

## CONSTRUCTION LABOURER 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	<i>If yes</i> – 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 checked="" 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.

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RESPONSIBLE PERSON
			INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS	RR	
	Repetitive & sustained tasks - MSD injuries	3H	<ul style="list-style-type: none"> <li>• Rotate jobs with other workers</li> <li>• Take sufficient breaks</li> <li>• Suspend/support heavier tools if used repetitively</li> </ul>	2M	
	Fatigue and shift work – MSD injuries	3H	<ul style="list-style-type: none"> <li>• Take adequate breaks during a shift for muscle recovery</li> <li>• Adequate time between shifts for rest and recuperation</li> <li>• Where employees work shifts are longer than 8 hours, the pace and duration of repetitive work or sustained effort should be reviewed and reduced where necessary.</li> </ul>	2M	
<b>9. HRCW</b> Working with powered & non-powered tools	<ul style="list-style-type: none"> <li>• Untrained operator leading to:</li> <li>• Malfunction</li> <li>• Electrocution</li> </ul>	4A	<ul style="list-style-type: none"> <li>• All relevant workers involved in the use of handheld power and non-powered tools must be suitably trained and deemed competent to operate the tool. Training of operators must include:               <ul style="list-style-type: none"> <li>○ Review of operating manual</li> <li>○ Location of guards</li> <li>○ Adjustment of guards</li> <li>○ Removal of guards for maintenance work including any restrictions</li> <li>○ Actions, including who and how to notify, if a guard is found removed or missing</li> <li>○ Practical instructions on how to make adjustments, e.g. replace the blade.</li> </ul> </li> </ul>	2M	<b>Supervisors</b> to check all controls in place and followed  <b>Workers</b> to follow controls and make supervisor aware of any issues
	<ul style="list-style-type: none"> <li>• Injury</li> <li>• Tool malfunction</li> </ul>	3H	<ul style="list-style-type: none"> <li>• 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</li> <li>• The tool operations manual is available, read and understood</li> <li>• Wear PPE as recommended by the manufacturer.</li> </ul>	2M	
	Incorrect tool selection	3H	<ul style="list-style-type: none"> <li>• Use tools only for the purpose specified by the manufacturer</li> <li>• Not too powerful for the task. E.g., don't use larger angle grinder than needed</li> <li>• Sufficient power for task – excessive force not required</li> <li>• Low impact tools where possible</li> <li>• Select tools with lower decibel readings.</li> </ul>	2M	
	Electrocution	4A	<ul style="list-style-type: none"> <li>• All electric power tools and leads are Tested, Tagged and are current</li> <li>• Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices</li> <li>• Switchboards have appropriately rated circuit breaker</li> <li>• Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing</li> <li>• Keep electric cord away from heat, oil, sharp edges or moving parts, replace damaged cords immediately</li> <li>• Unplug tool when not in use</li> </ul>	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"> <li>• Ensure tools not carried in pockets or clothing (use sheaths, tool belts)</li> <li>• Tool handles:               <ul style="list-style-type: none"> <li>○ Non-slip, good grip</li> <li>○ No sharp edges</li> <li>○ Guards or stoppers</li> <li>○ Clean, grease-free grips/handles.</li> </ul> </li> <li>• If using knives, ensure they are suitable for the task:               <ul style="list-style-type: none"> <li>○ The correct size for the user</li> <li>○ The correct size for the task</li> <li>○ Handle intact and non-slip</li> <li>○ Use the smallest blade required for the job</li> <li>○ Stable and efficient at cutting required material</li> </ul> </li> <li>• Power saws               <ul style="list-style-type: none"> <li>○ Always ensure that the tool is switched off and power isolated before pre-start check, adjusting, changing set-ups or repairing</li> </ul> <p>Allow the blade to reach full speed before cutting, do not force the blade &amp; always start the cut gently</p> <ul style="list-style-type: none"> <li>○ Ensure the blade has fully stopped turning before placing the tool down and the lower guard has retracted to the closed position.</li> </ul> <p>⚠ <i>Never operate the tool with the retractable guard tied back or the trigger tied on</i></p> <p>⚠ <i>Never place hands under the workpiece being cut</i></p> <p>⚠ <i>Ensure the switch is in the "off" position before plugging it in to avoid accidental starting</i></p> <p>⚠ <i>Stay alert – concentrate on what you are doing at all times and be aware of kickback</i></p> <p>⚠ <i>You must keep your off hand out of the path of the tool in any case</i></p> <p>⚠ <i>Always turn off the tool when not in use.</i></p> </li> </ul>		
	Kickback causing a piece of material into a projectile	3H	<ul style="list-style-type: none"> <li>• Stay alert – concentrate on what you are doing at all times and be aware of kickback</li> <li>• Kickback occurs more often with small workpieces</li> <li>• Check to make sure the tool is functioning properly</li> <li>• Eye protection is worn when operating the tool or in the area where there may be a danger of projectiles.</li> </ul>	2M	
	Noise	3H	<ul style="list-style-type: none"> <li>• Wear hearing protection as required; ensure it is:               <ul style="list-style-type: none"> <li>○ Worn by all people throughout the exposure to noise</li> <li>○ Suitable for the type of working environment and the work tasks</li> <li>○ Comfortable and correctly fitting for the worker</li> <li>○ Regularly inspected and maintained to ensure it remains in good, clean condition.</li> </ul> </li> </ul>	2M	