

## INFLATABLE AMUSEMENT DEVICE 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:	

<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 the 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 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 using 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 checked="" 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. Planning	Lack of planning	3H	<ul style="list-style-type: none"> <li>Ensure the device is registered if required.</li> <li>Implement an emergency plan and ensure all workers are trained.</li> <li>Provide accessible first aid equipment and trained personnel.</li> <li>Obtain any necessary council permits or landowner permissions before setting up the inflatable device, ensuring compliance with local regulations.</li> </ul>								2M	Supervisor to ensure all appropriate requirements are met
2. Training and competency	Lack of training and competency	3H	<ul style="list-style-type: none"> <li>Ensure the operators have their Working with Children Check (WWCC) and have a current Blue Card.</li> <li>Ensure all operators and workers involved in the setup are trained and competent.</li> <li>Document and verify training for each worker.</li> <li>Conduct refresher training sessions regularly to maintain competency.</li> </ul>								2M	Supervisor to ensure all workers are trained and competent
3. Maintaining the Log Book	Inadequate record-keeping	3H	<ul style="list-style-type: none"> <li>Maintain a log book to record all repairs, maintenance, and operations of the inflatable device.</li> <li>Include records of tests, inspections, erection, commissioning, decommissioning, dismantling, storage, and any alterations.</li> <li>Ensure the log book and operating and maintenance manuals are available for inspection by relevant persons.</li> <li>Record daily checks and operations to maintain a clear history.</li> </ul>								2M	Supervisor to ensure the Log Book is up-to-date
4. Manual Handling during:  • Loading and unloading • Setup and dismantling	Musculoskeletal injuries	3H	<ul style="list-style-type: none"> <li>Lifting &amp; Lowering: Bend your knees, keep your back straight, and lift with your legs. Keep the load close to your body. Lower the load by bending your knees, not your back.</li> <li>Using a Sledgehammer: Stand with feet shoulder-width apart, use both hands, keep your back straight, and swing with controlled force. Wear appropriate PPE (e.g., gloves, safety glasses).</li> <li>Pulling Ropes: Maintain a firm grip, use a smooth and steady motion, and avoid sudden jerks. Position your body to pull in a straight line with the rope to minimise strain.</li> <li>Team Coordination: Ensure clear communication between team members. Designate a leader to coordinate movements when lifting or moving large or awkward items.</li> </ul>								2M	Supervisor and workers to ensure control measures are followed.

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>Striking injuries</li> <li>Property damage</li> <li>Falls</li> <li>Entrapment</li> </ul>		<ul style="list-style-type: none"> <li>Engage the appropriate gear when parking ('park (P)' for automatics; first gear when uphill and reverse when downhill for manuals), except during maintenance.</li> <li>Engage the handbrake before leaving the vehicle.</li> <li>Switch off the engine and remove keys to prevent unauthorised operation.</li> <li>Designate and mark exclusion zones around the vehicle, especially in high-risk areas like downhill from unloading trucks or trailers.</li> </ul>			
7. Assess on-site conditions	Unsuitable ground for anchoring	3H	<ul style="list-style-type: none"> <li>Assess ground conditions to ensure they are suitable for securing the inflatable device, considering slope, bearing capacity, and suitability for inserting ground stakes.</li> </ul>		2M	Supervisor to check the site and conduct JSA where necessary
	Electrical hazards	3H	<ul style="list-style-type: none"> <li>Confirm the absence of overhead hazards such as powerlines.</li> <li>Ensure all workers are aware of the location of overhead and underground hazards.</li> </ul>		2M	
	Environmental risks	3H	<ul style="list-style-type: none"> <li>Check environmental factors like wind speed and weather conditions to ensure a safe setup.</li> </ul>		2M	
	Records	3H	<ul style="list-style-type: none"> <li>Keep a record of all risk assessments and inspections.</li> </ul>		2M	
8. Setting up	Failed coordination with others	3H	<ul style="list-style-type: none"> <li>Conduct pre-start meetings with everyone involved to coordinate the erection and dismantling process.</li> <li>Establish a clear communication protocol, ensuring everyone knows their responsibilities.</li> <li>Designate a supervisor responsible for overseeing the operation.</li> </ul>		2M	Supervisor and workers to ensure control measures are followed.
	Misalignment or damage to parts of the inflatable.	3H	<ul style="list-style-type: none"> <li>Inspect the inflatable device for any signs of misalignment, damage, or wear before setup. Ensure all components are in good condition and properly aligned.</li> <li>Do not use any parts of the inflatable device that are worn or damaged beyond the manufacturer's specified criteria. Replace or repair damaged parts before use.</li> <li>All necessary fastening and locking devices are installed, following the manufacturer's instructions.</li> </ul>		2M	
	Improper anchorage	3H	<ul style="list-style-type: none"> <li>Ensure the inflatable device is clear of buildings, trees, overhead and underground electric lines, underground services, and pedestrian pathways.</li> <li>If ground stakes are to be used, identify underground services before installation.</li> <li>If the ground is unsuitable for stakes, use an alternative anchoring system that can secure the inflatable on hard surfaces.</li> <li>Ensure all anchor points are secured, and the ground anchors are appropriate for the surface.</li> <li>Additional weights or anchoring systems should be used on hard surfaces where ground stakes cannot be used.</li> <li>Ground anchors are the correct length/weight and are fit for purpose.</li> </ul>		2M	