SAFE WORK METHOD STATEMENT (SWMS) FORM - GENERAL ACTIVITIES

GENERAL DETAILS

ACTIVITY/ TASK	General Activity				
SWMS REF NO.	001	**SWMS VERSION NO.**	1A	**DATE OF VERSION**	
PROJECT TITLE:					
PROJECT ADDRESS:					

CONTRACTOR DETAILS

CONTRACTOR			**CONTRACTORS ABN**	
CONTRACTOR ADDRESS				
SUPERVISOR NAME			**POSITION / TITLE**	
CONTACT TEL NO.	Phones:	Fax:	**SIGNATURE**	

SENIOR MANAGEMENT / DIRECT MANAGER APPROVAL - Refer Delegations (Where Residual Risk remains as High or Very High after Control Measures identified)

NAME		**POSITION / TITLE**	
DATE		**SIGNATURE**	

PERSON CONDUCTING THE BUSINESS OR UNDERTAKING (PCBU) PRINCIPAL CONTRACTOR / CUSTOMER DETAILS (IF APPLICABLE)

PRINCIPAL CONTRACTOR		**NAME OF REPRESENTATIVE**	
DATE SWMS ACCEPTED		**SIGNATURE**	

IDENTIFICATION OF HIGH RISK CONSTRUCTION ACTIVITY

Involves a risk of a person falling more than 2 m	☐	Is carried out on a telecommunication tower	☐	Is carried out in an area in which there are artificial extremes of temperature	☐	Involves, or is likely to involve, the disturbance of asbestos	☐
Involves structural alterations or repairs that require temporary support to prevent collapse.	☐	Is carried out in an area at a workplace in which there is any movement of powered mobile plant	☐	Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians	☐	Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure	☐
Is carried out in or near water or other liquid that involves a risk of drowning	☐	Is carried out on or near pressurised gas distribution mains or piping	☐	Is carried out on or near chemical, fuel or refrigerant lines	☐	Is carried out on or near energised electrical installations or services	☐
Is carried out in an area that may have a contaminated or flammable atmosphere	☐	Is carried out in or near a shaft or trench with an excavated depth greater than 1.5 m	☐	Involves the use of explosives	☐	Is carried out in or near a tunnel	☐

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Is carried out in or near a confined space	☐	Involves tilt-up or precast concrete	☐	Involves diving work	☐

PPE TO BE WORN BY ALL PERSONS UNDERTAKING THIS TASK

High Visibility	Head Protection	Foot Protection	Hearing Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Other
 ☒	 ☒	 ☒	 ☒	 ☒	 ☐	 ☒	 ☐	 ☒	☐ If other list:

PLANT AND EQUIPMENT

- Where relevant, plant is registered with the statutory authority, and where relevant, the plant's design is registered with the statutory authority.
- Plant is fit for purpose, inspected, maintained, serviced, and repaired in accordance with manufacturer's / supplier's instructions or other specified standard representing good practice.
- Plant is accompanied by manufacturer's / supplier's instructions or other specified standard representing good practice and is available to the operator / user.
- Where relevant, the operator of the plant is licenced by the statutory authority.

PLANT REGISTER REFERENCE NO.	PLANT / EQUIPMENT REQUIRED TO UNDERTAKE THE TASK	USED ON PROJECT	REGISTRATION NO	CERTIFICATE NO	PLANT RISK ASSESSMENT COMPLETED	PRE-DELIVERY INSPECTION COMPLETED
		☐			☐	☐
		☐			☐	☐
		☐			☐	☐
		☐			☐	☐

HAZARDOUS CHEMICALS

- Hazardous chemicals to be used during the activity shall have a Hazardous Chemicals Risk Assessment completed prior to use.
- The materials shall be registered on the Hazardous Chemicals Register

HAZARDOUS CHEMICALS REQUIRED TO UNDERTAKE THE TASK:	USED ON PROJECT	UN NUMBERS	DG NUMBERS	RISK ASSESSMENT COMPLETED	SDS PROVIDED
	☐			☐	☐
	☐			☐	☐

	☐			☐	☐
	☐			☐	☐

PERMITS

- The following Permits to Work are implemented by the Organisation (Principal Contractor) in managing high risk activities.
- The following Permits are to be completed prior to undertaking this activity and these are to be submitted for approval prior to undertaking these activities.

NAME	REQUIRED	NAME	REQUIRED
Hot Works (Grinding / Welding etc.)	☐	Excavation	☐
Work at Heights	☐	Work In, Over or Adjacent to Water	☐
Confined Space	☐	Ladders (Where Not Used for Access Purposes Only)	☐
Other	☐	If Other, identify:	

TRAINING AND COMPETENCIES

- The following training and competencies are required to be completed by personnel in order to undertake this activity.

NAME	COURSE CODE (IF APPLICABLE)
Work Safely in the Construction Industry (Construction White / Blue Card)	CPCCOHS1001A
Induction into the SWMS	N/A

STANDARDS OF GOOD PRACTICE

LEGISLATION APPLICABLE TO THIS WORK	Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Electrical Safety Act 2002 Electrical Safety Regulations 2013
CODES OR OTHER STANDARDS APPLICABLE TO THIS WORK	Risk Management ISO 31000:2009 COP - Children and Young Workers 2006 COP - Concrete Pumping 2005 COP - Confined Spaces 2011 COP - Demolition Work 2013 COP - Excavation Work 2013 COP - First Aid in the Workplace 2014 COP - Formwork 2016 COP - Hazardous Manual Tasks 2011 COP - How to Manage Work Health and Safety Risks 2011 COP - Labelling of Workplace Hazardous Chemicals 2011 COP - Managing Risks of Hazardous Chemicals in the Workplace 2013 COP - Managing Risks of Plant 2013 COP - Managing the Risk of Falls at Workplaces 2018 COP - Steel Construction 2004 COP - Work Health and Safety Consultation, Co-operation and Co-ordination 2011

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HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL OF ACTIVITY (HIRAC)

ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK 11-19 ACCEPTABLE – MAINTAIN CONTROLS	20-24 HIGH - SENIOR MGMT APPROVAL REQ 0-10 LOW – MONITOR CONTROLS	L	C	R	
Travelling to and from Work **Work Owned or Operated Vehicles ONLY – DOES NOT include use of private vehicles for travelling to or from work.*	Journeys to and from places of work require Employees and Contractors to travel by car, truck, motorcycle or some other form of motorised transport, from one location to the other. Injuries may be caused through impact of: • One vehicle to another, or • One vehicle to a stationary object, or • Moving materials and products as a result of the sudden stopping of the vehicle.	5	21	26	▪ All drivers of vehicles must possess current relevant State or Territory licence Vehicles must be: ▪ In good working order ▪ Regularly maintained and meet current State or Territory roadworthy requirements, and ▪ Registered and insured appropriately ▪ All drivers must be adequately experienced in driving work/private vehicles to and from places of work and in handling road and adverse weather conditions ▪ All materials and products must be stored and secured during travel in such a way as not to be hazardous as a result of an impact collision ▪ Train drivers where necessary and have provision for counselling as a result of serious incidents		1	11	12	Site Supervisor and workers
General Planning	Incomplete training and inductions	7	16	23	▪ Workers and/or contractors are fully trained to complete the required task ▪ Make sure you consult with the relevant employees/contractors ▪ Ensure that there is adequate, competent supervision ▪ Ensure that employees/contractors are using the correct equipment to complete the task		1	6	7	Site Supervisor, Workers and Contractors
	Inadequate response to emergency situation	5	21	26	▪ Location of first aid kit is known to all workers ▪ Emergency responders are clearly identified in site induction and displayed on site notice board		1	11	12	Site Supervisor

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	Poor access	5	16	21	▪ Access to the work area is be kept clear of clutter ▪ Adequate access for carpenters and their equipment ▪ Provide adequate lighting to the workplace, especially in basements and other enclosed areas. Access ways are to be suitably defined and lit ▪ Enter the work site through the proper access ▪ Report to the Principal Contractor for site induction		3	6	9	Site Supervisor and workers
	Insufficient Lighting lack of adequate ventilation	5	16	21	▪ Make sure you consult with the relevant employees/contractors ▪ Check that the work area is adequately ventilated, and that fuelled equipment has the correct safety equipment attached and located in an open air environment		1	6	7	Site Supervisor and workers
Working in Sunlight, Heat and Cold	Exposure to extreme heat and sunlight	5	16	21	▪ Conduct inspection/review to identify hazards and risks. ▪ Recommended PPE is 50 +sunscreen, long sleeved shirt, hard hat with a flap at the back, and AS rated sunglasses. Consideration must be given to overheating due to long sleeves. Workers encouraged to take regular breaks whilst working for extended periods in high temperatures over 35 degrees Celsius ▪ When working outdoors seek shade if possible. If no shade is possible, where there is exposed skin, wear 50+ sunscreen ▪ Apply sunscreen 15 minutes before exposure to the sun ▪ Reapply every two hours or sooner		1	11	12	Site Supervisor and workers
	Exposure to Wet/Cold	5	16	21	▪ Workers to wear additional clothing to normal conditions. Long pants/ jumpers dependent upon weather conditions ▪ Wear PPE of safety footwear and eyewear, and high visibility clothing and other PPE where displayed signage requires it		1	11	12	Workers

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Moving about the Worksite	Personal injury	5	11	16	▪ Report to site manager / site office before entering site ▪ Identify risks and hazards through site inductions and risk assessments, for example site safety checklists ▪ Conduct proper site inductions ▪ Move at a pace allowing for proper visual assessment ▪ Remove all trip hazards where possible		3	6	9	Site Supervisor and workers
Delivery of Material	Machinery / plant injury	5	21	26	▪ Report to site manager / site office before entering site ▪ Identify risks and hazards through site inductions and risk assessments, for example site safety checklists ▪ Conduct proper site inductions ▪ Move at a pace allowing for proper visual assessment ▪ Wear the correct PPE including safety footwear, safety eyewear, high visibility clothing as per site signage		1	11	12	Site Supervisor and workers
	Manual handling	5	11	16	▪ Assess site specific hazards and risks ▪ Workers must apply correct bending, lifting and carrying techniques when loading or unloading ▪ The lifting of loads is kept to a minimum and assistance is sought where necessary ▪ Wear the correct PPE including Safety footwear, Safety eyewear, high visibility clothing		3	6	9	Site Supervisor and workers
	Vehicle access	5	21	26	▪ Check that the truck drivers and plant operators hold licences, certificates of competencies ▪ Vehicles must have proper access to site ▪ The delivery or set down area must be away from, or protected from workers and pedestrians ▪ Provide traffic control / management where deliveries affect other traffic, or public and pedestrian access ▪ Clearly identify deliver and set down areas to all persons, including the delivery driver		3	11	14	Site Supervisor

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	Manual handling	5	21	26	▪ Implement exclusion zones ▪ Ensure that loads a secured before lifting ▪ Ensure that SWL of chains is not exceeded		3	11	14	Site Supervisor and workers
	Failing unloading systems	5	21	26	▪ Where lifting gear is being used make sure lifting gear register is current and all chains and slings have been certified as safe ▪ Ensure that SWL of chains is not exceeded		1	11	12	Site Supervisor and workers
	Use of vehicle mounted crane	5	21	26	▪ Maintain current plant registers and maintenance records for truck, Hiab, bobcat, Manitou ▪ Ensure a correct pre-start has been conducted on machine ▪ Hiab not to be used for construction activities		1	11	12	Site Supervisor and workers
Running out an Electrical Lead Tick if Applicable ☐	Potential for damage from pedestrian/vehicular/plant movement causing serious injuries	5	16	21	▪ Decide the best route to take the lead away from potential damage by traffic and from moisture ▪ Consider what additional materials, such as hooks, may be needed ▪ Check that the power to the main box is turned off before plugging in the lead ▪ Run out the lead from the main power box towards the work area. Locate lead on stands or in ducts as appropriate ▪ Check leads are not hanging over scaffold or other metal framework. Use lead hooks ▪ Check lead is out of harm's way and away from moisture NOTE. The last stand or hook should finish about 4m before the work area. Unwind any surplus lead, including any left on the drum. Attach it in large coils (about 1m diameter) (insulated) to the last stand or hook ▪ Only once the above has occurred may a tool be connected, and the power turned on		3	6	9	Site Supervisor and workers

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Setting up Stands and Hooks, and using Manual Hand Tools Tick if Applicable ☐	Unstable vehicle loads	5	16	21	▪ Check stands and hooks are away from trafficable area and high enough to clear traffic ▪ Check stands are stable		3	6	9	Site Supervisor and workers
	Inadequate training	5	16	21	▪ Employees must be properly trained in the safe use of hand tools ▪ Use the right tool for the job ▪ Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact		3	6	9	
	Incorrect use of hand tools	5	16	21	▪ Do not throw tools. Hand them handle first, directly to other workers ▪ Do not wear bulky gloves to operate hand tools		3	6	9	
	Tools in poor condition	5	16	21	▪ Replace cracked, splintered or broken handles on hammers, files, screwdrivers, or sledgehammers ▪ Tools handles must fit tightly into the head of the tools ▪ Use good-quality tools and keep them in good condition always ▪ Maintain tools carefully. Keep them clean and dry and store them properly after each use		3	6	9	
	Defective tools	3	11	14	▪ Do not use tools for jobs they were not intended to do eg. Do not use a slot screwdriver as a chisel, pry bar, wedge or punch, or wrenches as hammers ▪ Inspect tools for defects before use. Replace or repair defective tools		1	11	12	
Using Electrical and Battery Powered Tools Tick if Applicable	Personal injury	5	11	16	▪ Recharge a battery powered tool only with the charger that is specifically intended for battery in the tool ▪ Remove the battery from the tool. Make sure that the tool is switched off or locked off before changing accessories, making adjustment or storing the tools		3	6	9	Site Supervisor and workers

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					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROLS				
☐					▪ Store a battery pack safely so that no metal part, nails, screws, wrenches etc. can come into contact with the battery terminals ▪ Wear PPE and clothing that is appropriate for the work you are doing eg. Safety glasses or goggles, hearing protection, dust mask, gloves, safety boots or shoes ▪ Switch off tools before connecting them to a power supply ▪ Disconnect the power supply before making adjustments or changing accessories ▪ Keep power cords clear of tools and the path that the tool will take ▪ Use clamps, a vice or other devices to hold and support the piece you are working on, when practical to do so ▪ Use only approved extension leads ▪ Keep power cords away from heat, water, oil, sharp edges and moving parts ▪ Store tools in a dry, secure location when they are not being used				
	Inadequate training	5	16	21	▪ Employees must be properly trained in the safe use of tools ▪ Use the right tool for the job ▪ Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact ▪ Wear the correct PPE for the job you are doing. This includes 30+ broad spectrum sunscreen, long sleeved shirt, long trousers, safety glasses, safety footwear, and well-fitting gloves		3	6	9	
	Safety and Compliance testing not conducted by licensed Electrician	5	16	21	▪ A licenced electrician shall undertake all electrical test and tagging		1	11	12	
	Electrical equipment not tested or tagged	5	21	26	▪ Use only tools that have been tested and tagged ▪ Use only the kind of battery that the manufacturer specified for the tool you are using		3	11	14	

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					▪ Corded tools are to be visually inspected by the operator prior to use for any visible signs of damage					
	RCD's not tested	3	21	24	▪ Ensure that all electrical tools are protected through the use of RCD's ▪ RCD's shall be tested and tagged		1	11	12	
	Slips, trips and falls.	7	16	23	▪ Keep the work environment clean and tidy to avoid clutter which may cause accidents ▪ Do not carry tools in a way that interferes with using both hands on a ladder, while climbing on a structure, or when doing any hazardous work ▪ Point sharp tools eg. Saws, chisels, knives etc. lying on benches away from aisles. Handles should not extend over the edge of the benchtop		3	6	9	
Disconnecting Tools Tick if Applicable ☐	Defective or damaged tools	3	11	14	▪ Inspect tools for any damage before each use ▪ If the tool is defective, remove it from service, and tag it clearly "Out of Service for repair" ▪ Replace damaged equipment immediately. Do not use defective tools ▪ Inspect cords for defects. Check for power cord cracking, fraying and other signs of wear or fault in the cord insulation ▪ Check for damaged switches and ones with faculty trigger locks ▪ Inspect the plug for cracks and missing, loose or faulty prongs ▪ Check the handle and body casing of the tool for cracks or other damage		3	6	9	Site Supervisor and workers
	Disconnecting tools before turning off power and removing plug from socket, can cause electrocution and death	3	21	24	▪ Turn off power ▪ Remove power cord plug from socket		1	11	12	Workers

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	Personal injury	5	11	16	▪ Conduct a risk assessment of the work and identify what access is required. Eg. Ladder, scaffolding or elevated work platforms ▪ Use the hierarchy of controls to select the safest option ▪ Look over the area you have to move the ladder to ▪ Clear the route where possible of potential trip hazards ▪ If potential hazards are too great, find another route to the work site ▪ Ensure other workers are aware of your intentions ▪ Seek assistance when moving larger ladders ▪ Do not attempt to negotiate larger ladders through work sites unaided ▪ Do not erect a ladder in walkways or areas where pedestrian or plant/vehicular traffic is expected		3	6	9	Site Supervisor and Workers
Moving a Ladder to and from Site Tick if Applicable ☐	Poorly secured work equipment	5	11	16	▪ Check the ladder and repair as necessary (fix broken rungs if necessary) ▪ Check base pads are intact ▪ Check non slip feet on the ladder are fitted ▪ Place ladder on even surface and ensure its stability ▪ NOTE. Ladders must be leaning on a 4:1 ratio (1 metre out at base for every 4 metres up) ▪ Confirm ladder is suitable to application ▪ Do not use metal ladders for electrical work ▪ Only use commercial grade ladders on Construction Sites rated at minimum 120kg		3	11	14	Site Supervisor and workers

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Using a Ladder Tick if Applicable ☐	Poorly secured work equipment	5	11	16	▪ Use PPE of non-slip safety footwear, high visibility clothing, safety glasses and hat ▪ Position ladder in a 4:1 ratio. For every 4 metres in height the base must be 1 metre out from vertical creating a suitable lean ▪ Ladders must extend at least one metre above point of securing and the top three rungs of ladder must not be used at any time ▪ Secure ladder top and bottom ▪ Maintain three points of contact with ladder always. Avoid over reaching ▪ Position trunk between stiles at all time ▪ Do no overload ladder. One person at a time only to access step ladders ▪ Do not use ladder as a work platform (other than light work) ▪ Do not use in adverse weather conditions ▪ Do not use near electrical power lines ▪ Do not use near exposed or open edge where guarding or railing is not in use and effective for fall protection		3	11	14	Site Supervisor and workers
Framing – Single Level Construction Tick if Applicable ☐	Manual handling **Examples** • Holding tools • Turning screws • Hitting with a hammer • Jumping down from a ladder • Throwing materials from the roof to the ground • Loading equipment and materials • Unloading equipment and materials	5	16	21	▪ Identify specific site hazards and risks ▪ Eliminate the need for Manual Handling where possible Make sure workers are sufficiently trained and experience in: ▪ Manual handling techniques ▪ Team lifting ▪ Assessing and carrying loads ▪ Rest breaks as needed ▪ Deliver product as close to site as possible, safely parking where necessary Consider: ▪ Frequency and duration of the activity ▪ The position of the load relative to the body		3	6	9	Site Supervisor and workers

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	• Carrying equipment and materials • Failing to correctly assess a load				▪ The distance to be moved ▪ The characteristics of the load ▪ Weight is not the only factor to cause Manual Handling injuries ▪ Limit each load to a minimum and seek assistance wherever possible. Workers lifting more than 20kg are to seek assistance. WARNING. Workers are not to lift more than 55kg without mechanical assistance or team lifting ▪ Ensure safety footwear and high visibility clothing is worn at a minimum ▪ Use gloves where hand injuries are a possibility					
	Manual handling	7	11	18	▪ Assess the specific hazards and risks using a job safety analysis or similar ▪ Pair experienced and less experienced employees where possible ▪ Lifting and moving work is undertaken with assistance to lighten the load where necessary ▪ Weights lifted match the ability of the worker. Each worker will vary in the loads they can lift ▪ Manual Handling training and awareness is provided to workers and safe manual handling techniques are used		3	6	9	Site Supervisor and workers
	Electrical tool hazards	5	21	26	▪ Explosive power tools are only to be used by experienced operators. Ensure that adjoining rooms and spaces are unoccupied prior to using EPT's ▪ Electrical tools, compressors and residual current devices are tested and tagged as required		3	6	9	Site Supervisor and workers
	Personal injury	9	11	20	▪ Communicate to all workers where the planned lay down areas are and routes of travel ▪ Ensure material delivered to site is scheduled to align with the methodology ▪ Regular site tidy up to occur		3	6	9	Site Supervisor and workers

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Using Power Saws Tick if Applicable ☐	Electrical tool hazard	5	21	26	▪ Check that each tool is electrically safe prior to use, check the power lead and plug for damage ▪ Ensure that all mains voltage tools are tested and tagged within last five months ▪ Set up tool on a stable surface ▪ If cutting long pieces of timber, ensure that a support is used to hold timber at correct height during cut ▪ Only use tools for their designed purpose		1	11	12	Site Supervisor and workers
	Kickbacks causing severe cuts	5	16	21	▪ Never use a tool with guards missing and do not remove guards from tools ▪ Ensure that tool complies with manufactures original specification and has not been modified ▪ Position timber prior to starting saw if needed use clamps to prevent timber from moving during cut ▪ Use brush or stick to move material away from blade		1	11	12	Site Supervisor and workers
	Noise	7	21	28	▪ Always wear PPE when using power tools including safety glasses and hearing protection		3	6	9	Site Supervisor and workers
Erecting Structural Beams Tick if Applicable ☐	Inhalation of dust and fumes	7	16	23	▪ Always wear PPE when using power tools including breathing apparatus ▪ Avoid breathing dust		3	6	9	Site Supervisor and workers
	Manual handling.	5	11	16	▪ Assess the specific hazards and risk using a job safety analysis or similar ▪ Mechanical assistance must be used to lift structural beams into position ▪ Lifting gear (slings/chains) must be in good condition. All lifting gear must be certified by a competent person (rigger) before use ▪ Plant operators are to be licensed, competent and experienced		3	6	9	Site Supervisor and workers

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					▪ When using mechanical assistance, all slings and/or chains must be left attached to the support beam until beam is adequately secured					
	Electrical hand tool hazard	5	21	26	▪ Manual Handling training and awareness must be provided to workers and safe manual handling techniques used ▪ PPE, including high visibility clothing, safety footwear, and safety eyewear and hearing protection must be available and worn		1	11	12	Site Supervisor and workers
	Personal injury	7	16	23	▪ Clear the area prior to commencing work, clean what needs to be cleaned ▪ Remove all the slip and trip hazards		3	6	9	Site Supervisor and workers
Fixing Windows Tick if Applicable ☐	Unsecured beam falling from position	3	21	24	▪ A minimum of two workers must secure each end of the beam into position. Spotters must be deployed to assist when lifting ▪ No persons are to be under swinging arc of the load ▪ Pre drill anchor holes to enable rapid securing of beam ▪ Less experienced workers are to be paired with a more experienced worker. **WARNING.** Apprentices are not to work alone in securing beams and are to be provided direct supervision		1	16	17	Site Supervisor and workers

SAFE WORK METHOD STATEMENT (SWMS) FORM - GENERAL ACTIVITIES

ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK 11-19 ACCEPTABLE – MAINTAIN CONTROLS	20-24 HIGH - SENIOR MGMT APPROVAL REQ 0-10 LOW – MONITOR CONTROLS	L	C	R	
	Manual handling	5	11	16	▪ To fit the window, use team lifting to ease the difficulty of the lift ▪ Use only experienced and competent workers who are capable of completing task. Otherwise, ensure experienced and less experienced employees are paired ▪ Weights lifted must match the ability of the worker. Each work will vary in the loads they can lift ▪ When lifting and fitting window consider wearing of gloves ▪ Safety glasses should be worn at all times. Other PPE, such as safety footwear and high visibility clothing to be worn as required by the principal contractor		1	6	7	Site Supervisor and workers
Fixing Internal and External Woodwork, including Doors and Windows Tick if Applicable ☐	Broken glass	5	11	16	▪ Place timber railing across window and door openings that may cause falls. When removing timber railings for fitting of windows, workers must maintain both feet firmly on the deck of the scaffold or construction flooring ▪ Avoid any broken glass ▪ Fix window on both sides (top and bottom) to secure from falling ▪ Tape glass (cross) prior to moving into position and ensure that all tools and packing is ready to use when window is fitted		1	6	7	Site Supervisor and workers
	Manual handling injuries	5	11	16	▪ Assess hazards and control risks ▪ Give only competent employees access to the work site ▪ Pair experienced and less experienced workers as needed ▪ Workers must possess induction cards and be competent to operate hand and power tools ▪ Test and tag electrical tools, compressors and residual current devices regularly ▪ Undertake lifting and moving work with assistance to lighten the load where necessary ▪ Weights lifted must match the ability of the worker. Each worker will vary in the loads they can lift		1	6	7	Site Supervisor and workers

SAFE WORK METHOD STATEMENT (SWMS) FORM - GENERAL ACTIVITIES

ACTIVITY / TASK / JOB STEP	HAZARD / RISK	INTRINSIC RISK			HAZARD CONTROLS		RESIDUAL RISK			RESPONSIBLE PERSON (WHO IMPLEMENTS)
		L	C	R	25-30 VERY HIGH – STOP WORK	20-24 HIGH - SENIOR MGMT APPROVAL REQ	L	C	R	
					11-19 ACCEPTABLE – MAINTAIN CONTROLS	0-10 LOW – MONITOR CONTROLS				
					▪ Wear PPE. Safety glasses should be worn at all times. Other PPE, such as safety footwear and high visibility clothing to be worn as required by the principal contractor					

METHODS FOR MONITORING AND REVIEWING EFFECTIVENESS OF CHOSEN CONTROL MEASURES
Process failure if any of the work does not go to plan, review the SWMS in consultation with supervisors and workers implement a JSA if required. The supervisor will ensure that all workers comply with these requirements by conducting regular site walk around to check on the work activities. Safe work method statements in use will be discussed at tool box meetings. By Signing I agree that I have had the opportunity for input into.

NOTE: Where residual risk is High or Very High, Senior Management or Direct Manager / Supervisor (as per Delegations) approval is required prior to commencing work.

SAFE WORK METHOD STATEMENT (SWMS) FORM - GENERAL ACTIVITIES

RISK MATRIX

Perform a risk assessment for each hazard identified by:

(i) Determining the consequences (refer Table 1).
(ii) Determining the likelihood of the consequence occurring (refer Table 2).
(iii) Apply the values obtained from Tables 1 and 2 to the Qualitative Risk Matrix (Table 3) to obtain the resultant Risk Score and Level.
(iv) Apply priorities for the implementation of control measures in accordance with the Priority Matrix.

TABLE 1 – CONSEQUENCE	
LEVEL	**DESCRIPTOR**
INSIGNIFICANT	No illness or injuries
MINOR	First aid treatment
MODERATE	Medical treatment required
MAJOR	Serious Injury/illness
CATASTROPHIC	Death

TABLE 2 - LIKELIHOOD	
LEVEL	**DESCRIPTOR**
ALMOST CERTAIN	Occurs regularly
LIKELY	Expected to occur
POSSIBLE	Has occurred in the last two years
UNLIKELY	Has occurred only once or twice during the preceding 5 years
RARE	Has not occurred during the preceding 5 years

TABLE 3 – RISK LEVEL / PRIORITY					
LIKELIHOOD	**CONSEQUENCE**				
	INSIGNIFICANT - 1	**MINOR - 6**	**MODERATE - 11**	**MAJOR - 16**	**CATASTROPHIC - 21**
ALMOST CERTAIN – 9	**L 10**	**M 15**	**H 20**	**VH 25**	**VH 30**
LIKELY – 7	**L 8**	**M 13**	**M 18**	**H 23**	**VH 28**
POSSIBLE – 5	**L 6**	**M 11**	**M 16**	**H 21**	**VH 26**
UNLIKELY – 3	**L 4**	**L 9**	**M 14**	**M 19**	**H 24**
RARE - 1	**L 2**	**L 7**	**M 12**	**M 17**	**H 22**

RISK LEVEL		PRIORITY	
VH	**VERY HIGH**	The Activity MUST NOT COMMENCE. If started STOP IMMEDIATELY. Activity MUST NOT START until controls are implemented to reduce risk.	**1**
H	**HIGH**	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical.	**2**
M	**MEDIUM**	Implement controls within a reasonable timeframe to reduce the risk to as low as reasonably practical.	**3**
L	**LOW**	Implement controls as considered necessary to further reduce the risk to as low as reasonably practical.	**4**

HIERARCHY OF CONTROL	
1. Eliminate	4. Engineer
2. Substitute	5. Admin
3. Isolate	6. PPE

EMERGENCY PREPAREDNESS AND RESPONSE

Emergency preparedness and response preparations specific to the hazards identified within this SWMS are to be implemented as follows:

- Where the organisation is a Principal Contractor (PC), emergency preparedness will be undertaken and site specific response procedures will be prepared (refer Emergency Response process).
- Where the organisation is undertaking work on behalf of a PC (appointed as a Subcontractor), the organisation will work in accordance with the emergency provisions/ emergency response plan put in place by the PC. For this project the PC is Watpac as stated on page 1 of this SWMS.
- Where the organisation is undertaking works on behalf of a Client (not appointed as Principal Contractor) where the Client is in control of the workplace, the organisation will consult and communicate with the Client to determine emergency preparedness and response requirements.
- Where the organisation is in control of the workplace or is requested by the Principal Contractor, the organisation will undertake emergency preparedness and prepare specific emergency response procedures (refer Flowcharts for Emergency Response).

MONITORING AND REVIEW

- Use Task Observation form in undertaking formal monitoring and review in accordance with adopted schedule.

OBSERVATION LOG	01	02	03	04	05	06
INITIAL						
DATE						

SWMS REVIEW AND AMENDMENT

This Safe Work Method Statement will be reviewed in consultation with those workers executing the work in response to the following:

- Any change to the standards of 'good practice' including any statutory requirement
- Any change in design
- Any change in the work environment
- Any change in the personnel performing the work
- Any change in the plant, substances, materials and structures
- After a task observation or inspection has been carried out and additional hazards have been identified
- Near miss, injury or illness results from exposure to a hazard / risk to which the Safe Work Method Statement includes
- Formal review of SWMS in accordance with adopted monitoring and review schedule.

- At a minimum, 12 monthly

SAFE WORK METHOD STATEMENT (SWMS) FORM - GENERAL ACTIVITIES

RECORD OF AMENDMENT

DATE OF REVIEW	ACTIVITY / TASK / JOB STEP REVIEWED	PERSON UNDERTAKING REVIEW	REVIEW RECOMMENDATIONS / AMENDMENT

SWMS DEVELOPMENT, TRAINING AND ACKNOWLEDGEMENT

A person performing work otherwise interacting with the work associated with this Work Method Statement must sign this Work Method Statement before commencing the activity / task or interacting with it. By signing the Work Method Statement the person is stating:

- They were involved in the compilation of the Work Method Statement including any associated risk assessment
- If they were not involved in the original compilation of the Work Method Statement including any associated risk assessment, they have been given the opportunity to comment on the statement
- They have read or been read the Work Method Statement
- They have received training and education in the work methodology expressed in the Work Method Statement
- They understand the Work Method Statement
- They have the skills and knowledge to perform the work as described in the Work Method Statement and as allocated to them
- They have the plant, materials, substances and structures to perform the work as described in this Work Method Statement and as allocated to them and that such plant, materials, substances and structures are 'safe' if they are used properly
- They understand they must comply with the content of the Work Method Statement.
- They have been issued and instructed in the correct use of the PPE required to fully undertake their role in accordance with this Work Method Statement.

SAFE WORK METHOD STATEMENT (SWMS) FORM - GENERAL ACTIVITIES

CONSULTATION – Evidence of consultation with the workforce *(Note: only a selection of the workgroup is required to sign off on the consultation section, all persons working under this SWMS must sign off on the induction section)*

DATE OF CONSULTATION	WORKER'S FULL NAME	ROLE	WORKERS SIGNATURE

INDUCTION

DATE OF INDUCTION / ACTIVITY	WORKER'S FULL NAME	COMPANY	WORKERS SIGNATURE

SAFE WORK METHOD STATEMENT (SWMS) FORM - GENERAL ACTIVITIES

DATE OF INDUCTION / ACTIVITY	WORKER'S FULL NAME	COMPANY	WORKERS SIGNATURE

SAFE WORK METHOD STATEMENT (SWMS) FORM - GENERAL ACTIVITIES

DATE OF INDUCTION / ACTIVITY	WORKER'S FULL NAME	COMPANY	WORKERS SIGNATURE

COPY AND ATTACH ADDITIONAL PAGES IF REQUIRED