## Tools Operation (Powered/Non-Powered) Safe Work Method Statement (SWMS)

<table>
<thead>
<tr>
<th>Business Contact</th>
<th>Phone #</th>
<th>Principal Contractor (PC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible person (for monitoring SWMS and work):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
<td></td>
</tr>
<tr>
<td>Contact Phone #:</td>
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</tbody>
</table>

### This Work Activity Involves the Following Hazardous Work and Environmental Impacts

- **Electrical equipment**
- **Elevated levels**
- **Slips, trips and falls**
- **Hazardous substances**
- **Silica dust**
- **Hot Work**
- **Hazardous manual tasks**
- **Outdoor work**
- **Remotely &/or isolated work**
- **Noise and vibration**
- **Native vegetation & weeds**
- **Air quality**
- **Waste**
- **Vehicle movement**
- **Fuels, oils & chemicals**
- **Terrestrial fauna**
- **Waterways & soils**
- **Cultural heritage**
- ?

### This Work Activity Involves the Following “High-Risk Construction Work” (HRCW - identified in the Job Task column)

- **Confined spaces**
- **Mobile plant movement**
- **Demolition of a load-bearing structure**
- **Asbestos disturbance**
- **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 from 2m or more, 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 the risk of drowning**

### Personal Protective Equipment (PPE)

- **Foot Protection**
- **Hearing Protection**
- **High Visibility**
- **Head Protection**
- **Eye Protection**
- **Face Protection**
- **Hand Protection**
- **Protective Clothing**
- **Breathing Protection**
- **Sun Protection**
- **Safety Harness**

*Footwear must not be worn. Long and loose hair must be tied back.*
### Job Task: Arrival on-site & assess onsite conditions

**Hazards:** Personal injury, property damage &/or environmental incident

**Risk:** 3H

**Control Measures:**
- 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)
- 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 unanticipated hazards.

**Responsibility:** Supervisor to check the site and conduct JSA where necessary

### Job Task: Tool & work area set-up

**Hazards:** Unauthorised access

**Risk:** 3H

**Control Measures:**
- Keep bystanders away while operating the tool, set up exclusion zones as required.

**Hazards:** Electrocutio

**Risk:** 4A

**Control Measures:**
- Do not run leads near sharp edges or hang them over metal structures
- Ensure that the work area is not wet underfoot.

**Hazards:** Fire/explosion

**Risk:** 3H

**Control Measures:**
- Ensure fire protection equipment accessible
- Do not use drums or containers that stored flammables as a work station

**Hazards:** Falling objects

**Risk:** 3H

**Control Measures:**
- Wear a tool belt and ensure it is designed to hang tools at your sides not at your back
- Use caution when working at elevated levels:
  - Avoid using tools when working from a ladder
  - Use tool lanyards to pass tools to persons and ensure tools cannot fall onto workers below
  - Ensure kickboards installed to prevent tools from falling off.
<table>
<thead>
<tr>
<th>JOB TASK</th>
<th>HAZARDS</th>
<th>RISK</th>
<th>CONTROL MEASURES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security breach</td>
<td></td>
<td>3H</td>
<td>• All personnel sign-out on Site Register.</td>
</tr>
<tr>
<td>Vehicle/people impact</td>
<td></td>
<td>4A</td>
<td>• Stay to designated access and egress routes</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Maintain awareness of surroundings at all times.</td>
</tr>
<tr>
<td>12. Emergency response</td>
<td>• Injury</td>
<td>4A</td>
<td>• For police, fire or ambulance call ‘000.’</td>
</tr>
<tr>
<td></td>
<td>• Fatality</td>
<td></td>
<td>• Follow site emergency and evacuation procedures</td>
</tr>
<tr>
<td></td>
<td>• Environmenta l damage</td>
<td></td>
<td>• A communication system is available, e.g. a mobile phone or radio</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Check for dangers to self before helping others</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Maintain control of the area and stabilise the situation</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Apply first aid to the injured worker</td>
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<td></td>
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<td>• Complete an incident report</td>
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<td>• Refer to your SWMS implementing instructions for further specific emergency responses.</td>
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<td>Supervisor and workers to follow control measures</td>
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</tbody>
</table>

### Overall Risk Rating after Controls

<table>
<thead>
<tr>
<th>PERMITS</th>
<th>Site Management Plan</th>
<th>Plant &amp; Equipment</th>
<th>Hazardous Substances</th>
<th>Supervisory Arrangements</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Not applicable</td>
<td>□ Is the work associated with a Construction Project?</td>
<td>□ Electrical tools and leads</td>
<td>Tested and tagged quarterly</td>
<td>□ Audits</td>
</tr>
<tr>
<td>□ Hot Work</td>
<td>□ Yes</td>
<td>□ Hand tools - Meet AS/NZS</td>
<td>Regular visual inspection</td>
<td>□ Spot Checks</td>
</tr>
<tr>
<td>□ Confined Space</td>
<td>□ No</td>
<td>□ Ladders - Meet AS/NZS</td>
<td>Inspected and tagged out if damaged</td>
<td>□ Reporting systems</td>
</tr>
<tr>
<td>□ Local council</td>
<td>□</td>
<td>□ Mobile plant-specify</td>
<td>Inspected and tagged out if damaged</td>
<td>□ Suitably qualified supervisors for job</td>
</tr>
<tr>
<td>□ ?</td>
<td>□</td>
<td>□ ?</td>
<td>□</td>
<td>□ Direct on-site supervision</td>
</tr>
<tr>
<td>□ ?</td>
<td>□</td>
<td>□ ?</td>
<td>□</td>
<td>□ Remote site: communication systems/schedule</td>
</tr>
<tr>
<td>□ ?</td>
<td>□</td>
<td>□ ?</td>
<td>□</td>
<td>□</td>
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</tbody>
</table>

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

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.