Safe Work Method Statement (SWMS) Part 1

Activity: WORKING AT HEIGHTS | **SWMS #:**

Business Name: Coastal Hire And Sales Pty Ltd | **ABN: 70114481408**

Business Address: 33 Jindalee rd, Port Macquarie, NSW 2444

Business Contact: | **Phone #: 0429810200**

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**	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 *(The builder or the organisation you are working for.)*

Principal Contractor (PC): | Project Name: | Date SWMS provided to PC:

Project Address:

Project Manager (PM): | PM Signature: | CONTACT PH. #:

SWMS Scope: (To be filled in According to On-Site Specifics)

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

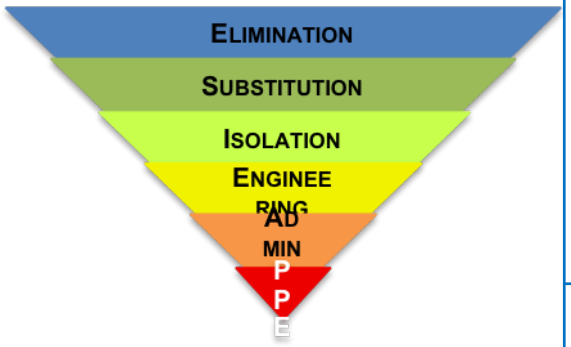
☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse

☐ 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
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.

HIERARCHY OF CONTROLS



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.
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

VERSION #: 1 AUTHORISED BY: REVIEW #: ISSUE DATE: REVISION DATE:

Job Step	Potential Hazard/s	IR	Control Measures to Reduce Risk	RR	Responsible Person
			*Inherent Risk-rating **(IR)*** *Residual Risk-rating **(RR)***		
1. Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.		Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of: - Health and Safety rules - Induction for all workers – site specific and toolbox meetings - Supervisory arrangements - Emergency plans - All relevant workers are appraised for required competencies & for any pre-existing medical conditions if working in remote or isolated locations. - Communication arrangements - Hazard reporting procedures - Injury reporting procedures - Ensure Work Safe notification for deep excavations prior for planned work (where applicable) - PPE required - Site plans – showing no go zones for pedestrians - Traffic Management Plan detailing movement of vehicles during work - Exclusion Zones - Risk Assessments, SWMS and JSA's - Ensure relevant guidance material for electrical NO GO ZONES is on site and consulted before work commences. - Underground essential services - including gas, water, sewerage, telecommunications, and electricity.		

2. Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.	Ensure all persons entering site have a General Construction Induction Card (white card). Check that plant operators are appropriately qualified with correct licence endorsements for the applicable item of plant. Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include: - Instructed on the use of this SWMS - Reporting procedures for incidents - Correct use of equipment including selecting, fitting, use, care of and maintenance - Correct use of all tools used - Emergency plans - Use of supervision where required (e.g. new starters or new equipment) - Conduct a pre-start toolbox talk to ensure that all workers have been made fully aware of the scope of work to be performed ***NOTE: Check workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs.***
	Powered mobile plant	***IMPORTANT:*** *If operating powered mobile plant e.g. excavator, skid steer etc., for this task, ensure there are separate, dedicated SWMS for the plant and that all workers/employees have relevant training and licensing*
3. Assess onsite conditions	Lack of a clear assessment may lead to personal injury, property damage &/or environmental incident.	Assess conditions at site on arrival. Ensure: - 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) - Work site is exactly as detailed in Terms of Agreement or contract - Suitable access for all equipment required - Suitable space for operation of equipment - Suitable lighting, including night-works (include flood lighting and operator head lamps as applicable)

		- 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, the representative should 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 Conduct risk assessment to identify potential hazards e.g. - Changes in levels - Underground/overhead electrical services - Mobile plant - Hot conditions.
4. Set up work area	Contact with electricity	Ensure work is not conducted in close proximity to electrical power lines. Check for: - Overhead power lines (including high and low voltage distribution conductors) - Single wire earth return (SWER) - Service cables to premises - Communications cables - Electrical transformers (mounted lower than cables) Identify maximum range of equipment and how close equipment or load can come to asset (known as design envelope) the following dimensions are taken from the closest point of any extended component of the machine e.g. extended long reach boom In general, for up to and including 132,000 volts - 3m above, either side and below power lines is No Go Zone.
		- Between 3-6.4m of power lines a Spotter is required. - Further than 6.4m of power lines is open area - No work to be conducted within 10m radius of SWER transformer. ***NOTE: No work to be conducted within Minimum Clearance Zones without written permission from power supplier.***

	IMPORTANT: *Approach distances will vary based on the voltage level of the live electrical apparatus. Always contact your local power asset owner for information prior to commencing crane operations if unsure.*
Underground services	Ensure underground services have been identified and marked accurately for depth and position: - Contact Dial before you dig - Use accredited cable locator contractor to test the area - Contact relevant authorities/companies for 'as constructed' plans if necessary - Hand excavate using a shovel to locate services and mark out prior to any trenching or battering works Use "Pot holing" techniques if required: - Use extreme care when working near gas mains - When using hand prodders to locate pipes do not use hammers or other implements Mark all exposed services with flags or devices that can be readily seen Ensure all marked services continue to be visible for the duration of the work.
Slips, trips and falls	Be aware of ground condition including changes in level Wear appropriate thick soled covered footwear - NEVER wear thongs or similar footwear Use high visibility string lines (to avoid tripping hazards) Do not climb or jump over loose building material
	Do not jump from elevated edges >180mm (concrete slabs etc.)- step carefully and or use prepared access area. Obey any barriers & signage - Be aware of excavations Follow clearly defined detours for pedestrians around hazards Do not walk near top edge of excavations; maintain safe distance from edges, voids & pits. **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.

	Environmental conditions	Working outdoors. Ensure: - Suitable protective clothing - Sun brim on hard hat - Safety glasses - UV Rated - Use 30+ sunscreen - Adequate drinking water - Access to shade during breaks - Adequate breaks - Check weather conditions – do not work in extreme weather – If temperatures extreme (very hot or very cold) undertake risk assessment and establish protocols e.g. frequent rest periods - Ensure sufficient lighting and visibility.
	Cuts, abrasions	Wear gloves when handling sharp tools, rocks and other materials.
	Hearing loss/damage	Wear hearing protection, ensure it is: - Worn by all persons throughout the period of exposure to noise - Suitable for the type of working environment and the work tasks - Comfortable and correctly fitting for the worker - Regularly inspected and maintained to ensure it remains in good, clean condition.
5. Temporary Traffic Control (TMP)	Hit by mobile plant/vehicle	Where temporary road traffic control is required (e.g. kerbside works, materials delivery or pedestrian management): - Approvals and permits are sought from local council and/or state road transport departments where necessary - A TMP is developed for the temporary works (this can be a separate plan to the Construction TMP if required) - Only accredited traffic controllers are to perform traffic control duties - All traffic control measures put in place must be implemented as per Australian Standard 1742.3–2009: Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads AS 1742.3-2009 or other requirements as per permit conditions

		- Traffic controllers must have the accreditation to perform traffic control duties - Traffic controllers must have sufficient experience to setup and control traffic safely and efficiently.
	Public and Pedestrian safety	Pedestrian Access. Ensure: - If closing/modifying a vehicle lane, parking area or footpath the following factors are considered in developing alternative pedestrian access: o Travel speed of road traffic o Traffic volumes o Percentage of heavy vehicles o The alignment of the road - If alternative route is immediately adjacent to the road, concrete or water filled barriers to protect pedestrians from road traffic should be used - Pedestrians will be directed by defined walking paths clearly marked with using appropriate measures (e.g. barriers, fencing hazard netting) - Signage must be appropriate and easily seen - Temporary pathways must have no trip hazards and the ground/pavement should be free of holes, dips, mud or debris - Mobility impaired e.g. wheelchair access, pram ramps, handrails must be considered in respect to widths, surface and grade - Barrier fencing flagging or other acceptable method must be erected to prevent the public from entering hazardous areas of the work site - Access should be monitored through a single-entry point.
6. Delivery of materials and equipment	Hit by mobile plant/vehicle	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 - Follow traffic management plan requirements.

			Reversing trucks, ensure: - Never stand between truck and another structure when vehicle is reversing - Always maintain visual contact with driver's mirrors (***Remember: if you can't see the driver – he can't see you!)*** - Use a spotter where practicable to direct trucks on site. When unloading ensure: - Within Safe working load (SWL) if using hoisting machinery - Suitable ground and sufficient room for operation - Delivery driver and other personnel are removed from area (use physical barriers to maintain exclusion zone) If Driver is unloading – establish and enforce exclusion zone - Persons do not stand on or beside delivery vehicle during unloading - Loads are secure and will not free-fall - Use lifting equipment for larger packs.	
7. General precautions	Falling objects Electrical hazards Unauthorised persons entering site Risk of personnel injury	3H	All personnel involved must be inducted and aware of the child protection act. I.D Tags to be worn at all times. (where applicable) Appropriate contract specific inductions have been undertaken First aid kit present suitable for the site Check the Asbestos Register (if applicable) **MINIMUM OF TWO COMPETENT PERSONNEL TO BE PRESENT WHEN WORKING AT HEIGHTS** To prevent objects falling off working surfaces, provide edge protection. To prevent access to areas where objects may fall, barricades may be used. Before commencing working, make sure that electric wires and de-energized, insulated with matting, and identified with "tiger tails". On sites where falling objects may occur, wearing head protection is recommended. Always maintain a safe distance from electric catenary wires.	1L

8. Ladders	Falls	4A	For access only, use extension or single ladders, except where the work to be carried out is of the nature that the equipment or material used does not cause loss of balance, or restrict the movement; the trunk remains cantered on the ladder, and equipment can be used with one hand. Use only industrial ladders and have 3 points of contact always. Ensure ladder 1:4 ratio & the ladder is in good condition. Ladder is inspected before use for defects Ensure ladder is secured at the top and footed Stand the ladder on a firm, stable surface, and secure it against movement. Always maintain three points of contact Position ladder away from walkways and doorways Ensure personnel have appropriate training	2M
9. Scaffolding	Improper erection Instability Overloading Persons falling	4A	A person holding a Certificate of Competency as a Scaffolder only should erect a scaffolding, from which an object or a person could fall 4 meters or more. Scaffoldings that are not prefabricated types must be erected by a scaffolder. Erect scaffolds only on stable, firm base. Before allowing any person to work from or climb on to a completed scaffold, always check the stability. Mobile scaffolds must have their wheels locked before any person is allowed to climb on to the scaffolding. Never exceed the safe working load of any component of the scaffold. All parts of the work platform and scaffold must have safe means of access. Unattended or incomplete scaffoldings should be prevented against unauthorized access. Levelling screws must be used to make sure that all uprights are vertical. All scaffolding must be marked SWL Suitable access ladders must be used.	2M
10. Work platforms	Persons falling Falling objects	4A	Work platform should be at least 450mm wide and be capable of carrying the load that the type of work carried out may require, unless specifically allowed in codes or practice or regulations.	2M

			To prevent persons from falling from the outside edges of work platforms, guardrails and mid-rails may be fitted. If loose objects or other materials may be present on the platforms, edge protection must be provided on work platforms. Where permitted by the Authority for “light work” only, a single plank of 225mm width may be used.	
11. Edge Protection	Persons falling Falling objects	4A	To prevent persons falling, edge protection must be erected around the perimeter of the work. This must comprise of a mid-rail and a guardrail designed to withstand any reasonable force, which is expected to fall against it. Edge protection should conform to the requirements stated by the Authority. Where objects can fall onto people in the adjoining areas such as residences, streets, etc., catch platforms or hoardings must be used, along with perimeter screening. Guardrail must be minimum 900mm high with toe board and mid-rail. Only a competent person should erect an edge protection system and this must be used according to the instructions of the manufacturer.	2M
12. Elevating work platforms / boom lifts	Unsafe operation Overturning Overloading of platform Persons falling Falling objects Electric shock	4A	For operating a machine with a boom greater than 11 meters, the operator must hold a Class WP license. Machine must be operated on firm level surface, for stability, use outriggers. Make sure that the total load in the bucket of the EWP, including personnel, tools and equipment and materials does not exceed the safe working load of the unit. Approved parachute type safety harness must be worn by person in bucket. This will prevent them from falling on to any part of the machine or truck, or to the ground. To prevent tools from falling from EWP during use, lanyards, etc. may be used. Powered equipment such as chainsaws must be started outside of bucket. For electric work, use EWPs, which are approved for the electric work. Unless specifically authorized, do not go near electricity wires. Make sure that a competent operator will be operating the machine. Do not operate machine with jerky or sudden movements. Do not exceed the safe working load of the EWP.	2M

			Safety belts are not suitable. Always attach the harness to the bucket. Never carry flammable liquids in bucket. For safe approach distances, refer to SWP257 Electrical safety.	
13. Scissor lifts	Overloading Persons falling Falling objects Electric shock	4A	Make sure that the total load in the bucket of the unit, including personnel, tools and equipment and materials does not exceed the safe working load of the unit. Make sure the unit cannot move when platform is extended, by checking the operations of outriggers, stops, brakes, etc. When working at heights, persons must not lean out over the rails of the platform. Always lower the platform, even when moving the unit for short distances only. To prevent tools from falling from the unit during use, lanyards, etc. may be used. Unless specifically authorized to access or carry out electrical work, do not go near electricity wires. Observe the safe clearing distances. Do not exceed the safe working load of the scissor lift. If brakes and stops fail to prevent all movement of the unit, do not use. Always keep body inside platform. Never travel with a raised platform. For safe approach distances, refer to SWP257 Electrical safety.	2M
14. Fall Restraint system	Persons falling	4A	A fall arrest system or a restraint should comprise of items compatible with one another and have negligible risk of accidental release of connections. Only a competent person must install all systems. A restraint belt will be acceptable only when working on a slope of 15º or less, and the length of the restraint will arrest the vertical free fall of the wearer. If the slope or roof is greater than 15º and the person can maintain a secure footing, a fall arrest harness or a work positioning harness must be worn. All components must conform to the Australian Standard relevant to those components.	2M

			Any person must be connected to a minimum one fall-arrest system, if they are at a risk of falling. Prior to removal of temp barrier, fall restraint system will be set-up to eliminate any fall potential. User to adjust lanyard distance to eliminate potential fall. Protect static line from snare edges It is not recommended to use inertia reel.	
15. Safety Harnesses and Fall Arrest Devices	Person striking against Suspension trauma Failure of components Incorrect use and fitting	4A	Where there is a likelihood of a person falling more than 2m, a fall arrest harness must be worn. In the event of a fall, suitable equipment to rescue a person must be available within a short period for minimizing the risk of suspension trauma. Call fire & rescue Fall arrest harnesses must comply with the Australian Standards AS 1891.1 Industrial fall-arrest systems and devices-Safety belts and harnesses. Before being allowed to use the harness, all persons must receive instructions and training in the correct use of the harness. Under work position, make sure adequate fall clearance is available. All persons on site must be instructed in procedures for rescue. Never use faulty or out-of-date equipment. For safety in use, harnesses must be properly fitted.	2M
16. Manual Handling	Muscle Strain and back injury	3H	Utilise mechanical lifting aids/ team lift where possible. Assess load prior to attempting lift. Only lift if within your ability and use correct lifting technique Ensure personnel have appropriate training Ensure appropriate PPE is worn	2M
17. Working near Asbestos	Inhalation of Asbestos – Lung Disease	4A	**CHECK THE ASBESTOS REGISTER PRIOR TO COMMECING WORK** Never touch or disturb Asbestos. Ensure appropriate PPE is worn Ensure that personnel are able to identify asbestos if present.	2M

			Isolate the area Contact Client representative immediately		
18. Complete work	Child protection and vacating site	2M	Remove barricades and signs. Liaise with Client as to the safest means for vehicles to leave the Client grounds – not at peak movement times, Site person to walk/direct all vehicles through Client grounds Notify Client or representative that site is being vacated	1L	
19. On Completion	Slips, trips, falls causing injury Mobile plant Cuts, laceration, puncture wounds Contact with electricity Muscular stress / musculoskeletal disorder (MSD Public safety		Clean up tools and any waste, and make sure the site is clean and tidy condition Store materials to minimise manual tasks hazards, trip hazards, and the potential for falling objects. If mobile plant is to be left onsite make sure: - It is left/parked in a secure and safe manner - All keys are removed - It is locked to prevent unauthorised use. Always wear gloves to avoid sharp edges Never use bare hands to clean equipment (use clean water and stiff brush or other appropriate method). Disconnect power tool/extension leads from power point before winding up to prevent a shock if the lead is damaged Inspect leads and power equipment for damage If safe to do so, remove isolation locks/tags and test appliance for function. Where manual loading/unloading and storage is necessary: - Make sure the access route is clear of hazards - Use hand trucks (trolley) to move heavy materials, where practicable - Use team-lifts where possible. If acceptable, remove or add barricades as necessary, contact supervisor and notify job completion.		

EMERGENCY RESPONSE - CALL *000* IMMEDIATELY.	
If work is to be conducted on a construction site (or a site controlled by another Employer / PCBU) follow the site-specific Emergency Management Plan. Ensure: • Adequate numbers of first aid trained staff are on site when working at heights occurs • First aiders are trained and competent in managing injuries associated with demolition until emergency services arrive • All rescue equipment is in good condition, available for use and in close proximity to the work site.	Ensure workers have access to: • First aid kit/supplies • First Aid trained personnel familiar with Resuscitation and emergency response for electric shock • M/SDS • Communication devices (check mobile phones will have service in area) • Suitable fire protection equipment.

SAFE WORK METHOD STATEMENT (SWMS) PART 2

FORMAL TRAINING, LICENCES REQUIRED FOR WORKERS UNDERTAKING THIS TASK:	RELEVANT LEGISLATION & CODES OF PRACTICE *Retain only the legislation references applicable to your state of operation for this SWMS.*	
Delete or add as relevant Licence to Perform High Risk Work (operating certain plant, equipment) TAFE or other recognised training organisation Construction Induction Card (or equivalent) Competent in operation of make/model of plant Emergency procedures – emergency response PPE	**Commonwealth, NSW, QLD, ACT** Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 **Northern Territory** Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations **SA, Tasmania** Work Health and Safety Act 2012	**Victoria:** Occupational Health & Safety Act 2004 Occupational Health & Safety Regulations 2007 **Compliance Codes:** WorkSafe Victoria (2008): Compliance Code: *Communicating OHS Across Languages* *First Aid in the Workplace* *Prevention of Falls in General Construction* *Workplace Amenities and Work Environment* **Codes of Practice:** WorkSafe Victoria (1990): No. 13: *Building and Construction Workplaces* (2000): No. 25: *Manual Handling* (1995): No. 19: *Plant* (1998): No. 23: *Plant (Amendment No. 1)* (2004): No. 29: *Prevention of Falls in Housing Construction* (2000): No. 24: *Hazardous Substances* **Western Australia** Occupational Safety & Health Act 1984 Occupational Safety & Health Regulations 1996 **Codes of Practice:**

Traffic Management Plans **DETAILS OF SUPERVISORY ARRANGEMENTS FOR WORKERS UNDERTAKING THIS TASK:** *Delete or add as relevant* Suitably qualified supervisors for job Direct on-site supervision Remote site – communication systems/ schedule Audits Spot Checks, etc. Reporting systems **DETAILS OF: REGULATORY PERMITS/LICENSES ENGINEERING DETAILS/CERTIFICATES /WORKCOVER. APPROVALS:** *Delete or add as relevant* Local council permits Authorisation to work Confined Space Permit Building Approvals EPA approvals/permits Certain plant to be registered with State Authority	Work Health and Safety Regulations 2012 **Codes of Practice:** Safe Work Australia (2011): *Construction Work* *First Aid in the Workplace* *Managing the Risk of Falls at Workplaces* *Managing the Risk of Plant in the Workplace* *Managing Noise and Preventing Hearing Loss in the Workplace* *How to Manage Work Health and Safety Risks* *Hazardous Manual Tasks* *Managing Risks of Hazardous Chemicals* *Managing Electrical Risks in the Workplace* *Managing the Work Environment and Facilities* *WHS Consultation, Cooperation & Coordination* *(2005) Excavation Work*	
	PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB. *(Make & Model)*	**REFERENCE DOCUMENTS**

PPE to comply with relevant Australian Standards		

Safe Work Method Statement (SWMS) Part 3

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 Personal Protective Equipment described.

Overall Risk Rating after Controls	☐ 1 Low	☐ 2 Moderate	☐ 3 High		☐ 4 Acute
Employee/Worker Name	**Job Role / Position**	**Signature**	**Date**	**Time**	**Employer/PCBU/ Supervisor**

Review: Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.

Monitor: To ensure controls are implemented and monitored effectively:

- Toolbox /pre-work meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
  * Spot checks * Consultation * Scheduled audits

Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons).

Review No.	1	2	3	4	5	6	7	8	9	10
Name:										
Initial:										
Date:										