Wear High visibility clothing at all times Follow Traffic Management Plan (TMP) requirements upon arrival Workers should make contact with Site Supervisor before commencing work Check constantly for changing hazards while working and monitor work position at all times. Ensure: <ul style="list-style-type: none"> Do not stand behind reversing vehicles Allow sufficient distance from plant during operation (allow sufficient room for equipment failure – such as arm/boom failure or plant rollover) No work is conducted in established “no go zones” for pedestrians Alertness at all times. Listen for: <ul style="list-style-type: none"> Reversing alarms/beepers Calls from Plant Operators Safety/warning signs, Spotters, traffic barriers etc. must be obeyed as required Work positions should be in clear sight of plant operators <i>Note: Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Make visual and verbal contact with plant operator as required.</i> 	2M	

Relevant Legislation & Codes of Practice	<ol style="list-style-type: none"> 1. Download the <i>OHS Legislation and Codes of Practice Reference List 31105</i> from your tax invoice or go to OHS References. 2. Copy and paste your <i>State specific</i> references relevant to your scope.
Act & Regulations (<i>paste here</i>)	Codes (<i>paste here</i>)

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		<input type="checkbox"/> 1 Low	<input checked="" type="checkbox"/> 2 MODERATE	<input type="checkbox"/> 3 High	<input type="checkbox"/> 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				
		Construction Card				