SafetyDocs by SafetyCulture

Company Name:
Company Address:
ABN/NZBN:

AQUATIC PLAY EQUIPMENT INSTALLATION 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? ☐ **Yes** ☐ **No**	*If yes* – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - *IDENTIFIED IN THE JOB TASK COLUMN*)

☐ Confined spaces	☒ Mobile plant movement	☐ Demolition of a load-bearing structure	☒ Asbestos disturbance
☐ Using explosives	☐ Diving work	☐ Artificial extremes of temperature	☐ Tilt-up or pre-cast concrete

☒ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services

☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse

☒ Involves a risk of a person falling from 2m or more, including work on telecommunications towers ☐ Work in a ceiling space (W.A. Only)

☐ Working at depths greater than 1.5 metres, including tunnels or mines	☐ Work in an area that may have a contaminated or flammable atmosphere
☐ Work carried out adjacent to a road, railway or shipping lane, traffic corridor	☐ 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:

☐ L 1: Work on the ground or solid construction	☐ L 4: Use a fall arrest system e.g., safety harness, catch platforms
☐ L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP	☐ L 5: Implement administrative controls e.g., signage, or instruction
☐ L 3: Use a work positioning system e.g., travel restraint, rope access	☐ 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 *INHERENT RISK-RATING **(IR)** BEFORE CONTROLS - RESIDUAL RISK-RATING **(RR)** AFTER CONTROLS*	RR	RESPONSIBLE PERSON
7. House keeping	• Slips • Trips • Falls	3H	• Maintain housekeeping throughout the shift & clean-up • Ensure sufficient lighting to detect changes in level (using temporary lighting as required) • Do not jump from elevated edges >180mm, step carefully and use prepared access areas • The work area is clean and uncluttered as possible • Do not place equipment where it could become a trip hazard • Check for stored items, corners or other obstructions that could cause tripping • Ensure there is room to manoeuvre and no obstacles in the way • Check the end destination is prepared correctly for placement of the materials/equipment • Clean spills immediately • Footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, oily soles, or caked with mud or other contaminants.	2M	**Supervisor** and **workers** to ensure control measures followed

8. Manual tasks	Musculoskeletal Disorder (MSD) injuries	3H	• Where possible materials should be moved using mechanical means
			• Where manual unloading and storage is necessary:
			  ○ Use team-lifts where possible
			  ○ As much as possible, team members are of similar height and capability
			  ○ Team members know their responsibilities during the lift
			• Movement of material from the delivery point to the installation area usually represents the greatest opportunity for damage or injury, particularly if being achieved manually. Ensure:
			  ○ Use hand trucks, to move heavy materials
			  ○ Use team-lifts for heavier items
			  ○ Ensure materials /equipment is placed as close to the work area as possible
			  ○ Consider storing the material in a raised position to allow for future access of trolleys or other mechanical aids if required and, to reduce manual handling from ground level
			  ○ Ensure materials/equipment is delivered and distributed as close to the work area as possible
			• Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight
			• Do not use extreme force to move items
			• Hold lifted items close to the body whenever possible:
			  ○ Keeping knees bent and back straight and lift, unload keeping knees bent
			• Schedule regular breaks and practice job rotation
			• Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending.
				2M	**Supervisor** and **workers** to ensure control measures followed

9. **HRCW** Materials delivery	Truck rollover	4A	• Ensure the ground is stable, the soil is compacted sufficiently • Ensure truck does not operate or travel near the edge of a drop-off • Do not allow truck turn on side slopes	2M	**Supervisors** to check all controls in

JOB TASK	HAZARDS	IR	CONTROL MEASURES *INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS*	RR	RESPONSIBLE PERSON
			• Inspect leads and power equipment for damage.		**Workers** to comply with controls
	Dust inhalation	3H	• Clean up using a vacuum or wet cleaning methods • Ensure an industrial vacuum used with HEPA filter (High-Efficiency Particulate Air) ⚠ *Do not dry sweep* • Use, maintain and store any respiratory protective equipment provided following instructions • Wash face and hands with soapy water. Pay attention to under the fingernails.	2M	
	Security breach	3H	• All personnel sign-out on Site Register.	2M	
	Vehicle/people impact	4A	• Stay to designated access and egress routes • Maintain awareness of surroundings.	2M	
16. Emergency response	• Injury • Fatality • Environmental damage	4A	• **For police, fire or ambulance call '000.'** • Follow site emergency and evacuation procedures • A communication system is available, e.g. a mobile phone or radio • Check for dangers to self before helping others • Maintain control of the area and stabilise the situation • Apply first aid to the injured worker • Complete an incident report. • ***Refer to your SWMS implementing instructions for further specific emergency responses.***	2M	**Supervisors** and **workers** ensure controls followed

OVERALL RISK RATING AFTER CONTROLS	☐ 1 - LOW	☒ 2 - MODERATE	☐ 3 - HIGH	☐ 4 - ACUTE

PERMITS					
☐ Not applicable	☐ Hot Work	☐ Confined Space	☐ Local council	☐ Excavation	☐ Lift (crane)
☐ Working at height	☐ Restricted access	☐ Asbestos remediation	☐ Other?	☐ Other?	☐ Other?

PLANT & EQUIPMENT	
☐ Electrical tools and leads	Tested and tagged quarterly
☐ Hand tools - Meet AS/NZS	Regular visual inspection
☐ Ladders - Meet AS/NZS	Inspected and tagged out if damaged
☐ Mobile plant-*specify*	Inspected and tagged out if damaged
☐ ?	
☐ ?	
☐ ?	

HAZARDOUS SUBSTANCES

List hazardous substances taken on-site and have the SDS on-site.

1.
2.
3.
4.
5.

SUPERVISORY ARRANGEMENTS

☐ Audits
☐ Spot Checks
☐ Reporting systems
☐ Suitably qualified supervisors for job
☐ Direct on-site supervision
☐ Remote site: communication systems/schedule
☐ Other?