

## VENDING MACHINE INSTALLATION AND RESTOCKING 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	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.

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOB TASK	HAZARDS	IR	CONTROL MEASURES							RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>								
1. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> <li>The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary)</li> <li>Do not park illegally</li> <li>Identify and obey all safety-related signage (check site entry requirements)</li> <li>Report to Site Supervisor</li> <li>Ensure a site-specific induction undertaken</li> <li>Assess mobile phone reception</li> <li>The worksite is exactly as detailed in Terms of Agreement or contract</li> <li>Complete a JSA specifying the control measures of unanticipated hazards.</li> </ul>							2M	Supervisor to check the site and conduct JSA where necessary
2. Unloading & transfer to the installation point	Injury to public	3H	<ul style="list-style-type: none"> <li>Ensure:               <ul style="list-style-type: none"> <li>Clear travel path to the installation point</li> <li>Barricades/signage in place to prevent unauthorised entry to work</li> <li>Inform people of any dangers or concerns where necessary</li> </ul> </li> <li>The vending machine is installed in a safe location (flat level floor)</li> <li>Safety warning stickers/decals and operating instructions placed on the equipment in full view of the equipment user, at eye level.</li> <li>Vending machine located in an area safe from slips, trips and falls</li> <li>Well-lit location</li> <li><b>⚠ Do not locate Vending Machine adjacent to steps, landings or other areas where a fall may be possible.</b></li> </ul>							2M	Supervisors to check all controls in place and followed  Workers to follow controls and make supervisor aware of any issues
	Falling objects – floor collapse	3H	<ul style="list-style-type: none"> <li>Check the bearing capacity and stability of the floor, or ground to make sure it can support all loads that will be placed. If unsure check with a competent authority, e.g. Site owner.</li> </ul>							2M	
	Contact with electricity from an existing structure	4A	<ul style="list-style-type: none"> <li>Ensure all power outlets are in safe working condition (Obtain advice from a suitable person (such as a licensed electrician) if power outlet does not work or appears defective)</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>○ Lockout/Tag-out power point and or cable to ensure power is not inadvertently reconnected by others</li> <li>• <b>Maintenance with "Power On"</b> <ul style="list-style-type: none"> <li>○ Only performed by fully qualified and trained service personnel</li> <li>○ Verify that the machine is electrically safe employing a Portable Appliance Test before and after a repair.</li> </ul> </li> <li>⚠ <i>Never modify or bypass safety circuits</i></li> <li>⚠ <i>Never leave live machines unattended</i></li> <li>⚠ <b>Remain aware of possible mechanical hazards and, hazards from hot components even though the electrical power has been removed.</b></li> <li>• Power tool use: <ul style="list-style-type: none"> <li>○ Ensure all equipment and leads are tested and tagged as required for use</li> <li>○ Do not use electrical equipment in wet or damp areas</li> <li>○ Ensure operations manual is available, read and understood</li> <li>○ Pre-inspect and operate power tools as per the manufacturer's instructions.</li> </ul> </li> </ul>			Workers to follow controls and make supervisor aware of any issues
	Burns	3H	<ul style="list-style-type: none"> <li>• Follow instructions as per service manual</li> <li>• Beware of hot surfaces</li> <li>• Allow machine to cool down before commencing maintenance</li> <li>• Wear gloves where appropriate to prevent contact with hot surfaces.</li> </ul>		2M	
	Crush injuries /entanglement	3H	<ul style="list-style-type: none"> <li>• Follow instructions as per service manual</li> <li>• Keep fingers, hands, tools, hair, loose clothing and any foreign material clear of all moving parts or components</li> <li>• Use correct tools for the task</li> <li>⚠ <i>Turn off power before attempting to remove or clear product jams.</i></li> </ul>		2M	
	Eye damage	3H	<ul style="list-style-type: none"> <li>• Wear safety glasses/goggles in the following instances: <ul style="list-style-type: none"> <li>○ Using air pressure to clean dust or other material from machines</li> <li>○ Grinding, drilling or cutting</li> <li>○ Any other instance where work may cause particles to enter the eye.</li> </ul> </li> </ul>		2M	
	Hazardous atmosphere	3H	<ul style="list-style-type: none"> <li>• Wear respiratory protection in the following instances: <ul style="list-style-type: none"> <li>○ Using air pressure to clean dust or other material from machines</li> <li>○ Grinding, drilling or cutting</li> <li>○ Any other instance where work may cause particles to enter the mouth or nose.</li> </ul> </li> </ul>		2M	
	Chemical Hazards (cleaning)	3H	<ul style="list-style-type: none"> <li>• Ensure current Safety Data Sheets (SDS) are obtained for all hazardous chemicals/substances and accessible on-site</li> </ul>		2M	