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| Garden Maintenance Safe Work Method Statement (SWMS) | | | | | | | | | | | |
| Business Contact: | | | Phone #: | | | | Principal Contractor (PC): | | | | |
| Responsible person *(for monitoring SWMS and work):* | | | | | | | PC Address: | | | | |
| Signature: | | | | Date: | | | PC Phone #: | | Date SWMS provided to PC: | | |
| Contact Phone #: | | | | | | | Job Site Address: | | | | |
| **Site Management Plan** | Is the work associated with a Construction Project?  **Yes  No** | | | | | | | *If yes* – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project. | | | |
| **This work activity involves the following “High-Risk Construction Work” (HRCW -** *identified in the Job Task column***)** | | | | | | | | | | | |
| Confined spaces | | Mobile plant movement | | | | Demolition of a load-bearing structure | | | | | Asbestos disturbance |
| 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 from 2m or more, including work on telecommunications towers | | | | | | | | | | Work in a ceiling space (W.A. Only) | |
| 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 the risk of drowning | | | | | |
| **WORKING WITH A RISK OF A FALL OVER 2 METRES**. Select the fall from height 'hierarchy of control level' considered when establishing controls: | | | | | | | | | | | |
| L 1: Work on the ground or solid construction | | | | | L 4: Use a fall arrest system e.g., safety harness, catch platforms | | | | | | |
| L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP | | | | | L 5: Implement administrative controls e.g., signage, or instruction | | | | | | |
| L 3: Use a work positioning system e.g., travel restraint, rope access | | | | | Other? | | | | | | |
| More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes). Please describe why it is not reasonably practicable to use higher-order control measures.  E.g. The job is less than 5 minutes on a ladder. | | | | | | | | | | | |

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| **Planning/Preparation** | * Liaise with Principal Contractor to identify on-site safety systems and procedures * Establish supervisory and communication arrangements * Principal contractor to confirm emergency response procedures are in place. | |
| **Hold Points** | * Hold points identified and signed off before continuing work. | |
| **Training/Licence** | * All workers to have a General Construction Induction Card * Relevant workers have relevant certificates of competency, licenses, and training. * Trained First Aider on site * All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets. | |
| **Worker duties and responsibilities** | * Fit condition for work, i.e.,, no signs of fatigue, alcohol or drugs * Attend all site inductions/briefings * Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP) * Only carry out work related to the contract * Inspect completed work and report possible safety, environmental and quality matters to the supervisor. | |
| **Monitor/Review** | * All people involved in the task must have this SWMS communicated to them before work commences * SWMS to be reviewed and amended if necessary, in consultation with relevant people after any near miss or incident * If additional site hazards identified, review this SWMS and amend control measures to suit * People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP * Give the principal contractor a copy of the revised SWMS * The site supervisor to monitor works against the controls stated in this SWMS * SWMS must be kept on-site and made available for inspection or review * Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident * Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually. | |
| **Site-Specific Notes:** | | **Act, Regulations, Codes of Practice References:**   * Work Health and safety Act 2011 * Work Health and Safety Regulations 2017 * First Aid in the Workplace Code of Practice 2020 * Hazodous Manual Task Code of Practice 2019 * How to manage work health and safety Risks Code Of practice 2019 * Managing Electrical Risks in the Workplace Code of Practice 2019 * Managing Noise and Preventing Hearinig Loss at Work Code of Practice 2019 * Managing Risk of Falls at workplace Code of Practice 2019 * Managing Risk of falls in housing construction code of Practice 2019 * Managing Work Environment and facilities Code of Practice 2019 * Managing risk of Hazodus chemicals in the workplace code of practice 2019 * Managing the risks of plant in the workplace code of practice 2019 * Work health and safety consulation, coordination and cooperation code of practice 2019 |

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| **Personal Protective Equipment (PPE)** | | | | | | | | | | | |
| Foot Protection | Hearing Protection | High  Visibility | Head Protection | Eye  Protection | Face Protection | Hand Protection | Protective Clothing | Breathing Protection | Sun Protection | Safety Harness | Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back. |
| **Icon  Description automatically generated** | A picture containing clipart  Description automatically generated | Icon  Description automatically generated | A picture containing clipart  Description automatically generated | Icon  Description automatically generated | Icon  Description automatically generated | Icon  Description automatically generated | A picture containing clipart  Description automatically generated | A picture containing drawing, game  Description automatically generated | Icon  Description automatically generated | A picture containing text, clipart  Description automatically generated |
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| **Job Task** | **Hazards** | **Risk** | **Control Measures** | | | **Responsible Person** |
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| 1. Planning | Unpermitted works near roads | 3H | * Obtain written consent from Coordinating Road Authority if applicable. Example: * Minor works (mowing) with no traffic impact = no consent required * Where traffic is impacted, consent is required * Roads other than freeways, minor works = no consent * Ensure that work timed to avoid high traffic times. E.g.:  |  |  | | --- | --- | | * Peak hour | * School drop-off and pick up (if applicable). | | | | **Supervisor** |
| Drowning | 3H | * Plan to avoid working in or near water wherever possible * Ensure sufficient staff for the task * Include Spotters where required. | | |
| 1. Training | Injury | 3H | * Training of operators must include the identification of flora and fauna and awareness of their impact on the operator * All people working adjacent to traffic must have additional training and accreditation. | | | **Supervisor** |
| 1. Check weather conditions & prepare | Bites & stings from insects reptiles and hazardous plants | 3H | * First Aid requirements: * Provision of first aid equipment - adequate Bites/Stings First Aid kit is available * Each [worker](http://www.workcover.nsw.gov.au/newlegislation2012/Employeesandworkers) must have access to the equipment * Workers have access to facilities for the administration of first aid * Ensure vaccinations (such as Hepatitis B, tetanus.) offered for staff * people with known allergic responses should consult a doctor and ensure appropriate kit is available at all times (Including EpiPen - in date). | | | **Superviso**r to maintain awareness of weather conditions  **Operator** to follow controls |
| Extreme weather | 3H | * Check weather conditions – do not work in extreme conditions * Garden equipment is often in contact with flammable vegetation * Monitor and observe alerts for not operating machinery on high fire risk days in the area * Reschedule works to work in more moderate temperatures. | | |
| Hyperthermia  Hypothermia | 3H | * Ensure workers trained to recognise the symptoms of hyperthermia and hypothermia | | |
| * Hot conditions. Ensure: * Suitable protective clothing * Sun brim on hard hats * Safety glasses - UV rated * Use 30+ sunscreen on exposed skin * Adequate drinking water * Access to shade on breaks * Adequate breaks. | * Cold conditions. Ensure: * Schedule warm-up breaks * Hold breaks inside * Dress warmly in layers * Stay dry (wet clothing chills the body rapidly) * Workers must get out of the cold as soon as they can if starting to feel symptoms * Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold. | |
| 1. Transporting equipment & chemicals | Crush injuries | 4A | * Towing a trailer: * Block wheels to prevent accidental movement during coupling and uncoupling * Hitch the trailer to the vehicle, check coupling and safety chains are secure * Plugin rear warning (indicator) lamps lead to the socket on the vehicle * Check that the warning lights are operating correctly * Ensure that the jockey wheel and stabiliser legs raised and secured * Check delivery location is agreed on and suitable * Do not drive at an excessive speed when towing. | | | **Supervisors** to check all controls in place and followed  **Workers** to follow controls and make supervisor aware of any issues |
| * Projectiles * Moving objects | 3H | * Ensure that all equipment is secured safely * Cover tools, equipment carried in open trays during transport using a cargo net or similar. | | |
| * Fire * Explosion * Chemical spill | 3H | * Chemicals transported in approved, sealed containers * Ensure chemical containers adequately secured in the vehicle tray/back * Do not transport chemicals in vehicle cabins * Secure fuel containers outside of the main cabin * Ensure the fuel valve on the generator is in the closed position. Fuel: * Minimum quantities stored * Containers clearly labelled and legible * Fire protection equipment accessible, tested and tagged. | | |
| 1. Arrival on-site & assess onsite conditions | Personal injury, property damage &/or environmental incident | 3H | * The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) * Do not park illegally * Identify and obey all safety-related signage (check site entry requirements) * Report to Site Supervisor * Ensure site-specific induction undertaken * Assess mobile phone reception * The worksite is exactly as detailed in Terms of Agreement or contract * Complete a JSA specifying the control measures of unanticipated hazards such as:  |  |  | | --- | --- | | * Type of soil (wet, dry, compact ) * Rocks, tree roots * Weather conditions * Lighting | * Cliffs, pits, ponds, drop-offs * Proximity to roadside * Access points | | | | **Supervisor** to check the site and conduct JSA where necessary |
| 1. **HRCW**   Work area set-up | Unauthorised access to the work area | 3H | Sites where the public may be present   * Provide and maintain suitable access/egress for pedestrians where required. Include:   + Physical barriers to ensure people do not enter within 5m of worksite   + Caution signs   + Stop-go baton operators * Establish a clearance zone for work area (Examples: bollards, caution signs, tape.) Ensure safe travel path when re-directing pedestrians. Keep pedestrians and vehicles separated. | | | **Supervisors** to check all controls in place and followed  **Workers** to follow controls and make supervisor aware of any issues |
| Powered mobile plant movement | 4A | * Implement worker consultation between mobile plant and ground workers: * Ensure an effective system of communication between mobile plant operator and ground workers established before work commences * Relevant workers trained in the procedures involved before work commences * Groundworkers are instructed not to approach mobile plant until the operator has agreed to their request to approach * Ensure ground workers are instructed on set distances to maintain from the mobile plant while in operation * Groundworkers made familiar with the blind spots of mobile plant * Mobile plant operators and ground workers are required to wear high-visibility clothing. | | |
| Projectiles | 3H | * Clear stones, sticks, glass or other solid objects from the area * Ensure that people and pets are clear of projectiles or blown materials. | | |
| 1. Environment | Environmental impact | 3H | * **Noise & vibration** - Be aware of maximum noise levels at the site * The plant is maintained to minimise noise * No noise produced outside council approved hours of operation * **Waste** - Place all wastes and rubbish in bins or other appropriate containers * Separate recycle waste from general waste * Do not mix waste with spoil * **Fuels, oils & chemicals** - Minimum amounts of hazardous substances kept on site * Labelled and securely stored * Re-fuelling of vehicles/equipment undertaken at least 6m from drains and waterways * Follow SDS directions for disposal of chemicals in approved waste containers * A spill kit is available at all times & spills cleaned up immediately follow SDS directions * Ensure training in emergency response for chemical spills. Emergency response –fuel spill:  1. Stop the source of the spill or leak or release:    1. If that is not possible & it is safe to do so - stop the spill or release from spreading 2. Turn off any ignition sources if safe to do so 3. Use gravel or other material to stop fuel entering drains/watercourses 4. Clean up spill as required.  * **Waterways & soils** - Do not wash out plant, equipment or containers where residue can enter waterways or drains * **Native vegetation & weeds** - Provide site-specific information on any specifically protected vegetation on site * No disturbance of vegetation communities outside the defined work area * Ensure that plant is washed free of dirt, vegetation, debris before travelling between sites. * **Vehicle movement** - Follow site TMP, only travel on established tracks and roads * Use designated entry and exit points * **Terrestrial fauna** - All site personnel are aware of any fauna on site * No injury or death of any fauna caused by operations * Notify site manager if previously unidentified fauna is observed * Contact wildlife carer groups/vet for injured fauna or if any dead fauna need removing * No domestic animals on-site * Ensure all food scraps placed in lidded bins. | | | **Supervisors** to check all controls in place and followed  **Workers** to follow controls and make supervisor aware of any issues |
| 1. House keeping | * Slips * Trips * Falls | 3H | * Check for pits, gradients, uneven terrain * Check covers are in place over/around any penetrations/openings. * Be aware of the ground condition including changes in level * Do not leave tools on the ground or across paths (tripping hazard). Store appropriately when not in use * Do not place a tool in long grass where it is hidden and where people could trip over it * Lean a garden rake or long-handled tool against something where possible. If you have to lay it down, place it away from where people might walk. Place it with the pointed tangs or blade on the ground, not pointing up * When putting a garden spade, shovel or fork aside, push it into the soil so that it remains upright and visible * Keeping the work site clear of related debris * Footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, oily soles, or caked with mud or other contaminants - NEVER wear thongs or similar footwear. | | | **Supervisors** to check all controls in place and followed  **Workers** to follow controls and make supervisor aware of any issues |
| 1. Manual tasks | Musculoskeletal Disorder (MSD) injuries | 3H | * Materials/equipment placed as close to the work area as possible * Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight * Do not use extreme force to move items * Hold lifted items close to the body whenever possible: * Keeping knees bent and back straight and lift, unload keeping knees bent * Use team lifts and mechanical means for heavy items * Schedule regular breaks and practice job rotation * Maintain a comfortable work rate/pace, avoid over-reaching, awkward or stooped positions * When lifting heavy items, bend your knees and crouch down, then lift it by straightening your legs. To avoid a back injury, do not bend over to pick up a heavy item * Use a wheelbarrow to move tools, materials and waste. Ensure wheelbarrows: * Is correct type for the work * Tyres inflated to correct pressure * Is in good condition - handles fixed securely * If control is lost of the wheelbarrow, i.e., it tips sideways, let barrow fall. Do not try to keep it upright or back injury may result * Hand tools: * Where possible use hand tools (rakes, shovels.) with extension handles to reduce bending and need for excessive forearm and wrist pressure * To avoid rotational stress – always face the direction the fill needs to be moved in when shovelling * Handles are ergonomic:   + Non-slip, good grip   + No sharp edges * Tools are a suitable strength and capacity for intended tasks. | | | **Supervisors** to check all controls in place and followed  **Workers** to follow controls and make supervisor aware of any issues |
| 1. **HRCW** Working with powered & non-powered tools | * Electrocution * Injury * Fire * Asphyxiation | 4A | * Use tools only for the purpose specified by the manufacturer * Wear PPE as recommended by the manufacturer * Pre-inspect and operate tools following the manufacturer’s instructions. If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures * The tool operations manual is available, read and understood * Fire protection equipment accessible * Use mechanical ventilation as required * Electrical: * All electric power tools and leads are Tested, Tagged and are current * Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices * Switchboards have appropriately rated circuit breaker * Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing * Do not overload power outlets * Diesel/petrol-powered tools - Do not run a diesel/petrol-powered tools inside a building (e.g. shed), or where ventilation is limited. | | | **Supervisors** to check all controls in place and followed  **Workers** to follow controls and make supervisor aware of any issues |
| 1. **HRCW**   Working adjacent to roads & powered mobile plant | Crush injuries | 4A | * Check constantly for changing hazards while working and monitor work position at all times. Ensure: * High visibility clothing worn at all times: * Day works: Class D/F * Night works: Class N/R * Combination of day/night: Class D/N * Do not enter established “no go zones” for pedestrians * Safety/warning signs, Spotters, traffic barriers must be obeyed as required * Follow traffic management plan requirements. | | | **Supervisors** & **Workers** to follow controls |
| 1. **HRCW**   Garden/ grounds maintenance | Aggressive people | 3H | * Workers are to cease operations if they encounter anyone who makes them feel uncomfortable or that is acting suspiciously and report back to the supervisor * Work in teams and not work alone at any time during the activity. | | | **Supervisors** to check all controls in place and followed  **Workers** to follow controls and make supervisor aware of any issues |
| Fire | 4A | * Ensure a regularly maintained fire extinguisher is available at all times * Use a spotter as required * Regularly check: * Grass build up on the mower blades * Hot points on attachments, bearings and moving parts * To ensure a fire has not unintentionally started to check for evidence of smoke or smouldering leaves/grass to ensure prevention of vegetation fires. | | |
| * Fungal spores * Bacteria | 4A | * Sealed bags of soils, compost & mulches must be opened outdoors – Never indoors * Be extra careful when opening the bags as it could contain concentrated amounts of fungal spores and bacteria * Ensure safety glasses, gloves and breathing protection are worn. | | |
| Fall from a ladder | 3H | * ONLY use extension ladders for access, ALWAYS use platform ladders for working on, ensure the base is fully open and the spreaders are locked * Ladders set up on a level area on a firm footing * Correct size and length for the job * Load rating of at least 120kg * 3 points of contact on the ladder at all times * Always maintain the majority of your bodyweight inside the perimeter of the platform or stiles * When on a ladder, do not over-reach. Descend ladder & re-position as required * Do not carry materials when ascending/descending a ladder * Always face the ladder when using * *If using other height access equipment for this task, e.g. EWP, ensure separate, dedicated SWMS in place and that all workers have relevant training and licensing.* | | |
| Falling objects | 3H | * Wear appropriate PPE, including safety glasses with side shields, hard hat, gloves, long-sleeved shirt, long pants, sturdy / steel-toed shoes to protect against falling limbs & debris. | | |
| Noise | 3H | * Wear hearing protection must be worn by all people throughout exposure to noise * When choosing hearing protection for operators, consider: * Overprotecting by cutting out too much sound can cause difficulties hearing other sounds needed to work safely * Earmuffs can be uncomfortable to wear in hot environments * Wearing PPE can make it difficult for the worker to wear a hat * That long hair can be tied back, so it does not impact on the correct fit. | | |
| Cut & abrasions | 3H | * Wear protective gloves. Well-fitting gloves also provide a better tool grip and prevent blisters, cuts or puncture wounds * To protect against other cuts and scrapes from foliage, workers should wear long-sleeved shirts, neck scarves, and long pants * Before cutting, always be aware of the location of your hands and fingers * Tools not carried in pockets or clothing (use sheaths, tool belts) * Do not attempt to catch sharp tools if they fall * Maintain visual contact with the workpiece * Always carry cutting tools with the sharp end pointed down. | | |
| Contact with reptiles, spiders and insects | 3H | * Inspect the work area to locate any signs of bees, wasps, or other potential animal hazards * Keep your eyes fixed on the ground and be aware of where you are stepping at all times * Never put your hands or feet somewhere where you can’t see them * Bee and Wasps. Be aware of surroundings (bee’s hives, wasp nests). * Note: Wasps nest in logs, walls or underground. They are generally more aggressive than bees and attracted to food and drink * Do not contact/disturb nests/hives * If nests/hives are at work area – contact professional to remove before undertaking work * Reptiles / Spiders. Be aware of surroundings, reptiles and spiders can be found anywhere * If confronted with a snake or spider: * Do not make sudden movements * Back away slowly or stay still * Allow exit point for snake or spider to escape * Do not attack or attempt to harm a snake or spider. | | |
| Contact with hazardous plants | 3H | * Various plants have poisonous sap, leaves, flowers, bulbs and seeds * To avoid skin contact, wear gloves * Do not touch your eyes or face while you’re working, avoiding transferring any potential irritants from your gloves. | | |
| Tetanus & Melioidosis | 4A | * Both tetanus and Melioidosis (mostly in northern Australia) can be fatal * Melioidosis, also called Whitmore’s disease, is an infectious disease that can infect humans or animals. It is a disease generally found in tropical climates, especially in Southeast Asia and northern Australia where it is widespread. The bacteria causing Melioidosis are found in contaminated water and soil. Infection occurs by inhalation of contaminated dust or water droplets, ingestion of contaminated water, and contact with contaminated soil, especially through skin abrasions * Ensure all existing cuts and abrasions covered with a dressing * Ensure First Aid Kit is available, and cuts/lacerations are attended to ASAP. | | |
| 1. Spills, litter & sharps management | Cuts & lacerations | 3H | * Do not to pick up litter with hands - use litter picker at all times * Wear gloves. | | | **Supervisors** & **Workers** to follow controls |
| Needlestick injury | 3H | * Have a “Sharps Disposal Kit” available to use * Use a mechanical device to pick up the sharp if it cannot be performed safely by hand and dispose of in a sharps container. | | |
| MSD injuries | 3H | * Use litter picker avoiding bending and twisting * Ensure litterbags have adjustable straps, which are intact and suitable for the duration of the task. | | |
| 1. Weed control | Contact with hazardous substance /chemical | 3H | * Follow directions of use for weed sprayers * Consult SDS for the product * Use PPE as per the Safety Data Sheet * Use with adequate ventilation * Chemical resistant gloves for prolonged exposure * *DO NOT eat or drink when handling chemicals* * *DO NOT eat or drink without washing hands thoroughly first* * *DO NOT take food into the work area where chemicals are being used or stored* * *DO NOT wear contaminated PPE in areas outside the work zone, such as eating areas.* | | | **Supervisors** to check all controls in place and followed  **Workers** to follow controls and make supervisor aware of any issues |
| MSD injuries | 3H | * Ensure knapsack spray unit has adjustable straps, which are intact and suitable for the duration of the task * Use both straps over shoulders (do not simply hook on one shoulder) * Operators should alternate holding unit in the left and right hands * Place the unit on the ground when possible (handheld spray units). | | |
| Work area breach | 3H | * Cease spray operations if a person enters the spray zone. | | |
| 1. **HRCW**   Re-fuelling on site | Fire / explosion | 4A | * DO NOT smoke during re-fuelling * Ensure re-fuelling is undertaken in a well-ventilated area, clear of ignition sources * Safety Data Sheets (SDS) for all fuel products on hand * Follow manufacturer’s manual/recommendations for re-fuelling * Ensure fire extinguisher available and in date.   **Diesel: Fire extinguisher** – Water, foam, dry chemical powder, CO2  **Unleaded petrol: Fire extinguisher** – Dry chemical powder, foam, CO2.  Never use water to extinguish an Unleaded Petrol fire. | | | **Supervisors** to check all controls in place and followed  **Workers** to follow controls and make supervisor aware of any issues |
| Exposure to hazardous substances/ atmosphere | 3H | * Avoid breathing vapours or contact with fuel * If clothing splashed with fuel, change immediately * Do not siphon or swallow fuel as this can be fatal * Do not eat, drink or smoke during/after-handling fuel until hands are carefully washed * Shower and wash immediately after work * Wash clothes in separate wash from other clothes * *Do not leave the engine running in closed areas. The exhaust fumes contain substances that are odourless but are fatally poisonous.* | | |
| 1. **HRCW**   On completion | Unauthorised access | 3H | * If acceptable, remove or add barricades * Ensure machine is parked in a safe, level area, clear of unstable or sloping ground * Store the key in a safe place (restrict unauthorised access). | | | **Supervisor** to confirm all workers have signed out  **Workers** to comply with controls |
| Inhalation of silica | 3H | * Carefully roll or fold any plastic sheeting used to cover any surface within the Silica work area * If necessary, use damp rags or a HEPA vacuum cleaner to clean any remaining visibly contaminated sections of the work area * If possible, fully dismantle tools and decontaminate in a controlled environment * Personal hygiene: * Use HEPA vacuum cleaner to remove obvious signs of contaminated material * Wipe coveralls, shoes, eye protection with a damp cloth * Wipe respirator with a damp cloth – but do not remove * Remove coveralls, shoes and any other PPE * Remove respirator after clean-up and PPE removal * Wash face and hands with soapy water. Pay attention to under the fingernails. | | |
| Security breach | 3H | * All personnel sign-out on Site Register. | | |
| Vehicle/people impact | 4A | * Stay to designated access and egress routes * Maintain awareness of surroundings. | | |
| 1. Emergency response | * Injury * Fatality * Environmental damage | 4A | * **For police, fire or ambulance call ‘000.’** * Follow site emergency and evacuation procedures * A communication system is available, e.g. a mobile phone or radio * Check for dangers to self before helping others * Maintain control of the area and stabilise the situation * Apply first aid to the injured worker * Complete an incident report. | | * ***Refer to your SWMS implementing instructions for further specific emergency responses****.* | **Supervisors** and **workers** ensure controls followed |

| **Overall Risk Rating after Controls** | **1 - Low** | **2 - Moderate** | **3 - High** | **4 - Acute** |
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| **Permits** | Not applicable | | Hot Work | Confined Space | | Local council | Excavation | | Lift (crane) |
| Working at height | | Restricted access | Asbestos remediation | | Other? | Other? | | Other? |
| **Plant & Equipment** | |  | | | **Hazardous Substances** | | | **Supervisory Arrangements** | |
| Electrical tools and leads | | Tested and tagged quarterly | | | *List hazardous substances taken on-site and have the SDS on-site.* | | | Audits  Spot Checks  Reporting systems  Suitably qualified supervisors for job  Direct on-site supervision  Remote site: communication systems/schedule  Other? | |
| Hand tools - Meet AS/NZS | | Regular visual inspection | | |
| Ladders - Meet AS/NZS | | Inspected and tagged out if damaged | | |
| Mobile plant | | Inspected and tagged out if damaged | | |
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| **SWMS Sign-off** | | This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. 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 PPE described. | | | | | |
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| **Workers’ Name** | **Job Role / Position**  E.g. Supervisor, Worker, Trainee | | **Licences, competencies & qualifications** *(add as applicable)* | | | **Date** | **Signature** |
| **Type / Description** | **Class** | **Number** |
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| **HIERARCHY OF CONTROLS** | | | | **Most Effective** | |  | | | | | | **Least Effective** |
| **Risk Matrix** | | | |  | | | | | | | | |
| **Step 1: Determine Likelihood:** What is the possibility that the effect will occur? | | | | | | | | |  | **Step 2: Determine Consequence:** What will be the expected effect? | | |
|  | **Criteria** | | | | | **Description** | | |  | **Level of Effect** | **Example of each level** | |
| **Almost certain** | Expected in most circumstances. | | | | | The effect is a common result. | | |  | **Insignificant** | No effect – or so minor that effect is acceptable. | |
| **Likely** | Will probably occur in most circumstances. | | | | | The effect is known to have occurred previously. | | |  | **Minor** | Minor first aid treatment,minimal business disruption, minimal environmental effect. | |
| **Possible** | Could possibly occur at some time. | | | | | The effect could occur. I’ve heard of it happening before. | | |  | **Moderate** | Serious injuries, medium business interruption, medium environmental impact. | |
| **Unlikely** | Unlikely but possible. | | | | | The effect could occur, but I have not heard of it happening before. | | |  | **Major** | Extensive injuries/fatality, significant business interruption, environmental harm, prosecution. | |
| **Rare** | Highly unlikely to occur. | | | | | The effect is practically impossible. | | |  | **Catastrophic** | Multiple permanent disability/fatalities, business failure, substantial environmental harm, prosecution/imprisonment. | |
|  |  | | | | |  | | |  |  |  | |
| **Step 3: Determine the risk score:** | | | | | | | | |  | **Step 4: Record risk** | | |
| **Effect**  **Likelihood** | | **Insignificant** | **Minor** | | **Moderate** | | **Major** | **Catastrophic** |  | **Score** | **Action** | |
| **Almost certain** | | **2 Mod.** | **2 Mod.** | | **3 High** | | **4 Acute** | **4 Acute** |  | **4A: Acute**  **3H: High**  **2M: Mod.**  **1L: Low** | ***DO NOT PROCEED until risk level is reduced;***  immediately introduce high-level controls.  *Re-assess before proceeding.*  *Review before commencing work.* Introduce new controls and/or maintain high-level controls to lower the risk level. Controls are to be monitored frequently.  *Maintain control measures.* Be caustious when working. Monitor and review regularly.  *Record and monitor.* Proceed with work. Regularly review risks. | |
| **Likely** | | **2 Mod.** | **2 Mod.** | | **3 High** | | **4 Acute** | **4 Acute** |  |
| **Possible** | | **1 Low** | **2 Mod.** | | **2 Mod.** | | **3 High** | **4 Acute** |  |
| **Unlikely** | | **1 Low** | **1 Low** | | **2 Mod.** | | **3 High** | **4 Acute** |  |
| **Rare** | | **1 Low** | **1 Low** | | **2 Mod.** | | **2 Mod.** | **3 High** |  |