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| --- |
| Remote Areas Driving 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: |
| **This work activity involves the following Hazardous Work and Environmental Impacts** |
| [x]  Electrical equipment | [x]  Elevated levels | [x]  Slips, trips and falls  | [x]  Hazardous substances | [ ]  Silica dust |
| [ ]  Hot Work | [x]  Hazardous manual tasks | [ ]  Outdoor work | [ ]  Remotely &/or isolated work | [ ]  ? |
| [x]  Noise and vibration | [x]  Native vegetation & weeds  | [x]  Air quality | [x]  Waste  | [x]  Vehicle movement |
| [x]  Fuels, oils & chemicals | [x]  Terrestrial fauna | [x]  Waterways & soils | [ ]  Cultural heritage | [ ]  ? |
| **This work activity involves the following “High-Risk Construction Work” (HRCW -** *identified in the Job Task column***)** |
| [ ]  Confined spaces | [x]  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 |
| [ ]  Working at depths greater than 1.5 Metres, including tunnels or mines | [x]  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 |
| Foot Protection | Hearing Protection | HighVisibility | 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.  |
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| [x]  | [x]  | [x]  | [x]  | [x]  | [ ]  | [x]  | [x]  | [x]  | [ ]  | **[ ]**  | **[x]**  |

|  |  |
| --- | --- |
| **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 persons 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 persons 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:***Refer to your tax invoice for your free download.* |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** | **Score** | **Action** |
| **Almost certain** | **3 - High** | **3 - High** | **4 - Acute** | **4 - Acute** | **4 - Acute** |
| **Likely** | **2 - Moderate** | **3 - High** | **3 - High** | **4 - Acute** | **4 - Acute** | **4A - Acute** | **DO NOT PROCEED.** |
| **Possible** | **1 - Low** | **2 - Moderate** | **3 - High** | **4 - Acute** | **4 - Acute** | **3H - High** | Review before commencing work. |
| **Unlikely** | **1 - Low** | **1 - Low** | **2 - Moderate** | **3 - High** | **4 - Acute** | **2M - Moderate** | Maintain control measures. |
| **Rare** | **1 - Low** | **1 - Low** | **2 - Moderate** | **3 - High** | **3 - High** | **1L - Low** | Record and monitor. |
| **HIERARCHY OF CONTROLS** | **Most Effective** |  | **Least Effective** |

| **Job Task** | **Hazards** | **Risk** | **Control Measures** | **Responsible Person** |
| --- | --- | --- | --- | --- |
| 1. Implement [Remote & isolated work plan](https://safetyculture.com.au/checklists-forms-registers/remote-isolated-work-plan-30046)
 | Emergency | 4A | * Before undertaking 4WD activities in remote areas, careful planning and preparation must be undertaken:
* Select the most appropriate vehicle for the conditions
* A ‘Buddy’ system is utilised for high-risk tasks undertaken in remote or hostile locations
* All safety equipment including first aid & vehicle breakdown/rescue/tool kits & fire extinguisher(s) are checked before departure, fit for purpose, and regularly maintained
* Hazard reporting procedures.
* Safety equipment including first aid
* Sufficient supplies of water, food, fuel & supplies needed
* All relevant workers are appraised for required competencies & for any pre-existing medical conditions if working in remote or isolated locations.
* A procedure is developed for regular contact with people working remotely or in isolation, which outlines the frequency, nominated time, and method of contact appropriate for the work location and conditions
* An immediate supervisor or manager is aware of travel itineraries, current locations & what tasks are being undertaken in the remote area(s)
* Scheduled contact persons and Injury reporting procedures are developed and in place
* Mobile & satellite phones and Emergency Position Indicating Radio Beacon (EPIRB) is fit for purpose, tested before departure & phones have spare, fully charged batteries and facilities for continuing charging
* An emergency response procedure is developed & followed by the works depot or office if staff in remote areas fails to make scheduled contact at the nominated time.
 | **Supervisor**  |
| 1. Training
 | Unlicensed driver | 3H | * All operators must be licensed and deemed competent on the make/model and type of 4WD that will be operated
* All relevant driver have undertaken training and/or received instruction in the use of the vehicle and control measures. Include:
* Correct use of the vehicle for the expected terrain and understanding of the 4wd system operation in the vehicle
* Correct use of recovery equipment including selecting, fitting, use, care of and maintenance
* What to do in the case of a crash or emergency
* First aid training current
* At least one person in the vehicle is knowledgeable and experienced in recovery operations
* Use of supervision where required (e.g. new starters or new equipment)
* All drivers are trained in this SWMS
* Reporting procedures for incidents
* Understanding the causes and effects of driver fatigue.
 | **Supervisor** |
| 1. Assess travel conditions
 | Loss of control | 4A | * Ensure:
* Suitable weather conditions (check your state Government websites for road conditions and other travel information
* Consult weather forecasts and observe weather warnings
* Pre-plan refuelling stops
* Suitable ground/track conditions for the operation of the vehicle
* Route within vehicle manufacturer’s slope/gradient limits
* Route within vehicle manufacturer’s water fording limits.
 | **Supervisors**  |
| 1. Vehicle operation (Travel)
 | Vehicle failure | 3H | * Vehicle must be registered with the State Road and Traffic Authorities before use
* Inspect the vehicle, as per manufacturers’ instructions, before use
* *Do not use if any fault/damage/missing parts. Report immediately and follow tag-out/lock-out procedures.*
 | **Supervisors** to check all controls in place and followed**Driver** to follow controls and make supervisor aware of any issues |
| Loss of controlVehicle collision | 4A | * Only licensed drivers to drive vehicles
* Observe road rules at all times
* Wear seat belts at all times when driving
* Use mirrors often to monitor the activity around you
* Drive Smoothly – Be aware of the high centre of gravity of 4wd vehicles, start and stop smoothly and avoid sharp turns
* Monitor vehicle constantly for any malfunctions that may affect vehicle performance
* Watch for vehicles entering from side roads/tracks Give way to approaching trucks/road trains – slow down and move onto the shoulder where safe to do so
* Monitor/use UHF radio, generally channel 40 *(Road channel)* to monitor for changes to road conditions and vehicle movements
* 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., 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.
 |
| Striking a pedestrian  | 4A | * Ensure no persons in the vicinity before and during start-up and operation of the vehicle
* Travel at an appropriate speed for conditions observing speed limits and warning signs
* Avoid reversing wherever possible.

  |
| Fatigue | 4A | * Follow the [Driver Fatigue Management Plan](https://safetyculture.com.au/checklists-forms-registers/driver-fatigue-management-form-non-heavy-vehicles-31218), if in place
* Drivers well rested before starting the trip
* Avoid driving at the time of night when a person normally sleeps *(Schedule rest to coincide with high fatigue risk times, e.g. night and dawn)*
* Share the driving with another person if possible
* Stop for a 15-minute rest break every two hours
* Where possible, do not drive more than 10 hours in any 24 hours
* Split trip into shorter continuous driving periods wherever possible.
 |
| 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
* 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.
 |
| Hitting stock/wild animals at high speed | 3H | * Avoid driving at dusk and after dark whenever possible - stay alert for animals
* Observe speed limits and reduce speed, particularly when kangaroos, stock etc. are observed or expected in the conditions
* Do not swerve or brake suddenly to avoid animals that run out from verge – brake only as firmly as road conditions allow to maintain control of the vehicle
* Use high beam/spotlight at night in-country conditions (do not use when following another vehicle or within 200metres of an approaching vehicle)
* Vehicles are fitted with bullbars in remote areas.
 |
| * Prolonged seating
* Musculoskeletal Disorder (MSD) injuries
 | 3H | * Practice stretching throughout the shift
* Do not work in static positions or awkward postures for more than 2 hours over the entire shift, or 30 minutes at a time (prolonged sitting)
* Remove wallet from the back pocket; can cause stress on the spine and sciatica
* Take regular breaks
* Maintain an ergonomic seating posture:
* Steering Wheel:
	+ Objects and controls to be in easy reach to prevent unnecessary reaching
	+ Elbows and shoulders relaxed with hands positioned below shoulder level
* Seat Height:
	+ Raise to ensure maximum road vision
	+ Maintain adequate clearance from the roof
* Lower Limb Position:
	+ Knees bent comfortably to operate foot pedals
	+ The steering wheel should not touch the top of legs
* Position the headrest centrally behind the head
* Seat Plan:
	+ Thighs supported along the length of the cushion
	+ Avoid pressure behind knees
	+ Back Rest; Shoulders slightly behind hips
	+ Lumbar support; an S-shape spine is a safe shape.
 |
| 1. Environment
 | Environmental impact | 3H | * **Air quality** - Reduce pollutants by ensuring the vehicle is tuned regularly
* **Fuels, oils & chemicals** - Minimum amounts of hazardous substances are kept on site
* Labelled and securely stored
* Refuelling of vehicles/equipment will be 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 will be cleaned up immediately follow SDS directions
* **Waterways & soils** - Do not wash out plant, equipment or containers where residue can enter waterways or drains
* **Native vegetation & weeds** - Ensure the vehicle is washed free of dirt, vegetation, debris before travelling between sites.
* **Terrestrial fauna** -
* Contact wildlife carer groups/vet for injured fauna or if any dead fauna need removing
* No domestic animals on-site
* Place all food scraps in a sealed container.
 | **Supervisors** to check all controls in place and followed**Driver** to follow controls and make supervisor aware of any issues  |
| 1. Bushfires
 | * Burns
* Fatality
 | 4A | * Carry plenty of drinking water
* Never drive through heavy smoke
* Headlights on to remain visible to other vehicles
* If trapped by fire:
* Remain in the vehicle (leave vehicle running and lights on)
* Tightly close windows and doors and vents
* Lie low on the floor of the vehicle and cover up with any available materials such as floor mats or clothing
* If possible, park in a cleared area free of vegetation and protected by a structure, e.g. bridge, large rocks etc.
* Avoid the tops of hills
* If time allows:
	+ Clear loose vegetation leaves etc. from under and around the vehicle
	+ Remove any flammable equipment, e.g. extra fuel or gas bottles
* Wait for the fire to pass before exiting the vehicle.
 | **Supervisors** to check all controls in place and followed**Driver** to follow controls and make supervisor aware of any issues |
| 1. Crossing rivers & creeks
 | * Immersion
* Drowning
 | 4A | * *Assess the need to enter the water – take alternative route wherever possible*
* If fording river or stream is necessary, ensure:
* Never drive into the water without checking depth and surface condition:
	+ *Do not exceed the vehicle manufacturer’s fording depth*
* Stop vehicle - Always check the depth and force of water at creek crossings and see if any obstructions might damage the vehicle
* ***Never drive into floodwaters.***
1. Attach snatch straps to recovery points before entering the water in case the vehicle bogs down (roll-up excess strap and tie off to vehicle in an appropriate location). This way the vehicle can be towed forward or backward as appropriate without having to fit straps underwater
2. Put your vehicle in a low gear
3. Proceed slowly but steadily
4. Keep the engine revs up
5. Stay in the centre of the crossing where the surface is likely to be hardest
6. Select a speed that will maintain a bow wave and effectively reduce water depth around the vehicle. (Consider a bonnet shroud where necessary)
7. Do not let the engine’s fan to come into contact with the water
8. Keep your feet off the clutch and brake
9. After exiting the water, check clutch and brakes for operation before continuing.
 | **Supervisors** to check all controls in place and followed**Driver** to follow controls and make supervisor aware of any issues |
| Animal Attack | 3H | * If travelling in northern regions use extreme caution and keep a watch for crocodiles
* Never enter the water on foot, e.g. to check depth (if you are not sure of depth do not cross)
* Do not attempt to swim across waterways
* After crossing do not stop and exit vehicle within 6 metres of water’s edge.
 |
| 1. Driving in sand/mud
 | Bogged vehicle | 3H | * Partially deflate the vehicle’s tyres not less than 18psi. *Deflating tyres increases the footprint of the tyre:* When tyres deflated ensure:
* Avoid sharp turns
* Do not exceed 50 kph
* Re-inflate (if possible) when conditions passed
* Drive at a constant speed - limit gear changes
* Sand, drive-in existing tyre tracks if available
* Drive in a straight line & avoid turning front wheels wherever possible (no sharp turns)
* Do not use excessive wheel spin if the vehicle becomes bogged – Start recovery immediately to avoid becoming bogged deeper.
 | **Supervisors** & **driver** to follow controls  |
| 1. Vehicle recovery operations
 | Struck by moving vehicle/objects | 4A | * *Always wear hi-vis. Vest when undertaking recovery operations.*
* Using a snatch strap:
* If practicable, dig in front of all 4 wheels, to give the vehicle a chance to pop up
* Ensure snatch strap is rated for use for weights of vehicles to be pulled
* Snatch strap is in good condition with no sign of damage. (Do not use if any signs of damage or tears)
* Attach snatch strap to designated rated recovery points only
* All shackles are rated (stamped with Working Load limit)
* Do not attach to areas such as suspension, steering components, bumper bars, tow balls etc.
* Use snatch strap as per instructions and training, following instructions for connection and safety straps
* All persons, not in vehicles are clear of area (at least 1.5 times the length of the un-stretched snatch strap and out of the direct line of sight of the operation (if the strap breaks attachments, shackles etc. can become lethal missiles)
* Drape a heavy bag or another dampening device (e.g. floor mat) over strap before the operation
* If using more than one strap - **Never join straps with a shackle -** feed one end of snatch strap 1 through the eye of snatch strap 2. Then, feed the same eye of snatch strap 1 over the other end of snatch strap 2 and pull together.
* Jack and pack under the vehicle:
* If practicable, dig in front of all 4 wheels, to give the vehicle a chance to pop up
* If soil conditions permit, jack up the vehicle and put some form of hard material under the wheels such as branches, stones, leaves, grass or twigs
* Lower vehicle and remove the jack
* Keep the wheels as straight as possible to give them traction
* Selecting 2nd or 3rd gear in low range attempt to drive out, keep up the momentum until you are well clear of the bog and once out, remember to re-inflate your tyres if deflated.
* Using a winch:
* If a winch is available for use, ensure winch is rated for vehicle mass
* Setup and operate as per manufacturer’s instructions
* Attach to designated rated recovery points only:
	+ Do not attach to areas such as suspension, steering components, bumper bars, tow balls etc.
* Ensure sufficient room around winch for operator
* Remove persons from the exclusion zone. *(Exclusion zone should be greater than the length of the extended winch rope)*
* ***If using remote controls, ensure the operator is clear of the exclusion zone at all times.***
* If practicable, dig in front of all 4 wheels, to give the vehicle a chance to pop up
* Clutch is fully engaged before lift/tension, Do not disengage under load
* Maintain smooth movement; do not apply jerky movements (increases load weight dramatically)
* Where a winch cable is passed through pulley of snatch block and secured to a fixed point, “winch pull” is approx. doubled
* Ensure SWL not exceeded, e.g. shackles, tree trunk protectors, snatch blocks
* If the winched item is lodged release tension to a point where the lodged item in safe position:
	+ Pry free as required, re-apply tension, and resume winching
* Maintain constant visual contact with cable and/or spotters. Ensure communication /directions followed
* After winch recovery:
* When spooling-in, do not let cable slip through hands. Use hand-over-hand technique and wear leather, snug-fitting gloves
* Inspect condition of rope/cable during spooling to identify any defects
* Do not position hands or body parts close to drum during spooling-in (pinch points exist between cable and drum housing)
* Keep cable spooled tightly and evenly onto the drum, avoid tangling.
 | **Supervisors** to check all controls in place and followed**Driver** to follow controls and make supervisor aware of any issues |
| Crush injuries | 4A | * Never place any part of your body under the vehicle while on jacks
* Do not place hands n or near vehicle pinch points/ winch drums or pulleys.
 |
| CutsLacerations | 3H | * Always wear gloves when undertaking recovery operations
* Do not handle steel wire cables with bare hands
* Use caution when lying on the ground or reaching under the vehicle to attach straps or fit jacks.
 |
| MSD injuries | 3H | * Use mechanical lifting aids, i.e. jacks whenever possible
* Use two or more people for lifting & moving heavy/awkward equipment
* Avoid awkward and sustained positions
* Take Regular breaks
* Never try to pull vehicle – Do not overstrain if pushing.
 |
| 1. Accidents / breakdowns
 | Struck by moving vehicle | 4A | * In case of an accident:
* Quickly make the immediate accident site safe by turning off any running vehicles and equipment, if safe to do so
* Do not leave any accident site without stopping
* If conditions are unsafe, evacuate to at least 50 metres
* DO NOT RE-ENTER the emergency zone
* Place warning equipment, traffic cones signage etc. to warn oncoming traffic if accident presents a hazard
* Encourage people to remain calm and to move off in an orderly manner
* If required, call the appropriate Emergency Services (000). Mobile = Call 112
* Administer first aid if trained.
 | **Supervisors** to check all controls in place and followed**Driver** to follow controls and make supervisor aware of any issues |
| Loss of transport | 4A | * Breakdowns:
* If your vehicle has broken down stay with it, even on a little-used track, as a car is easier to spot than a single person:
	+ *Your vehicle will also provide shelter, increasing your chances of survival*
* Wear hi-vis./reflective vest if roadside
* Position the vehicle safely as far off the road as possible and turn on hazard lights
* Place warning equipment, traffic cones signage etc. to warn oncoming traffic if breakdown presents a hazard
* Contact emergency services, office or supervisor.
 |
| 1. Repairs, i.e. tyre changes
 | Struck by passing vehicle | 4A | * ***Always wear hi-vis. Vest when undertaking any roadside repairs.***
 | **Supervisors** to check all controls in place and followed**Driver** to follow controls and make supervisor aware of any issues |
| Crush injuries | 3H | * *Always use appropriate and rated lift brace equipment & /or suitable SWL blocks/jacks.*
* Before commencing operation. Ensure:
1. Park the vehicle in a safe location
2. The vehicle is parked on level ground
3. The parking brake is engaged
4. Operate the hazard warning lights
5. Engine start switch key is turned off, and the engine start switch key is removed
6. If necessary, drive with a flat tyre for a short distance to get to a safe position to allow enough room to change the tyre
7. Secure the vehicle handbrake - select neutral for a manual; neutral or park for an automatic
8. Chock the wheels - front and back
9. Jack up the vehicle to a suitable height off the ground to remove the flat/ unserviceable tyre and fitting of the inflated spare tyre.
* ***Never place any part of your body under the vehicle.***
* ***NEVER leave tyres in a vertical position – Always lay flat or store in a manner that prevents them falling or rolling away.***
 |
| 1. Contact with insects & reptiles
 | * Snake/spider bite
* Fatality
 | 4A | * Always wear safety boots
* Check ground before exiting the vehicle
* Visually inspect where you are working
* Make noise
* Use caution when walking in long grass etc. or near water sources
* If confronted with a snake:
* Do not approach a snake
* Do not make sudden movements
* Do not attack or attempt to harm a snake
* Back away slowly or stay still allow the exit point for the snake to escape
* Treat every snake as if it is venomous
* Spider bites:
* Check all equipment before picking up
* Adequate Bites/Stings First Aid kit is available
* Adequate communication equipment is available at all times.
 | **Supervisors** to check all controls in place and followed**Driver** to follow controls and make supervisor aware of any issues |
| 1. **HRCW** Fuelling on-site
 | * Flammable atmosphere
* Exposure to fuel
* Fire
* Burns
* Inhalation
* Ingestion
* Eye & skin damage
 | 4A | * Follow manufacturer's manual/recommendations for refuelling
* DO NOT smoke during refuelling

**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.
 | **Supervisor** and **driver** to ensure control measures followed |
| 1. On completion
 | Lost/injured driver | 4A | * Notify appropriate persons on arrival.
 | **Supervisor** to check driver has arrived safely**Driver** to comply with controls |
| Damaged equipment | 3H | * Inspect equipment for any damage/leaks. If damage is detected – report immediately and take out of service
* Report any difficulties encountered on the route
 |
| Hit by moving vehicle | 3H | * Store the key in a safe place (restrict unauthorised access)
* Ensure truck is parked in a safe, level area, clear of unstable or sloping ground.

  |
| 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 **Driver** ensure controls followed |

| **Overall Risk Rating after Controls** | **[ ]  1 - Low** | **[x]  2 - Moderate** | **[ ]  3 - High** | **[ ]  4 - Acute** |
| --- | --- | --- | --- | --- |
| **Permits** | [ ]  Not applicable | [ ]  Hot Work | [ ]  Confined Space | [ ]  Local council | [ ]  ? | [ ]  ? |
| **Site Management Plan** | Is the work associated with a Construction Project? [ ]  **Yes [ ]  No** | *If yes*, this SWMS must align with the Site Management Plan requirements in place for the Construction Project. |
| **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.*1.
2.
3.
4.
5.
6.
7.
 | [ ]  Audits[ ]  Spot Checks[ ]  Reporting systems [ ]  Suitably qualified supervisors for job[ ]  Direct on-site supervision[ ]  Remote site: communication systems/schedule |
| [ ]  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 |
| [ ]  ? |  |
| [ ]  ? |  |
| [ ]  ? |  |

| **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. |
| --- | --- |
| **Workers’ Name** | **Job Role / Position**E.g. Supervisor, Worker, Trainee | **Licences, competencies & qualifications** *(add as applicable)* | **Date** | **Signature** |
| **Type / Description** | **Class** | **Number** |
|  |  | Construction Card |  |  |  |  |
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