

SAFE WORK METHOD STATEMENT (SWMS) PART 1			
ACTIVITY: ASSEMBLY AND INSTALLATION OF <i>(insert the name, make and model of equipment)</i>			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 the assembly/disassembly of mechanical equipment. Covered in this SWMS is planning and preparation, manual handling, hand/power tools use, working on ladders and general hazards associated with the installation.			

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	HIERARCHY OF CONTROLS	Most EFFECTIVE
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.	ELIMINATION	↑ ↓
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.	SUBSTITUTION	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.	ISOLATION	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.	ENGINEERING ADMIN PPE	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.	PPE	

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	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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"/>

Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.

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 may lead to potential outcomes for personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> • Liaise with Client/Principal Contractor to determine whether: <ul style="list-style-type: none"> ○ Electrical devices, power points, switchboards etc. are in a safe condition and RCD protected ○ Commercial premises - establish that the following on-site systems and procedures are in place: <ul style="list-style-type: none"> ▪ Site specific induction including emergency procedures • Consultation in relation to hazards and risks. Ensure: <ul style="list-style-type: none"> ○ Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task ○ If represented by an elected Health and Safety Representative (HSR), they must be included in any consultation ○ Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made ○ Document consultation and action items. 	2M	
	Failure to isolate power - electrocution	4A	<p>⚠ A qualified electrician must be engaged to eliminate or control the risk of contact with energised parts</p> <p>⚠ All electrical conductors & parts, including neutral and earthing conductors, must be treated as energised until proven de-energised. TEST BEFORE YOU TOUCH.</p> <ul style="list-style-type: none"> • Any circuits to be modified MUST be identified and isolated from the electrical supply; <ol style="list-style-type: none"> 1. Turn off the relevant circuit protective devices and lock out (Circuit breakers, switches and combined fuse switch units are locked out <ul style="list-style-type: none"> ○ Note: <i>If the electrical installation is of a complex nature, the isolation procedures should be verified by another competent person</i> 2. Use locks or suitable temporary securing devices (that cannot be disrupted) 3. Use lockout hasp for multiple padlocks. (Alternatively remove and tie back connections) 4. Remove fuses 5. Fit danger label to isolated control/component 6. Verify Circuit is dead before commencing work (<i>Prove electrical testing equipment is working correctly on a known alternative supply before proving apparatus is de-energised.</i>) <p>⚠ Reference should be made to:</p> <ul style="list-style-type: none"> ○ AS 3017 - Electrical installation testing ○ AS 4836 - Safe working on low-voltage electrical installations. 	2M	

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4. Equipment delivery & site set-up	Powered mobile plant movement	4A	<ul style="list-style-type: none"> • Ensure area: <ul style="list-style-type: none"> ○ Clear of overhead power lines ○ Suitable ground (firm, no steep slopes etc.) ○ Free from pedestrians • Take note of mobile plant movement - check constantly for changing hazards while working and monitor work position at all times. Ensure: <ul style="list-style-type: none"> ○ High visibility clothing worn at all times ○ 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 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>Follow TMP requirements. 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	
	Work area breach by public/other workers	3H	<ul style="list-style-type: none"> • Restrict access to work area. Ensure: <ul style="list-style-type: none"> ○ Sufficient space between workers, no hazardous work in close proximity ○ Any other workers within the exclusion zone are wearing appropriate PPE ○ A standby person (or spotter) should be allocated and used if required ○ Positioned so the unit and leads / tools do not create a trip hazard ○ Clear of access ways • All non-essential persons are removed from area and no-go zone established for public/others during operations • Alternative access provided if required. Ensure path is clearly marked. 	2M	
	Hazardous manual tasks - muscular stress / musculoskeletal disorder (MSD)	3H	<ul style="list-style-type: none"> • Movement of material from the delivery point to the installation area usually represents the greatest opportunity for damage or injury, particularly if being achieved manually • Un/loading materials and equipment: <ul style="list-style-type: none"> ○ Know the weight of the item ○ Ensure materials/equipment is delivered as close to assembly area as possible ○ Where possible materials should be unloaded using mechanical means. E.g. forklift, Hiab/truck, crane etc.) ○ Assess volume of materials to be un/loading ○ Select order of loads to eliminate double-handling 	2M	

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
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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				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				