

Adrian

Sutherland
CONSTRUCTIONS

**ADRIAN SUTHERLAND
CONSTRUCTIONS
SAFETY MANAGEMENT
PLAN**



Responsibility Statements

HEALTH, SAFETY AND ENVIRONMENTAL COMMITMENT STATEMENT

Adrian Sutherland Constructions Pty Ltd acknowledges it has a responsibility both moral and legal, to ensure the health and safety of all personnel at the workplace and members of the public at or near the workplace.

To achieve this objective, the Company endeavours to create a safe working environment by observing the provisions of the "Work Health and Safety Act 2011, Regulations 2011 and the Environmental Protection Act", as well as endeavouring to follow procedures set out in the Company's Work Health, Safety and Environmental Policy and Procedures Manual.

Adrian Sutherland Constructions Pty Ltd in its role as Principal Contractor recognises the relevance of the Trade/Subcontractor's work plans for their specifics with respect to safety at the workplace and holds them responsible for the safety and welfare of their workers and others they may affect.

In order to manage safety, Trade/Subcontractors will be required to provide their own Work Health & Safety Management plan and be responsible for their own safety, as well as implement consultative measures structured so as to encourage worker participation through representation on the Health and Safety Committee.

The Company has an understanding that to ensure the success of its Work Health, Safety and Environmental Policy and Procedures, support must be sought and in turn given by all parties inclusive of employers, management and workers alike. To this end, the Company actively encourages suggestions or innovations by employers, management and workers, which may improve upon the Health, Safety and Environmental Procedures already in place.

Adrian Sutherland
Managing Director



HEALTH, SAFETY AND ENVIRONMENTAL COMMITMENT

INTRODUCTION

Adrian Sutherland Constructions Pty Ltd acknowledges it has a responsibility both moral and legal, to ensure the health and safety of all personnel on the Project and members of the public on or near any of its Projects and/or worksites.

To achieve this objective, Adrian Sutherland Constructions Pty Ltd Management Team will endeavour to provide advice and leadership, which will focus on assisting all personnel, including direct employees and contractors' staff employed on Adrian Sutherland Constructions Pty Ltd Projects, to act in a manner that should ensure safe systems of work, safe plant and equipment and competent staff and supervision. In return we expect full co-operation and support from all persons working and/or visiting Adrian Sutherland Constructions Pty Ltd projects. The above will be monitored in the form of routine Site Audits and reviewed as required.

Health, safety and protection of the environment must be a team effort and all persons - workers, visitors and/or others must contribute equally to achieve the desired goal of an incident free Project.

PROJECT DETAILS & COMPANY INTRODUCTION

Organisation Details	
Business/Trading name	ADRIAN SUTHERLAND CONSTRUCTIONS PTY LTD
ACN/ABN	21 629 445 714
QBCC Licence	723346
Postal Address	PO Box 1592, Broadbeach QLD 4218
Director	Adrian Sutherland
Mobile	0411 380 089
Email	sutherlandconst@yahoo.com



WORK, HEALTH, SAFETY AND ENVIRONMENTAL POLICY

Adrian Sutherland Constructions Pty Ltd have a systematic process of planning, review and utilisation of resources aimed at achieving a building project, within defined technical performance objectives, on time and within cost targets.

It usually involves the consideration of all aspects of a Project from inception to ultimate completion. To achieve this objective/plan **Adrian Sutherland Constructions Pty Ltd** will endeavour to provide advice and leadership that will focus on assisting tradesmen, subcontractors and workers employed on, projects to act in a manner that should ensure a safe system of work, safe plant and equipment and competent supervision. In return we expect full co-operation and support from all persons working and/or visiting **Adrian Sutherland Constructions Pty Ltd** Projects.

Adrian Sutherland Constructions Pty Ltd will endeavour to ensure mechanical and physical safeguarding, in keeping with recognised standards, are provided on projects. This will be achieved through the employment of a Site Supervisor to monitor and instruct tradesmen, subcontractors and/or workers to fulfil their obligations. **Adrian Sutherland Constructions Pty Ltd** is committed to establishing objectives and targets to ensure continual improvement on all work sites.

Adrian Sutherland Constructions Pty Ltd will endeavour to achieve a safe working environment through complying with statutory obligations and comply with AS/NZS 4801 and the Workplace Health and Safety Act 2011. This will include inducting tradesmen, subcontractors and/or workers and others, promoting safe systems of work with the aim of dissemination of information so safety is seen as the responsibility of every person.

Furthermore, all work procedures, practices and policies will be monitored to ensure all workers are advised of the need to follow safe working practices, to observe safety rules and to employ necessary safety devices to ensure a safe workplace and a healthy environment.



HEALTH AND WORK HEALTH & SAFETY MANAGEMENT PLAN

Adrian Sutherland Constructions Pty Ltd acknowledges it has a moral and legal responsibility to ensure the health and safety of all personnel in the workplace and members of the public at or near the workplace.

Positive action shall be taken at all times by all employers/workers to ensure a safe working environment is achieved in all construction sites.

Management at all levels (Inclusive of all Trade/Subcontractors) will ensure:

- That every worker has an awareness of the Work, Health and Safety Act 2011, Regulations 2011 and the Environmental Protection Act and is dedicated to achieving a safe working environment. This is achieved through all workers being instructed and completing a General and Site Specific Safety Inductions prior to commencing work on any project.
- A continuous program of relevant education and training as needed and identified by management and/or worker/s so that workers are able to recognise, understand and apply controls to job hazards
- Keeping records necessary to comply with statutory regulations and to provide information on compliance with policies and programmes
- Provision of adequate supervision of work, work practices and the application of health and safety measures
- Provision of adequate personal protection equipment and clothing as necessary where and when hazards cannot otherwise be eliminated or controlled
- Their individual work plans comply with statutory requirements and their workers understand and comply with such plans and site rules
- Their workers have been duly trained in task and safety respective duties to be undertaken



This will be achieved by all Adrian Sutherland Constructions Pty Ltd Personnel and Trade/ Subcontractors:

- Being responsible for own actions and complying with their obligations.
- Abiding by the site and/or Company safety and environmental rules.
- Promptly investigating, correcting if possible and reporting all unsafe conditions or acts.
- Wearing correct PPE at all times.
- Not removing or interfering with anything that has been provided in the interest of health and safety in the workplace.
- Complying with instructions given by the Employer, Supervisor and/or the Work, Health, Safety and Environmental Advisor pertaining to the use of protective clothing, equipment and/or gear and any matter in relation to health and safety or the environment.
- Not engaging in any of the prescribed occupations as listed in legislation unless the relevant certificates or trainee log is in place.
- Ensuring that all manual handling practices carried out in the workplace are safe and without risk to health and safety.
- Implementing an education program for all their respective employees working on **Adrian Sutherland Constructions Pty Ltd** projects on relevant high risk construction activities and all other aspects of their respective tasks.



Work Health & Safety Management Plan & Guidelines

INTRODUCTION

Adrian Sutherland Constructions Pty Ltd acknowledges it has a responsibility, both moral and legal, to ensure the Health and Safety of all personnel at the workplace including members of the public at or near the workplace.

To achieve this objective, **Adrian Sutherland Constructions Pty Ltd Team** will endeavour to provide advice and leadership, which will focus on assisting personnel including Trade/Subcontractors employed on all projects to act in a manner that should ensure safe systems of work, safe plant and equipment and competent supervision. In return we expect full co-operation and support from all persons working on or visiting all projects.

Health and Safety must be a team effort and all persons – workers, visitors and others – must contribute equally to achieve the desired goal of an incident free Project.

The Company has an understanding that to ensure the success of its Work, Health and Safety Policy, support must be sought and in turn given by all, Management and Workers alike. To this end, the Company actively encourages suggestions or innovations by employees and workers, which may improve upon the Health and Safety Procedures already in place.

This Work Health & Safety Management plan for **Adrian Sutherland Constructions Projects** is only the start, a basic guide on which to build upon. During the course of construction it is envisaged that the plan will be reviewed and updated as required.

The Site Specific Induction will cover procedures/processes pertaining to, but not limited to: emergency procedures, facilities layout, site personnel, site rules and regulations.

The following safety procedures when strictly followed will produce a Project that will have an enviable health and safety performance.

All Trade/Subcontractors will be responsible for the inclusion and compliance of this plan in their contractual obligations with respect to their Scope of Works. It should be noted for example, reference to such issues as “implementing systems” would require the Trade/Subcontractor to actually carry out the works/actions in meeting the ‘system’ requirements set by **Adrian Sutherland Constructions Pty Ltd**.

All Trade/Subcontractors are to allow for the specifics as required by the Scope of Works and/or Conditions of Contract to achieve the execution of this plan.

Any ambiguities will be the responsibility of the Trade/Subcontractor.



HOUSEKEEPING/RUBBISH REMOVAL

As the majority of incidents recorded in Queensland result from slips, trips and falls, it is critical that housekeeping and rubbish removal be addressed and strictly enforced throughout the Project.

Trade/Subcontractor/s will be responsible for the clean-up and removal of all their rubbish. Failure to adhere to this rule will result in **Adrian Sutherland Constructions Pty Ltd** cleaning up and removing the rubbish and charging the Trade/Subcontractor/s for all costs associated with the removal.

Housekeeping

The cleaning of specific work areas will be the responsibility of the Trade/Subcontractor whose workers created the waste/debris.

These work areas are to be cleaned frequently and/or at the end of each day with the rubbish being deposited into the rubbish receptacle provided for removal.

Rubbish Removal

Rubbish will be removed from the Project by the most practical means. This may change as the project progresses; however, all site personnel will be informed of the rubbish removal methods implemented through on site communication, such as site specific inductions, work plans, toolbox meetings, handouts etc.

Enforcement

The Supervisor and Work, Health, Safety and Environmental Advisor will assess the standard of housekeeping of all parts of the project; and on his request employees will be required to affect a clean-up of a specific area immediately.

OFFENCES

The following offences will not be tolerated and offenders may be asked to leave site:

- Not using the toilets provided - urinating or defecating on site is not acceptable.
- Theft
- Dismantling safety barriers, guardrails or other safety devices without approval or leaving any of these items incomplete to the extent they pose an imminent risk.
- Refusal to act on safety instructions or repeated safety breaches.
- Breaching exclusion zones or ignoring safety directions from nominated spotters.
- No alcohol will be consumed on site during normal working hours, including consumption of alcohol in off-site venues. Any person found to be affected by alcohol or drugs with a potential to cause harm to themselves or others will not be permitted on site.
- Fighting on site.
- Perform any work in a prescribed activity without appropriate authority to perform such work (dogging, scaffolding, rigging, etc).
- Failure to follow agreed procedures when excavating around or working adjacent to live services after consultation with **Adrian Sutherland Constructions Pty Ltd**
- Removal of “**DANGER/ISOLATION**” or “**OUT OF SERVICE**” tags by unauthorised personnel.
- Wilful disregard for Project Environmental Procedures.
- After a person/s has been disciplined regarding a breach of offences they will be re-inducted into the site specific induction.
- Any other issues that affect the safety and wellbeing of other workers on site as deemed by **Adrian Sutherland Constructions Pty Ltd** from time to time.



EMERGENCY RESPONSE

- Adrian Sutherland Constructions Supervisors and Personnel are equipped with mobile phones.
- In an emergency situation, personnel must contact the Supervisor or
 - Emergency Services – **000**
 - From a mobile - **112**
 - Senior Company Management – Adrian Sutherland (**0411 380 089**)
- Emergency List is available with the site supervisor

IN AN EMERGENCY SITUATION PROJECT PERSONNEL ARE TO FOLLOW THE FOLLOWING STEPS:

1. Ensure your own immediate safety.
2. Keep non essential personnel away from the immediate area
3. Identify any interactive hazards (electricity, gas, falling objects from above etc).
4. Ensure the immediate safety of any injured person. **Do not move the injured person unless there is a possibility of further injury.**
5. Contact the nearest Supervisor or Safety Representative.
6. Remain with the injured person and assist the First Aider if required.
7. Remain in the area until your assistance is no longer required.
8. When the situation is under control, assist the Supervisor or Safety/Environmental Advisor with the investigation. Do not interfere with the accident scene - it must be preserved at all times.
9. Do not leave site without informing Adrian Sutherland Constructions Supervisor

In the event of serious injury to project personnel, they will be transported by ambulance to the nearest Hospital.

FIRST AID PROCEDURES

- Report all site related injury or illness, no matter how minor to **Adrian Sutherland Constructions Pty Ltd** Site Team
- First Aid Reports **MUST** be made on the day of injury



EMERGENCY PROCEDURES

ADRIAN SUTHERLAND CONSTRUCTIONS PTY LTD TO BE INFORMED AS SOON AS POSSIBLE FOR THE FOLLOWING INSTANCES

Documentary emergency procedures will be provided for:

- Incident and/or Injury
- Evacuation

Accident & Injury

First Aid/Emergency Procedure is to be given to every Trade/Subcontractor and explained to every worker at the Site Specific Induction. A copy of the First Aid/Emergency Procedure is displayed in common areas on site.

Emergency Evacuation Plan

A plan for the evacuation of the project in the event of an emergency will be addressed in the Site Specific Induction Training.

The plan will be publicised, for example, in common areas and incorporated into workers' induction training program.

Instructions will be clearly worded and a plan of the project drawn up showing:

- Location of exits.
- Fire fighting equipment.
- Assembly point for employees so that all persons can be accounted for.

INJURY PROCEDURE IN THE EVENT OF A MINOR INJURY

The following procedure is to apply:

- For minor injury (i.e.: band aid attention) make your way to the first aid area as per site ID plan.
- If in need of first aid assistance communicate with the Supervisor, Work Health, Safety and Environmental Advisor or First aid attendant and explain injury to them.
- If you are in such a condition that moving could aggravate your injury, call for help and a first aid attendant will come to you.



INJURY PROCEDURE IN THE EVENT OF A SERIOUS INJURY

The following procedure is to apply:

- In all cases of serious injury emergency services will be informed to deal with injuries. Until emergency services arrive on site the following procedure is to apply:

First person on the scene should:

Call for assistance and try to make contact with someone with a mobile phone or two-way radio such as:

- Site Supervisor
- Work Health, Safety and Environmental Advisor

This person should be informed of the following;

- Number of casualties and types of injury.
- Location.
- Any special equipment needed (e.g.: stretcher, trauma kit etc...)

If a person with a two-way radio is not available and you have access to a mobile phone, dial **112** and inform emergency services of the situation. If this is not possible, **STAY** at the scene of the incident and send someone else to make contact with two-way personnel. Messenger must inform site contact of all emergency information.

Assist, if suitably trained, or keep others away from the incident, but most important stay calm, as the injured person needs to see others acting responsibly.

First Aid Attendant, Work Health, Safety and Environmental Advisor and/or Site Supervisors will arrange for an ambulance and organise someone at the gate to clear traffic and direct the ambulance.

Identity and name of the employer of injured person shall be given to **First Aid Attendant and/or Work Health, Safety and Environmental Advisor, Site Supervisor** as soon as possible.



ACKNOWLEDGEMENT/COMMITMENT TO WH&S – PROFORMA LETTER

Adrian Sutherland Constructions Pty Ltd

**Attn: Mr Adrian Sutherland
PO Box 1592
Broadbeach
QUEENSLAND 4218**

**Reference: Adrian Sutherland Constructions Pty Ltd
Work Health, Safety and Environmental Policy Manual and Work Plan**

Dear Sir,

I write to confirm that I _____ employed by Adrian Sutherland Constructions have received and understood Adrian Sutherland Constructions Work Health, Safety & Environmental Policy Manual and Work Plan and agree to comply with the contents contained within.

Yours faithfully

Name	
Signature	
Position/Trade	
Date	



Safe Work Method Statements

Organisation Details	
Business/Trading name	ADRIAN SUTHERLAND CONSTRUCTIONS PTY LTD
ACN/ABN	21 629 445 714
Postal Address	PO Box 1592, Broadbeach QLD 4218
Mobile	0411 380 089
Director	Adrian Sutherland
QBCC Licence	723346
Email	sutherlandconst@yahoo.com

SAFE WORK METHOD STATEMENTS ARE TO COMPLY WITH:
WORK HEALTH & SAFETY ACT 2011
WORK HEALTH & SAFETY REGULATIONS 2011

Work Method Statement : (Part 1) HAZARDOUS MANUAL TASK - GENERAL **SWMS #01**
Implemented Date:

Qualification/Prescribed Occupation Required: Yes No
If Yes What? Operators licence of competency : Dependant on class of plant
Engineering Details/Certificates Required (i.e. tilt up panels design & construction).
 Yes No

Training Required to Complete Work
Specialised Training Required (i.e. confined space work etc) Yes No
If Yes to Specialised Training What: _____

PPE Requirements (tick appropriate when on site), but not limited to:

						
Hard Hat AS/NZS 1801:1997	Steel Cap Boots AS/NZS 2210.3:2009	Hearing Protection AS/NZS 1270:2002	Eye Protection AS/NZS 1337.1:2010	Gloves AS/NZS 2161.2:1998	Respirator/Dust Mask AS/NZS1716:2012	Harness AS/NZS 1891.1:2007

Additional PPE Required:

High Risk Construction Work: Yes No **Type:** _____ *(to be filled out by Leading Hand)*

1	Risk of falls from greater than 2 metres	10	Work on and near chemical, fuel or refrigerant lines
2	Work on a telecommunications tower	11	Work on or near energised installations or services
3	Demolition of a load-bearing structure	12	Work in an area with contaminated or flammable atmosphere
4	Likely to involve disturbing asbestos HOLD POINT See Special Conditions	13	Work with tilt up or pre-cast concrete
5	Temporary load-bearing support structures	14	Work on, in or adjacent to road, rail, shipping or other major traffic corridor
6	Work in confined spaces	15	Work in an area with movement of powered mobile plant
7	Work in or near shaft/trench with an excavated depth greater than 1.5m or a tunnel	16	Work in an area with artificial extremes of temperature
8	Work involving use of explosives	17	Work in or near a drowning risk
9	Work on or near pressurised gas pipes or mains	18	Diving work

Legislative Documentation:
 Work Health & Safety Act 2011
 Work Health & Safety Regulations 2011
 Managing Risks of Plant in the Workplace Code of Practice 2013
 How to manage Work Health and Safety Risks Code of Practice 2011
 Work Health and Safety Consultation Cooperation and Coordination Code of Practice 2011
 Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011
 Hazardous Manual Tasks Code of Practice 2011
 Managing the Work Environment and Facilities Code of Practice 2011
 Demolition Code of Practice 2013
 AS2601

Special Conditions:
 Any suspected ACM (Asbestos Containing Material) to be reported to site management team.
 Any known or suspected ACM that has been disturbed i.e. cracked or broken please see attached for procedure to make safe

 Refer to Manual Tasks Risk Management Worksheet (page 8-10)

Prepared By: Adrian Sutherland **Date:** _____
Signature: _____

Approved By: Adrian Sutherland **Date:** _____
Signature: _____

Risk Rating Matrix

DEVELOPED RISK RATING FROM THE MOST PROBABLE SCENARIO

			Consequence					
			People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
				<i>INSIGNIFICANT</i>	<i>MINOR</i>	<i>MODERATE</i>	<i>MAJOR</i>	<i>CATASTROPHIC</i>
Probability:			1	2	3	4	5	
Likelihood ↑	Is expected to occur in most circumstances	5	ALMOST CERTAIN	M (9)	H (16)	E (22)	E (24)	E (25)
	Will probably occur	4	LIKELY	M (6)	M (13)	H (19)	E (21)	E (23)
	Might occur at some time in the future	3	POSSIBLE	L (4)	M (11)	H (15)	H (18)	E (20)
	Could occur but doubtful	2	UNLIKELY	L (2)	M (7)	M (12)	M (14)	H (17)
	May occur but only in exceptional circumstances	1	RARE	L (1)	L (3)	L (5)	M (8)	M (10)

(***) The above matrix has been developed from Australian Standard 4360-2004 Risk Management (***)

Work Method Statement (Part 2)					
Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
<i>Break the job down into steps. Each step should accomplish some major task and be in a logical sequence.</i>	<i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident.</i>	<i>Risk Potential Class</i>	<i>Specify what action or procedures will be taken to eliminate or minimise the risk of injury or damage. As per the Risk Assessment.</i>	<i>Post Control Score</i>	<i>Specify whom is responsible to implement control measures to minimise risk</i>
Plan the job	<p>Inexperienced personnel. Procedural failure due to poor planning. Contact with live services Damage/injury to public property or persons.</p> <p>Probability-Unlikely Exposure-Initially Consequence- Death/Serious Injury Moderate-High Risk</p>	4	<p>Consult with all parties relevant to the works, i.e., client, local government, services authorities, owners of affected private residences, supervisor/s, machine operators, drivers, traffic controllers and workers on the demolition programme and procedures. Ensure experienced person/s plans the works. Ensure all site personnel are inducted into the demolition procedures as well as the site specific induction. Ensure the stability of the ground and/or structure is sound and prepared for machine movement. Ensure to check for proximity of underground or overhead services – electricity, water, gas, sewage, communications etc... Ensure all registers relevant to the works are provided to the Supervisor/Safety advisor, i.e. plant, tools and equipment, hazardous substances, training and competencies. Ensure copies of relevant codes, standards and state legislation is available for reference. Ensure daily pre-starts are conducted prior to commencing work</p>	2	<p>Operations manager Supervisor/s Safety Advisor All Team Members</p>
Loading and unloading of demolition materials in to bins provided	<p>High or sudden force Repetitive or sustained force Repetitive movement Cuts Crush injury Eye injury</p>	12	<p>All works inside construction\demolition zone signage Team members trained in hazardous manual tasks Team handling Clear communication between team members Gloves to be worn Safety glasses</p>	7	All Team Members

Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
Move materials	Repetitive movement Slips\trips Cuts Crush injury Eye injury	12	Team members trained in hazardous manual tasks Team handling Ensure path clear and free of trip hazard Clear communication between team members Gloves to be worn Safety glasses	7	All Team Members
Monitor & Review	Accident due to non-compliance of procedures	4	Ensure regular consultation between all relevant parties on procedures is undertaken to improve safe work method or monitor any other issues.	2	All Team Members

Plant & Equipment to be used on site – All Equipment to be test & tagged in accordance with AS/NZS3760

Special Note:

Identify and report

1. If ACM is damaged i.e. cracked or small broken pieces, competent team member i.e. B Class Asbestos to remove or seal with appropriate material i.e. PVA Glue 5:1 mixed with water or paint; minimum PPE requirements P2 Dust Masks, Gloves
2. Area to be isolated and signage erected stating the hazard
3. Qualified asbestos removalist to be engaged to report and decontaminate

This acceptance to be signed off by Principal Contractor or Relevant person in control of the workplace

Work method statement has been received and accepted.		Date:
Name:		Signature:

Methods for monitoring and reviewing effectiveness of chosen control measures	
Workers	Follow procedure and report hazards
Foreman/Leading Hand	Monitor SWMS controls on site using the Task Observation Form

Monitoring & Review of SWMS Use and Effectiveness							
Observation Log	01	02	03	04	05	06	07
Initial:							
Date:							
Time:							

Work Method Statement : (Part 1) DEMOLITION AND OPERATION OF EQUIPMENT – HAND DEMOLITION **SWMS #02**
Implemented Date:

Qualification/Prescribed Occupation Required: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes What? Operators licence of competency : Dependant on class of plant Engineering Details/Certificates Required (i.e. tilt up panels design & construction). Yes <input type="checkbox"/> No <input type="checkbox"/>	Training Required to Complete Work Specialised Training Required (i.e. confined space work etc) Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes to Specialised Training What: _____
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PPE Requirements (tick appropriate when on site), but not limited to:

						
Hard Hat AS/NZS 1801:1997	Steel Cap Boots AS/NZS 2210.3:2009	Hearing Protection AS/NZS 1270:2002	Eye Protection AS/NZS 1337.1:2010	Gloves AS/NZS 2161.2:1998	Respirator/Dust Mask AS/NZS1716:2012	Harness AS/NZS 1891.1:2007

Additional PPE Required:

High Risk Construction Work: Yes No **Type:** _____ *(to be filled out by Leading Hand)*

1	Risk of falls from greater than 2 metres	10	Work on and near chemical, fuel or refrigerant lines
2	Work on a telecommunications tower	11	Work on or near energised installations or services
3	Demolition of a load-bearing structure	12	Work in an area with contaminated or flammable atmosphere
4	Likely to involve disturbing asbestos HOLD POINT See Special Conditions	13	Work with tilt up or pre-cast concrete
5	Temporary load-bearing support structures	14	Work on, in or adjacent to road, rail, shipping or other major traffic corridor
6	Work in confined spaces	15	Work in an area with movement of powered mobile plant
7	Work in or near shaft/trench with an excavated depth greater than 1.5m or a tunnel	16	Work in an area with artificial extremes of temperature
8	Work involving use of explosives	17	Work in or near a drowning risk
9	Work on or near pressurised gas pipes or mains	18	Diving work

Legislative Documentation: Work Health & Safety Act 2011 Work Health & Safety Regulations 2011 Managing Risks of Plant in the Workplace Code of Practice 2013 How to manage Work Health and Safety Risks Code of Practice 2011 Work Health and Safety Consultation Cooperation and Coordination Code of Practice 2011 Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 Demolition Code of Practice 2013 AS2601	Special Conditions: When using a knife the blade is to be retracable Any suspected ACM (Asbestos Containing Material) to be reported to site management team. Any known or suspected ACM that has been disturbed i.e. cracked or broken please see attached for procedure to make safe Ensure all electronically powered power tools are tested and tagged and within date
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Prepared By: Adrian Sutherland Date: _____ Signature: _____	Approved By: Adrian Sutherland Date: _____ Signature: _____
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Risk Rating Matrix

DEVELOPED RISK RATING FROM THE MOST PROBABLE SCENARIO

			Consequence →						
			People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.	
				<i>INSIGNIFICANT</i>	<i>MINOR</i>	<i>MODERATE</i>	<i>MAJOR</i>	<i>CATASTROPHIC</i>	
Probability:			1	2	3	4	5		
Likelihood ↑	↑	Is expected to occur in most circumstances	5	ALMOST CERTAIN	M (9)	H (16)	E (22)	E (24)	E (25)
		Will probably occur	4	LIKELY	M (6)	M (13)	H (19)	E (21)	E (23)
		Might occur at some time in the future	3	POSSIBLE	L (4)	M (11)	H (15)	H (18)	E (20)
		Could occur but doubtful	2	UNLIKELY	L (2)	M (7)	M (12)	M (14)	H (17)
	↑	May occur but only in exceptional circumstances	1	RARE	L (1)	L (3)	L (5)	M (8)	M (10)

(***) The above matrix has been developed from Australian Standard 4360-2004 Risk Management (***)

Work Method Statement (Part 2)					
Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
<i>Break the job down into steps. Each step should accomplish some major task and be in a logical sequence.</i>	<i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident.</i>	<i>Risk Potential Class</i>	<i>Specify what action or procedures will be taken to eliminate or minimise the risk of injury or damage. As per the Risk Assessment.</i>	<i>Post Control Score</i>	<i>Specify whom is responsible to implement control measures to minimise risk</i>
Plan the job	<p>Inexperienced personnel. Procedural failure due to poor planning. Contact with live services Damage/injury to public property or persons.</p> <p>Probability-Unlikely Exposure-Initially Consequence- Death/Serious Injury Moderate-High Risk</p>	4	<p>Consult with all parties relevant to the works, i.e., client, local government, services authorities, owners of affected private residences, supervisor/s, machine operators, drivers, traffic controllers and workers on the demolition/excavation programme and procedures.</p> <p>Ensure experienced person/s plans the works.</p> <p>Ensure all site personnel are inducted into the demolition procedures as well as the site specific induction.</p> <p>Ensure to check for proximity of underground or overhead services – electricity, water, gas, sewage, communications etc...</p> <p>Ensure all registers relevant to the works are provided to the Supervisor/Safety advisor, i.e. plant, tools and equipment, hazardous substances, training and competencies.</p> <p>Ensure copies of relevant codes, standards and state legislation are available for reference.</p> <p>Ensure Asbestos Register has been supplied</p> <p>Ensure any permits required (i.e. Hot Works, Confined Space etc.) are obtained prior to commencement of work</p> <p>All Equipment to be operated in accordance with operators manual</p> <p>All operators to be passed as competent by Adrian Sutherland Constructions Pty Ltd authorised person before operating equipment</p> <p>Pre Starts are to be conducted every day prior to commencement of works</p>	2	<p>Operations manager Supervisor/s Safety Advisor All Team Members</p>

Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
Pre-Operational Safety Checks	<p>Defective equipment.</p> <p>Probability-likely Exposure-Continuous Consequence-Serious Injury Moderate-High Risk</p> <p>Unauthorised persons</p>	7	<p>Ensure pre-start checks are carried out on all task associated equipment to be used.</p> <p>Ensure a record of regular maintenance checks on this equipment is kept up to date and available (i.e. test & tag register)</p> <p>Ensure equipment is suitable and capable for the demolition work.</p>	2	<p>Equipment operators Supervisors Safety Advisors</p>
Move equipment into position ready to work	<p>Collision with other trades or other equipment</p> <p>Collision with overhead or ground based services</p> <p>Probability-Likely Exposure-Continuous Consequence-Death/Serious Injury High Risk</p>	14	<p>Ensure path to demolition area is clear and unobstructed.</p> <p>Ensure exclusion zones are in place around work/demolition area Maintain suitable access and egress at all times</p>	7	<p>Supervisor Safety Advisor All Team Members</p>
<p>Commence Strip Out using hand tools</p> <ul style="list-style-type: none"> - If using a knife to cut, then the knife is to be a retractable blade 	<p>Noise Eye Injury Cuts Slips, Trips & Falls Dust</p> <p>Probability-likely Exposure-Continuous Consequence-Casualty Injury Moderate-Minor Risk</p>	15	<p>Correct Hearing Protection (must adhere to AS/NZS 1270:2002)</p> <p>Correct Eye Protection (Must adhere to AS/NZS1337.1:2010)</p> <p>Correct Gloves to be worn (Must adhere to AS/NZS 2161.2:1998)</p> <p>Housekeeping (Team Members to be signed off on Hazardous Manual Tasks SWMS)</p> <p>Dust Protection to be worn at all time (Must adhere to AS/NZS 1716:2012)</p>	4	<p>Supervisor All Team Members</p>

This acceptance to be signed off by Principal Contractor or Relevant person in control of the workplace

Work method statement has been received and accepted.		Date:
Name:		Signature:

Methods for monitoring and reviewing effectiveness of chosen control measures	
Workers	Follow procedure and report hazards
Foreman/Leading Hand	Monitor SWMS controls on site using the Task Observation Form

Monitoring & Review of SWMS Use and Effectiveness							
Observation Log	01	02	03	04	05	06	07
Initial:							
Date:							
Time:							

Work Method Statement : (Part 1) DEMOLITION AND OPERATION OF EQUIPMENT – JACKHAMMER **SWMS #03**
Implemented Date:

Qualification/Prescribed Occupation Required: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes What? Operators licence of competency : Dependant on class of plant Engineering Details/Certificates Required (i.e. tilt up panels design & construction). Yes <input type="checkbox"/> No <input type="checkbox"/>	<u>Training Required to Complete Work</u> Specialised Training Required (i.e. confined space work etc) Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes to Specialised Training What: _____
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PPE Requirements (tick appropriate when on site), but not limited to:

						
Hard Hat AS/NZS 1801:1997	Steel Cap Boots AS/NZS 2210.3:2009	Hearing Protection AS/NZS 1270:2002	Eye Protection AS/NZS 1337.1:2010	Gloves AS/NZS 2161.2:1998	Respirator/Dust Mask AS/NZS1716:2012	Harness AS/NZS 1891.1:2007

Additional PPE Required:

High Risk Construction Work: Yes No **Type:** _____ *(to be filled out by Leading Hand)*

1	Risk of falls from greater than 2 metres	10	Work on and near chemical, fuel or refrigerant lines
2	Work on a telecommunications tower	11	Work on or near energised installations or services
3	Demolition of a load-bearing structure	12	Work in an area with contaminated or flammable atmosphere
4	Likely to involve disturbing asbestos HOLD POINT See Special Conditions	13	Work with tilt up or pre-cast concrete
5	Temporary load-bearing support structures	14	Work on, in or adjacent to road, rail, shipping or other major traffic corridor
6	Work in confined spaces	15	Work in an area with movement of powered mobile plant
7	Work in or near shaft/trench with an excavated depth greater than 1.5m or a tunnel	16	Work in an area with artificial extremes of temperature
8	Work involving use of explosives	17	Work in or near a drowning risk
9	Work on or near pressurised gas pipes or mains	18	Diving work

Legislative Documentation: Work Health & Safety Act 2011 Work Health & Safety Regulations 2011 Managing Risks of Plant in the Workplace Code of Practice 2013 How to manage Work Health and Safety Risks Code of Practice 2011 Work Health and Safety Consultation Cooperation and Coordination Code of Practice 2011 Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 Demolition Code of Practice 2013 AS2601	Special Conditions: Any suspected ACM (Asbestos Containing Material) to be reported to site management team. Any known or suspected ACM that has been disturbed i.e. cracked or broken please see attached for procedure to make safe (page 7) When working with a Jackhammer all Team Members are to be wearing a half face respirator (minimum) – dust masks are not efficient when operating Jackhammers Ensure all electronically powered equipment is tested and tagged and in date.
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Prepared By: Adrian Sutherland Date:	Approved By: Adrian Sutherland Date:
Signature:	Signature:

Risk Rating Matrix

DEVELOPED RISK RATING FROM THE MOST PROBABLE SCENARIO

			Consequence →						
			People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.	
				<i>INSIGNIFICANT</i>	<i>MINOR</i>	<i>MODERATE</i>	<i>MAJOR</i>	<i>CATASTROPHIC</i>	
Probability:			1	2	3	4	5		
Likelihood ↑	↑	Is expected to occur in most circumstances	5	ALMOST CERTAIN	M (9)	H (16)	E (22)	E (24)	E (25)
		Will probably occur	4	LIKELY	M (6)	M (13)	H (19)	E (21)	E (23)
		Might occur at some time in the future	3	POSSIBLE	L (4)	M (11)	H (15)	H (18)	E (20)
		Could occur but doubtful	2	UNLIKELY	L (2)	M (7)	M (12)	M (14)	H (17)
	↑	May occur but only in exceptional circumstances	1	RARE	L (1)	L (3)	L (5)	M (8)	M (10)

(***) The above matrix has been developed from Australian Standard 4360-2004 Risk Management (***)

Work Method Statement (Part 2)					
Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
<i>Break the job down into steps. Each step should accomplish some major task and be in a logical sequence.</i>	<i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident.</i>	<i>Risk Potential Class</i>	<i>Specify what action or procedures will be taken to eliminate or minimise the risk of injury or damage. As per the Risk Assessment.</i>	<i>Post Control Score</i>	<i>Specify whom is responsible to implement control measures to minimise risk</i>
Plan the job	<p>Inexperienced personnel. Procedural failure due to poor planning. Contact with live services Damage/injury to public property or persons.</p> <p>Probability-Unlikely Exposure-Initially Consequence- Death/Serious Injury Moderate-High Risk</p>	4	<p>Consult with all parties relevant to the works, i.e., client, local government, services authorities, owners of affected private residences, supervisor/s, machine operators, drivers, traffic controllers and workers on the programme and procedures.</p> <p>Ensure experienced person/s plans the works.</p> <p>Ensure all site personnel are inducted into the demolition procedures as well as the site specific induction.</p> <p>Ensure the stability of the ground and/or structure is sound and prepared for machine movement.</p> <p>Ensure to check for proximity of underground or overhead services – electricity, water, gas, sewage, communications etc...</p> <p>Ensure all registers relevant to the works are provided to the Supervisor/Safety advisor, i.e. plant, tools and equipment, hazardous substances, training and competencies.</p> <p>Ensure copies of relevant codes, standards and state legislation are available for reference.</p> <p>Ensure Asbestos Register has been supplied</p> <p>Ensure any permits required (i.e. Hot Works, Confined Space etc.) are obtained prior to commencement of work</p>	2	<p>Operations manager Supervisor/s Safety Advisor All Team Members</p>
Pre-Operational Safety Checks	<p>Defective plant and equipment Machine Failure</p>	13	<p>Ensure pre-start checks are carried out on all task associated plant and equipment to be used.</p> <p>Ensure record of regular maintenance checks on this plant and equipment is kept up to date and available.</p> <p>Ensure all plant and equipment is suitable and capable for the demolition work</p>	3	<p>Equipment Operators Supervisors Safety Advisors</p>

Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
Move equipment into position ready to work	<p>Collision with other trades or other equipment</p> <p>Collision with overhead or ground based services</p> <p>Probability-Likely Exposure-Continuous Consequence-Death/Serious Injury High Risk</p>	13	<p>Ensure path to work area is clear and unobstructed.</p> <p>Ensure exclusion zones are in place around work/demolition area</p> <p>Maintain suitable access and egress at all times</p>	3	<p>Supervisor Safety Advisor All Team Members</p>
Commence works using Jackhammer	<p>Noise</p> <p>Dust</p> <p>Eye Injury</p> <p>Hazardous Manual Handling</p> <p>Falling debris</p> <p>Probability-likely Exposure-Continuous Consequence-Casualty Injury</p>	15	<p>Correct Hearing Protection (must adhere to AS/NZS 1270:2002)</p> <p>Correct Eye Protection (Must adhere to AS/NZS1337.1:2010)</p> <p>Correct Gloves to be worn (Must adhere to AS/NZS 2161.2:1998)</p> <p>Housekeeping (Team Members to be signed off on Hazardous Manual Tasks SWMS)</p> <p>Dust Protection to be worn at all time (Must adhere to AS/NZS 1716:2012) – Half face respirator to be worn at all times when Jackhammering</p>	4	<p>Supervisor All Team Members</p>
Move Equipment away from work zone	<p>Collision with persons or other plant and equipment</p> <p>Collision with overhead or ground based services</p> <p>Hazardous substance spill or leaks.</p> <p>Probability-Unlikely Exposure-Continuous Consequence-First Aid, No Lost Time Minor Risk</p>	4	<p>Ensure path away from work area is clear and unobstructed.</p> <p>Shut down plant/equipment, carry out post operational/maintenance checks or prepare for removal from site.</p>	2	<p>Supervisor All Team Member</p>

This acceptance to be signed off by Principal Contractor or Relevant person in control of the workplace

Work method statement has been received and accepted.		Date:
Name:		Signature:

Methods for monitoring and reviewing effectiveness of chosen control measures	
Workers	Follow procedure and report hazards
Foreman/Leading Hand	Monitor SWMS controls on site using the Task Observation Form

Monitoring & Review of SWMS Use and Effectiveness							
Observation Log	01	02	03	04	05	06	07
Initial:							
Date:							
Time:							

Work Method Statement : (Part 1) SAFE WORK FROM A SCISSOR LIFT **SWMS #04**
Implemented Date:

Qualification/Prescribed Occupation Required: Yes No
If Yes What? Operators licence of competency : Dependant on class of plant
Engineering Details/Certificates Required (i.e. tilt up panels design & construction).
 Yes No

Training Required to Complete Work
Specialised Training Required (i.e. confined space work etc) Yes No
If Yes to Specialised Training What: _____

PPE Requirements (tick appropriate when on site), but not limited to:

						
Hard Hat AS/NZS 1801:1997	Steel Cap Boots AS/NZS 2210.3:2009	Hearing Protection AS/NZS 1270:2002	Eye Protection AS/NZS 1337.1:2010	Gloves AS/NZS 2161.2:1998	Respirator/Dust Mask AS/NZS1716:2012	Harness AS/NZS 1891.1:2007

Additional PPE Required:

High Risk Construction Work: Yes No **Type:** _____ *(to be filled out by Leading Hand)*

1	Risk of falls from greater than 2 metres	10	Work on and near chemical, fuel or refrigerant lines
2	Work on a telecommunications tower	11	Work on or near energised installations or services
3	Demolition of a load-bearing structure	12	Work in an area with contaminated or flammable atmosphere
4	Likely to involve disturbing asbestos HOLD POINT See Special Conditions	13	Work with tilt up or pre-cast concrete
5	Temporary load-bearing support structures	14	Work on, in or adjacent to road, rail, shipping or other major traffic corridor
6	Work in confined spaces	15	Work in an area with movement of powered mobile plant
7	Work in or near shaft/trench with an excavated depth greater than 1.5m or a tunnel	16	Work in an area with artificial extremes of temperature
8	Work involving use of explosives	17	Work in or near a drowning risk
9	Work on or near pressurised gas pipes or mains	18	Diving work

Legislative Documentation:
 Work Health & Safety Act 2011
 Work Health & Safety Regulations 2011
 AS 2436
 AS 2550.10
 Managing Risks of plant in the workplace Code of Practice 2013
 How to manage Work Health and Safety Risks Code of Practice 2011
 Hazardous Manual Tasks Code of Practice 2011
 Managing the Risk of Falls at Workplace Code of Practice 2011

Special Conditions:
 Where emergency extraction is required whilst working at heights on Scissor Lift, it will be lowered manually from ground controls by competent person

 Any suspected ACM (Asbestos Containing Material) to be reported to site management team.
 Any known or suspected ACM that has been disturbed i.e. cracked or broken please see attached for procedure to make safe (page 7)

Prepared By: Adrian Sutherland **Date:**

Signature:

Approved By: Adrian Sutherland **Date:**

Signature:

Risk Rating Matrix

DEVELOPED RISK RATING FROM THE MOST PROBABLE SCENARIO

			Consequence					
			People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
				<i>INSIGNIFICANT</i>	<i>MINOR</i>	<i>MODERATE</i>	<i>MAJOR</i>	<i>CATASTROPHIC</i>
Probability:			1	2	3	4	5	
Likelihood ↑	Is expected to occur in most circumstances	5	ALMOST CERTAIN	M (9)	H (16)	E (22)	E (24)	E (25)
	Will probably occur	4	LIKELY	M (6)	M (13)	H (19)	E (21)	E (23)
	Might occur at some time in the future	3	POSSIBLE	L (4)	M (11)	H (15)	H (18)	E (20)
	Could occur but doubtful	2	UNLIKELY	L (2)	M (7)	M (12)	M (14)	H (17)
	May occur but only in exceptional circumstances	1	RARE	L (1)	L (3)	L (5)	M (8)	M (10)

(***) The above matrix has been developed from Australian Standard 4360-2004 Risk Management (***)

Work Method Statement (Part 2)					
Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
<i>Break the job down into steps. Each step should accomplish some major task and be in a logical sequence.</i>	<i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident.</i>	<i>Risk Potential Class</i>	<i>Specify what action or procedures will be taken to eliminate or minimise the risk of injury or damage. As per the Risk Assessment.</i>	<i>Post Control Score</i>	<i>Specify whom is responsible to implement control measures to minimise risk</i>
Plan the job	<p>Inexperienced personnel. Procedural failure due to poor planning. Contact with live services Damage/injury to public property or persons.</p> <p>Probability-Unlikely Exposure-Initially Consequence- Death/Serious Injury Moderate-High Risk</p>	4	<p>Consult with supervisors, foreman and all parties in control of the workplace. The Supervisor in conjunction with the person in charge shall confirm workers competency and qualifications. Ensure Site Inductions are provided for all workers Familiarise yourself with all hazards peculiar to the workplace. Ensure a pre-start tool box meeting with all personnel is provided detailing the hazards and control measures to be implemented</p>	2	<p>Operations manager Supervisor/s Safety Advisor All Team Members</p>
Inspect & Test Equipment	<p>Defective Equipment</p> <p>Probability – Very Likely Exposure – Continuous Consequence – Serious Injury Moderate Risk</p>	4	<p>Ensure all plant & equipment registers are provided to the person in charge. Ensure pre-operational checks of plant & equip as per manufacturer’s instructions Ensure a complete visual check is carried out. Ensure hydraulics are not leaking Ensure tires are correctly inflated. Ensure a reverse sounding alarm must be fitted Report any damaged or defective equipment</p>	1	<p>Equipment Operators Supervisors Safety Advisors All Team Members</p>
Prepare Safe Work Area	<p>Slips\trips Machine tip over Hazardous Manual Task Unauthorised persons</p> <p>Probability – Very Likely Exposure – Continuous Consequence – Serious Injury Low Risk</p>	11	<p>Ensure an even and cleared surface is provided. Team Members to be inducted into Hazardous Manual Tasks SWMS Ensure work area is clean & tidy free from any debris, excess materials & protruding objects. Ensure an exclusion / safe zone is established Ensure training is provided in safe manual handling procedures. Ensure rubbish receptacles are provided and used. Ensure non-essential personnel are to be kept out of this area</p>	4	<p>Operator All Team Members Supervisors</p>

Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
Load Materials & Tools onto scissor lift	Falling Objects Hazardous Manual Tasks Falls Probability – Likely Exposure – Continuous Consequence – Serious Injury Moderate Risk	11	Ensure no other workers are in close proximity Team Members to be inducted into Hazardous Manual Tasks SWMS Ensure all outriggers, where fitted are fully extended. Ensure scissor lift is not overloaded and SWL adhered to at all times Ensure all materials are secured at all times.	4	Operator All Team Members Supervisors
Working from a Scissor Lift	Falling Objects Cuts Falls Eye Injury Hazardous Manual Tasks Probability – Likely Exposure – Continuous Consequence – Serious Injury Moderate Risk	11	Ensure to operate scissor lift as per manufacturer's instructions Ensure all activities are carried out within the confines of scissor lift Team Members to be inducted into Hazardous Manual Tasks SWMS Ensure an exclusion zone is established around scissor lift when using hand tools if this is not possible tools must be secured by lanyards to the worker Gloves to be worn Safety glasses to be worn	4	Operator All Team Members Supervisors
Moving Scissor Lift	Falls Collision with other machinery & persons Probability – Likely Exposure – Continuous Consequence – Serious Injury Moderate – High Risk	4	Ensure other operators of machinery or vehicles are aware of scissor lift movements. Ensure all workers in the area are aware of machine movement.	2	Operator All Team Members Supervisors
Getting off the Scissor Lift	Falls Probability – Likely Exposure - Continuous Consequence – Serious Injury Moderate Risk	11	Ensure when getting off the scissor lift it is to be done backwards. Ensure 3 points of contact when alighting from scissor lift at all times. Ensure to look before moving for pedestrian & vehicular traffic.	4	Operator All Team Members Supervisors
Monitor & Review	Ineffective control measures implemented	4	Ensure to consult with supervisor, worker, regarding ineffective control measures. Ensure all personnel are trained adequately and have a complete awareness of the interactive risks involved to perform task safely	2	Operator Spotter Safety Supervisor All Team Members

This acceptance to be signed off by Principal Contractor or Relevant person in control of the workplace

Work method statement has been received and accepted.		Date:
Name:		Signature:

Methods for monitoring and reviewing effectiveness of chosen control measures	
Workers	Follow procedure and report hazards
Foreman/Leading Hand	Monitor SWMS controls on site using the Task Observation Form

Monitoring & Review of SWMS Use and Effectiveness							
Observation Log	01	02	03	04	05	06	07
Initial:							
Date:							
Time:							

Work Method Statement : (Part 1) WORKING OUTDOORS **SWMS #05**
Implemented Date:

Qualification/Prescribed Occupation Required: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes What? Operators licence of competency : Dependant on class of plant Engineering Details/Certificates Required (i.e. tilt up panels design & construction). Yes <input type="checkbox"/> No <input type="checkbox"/>	Training Required to Complete Work Specialised Training Required (i.e. confined space work etc) Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes to Specialised Training What: _____
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PPE Requirements (tick appropriate when on site), but not limited to:

						
Hard Hat AS/NZS 1801:1997	Steel Cap Boots AS/NZS 2210.3:2009	Hearing Protection AS/NZS 1270:2002	Eye Protection AS/NZS 1337.1:2010	Gloves AS/NZS 2161.2:1998	Respirator/Dust Mask AS/NZS1716:2012	Harness AS/NZS 1891.1:2007

Additional PPE Required:

High Risk Construction Work: Yes No **Type:** _____ *(to be filled out by Leading Hand)*

1	Risk of falls from greater than 2 metres	10	Work on and near chemical, fuel or refrigerant lines
2	Work on a telecommunications tower	11	Work on or near energised installations or services
3	Demolition of a load-bearing structure	12	Work in an area with contaminated or flammable atmosphere
4	Likely to involve disturbing asbestos HOLD POINT See Special Conditions	13	Work with tilt up or pre-cast concrete
5	Temporary load-bearing support structures	14	Work on, in or adjacent to road, rail, shipping or other major traffic corridor
6	Work in confined spaces	15	Work in an area with movement of powered mobile plant
7	Work in or near shaft/trench with an excavated depth greater than 1.5m or a tunnel	16	Work in an area with artificial extremes of temperature
8	Work involving use of explosives	17	Work in or near a drowning risk
9	Work on or near pressurised gas pipes or mains	18	Diving work

Legislative Documentation: Work Health & Safety Act 2011 Work Health & Safety Regulations 2011 AS 2436 How to manage Work Health and Safety Risks Code of Practice 2011 Managing the Work Environment & Facilities Code of Practice 2011 Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011	Special Conditions: Any suspected ACM (Asbestos Containing Material) to be reported to site management team. Any known or suspected ACM that has been disturbed i.e. cracked or broken please see attached for procedure to make safe (page 7)
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Prepared By: Adrian Sutherland Date:	Approved By: Adrian Sutherland Date:
Signature:	Signature:

Risk Rating Matrix

DEVELOPED RISK RATING FROM THE MOST PROBABLE SCENARIO

			Consequence					
			People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
				<i>INSIGNIFICANT</i>	<i>MINOR</i>	<i>MODERATE</i>	<i>MAJOR</i>	<i>CATASTROPHIC</i>
Probability:			1	2	3	4	5	
Likelihood ↑	Is expected to occur in most circumstances	5	ALMOST CERTAIN	M (9)	H (16)	E (22)	E (24)	E (25)
	Will probably occur	4	LIKELY	M (6)	M (13)	H (19)	E (21)	E (23)
	Might occur at some time in the future	3	POSSIBLE	L (4)	M (11)	H (15)	H (18)	E (20)
	Could occur but doubtful	2	UNLIKELY	L (2)	M (7)	M (12)	M (14)	H (17)
	May occur but only in exceptional circumstances	1	RARE	L (1)	L (3)	L (5)	M (8)	M (10)

(***) The above matrix has been developed from Australian Standard 4360-2004 Risk Management (***)

Work Method Statement (Part 2)					
Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
<i>Break the job down into steps. Each step should accomplish some major task and be in a logical sequence.</i>	<i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident.</i>	<i>Risk Potential Class</i>	<i>Specify what action or procedures will be taken to eliminate or minimise the risk of injury or damage. As per the Risk Assessment.</i>	<i>Post Control Score</i>	<i>Specify whom is responsible to implement control measures to minimise risk</i>
Plan the job	<p>Inexperienced personnel. Procedural failure due to poor planning. Contact with live services Damage/injury to public property or persons.</p> <p>Probability-Unlikely Exposure-Initially Consequence- Death/Serious Injury Moderate-High Risk</p>	4	<p>Consult with all parties relevant to the works, i.e., client, local government, services authorities, owners of affected private residences, supervisor/s, machine operators, drivers, traffic controllers and workers on the programme and procedures.</p> <p>Ensure experienced person/s plans the works.</p> <p>Ensure all site personnel are inducted into the demolition procedures as well as the site specific induction.</p> <p>Ensure the stability of the ground and/or structure is sound and prepared for machine movement.</p> <p>Ensure to check for proximity of underground or overhead services – electricity, water, gas, sewage, communications etc...</p> <p>Ensure all registers relevant to the works are provided to the Supervisor/Safety advisor, i.e. plant, tools and equipment, hazardous substances, training and competencies.</p> <p>Ensure copies of relevant codes, standards and state legislation is available for reference.</p>	2	<p>Operations manager Supervisor/s Safety Advisor All Team Members</p>
Working Outdoors	<p>Ultra violet light Exposure, dehydration Inclement weather</p>	13	<p>Rotate tasks in the direct sunlight between employees</p> <p>Use trees, buildings and other temporary shades as shelter where possible</p> <p>Avoid working near reflective materials such as polished metal or new concrete as these can increase your UV exposure</p> <p>Take your meal break or smoko in the shade or inside</p> <p>Drink plenty of cool water</p> <p>Slip on protective clothing (long sleeved, UPF-rated shirts)</p> <p>Slop sunscreen on any exposed areas every 2 hours</p> <p>Slap on a broad-brimmed hat and sunglasses.</p> <p>Protective Clothing</p>	4	<p>Operations manager Supervisor/s Safety Advisor Plant and Equipment operators Drivers Spotters All Team Members</p>

This acceptance to be signed off by Principal Contractor or Relevant person in control of the workplace

Work method statement has been received and accepted.		Date:
Name:		Signature:

Methods for monitoring and reviewing effectiveness of chosen control measures	
Workers	Follow procedure and report hazards
Foreman/Leading Hand	Monitor SWMS controls on site using the Task Observation Form

Monitoring & Review of SWMS Use and Effectiveness							
Observation Log	01	02	03	04	05	06	07
Initial:							
Date:							
Time:							

Work Method Statement : (Part 1) WORKING SAFELY FROM A MOBILE SCAFFOLD **SWMS #06**
Implemented Date:

Qualification/Prescribed Occupation Required: Yes No
If Yes What? Operators licence of competency : Dependant on class of plant
Engineering Details/Certificates Required (i.e. tilt up panels design & construction).
 Yes No

Training Required to Complete Work
Specialised Training Required (i.e. confined space work etc) Yes No
If Yes to Specialised Training What: _____

PPE Requirements (tick appropriate when on site), but not limited to:

						
Hard Hat AS/NZS 1801:1997	Steel Cap Boots AS/NZS 2210.3:2009	Hearing Protection AS/NZS 1270:2002	Eye Protection AS/NZS 1337.1:2010	Gloves AS/NZS 2161.2:1998	Respirator/Dust Mask AS/NZS1716:2012	Harness AS/NZS 1891.1:2007

Additional PPE Required:

High Risk Construction Work: Yes No **Type:** _____ *(to be filled out by Leading Hand)*

1	Risk of falls from greater than 2 metres	10	Work on and near chemical, fuel or refrigerant lines
2	Work on a telecommunications tower	11	Work on or near energised installations or services
3	Demolition of a load-bearing structure	12	Work in an area with contaminated or flammable atmosphere
4	Likely to involve disturbing asbestos HOLD POINT See Special Conditions	13	Work with tilt up or pre-cast concrete
5	Temporary load-bearing support structures	14	Work on, in or adjacent to road, rail, shipping or other major traffic corridor
6	Work in confined spaces	15	Work in an area with movement of powered mobile plant
7	Work in or near shaft/trench with an excavated depth greater than 1.5m or a tunnel	16	Work in an area with artificial extremes of temperature
8	Work involving use of explosives	17	Work in or near a drowning risk
9	Work on or near pressurised gas pipes or mains	18	Diving work

Codes of Practice:
 How to Manage Work Health and Safety Risks Code of Practice 2011
 Hazardous Manual Tasks Code of Practice 2011
 Managing the Risk of Falls at Workplace Code of Practice 2011
 Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011
 Managing the Work Environment and Facilities Code of Practice 2011
 Work Health and Safety Consultation Cooperation and Coordination Code of Practice 2011
 Construction Work Code of Practice 2013
 Demolition Code of Practice 2013

Acts & Regulations:
 Work Health & Safety Act 2011
 Work Health & Safety Regulations 2011
 AS2601

Special Conditions:
 Any suspected ACM (Asbestos Containing Material) to be reported to site management team.
 Any known or suspected ACM that has been disturbed i.e. cracked or broken please see attached for procedure to make safe (page 7)

Prepared By: Adrian Sutherland **Date:** _____
Signature: _____

Approved By: Adrian Sutherland **Date:** _____
Signature: _____

Risk Rating Matrix

DEVELOPED RISK RATING FROM THE MOST PROBABLE SCENARIO

			Consequence					
			People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
				<i>INSIGNIFICANT</i>	<i>MINOR</i>	<i>MODERATE</i>	<i>MAJOR</i>	<i>CATASTROPHIC</i>
Probability:			1	2	3	4	5	
Likelihood ↑	Is expected to occur in most circumstances	5	ALMOST CERTAIN	M (9)	H (16)	E (22)	E (24)	E (25)
	Will probably occur	4	LIKELY	M (6)	M (13)	H (19)	E (21)	E (23)
	Might occur at some time in the future	3	POSSIBLE	L (4)	M (11)	H (15)	H (18)	E (20)
	Could occur but doubtful	2	UNLIKELY	L (2)	M (7)	M (12)	M (14)	H (17)
	May occur but only in exceptional circumstances	1	RARE	L (1)	L (3)	L (5)	M (8)	M (10)

(***) The above matrix has been developed from Australian Standard 4360-2004 Risk Management (***)

Work Method Statement (Part 2)					
Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
<i>Break the job down into steps. Each step should accomplish some major task and be in a logical sequence.</i>	<i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident.</i>	<i>Risk Potential Class</i>	<i>Specify what action or procedures will be taken to eliminate or minimise the risk of injury or damage. As per the Risk Assessment.</i>	<i>Post Control Score</i>	<i>Specify whom is responsible to implement control measures to minimise risk</i>
Plan the job	<p>Inexperienced personnel. Procedural failure due to poor planning. Contact with live services Damage/injury to public property or persons.</p> <p>Probability-Unlikely Exposure-Initially Consequence- Death/Serious Injury Moderate-High Risk</p>	4	<p>Consult with all parties relevant to the works, i.e., client, local government, services authorities, owners of affected private residences, supervisor/s, machine operators, drivers, traffic controllers and workers on the programme and procedures. Ensure experienced person/s plans the works. Ensure all site personnel are inducted into the work procedures as well as the site specific induction. Ensure the stability of the ground and/or structure is sound and prepared for machine movement. Ensure to check for proximity of underground or overhead services – electricity, water, gas, sewage, communications etc... Ensure all registers relevant to the works are provided to the Supervisor/Safety advisor, i.e. plant, tools and equipment, hazardous substances, training and competencies. Ensure copies of relevant codes, standards and state legislation is available for reference.</p> <p>Hierarchy of Control – Administration</p>	2	<p>Operations manager Supervisor/s Safety Advisor All Team Members</p>

Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
<p>Inspect mobile scaffold has been erected correctly</p> <p><i>Mobile Scaffold to be erected by competent Team Member Scaffold over 4m must be erected by licenced Scaffolders and signed off prior to use.</i></p>	<p>Defective Equipment Scaffold Collapse</p> <p>Probability - Very Unlikely Exposure - Continuous Consequence - Serious Injury Moderate Risk</p>	19	<p>Ensure all plant & equipment registers are provided to the WSO Report any damaged or defective equipment Ensure work area is clean & tidy free from any debris & excess materials. Ensure an even and cleared surface is provided. Ensure mobile scaffold has been erected as to manufacturer's instruction Ensure proper access is provided (Internal ladder) Ensure kickboards are provided if materials and tools are to be placed on scaffold. Ensure mid rails & handrails are provided. Ensure a full working deck is provided Ensure scaffold height does not exceed three times its least base dimension. Ensure SWL is displayed on mobile scaffold Ensure if working near an exposed edge, shade cloth or similar encloses working deck.</p> <p>Hierarchy of Control – Administration, Engineer & Isolate</p>	12	<p>Supervisor All Team Members</p>
<p>Prepare Safe Work Area</p>	<p>Slips, Trips & Falls Manual Handling</p> <p>Probability – Unlikely Exposure – Continuous Consequence – Serious Injury Low-Moderate Risk</p>	16	<p>Ensure workers have been trained in safe manual handling procedures Ensure general housekeeping takes place and use of waste receptacles for waste removal</p> <p>Hierarchy of Control – Administration</p>	7	<p>Supervisor All Team Member</p>
<p>Load Materials & Tools on to Mobile Scaffold</p>	<p>Falling Objects Manual Handling Falls from Heights</p> <p>Probability – Likely Exposure – Continuous Consequence – Serious Injury Moderate Risk</p>	16	<p>Ensure no other workers are in close proximity Ensure all castors have been locked Ensure mobile scaffold is not over loaded Ensure all materials are secured at all times Ensure exclusion zone is in place Ensure SWL of Scaffold is visible and adhered to</p> <p>Hierarchy of Control – Administration</p>	7	<p>All Team Members</p>

Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
Working on mobile scaffold	<p>Falling Objects Falls from heights</p> <p>Probability - Likely Exposure - Continuous Consequence - Serious Injury Moderate Risk</p>	16	<p>Ensure all activities are carried out within the confines of mobile scaffold Ensure an exclusion zone is established around mobile scaffold when using hand tools if this is not possible tools must to be secured by lanyards to the worker or solid anchor point. Ensure safe access to scaffold is used when climbing on and off.</p> <p>Hierarchy of Control – Administration</p>	7	All Team Members
Moving the mobile scaffold	<p>Falling Objects Falls from heights Overturning mobile scaffold</p> <p>Probability - Unlikely Exposure - Continuous Consequence - Serious Injury Moderate Risk</p>	16	<p>Ensure all persons and tools are removed from mobile scaffold before moving</p> <p>Hierarchy of Control – Administration, Isolate</p>	7	All Team Members
Getting off the mobile scaffold	<p>Falls from heights Overturning mobile scaffold</p> <p>Probability - Unlikely Exposure - Continuous Consequence - Serious Injury Moderate Risk</p>	16	<p>Ensure when getting off the mobile scaffold it is only to be done using safe access. Ensure tools and equipment are passed down or done so in a systematic approach.</p> <p>Hierarchy of Control – Administration, Isolate</p>	7	All Team Members
Monitor & Review	<p>Ineffective control measures implemented</p>	4	<p>Ensure to consult with supervisor, worker, regarding ineffective control measures. Ensure all personnel are trained adequately and have a complete awareness of the interactive risks involved to perform task safely</p>	2	<p>Operator Spotter Safety Supervisor All Team Members</p>

This acceptance to be signed off by Principal Contractor or Relevant person in control of the workplace

Work method statement has been received and accepted.		Date:
Name:		Signature:

Methods for monitoring and reviewing effectiveness of chosen control measures	
Workers	Follow procedure and report hazards
Foreman/Leading Hand	Monitor SWMS controls on site using the Task Observation Form

Monitoring & Review of SWMS Use and Effectiveness							
Observation Log	01	02	03	04	05	06	07
Initial:							
Date:							
Time:							

TOWER ERECTION PROCEDURES

Aluminium & Fibreglass Scaffold

This procedure is for assembly of towers with decks typically at 2m intervals, up to 4m high. Only certificated scaffolders are allowed to assemble towers over 4m high and must comply with local statutory regulations, which may differ from State to State.

1. For mobile Scaffolds, insert castors into two base frames and lock (castors may be adjustable). For non-mobile scaffold, insert adjustable bases into two base end frames.

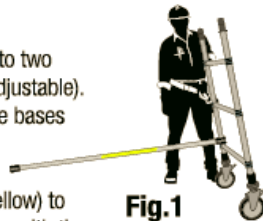


Fig.1

2. Attach at least one horizontal brace (yellow) to the frame upright just above the first rung with the snap hook facing outwards. The frame is now self-supporting-See Fig.1

3. Add another horizontal brace (yellow) stand up the opposite base end frame and attach the other end of the two horizontal braces (yellow).



Fig.2

4. Install a plan brace (red) to diagonally opposite uprights below the first rung.

5. Check that the scaffold base is square-See Fig.2

6. Level the base in both the horizontal and vertical directions by adjusting the castors or base plates with a spirit level.

7. Install two diagonal braces to stabilise the base frames (typically 2m high).

8. Install the next end frames on top of each of the two base frames and install the diagonal brace (blue) above and below the joining point of the base end frames.



Fig.3

9. Install one platform as a temporary platform approximately 1m from the ground between both end frames

10. Erect the ladder access platform nominally 1m above the temporary platform which should be staggered. This is part of the first working platform and will act as fall prevention. Install an access ladder through the opening section of platform-See Fig.4



Fig.4

11. Erect horizontal braces (yellow) as guardrails and mid rails for the working platform whilst standing on the temporary platform. See Fig.4

12. Remove the temporary platform and place it above to complete the working platform. The working platform should now include the ladder access platform and the access ladder-See Fig 5.

13. If working height is expected to exceed 3 times the least base dimension, outriggers must be fitted. For all 0.7m wide towers outrigger must be fitted where height exceed 2 times the least base dimension. If Outriggers are not used then tower is to be stabilised by installing ties to a suitable structure.



Fig.5

14. Access the first working platform via the internal ladder.

15. Repeat the above process installing working platforms with ladders at nominally 2m intervals – see Fig. 5

16. Install Toeboards at working deck levels.

17. Tower is now complete with top working platform at 4m height, as shown in Fig 6.

18. Before using the scaffold, the scaffold must be checked to make sure that it is built correctly and stands vertical. **If in doubt, ask your supplier.**

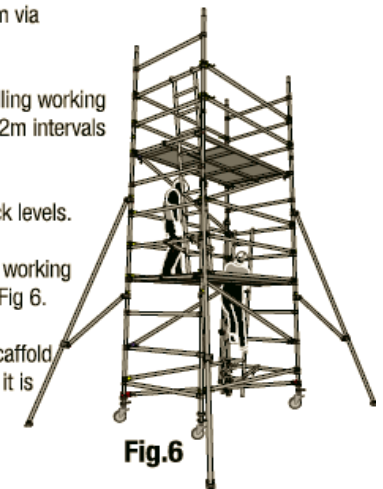


Fig.6

oldfields

ADVANCE SCAFFOLD

13 62 60

www.oldfieldsscaffold.com.au

Work Method Statement : (Part 1) WORKING SAFELY FROM A MOBILE SCAFFOLD **SWMS #06**
Implemented Date:

Qualification/Prescribed Occupation Required: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes What? Operators licence of competency : Dependant on class of plant Engineering Details/Certificates Required (i.e. tilt up panels design & construction). Yes <input type="checkbox"/> No <input type="checkbox"/>	<u>Training Required to Complete Work</u> Specialised Training Required (i.e. confined space work etc) Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes to Specialised Training What: _____
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PPE Requirements (tick appropriate when on site), but not limited to:

						
Hard Hat AS/NZS 1801:1997	Steel Cap Boots AS/NZS 2210.3:2009	Hearing Protection AS/NZS 1270:2002	Eye Protection AS/NZS 1337.1:2010	Gloves AS/NZS 2161.2:1998	Respirator/Dust Mask AS/NZS1716:2012	Harness AS/NZS 1891.1:2007

Additional PPE Required:

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9	Work on or near pressurised gas pipes or mains	18	Diving work

Codes of Practice: Managing Risks of Plant in the Workplace Code of Practice 2013 How to manage Work Health and Safety Risks Code of Practice 2011 Work Health and Safety Consultation Cooperation and Coordination Code of Practice 2011 Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 Hazardous Manual Tasks Code of Practice 2011 Managing the Risks of Falls at Workplace Code of Practice 2011 Managing the Work Environment & Facilities Code of Practice 2011 Demolition Code of Practice 2013 Excavation Work Code of Practice 2013	Acts & Regulations: Work Health & Safety Act 2011 Work Health & Safety Regulations 2011 AS2601 Special Conditions: Any suspected ACM (Asbestos Containing Material) to be reported to site management team. Any known or suspected ACM that has been disturbed i.e. cracked or broken please see attached for procedure to make safe (page 7)
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Prepared By: Adrian Sutherland Date:	Approved By: Adrian Sutherland Date:
Signature:	Signature:

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Plan the job	<p>Inexperienced personnel. Procedural failure due to poor planning. Contact with live services Damage/injury to public property or persons.</p> <p>Probability-Unlikely Exposure-Initially Consequence- Death/Serious Injury Moderate-High Risk</p>	4	<p>Consult with all parties relevant to the works, i.e., client, local government, services authorities, owners of affected private residences, supervisor/s, machine operators, drivers, traffic controllers and workers on the excavation programme and procedures.</p> <p>Ensure experienced person/s plans the works.</p> <p>Ensure all site personnel are inducted into the demolition procedures as well as the site specific induction.</p> <p>Ensure the stability of the ground and/or structure is sound and prepared for machine movement.</p> <p>Ensure to check for proximity of underground or overhead services – electricity, water, gas, sewage, communications etc...</p> <p>Ensure all registers relevant to the works are provided to the Supervisor/Safety advisor, i.e. plant, tools and equipment, hazardous substances, training and competencies.</p> <p>Ensure copies of relevant codes, standards and state legislation is available for reference.</p> <p>Ensure a “Dig Permit” is received prior to commencement of work, if required.</p>	2	<p>Operations manager Supervisor/s Safety Advisor All Team Members</p>
Pre-Operational Safety Check	<p>Defective Plant & Equipment Machine Failure</p> <p>Untrained/Inexperienced personnel</p> <p>Probability – Likely Exposure – Continuous Consequences – Serious Injury Moderate-High Risk Unauthorised Persons</p>	6	<p>Ensure pre-start checks are carried out on all task associated plant & equipment to be used</p> <p>Ensure a record of regular maintenance checks on this plant & equipment is kept up to date and available</p> <p>Ensure plant & equipment is suitable and capable for the work</p>	2	<p>Plant & Equipment Operators Supervisors All Team Members</p>

Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
Loading and unloading excavator off float/transportation	Plant or equipment falling from or unexpectedly moving on transport vehicle	18	All loads are to be secured to transport vehicle by experienced and competent transport vehicle driver Ramps to be pinned Only a competent and licenced operator is to load/unload equipment from the transport vehicle. Equipment is to be unloaded on stable surface away from areas unsecured from public access Site approach and unload areas must be planned prior to arrival of transport vehicle	8	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
	Struck by public vehicular movements, striking pedestrians	18	If loading/unloading of plant occurs on a public road and/or public have access, works must be supervised by qualified traffic controllers. The excavator must be fitted with amber flashing lights and reverse beepers	8	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
Move Plant & Equipment into position ready to work	Collision with persons or other plant & equipment Collision with overhead or ground based services Probability – Likely Exposure – Continuous Consequences – Death/Serious Injury High Risk	23	Ensure path to work area is clear and unobstructed Ensure all parts of plant & equipment are outside of exclusion zone, if moving near overhead electric lines	10	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
Commence Works	Trench Collapse	20	Ensure trench/excavation has control options in place to ensure it will not collapse, i.e. Battered/ Benched, Adequate shoring to withstand the potential loads imposed in it, or a Geo-Tech Engineers report on the soil/fills stability. Ensure the trench has a safe access and egress, -i.e. Open end, Ramp, Ladder (at distances of no more than 9m apart) Ensure plant/equipment are not left or operated too close to the trench. Ensure all trades and others in the area are aware worker/s are below.	10	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter

Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
Commence Works <i>continued</i>	Mechanical/Machine Failure	6	Machine to be serviced in accordance with manufacturer's specifications and regulatory requirements. Daily pre-start checks must be conducted and documented by the operator prior to commencing each shift. Machines and associated equipment is to be manufactured and engineered to AS4024.1 2006 series (<i>Guide to Safe Guarding Machinery and Plant</i>)	2	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
	Striking other workers/trades	21	A spotter must be present with the machine at all times when there is a risk that operatives can walk in the slew radius. The excavator must be fitted with amber flashing light/audible reverse beeper	8	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
	Plant Rollover	21	Only a competent licenced operator to operate excavator. Machine to be operated within the limits set out in the operator's manual and the manufacturer's specification to prevent rollover. Seat belt should be worn at all times. Roll over protection systems and guards to comply with AS4987 – 2002 (<i>Earthmoving Machinery – Tip Over Protection Structure (TOPS) for compact excavators. Laboratory tests and performance requirements</i>)	8	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
	Tracking material on to public roadways	6	Machines and tracks should be cleaned off and washed in a designated area prior to tracking on public roadways or transportation via float.	1	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
	Faulty lifting equipment – lift attachments chains/slings	6	Lifting equipment to receive annual recertification by a competent person or manufactory and to receive daily visual inspection by machine operators. All lifting equipment must have a safe working load displayed e.g. slings and chains. If machine is to be used to lift loads, it must be fitted with a load chart.	1	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
	Exposure to dust, dust inhalation	9	Use dust suppression methods – watering down. Regular clean up to prevent the build-up of loose materials. Operators to use PPE – suitable Respiratory Protection – if required. Where possible cab door should remain closed to reduce dust.	2	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter

Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
Commence Works <i>Continued</i>	Manual Handling	19	Mechanical aids to be used where possible. Ensure safe manual handling techniques are used. Two man lifts where load is greater than 20kg.	5	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
	Foreign Objects in the eye	13	Operators must wear medium impact eyewear at all times. Wet area down to minimise dust.	3	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
	Exposure to UV Radiation and dehydration	9	Wear suitable clothing and sunscreen. Drink plenty of water	2	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
	Slips, Trips & Falls	13	Loose material to be cleared and ballast to be maintained at all times to prevent slips, trips & falls	3	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
	Noise – hearing damage	13	Operator to wear suitable hearing protection at all times whilst the machine is operational. Where possible cab door should remain closed to reduce noise. Machinery noise output to comply with AS2012.2-1990 (<i>Acoustics – Measurement of airborne noise emitted by earthmoving machinery and agricultural tractors – stationary test conditions</i>)	3	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter

Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
Commence Works <i>continued</i>	Falling – access and egress to machine	15	Extreme care to be taken at all times when ascending and descending from machine, especially when conditions are wet. Operator should maintain three points of contact at all times and should remain facing the machine when using access system. Protective structures such as handrails, steps and guards must comply with AS2294.1-1197 (<i>Earthmoving machinery – Protective structures</i>)	5	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
	Unauthorised machine use	6	Ensure keys are removed from the machine when left unattended	1	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
Use of and Changing of attachments (Buckets, Ripper, Hammer, Auger etc.)	Injury to workers	19	Only a competent licenced operator is to operate excavator and/or attachments and should read the operations manual before using machine. All workers to stay clear of machine while in use. Manufacturer’s safety guards must be fitted to the machine.	9	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
	Attachments not secured properly, falling from machine	20	Ensure all locking devices – quick hitch tongue, pins, safety clips etc. are in good working order and locked into position prior to commencing any works Ensure attachment are serviced and maintained to optimum operating ability Manufacture and repair of attachments to comply with AS4772-2008 (<i>Earthmoving Machinery – Quick hitches for excavator</i>)	10	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
	Personal items or clothing caught in attachment	21	Keep hair and clothing tight/tied back and hands free of all moving parts and pinch points	8	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
	Building materials/miscellaneous caught in attachment	9	Keep area clear of debris and building materials where possible (approximately 5 metres clear). When working near building materials, ensure all workers are clear of materials and no loose items such as hair, clothing or ties can get caught in materials.	2	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter

Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
Use of and Changing of attachments (Buckets, Ripper, Hammer, Auger etc.) <i>continued</i>	Striking of underground materials (e.g. rocks, tree roots, steel/rubbish) causing attachments to jump/move sharply	16	Area to be excavated or drilled should be inspected manually before digging or rock breaking begins. All workers/personnel should stay clear of excavator/attachment while in use	3	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
	Movement of attachment or attachment falling off machine or becoming loose	9	Attachments should be fitted with conventional pins and safety pins should be inspected as part of the daily pre-start conducted prior to commencing works	2	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
	Manual Handling	15	All excavator attachments should be moved using the machine arm or certified lifting lug and chains. Machine attachments should not be moved manually – mechanical aids to be used at all times.	1	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
Move Plant & Equipment away from work zone to park up area or removal from site	Collision with persons or other plant & equipment Collision with overhead or ground based services	23	Ensure path to work area is clear and unobstructed Ensure all parts of plant & equipment are outside of exclusion zone, if moving near overhead electric lines Shutdown plant/equipment, carry out post operational/maintenance checks or prepare for removal from site	10	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter
Monitor & Review	Ineffective control measures implemented	4	Ensure to consult with supervisor, worker, regarding ineffective control measures. Ensure all personnel are trained adequately and have a complete awareness of the interactive risks involved to perform task safely	2	Supervisor Plant & Equipment Operators All Team Members Traffic Controllers/Spotter

Special Note:

1. Identify and report
2. If ACM is damaged i.e. cracked or small broken pieces, competent team member i.e. B Class Asbestos to remove or seal with appropriate material i.e. PVA Glue 5:1 mixed with water or paint; minimum PPE requirements P2 Dust Masks, Gloves
3. Area to be isolated and signage erected stating the hazard
4. Qualified asbestos removalist to be engaged to report and decontaminate

This acceptance to be signed off by Principal Contractor or Relevant person in control of the workplace

Work method statement has been received and accepted.		Date:
Name:		Signature:

Methods for monitoring and reviewing effectiveness of chosen control measures	
Workers	Follow procedure and report hazards
Foreman/Leading Hand	Monitor SWMS controls on site using the Task Observation Form

Monitoring & Review of SWMS Use and Effectiveness							
Observation Log	01	02	03	04	05	06	07
Initial:							
Date:							
Time:							

Work Method Statement : (Part 1) SAFE REMOVAL OF GLASS **SWMS #08**
Implemented Date:

Qualification/Prescribed Occupation Required: Yes No
If Yes What? Operators licence of competency : Dependant on class of plant
Engineering Details/Certificates Required (i.e. tilt up panels design & construction).
 Yes No

Training Required to Complete Work
Specialised Training Required (i.e. confined space work etc) Yes No
If Yes to Specialised Training What: _____

PPE Requirements (tick appropriate when on site), but not limited to:

						
Hard Hat AS/NZS 1801:1997	Steel Cap Boots AS/NZS 2210.3:2009	Hearing Protection AS/NZS 1270:2002	Eye Protection AS/NZS 1337.1:2010	Gloves AS/NZS 2161.2:1998	Respirator/Dust Mask AS/NZS1716:2012	Harness AS/NZS 1891.1:2007

Additional PPE Required:

High Risk Construction Work: Yes No **Type:** _____ *(to be filled out by Leading Hand)*

1	Risk of falls from greater than 2 metres	10	Work on and near chemical, fuel or refrigerant lines
2	Work on a telecommunications tower	11	Work on or near energised installations or services
3	Demolition of a load-bearing structure	12	Work in an area with contaminated or flammable atmosphere
4	Likely to involve disturbing asbestos HOLD POINT See Special Conditions	13	Work with tilt up or pre-cast concrete
5	Temporary load-bearing support structures	14	Work on, in or adjacent to road, rail, shipping or other major traffic corridor
6	Work in confined spaces	15	Work in an area with movement of powered mobile plant
7	Work in or near shaft/trench with an excavated depth greater than 1.5m or a tunnel	16	Work in an area with artificial extremes of temperature
8	Work involving use of explosives	17	Work in or near a drowning risk
9	Work on or near pressurised gas pipes or mains	18	Diving work

Codes of Practice:
 How to Manage Work Health and Safety Risks Code of Practice 2011
 Hazardous Manual Tasks Code of Practice 2011
 Managing the Risk of Falls at Workplace Code of Practice 2011
 Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011
 Managing the Work Environment and Facilities Code of Practice 2011
 Work Health and Safety Consultation Cooperation and Coordination Code of Practice 2011
 Construction Work Code of Practice 2013
 Demolition Code of Practice 2013

Acts & Regulations:
 Work Health & Safety Act 2011
 Work Health & Safety Regulations 2011
 AS2601

Special Conditions:
 Any suspected ACM (Asbestos Containing Material) to be reported to site management team.
 Any known or suspected ACM that has been disturbed i.e. cracked or broken please see attached for procedure to make safe (page 7)

Prepared By: Adrian Sutherland **Date:** _____
Signature: _____

Approved By: Adrian Sutherland **Date:** _____
Signature: _____

Risk Rating Matrix

DEVELOPED RISK RATING FROM THE MOST PROBABLE SCENARIO

			Consequence					
			People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
				<i>INSIGNIFICANT</i>	<i>MINOR</i>	<i>MODERATE</i>	<i>MAJOR</i>	<i>CATASTROPHIC</i>
Probability:				1	2	3	4	5
Likelihood ↑	Is expected to occur in most circumstances	5	ALMOST CERTAIN	M (9)	H (16)	E (22)	E (24)	E (25)
	Will probably occur	4	LIKELY	M (6)	M (13)	H (19)	E (21)	E (23)
	Might occur at some time in the future	3	POSSIBLE	L (4)	M (11)	H (15)	H (18)	E (20)
	Could occur but doubtful	2	UNLIKELY	L (2)	M (7)	M (12)	M (14)	H (17)
	May occur but only in exceptional circumstances	1	RARE	L (1)	L (3)	L (5)	M (8)	M (10)

(***) The above matrix has been developed from Australian Standard 4360-2004 Risk Management (***)

Work Method Statement (Part 2)					
Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
<i>Break the job down into steps. Each step should accomplish some major task and be in a logical sequence.</i>	<i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident.</i>	<i>Risk Potential Class</i>	<i>Specify what action or procedures will be taken to eliminate or minimise the risk of injury or damage. As per the Risk Assessment.</i>	<i>Post Control Score</i>	<i>Specify whom is responsible to implement control measures to minimise risk</i>
Plan the job	<p>Inexperienced personnel. Procedural failure due to poor planning. Contact with live services Damage/injury to public property or persons.</p> <p>Probability-Unlikely Exposure-Initially Consequence- Death/Serious Injury Moderate-High Risk</p>	4	<p>Consult with all parties relevant to the works, i.e., client, local government, services authorities, owners of affected private residences, supervisor/s, machine operators, drivers, traffic controllers and workers on the programme and procedures.</p> <p>Ensure experienced person/s plans the works.</p> <p>Ensure all site personnel are inducted into the work procedures as well as the site specific induction.</p> <p>Ensure the stability of the ground and/or structure is sound and prepared for machine movement.</p> <p>Ensure to check for proximity of underground or overhead services – electricity, water, gas, sewage, communications etc...</p> <p>Ensure all registers relevant to the works are provided to the Supervisor/Safety advisor, i.e. plant, tools and equipment, hazardous substances, training and competencies.</p> <p>Ensure copies of relevant codes, standards and state legislation are available for reference.</p> <p>Ensure Asbestos Register has been supplied</p> <p>Ensure any permits required (i.e. Hot Works, Confined Space etc.) are obtained prior to commencement of work</p> <p>All Equipment to be operated in accordance with operators manual</p> <p>All operators to be passed as competent by authorised person before operating equipment</p> <p>Hierarchy of Control - Administration</p>	2	<p>Operations manager Supervisor/s Safety Advisor All Team Members</p>

Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
Pre-Operational Safety Checks	<p>Defective Equipment Unauthorised Persons</p> <p>Probability - Likely Exposure - Continuous Consequence -Serious Injury Moderate-High Risk</p>	11	<p>Ensure pre-start checks are carried out on all task associated equipment to be used. Ensure a record of regular maintenance checks on this equipment is kept up to date and available (i.e. test & tag register) Ensure equipment is suitable and capable for the work.</p> <p>Hierarchy of Control – Administration & Isolate</p>	2	Supervisor All Team Members
Prepare Safe Work Area	<p>Slips, Trips & Falls Manual Handling</p> <p>Probability – Unlikely Exposure – Continuous Consequence – Serious Injury Low-Moderate Risk</p>	16	<p>Ensure an even and cleared surface is provided Ensure work area is clean and tidy, free from any debris, excess materials and protruding objects Ensure an exclusion/safe zone is established Ensure all Team Members are signed off in Hazardous Manual Handling</p> <p>Hierarchy of Control - Administration</p>	7	Supervisor All Team Member
<p>De-bead window & clean glass; secure glass suckers to clean surface and remove glass</p> <p>If works to be carried out from Mobile Scaffold adhere to Safe Work from a Mobile Scaffold SWMS</p>	<p>Slips, Trips & Falls</p> <p>Manual Handling</p> <p>Cuts & Abrasions</p> <p>Working from Scaffold</p> <p>Eye Injury</p>	15	<p>Ensure an even and cleared surface is provided Ensure work area is clean and tidy, free from any debris, excess materials and protruding objects Ensure an exclusion/safe zone is established Ensure all Team Members are signed off in Hazardous Manual Tasks SWMS Ensure gloves (Gauntlets) are worn at all times whilst working with glass Ensure clear communication when lifting glass panels out Hand down to team members, stack neatly ready to be loaded on to truck and removed off site. Safety Glasses to be worn at all times when working removing glass</p> <p>Hierarchy of Control – Administration, PPE</p>	7	All Team Members
Monitor & Review	Ineffective control measures implemented	4	<p>Ensure to consult with supervisor, worker, regarding ineffective control measures. Ensure all personnel are trained adequately and have a complete awareness of the interactive risks involved to perform task safely</p>	2	Operator Spotter Safety Supervisor All Team Members

This acceptance to be signed off by Principal Contractor or Relevant person in control of the workplace

Work method statement has been received and accepted.		Date:
Name:		Signature:

Methods for monitoring and reviewing effectiveness of chosen control measures	
Workers	Follow procedure and report hazards
Foreman/Leading Hand	Monitor SWMS controls on site using the Task Observation Form

Monitoring & Review of SWMS Use and Effectiveness							
Observation Log	01	02	03	04	05	06	07
Initial:							
Date:							
Time:							

Work Method Statement : (Part 1) SAFE US OF AN ANGLE GRINDER **SWMS #0**
Implemented Date:

Qualification/Prescribed Occupation Required: Yes No
If Yes What? Operators licence of competency : Dependant on class of plant
Engineering Details/Certificates Required (i.e. tilt up panels design & construction).
 Yes No

Training Required to Complete Work
Specialised Training Required (i.e. confined space work etc) Yes No
If Yes to Specialised Training What: _____

PPE Requirements (tick appropriate when on site), but not limited to:

						
Hard Hat AS/NZS 1801:1997	Steel Cap Boots AS/NZS 2210.3:2009	Hearing Protection AS/NZS 1270:2002	Eye Protection AS/NZS 1337.1:2010	Gloves AS/NZS 2161.2:1998	Respirator/Dust Mask AS/NZS1716:2012	Harness AS/NZS 1891.1:2007

Additional PPE Required:

High Risk Construction Work: Yes No **Type:** _____ *(to be filled out by Leading Hand)*

1	Risk of falls from greater than 2 metres	10	Work on and near chemical, fuel or refrigerant lines
2	Work on a telecommunications tower	11	Work on or near energised installations or services
3	Demolition of a load-bearing structure	12	Work in an area with contaminated or flammable atmosphere
4	Likely to involve disturbing asbestos HOLD POINT See Special Conditions	13	Work with tilt up or pre-cast concrete
5	Temporary load-bearing support structures	14	Work on, in or adjacent to road, rail, shipping or other major traffic corridor
6	Work in confined spaces	15	Work in an area with movement of powered mobile plant
7	Work in or near shaft/trench with an excavated depth greater than 1.5m or a tunnel	16	Work in an area with artificial extremes of temperature
8	Work involving use of explosives	17	Work in or near a drowning risk
9	Work on or near pressurised gas pipes or mains	18	Diving work

Legislative Requirements:
 How to Manage Work Health and Safety Risks Code of Practice 2011
 Hazardous Manual Tasks Code of Practice 2011
 Managing the Risk of Falls at Workplace Code of Practice 2011
 Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011
 Managing the Work Environment and Facilities Code of Practice 2011
 Work Health and Safety Consultation Cooperation and Coordination Code of Practice 2011
 Construction Work Code of Practice 2013
 Demolition Code of Practice 2013
 Work Health & Safety Act 2011
 Work Health & Safety Regulations 2011
 AS2601

Special Conditions:
 All Team Members working with an Angle Grinder are to wear double face protection at all times

9" Grinders are prohibited on all job sites

 Any suspected ACM (Asbestos Containing Material) to be reported to site management team.
 Any known or suspected ACM that has been disturbed i.e. cracked or broken please see attached for procedure to make safe (page 5)

Prepared By: Adrian Sutherland **Date:** _____
Signature: _____

Approved By: Adrian Sutherland **Date:** _____
Signature: _____

Risk Rating Matrix

DEVELOPED RISK RATING FROM THE MOST PROBABLE SCENARIO

			Consequence					
			People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
				<i>INSIGNIFICANT</i>	<i>MINOR</i>	<i>MODERATE</i>	<i>MAJOR</i>	<i>CATASTROPHIC</i>
Probability:			1	2	3	4	5	
Likelihood ↑	Is expected to occur in most circumstances	5	ALMOST CERTAIN	M (9)	H (16)	E (22)	E (24)	E (25)
	Will probably occur	4	LIKELY	M (6)	M (13)	H (19)	E (21)	E (23)
	Might occur at some time in the future	3	POSSIBLE	L (4)	M (11)	H (15)	H (18)	E (20)
	Could occur but doubtful	2	UNLIKELY	L (2)	M (7)	M (12)	M (14)	H (17)
	May occur but only in exceptional circumstances	1	RARE	L (1)	L (3)	L (5)	M (8)	M (10)

(***) The above matrix has been developed from Australian Standard 4360-2004 Risk Management (***)

Work Method Statement (Part 2)					
Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
<i>Break the job down into steps. Each step should accomplish some major task and be in a logical sequence.</i>	<i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident.</i>	<i>Risk Potential Class</i>	<i>Specify what action or procedures will be taken to eliminate or minimise the risk of injury or damage. As per the Risk Assessment.</i>	<i>Post Control Score</i>	<i>Specify whom is responsible to implement control measures to minimise risk</i>
Plan the job	<p>Inexperienced personnel. Procedural failure due to poor planning. Contact with live services Damage/injury to public property or persons.</p> <p>Probability-Unlikely Exposure-Initially Consequence- Death/Serious Injury Moderate-High Risk</p>	4	<p>Consult with all parties relevant to the works, i.e., client, local government, services authorities, owners of affected private residences, supervisor/s, machine operators, drivers, traffic controllers and workers on the excavation programme and procedures. Ensure experienced person/s plans the works. Ensure all site personnel are inducted into the demolition procedures as well as the site specific induction. Ensure the stability of the ground and/or structure is sound and prepared for machine movement. Ensure to check for proximity of underground or overhead services – electricity, water, gas, sewage, communications etc... Ensure all registers relevant to the works are provided to the Supervisor/Safety advisor, i.e. plant, tools and equipment, hazardous substances, training and competencies. Ensure copies of relevant codes, standards and state legislation is available for reference</p>	2	<p>Operations manager Supervisor/s Safety Advisor All Team Members</p>
Pre-Operational Safety Checks	<p>Defective Plant & Equipment Machine Failure</p> <p>Untrained/Inexperienced personnel</p> <p>Probability – Likely Exposure – Continuous Consequences – Serious Injury Moderate-High Risk</p> <p>Unauthorised Persons</p>	4	<p>Ensure pre-start checks are carried out on all task associated plant & equipment to be used Ensure a record of regular maintenance checks on this plant & equipment is kept up to date and available Ensure plant & equipment is suitable and capable for the demolition work</p>	2	<p>Safety Supervisor Equipment Operators All Team Members</p>

This acceptance to be signed off by Principal Contractor or Relevant person in control of the workplace

Work method statement has been received and accepted.		Date:
Name:		Signature:

Methods for monitoring and reviewing effectiveness of chosen control measures	
Workers	Follow procedure and report hazards
Foreman/Leading Hand	Monitor SWMS controls on site using the Task Observation Form

Monitoring & Review of SWMS Use and Effectiveness							
Observation Log	01	02	03	04	05	06	07
Initial:							
Date:							
Time:							

Work Method Statement : (Part 1) DEMOLITION AND OPERATION OF EQUIPMENT – BATTERY AND POWER OPERATED EQUIPMENT **SWMS #10**
Implemented Date:

Qualification/Prescribed Occupation Required: Yes No
If Yes What? Operators licence of competency : Dependant on class of plant
Engineering Details/Certificates Required (i.e. tilt up panels design & construction).
 Yes No

Training Required to Complete Work
Specialised Training Required (i.e. confined space work etc) Yes No
If Yes to Specialised Training What: _____

PPE Requirements (tick appropriate when on site), but not limited to:

						
Hard Hat AS/NZS 1801:1997	Steel Cap Boots AS/NZS 2210.3:2009	Hearing Protection AS/NZS 1270:2002	Eye Protection AS/NZS 1337.1:2010	Gloves AS/NZS 2161.2:1998	Respirator/Dust Mask AS/NZS 1716:2012	Harness AS/NZS 1891.1:2007

Additional PPE Required:

High Risk Construction Work: Yes No **Type:** _____ *(to be filled out by Leading Hand)*

1	Risk of falls from greater than 2 metres	10	Work on and near chemical, fuel or refrigerant lines
2	Work on a telecommunications tower	11	Work on or near energised installations or services
3	Demolition of a load-bearing structure	12	Work in an area with contaminated or flammable atmosphere
4	Likely to involve disturbing asbestos HOLD POINT See Special Conditions	13	Work with tilt up or pre-cast concrete
5	Temporary load-bearing support structures	14	Work on, in or adjacent to road, rail, shipping or other major traffic corridor
6	Work in confined spaces	15	Work in an area with movement of powered mobile plant
7	Work in or near shaft/trench with an excavated depth greater than 1.5m or a tunnel	16	Work in an area with artificial extremes of temperature
8	Work involving use of explosives	17	Work in or near a drowning risk
9	Work on or near pressurised gas pipes or mains	18	Diving work

Legislative Documentation:
 Work Health & Safety Act 2011
 Work Health & Safety Regulations 2011
 Managing Risks of Plant in the Workplace Code of Practice 2013
 How to manage Work Health and Safety Risks Code of Practice 2011
 Work Health and Safety Consultation Cooperation and Coordination Code of Practice 2011
 Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011
 Demolition Code of Practice 2013
 AS2601

Special Conditions:
 When using a knife the blade is to be retractable

 Any suspected ACM (Asbestos Containing Material) to be reported to site management team.
 Any known or suspected ACM that has been disturbed i.e. cracked or broken please see attached for procedure to make safe (page 8)

 Ensure all electronically powered power tools are tested and tagged and within date

Prepared By: Adrian Sutherland **Date:** _____
Signature: _____

Approved By: Adrian Sutherland **Date:** _____
Signature: _____

Risk Rating Matrix

DEVELOPED RISK RATING FROM THE MOST PROBABLE SCENARIO

			Consequence					
			People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
				<i>INSIGNIFICANT</i>	<i>MINOR</i>	<i>MODERATE</i>	<i>MAJOR</i>	<i>CATASTROPHIC</i>
Probability:			1	2	3	4	5	
Likelihood ↑	Is expected to occur in most circumstances	5	ALMOST CERTAIN	M (9)	H (16)	E (22)	E (24)	E (25)
	Will probably occur	4	LIKELY	M (6)	M (13)	H (19)	E (21)	E (23)
	Might occur at some time in the future	3	POSSIBLE	L (4)	M (11)	H (15)	H (18)	E (20)
	Could occur but doubtful	2	UNLIKELY	L (2)	M (7)	M (12)	M (14)	H (17)
	May occur but only in exceptional circumstances	1	RARE	L (1)	L (3)	L (5)	M (8)	M (10)

(***) The above matrix has been developed from Australian Standard 4360-2004 Risk Management (***)

Work Method Statement (Part 2)					
Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
<i>Break the job down into steps. Each step should accomplish some major task and be in a logical sequence.</i>	<i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident.</i>	<i>Risk Potential Class</i>	<i>Specify what action or procedures will be taken to eliminate or minimise the risk of injury or damage. As per the Risk Assessment.</i>	<i>Post Control Score</i>	<i>Specify whom is responsible to implement control measures to minimise risk</i>
Plan the job	<p>Inexperienced personnel. Procedural failure due to poor planning. Contact with live services Damage/injury to public property or persons.</p> <p>Probability-Unlikely Exposure-Initially Consequence- Death/Serious Injury Moderate-High Risk</p>	4	<p>Consult with all parties relevant to the works, i.e., client, local government, services authorities, owners of affected private residences, supervisor/s, machine operators, drivers, traffic controllers and workers on the work programme and procedures.</p> <p>Ensure experienced person/s plans the works.</p> <p>Ensure all site personnel are inducted into the work procedures as well as the site specific induction.</p> <p>Ensure to check for proximity of underground or overhead services – electricity, water, gas, sewage, communications etc...</p> <p>Ensure all registers relevant to the works are provided to the Supervisor/Safety advisor, i.e. plant, tools and equipment, hazardous substances, training and competencies.</p> <p>Ensure copies of relevant codes, standards and state legislation are available for reference.</p> <p>Ensure Asbestos Register has been supplied</p> <p>Ensure any permits required (i.e. Hot Works, Confined Space etc.) are obtained prior to commencement of work</p> <p>All Equipment to be operated in accordance with operators manual</p> <p>All operators to be passed as competent by Adrian Sutherland Constructions Pty Ltd authorised person before operating equipment</p> <p>Pre Starts are to be conducted every day prior to commencement of works</p> <p>All Powered Equipment to be tested and tagged and within date.</p> <p>Hierarchy of Control - Administration</p>	2	<p>Operations manager Supervisor/s Safety Advisor All Team Members</p>

Procedure (in steps):	Possible Hazards:	Risk Score	Safety Controls:	Post Control Risk Score	Action by Whom:
Pre-Operational Safety Checks	<p>Defective Equipment Unauthorised Persons</p> <p>Probability - Likely Exposure - Continuous Consequence -Serious Injury Moderate –High Risk</p>	7	<p>Ensure pre-start checks are carried out on all task associated equipment to be used. Ensure a record of regular maintenance checks on this equipment is kept up to date and available (i.e. test & tag register) Ensure equipment is suitable and capable for the work.</p> <p>Hierarchy of Control – Administration & Isolate</p>	2	<p>Supervisor Equipment Operators All Team Members</p>
Move Equipment into position ready to work	<p>Collision with other trades or other equipment</p> <p>Collision with overhead or ground based services</p> <p>Probability-Likely Exposure-Continuous Consequence-Death/Serious Injury High Risk</p>	14	<p>Ensure path to work area is clear and unobstructed.</p> <p>Ensure exclusion zones are in place around work area Maintain suitable access and egress at all times If other trades are working within close proximity ensure that works will not affect other trades. (this may require a new risk assessment to be completed)</p> <p>Hierarchy of Control – Administration</p>	7	<p>Supervisor Equipment Operators All Team Members</p>
Commence works using hand tools (Battery/Power Operated)	<p>Noise Eye Injury Cuts Slips, Trips & Falls Dust</p> <p>Probability-likely Exposure-Continuous Consequence-Casualty Injury Moderate-Minor Risk</p>	15	<p>Correct Hearing Protection (must adhere to AS/NZS 1270:2002) Correct Eye Protection (Must adhere to AS/NZS1337.1:2010) Correct Gloves to be worn (Must adhere to AS/NZS 2161.2:1998) Housekeeping (Team Members to be signed off on Hazardous Manual Tasks SWMS) Dust Protection to be worn when required (Must adhere to AS/NZS 1716:2012)</p> <p>Hierarchy of Control – Administration & PPE</p>	4	<p>Supervisor Equipment Operators All Team Members</p>

This acceptance to be signed off by Principal Contractor or Relevant person in control of the workplace

Work method statement has been received and accepted.		Date:
Name:		Signature:

Methods for monitoring and reviewing effectiveness of chosen control measures	
Workers	Follow procedure and report hazards
Foreman/Leading Hand	Monitor SWMS controls on site using the Task Observation Form

Monitoring & Review of SWMS Use and Effectiveness							
Observation Log	01	02	03	04	05	06	07
Initial:							
Date:							
Time:							



Daily Meetings

DAILY PRE START DISCUSSION

- 1) Have all personnel completed work method training? _____
- 2) What is the condition of the work area? _____
- 3) Have conditions changed? _____
 - a. Overnight Rain _____
 - b. High Wind _____
 - c. Showers Likely _____
 - d. Wet Underfoot _____
- 4) **Interface with other Trades/Activities**
 - a. Is there a risk between ourselves and other trades? _____
 - b. What controls are required? _____
 - c. Can we work safely when controls are in place? _____
 - d. Have we received a services sign off? _____
 - e. Are team members trained in the safe use of equipment? _____
 - f. Should our work method be changed? _____
 - g. Are any permits required (i.e. Hot Works, Confined Space etc) **YES NO**
- 5) Have all personnel got required PPE? _____
- 6) Is access to and from work area adequate? _____
- 7) Is there a requirement for barricades and signs? _____
- 8) Are materials stored safely and readily available? _____
- 9) Have we received an asbestos clearance certificate (if applicable)? **YES NO**

Today's Activities

Plant & Equipment to be used:	Control Measures:
Activities intended today:	Control Measures:



Remember: Be aware of everyone's capabilities, rest if/when needed. Keep medication and fluids up. Keep a mindful eye out for all workers. Work as a team, the buddy system always works well.

Notes/Actions

- Any suspected ACM (Asbestos Containing Material) to be reported to site management team
- Any known or suspected ACM that has been disturbed i.e. cracked or broken please see attached for procedure to make safe
- Be aware of overhead services at all times

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Name: _____ Signature: _____

Supervisor On Site: _____

Supervisor Contact Number: _____

Toolbox Talks

YOUR HEARING: KEEP IT FOR A LIFETIME

Most of us go through life taking our senses for granted. Like touching, tasting, smelling, and seeing; hearing is something we do automatically, without giving it much thought. But when something goes wrong with any of our senses, including our hearing, we expect that medical science has a miracle to offer. Unfortunately, medicine offers only moderate improvement for people with hearing loss. Hearing loss cannot be restored for most people. Lots of people suffer some degree of hearing loss. Farmers, construction workers, people exposed to constant loud noise on the job, whether at home or through their hobbies (even fans of loud music!), have at least one thing in common. They are at risk of permanent hearing loss. This Toolbox Safety Session looks at hearing loss and how it can be prevented.

Exposure to normal noise levels doesn't cause hearing loss. Hearing loss occurs because of overexposure to high noise levels. Noise is measured in units called "decibels"; "the higher the decibel, the louder the noise". To help you see the difference in the decibel scale, look at these examples of various noise levels:

20 - Decibels soft whisper

30 - Leaves rustling, very soft music

60 - Normal speech, background music

85 - Heavy machinery with soundproof cab

90 - Lawnmower, shop tools

95 - Power saw

100 - Heavy machinery without soundproof cab

105 - Chainsaw

115 - Jackhammer, sand blasting

140 - Jet engine, shotgun

In the workplace, hearing protection must be used to reduce noise exposure for anyone who is generally exposed to 85 decibels or more over the course of their workday. Hearing protection may be used at lower levels, particularly for people who are very close to the 85 decibel exposure level. Sounds above 120 decibels can cause hearing damage after only a brief exposure and should be avoided unless hearing protection is worn.

Speaking of hearing protection, you've probably seen lots of different types. Keep in mind that not every type of hearing protection is good for every type of noise. Disposable foam earplugs may be fine for some noise exposure. Earmuff-type protection may be suitable for another.

It is the employer's responsibility to assess noise exposures and provide appropriate hearing protection as needed for everyone in the workplace. It is the worker's responsibility to use the protection consistently and correctly. Hearing protection is no use if it's not worn. Keep in mind that equipment operators aren't the only ones who may need protection. Other people who work nearby may be exposed to too much noise, too. If you work in a noisy area-even if you're not the one making the noise, be aware of the hazard and use protection.



PROTECTING YOUR EYES

There really isn't much to be said about protecting your eyes other than you would be foolish not to do so at all times while on the job.

Eye protection devices have been used in the construction industries since 1910. While the original eye protection devices were somewhat limited, today there are eye protection devices for every type of exposure. While the wearing of eye protection at all times is strongly encouraged, many projects demand that workers wear eye protection. Just a few of these are:

- Chipping, sledging and hammering on metal, stone or concrete
- Use of manual, pneumatic and power impact tools
- Caulking, brushing and grinding
- Drilling, scaling and scraping
- Demolition
- Handling acids, caustics and creosoted materials
- Gas welding, cutting and brazing
- Drilling overhead
- In environments of excessive dust
- Electric arc welding and cutting, and other operations that expose the eyes to flying particles, dust, hot liquids, molten substances, gases, fumes and liquids.

Some people just don't like to wear safety glasses and goggles. One of the complaints is that goggles tend to fog up. Fogging happens when sweat vaporizes and coats the inside of the lens. If you have this problem with goggles and glasses, wear a handkerchief or sweatband around your forehead to keep perspiration out. Another complaint is that eye protection devices are uncomfortable, but usually this is because the eye protection device does not fit properly. Make sure that you have the device properly adjusted for the correct fit or simply get another that fits better.

You can see a lot better out of a properly fitted eye protection device than you can out of a glass eye.

Like all safety devices, eye protection is there for you and your eyes. Be smart and use eye protection at all times when on the job.

What have you got to lose? ...Your sight?



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