

MAKE SAFE 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)

<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 checked="" 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 type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere	
<input checked="" type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor		<input checked="" 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		RR	RESPONSIBLE PERSON
			INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS			
13. HRCW Bracing	Unstable conditions/ structure	4A	<ul style="list-style-type: none"> ⚠️ If on assessment it is found that the structure is not stable or conditions are extreme to make safe DO NOT PROCEED ⚠️ The property must be barricaded with temporary fencing and signed 'Do not enter.' 		2M	Supervisor and workers to follow control measures
	Structural collapse	4A	<ul style="list-style-type: none"> • Wear Hard hats • Remove materials sequentially for access • Measure and cut bracing timbers and boards to size • Continually monitor structure for stability. If unsure if structure safe to work with check with a supervisor to confirm • Ensure installed props/bracing is inspected by a competent person once installed • Make supervisor immediately aware if unforeseen circumstances arise (e.g. missing or damaged structural members, excessive movement, and sagging) • Do not leave unsupported walls or other members • Secure both ends of temporary bracing to prevent movement or dislodgement. 		2M	
14. Make safe – removal & loading of debris	<ul style="list-style-type: none"> • Hazardous manual tasks • MSD • Cuts • Laceration 	3H	<ul style="list-style-type: none"> • Ensure transport vehicle is as close to the work area as possible • Ensure there is an adequate number of workers for the rubbish to be collected safely • Inspect debris carefully before picking up; assess potential weight • Do not carry waste bags next to the body as they may contain sharps or broken glass • To reduce risks from manual handling: <ul style="list-style-type: none"> ○ Select order of removal to eliminate double-handling ○ Break loads down into lighter loads where possible ○ Do not obscure vision with load • Glass handling: <ul style="list-style-type: none"> ○ Assess the size of the glass ○ Use gloves and glass suction lifting aids where possible ○ Always carry glass panels vertically and avoid twisting ○ Ensure there is room to manoeuvre the glass panels and no obstacles in the way ○ Team lifts, if required, must be coordinated and practised ○ Move self in a measured fashion when handling glass panels – do not rush. 		2M	Supervisor and workers to follow control measures
	Needlestick injury	4A	<ul style="list-style-type: none"> • Ensure hand protection is worn • Use tongs to pick up needles and dispose of in sharps container. 		2M	
15. Make safe – floor covering removal	<ul style="list-style-type: none"> • Mould • Biohazard 	3H	<ul style="list-style-type: none"> • Take precautions if the old carpet has been wet or contaminated by mould or other biological substances as that may be hazardous to your health - wear PPE such as face masks/breathing apparatus as required. 		2M	Supervisor and workers to follow

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"> ○ Ensure sufficient room around winch for operator ○ Clear people from the exclusion zone. <p>⚠ If using remote controls, ensure the operator is clear of the exclusion zone at all times</p> <ul style="list-style-type: none"> • Check clutch fully engaged before lift/tension. Do not disengage under load • Ensure smooth movement; do not apply jerky movements (increases load weight dramatically) • Ensure WLL is not exceeded for all components, e.g. shackles, snatch blocks. • If a winch cable becomes jammed; Release tension to a point where the lodged item in a safe position. Pry free as required, re-apply tension, and resume winching. • Maintain constant visual contact with cable or spotters. Follow communication/directions • After winch recovery: <ul style="list-style-type: none"> ○ When spooling-in, do not let cable slip through hands. Use the hand-over-hand technique and wear leather, snug-fitting gloves ○ Inspect condition of rope/cable during spooling to identify any defects ○ Do not position hands or body parts close to drum during spooling-in (pinch points exist between cable and drum housing) ○ Ensure the cable is spooled tightly and evenly onto the drum, avoid tangling. 		
24. HRCW Unloading at landfill	Powered mobile plant movement & other vehicles unloading	4A	<ul style="list-style-type: none"> • Follow traffic management at the landfill site • Be aware of mobile plant in operation • Wear high visibility clothing (if required) • Check for vehicles before exiting • Vehicles and plant parked in the designated area. Ensure the ground is flat/solid • Park vehicle in a safe manner • Ensure adequate space above and behind the vehicle for tailgate operation 	2M	Supervisor and workers to follow control measures
	Falling / flying objects	3H	<ul style="list-style-type: none"> • Release ties slowly and remove the tarpaulin • Do not unload in high winds. 	2M	
	Hazardous manual tasks - MSD	3H	<ul style="list-style-type: none"> • Ensure leather (or impervious) gloves are worn and in good condition • For hand unloading – check load is stable, decide appropriate unloading sequence, use team lifting and work from the ground wherever possible • Ensure: All workers follow manual handling techniques when unloading by hand. 	2M	
25. HRCW	Lack of notification	3H	<ul style="list-style-type: none"> • Follow the Communication and Call-in Logs and notify the nominated contact person that you are leaving the site. 	2M	Supervisor and workers