

CABINET 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:

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

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| <input type="checkbox"/> Confined spaces | <input 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 checked="" 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 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:

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|---|---|
| <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.

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 checked="" 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. Training	Exposure to asbestos	4A	<ul style="list-style-type: none"> Ensure the worker is competent to identify if asbestos is present If the presence of asbestos is identified, ensure a dedicated asbestos SWMS is in place and that all workers have relevant training and licensing. 							2M	Supervisor
	Exposure to respirable crystalline silica (RCS) – dust inhalation	3H	<ul style="list-style-type: none"> Training and Information provided to workers on RCS should include: <ul style="list-style-type: none"> Identification of RCS dust through Safety Datasheet (SDS) or labels Dust exposure prevention strategies Checking controls are working and using them When and how to use any respiratory protective equipment provided and what to do if something goes wrong (Including worker respirator fit and check processes). 							2M	
2. Client consultation & code of conduct	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> Consultation regarding hazards and risks. Ensure: <ul style="list-style-type: none"> Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task If represented by an elected Health and Safety Representative (HSR), included them in any consultation Any other people on site who are affected by the same matter consulted, and co-operative arrangements made Document consultation and action items Information is provided to the client to advise them of the following: <ul style="list-style-type: none"> Excess clutter removed (if applicable) Cash and any valuables removed from easily visible/accessible areas Animals must be secured/removed. 							2M	Supervisor and workers to ensure control measures followed
	Property damage	3H	<ul style="list-style-type: none"> Ensure notification of electricity or water service disruption given to the client Remain respectful of client's property and requests (if applicable): <ul style="list-style-type: none"> Take care not to scratch floors, walls Ensure pets and items (rugs, furniture, appliances) removed as needed 							2M	

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"> • 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 • Vehicle movement - Follow site TMP, only travel on established tracks and roads • Use designated entry and exit points • Terrestrial fauna - No domestic animals on-site • Ensure all food scraps placed in lidded bins. 			controls and make supervisor aware of any issues
6. House keeping	<ul style="list-style-type: none"> • 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) • 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 could become a trip 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 • Clean spills immediately • 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
7. Manual tasks	Musculoskeletal (MSD) injuries	3H	<ul style="list-style-type: none"> • Materials/equipment placed as close to the work area as possible • Movement of material from the delivery point to the installation area usually represents the greatest opportunity for damage or injury, particularly if being placed manually. Ensure: <ul style="list-style-type: none"> ○ Use hand trucks to move heavy materials ○ Use team-lifts for heavier items. • Ensure a sufficient number of people for the task • Workstation is set-up ergonomically where possible (avoid reaching too high, low, over-reaching or other awkward postures) • Provide trestles/benches to place workpieces on to reduce manual handling risks (between shoulder and knee height) • 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 as much as 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