

NOTE : Work must be performed in accordance with this SWMS. This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

Principal Contractor (PC):			
Works Manager:		Date SWMS provided to PC:	
Work activity:		Workplace location:	
High risk construction work:	<input checked="" type="checkbox"/> Risk of a person falling more than 2 metres	<input checked="" type="checkbox"/> Work on a telecommunication tower	<input checked="" type="checkbox"/> Demolition of load-bearing structure
	<input checked="" type="checkbox"/> Likely to involve disturbing asbestos	<input checked="" type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input checked="" type="checkbox"/> Work in or near a confined space
	<input checked="" type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel	<input checked="" type="checkbox"/> Use of explosives	<input checked="" type="checkbox"/> Work on or near pressurised gas mains or piping
	<input checked="" type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input checked="" type="checkbox"/> Work on or near energised electrical installations or services	<input checked="" type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere
	<input checked="" type="checkbox"/> Tilt-up or precast concrete elements	<input checked="" type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	<input checked="" type="checkbox"/> Work in an area with movement of powered mobile plant
	<input checked="" type="checkbox"/> Work in areas with artificial extremes of temperature	<input checked="" type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning	<input checked="" type="checkbox"/> Diving work
Have workers been consulted about the SWMS? Note: Consultation with Health and Safety Representatives (HSRs) should be undertaken where there is a HSR at a workplace		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Person/s responsible for ensuring compliance with SWMS:		Date SWMS received:	
What measures are in place to ensure compliance with the SWMS?			
Person responsible for reviewing SWMS control measures:		Date SWMS received by reviewer:	
How will the SWMS control measures be reviewed?			
Review date:		Reviewer's signature:	

What are the tasks	What are the hazards and risks?	What are the control measures?
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List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Risk Assessment	Workplace / worksite hazards Unlicensed / untrained workers	<ul style="list-style-type: none"> • Do a risk assessment prior to commencing work and review the Principal Contractor's site Safety Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS). • Identify additional safety controls where required using the Risk Assessment Worksheet and Hazard Report Form. • Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury. • Obtain approvals from the supply authorities where required. • Make sure workers are trained, qualified or experienced to carry out the specified tasks. • Request appropriate licences or certification when required before allowing work to commence, including local council approval where required.
Personal Protection Equipment (PPE)	Injury, illness, permanent disability and in extreme cases death.	<ul style="list-style-type: none"> • Where applicable, check condition of harnesses, ropes, shackles and fixing points for fall arrest system. • Check condition of hard hats – brim or neck flaps, gloves, safety boots, sunscreen, high visibility reflective clothing or vests, ear plugs or earmuffs and any other Personal Protective Equipment (PPE) appropriate for this work. • Where appropriate use dusk mask. • Make sure shade is provided in hot temperatures, take regular breaks where possible and drink fluids continually. • PPE is to be used only when no other control can reduce or eliminate the hazard / risk. • Make sure all workers are issued with and wear the recommended PPE as required for safety on the worksite and specific to the activities and tasks. • Train workers in the correct use, maintenance and storage of PPE.
Services / Utilities	Overhead services and electricity / powerlines	<ul style="list-style-type: none"> • Site supervisor to check for overhead hazards. • Make sure no scaffolding is erected within 4 metres of overhead power lines unless they are protected. • Make sure a minimum distance of 4 metres is maintained when erecting metal ladders near overhead power lines. • Never work in high winds near overhead power lines. • If power lines are in close proximity to the work area, but greater than 4 metres, cover the lines with tiger tails. • If power lines are closer than 4 metres, power must be turned off, as tiger tails are not insulators.

<p>Assess work area access and weather conditions</p>	<p>Access and egress Public (pedestrians / others) Falls from heights Hit by falling objects Slips, trips and falls Lighting Eye injury</p>	<ul style="list-style-type: none"> • Make sure all access ladders, steps and ramps are safe and secure. • Make sure edge protection and handrails are in place and secure where required. • Immediately cease work in hazardous weather conditions such as: <ul style="list-style-type: none"> ○ Thunderstorms and strong winds that may cause loss of balance. ○ Rain is causing a slippery work surface. ○ Excessive glare is being emitted from work surfaces and/or poor lighting affects visibility. • Remove any items that may obstruct the work activity. • Make sure the entry, exits and access ways in the workplace are kept clean and clear of materials and waste. • Check for any items that may cause slips, trips and falls and remove or secure them as required.
<p>Preparation of work area</p>	<p>Falls from heights Hit by falling objects</p>	<ul style="list-style-type: none"> • Make sure, so far as is reasonably practicable, that any work involving the risk of a fall is carried out on the ground. • All workers on the ground must wear hard hats and maintain constant awareness of overhead work. • Erect signage below the overhead work warning of potential Hit by Falling Objects. • Where possible, barricade or tape off the area underneath overhead work and restrict access. • Provide safe means of raising, lowering and storing tools, plant, materials and debris. • Prior to work commencing, clear work area and remove large items with assistance using correct manual handling techniques.
<p>Working below overhead work</p>	<p>Hit by falling objects Slips, trips and falls</p>	<ul style="list-style-type: none"> • Only authorised workers are to enter the barricaded or taped off area whilst overhead work is being carried out. • All authorised workers on the ground in the barricaded or taped off area must wear safety boots and hard hats and maintain constant awareness of overhead work. • Make sure appropriate equipment is used to raise and lower objects, including ensuring that work load limits are not exceeded.

<p>Use of ladders</p>	<p>Fall from heights Hit by falling objects Powerlines – electrocution Slips, trips and falls</p>	<ul style="list-style-type: none"> • Platform ladders are to be used when work is to be carried out from a portable ladder. • Ladders are to be of an industrial standard complying with AS1892. • Portable ladders to have a minimum load rating of 120kg. • Locate overhead power supply and any other overhead obstructions. • Inspect ladders regularly to make sure they are in good condition with no loose or broken rungs. • Use platforms or scaffolding for heavy or lengthy work. • Make sure appropriate fall protection is in place when working at height. • Make sure there is no danger to people below overhead work – use approved barricades and signs warning them to keep clear of overhead work. • Make sure all workers and other persons within the work area are wearing approved hard hats and safety boots. • Erect ladder on a level and firm surface away from overhead obstructions. • Place ladder base 1m out from its support for every 4m in height. • Make sure the ladder extends at least 1m above the landing platform. • Make sure all the locking devices on the ladder are secure and fixed at the base. • Make sure materials or tools are not carried while climbing the ladder. Tools should be carried in a tool belt or side pouch. • Where necessary, ladders to be secured at the top with a gutter guard, ladder brackets or approved equivalent to prevent movement during use. • Make sure only one person is on a ladder at one time. • Use a tool pouch or lanyards for carrying tools whilst climbing or working from the ladder. • Always maintain a sound awareness of your surroundings. • Always maintain three points of contact when climbing ladders (such as both hands and one foot or both feet and one hand). • Where 3 points of contact cannot be maintained, make sure falls are prevented by using a pole strap or approved fall arrest system which is not attached to the ladder. • Only perform work on ladders as recommended by the manufacturer. • Make sure the material or equipment being carried does not restrict movement or cause loss of balance. • Make sure the trunk of the body remains centred on the ladder. • Make sure tools and equipment can be used with one hand whilst working off a ladder (unless a fall arrest system is used).
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<p>Fall arrest systems on roofs</p>	<p>Falls from heights Hit by falling objects</p>	<ul style="list-style-type: none"> • Make sure a clear fall zone is fenced or taped off and restrict access. • Use caution when working on slippery, brittle or fragile roofing materials. • Make sure all workers working on the roof are wearing suitable non-slip footwear. • For roofing activities, the following controls must be used to reduce the risk of falling and injury: <ul style="list-style-type: none"> ○ Conduct a site-specific risk assessment considering the type of roof surface, the pitch and the length of the roof. ○ Make sure a stable and adequately fenced work platform is installed. ○ Make sure perimeter screens, fencing, handrails or other forms of physical barriers are installed. ○ Implement other safety controls that are capable of arresting the fall of a worker. • All roof edge protection must comply with AS 4994.1 – Temporary Roof Edge Protection, Part 1 – General Requirements. • Make sure all installed edge protection is safe and secure before commencing work on the roof.
<p>Erecting and using scaffold (fixed or mobile)</p>	<p>Services (underground / overhead) Electricity (overhead power lines)</p>	<ul style="list-style-type: none"> • Scaffolding to be erected according to manufacturer's or supplier's instructions and must comply with AS 1576. • Scaffolding must be erected where a person could fall and must be erected by a person holding a certificate of competency for scaffolding. • Scaffolding exceeding a deck height of 4 metres must be inspected and tagged by a competent person before use, after any alternation or repair, and at intervals not greater than 30 days. • An unlicensed person must not alter scaffolding without authority and alterations performed only by a competent person. • Defects SWMS – Scaffold

<p>Use of Elevated Work Platforms (EWP)</p>	<p>Plant and equipment – impact / crushing injuries Fall from heights Hit by falling objects Powerlines – electrocution</p>	<ul style="list-style-type: none"> • Elevated Work Platform (EWP) shall be inspected and tested by the operator or a competent person, in accordance with the manufacturer's pre-operational checklist. • Workers operating the Elevated Work Platforms (EWP) must be trained and instructed in safe operating procedures for the particular brand and type of equipment. • The EWP should only be used as working platforms, they should not be used as a means of access to and egress from a work area unless the conditions set out in AS 2550.10 are met. • Make sure appropriate fall protection is in place when working at heights, such as safety harnesses, safety nets and/or other safe fall arrest methods. • Refer to: SWMS – Elevated Work Platforms
<p>Leaving the work area</p>	<p>Fall from heights Hit by falling objects Access and egress Manual handling – strains, sprains and back injuries Slip, trips and falls</p>	<ul style="list-style-type: none"> • Make sure the work area is left clean and tidy. • Never leave ladders or tools and equipment unattended in case of unauthorised use or an unexpected change in weather. • Always check to make sure all ladders, steps and ramps are stable before descending. • Provide safe means of lowering tools, plant, materials and debris to make sure they are not carried while descending ladders, steps and ramps. • Make sure entry and egress areas are secure against unauthorised entry.

PLEASE NOTE: *It may be necessary to use more than one page to complete an adequate safe work method statement (SWMS).*