

GROUND-BASED AND SOLAR FARM 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? <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 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 checked="" 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 checked="" 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 checked="" 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 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.

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS			
6. Materials delivery	Crush injuries	4A	<ul style="list-style-type: none"> Follow traffic management plan requirements Alertness at all times. Listen for reversing alarms/beepers and calls from Plant Operators Obey all safety/warning signs, spotters, and traffic barriers Work positions should be in clear sight of plant operators Reversing trucks. Ensure: <ul style="list-style-type: none"> Never stand between a truck and another structure when the vehicle is reversing Always maintain visual contact with the driver's mirrors Use a spotter where practicable to direct trucks on-site <p>⚠ Remember: if you can't see the driver – he can't see you!</p> <ul style="list-style-type: none"> Unnecessary personnel cleared from the unloading zone area Secure materials to prevent movement irrespective of the slope of the surface, e.g. sandbags. 		2M	Supervisors and workers ensure controls are followed
7. Slips, trips, and falls	Uneven terrain, tools, and materials causing slips, trips, or falls.	3H	<ul style="list-style-type: none"> Keep all walkways clear of obstructions, such as tools and equipment. Use non-slip mats where necessary. Inspect work areas for potential trip hazards and mitigate risks. Ensure adequate lighting is provided in all work areas. Always encourage proper housekeeping practices. 		2M	Supervisors and workers ensure controls are followed
8. Manual handling and repeated movements	Strain injuries from heavy lifting and repetitive tasks	3H	<ul style="list-style-type: none"> Use mechanical aids such as trolleys and hoists for heavy lifting. Rotate tasks to reduce repetitive strain injuries. Provide manual handling training to all workers. Encourage proper lifting techniques. Ensure team lifting is used for large or heavy items. 		2M	Supervisors and workers ensure controls are followed
9. Power tool use (battery-powered tools)	Injuries from improper use, noise, flying debris, or battery malfunctions.	3H	<ul style="list-style-type: none"> Inspect tools before use to ensure they are in good working condition. Use tools per the manufacturer's instructions, including proper attachments, torque settings, and safety features. Ensure battery chargers and batteries are stored in a dry, safe area, away from direct heat or sunlight. Use Personal Protective Equipment (PPE), including gloves, safety glasses/face shields, and hearing protection, as appropriate. Secure materials before cutting, drilling, or grinding to prevent movement. Avoid overloading tools or forcing them through tough materials to prevent overheating. Ensure all tools have functioning guards or safety covers where applicable (e.g., saws, grinders). 		2M	Supervisors and workers ensure controls 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>			
14. Falling from height	Workers falling from elevated structures or equipment.	3H	<ul style="list-style-type: none"> Perform as much work as possible from the ground or a solid structure. Use stable, secure work platforms where height work is necessary (e.g., elevated work on mounting frames). Ensure all edges are protected (e.g., guardrails, barriers) where there is a fall risk. Inspect all height access equipment (e.g., ladders, mobile platforms) before use and ensure compliance with the manufacturer's instructions. Remove damaged equipment from service immediately and apply LOTO procedures. Use fall protection systems (e.g., harnesses, lanyards) when working at height in an EWP or other conditions suitable for harness use. <p><u>Trestle Scaffolds:</u></p> <ul style="list-style-type: none"> Use for tasks that require a stable platform, like assembling supports or mounting panels. Ensure guardrails and toe boards are installed. Use planks of appropriate thickness for the span. Ensure scaffolds are regularly inspected, especially if moved or after adverse weather conditions. <p><u>Mobile Scaffolds:</u></p> <ul style="list-style-type: none"> Ensure scaffolds are set on a level surface, and all casters are locked before use. Access the scaffold via an internal ladder only; do not climb on the outside. Do not move the scaffold while workers are on it. Ensure the scaffold is clear of penetrations or floor edges, maintaining a 1-meter clearance where possible. <p><u>Ladders:</u></p> <ul style="list-style-type: none"> Use platform ladders or extension ladders as appropriate for the height and task. Ensure ladders are set up on stable, level ground and secured against movement. For platform ladders: <ul style="list-style-type: none"> Ensure the ladder base is fully opened, and the spreaders are locked. Always maintain 3 points of contact (two hands and one foot or two feet and one hand). Do not overreach from the ladder—descend and reposition if needed. For extension ladders: <ul style="list-style-type: none"> Set up the base approximately one-quarter of the ladder's height away from the structure. Ensure the ladder extends at least 1 metre above the place of landing. Secure the ladder both at the top and bottom to prevent movement. 		2M	Supervisors and workers ensure controls are followed