

CONSTRUCTION SITE AMENITIES CLEANING 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 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 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:

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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.

Planning/Preparation	<ul style="list-style-type: none"> • Liaise with Principal Contractor to identify on-site safety systems and procedures • Establish supervisory and communication arrangements • Principal contractor to confirm emergency response procedures are in place.
Hold Points	<ul style="list-style-type: none"> • Hold points identified and signed off before continuing work. <i>Specify?</i>
Training/Licence	<ul style="list-style-type: none"> • All workers to have a General Construction Induction Card • Relevant workers have relevant certificates of competency, licenses, and training. Specify on the SWMS Sign-off for each worker. • Trained First Aider on site • All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets.
Worker duties and responsibilities	<ul style="list-style-type: none"> • Fit condition for work, i.e., no signs of fatigue, alcohol or drugs • Attend all site inductions/briefings • Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP) • Only carry out work related to the contract • Inspect completed work and report possible safety, environmental and quality matters to the supervisor.
Monitor/Review	<ul style="list-style-type: none"> • All people involved in the task must have this SWMS communicated to them before work commences • SWMS to be reviewed and amended if necessary, in consultation with relevant people after any near miss or incident • If additional site hazards identified, review this SWMS and amend control measures to suit • People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP • Give the principal contractor a copy of the revised SWMS • The site supervisor to monitor works against the controls stated in this SWMS • SWMS must be kept on-site and made available for inspection or review • Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident • Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.
Site-Specific Notes:	<p>Act, Regulations, Codes of Practice References:</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>How to add your references</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>Legislation and Codes of Practice Reference List Download –</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>		
			<ul style="list-style-type: none"> • Change gloves after each exposure • Dispose of your used gloves as you would for contaminated materials • Provide decontamination kit, including: <ul style="list-style-type: none"> ○ Bleach solution (1 part bleach to 10 part water – 1:10 – prepared less than three days previous) ○ Disposable gloves ○ Disposable apron ○ Shoe covers (if relevant) ○ Paper towels ○ Tongs. 		
	Injury to site workers	3H	<ul style="list-style-type: none"> • Display relevant signage. E.g. Closed for cleaning, wet floors • Only remove signs when areas are dry and ready for use • Do not leave equipment unattended • Keep equipment to the side of walkways allowing space for the others to pass 	2M	
	Falls from platform ladder	3H	<ul style="list-style-type: none"> • Avoid work above 2m • Use extendable poles wherever possible • ONLY use approved height access equipment to clean above 2m. ⚠ NEVER stand on chairs, tables or fixtures. • Use platform ladders only - Ensure: <ul style="list-style-type: none"> ○ Load rating of at least 120kg ○ No damage, clean and dry ○ Face ladder when ascending/descending ○ Ensure 3 points of contact remain on the ladder at all times. 	2M	
	Snakes/insects bites	3H	<ul style="list-style-type: none"> • Wear hand protection at all times • Use equipment such as long-handled dusters, handheld vacuum cleaners etc. ⚠ DO NOT place hands where vision is restricted (behind toilets). Only reach into fully visible areas. 	2M	
	Contact with soiled/contaminated material	3H	<ul style="list-style-type: none"> • Wear gloves at all times • Pick up any rubbish or foreign material with tongs and place in a waste bag • Wash hands thoroughly with warm water and soap, after removing gloves • Change gloves after each exposure • Dispose of your used gloves as you would for contaminated materials • Use the decontamination kit. 	2M	