

STATIC SECURITY GUARD-PATROL 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 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.

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 <i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>								RR	RESPONSIBLE PERSON
1. Check weather conditions & prepare	Extreme weather	3H	<ul style="list-style-type: none"> Check weather conditions – do not work in extreme conditions Re-schedule works to work in more moderate temperatures. 								2M	Supervisor to maintain awareness of weather conditions Guard to follow controls
	Hyperthermia Hypothermia	3H	<ul style="list-style-type: none"> Ensure that workers are trained to recognise the symptoms of hyperthermia and hypothermia <u>Hot conditions. Ensure:</u> <ul style="list-style-type: none"> Suitable protective clothing Sun brim on hard hats Safety glasses - UV rated Use 30+ sunscreen on exposed skin Adequate drinking water Access to shade on breaks Adequate breaks. <u>Cold conditions. Ensure:</u> <ul style="list-style-type: none"> Schedule warm-up breaks Hold breaks inside Dress warmly in layers Stay dry (wet clothing chills the body rapidly) Workers must get out of the cold as soon as they can if starting to feel symptoms Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold. 								2M	
2. Night work	<ul style="list-style-type: none"> Fatigue Inadequate amenities 	3H	<ul style="list-style-type: none"> Allow for adequate meal breaks for guards, especially if they have worked during part of the day, they will need time to rest and recover sufficiently to work safely into the evening/night Do not schedule full double shifts for guards as worker fatigue increases the risk of incidents Where guards work shifts are longer than 8 hours, the pace and duration of repetitive work or sustained effort should be reviewed and reduced where necessary Schedule additional security personnel on-site to ensure no unauthorised access by the general public while work is being performed Guards have access to: <ul style="list-style-type: none"> Suitable amenities (toilets/wash facilities/drinking water) Sufficient lighting (including parking areas) Air conditioning and heating Mechanical ventilation if required Emergency exits lit and unblocked Safe area for parking-protected from the rain. 								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"> ○ <i>If you absolutely must use a device, e.g. a mobile phone or GPS pull over and park in a safe area. Don't stop where you could be a hazard to other vehicles, pedestrians, or yourself.</i> 			
	Driving in wet conditions	3H	<ul style="list-style-type: none"> • Check weather conditions – do not work in extreme weather • Conduct vehicle pre-inspection as per manufacturer's instructions • Vehicle lights are working • Windscreen and lights are clean • Drive slowly avoiding aquaplaning and skidding • Drive with your lights on low beam (it is easier to see with a low beam in fog) • Use your air conditioner or demister to keep your windscreen clear of condensation • Double the distance between you and the car in front • Avoid braking suddenly or accelerating or turning quickly • Avoid driving on unsealed roads • Use road line-markings to stay in the middle of your lane—in wet weather, it is more important than ever to stay in the correct position on the road • Do not drive on roads covered with water (even partially covered) • Watch out for soil movement. 		2M	
	Prolonged seating	3H	<ul style="list-style-type: none"> • Driver: <ul style="list-style-type: none"> ○ Adequate breaks throughout the shift to allow for movement, e.g. go for a walk/one minute warm up/stretch and flex ○ Does not exceed regulated driving hours ○ Provide adequate lumbar support • Practice stretching throughout the shift • Do not work in static positions or awkward postures for more than 2 hours over the entire shift, or 30 minutes at a time (prolonged sitting) • Remove wallet from the back pocket; can cause stress on the spine and sciatica • Take regular breaks • Maintain an ergonomic seating posture: <ul style="list-style-type: none"> ○ Steering Wheel: <ul style="list-style-type: none"> ▪ Objects and controls to be in easy reach to prevent unnecessary reaching ▪ Elback and shoulders relaxed with hands positioned below shoulder level ○ Seat Height: <ul style="list-style-type: none"> ▪ Raise to ensure maximum road vision ▪ Maintain adequate clearance from the roof ○ Lower Limb Position: <ul style="list-style-type: none"> ▪ Knees bent comfortably to operate foot pedals 		2M	