

# COASTAL HIRE



## SAFE WORK METHOD STATEMENT (SWMS) PART 1

ACTIVITY: POST HOLE AUGER			SWMS #:
BUSINESS NAME: Coastal Hire And Sales Pty Ltd			ABN: 70114481408
BUSINESS ADDRESS: 33 Jindalee rd, Port Macquarie, NSW 2444			
BUSINESS CONTACT:			PHONE #: 0429810200
<b>SWMS APPROVED BY: EMPLOYER / PCBU / DIRECTOR / OWNER.</b>			
NAME:			
SIGNATURE:			DATE:
PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS:			
PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS:			
<b>RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.</b>			<b>ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.</b>
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).
<b>PRINCIPAL CONTRACTOR DETAILS</b> <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. #:
<b>SWMS SCOPE: (TO BE FILLED IN ACCORDING TO ON-SITE SPECIFICS)</b>			

## 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	<b>DO NOT PROCEED.</b>		MOST EFFECTIVE ↑ ↓ LEAST EFFECTIVE
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	<b>DO NOT PROCEED.</b>		
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	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"/>	<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)

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JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
			<i><b>INHERENT RISK-RATING (IR)</b></i> <i><b>RESIDUAL RISK-RATING (RR)</b></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"> <li>- Health and Safety rules</li> <li>- Induction for all workers – site specific and toolbox meetings</li> <li>- Supervisory arrangements</li> <li>- Emergency plans</li> <li>- All relevant workers are appraised for required competencies &amp; for any pre-existing medical conditions if working in remote or isolated locations.</li> <li>- Communication arrangements</li> <li>- Hazard reporting procedures</li> <li>- Injury reporting procedures</li> <li>- Ensure Work Safe notification for deep excavations prior for planned work (where applicable)</li> <li>- PPE required</li> <li>- Site plans – showing no go zones for pedestrians</li> <li>- Traffic Management Plan detailing movement of vehicles during work</li> <li>- Exclusion Zones</li> <li>- Risk Assessments, SWMS and JSA's</li> <li>- Ensure relevant guidance material for electrical NO GO ZONES is on site and consulted before work commences.</li> <li>- Underground essential services - including gas, water, sewerage, telecommunications, and electricity.</li> </ul>		

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			<i><b>INHERENT RISK-RATING (IR)</b></i> <i><b>RESIDUAL RISK-RATING (RR)</b></i>		
2. Training and Capabilities	<p>Lack of training or the assessment of capability may lead to personal injury, property damage &amp;/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"> <li>- Instructed on the use of this SWMS</li> <li>- Reporting procedures for incidents</li> <li>- Correct use of equipment including selecting, fitting, use, care of and maintenance</li> <li>- Correct use of all tools used</li> <li>- Emergency plans</li> <li>- Use of supervision where required (e.g. new starters or new equipment)</li> <li>- Conduct a pre-start toolbox talk to ensure that all workers have been made fully aware of the scope of work to be performed</li> </ul> <p><b>NOTE: Check workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs.</b></p> <p><b>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</b></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"> <li>- Ensure site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons etc.)</li> <li>- Assess mobile phone reception (alternative emergency communications procedures in place if no reception available)</li> <li>- Work site is exactly as detailed in Terms of Agreement or contract</li> <li>- Suitable access for all equipment required</li> </ul>		

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			<p><i>INHERENT RISK-RATING (IR)</i>      <i>RESIDUAL RISK-RATING (RR)</i></p> <ul style="list-style-type: none"> <li>- Suitable space for operation of equipment</li> <li>- Suitable lighting, including night-works (include flood lighting and operator head lamps as applicable)</li> <li>- Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task</li> <li>- If represented by an elected health and safety representative, the representative should be included in any consultation</li> <li>- Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made</li> </ul> <p>Conduct risk assessment to identify potential hazards e.g.</p> <ul style="list-style-type: none"> <li>- Changes in levels</li> <li>- Underground/overhead electrical services</li> <li>- Mobile plant</li> <li>- Hot conditions.</li> </ul>		
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"> <li>- Overhead power lines (including high and low voltage distribution conductors)</li> <li>- Single wire earth return (SWER)</li> <li>- Service cables to premises</li> <li>- Communications cables</li> <li>- Electrical transformers (mounted lower than cables)</li> </ul> <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>		

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			<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		<ul style="list-style-type: none"> <li>- Between 3-6.4m of power lines a Spotter is required.</li> <li>- Further than 6.4m of power lines is open area</li> <li>- No work to be conducted within 10m radius of SWER transformer.</li> </ul> <p><b>NOTE: No work to be conducted within Minimum Clearance Zones without written permission from power supplier.</b></p> <p><b>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.</b></p> <p>Ensure underground services have been identified and marked accurately for depth and position:</p> <ul style="list-style-type: none"> <li>- Contact Dial before you dig</li> <li>- Use accredited cable locator contractor to test the area</li> <li>- Contact relevant authorities/companies for 'as constructed' plans if necessary</li> <li>- Hand excavate using a shovel to locate services and mark out prior to any trenching or battering works</li> </ul> <p>Use "Pot holing" techniques if required:</p> <ul style="list-style-type: none"> <li>- Use extreme care when working near gas mains</li> <li>- When using hand prodders to locate pipes do not use hammers or other implements</li> </ul> <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>		

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			<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 &gt;180mm (concrete slabs etc.)- step carefully and or use prepared access area.</p> <p>Obey any barriers &amp; 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 &amp; pits.</p> <p><b>NOTE:</b> 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"> <li>- Suitable protective clothing</li> <li>- Sun brim on hard hat</li> <li>- Safety glasses - UV Rated</li> <li>- Use 30+ sunscreen</li> <li>- Adequate drinking water</li> <li>- Access to shade during breaks</li> <li>- Adequate breaks</li> <li>- 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</li> <li>- Ensure sufficient lighting and visibility.</li> </ul> <p>Wear gloves when handling sharp tools, rocks and other materials.</p> <p>Wear hearing protection, ensure it is:</p>		





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			<p><i>INHERENT RISK-RATING (IR)</i>      <i>RESIDUAL RISK-RATING (RR)</i></p> <ul style="list-style-type: none"> <li>- If alternative route is immediately adjacent to the road, concrete or water filled barriers to protect pedestrians from road traffic should be used</li> <li>- Pedestrians will be directed by defined walking paths clearly marked with using appropriate measures (e.g. barriers, fencing hazard netting)</li> <li>- Signage must be appropriate and easily seen</li> <li>- Temporary pathways must have no trip hazards and the ground/pavement should be free of holes, dips, mud or debris</li> </ul>		
			<ul style="list-style-type: none"> <li>- Mobility impaired e.g. wheelchair access, pram ramps, handrails must be considered in respect to widths, surface and grade</li> <li>- Barrier fencing flagging or other acceptable method must be erected to prevent the public from entering hazardous areas of the work site</li> <li>- Access should be monitored through a single-entry point.</li> </ul>		
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"> <li>- Reversing alarms/beepers</li> <li>- Calls from Plant Operators</li> <li>- Safety/warning signs, Spotters, traffic barriers etc. must be obeyed as required</li> <li>- Work positions should be in clear sight of plant operators</li> <li>- Follow traffic management plan requirements.</li> </ul> <p>Reversing trucks, ensure:</p> <ul style="list-style-type: none"> <li>- Never stand between truck and another structure when vehicle is reversing</li> <li>- Always maintain visual contact with driver's mirrors (<b>Remember: if you can't see the driver – he can't see you!</b>)</li> <li>- Use a spotter where practicable to direct trucks on site.</li> </ul> <p>When unloading ensure:</p> <ul style="list-style-type: none"> <li>- Within Safe working load (SWL) if using hoisting machinery</li> </ul>		

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			<p><i>INHERENT RISK-RATING (IR)</i>      <i>RESIDUAL RISK-RATING (RR)</i></p> <ul style="list-style-type: none"> <li>- Suitable ground and sufficient room for operation</li> <li>- Delivery driver and other personnel are removed from area (use physical barriers to maintain exclusion zone)</li> <li>If Driver is unloading – establish and enforce exclusion zone</li> <li>- Persons do not stand on or beside delivery vehicle during unloading</li> <li>- Loads are secure and will not free-fall</li> <li>- Use lifting equipment for larger packs.</li> </ul>		
7. Site safety	Traffic Injury to other persons Underground services Obstructions		<p>Make sure that work area is safely separated from passing traffic, or that traffic control is used when working in close vicinity to traffic path – refer SWP289 Working on Roads for traffic safety guidance.</p> <p>Make sure bystanders and others are away from the area before operating auger – do not allow unauthorised entry.</p> <p>Locate and mark all underground services before commencing digging – dial 1100 before you dig.</p> <p>Clear area of stones, branches, etc., and inspect all the area for tree roots – always clear the area before digging hole.</p>		
8. General precautions	Moving parts Working on sloping ground		<p>Make sure that drives are disengaged and engine turned off before fitting or removing auger. Never work or walk under a raised auger – always lower.</p> <p>Make sure that all driveline guards are properly fitted before operating auger – never use without guards.</p> <p>Always position machine with auger on uphill side when working on slopes – make sure that machine is stable.</p>		
9. Preparation	Falling objects Harmful contact Sharp edges		<p>Prevent auger falling when fitting to or removing from drive head – obtain assistance with auger.</p> <p>Always use proper shear bolts or auger retaining bolts when fixing auger – use only specified parts.</p> <p>Do not touch hydraulic fluid and lubricants when servicing or fitting.</p>		

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			Avoid touching sharp edges or burrs and nicks on cutting edges or flights – wearing gloves when handling fluids or rough or sharp objects is necessary.		
10. Operation	Moving parts / entanglement  Flying objects / dust / noise		Always remain in operator’s position when auger is being used – keep away from moving parts.  Stop machine before any person approaches auger for any purpose – always keep all persons away from auger.  Stop machine before using tool or implement to clear dirt from auger – do not approach moving auger.  Make sure that auger digs with spoil breaking up and being carried by flights – never allow screwing into ground.  Stop machine and disconnect drive before attempting to free jammed auger – always first turn engine off to free auger.  Ensure wearing of appropriate protective clothing and equipment when machine is operating and auger is digging – wearing eye, hearing, hand and foot protection is necessary as required.		
11. Transport, cleaning and maintenance	Falling objects  Sharp edges  Harmful contact		Make sure that augers are properly secured before transporting machine – ensure proper handling practices are followed.  Avoid touching sharp edges of cutters and flights when handling augers – wearing hand and foot protection is necessary.  Do not touch oils, grease and hydraulic fluid under pressure – wearing eye and hand protection is necessary.		
12. On Completion	Slips, trips, falls causing injury          Mobile plant		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: <ul style="list-style-type: none"> <li>- It is left/parked in a secure and safe manner</li> <li>- All keys are removed</li> </ul>		

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	<p>Cuts, laceration, puncture wounds</p> <p>Contact with electricity</p> <p>Muscular stress / musculoskeletal disorder (MSD)</p> <p>Public safety</p>		<p>- It is locked to prevent unauthorised use.</p> <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"> <li>- Make sure the access route is clear of hazards</li> <li>- Use hand trucks (trolley) to move heavy materials, where practicable</li> <li>- Use team-lifts where possible.</li> </ul> <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:										