

SIGN INSTALLATION 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: Aidacare	

SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.</i>
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THIS WORK ACTIVITY INVOLVES THE FOLLOWING “HIGH-RISK CONSTRUCTION WORK” (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

<input type="checkbox"/> Confined spaces	<input checked="" type="checkbox"/> Mobile plant movement	<input type="checkbox"/> Demolition of a load-bearing structure	<input type="checkbox"/> Asbestos disturbance
<input type="checkbox"/> Using explosives	<input type="checkbox"/> Diving work	<input type="checkbox"/> Artificial extremes of temperature	<input type="checkbox"/> Tilt-up or pre-cast concrete
<input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services			
<input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse			
<input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers		<input type="checkbox"/> Work in a ceiling space (W.A. Only)	
<input type="checkbox"/> Working at depths greater than 1.5 metres, including tunnels or mines		<input checked="" type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere	
<input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor		<input type="checkbox"/> 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:

<input type="checkbox"/> L 1: Work on the ground or solid construction	<input type="checkbox"/> L 4: Use a fall arrest system e.g., safety harness, catch platforms
<input type="checkbox"/> L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP	<input type="checkbox"/> L 5: Implement administrative controls e.g., signage, or instruction
<input type="checkbox"/> L 3: Use a work positioning system e.g., travel restraint, rope access	<input type="checkbox"/> 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.

****Please Ensure all Public Liability & Workers insurance policies are up to date before arriving at site.**

Planning/Preparation	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Hold points identified and signed off before continuing work. <i>Specify?</i>
Training/Licence	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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:	<p>Act, Regulations, Codes of Practice References:</p> <div data-bbox="1070 1046 1883 1390" style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p>How to add your references</p> <p>Step 1: Click the link below to download your reference list <i>(save it to an appropriate location on your computer)</i></p> <p>Step 2. Open the reference list document and Copy and Paste the relevant references into this section</p> <p>Step 3. Remember to remove this instruction before adding references</p> <p>Legislation and Codes of Practice Reference List Download –</p> </div>

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.
											<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
JOB TASK	HAZARDS	IR	CONTROL MEASURES							RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>								
1. Check weather conditions & prepare	Extreme weather	3H	<ul style="list-style-type: none"> Check weather conditions – do not work in extreme conditions Reschedule works to work in more moderate temperatures 							2M	Supervisor to maintain awareness of weather conditions Workers to follow controls
	Hyperthermia Hypothermia	3H	<ul style="list-style-type: none"> Ensure workers trained to recognise the symptoms of hyperthermia and hypothermia Hot conditions. Ensure: <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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. 							2M	
2. Environment	Environmental impact	3H	<ul style="list-style-type: none"> 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 Engineering controls fitted to equipment (e.g. silencers.) Waste - Place all wastes and rubbish in bins or other appropriate containers Separate recycle waste from general waste. 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 Do not wash out tools or containers where residue can enter waterways or drains. 							2M	Supervisor and workers to ensure control measures followed

JOB TASK	HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
3. House keeping	Slips, trips & falls	3H	<ul style="list-style-type: none"> • Maintain housekeeping throughout the shift & clean-up • Ensure sufficient lighting to detect changes in level (using temporary lighting as required) • Clean up spills immediately • Do not jump from elevated edges >180mm, step carefully and use prepared access areas • The work area is clean and uncluttered as possible • Do not place equipment where it will become a tripping hazard • Check for stored items, corners or other obstructions that could cause tripping • Ensure there is room to manoeuvre and no obstacles in the way • Check the end destination is prepared correctly for placement of the materials/equipment • Ensure that 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
4. Manual tasks	Musculoskeletal Disorder (MSD) injuries	3H	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ 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 • Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending. 	2M	Supervisor and workers to ensure control measures followed
5. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> • 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 for unanticipated hazards. 	2M	Supervisor to check the site and conduct JSA where necessary
6. HRCW Work area set-up	Unauthorised access to the work area	3H	<ul style="list-style-type: none"> • Establish an exclusion zone for other workers and the public. i.e., those not associated with the activity. This zone should be clearly defined by signage and hazard marking tape or flagging 	2M	Supervisor and workers to ensure

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			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
			<ul style="list-style-type: none"> Maintain awareness of unauthorised people attempting to enter or entering the work area If members of the public or unauthorised personnel enter the exclusion zone, stop work until removed from the work zone. 		control measures followed
	Falling objects	3H	<ul style="list-style-type: none"> Fall zone barricaded and signed. Ensure the signs provide clear instruction on entry permissions and hazard areas if working above others. 	2M	
	Contact with overhead electric lines	4A	<ul style="list-style-type: none"> When erecting mobile scaffolding for this task: <ul style="list-style-type: none"> Check for overhead wires or other electrical installations before erecting scaffold Clear of overhead electric lines. Ensure: <ul style="list-style-type: none"> Check the location, height, arrangement, visibility of overhead electric power lines Do not use extended poles or other conductive items within close proximity (4 .0m) to energised electrical systems (flashover or contact may occur) Note: <i>If the 4.0m rule cannot be maintained, contact your State Electricity Supply Authority to determine a safe system of work for the use of the scaffolding</i> Follow LOTO procedures and obtain advice from licensed electrician that power is isolated Discuss with homeowner and/or site supervisor beforehand so they are aware of the duration of time required without utilities. △ <i>If power cannot be isolated, ensure the location of any cables, pipes etc. are identified and labelled before drilling.</i> 	2M	
7. Working with powered & non-powered tools	<ul style="list-style-type: none"> Electrocution Injury Fire 	4A	<ul style="list-style-type: none"> 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 Tool operations manual is available, read and understood Fire protection equipment accessible Use mechanical ventilation as required <u>Electrical:</u> <ul style="list-style-type: none"> 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. 	2M	<p>Supervisors to check all controls in place and followed</p> <p>Workers to follow controls and make supervisor aware of any issues</p>

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
<p>8. Hazardous substance /chemical use</p> <p>9. Surface cleaning</p> <p>10. Iso Alcohol</p>	<p>Contact with hazardous substance /chemical</p>	3H	<ul style="list-style-type: none"> Follow directions of use for <i>(specify the substances/chemicals)</i> Consult SDS for the product Use PPE as per the SDS - <i>specify</i> Use with adequate ventilation Chemical resistant gloves for prolonged exposure <p>⚠ DO NOT:</p> <ul style="list-style-type: none"> <i>✗ Eat or drink when handling chemicals</i> <i>✗ Eat or drink without washing hands thoroughly first</i> <i>✗ Take food into the work area where chemicals are being used or stored</i> <i>✗ Wear contaminated PPE in areas outside the work zone, such as eating areas.</i> 		2M	<p>Supervisor and workers to ensure control measures followed</p>
<p>11. HRCW Working at height on</p> <p>12. EWP</p>	<ul style="list-style-type: none"> Fall from height Falling objects Impact injuries Fatality 	4A	<ul style="list-style-type: none"> Perform as much of the task as possible on the ground or a solid structure Protect all edges where a person can fall Erect and inspect all height access equipment following manufacturers' instructions If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures <u>Trestle scaffold:</u> <ul style="list-style-type: none"> Guardrails, toe board sides & ends are in place Purpose-designed pins Min 2 planks or 450mm wide A suitable span of planks (based on thickness). Example: Thickness of 38mm = 1.5m span, thickness of 50mm = 2m span, thickness of 63mm = 2.5m span) <u>Mobile scaffold:</u> <ul style="list-style-type: none"> Level, plumb Casters locked before accessing, not moved when people on a scaffold Accessed by internal ladder only, do not climb on the scaffold Clear of penetrations or floor edges (by at least 1metre where possible) <u>Fixed scaffold:</u> <ul style="list-style-type: none"> Undertake a handover for all scaffolds where a person could fall more than 4 metres The scaffold not used until sighted proof that the scaffold has been inspected and signed off as completed, by a competent person, at the following times: <ul style="list-style-type: none"> After construction After any repairs to the scaffold After any incident that may have affected the stability of the scaffold Use only access ladders provided, do not climb on railings or other scaffolding components Do not use step ladders to gain extra height Remove ground level ladder when unattended to prevent unauthorised access 		2M	<p>Supervisors to check all controls in place and followed</p> <p>Workers to follow controls and make supervisor aware of any issues</p>

JOB TASK	HAZARDS	IR	CONTROL MEASURES <i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>	RR	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> • <u>Ladders:</u> <ul style="list-style-type: none"> ○ Ladders are set up on a level area on a firm footing ○ Correct size and length for the job ○ Load rating of at least 120kg ○ Extension ladders: <ul style="list-style-type: none"> ▪ Set up with the base located approximately a quarter of the vertical height of the ladder from the wall ▪ The ladder extends at least 1 m above the place of landing of the highest rung to be reached by the feet of any person working on a ladder ▪ Secured against movement (base & top) • ONLY use extension ladders for access, ALWAYS use platform ladders for working on, ensure the base is fully open and the spreaders are locked • 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 • <u>Falls in openings:</u> <ul style="list-style-type: none"> ○ All holes or openings are protected/closed from falls (e.g. platform ladder hatches) ○ Covers are secured to prevent movement ○ Use signage or another marked hazard alert to identify the hazard • Wear tool belts, use tool lanyards to pass tools to people at height and use tethers on tools/equipment where appropriate • All workers must wear a hard hat and high visibility clothing • Ensure footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud or other contaminants. 		
13. Removal/ replacement of signs	Falling objects	4A	<ul style="list-style-type: none"> • Stop work immediately if a person enters the area below the operation • Do not overload platform, be aware of load limits and spread the load evenly to distribute weight • Do not exceed the specified Safe Working Load (WLL) • Stack items to prevent sliding or toppling. Determine where material may fall (in case of uncontrolled release) and ensure all personnel are clear of that area • Never work directly below other workers or where unsecured materials are above • Carry tools and materials in a tool belt or have them passed to you • Hard hats worn at all times when working below scaffold. 	2M	<p>Supervisors to check all controls in place and followed</p> <p>Workers to follow controls and make</p>

JOB TASK	HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
	• Exposure to dust ○ Drilling	4A 4A	• • <u>Task control</u> ○ Never cut materials unless the use is controlled ○ Consider the most appropriate control e.g water delivery or dry dust control • <u>Equipment</u> ○ Minimise dust emissions by operating and maintaining tools according to the manufacturer's instructions. ○ Only use equipment that has an integrated water delivery system or a HEPA- filtered dust collection system ○ Visually check the tool and extraction unit for signs of damage before use • <u>Respiratory PPE - Wear respiratory protective equipment (RPE) such as a half-face negative respirator or powered air-purifying respirator (PAPR):</u> ○ Respiratory protection, e.g. P1/P2 face mask minimum ○ People medically fit to wear the face mask ○ A competent person conducts fit testing ○ Complete facial seal ○ Correct cartridge for contaminant • <u>Area Control</u> ○ Remove non-essential people from the area ○ Ensure all people that remain in the area are provided with respiratory protection ○ Cover sensitive areas (power outlets, food storage) ○ Wash hands before eating, drinking, smoking, or applying cosmetics in areas where crystalline silica is present • <u>Water delivery control method</u> ○ The equipment must utilise a water delivery system that continuously supplies water to the working surface ○ check water is flowing to the cutting area before making contact with the material ○ ensure spray guards are in place before commencing work ○ Regularly clean the work area and surrounding areas ○ Manage slurry to prevent it from drying out (cover or remove) • <u>Dry dust control method</u> ○ The equipment must use an integrated HEPA-filtered dust collection system or a commercially available dust collection system with a dust collector rated to either M or H-Class per AS/NZS 60335.2.69. ○ System to have a filter-cleaning mechanism	2M	supervisor aware of any issues

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
			<ul style="list-style-type: none"> When operating a grinder, ensure an airflow of ≥ 25 cubic feet per minute (cfm) per inch/~ 700 litres per 25mm of wheel diameter Drills equipped with a commercially available shroud with a dust collection system <ul style="list-style-type: none"> Ensure the dust collection system provides sufficient airflow as recommended by the tool manufacturer The drill must use an integrated HEPA-filtered dust collection system or a commercially available dust collection system with a dust collector rated to either M or H-Class per AS/NZS 60335.2.69. If using a vacuum to clean holes, ensure the vacuum is rated to either M or H-Class per AS/NZS 60335.2.69 when cleaning holes. 			
	Contact with services in wall	4A	<ul style="list-style-type: none"> Identify a location to place mounts on the wall. Avoid areas that may have electrical, gas or water lines: <ul style="list-style-type: none"> Use a stud finder that also includes detection for metal wiring and pipes Avoid drilling directly above power points or light switches Use the minimum of force required to drill into the material If a void is encountered, e.g. hollow blocks, plasterboard, stop forward pressure immediately Maintain a careful watch on drill swarf for changes of material, e.g. copper shaving, PVC. If unexpected resistance is met cease drilling ⚠ A qualified electrical contractor should be engaged to eliminate or control any risk of contact with mains power if a fault is identified, e.g. drilling into an electric cable. 		2M	
	Fire	3H	<ul style="list-style-type: none"> Grinding: <ul style="list-style-type: none"> Do not conduct Hot Works in high temperatures, high winds or on days of Total Fire Bans Ensure completed Hot Work Permit available at the site Follow safety precautions on Hot Work Permit. Do not conduct work not listed on the Hot Work Permit. If other Hot Works are required, obtain another Hot Work Permit for that task. 		2M	
14. HRCW On completion	Unauthorised access	3H	<ul style="list-style-type: none"> If acceptable, remove or add barricades. 		2M	Supervisor to confirm all workers have signed out &
	Inhalation/ contact of: <ul style="list-style-type: none"> Silica dust Lead 	4A	<ul style="list-style-type: none"> Carefully roll or fold any plastic sheeting used to cover any surface within the work area If necessary, use damp rags or a HEPA vacuum cleaner to clean any remaining visibly contaminated sections the work area If possible, fully dismantle tools and decontaminate in a controlled environment 		2M	

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
	• Security breach	3H	• All personnel sign-out on Site Register.		2M	workers to comply with controls
	Vehicle/people impact	4A	• Stay to designated access and egress routes • Maintain awareness of surroundings.		2M	
15. Emergency response	• Injury • Fatality • Environmental damage	4A	<ul style="list-style-type: none"> • 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. 		2M	Supervisors and workers ensure controls followed

OVERALL RISK RATING AFTER CONTROLS	<input type="checkbox"/> 1 - Low	<input checked="" type="checkbox"/> 2 - MODERATE	<input type="checkbox"/> 3 - High	<input type="checkbox"/> 4 - ACUTE
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PERMITS	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Local council	<input type="checkbox"/> Excavation	<input type="checkbox"/> Lift (crane)
	<input type="checkbox"/> Working at height	<input type="checkbox"/> Restricted access	<input type="checkbox"/> Asbestos remediation	<input type="checkbox"/> Other?	<input type="checkbox"/> Other?	<input type="checkbox"/> Other?

PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES	SUPERVISORY ARRANGEMENTS
<input type="checkbox"/> Electrical tools and leads	Tested and tagged quarterly	<i>List hazardous substances taken on-site and have the SDS on-site.</i> 1. 2. 3. 4. 5.	<input type="checkbox"/> Audits <input type="checkbox"/> Spot Checks <input type="checkbox"/> Reporting systems <input type="checkbox"/> Suitably qualified supervisors for job <input type="checkbox"/> Direct on-site supervision <input type="checkbox"/> Remote site: communication systems/schedule <input type="checkbox"/> Other?
<input checked="" type="checkbox"/> Hand tools - Meet AS/NZS	Regular visual inspection		
<input type="checkbox"/> Ladders - Meet AS/NZS	Inspected and tagged out if damaged		
<input checked="" type="checkbox"/> Mobile plant- <i>specify</i>	Inspected and tagged out if damaged		
<input type="checkbox"/> ?			
<input type="checkbox"/> ?			
<input type="checkbox"/> ?			
<input type="checkbox"/> ?			



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 <small>E.G. SUPERVISOR, WORKER, TRAINEE</small>	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>		
		TYPE / DESCRIPTION	CLASS	NUMBER		
Chad Mcsweeny	Worker	Construction Card		742912	06/05/2024	CM
David Saunders	Worker	Construction Card EWP:		326647 313846	06/05/2024	DS
Kasey Sealy	Manager	Construction Card				KS
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				

HIERARCHY OF CONTROLS

Most
EFFECTIVE



Least
EFFECTIVE

RISK MATRIX

STEP 1: DETERMINE LIKELIHOOD: What is the possibility that the effect will occur?

	CRITERIA	DESCRIPTION
ALMOST CERTAIN	Expected in most circumstances.	The effect is a common result.
LIKELY	Will probably occur in most circumstances.	The effect is known to have occurred previously.
POSSIBLE	Could possibly occur at some time.	The effect could occur. I've heard of it happening before.
UNLIKELY	Unlikely but possible.	The effect could occur, but I have not heard of it happening before.
RARE	Highly unlikely to occur.	The effect is practically impossible.

STEP 2: DETERMINE CONSEQUENCE: What will be the expected effect?

LEVEL OF EFFECT	EXAMPLE OF EACH LEVEL
INSIGNIFICANT	No effect – or so minor that effect is acceptable.
MINOR	Minor first aid treatment, minimal business disruption, minimal environmental effect.
MODERATE	Serious injuries, medium business interruption, medium environmental impact.
MAJOR	Extensive injuries/fatality, significant business interruption, environmental harm, prosecution.
CATASTROPHIC	Multiple permanent disability/fatalities, business failure, substantial environmental harm, prosecution/imprisonment.

STEP 3: DETERMINE THE RISK SCORE:

EFFECT LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	2 Mod.	2 Mod.	3 High	4 Acute	4 Acute
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

STEP 4: RECORD RISK

SCORE	ACTION
4A: ACUTE	<u>DO NOT PROCEED until risk level is reduced;</u> immediately introduce high-level controls. <i>Re-assess before proceeding.</i>
3H: HIGH	<i>Review before commencing work.</i> Introduce new controls and/or maintain high-level controls to lower the risk level. Controls are to be monitored frequently.
2M: MOD.	<i>Maintain control measures.</i> Be cautious when working. Monitor and review regularly.
1L: LOW	<i>Record and monitor.</i> Proceed with work. Regularly review risks.