

COASTAL HIRE



SAFE WORK METHOD STATEMENT (SWMS) PART 1

ACTIVITY: FENCING			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 <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: (TO BE FILLED IN ACCORDING TO ON-SITE SPECIFICS)			

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	4A ACUTE	DO NOT PROCEED.		↑ ↓
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 <input type="checkbox"/>	HEARING PROTECTION <input type="checkbox"/>	HIGH VISIBILITY <input type="checkbox"/>	HEAD PROTECTION <input type="checkbox"/>	EYE PROTECTION <input type="checkbox"/>	FACE PROTECTION <input type="checkbox"/>	HAND PROTECTION <input type="checkbox"/>	PROTECTIVE CLOTHING <input type="checkbox"/>	BREATHING PROTECTION <input type="checkbox"/>	SUN PROTECTION <input type="checkbox"/>	FALL ARREST <input type="checkbox"/>	Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back. <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)

COASTAL HIRE



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. 		

COASTAL HIRE



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>		
2. Training and Capabilities	<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>		
3. Assess onsite conditions	Lack of a clear assessment may lead to personal injury, property damage &/or environmental incident.		<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 		

COASTAL HIRE



JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
			<p><i>INHERENT RISK-RATING (IR)</i> <i>RESIDUAL RISK-RATING (RR)</i></p> <ul style="list-style-type: none"> - 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 <p>Conduct risk assessment to identify potential hazards e.g.</p> <ul style="list-style-type: none"> - Changes in levels - Underground/overhead electrical services - Mobile plant - Hot conditions. 		
4. Set up work area	Contact with electricity		<p>Ensure work is not conducted in close proximity to electrical power lines. Check for:</p> <ul style="list-style-type: none"> - 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) <p>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</p> <p>In general, for up to and including 132,000 volts</p>		

COASTAL HIRE



JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
			<p><i>INHERENT RISK-RATING (IR)</i> <i>RESIDUAL RISK-RATING (RR)</i></p> <p>- 3m above, either side and below power lines is No Go Zone.</p>		
	Underground services		<p>- Between 3-6.4m of power lines a Spotter is required.</p> <p>- Further than 6.4m of power lines is open area</p> <p>- No work to be conducted within 10m radius of SWER transformer.</p> <p>NOTE: No work to be conducted within Minimum Clearance Zones without written permission from power supplier.</p> <p>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.</p> <p>Ensure underground services have been identified and marked accurately for depth and position:</p> <ul style="list-style-type: none"> - 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 <p>Use "Pot holing" techniques if required:</p> <ul style="list-style-type: none"> - Use extreme care when working near gas mains - When using hand prodders to locate pipes do not use hammers or other implements <p>Mark all exposed services with flags or devices that can be readily seen</p> <p>Ensure all marked services continue to be visible for the duration of the work.</p>		
	Slips, trips and falls		<p>Be aware of ground condition including changes in level</p> <p>Wear appropriate thick soled covered footwear - NEVER wear thongs or similar footwear</p>		

COASTAL HIRE



JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
			<p><i>INHERENT RISK-RATING (IR)</i> <i>RESIDUAL RISK-RATING (RR)</i></p> <p>Use high visibility string lines (to avoid tripping hazards)</p> <p>Do not climb or jump over loose building material</p>		
	<p>Environmental conditions</p> <p>Cuts, abrasions</p> <p>Hearing loss/damage</p>		<p>Do not jump from elevated edges >180mm (concrete slabs etc.)- step carefully and or use prepared access area.</p> <p>Obey any barriers & signage - Be aware of excavations</p> <p>Follow clearly defined detours for pedestrians around hazards</p> <p>Do not walk near top edge of excavations; maintain safe distance from edges, voids & pits.</p> <p>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.</p> <p>Working outdoors. Ensure:</p> <ul style="list-style-type: none"> - 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. <p>Wear gloves when handling sharp tools, rocks and other materials.</p> <p>Wear hearing protection, ensure it is:</p>		

COASTAL HIRE



JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
			<p><i>INHERENT RISK-RATING (IR)</i> <i>RESIDUAL RISK-RATING (RR)</i></p> <ul style="list-style-type: none"> - 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 		
			<ul style="list-style-type: none"> - 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		<p>Alertness at all times. Listen for:</p> <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 - Follow traffic management plan requirements. <p>Reversing trucks, ensure:</p> <ul style="list-style-type: none"> - 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. <p>When unloading ensure:</p> <ul style="list-style-type: none"> - Within Safe working load (SWL) if using hoisting machinery 		

COASTAL HIRE



JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
			<p><i>INHERENT RISK-RATING (IR)</i> <i>RESIDUAL RISK-RATING (RR)</i></p>		
			<ul style="list-style-type: none"> - 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. Vehicle access	Pedestrian behind vehicle Risk of personnel injury – crush injury	3	Liaise with Client as to the safest means for vehicles to enter the site. Site person to walk/direct all vehicles through work site.	1	
8. Unloading Vehicle & Setting up Work Area	Manual Handling - Sprains & Strains UV Exposure Heat Stress Extreme Heat/Cold	4	Rotate tasks regularly. Use two person lifting techniques Use Mechanical lifting methods where possible Use temporary shelter to reduce UV exposure where possible Ensure water is drunk regularly 200mls should be drunk every 20 minutes Wear appropriate PPE and sunscreen	1	
9. Demolish and erect fence using power tools	Entanglement Lacerations Electrocutation Burns Fumes Vibration	4	<p>Where possible use battery operated power tools.</p> Electrical plant to be tested and tagged. Daily pre start inspection carried out – ensure all safety functions and guards are in good working order. Operate the power tools as per the manufacturers instructions. Ensure the correct attachments discs, blades etc are selected for the type of material being cut. When operating power tools ensure you have a solid footing - do not operate power tool above your head.	2	

COASTAL HIRE



JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
			<p><i>INHERENT RISK-RATING (IR)</i> <i>RESIDUAL RISK-RATING (RR)</i></p> <p>Do not use if the plant is faulty remove from site.</p> <p>Use plant in well ventilated area.</p> <p>Remove all potential sources of ignition.</p> <p>Do not weld or grind on total fire ban days and high wind conditions</p> <p>Fire Extinguisher and water bucket is present and easily accessible – Use a spotter</p> <p>Ensure a welding screen is used when welding onsite</p> <p>Wear identified PPE. Ensure clothing is tight fitting and hair is tied back and no jewellery is worn</p> <p>Rotate tasks regularly – monitor the hands for signs of vibrations injury – numbness. Weakness in grip.</p>		
10. Use of Post Hole Digger	Entanglement Lacerations	4	<p>Always use the posthole digger on reasonably level ground, as digging on an incline is dangerous;</p> <ul style="list-style-type: none"> · Check the work area prior to using the machine and clear all hazardous obstructions, such as stones, bricks, wire, glass etc.; · Check for underground services – dial before you dig 1100; · Always stop the engine before cleaning or moving the machine to another location; · Keep hands, feet, body and clothing away from rotating parts whilst the engine is running, and also from exhaust muffler during or soon after operation; · Keep hair, jewelry and loose clothing etc. away from moving parts; · Never clear the auger with hands or feet; and · Never insert tools or equipment into the hole while digger is operating. 	2	
11. Preparation of area for new fence	Exposing underground services	4	Contact Dial before you dig, review site plans	2	

COASTAL HIRE



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>		
installation/marketing out fence area/ Excavate footing pads.	Manual handling injury		Mark out area not affected by services Rotate tasks regularly. Use two person lifting techniques Use Mechanical lifting methods where possible Bend knees when positioning pegs and setting up the string line.		
12. Mixing cement for footings	Manual handling injury – lifting cement bags Exposure to cement dust Inhalation Skin irritation EyesInhalation of fumes	4	Position the concrete mixer on a firm stable surface; · After positioning the concrete mixer, the operator must give a clear verbal signal before mixing commences; · During operation, the operator must be satisfied that no person is within 2m of the concrete mixer at all times; · Keep hands, feet, body and clothing away from rotating parts whilst the equipment is running; · Keep hair, jewellery and loose clothing etc. away from moving parts; · Consult manufacturer's SDS. Make sure manufacturer's instructions are followed when using concrete products; · Wear recommended Personal Protective Equipment (PPE) including a P1 dust mask, waterproof gloves, long sleeved shirt, full length trousers and approved eye protection when working with concrete products; · Separate the workers from the noise where possible; · Maintain equipment or install noise suppressors; and · Wear hearing protection - earplugs or earmuffs.	2	
13. Installation of fence posts & panels	Eye injury Puncture wound	4	Where possible use battery operated power tools. Electrical plant to be tested and tagged. Daily pre start inspection carried out – ensure all safety functions and guards are in good working order.	2	

COASTAL HIRE



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>		
			<p>Operate the power tools as per the manufacturers instructions. Ensure the correct attachments discs, blades etc are selected for the type of material being cut.</p> <p>When operating power tools ensure you have a solid footing - do not operate power tool above your head.</p> <p>Do not use if the plant is faulty remove from site.</p> <p>Wear identified PPE</p>		
14. Housekeeping	Slips, Trips and falls and electrocution	4	<p>*Orderly storage of material, equipment and waste.</p> <p>*Electrical leads to be kept clear from machinery and water</p> <p>*Electrical leads & electrical tools to be unplugged and stored away when not in use.</p> <p>*Electrical equipment is tagged and tested</p>	1	
15. Environmental Waste Management Consideration	Impact on the environment	3	<p>Ensure all contaminated waste is removed in appropriately sealed receptacles (where applicable) Ensure all construction or demolition waste is removed from site and recycled or disposed of at an EPA approved facility- Waste Disposal Dockets to be kept on file.</p>	1	
16. Clean up area once work is complete	Trips, slips, falls, back strain muscle strain	3	<p>*Ensure all tools & equipment are stored away correctly</p> <p>*Be aware of surroundings – slippery, uneven surfaces.</p> <p>*Wear appropriate PPE.</p> <p>*Use recycling where appropriate; dispose of waste in line with EPA, Council and clients requirements.</p>	2	
17. On Completion	<p>Slips, trips, falls causing injury</p> <p>Mobile plant</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> <p>- It is left/parked in a secure and safe manner</p>		

COASTAL HIRE



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>		
	<p>Cuts, laceration, puncture wounds</p> <p>Contact with electricity</p> <p>Muscular stress / musculoskeletal disorder (MSD)</p> <p>Public safety</p>		<ul style="list-style-type: none"> - 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> <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>		

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:

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
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/LICENCES 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
PPE to comply with relevant Australian Standards

RELEVANT LEGISLATION & CODES OF PRACTICE

Retain only the legislation references applicable to your state of operation for this SWMS.

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

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

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:

PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB.

(Make & Model)

REFERENCE DOCUMENTS



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:										