

## PRIVATE RESIDENCES - WORKING IN SAFE WORK METHOD STATEMENT (SWMS)

Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC Address:
Signature:	Date:	PC Phone #: <span style="float: right;">Date SWMS provided to PC:</span>
Contact Phone #:		Job Site Address:

<b>SITE MANAGEMENT PLAN</b>	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)

- |  |  |   |   |
|--|--|---|---|
| <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 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 checked="" type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers                     |  | <input checked="" 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:

- |   |   |
|---|---|
| <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 type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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. Training	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> <li>All workers are trained in communication protocol:               <ul style="list-style-type: none"> <li>Mobile phones are to be kept on the worker at all times</li> <li>Mobile phones are to be kept switched on</li> <li>Workers will call the supervisor upon arrival and departure, and regular call-ins are made</li> <li>Call-in times must be agreed with relevant worker and supervisor and based on the risk level expected at the site</li> <li>Supervisor must have address details, expected arrival/departure &amp; visit duration times</li> <li>Supervisors have details of the worker's vehicle (registration, colour make, model)</li> <li>Workers will only attend the site directed by supervisor</li> <li>Code words should be established to indicate if the worker is in a threatening situation</li> <li>Emergency procedures in place if call-ins are not followed, or communication lost with the worker.</li> </ul> </li> </ul>								2M	Supervisor
2. Planning	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> <li>Consultation concerning hazards and risks. Ensure:               <ul style="list-style-type: none"> <li>Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task</li> <li>If represented by an elected Health and Safety Representative (HSR), they must be included in any consultation</li> <li>Any other people on site who are affected by the same matter are consulted, and co-operative arrangements are made</li> <li>Document consultation and action items</li> </ul> </li> <li>Information provided to the client to advise them of the following:               <ul style="list-style-type: none"> <li>Excess clutter to be removed (if applicable)</li> <li>Sharps will not be collected, and work will not proceed if sharps are observed (include other prohibited items as necessary)</li> <li>Ensure work shoes are clean and acceptable to wear inside if needed</li> <li>Cash and any valuables must be removed from easily visible/accessible areas</li> <li>Animals must be secured/removed.</li> </ul> </li> </ul>								2M	Supervisor

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"> <li>▪ Set up with the base located approximately a quarter of the vertical height of the ladder from the wall</li> <li>▪ 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</li> <li>▪ Secured against movement (base &amp; top)</li> <li>• ONLY use extension ladders for access, ALWAYS use platform ladders for working on, ensure the base is fully open and the spreaders are locked</li> <li>• 3 points of contact on the ladder at all times</li> <li>• Always maintain the majority of your bodyweight inside the perimeter of the platform or stiles</li> <li>• When on a ladder, do not over-reach. Descend ladder &amp; re-position as required</li> <li>• Do not carry materials when ascending/descending a ladder</li> <li>• Always face the ladder when using</li> <li>• <u>Falls in openings:</u> <ul style="list-style-type: none"> <li>○ All holes or openings are protected/closed from falls (e.g. platform ladder hatches)</li> <li>○ Covers are secured to prevent movement</li> <li>○ Use signage or another marked hazard alert to identify the hazard</li> </ul> </li> <li>• Wear tool belts, use tool lanyards to pass tools to people at height and use tethers on tools/equipment where appropriate</li> <li>• All workers must wear a hard hat and high visibility clothing</li> <li>• 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.</li> </ul>		
	Contact with overhead electric lines	4A	<ul style="list-style-type: none"> <li>• When erecting mobile scaffolding for this task: <ul style="list-style-type: none"> <li>○ Check for overhead wires or other electrical installations before erecting scaffold</li> <li>○ Clear of overhead electric lines. Ensure: <ul style="list-style-type: none"> <li>▪ Check the location, height, arrangement, visibility of overhead electric power lines</li> <li>▪ Do not use extended poles or other conductive items within close proximity (4 .0m) to energised electrical systems (flashover or contact may occur)</li> <li>▪ <b>Note:</b> <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></li> </ul> </li> </ul> </li> <li>• Follow Lock-out/Tag-out procedures and obtain advice from a licensed electrician that power is isolated</li> <li>• Discuss with the homeowner and/or site supervisor beforehand, so they are aware of the duration of time required without utilities.</li> <li>⚠ <i>If power cannot be isolated, ensure the location of any cables, pipes etc. are identified and labelled before drilling.</i></li> </ul>	2M	