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| Cleaning Public Park Amenities 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. *Specify?* | |
| **Training/Licence** | * All workers to have a General Construction Induction Card * Relevant workers have relevant certificates of competency, licenses, and training. *Specify on the SWMS Sign-off for each worker.* * 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:**   |  | | --- | | **How to add your references**  Step 1: Click the link below to download your reference list *(save it to an appropriate location on your computer)*  Step 2. Open the reference list document and Copy and Paste the relevant references into this section  Step 3. Remember to remove this instruction before adding references  [*Legislation and Codes of Practice Reference List Download*](https://safetydocs.safetyculture.com/content/PDFSample/1-Legislation%20and%20Codes%20of%20Practice%20Reference%20List.pdf)– | |

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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** | **IR** | **Control Measures**  ***Inherent*** *Risk-rating* ***(IR)*** *before controls - Residual Risk-rating* ***(RR)*** *after controls* | | **RR** | **Responsible Person** |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Planning | Infection  Disease  Allergic reaction | 3H | * Ensure vaccinations (such as Hepatitis B, tetanus.) are offered to staff. * people with known allergic responses should consult a doctor and ensure appropriate kit is available at all times (Including EpiPen - in date). | | 2M | **Supervisor** to ensure all planning and scheduling is followed |
| Emergency | 4A | * Ensure a second person knows your location and expected time of return * Use mobile phone, telephone or radio to periodically check-in * Communication equipment within easy reach at all times * Take extra care to work safely and methodically * Have a first aid kit readily available and stocked appropriately. | | 2M |
| 1. Check weather conditions & prepare | Extreme weather | 3H | * Check weather conditions – do not work in extreme conditions * Reschedule works to work in more moderate temperatures. | | 2M | **Superviso**r to maintain awareness of weather conditions  **Workers** to follow controls |
| Hyperthermia  Hypothermia | 3H | * Ensure that workers are trained to recognise the symptoms of hyperthermia and hypothermia | | 2M |
| * 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. Travel to, from & between sites | Vehicle failure | 4A | * Inspect the working vehicle as per manufacturers' instructions * The vehicle must be registered with the State Road / Traffic Authorities before use * Monitor vehicle constantly for any malfunctions that may affect vehicle performance * Vehicle break-down equipment: * High visibility gear suited for day/night combinations * Wet weather gear * Traffic cones / signs / reflectors * Emergency contact details * Mirrors are present, functional and adjusted correctly * All stored items in the cabin are secured. * *Do not use if any fault/damage/missing parts. Report immediately and follow tag-out/lock-out procedures.* | | 2M | **Supervisor** and **workers** to ensure control measures followed |
| Vehicle Accident | 3H | * Loss of control: * Only licensed drivers to drive vehicles * Observe road rules at all times * Wear seat belts at all times when driving * Drive to the road conditions, i.e., slow down when raining or on gravel roads * Avoid road shoulders * *DO NOT drive under the influence of drugs or alcohol* * *DO NOT adjust radio channels or volume while driving* * *DO NOT use electronic devices while driving*   + If you must use a device, e.g. a mobile phone or GPS pull over and park in a safe area. Don't stop where you could be a hazard to other vehicles, pedestrians, or yourself | | 2M |
| Hit by falling /moving objects | 3H | * Inspect all equipment and accessories within the vehicle to ensure they have been attached or secured in a safe manner * Use cargo barriers/nets to separate loads from passengers * Secure loose items within the passenger area so they do not become projectiles in the event of an accident * Never place small unsecured items under the driver's seat (they may move forward and interfere with pedals) * Secure external loads, rear tray, roof racks using appropriate securing equipment * Properly fitted cargo nets or covers on external loads * Use caution undoing straps or other restrain equipment after driving – Load may have shifted. | | 2M |
| Chemical spill | 3H | * Chemicals must be transported in approved, sealed containers * Ensure chemical containers are adequately secured in the vehicle tray/back * Do not transport chemicals in vehicle cabins * Ensure spill kit is available. | | 2M |
| 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 on arrival and departure * Ensure site-specific induction undertaken * Assess mobile phone reception * The worksite is exactly as detailed in the terms of agreement or contract * Complete a JSA specifying the control measures for any unanticipated hazards * Ensure reflective gear is worn (meeting relevant Australian Standards). | | 2M | **Supervisor** to check the site and conduct JSA where necessary |
| 1. Work area set-up | Unauthorised access to the work area | 3H | * Establish an exclusion zone and place barricades/signs as required * Ensure signs meet Australian Standards * Redirect pedestrians via safe travel path (do not divert pedestrians onto roadway) * If members of the public or unauthorised personnel enter the exclusion zone, stop work until removed from the work zone. | | 2M | **Supervisor** and **workers** to follow control measures |
| 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 * Waste to be disposed of in an appropriate waste disposal location (No illegal or non-approved dumping) * **Fuels, oils & chemicals** - ensure that a spill response kit is available at all times and clean up spills immediately * Follow instructions in SDS for clean-up requirements * Dispose of chemicals correctly, empty containers/bags in approved waste containers * Triple rinse all empty/unwanted containers and make containers unusable before disposal. * **Waterways & soils** - do not wash out tools or containers where residue can enter waterways or drains. * **Terrestrial fauna** - No domestic animals on-site * Ensure all food scraps placed in lidded bins. | | 2M | **Supervisor** and **workers** to ensure control measures followed |
| 1. House keeping | Slips, trips & falls | 3H | * Maintain housekeeping throughout the shift & clean-up * Ensure sufficient lighting to detect changes in level (using temporary light as required) * The work area is clean and uncluttered as possible * Locate equipment where it will not become a tripping hazard * Check for stored items, corners or other obstructions that could cause tripping * Ensure signage is placed in appropriate locations when cleaning (entrance to toilets, prevent access to wet floor areas, etc.). Remove signs as soon as the area is safe * Clean from top to bottom * Keep equipment to the side of walkways allowing space for the others to pass * Dry surfaces after wiping with a wet cloth * Mop floor from furthest point and finish at doors * Clean up spills immediately * Ensure 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 | | 2M | **Supervisor** and **workers** to ensure control measures followed |
| 1. Manual tasks | Musculoskeletal Disorder (MSD) injuries | 3H | * Materials/equipment placed as close to the work area as possible * Ensure tasks are undertaken following manual handling risk controls and using the equipment provided, e.g. trolley for movement of equipment and chemicals from one area to another * 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. | | 2M | **Supervisor** and **workers** to ensure control measures followed |
| 1. Emptying rubbish bins | Muscular stress  MSD | 3H | * Wheelie bins: * Where possible on hard surfaces, use two hands and push bin (on loose gravel or other soft surfaces pulling may be easier) * Ensure wheelie bin is not too heavy or overloaded, test weight before moving * Move one bin at a time. Do not attempt to pull or push two bins at once * Use the flattest route possible (avoid steps or ramps where possible) * If you must move a wheelie bin up or downstairs, always ensure that the bin is below you * If a bin is to be emptied manually, e.g. into a larger industrial bin, where possible use a mechanical bin lifter * If a mechanical lifter is not available and the bin is not heavy, use a two-person lift to empty bin. Do not attempt to empty wheelie bin alone. | | 2M | **Supervisors** to check all controls in place and followed  **Operator** to follow controls and make supervisor aware of any issues |
| Cuts & needle stick injury | 4A | * Ensure hand protection is worn * Do not carry waste bags next to the body as they may contain sharps and/or broken glass:   + Use trolleys if possible * Use tongs to pick up needles and dispose of in sharps container. | | 2M |
| 1. Cleaning restrooms & bar-b-ques | Contaminated biological materials | 3H | * Workers trained in "Standard Precaution" procedures for infection control treating biological materials (i.e., blood, human or animal tissues) and prevention of viral & bacterial transmission * Pick up any rubbish or foreign material with tongs and place in a waste bag * Hand washing * Wash hands thoroughly with warm water and soap for at least 20 seconds after removing gloves. If soap and water are not available, use an alcohol-based hand sanitiser that contains at least 70% alcohol * Avoid touching eyes, nose, or mouth with unwashed hands * Always clean hands: * After going to the toilet * Before eating, drinking or smoking * After removing gloves * If hands are visibly dirty * After handling any potentially infectious material without gloves * Contaminated/infectious material and surfaces * Provide decontamination kit, including: * Bleach solution (1-part bleach to 10-part water – 1:10 – prepared less than three days previous) or alcohol solutions with at least 70% alcohol * Disposable gloves, shoe covers (if relevant) and apron * Paper towels and tongs * Wear respiratory PPE when at risk of exposure to airborne contaminants * Wear gloves at all times. | | 2M | **Supervisors** to check all controls in place and followed  **Operator** to follow controls and make supervisor aware of any issues |
| Inhalation of dust &/or mould | 3H | * Ensure adequate ventilation * Use moist cloths to wipe dust * Wear disposable facemasks and hand protection. Disposable face masks must: * Be fitted and used according to manufacturer's written instructions * Fitted tightly. Check the tightness of the headbands and the operation of the one-way valve. (If fitted.) * Be replaced as required depending upon the amount of air-born dust and usage. | | 2M |
| * Muscular stress * MSD | 3H | * Use long-handled tools to clean outside of the toilet, mirrors and other surfaces to reduce over-reaching, bending and twisting * Use sponges/brushes that flex to the shape of the surface to avoid awkward positions * Position smaller bins on an elevated surface before emptying the contents (change the liner); this will reduce bending and twisting * Ensure equipment is suitable for the task. E.g.: * Light-weight bucket/mops (with an adjustable handle and long-handled wringer) * Mops/brooms with extendable handles * Trolleys for buckets/mops * Long-handled tools with swivelling heads for cleaning cramped areas such as toilets * Ensure: * Work in a small section to avoid overreaching * Extend handle to clean around fixtures to avoid bending, reaching and kneeling. | | 2M |
| Contact with hazardous chemicals | 3H | * Follow directions of use for *(specify the chemicals)* * Consult SDS for the product * Use PPE as per the SDS - *specify* * Use with adequate ventilation * Chemical resistant gloves for prolonged exposure * Ensure spill kit, fire extinguisher and fire blankets are available on-site at all times * *DO NOT:* * *Eat or drink when handling chemicals* * *Eat or drink without washing hands thoroughly first* * *Take food into the work area where chemicals are being used or stored* * *Wear contaminated PPE in areas outside the work zone, such as eating areas.* | | 2M |
| * No Safety Data Sheets (SDS) * Poor labelling | 3H | * SDS is obtained for all chemicals and is accessible: ensure current (issue date with five years) * Implement all controls as per label and SDS * Before mixing any chemicals, check for compatibility and refer to SDS * All containers (original container or decanted portions) supplied for use at a workplace, must have a label with all required details listed. Do not use a container if not correctly labelled * Ensure the correct chemical handling equipment is available and in good condition | | 2M |
| Falls | 3H | * Avoid work above 2m, use extendable poles * ONLY use approved height access equipment to clean above 2m. * ***NEVER stand on chairs, tables or fixtures*** * Ladders - Ensure: * Load rating of at least 120kg * Correct size and length for the job * No damage, clean and dry * Face ladder when ascending/descending * Ensure 3 points of contact remain on the ladder at all times. | | 2M |
| Cuts & lacerations | 3H | * Use dustpan and brush to collect broken glass * Do not carry waste bags next to the body as they may contain sharps. Use trolleys if possible * Wrap broken glass before disposal and wear gloves. | | 2M |
| Snakes/insects bites | 3H | * Wear hand protection at all times * Use equipment such as long-handled dusters, handheld vacuum cleaners etc. * ***DO NOT place hands where vision is restricted (behind toilets). Only reach into fully visible areas.*** | | 2M |
| Aggression | 3H | * Ensure courteous manner with other people * Do not engage people who may be aggressive, leave the area and report aggressive behaviour to a supervisor immediately. | | 2M |
| 1. **HRCW** Pressure cleaning | Equipment malfunction | 3H | * Inspect, connect and operate the pressure cleaner following manufacturers' instructions * Read all instructions and become familiar with the controls before use * Check pressure unit functionality (i.e., operation, pressure etc.) and performance * For hot water and steam units - Set the required temperature and ensure hot water switches are in the correct position *(as per operating manual instructions)* * Start the machine and ensure it operates as expected (check all controls are operational and ensure off /on switches are functional * Check for damage or faults regularly during operation. Examples, if excessive vibration occurs, stop using immediately. * *Do not use if any fault/damage/missing parts. Report immediately and follow tag-out/lock-out procedures.* | | 2M | **Supervisors** to check all controls in place and followed  **Operator** to follow controls and make supervisor aware of any issues |
| Exposure to hazardous vapours | 4A | * ***Do not run a petrol-powered pressure cleaner inside a building, or where ventilation is limited*** * Always operate in a well-ventilated area * Use mechanical ventilation where required. | | 2M |
| Fire | 3H | * Ensure equipment rated for atmospheric requirements (water, or explosion-proof for flammable zones) * Always operate in areas free of combustible materials, gasoline, flammable solvents or vapours * Ensure fire protection equipment accessible as required. | | 2M |
| * Water under pressure * Injection injury * Amputation * Projectiles | 4A | * Use the lowest pressure compatible with the work to be performed * Objects to be cleaned must be secured against movement * Small objects must be secured to a vice or similar tool * A person should never hold objects * *Never put your hand over a jetting nozzle when operating* * *Never use high-pressure water to clean yourself, clothing or footwear (Water jet at 1500psi will cause injury if it contacts a person)* * Wear eye protection, protective clothing, rubber steel-toed boots. | | 2M |
| Injury to the public & animals | 4A | * ***Continually check for people entering the area*** * ***Stop operations if approached*** * ***ALWAYS point spray nozzle at the surface to be cleaned*** * ***NEVER leave the cleaner unattended during use*** * ***NEVER point the hose at a person or animal.*** | | 2M |
| * Steam * Hot water * Burns | 3H | * Hot water /steam units: * Warn others in the area that hot water/ steam will be used * Set water temperature only as high as necessary to accomplish the task * Wear PPE - rubber gloves and boots, face shield, long pants and long sleeve shirt, apron * Always direct hot-water/ steam away from yourself * Wear boots *inside* pant legs, to avoid hot water flow into boots * Never use a cold-water hose for hot water or steam washer cleaning. (ensure hose is reinforced and built for purpose). | | 2M |
| Property damage | 3H | * Keep the nozzle approximately 1.5m away from the surface being cleaned * Any objects to be cleaned must be secured against movement * Small objects must be secured to a vice or similar tool * Objects should never be held by a person * Aim the wand at an angle to its target. This will help to lift and remove dirt from the object more effectively than blasting it straight on * High-pressure Water Jet Cleaners should not be directly aimed at electrical wiring, switches, relays, or vulnerable components that water might affect. | | 2M |
| Strong reaction force - vibration | 3H | * Consider reaction forces and ability of the worker to maintain control of the pressure cleaner * Use triggers that can lock into place for use over longer periods (more than 30 seconds at a time). | | 2M |
| Slips, trips & falls | 3H | * Ensure secure footing, as the area will become wet * Perform regular hose checks: * Hoses not running across walkways, roadways or stairways * Hoses arranged to minimise trip hazards. | | 2M |
| Noise | 3H | * Ensure hearing protection is worn by all people throughout exposure to noise. | | 2M |
| 1. **HRCW** Refuelling | * Flammable atmosphere * Exposure to fuel * Fire * Burns * Inhalation * Ingestion * Eye & skin damage | 4A | * Follow manufacturer's manual/recommendations for re-fuelling * DO NOT smoke during re-fuelling   **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*   * Avoid breathing vapours or contact with fuel * Change clothing immediately if splashed with fuel * Do not siphon or swallow fuel as this can be fatal * Wash hands carefully after handling fuel before eating, drinking or smoking * Shower and wash immediately after work & wash clothes in separate wash from other clothes. | | 2M | **Supervisor** and **workers** to ensure control measures followed |
| 1. Spills & sharps management | Injury to public – slips, trips & falls | 3H | * Ensure any spills are cleaned up quickly * Mop up excess * Place safety signs as required * Return in at least 10 minutes to check if the floor is dry & safe * If the floor is dry & safe – remove signs. | | 2M | **Supervisors** to check all controls in place and followed  **Operator** to follow controls and make supervisor aware of any issues |
| Needlestick injury | 3H | * Have a "Sharps Disposal Kit" available to use * Use tongs to pick up needles and dispose of in a sharps container. | | 2M |
| Cuts & lacerations | 3H | * Use dustpan and brush to collect broken glass * Wear gloves * Wrap broken glass before disposal. | | 2M |
| 1. On completion | Unauthorised access | 3H | * If acceptable, remove or add barricades * Only remove signs when areas are dry and ready for use. | | 2M | **Supervisor** to confirm all workers have signed out  **Workers** to comply with controls |
| Security breach | 3H | * All personnel sign-out on Site Register or inform your supervisor upon completion. | | 2M |
| Vehicle/people impact | 4A | * Stay to designated access and egress routes * Maintain awareness of surroundings. | | 2M |
| 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 implementation instructions for further specific emergency responses****.* | | 2M | **Supervisors** and **workers** ensure controls followed |

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| **Overall Risk Rating after Controls** | | | | **1 - Low** | | | **2 - Moderate** | | **3 - High** | | | **4 - Acute** | |
| **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-*specify* | | | 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 cautious 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** |  |