

SAFE WORK METHOD STATEMENT (SWMS) PART 1

ACTIVITY: WORKING IN PUBLIC AREAS

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. #:

VERSION #: 1

AUTHORISED BY:

REVIEW #:

ISSUE DATE:

REVISION DATE:

SWMS SCOPE: (TO BE FILLED IN ACCORDING TO ON-SITE SPECIFICS)

VERSION #: 1

AUTHORISED BY:

REVIEW #:

ISSUE DATE:

REVISION DATE:

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK"

- | | | | |
|--|---------------------------------------|---|---|
| <input type="checkbox"/> Confined Spaces | <input type="checkbox"/> Mobile Plant | <input type="checkbox"/> Demolition | <input type="checkbox"/> Asbestos |
| <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 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 more than 2m, including work on telecommunications towers | | | |
| <input type="checkbox"/> Working at depths greater than 1.5 Metres, including tunnels or mines | | <input 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 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			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 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	Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.
											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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)</i>	<i>RESIDUAL RISK-RATING (RR)</i>				
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: <ul style="list-style-type: none"> - 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. 					

<p>2. Training and Capabilities</p>	<p>Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.</p> <p>Powered mobile plant</p>	<p>Ensure all persons entering site have a General Construction Induction Card (white card).</p> <p>Check that plant operators are appropriately qualified with correct licence endorsements for the applicable item of plant.</p> <p>Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include:</p> <ul style="list-style-type: none"> - 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 <p>NOTE: Check workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs.</p> <p>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</p>
<p>3. Assess onsite conditions</p>	<p>Lack of a clear assessment may lead to personal injury, property damage &/or environmental incident.</p>	<p>Assess conditions at site on arrival. Ensure:</p> <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) - 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

Public and
Pedestrian
safety

- 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.
- 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

Personal injury

Trips and falls of persons

Before commencement of any work, a risk assessment must be carried out.

Unauthorized persons must not be allowed entry into work areas.

If practicable, schedule work during periods of low public occupancy or after hours.

Make sure to provide a buffer area between the work and public, and provide adequate workspace to allow work to be carried out safely.

Suspend hoses, leads, etc., at safe heights and do not allow them to run across traffic paths. If the services, etc. must run unavoidably on floors, use highly visible low profile cable protectors to reduce the risk of tripping.

Expected degree of occupancy, hazardous processes and duration and nature of work must be considered.

Keep all work equipment and materials within the barriers.

Floors outside the work areas must be kept clear and clean at all times.

8. Barriers and signage	Stability of barriers Security of barriers	<p>Select the barricading and barriers depending on the nature and duration of the works. Use barriers that are stable and freestanding, and do not have projections or sharp edges that may become a hazard in themselves.</p> <p>Use barriers that do not allow small children or toddlers, etc. from passing through or under them. If high volumes of traffic are encountered, consider the use of mesh infill.</p> <p>Barrier supports should not project into the traffic areas, and must remain within the barricaded area.</p> <p>Make sure the barriers are highly visible.</p>
9. Long duration workplaces	Delivery or removal of goods, etc. Noise Dust Fumes, vapors Hot work	<p>Schedule the delivery of material and removal of waste, etc. to after hours or during low occupancy.</p> <p>If work will generate high levels of noise, it should preferably be carried out after hours.</p> <p>To prevent dust from entering public areas, where large quantities of airborne dust is generated, the work area must be enclosed by a barrier.</p> <p>Minimize the use of chemicals or schedule the work after hours.</p> <p>Use screens to protect areas that produce sparks and welding flash from welding, cutting and grinding. These could affect other persons. Keep screens overlapping to remove all gaps in between.</p> <p>Make sure that delivery and removal have a safe path.</p> <p>When the area is occupied, noisy work must not be carried out.</p> <p>Adjacent floor areas must be kept clean and free of dust.</p> <p>Generation of fumes must be avoided.</p> <p>Hot work must not be carried out without adequate protection for the public. To remove smoke from the area, ventilate it well.</p>
10. Short duration and mobile workplaces	Personal injury Cleaning of floors	<p>Barriers may not be required for short duration maintenance works such as lamp replacements with a ladder, provided a second person is available to make sure that the public does not collide with the ladder, material can be passed to and from the person on the ladder and to ensure the stability of the ladder.</p> <p>Wet floors should preferably be barricaded. To minimize the risk of spillage use buckets with extended base. Make sure the floor is dry before allowing re-entry of public into the area.</p> <p>To minimize the risk of tripping on extension leads, floors may be polished after hours.</p>

High visibility garments must be worn at all times by persons working in public areas without any barrier.

Temporary Wet Floor easels may be used to define the affected areas.

11. High-risk work areas

Personal injury

Stability of barriers

Slips, trips and falls of persons

Work on lifts

Work in toilets, etc.

Carefully pre-plan work in limited or heavily populated areas such as amenities, lift lobbies, etc., for ensuring that persons are not placed at risk.

A traffic monitor or security guard may be stationed to ensure the safety of public.

Use barriers that are free standing and with no external projections.

Make sure that the working space available is adequate. If working space is limited, people may be diverted away from the area of working.

Polished or hard surfaces must not have dust or liquids on them.

Leads must not be allowed to run across floors. Is not possible to suspend, cover with duct tape or use cable covers to secure the leads.

To prevent access to open lift wells, use lift well guards. The lift well enclosure openings must be totally covered in both width and height. There must be a minimum depth of 600 mm between lift well wall and guard and a top cover for the full area of the guard. A hinged door must be fitted with a night-type latch, which does not require a key to open from the inside, but cannot be opened from the outside without a key.

On the fence, place warning signs such as, DANGER ELEVATOR SHAFT Unauthorized Entry Prohibited.

Warning notices must be placed in all the cars, informing that work is being carried out in the lift lobby on level x and caution must be exercised when exiting.

Depending on the nature of work, the closure may be partial or full.

For full closure requirements, place sign at the entrance to prevent entry.

For partial closure requirements, a security guard may be present to control the public in the area.

Refer 1. General precautions above.

All work, materials, tools and equipment must be contained within the barricaded area.

Cables, etc. must be suspended.

The guards must be fixed securely for preventing dislodgement or entry.

		<p>Refer to AS 4431 Guidelines for safe working on new lift installations in new buildings.</p> <p>Doors must be 2 m x 1 m, minimum.</p> <p>The barrier must not be lifted until the lift has been returned to service.</p> <p>Develop work method statements and instruct all persons to follow the procedures.</p>	
<p>12. Clean up and return to service of work areas</p>	<p>Slips, trips and falls of persons</p>	<p>Make sure all equipment, plant, tools and material is removed from the area.</p> <p>Make sure there are no trip hazards existing and the floors, etc. are clean and dry.</p> <p>While the barriers are being removed and transported from the work area, make sure a person is available to control the pedestrian traffic.</p> <p>Until all items have been removed, do not remove the barricade from the area.</p> <p>Do not return area to entry of public, until completely safe to do so.</p>	
<p>13. On Completion</p>	<p>Slips, trips, falls causing injury</p> <p>Mobile plant</p> <p>Cuts, laceration, puncture wounds</p> <p>Contact with electricity</p>	<p>Clean up tools and any waste, and make sure the site is clean and tidy condition</p> <p>Store materials to minimise manual tasks hazards, trip hazards, and the potential for falling objects.</p> <p>If mobile plant is to be left onsite make sure:</p> <ul style="list-style-type: none"> - It is left/parked in a secure and safe manner - All keys are removed - It is locked to prevent unauthorised use. <p>Always wear gloves to avoid sharp edges</p> <p>Never use bare hands to clean equipment (use clean water and stiff brush or other appropriate method).</p> <p>Disconnect power tool/extension leads from power point before winding up to prevent a shock if the lead is damaged</p> <p>Inspect leads and power equipment for damage</p> <p>If safe to do so, remove isolation locks/tags and test appliance for function.</p>	

	Muscular stress / musculoskeletal disorder (MSD)	<p>Where manual loading/unloading and storage is necessary:</p> <ul style="list-style-type: none"> - Make sure the access route is clear of hazards - Use hand trucks (trolley) to move heavy materials, where practicable - Use team-lifts where possible. <p>If acceptable, remove or add barricades as necessary, contact supervisor and notify job completion.</p>	
	Public safety		

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.

<p><i>Delete or add as relevant</i> 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 Traffic Management Plans</p>	<p>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 Work Health and Safety Regulations 2012</p>	<p>Victoria: Occupational Health & Safety Act 2004 Occupational Health & Safety Regulations 2007 Compliance Codes: WorkSafe Victoria (2008): Compliance Code: <i>Communicating OHS Across Languages</i> <i>First Aid in the Workplace</i> <i>Prevention of Falls in General Construction</i> <i>Workplace Amenities and Work Environment</i> Codes of Practice: WorkSafe Victoria (1990): No. 13: <i>Building and Construction Workplaces</i> (2000): No. 25: <i>Manual Handling</i> (1995): No. 19: <i>Plant</i> (1998): No. 23: <i>Plant (Amendment No. 1)</i> (2004): No. 29: <i>Prevention of Falls in Housing Construction</i> (2000): No. 24: <i>Hazardous Substances</i> Western Australia Occupational Safety & Health Act 1984 Occupational Safety & Health Regulations 1996 Codes of Practice:</p>
<p>DETAILS OF SUPERVISORY ARRANGEMENTS FOR WORKERS UNDERTAKING THIS TASK:</p>	<p>Codes of Practice: Safe Work Australia (2011): <i>Construction Work</i> <i>First Aid in the Workplace</i> <i>Managing the Risk of Falls at Workplaces</i> <i>Managing the Risk of Plant in the Workplace</i> <i>Managing Noise and Preventing Hearing Loss in the Workplace</i> <i>How to Manage Work Health and Safety Risks</i> <i>Hazardous Manual Tasks</i> <i>Managing Risks of Hazardous Chemicals</i></p>	
<p><i>Delete or add as relevant</i> Suitably qualified supervisors for job Direct on-site supervision Remote site – communication systems/ schedule Audits Spot Checks, etc. Reporting systems</p> <p>DETAILS OF: REGULATORY PERMITS/LICENSES</p>		

ENGINEERING DETAILS/CERTIFICATES/WORKCOVER. APPROVALS:	<i>Managing Electrical Risks in the Workplace Managing the Work Environment and Facilities WHS Consultation, Cooperation & Coordination (2005) Excavation Work</i>	
<i>Delete or add as relevant</i> Local council permits Authorisation to work Confined Space Permit Building Approvals EPA approvals/permits Certain plant to be registered with State Authority PPE to comply with relevant Australian Standards		
	PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB.	REFERENCE DOCUMENTS
	<i>(Make & Model)</i>	

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	<input type="checkbox"/> 1 Low	<input type="checkbox"/> 2 MODERATE	<input type="checkbox"/> 3 High	<input type="checkbox"/> 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:										