

## CONSTRUCTION NIGHT WORKS 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:	

<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 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 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.

<b>Planning/Preparation</b>	<ul style="list-style-type: none"> <li>• Liaise with Principal Contractor to identify on-site safety systems and procedures</li> <li>• Establish supervisory and communication arrangements</li> <li>• Principal contractor to confirm emergency response procedures are in place.</li> </ul>
<b>Hold Points</b>	<ul style="list-style-type: none"> <li>• Hold points identified and signed off before continuing work. <i>Specify?</i></li> </ul>
<b>Training/Licence</b>	<ul style="list-style-type: none"> <li>• All workers to have a General Construction Induction Card</li> <li>• Relevant workers have relevant certificates of competency, licenses, and training. <b>Specify on the SWMS Sign-off for each worker.</b></li> <li>• Trained First Aider on site</li> <li>• All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets.</li> </ul>
<b>Worker duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Fit condition for work, i.e., no signs of fatigue, alcohol or drugs</li> <li>• Attend all site inductions/briefings</li> <li>• Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP)</li> <li>• Only carry out work related to the contract</li> <li>• Inspect completed work and report possible safety, environmental and quality matters to the supervisor.</li> </ul>
<b>Monitor/Review</b>	<ul style="list-style-type: none"> <li>• All people involved in the task must have this SWMS communicated to them before work commences</li> <li>• SWMS to be reviewed and amended if necessary, in consultation with relevant people after any near miss or incident</li> <li>• If additional site hazards identified, review this SWMS and amend control measures to suit</li> <li>• People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP</li> <li>• Give the principal contractor a copy of the revised SWMS</li> <li>• The site supervisor to monitor works against the controls stated in this SWMS</li> <li>• SWMS must be kept on-site and made available for inspection or review</li> <li>• Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident</li> <li>• Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.</li> </ul>
<b>Site-Specific Notes:</b>	<p><b>Act, Regulations, Codes of Practice References:</b></p> <div data-bbox="1070 1050 1883 1390" style="border: 1px solid black; padding: 10px;"> <p><b>How to add your references</b></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><a href="#">Legislation and Codes of Practice Reference List Download</a> –</p> </div>

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
	Powered mobile plant movement	4A	<ul style="list-style-type: none"> <li>Ensure the site Traffic Management Plan includes additional control measures for work at night, in particular for the use of mobile plant</li> <li>Check all plant and vehicles are adequately illuminated, and all flashing warning lights/signals are operational</li> <li>Including - headlights, flashing beacons, beepers, cabin lights</li> <li>Luminous (fluoro) triangles/bollards positioned to assist with traffic management and worker zones wherever possible.</li> </ul>		2M	
	Work zone breach	3H	<ul style="list-style-type: none"> <li>Check that illuminated (reflective) signs positioned on-site to ensure safe access/exit and exclusion zones are well indicated</li> <li>Working roadside:               <ul style="list-style-type: none"> <li>Set up barriers and warning devices to prevent vehicle intrusion into the work zone</li> <li>Establish a buffer lane between open traffic lanes and the work zone</li> <li>Appoint a full-time Traffic Control Crew.</li> </ul> </li> </ul>		2M	
3. Construction Night Works	Personal injury	4A	<ul style="list-style-type: none"> <li><b>⚠ Workers must not work alone at night</b></li> <li>Use additional voice commands when required to ensure everyone knows when work is underway, as required.</li> </ul>		2M	Supervisor and workers to ensure control measures followed
	Decreased visibility	3H	<ul style="list-style-type: none"> <li>All workers must wear high visibility/reflective vests – ensure they are in good condition and visually effective for the night work</li> <li>Do not continue with work if the lighting is inadequate. Stop and source more lighting before completing the job.</li> </ul>		2M	
	Slips, trips & falls	3H	<ul style="list-style-type: none"> <li>Maintain housekeeping standards and adequate lighting; risks of slips, trips and falls are much higher during night works because of the inherent poor illumination</li> <li>Keep work area tidy to minimise trip hazards. Keep access to work zones, stairways, walkways clear of tools and equipment</li> <li>Pick up dropped tools immediately</li> <li>Do not continue with work if the lighting is inadequate.</li> </ul>		2M	
	Fatigue plus drug &/or alcohol use	3H	<ul style="list-style-type: none"> <li>Drinking and illegal drug use is strictly prohibited</li> <li>All instances of drinking/drug reported immediately</li> <li>If a worker shows signs of fatigue, they must be sent home – an overtired worker is a danger to everyone on site.</li> </ul>		2M	
	Adverse weather	3H	<ul style="list-style-type: none"> <li>Cease work if weather conditions at night lead pose an unacceptable risk, e.g. decreased visibility or reduced traction</li> <li>Do not operate plant or machinery where lightning observed nearby</li> <li>Hot conditions. Ensure:</li> </ul>		2M	