



PCBU / EMPLOYER / COMPANY DETAILS		SWMS No:
Name:		Revision No:
Address:		Revision Date:
ABN:		Phone:
Approved by:		Date:
Works Manager:		Mobile:

PROJECT DETAILS	CLIENT / PRINCIPAL CONTRACTOR DETAILS	
Name:	Name:	Date provided to PC:
Address:	Contact:	Phone:

WORK ACTIVITY

Work involving the Sample Only, movements and postures encountered when carrying out Sample Only.

SCOPE OF WORK COVERED BY THIS SAFE WORK METHOD STATEMENT

The Sample Only Safe Work Procedure (SWMS) outlines the main hazards and risks associated with the use of Sample Only. The SWMS provided details of the health and safety precautions to be followed to identify, analyse and assess Sample Only, and the control measures to be implemented to eliminate or minimise the risk of injury caused by Sample Only.

GENERAL INSTRUCTIONS FOR SAFE WORK METHOD STATEMENTS

A safe work method statement (SWMS) must be prepared for any and all high risk construction work to be undertaken prior to the work commencing. All high risk construction work must be carried out in accordance with this SWMS.

This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

SITE SPECIFIC CONSIDERATIONS

NOTE: This is a generic SWMS. A generic SWMS may be prepared and used for high risk construction work activities that are carried out on a regular basis; however, the generic SWMS must be reviewed by the person carrying out the work to take into account the hazards and risks for the specific workplace and amend the SWMS as necessary for the site where the work is to be carried out, and complete details such as names and qualifications of workers who will carry out the work. All amendments to the SWMS must conform to regulatory requirements and be recorded on the SWMS. Workers and their health and safety representatives (if any) should be consulted before the generic SWMS is first made available to them and all workers instructed in the SWMS by site-specific inductions or toolbox talks. Details of consultation with workers and instruction in the SWMS must be recorded on the SWMS for that project or site. All workers are required to sign-off on the SWMS before the work is commenced.

WHAT MEASURES ARE IN PLACE TO ENSURE COMPLIANCE WITH THIS SWMS?			
Supervision		Inspections	Site audit

PERSON RESPONSIBLE FOR MONITORING COMPLIANCE WITH THIS SWMS			
Name		Date Received	

HOW WILL SWMS CONTROL MEASURES BE REVIEWED?			
Compliance with regulations & CoPs?		Fit for purpose & adequate for task?	

PERSON RESPONSIBLE FOR REVIEW OF SWMS CONTROL MEASURES			
Name		Date Received	

HOW WILL CHANGES TO THIS SWMS BE MADE?			
JSA (on site – approval required)		Revision (revised SWMS re-issued)	

HOW WILL CHANGES TO THIS SWMS BE COMMUNICATED TO WORKERS?			
SWMS induction		Pre-start meeting	Toolbox talk

HIGH RISK CONSTRUCTION WORK ACTIVITIES (CHECK ANY THAT ARE APPLICABLE TO WORK COVERED BY THIS SWMS)					
<input type="checkbox"/>	A risk of a person falling more than 2 metres (or 3 m in SA or housing const. in Qld)	<input type="checkbox"/>	Demolition of a load-bearing structure	<input type="checkbox"/>	Work on a telecommunications tower
<input type="checkbox"/>	Work in or near a shaft or trench with an excavated depth over 1.5m; or in a tunnel	<input type="checkbox"/>	Temporary load-bearing support structures	<input type="checkbox"/>	Work on or near pressurised gas distribution mains or piping
<input type="checkbox"/>	Work in an area at a workplace in which there is any movement of powered mobile plant	<input type="checkbox"/>	Work involving the use of explosives	<input type="checkbox"/>	Work on or near chemical, fuel or refrigerant lines
<input type="checkbox"/>	The disturbance of or likely disturbance of asbestos	<input type="checkbox"/>	Tilt-up or precast concrete	<input type="checkbox"/>	Work in an area in which there are artificial extremes of temperature
<input type="checkbox"/>	Work on or near energised electrical installations or services	<input type="checkbox"/>	Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor used by traffic other than pedestrians	<input type="checkbox"/>	Work on, under or near water or other liquid that involves a risk of drowning
<input type="checkbox"/>	Work carried out in or near a confined space	<input type="checkbox"/>	Work in an area that may have a contaminated or flammable atmosphere	<input type="checkbox"/>	Diving work

RISK CONTROL	Actions to be taken to control risks
Hierarchy of risk controls (in order of preference)	<i>How will risk controls be implemented?</i>
1 Elimination (most effective)	Eliminate the hazard and the associated risk
2 Substitution	Substitute the hazard with something safer
3 Isolation	Isolate the hazard from people (e.g., barrier, wall)
4 Engineering means	Physical controls including guards, mechanical devices
5 Administrative controls	Work methods or procedures to minimise exposure
6 PPE (least effective)	Provide protective clothing and equipment to workers

What measures are in place to ensure compliance with this SWMS?	Check
<i>Check all measures used to ensure compliance with this SWMS</i>	
Responsible person appointed to monitor compliance with SWMS by workers	<input type="checkbox"/>
Site-specific inductions; pre-start meetings and toolbox talks with workers	<input type="checkbox"/>
SWMS provided to and discussed with workers and signed off	<input type="checkbox"/>
Ongoing workplace supervision by competent personnel	<input type="checkbox"/>
Monitoring of work methods and review of SWMS where necessary	<input type="checkbox"/>
SWMS control measures revised if work methods or risks change	<input type="checkbox"/>

REQUIRED PLANT / TOOLS / EQUIPMENT	SAFETY INSPECTIONS & MAINTENANCE

CHEMICALS TO BE USED ON SITE			
Name of chemical	Hazard class (GHS)	Category	SDS date

PERMITS, ISOLATIONS AND AUTHORISATIONS REQUIRED

HIGH RISK WORK LICENSES AND COMPETENCIES REQUIRED					
Plant or occupation	Class	Type/description	Worker's name	Number	Expiry

SAFETY EQUIPMENT REQUIRED

Barricading, traffic control devices	Signage	Fall prevention (safety harness, lanyard)	Traffic control	Other (specify below):

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT (PPE)

Required PPE is highlighted in red with green check. Optional PPE is highlighted in blue. Ensure all workers have required PPE before any work requiring the PPE has commenced.

 HEAD PROTECTION	 EYE PROTECTION	 FACE SHIELD	 WELDING HELMET	 HEARING PROTECTION	 RESPIRATORY DUST MASK	 RESPIRATORY RESPIRATOR	 RESPIRATORY SUPPLIED AIR	 PROTECTIVE CLOTHING	 HIGH-VISIBILITY CLOTHING	 APRON	 HAND PROTECTION	 SAFETY FOOTWEAR	 HAIR NET	 FALL PROTECTION SAFETY HARNESS	 PERSONAL HYGIENE WASH HANDS
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WORKER INSTRUCTION & SIGN OFF

All workers must sign below before commencing work covered by this SWMS: I have been consulted, instructed in and fully understand the content of this SWMS

Worker's name	Signature	Date	Worker's name	Signature	Date

REVIEWS

Review No.	01	02	03	04	05	06
Name						
Signature						
Date						

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Sample only	Untrained workers	<p>All persons working on a construction site must hold a General Construction Induction (GCI) card.</p> <p>Sample Only</p> <p>All workers must be competent in the tasks carried out.</p>
Identifying hazardous manual tasks	Sample only	<p>Sample Only that arise from manual tasks generally involve interaction between a worker and</p> <ul style="list-style-type: none"> • Sample Only • the tools, equipment and objects handled, and • the physical work environment.
	Consultation with workers	<p>Consult with workers to Sample Only tasks that</p> <ul style="list-style-type: none"> • are difficult to carry out (or appear harder than they should be) • Sample Only • are awkward or dangerous (e.g., result in difficulty in controlling tasks), or • cause discomfort when carried out.
	Sample Only	<p>Inspect workplace injury records to identify injuries caused by or associated with manual tasks carried out.</p> <p>Additional information on potential problem areas can be obtained from regulators, industry associations, etc.</p>
Sample Only	Identify trends	<p>Peruse injury information to identify common causes or trends (e.g., tasks, occupations, locations, etc.) Trends may also Sample Only of the work area of the work methods used.</p>
	Observe manual tasks	<p>Manual tasks should be observed to identify any of the following characteristics of hazardous manual tasks:</p> <ul style="list-style-type: none"> • repetitive or sustained force • high or sudden force • Sample Only • sustained and/or awkward posture • exposure to vibration.

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Assessing risk from hazardous manual tasks	Repetitive or sustained force or posture	<p>Repetitive movement or force refers to a movement or force that is performed more than twice a minute.</p> <p>Sustained means a posture or force that is held for more than 30 seconds at a time.</p>
	Sample Only	<p>Risks in tasks involving high force are related to:</p> <ul style="list-style-type: none"> • the intensity of the force applied • the speed of the movement • Sample Only
	Duration of the task	Sample Only
	Exposure to vibration	Prolonged exposure to whole-body or hand-arm vibration increases the risk of injury. The degree of risk increases as the duration of exposure increases and when the speed and intensity (amplitude) of the vibration is high.
Sample Only	Hierarchy of controls	<p>The hierarchy of risk controls must be applied when selecting measures to control risks associated with hazardous manual handling.</p> <p>The reliance on training of workers to lift safely should not be applied in isolation, but used in combination with other more effective higher ranked control measures.</p>
Analyse hazardous manual tasks	Sample Only	Sample Only
Control measures – level 1	Eliminate risk	Sample Only
		<p>Eliminate or reduce twisting, reaching, pushing, pulling, holding or carrying movements when handling, carrying or storing items and materials by storing heavier and frequently used items in readily accessible locations at waist level where possible.</p> <p>Sample Only.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Control measures – level 2	Sample Only	<p>Replace heavy items with items that are lighter, smaller and/or easier to handle.</p> <p>Replace hand tools with power tools to reduce the level of force required to carry out the task.</p> <p>Reduce tools that are hard to use or difficult to handle with tools fitted with ergonomically-designed handles, etc.</p>
	Sample Only	Isolate vibrating machinery from the user (e.g., provide fully independent seating on mobile plant); replace worn or out of balance power tools, discs or cutters, etc. to eliminate or minimise vibration when used.
	Engineering controls	<p>Provide and use Sample Only lifting aids to move and handle loads (e.g., conveyors, cranes, hoists, forklifts, pallet jacks, trolleys, etc.). Use load balancers and supports to move loads and tools.</p> <p>Ensure that items for moving loads (trolleys, pallet jacks, pedestrian forklifts, etc.) are maintained in a safe operating condition, and are not loaded in excess of their rated capacity.</p>
Sample Only	Administrative controls	<p>Rotate workers between different tasks where practicable.</p> <p>Sample Only</p> <p>Provide opportunities for workers performing seated or standing tasks to vary their postures and movements.</p>
	Sample Only	<p>Training needs will depend on the task(s) to be carried out and the risks involved. Workers must understand –</p> <ul style="list-style-type: none"> • what sort of manual handling is hazardous • Sample Only • how to select and use appropriate risk controls such as mechanical aids and safe systems of work. <p>The training should include information pertinent to the types of loads to be moved, correct lifting postures and techniques, and team lifting procedures where team lifting is carried out on a regular basis.</p> <p>Training or instruction in manual handling techniques must not be used as the sole or primary means of controlling risk.</p>
	Personal protective Sample Only	<p>Sample Only</p> <p>Footwear worn on hard surfaces should have shock-absorbent soles.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Review of control measures	Sample Only	<p>Implemented risk control Sample Only for hazardous manual tasks must be reviewed and, of necessary, revised:</p> <ul style="list-style-type: none">• Sample Only• before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control• if a new hazard or risk is identified• Sample Only

SAMPLE ONLY

