

Scope of Work Activity Covered by this Work Method Statement

Site:

This Work Method Statement outlines the main hazards and risks associated with

General Works

Instructions for Safe Work Method Statements

A Safe Work Method Statement (SWMS) is a document that sets out the work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. All work must be carried out in accordance with this SWMS. This SWMS must be kept and be available for inspection.

Applicable High Risk Construction Work Activities (highlighted). A SWMS is required for all high risk work activities.

A risk of a person falling more than 2 M	Demolition of a load-bearing structure.	Work on a tele-communications tower
Work in or near a shaft or thrench with an excavated depth over 1.5m or in a tunnel	Temporary load-bearing support structures for structural installations or repairs	Work on or near a pressurised gas distribution mains or piping
Work on or near chemical, fuel or refrigerant lines	Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	Work on or near energised electrical installations or services
Likely to involve disturbing asbestos	Work in or near a confined space	Work in an area with movement of powered mobile plant
Work in areas with artificial extremes of temperature	Work in or near water or other liquid that involves a risk of drowning	Work in an area that may have a contaminated or flammable atmosphere
Use of explosives	Tilt-up or precast concrete elements	Diving work

Personal Protective Clothing & Equipment (PPE) Required

Safety Boots		Protective Gloves	
Safety Glasses		High Visibility Clothing / Vests	
Hearing Protection		Hard Hat	

Required Qualifications/Verifications

Qualification	Requirement	Qualification	Requirement
WHSQE Induction	All Personnel	High Risk Licence - Working at Heights	Where Required
Construction Industry White Card	All Personnel	High Risk Licence - Demolition	Where Required
Site Induction	All Personnel	High Risk Licence - Scaffolding	Where Required
		High Risk Licence - Traffic Control	Where Required

Required Qualifications/Verifications

Plant and equipment used on site includes, but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required	Plant and/or Equipment	Inspection and maintenance checks required
Mobile Equipment	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications	Electrical Equipment	Tag & Test. Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications
Ladders	Safety check prior to use	Extension Leads	Tag & Test Safety check prior to use
Lifting Equipment	Safety check prior to use	Hand Tools	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications

Inspections of plant to be carried out before commencement of work, as per listed hazard controls for pre-start checks.

SWMS Develop By: Mark Veenendaal

SWMS Approved By: Wayne Dries

SWMS Consulted With: Site Foreman

**Person Responsible for ensuring
compliance with this SWMS** Site Foreman

Formal communication of Site Safety Rules will occur primarily in three ways:

1. As part of the implementation of this Work Method Statement, all parties in the workgroup to be present for a brief meeting.
2. As new person(s) (employees, subcontractors, etc.) enter the site for the first time they will be briefed on the Site Safety Rules that they must comply with and sign induction form stating that they are aware of the site specific hazards.
3. At regular 'toolbox' meetings – employees will be reminded of the safety site rules, new and existing potential hazards and also constantly reminded of the importance of striving for a hazard free work place.

RISK RATING MATRIX

Consequence →	Low (C1) No Injury most probable outcome; Losses in <\$500; Environmental impact small localised and contained;	Minor (C2) FAI most probable outcome; Losses in excess >\$500 <\$15,000; Environmental impact, contained impact requiring minor remedial action.	Moderate (C3) MTI or LTI most probable outcome; Losses in excess >\$15,000 <\$50,000; Environmental impact, medium term contained impact requiring considerable remedial action.	Major (C4) LTI most probable outcome; Losses in excess >\$50,000 <\$100,000; Environmental contamination off-site, considerable remediation required	Critical (C5) A fatality(s) most probable outcome; Losses in excess >\$100,000; Irreversible/irreparable environmental contamination.
Likelihood ↓					
Rare (L1) A similar incident is unlikely to occur again	L2	L3	L4	M5	M6
Unlikely (L2) A similar incident could occur in the next 5 years	L3	L4	M5	M6	H7
Possible (L3) A similar incident could occur in the next 1 year	L4	M5	M6	H7	H8
Likely (L4) A similar incident could occur in the next 6 months	M5	M6	H7	H8	E9
Almost certain (L5) A similar incident could occur in the next 1 month	M6	H7	H8	E9	E10
Risk Score	Risk Rating	Required Action		Hierarchy of Controls	
2-4	Low risk	Manage and Monitor by routine internal procedures.		1. Elimination	Complete elimination of risk
5-6	Moderate risk	Specific monitoring or procedures to be implemented. Management responsibility to be specified and strategies implemented as part of day-to-day activities.		2. Substitution	Replacement of material, process, substance, etc.
7-8	High risk	Immediate action to be implemented by Operations Manager and HSEQ Manager. GM to be notified		3. Engineering	Designing risks out or isolation of risks
9-10	Extreme risk	Immediate action to be implemented; this level of risk needs detailed research and planning by Operations Manager and HSE Q manager. GM must be notified.		4. Administrative	Adjusting the time or conditions of risk exposure, including training options
				5. Personal protective equipment	Provision of PPE where other options are not practicable

Relevant Legislation, Standards & Codes of Practice relating to the work:

NSW Work Health & Safety Act November 2011

NSW Work Health & Safety Regulations November 2025

NSW Code of Practice - Construction Work	August, 2019
NSW Code of Practice - Demolition	August, 2019
NSW Code of Practice - Excavation Work	January, 2020
NSW Code of Practice - First Aid in the Workplace	January, 2020
NSW Code of Practice - Hazardous Manual Tasks	August, 2019
NSW Code of Practice - How to Manage and Control Asbestos in the Workplace	December, 2022
NSW Code of Practice - How to Safely Remove Asbestos	December, 2022
NSW Code of Practice - Formwork	March, 2021
NSW Code of Practice - Managing the Risk of Falls in Housing Construction	August, 2019
NSW Code of Practice - Managing Risks of Respirable Crystalline Silica in the Workplace	February, 2026
NSW Code of Practice - Moving Plant on Construction Sites	December, 2025
NSW Code of Practice - Work Near Overhead and Underground Electric Lines	May, 2026
NSW Code of Practice - Work on Roofs – Commercial and Industrial Buildings	May, 2026
NSW Code of Practice - Working Safely when Cutting, Drilling and Grinding Concrete and Masonry	May, 2026
NSW Code of Practice - How to Manage Work Health and Safety Risks	August, 2019
NSW Code of Practice - Managing Electrical Risks in the Workplace	August, 2019
NSW Code of Practice - Managing Noise & Preventing Hearing Loss at Work	December, 2022
NSW Code of Practice - Managing the Risk of Falls at Workplaces	August, 2019
NSW Code of Practice - Managing the Risks of Hazardous Chemicals in the Workplace	December, 2022
NSW Code of Practice - Managing the Risks of Plant in the Workplace	December, 2022
NSW Code of Practice - Managing the Work Environment and Facilities	August, 2019
NSW Code of Practice - Work Health and Safety Consultation, Cooperation and Coordination	December, 2022

Traffic Control at Work Sites Technical Manual Version 6.1

February 2022

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Site Establishment	All workers unaware of site issues. Slips trips and falls Manual Handling Noise Fatigue	3	4	H7	1 - Work activity will be booked for the day with site management. 2 - All workers to sign in if required be management. Site office or muster point to be established with all required information including induction and sign in to be available to all staff attending site. 3 - Toolbox talks 4 - Ensure site rules are adhered to at all times. 5 - Ensure site traffic management is adhered to 6 - Correct PPE to be worn - Site Safety Rules 7 - Site Working Hours	Site Supervision All Workers	1	4	M5
Site Establishment	Excavation & Buried Services	3	4	H7	1 - Ensure HAZMAT register has been reviewed and all workers are aware if any ACM or HAZMAT material are present. 2 - If applicable HAZMAT Management plan to be incorporated or devised. 3 - If HAZMAT has been identified during the works, material is to be tested to be identified if it is positive and then a Management plan is to be incorporated in the removal/remediation or management of the identified material.	Site Supervision All Workers	1	4	M5
Site Establishment	Hot Work - Fire, Explosion	3	5	H8	Hot work permit system including observer	Site Supervision All Workers	1	5	M6
Site Establishment	HAZMAT (contamination from ACM, Lead).	3	4	H7	1 - Ensure HAZMAT register has been reviewed and all workers are aware if any ACM or HAZMAT material are present. 2 - If applicable HAZMAT Management plan to be incorporated or devised. 3 - If HAZMAT has been identified during the works, material is to be tested to be identified if it is positive and then a Management plan is to be incorporated in the removal/remediation or management of the identified material 4 - Lead dust over 1% concentration requires a lead work permit.	Site Supervision All Workers	1	4	M5

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Access & Egress - Traffic Management	Injury due to Vehicle Collision - Collision with pedestrians and site vehicles	3	4	H7	1 - Traffic Management Plan 2 - Area to be barricaded/fenced from unauthorised access.	Site Supervision All Workers	1	4	M5
Emergency	Fire, - Flood, Explosion (gas, equipment, hazardous goods, bomb), Spills (oils, chemicals etc), Building Collapse, Civil Unrest, Natural disaster	3	5	H8	1 - Work Health & Safety Management Plan 2 - Site Evacuation Plan 3 - Traffic Management Plan 4 - Site Induction	Site Supervision All Workers	1	5	M6
Unloading Equipment	Fall from vehicle Manual Handling injury Sprains Strains and Falls	3	3	M6	1 - Manual handling The use of PPE equipment such as gloves are needed. Team lifting where required and manual handling aids when possible. 2 - Use of correct lifting technique when carrying out work. 3 - Ensure stretching and warm up prior to work being carried out. 4 - Reference SafeWork NSW COP Hazardous Manual Handling	Site Supervision All Workers	1	3	L4

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Overhead Wires	Electrocution	3	5	H8	1 - Overhead Wires Identified Using "Tiger Tails" 2 - Safe Distance Assessment - Mandatory Minimum Approach Distances As Per SafeWork NSW COP Working Near Overhead Power Lines 3 - Use of Observer 4 - Safe Effective Hazardous Working at Heights Procedures 5 - Training & Qualification, Site Induction & Toolbox Talks	Site Supervision All Workers	1	5	M6
Setting Up Equipment.	Back and shoulder injuries Cuts, abrasions and splinters Back strains when lifting material.	3	4	H7	1 - Set up equipment on level ground. Avoid rough & difficult terrain 2 - Use appropriate P.P.E equipment when required. 3 - Training in the setup of associated equipment. 4 - Use correct lifting technique - Refer SWMS Manual Handling	Site Supervision All Workers	1	4	M5
Introduction to work site of EWP	Fall from Heights. Hit by moving plant and equipment. Pinch point injury	3	4	H7	1 - Ensure EWP has been introduced to site and stakeholders are aware. Only if required for project 2 - Ensure only trained employees use EWP. 3 - Ensure all servicing is current. 4 - Ensure correct procedure and use is adhered to. 5 - Ensure EWP is on level and stable ground. 6 - If required, ensure correct fall protection is utilised. 7 - No Skylarking. 8 - Reference - SWMS Elevated Work Platform	Site Supervision All Workers	1	4	M5

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Isolate Electrical Services If Required	Electrical Shock Eye Injuries Hearing injuries Falls Injuries to people below from falling objects Burns Skin irritations Excessive noise	4	4	H8	1 - Ensure all service is disconnected from electrical mains. On site labour to treat all power circuits as live. 2 - Ensure other power source from outside the site is identified and disconnected. Ensure workers use Volt Sticks are used to check for live circuits. 3 - Ensure other power source from outside the site is identified and disconnected. Ensure Earth Leakage Switch is installed on mains supply or generator 4 - Ensure irregular ('bodgie') connections are identified and disconnected. Ensure temporary connections are identified, tagged and isolated 5 - Warm up briefly beforehand. Keep back straight, eyes fixed straight ahead; lift with legs & not the back. 6 - Get help if load is too heavy or awkward. Don't twist. 7 - Wear safety boots and gloves if necessary 8 - Visually check before use to make sure all safety features and guards are in place & there is no damage. Don't operate in wet conditions 9 - Ensure earth leakage protections is in place and is at the supply end of the extension lead 10 - If device trips, don't reset and start again until cause is found 11 - Switch tool off if any faults or abnormal actions become apparent 12 - Ensure tool action is stopped before setting down 13 - Wear appropriate PPE – safety glasses, ear protection Secure any loose hair and clothing 14 - Inspect ladder prior to use – make sure is in sound condition, clean and undamaged 15 - Use two person to carry if required 16 - Secure ladder to structure before climbing onto steps 17 - Have another person near the ladder supervising the area to support the ladder 18 - Wear appropriate footwear when climbing ladders 19 - Have three limbs on the ladder at all times 20 - Wear a tool pouch to carry tools 21 - Watch what is being done. Don't be distracted by others and activities within the work arealf device trips, don't reset and start again until cause is found.	Site Supervision All Workers	1	4	M5

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Isolate Electrical Services If Required	Electrical Shock Eye Injuries Hearing injuries Falls Injuries to people below from falling objects Burns Skin irritations Excessive noise	4	4	H8	1 - Wear appropriate PPE – eye protection if sawing and sanding; steel capped boots 2 - Circuit dead locked off tagged and tested and proved dead, this work to be done by sire electrician. 3 - Drill 50mm holes in top of switch board and bush holes with cable bushing. 4 - Bring cable into switchboard. 5 - Terminate cables as per clients drawings 6 - Check cables for damage and conduct circuit testing with a meter 7 - Wear full length clothing, glasses and hearing protection When working at heights above 2 metres, ensure appropriate fall protection is in place Carry out risk assessment prior to starting work: Locate power lines & stay at least 2 metres clear, Identify any other obstructions, Ensure ladders are placed on a level surface Barricade area to remove any dangers to other people in the area – this will isolate hazards and control the risks Inform client and site electrician. Barricade immediate area with warning signs. Have electrical rescue kit with a trained person on standby in electrical rescue and CPR	Site Supervision All Workers	1	4	M5
Errecting Scaffold If Required	Scaffold Collapse Fall from heights Falling objects Overloading	4	5	E9	1 - Scaffold to be loaded as per scaffold duty classification 2 - Bricks & materials to be stacked over scaffold transoms to allow a minimum of 450mm passage way along working platform 3 - Do not stack bricks higher than platform handrail. 4 - Do not alter scaffold. 5 - Remove waste regularly 6 - Check scaff-tag & working platforms before use. Do not use if unsafe. 7 - Ensure all fall hazards are protected by handrail and brick guards. 8 - References - Approved SWMS Scaffolding, COP Managing the Risks of Falls, AS1576.1:2010	Site Supervision All Workers	1	5	M6

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Isolate Plumbing Services If Required	Manual handling/body stressing Slips/trips Back strain Muscle strain Impact injuries	3	3	M6	1 - Ensure hydraulic services are isolated at main source. 2 - Test various output prior to demolishing.	Site Supervision All Workers	1	3	L4
Hazardous Substances	Injury from exposure to hazardous substances such as concrete, concrete additives, sealing compounds. Injury due from contact with Flux Welding rods, Oxy acetylene, glues, adhesives	3	5	H8	1 - Manage chemicals/sunstances in accordance with Chemicals Management Program - Refer Hazardous Chemicals 2 - PPE in accordance with SDS 3 - Reference COP Managing the Risks of Hazardous Chemicals in the Workplace.	Site Supervision All Workers	1	5	M6

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Working at Heights	Slips, trips and falls, cuts and abrasions, sprains and back injuries, impact injuries	4	4	H8	1 - Height Work must be in accordance with Safe Work requirements. Specific requirements include: 2 - Fall prevention in accordance with the SafeWork NSW Code of Practice - Managing the Risk of Falls at Workplaces 3 - Fall protection systems in accordance with AS1891:2007 4 - Isolate work areas below 5 - Mandatory Safety Helmets 6 - Refer Ladders up to 2M	Site Supervision All Workers	2	4	M6
Site Safety; Securing redundant area. Barricades/ fencing and/or signage	Slips, trips and falls, cuts and abrasions, sprains and back injuries, impact injuries	3	3	M6	1 - Ensure Work areas are covered securely at the completion of works each day; 2 - Ensure adequate signage is securely installed at multiple points at the completion of works each day; 3 - Ensure that all barricades and fencing around the work site are well established and secure at the completion of works each day; 4 - Ensure all duty of care has been taken to establish a safe environment around the secured work area. 5 - Reference AS4687:2007 Temporary Fencing	Site Supervision	1	3	L4

General Demolition

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Site Environment	All workers unaware of site issues. Slips trips and falls Manual Handling Noise Fatigue	3	4	H7	1 - Site office or muster point to be established with all required information including induction and sign in to be available to all staff attending site. 2 - Toolbox Talks 3 - Ensure site rules are adhered to at all times. 4 - Ensure site traffic management plan is adhered to. 5 - Correct PPE to be worn - Site Safety Rules 6 - Site Working Hours.	All Workers Site Supervision	1	4	M5
Access & Egress Traffic Management	Injury due to Vehicle Collision Collision with pedestrians and site vehicles	3	4	H7	1 - Traffic Management Plan 2 - Area to be barricaded/fenced from unauthorised access. 3 - Establish protection of tree protection environmental management as per scope of works this will include isolating area to protect it from the intended works.	Project Management	1	4	M5
Demolition	General Activities	4	3	H7	1 - Subcontractor to Implement controls as per approved SWMS. 2 - Demolition in accordance with the requirements of relevant legislation, COP – Demolition Work, COP – Managing Risks of Plant in the Workplace, Standards (AS 2601) 3 - Effective Training & Qualification Management 4 - Site Induction & Toolbox Talks.	All Workers Site Supervision	1	3	L4

General Demolition

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Overhead Wires	Electrocution	3	5	H8	1 - Overhead Wires Identified Using "Tiger Tails" 2 - Safe Distance Assessment - Mandatory Minimum Approach Distances As Per SafeWork NSW COP Working Near Overhead Power Lines 3 - Use of Spotter 4 - Safe Effective Hazardous Working at Heights Procedures 5 - Training & Qualification, Site Induction & Toolbox Talks.	Operator Site Supervision	1	5	M6
Heritage	Damage to Heritage Structures	3	4	H7	1 - Assessment of Structural Integrity of Building 2 - Exclusion Zones & Barricading 3 - Approved Sub-Contractor SWMS Demolition & Temporary Support of Load Bearing Structures	Project Management	1	4	M5
Working at Heights	Slips, trips and falls, cuts and abrasions, sprains and back injuries, impact injuries	4	4	H8	1 - Height Work must be in accordance with Safe Work requirements. Specific requirements include: a) Fall prevention in accordance with the SafeWork NSW Code of Practice - Managing the Risk of Falls at Workplaces b) Fall protection systems in accordance with AS1891:2007 2 - Isolate work areas below 3 - Mandatory Safety Helmets.	Project Management	2	4	M6
Demolition	Manual Handling	4	3	H7	1 - Warm up briefly beforehand 2 - Keep back straight, eyes fixed straight ahead; lift with legs & not the back 3 - Get help if load is too heavy or awkward. 4 - Don't twist 5 - Reference - COP Hazardous Manual Tasks	All Workers Site Supervision	1	3	L4

General Demolition

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Demolition	Hot Work - Fire, Explosion	3	5	H8	1 - Hot work permit system including observer	All Workers Site Supervision	1	5	M6
Demolition	Impact injuries Debris and tools materials	4	4	H8	1 - Supervision only if structurally not stable. 2 - Use the correct tool for the task and train workers. 3 - Correct use of PPE. 4 - Only competent operators to use machinery. 5 - Isolation zone to be set up. 6 - Visually check before use to make sure all safety features and guards are in place & there is no damage.	All Workers Site Supervision	1	4	M5
Demolition	Risk to persons not involved with the project i.e. public	4	3	H7	1 - Ensure site is isolated and only authorised personal to gain entry. 2 - All visitors to be escorted.	All Workers Site Supervision	1	3	L4
Demolition	Minor injury from hand tools	3	3	M6	1 - Ensure correct use of tools to be adhered to as per training. 2 - Wear appropriate PPE.	All Workers Site Supervision	1	3	L4
Demolition	Eye injury	3	3	M6	1 - PPE Eye protection	All Workers Site Supervision	1	3	L4

General Demolition

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Demolition	Injury to Staff from debris	3	3	M6	1 - Appropriate PPE to the conditions. 2 - Safety Helmets Mandatory	All Workers Site Supervision	1	3	L4
Demolition	Slips trips and falls	3	3	M6	1 - General site knowledge and housekeeping. 2 - Toolbox Talks	All Workers Site Supervision	1	3	L4
Demolition	Irritation of skin, lungs, breathing	4	3	H7	1 - PPE and ensure no carcinogenic materials are being disturbed, review HAZMAT register.	All Workers Site Supervision	1	3	L4
Demolition	HAZARDOUS materials including ACM, Lead.	3	5	H8	1 - Ensure HAZMAT REPORT has been reviewed test any suspicious material before commencement of work. 2 - Lead dust over 1% concentration requires a lead work permit.	Project Manager	1	5	M6

Removal of ACM

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Site Preparation	Inadequate Assessment of the Risks Associated with the Specific Asbestos Removal	4	4	H8	1 - Conduct a thorough risk assessment before starting any asbestos removal project. 2 - Identify potential hazards, assess the level of risk, and develop a comprehensive plan to mitigate those risks.	Site Supervision	1	4	M5
Site Preparation	Unauthorised Personnel Approaching the Site	3	3	M6	1 - Establish a containment area around the work site using barriers and negative pressure enclosures to prevent the spread of asbestos fibers. 2 - Clearly mark the work area, and restrict access to unauthorised personnel. 3 - Ensure prestart meeting takes place and all staff and subcontractors aware of their roles responsibilities. 4 - Ensure correct asbestos signage in place. 5 - Nominated person to ensure that unauthorised personnel do not enter work area.	Site Supervision	2	2	L4
Assess Condition of ACM to Ensure it is not Friable.	Unauthorised Personnel Approaching the Site	4	5	E9	1 - Perform visual inspection of ACM if it appears to be in a dry, powder form then it is to be deemed friable. 2 - If ACM is friable discontinue recovery work. 3 - Wet down ACM with water spray Wipe down any contaminated PPE, tools. 4 - Rags and Disposable PPE to be placed into bag. Ensure personal and work area decontamination. 5 - Clearance required before public access by a Licenced Asbestos Assessor. 6 - Place bag into 2nd labelled asbestos bag. Tie off bag and prepare for transport to asbestos waste bin. Seal to be goose necked. 7 - Inform supervisor/manager of friable ACM requiring a licenced "A" removalist is to be arranged.	Site Supervision	1	5	M6

Removal of ACM

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Prepare Water Spray System	ACM-Airborne Fibre Release	4	4	H8	1 - Continuous water spray system is preferred, however, if unavailable small manual pressurised system is appropriate. E.g. garden sprayer. 2 - Alternative- spray ACM with PVA solution.	Site Supervision / All Workers	1	4	M5
Removal of Existing ACM	ACM-Airborne Fibre Release	3	4	H7	1 - Use appropriate personal protective equipment, including: a) Respiratory protection (such as respirators with high-efficiency particulate air filters) b) Coveralls c) Gloves d) Eye protection. 2 - Regularly check and maintain the PPE to ensure its effectiveness. 3 - Use wet methods to suppress the generation of airborne asbestos fibers. 4 - Keep materials containing asbestos damp during removal to minimize fiber release. 5 - Employ techniques that minimise the disturbance of asbestos-containing materials. 6 - Implement effective ventilation systems to control the concentration of airborne asbestos fibers. Conduct air monitoring before, during, and after removal to ensure that asbestos levels are within acceptable limits.	Site Supervision / All Workers	2	2	L4
Site Clean Up	ACM-Airborne Fibre Release	3	4	H7	1 - Carefully fold poly sheeting, capturing any ACM debris. 2 - Place the sheeting into asbestos disposal bag. 3 - Ensure correct documentation completed to track ACM disposal.	Site Supervision / All Workers	1	4	M5

Removal of ACM

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Decontamination	General Contamination by ACM	3	3	M6	1 - A separate decontamination area shall be established by using (where practicable) a second sheet of plastic for decontamination activities. 2 - Where this is not possible due to wind or restricted access then a larger sheet of plastic may be used, it shall be weighted down and two separate areas identified by a marked line or similar. One area shall be used for work and the second area for decontaminated items. 3 - The decontamination area shall be as close as possible to the work area.	Site Supervision / All Workers	1	3	L4
Decontamination Hand Tools	General Contamination by ACM	3	3	M6	1 - All hand tools used during the removal of ACM, must be decontaminated. 2 - Take required hand tools to the decontamination zone. 3 - Only Workers who were involved in the ACM removal work and are wearing the required PPE may participate in decontamination. 4 - Whilst standing on the poly sheeting, ensure hand tools are wiped down using damp cloths (unless tool is being disposed). 5 - The hand tools should be placed in the dedicated sealable container or in an asbestos disposal bag. 6 - Cloths used for decontamination are to be disposed of in an asbestos disposal bag. Tools to be placed on plastic sheeting to prevent contamination. 7 - Place contaminated rag in plastic asbestos waste bag.	Site Supervision / All Workers	1	3	L4

Removal of ACM

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Decontamination - Personnel	General Contamination by ACM	3	3	M6	1 - Once decontamination of hand tools is complete, personal decontamination of Workers is to occur. 2 - Dispose of cloths in an asbestos disposal bag. 3 - Remove tape from cuffs (ankles and wrists). 4 - Remove gumboots and glasses and wipe down with damp cloths. Dispose of cloths in an asbestos disposal bag. 5 - Gumboots and glasses must be placed in a dedicated sealable container marked with the following wording; 'Asbestos Dedicated Protective Equipment - Not to be used on Non Asbestos Work'. 6 - Carefully fold the poly sheeting on the ground in the decontamination area and dispose of sheeting in an asbestos disposal bag. 7 - Carefully remove coveralls turning them inside out to trap any remaining dust or debris. Take off disposable gloves place in the inner bag and seal the inner bag by picking it up and twisting the inner bag. Folding it over to form a 'goose neck'. Wrap the 'goose neck' in duct tape 8 - Wash hands thoroughly. Ensure that the P2 disposable mask is the last item of PPE removed. Now place the mask into the outer bag and seal by picking it up and twisting the outer bag. Folding it over to form a 'goose neck'. Wrap the 'goose neck' in duct tape. Wash hands thoroughly.	Site Supervision / All Workers	1	3	L4
Waste Disposal	General Contamination by ACM	3	4	H7	1 - Place poly sheeting in the work area to capture any loose pieces. 2 - Keep pieces as large as possible and place into double bagged asbestos disposal bags. If pieces will not fit into the asbestos disposal bags DO NOT BREAK UP FURTHER, double wrap them in 200 micron poly sheeting. 3 - Wrap piece of ACM in poly sheeting like a present and tape up. 4 - Use asbestos warning tape or other appropriate asbestos identifier to label the outer layer of poly sheeting. 5 - Place the sheeting into either the wrapped and sealed poly sheeting or asbestos disposal bag. 6 - Dispose of all contaminated clothing as asbestos waste. 7 - Procedure for packing ACM: a) Seal the inner bag by picking it up and twisting the inner bag, folding it over to form a 'goose neck'. b) Wrap the 'goose neck' in duct tape. c) Seal by picking it up and twisting the inner bag. Folding it over to form a 'goose neck'. Wrap the 'goose neck' in duct tape 8 - Do not overfill bags beyond half full. Make sure bags are 20-25kg in weight. When lifting poly sheeting or asbestos disposal bags that are heavy, ensure manual handling techniques are followed.	Site Supervision / All Workers	1	4	M5

Removal of ACM

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Transport of ACM	General Contamination by ACM	3	4	H7	1 - Asbestos waste bags shall be protected during transport. 2 - The load should not be carried inside the passenger compartment of a vehicle. 3 - ACM bags shall be covered with shade cloth and all materials in a trailer and ute shall be covered by a mesh restraint (50 x 50mm hole size). 4 - Loads up to 250 kg may be carried in unlicensed vehicles under the current EPA exemption. 5 - ACM material is to be transported off site as soon as reasonably practicable. At the end of each day if the asbestos waste cannot be secured at the removal site it shall be returned to base. 6 - Attach location tag and complete Asbestos material certificate form.	Site Supervision / All Workers	1	4	M5
Miscellaneous Tasks	Slips, Trips, Falls	3	3	M6	1 - Ensure that the work area is kept clean and clear of debris at all times.	Site Supervision / All Workers	1	3	L4
Miscellaneous Tasks	Manual Handling	3	3	M6	1 - Follow manual handling procedures.	Site Supervision / All Workers	1	3	L4
Miscellaneous Tasks	Noise	3	3	M6	1 - Hearing protection as required.	Site Supervision / All Workers	1	3	L4

Working at Heights - Ladders Up to 2M

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Preparation for Use	Injury from incorrect or faulty ladder Manual Handling Slips and Falls	3	3	M6	1 - Use correct ladder for the job 2 - Only use an industrial ladder 120kgs and fitted with rubber or similar non slip material feet. 3 - Metal ladders or wire reinforced ladders not to used where electrical hazards exist 4 - Examine ladder for any defects or damage before use 5 - Long and heavy ladders (greater than 20kgs) should be handled by at least two people 6 - Wear slip resistant footwear when using ladders	All Workers	1	3	L4
Set Up Ladder	Ladder slipping, falling or collapsing causing personal injury or damage to property	3	3	M6	1 - Do not place ladders in vehicle or pedestrian thoroughfare 2 - Use a second person or physical barrier to ensure the ladder is not knocked by passing traffic or pedestrians 3 - Ladder to be adequately supported at the base to ensure it is level and won't sink into or slide on surface 4 - Set ladder at a slope of 4 in 1 – angled one out and four up 5 - Ladder should extend one metre above access level 6 - Ladder to be firmly secured or tied off or held firmly by another person 7 - The ties should be attached to the stiles of the ladder and not the rungs 8 - Step ladders should only be used in the fully open position	All Workers	1	3	L4
Ascending & Descending Ladder	Fall from Heights	3	4	H7	1 - Climb and descend facing the ladder maintaining three points of contact with the hands gripping the stiles or each rung 2 - Do not carry anything in your hands while climbing or descending 3 - Do not climb higher than the third rung from the top of the ladder 4 - Face the ladder when working from it 5 - Clean off footwear and ladder rungs before using the ladder each time 6 - Three body limbs on the ladder at all times three points of attachment	All Workers	2	4	M6

Working at Heights - Ladders Up to 2M

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Working from Ladders	Ladder falling or collapsing Slips and falls causing personal injury Falling from heights	3	4	H7	1 - One person at a time on the ladder 2 - Three body limbs on the ladder at all times three points of attachment 3 - Only work on a job within easy arm's reach 4 - Do not over reach. 5 - Do not straddle the ladder 6 - Do not use equipment or tools that are primarily designed to be used with 2 hands. 7 - Make sure that no one works under the ladder 8 - Ladder is not to be walked by the person standing on the ladder	All Workers	2	4	M6

Confined Space

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Job Pre Planning	Unsafe atmosphere Fire and explosion Fall from height - (in to space, or within a space) Hazardous energy sources - (water, gas, electricity, machinery) Engulfment / Drowning Entrapment Impaired communication ability	4	5	E9	1 - Undertake pre-site inspection verify conditions on site will enable works to be carried out in accordance with the SWMS. 2 - Discuss site specific works with the Site Supervisor reviewing site signage, Safety Management Plan, for site specific hazards 3 - Ensure all employees are made aware of any site specific hazards to works and this SWMS 4 - If SWMS are to be changed copy is to be provided to site supervisor and approval obtained 5 - Construction Inducted employees and contractors are only allowed to undertake construction works 6 - Inspect meter box RCD and activate tripping device verifying working condition if using power equipment 7 - Ensure all leads tagging & testing are up to date. 8 - Only certified and/or licensed personnel are to operate mobile equipment 9 - Only workers certified and trained to access a confined space are permitted to do so	Supervisor / Work Team	2	3	M5

Confined Space

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Space Assessment	Exposure to restricted atmosphere, engulfment	4	5	E9	1 - Determine whether a space is a confined space using the Confined Space Assessment Process Is the space enclosed or partially enclosed, if yes progress to the next Step 2 Is the space not designed or intended to be occupied by a person, if yes proceed to Step 3; Is the space designed or intended to be at normal atmospheric pressure while a person is in the space, if yes proceed to Step 4; Likely to pose a risk to health and safety from one or more of the following: a. An atmosphere that does not have a safe oxygen level b. Contaminants, for example airborne gases, vapours, and dusts that may cause injury from fire or explosion. c. Harmful concentrations of any airborne contaminants d. Engulfment e.g. any liquid (water or oil in which drowning is possible), any solid (sand, ash, grains etc) that can flow or collapse surrounding a person cutting off their air supply 2 - If answer is yes to the above the space is considered a confined space.	Supervisor / Work Team	2	3	M5
Preparation for Entry, Checks from Surface into Confined Space.	Heights, adjacent to traffic, slips, trips, falls, hit by car.	3	4	H7	1 - Ensure isolation of the following as required: sewage flow, electrical and/or mechanical equipment and chemical and/or oxygen injection. (Refer to Permit to Work for the job) 2 - Set up rescue equipment relevant to the confined space. 3 - Clear tools, equipment and material from the area around the opening and visually check the confined space for other hazards e.g. loose drop pipe, debris, snakes, rats, etc. 4 - Ensure that the Standby Person has a mobile phone or two-way radio to receive any or make any emergency calls. 5 - Check the confined space rescue winch cable. (Wind the cable out and wind it back in under continuous tension to ensure no bird nesting has occurred in the cable. 6 - Note: Gloves must be worn to protect hands from broken strands.)	Supervisor / Work Team	2	3	M5

Confined Space

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Evaluate Atmosphere	Poor quality atmosphere, oxygen enriched atmosphere. Fire or explosion, suffocation due to oxygen deficiency, poisoning (e.g. by hydrogen sulphide and/or carbon monoxide).	3	5	H8	1 - Gas detection procedures must be conducted before any person enters any confined space. 2 - Use mechanical ventilation unless the Competent Person has determined by risk assessment that natural ventilation will provide a safe atmosphere in the confined space. 3 - Place the gas detector back into the confined space for continuous monitoring as close as is practicable to the breathing zone of the worker(s) in the confined space for the duration of the entry. 4 - Prior to entry, a gas detector must be attached to the worker within their breathing zone. This must remain attached for the duration of the entry.	Supervisor / Work Team	1	5	M6
Entry, Occupancy and Exit	Entrapment. Injury from slips/trips/falls.	4	5	E9	1 - Confined Space Entry permit is to be completed prior to commencement of works. 2 - Only staff with Confined Space training and deemed medically fit are to be employed for Confined Space work. 3 - Supervisor/Staff shall NOT enter the confined space unless there are 2 persons minimum entering work area and standby person to possess current First Aid Certificate	Supervisor / Work Team	1	5	M6

Confined Space

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Entry, Occupancy and Exit	Injury from exposure to gases, waste and airborne particles	4	5	E9	1 - Supervisor/Staff shall prior to entry perform atmospheric testing to identify the areas as suitable for work. 2 - Supervisor/Staff shall perform continual monitoring during occupancy of the confined space.	Supervisor / Work Team	1	5	M6
Entry, Occupancy and Exit	Disease spread from encountering sharps	4	5	E9	1 - Supervisor/Staff shall scope and remove any identified sharps from the work area prior to work commencement. 2 - Supervisor/Staff shall utilise the correct sharps disposal procedure for the removal of sharps.	Supervisor / Work Team	1	5	M6
Entry, Occupancy and Exit	Personal injury from Adverse weather conditions. Sunstroke, Hypothermia	4	3	H7	1 - Supervisor/Staff shall ensure that personnel are attired correctly for the conditions encountered. 2 - Supervisor/Staff shall ensure that fluid intake is regular along with ensuring staff are rotated to alleviate fatigue.	Supervisor / Work Team	2	3	M5

Confined Space

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Entry, Occupancy and Exit	Injuries from Slips, trips and falls	4	3	H7	1 - Supervisor/Staff shall ensure that all personnel are wearing Type 1 Safety Footwear. 2 - Supervisor/Staff shall ensure that work area has adequate lighting. 3 - Supervisor/Staff shall take heed of all signage, and if required erect barricading to prevent injury	Supervisor / Work Team	2	3	M5
Entry, Occupancy and Exit	Bites and stings from encountering vermin	4	3	H7	1 - Supervisor/Staff shall ensure that the work area has been scoped for evidence of any vermin. 2 - Supervisor/Staff shall NOT enter the area until it has been made safe to do so. 3 - Supervisor to organise pest control if required. 4 - Supervisor/Staff shall ensure that work area is regularly monitored for any ingress of vermin.	Supervisor / Work Team	2	3	M5
Entry, Occupancy and Exit	Body knocks, cuts and abrasions	3	2	M5	1 - Supervisor/Staff shall ensure that all appropriate PPE is worn. 2 - Supervisor/Staff shall NOT enter the work area unless they are wearing the appropriate PPE	Supervisor / Work Team	2	2	L4

Confined Space

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Entry, Occupancy and Exit	Manual handling injuries	3	4	H7	Refer Manual Handling	Supervisor / Work Team	2	2	L4
Entry, Occupancy and Exit	Asbestos related disease from exposure to asbestos i.e. asbestosis	3	5	H8	1 - Supervisor shall check the Asbestos Register to identify if any asbestos is possibly within the work area and shall sight the area for possible presence of asbestos. 2 - Supervisor/Staff shall heed all warning signs regarding asbestos. 3 - Supervisor/ Staff shall ensure that NO asbestos is touched or disturbed if found within the work area.	Supervisor / Work Team	1	5	M6

Confined Space

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Entry, Occupancy and Exit	Personal injury from Falling objects	4	5	E9	1 - Supervisor/Staff shall ensure that all entry hatches/lids are secured in the open position and guarded. 2 - Staff shall stand clear of the entry when equipment or materials are being lowered into the work area. 3 - Good housekeeping practices to be employed i.e. keep area tidy. 4 - Staff shall be wearing all required PPE to mitigate against head injury and hand/eye injury. 5 - Hard Hats must have chin straps fitted. 6 - Staff shall lower all equipment into work area inside a bag.	Supervisor / Work Team	1	5	M6

Confined Space

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Job Pre Planning	Unsafe atmosphere Fire and explosion Fall from height - (in to space, or within a space) Hazardous energy sources - (water, gas, electricity, machinery) Engulfment / Drowning Entrapment Impaired communication ability	4	5	E9	1 - Undertake pre-site inspection verify conditions on site will enable works to be carried out in accordance with the SWMS. 2 - Discuss site specific works with the Site Supervisor reviewing site signage, Safety Management Plan, for site specific hazards 3 - Ensure all employees are made aware of any site specific hazards to works and this SWMS 4 - If SWMS are to be changed copy is to be provided to site supervisor and approval obtained 5 - Construction Inducted employees and contractors are only allowed to undertake construction works 6 - Inspect meter box RCD and activate tripping device verifying working condition if using power equipment 7 - Ensure all leads tagging & testing are up to date. 8 - Only certified and/or licensed personnel are to operate mobile equipment.	Supervisor / Work Team	2	3	M5
Job Pre Planning	Underground Utilities	4	4	H8	1 - Conduct a utility survey before digging. Dial Before You Dig. 2 - Use proper detection equipment to locate underground utilities.	Supervisor / Work Team	1	4	M5

Confined Space

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Space Assessment	Exposure to restricted atmosphere, engulfment	4	5	E9	1 - Determine whether a space is a confined space using the Confined Space Assessment Process Is the space enclosed or partially enclosed, if yes progress to the next Step 2 Is the space not designed or intended to be occupied by a person, if yes proceed to Step 3; Is the space designed or intended to be at normal atmospheric pressure while a person is in the space, if yes proceed to Step 4; Likely to pose a risk to health and safety from one or more of the following: a) An atmosphere that does not have a safe oxygen level b) Contaminants, for example airborne gases, vapours, and dusts that may cause injury from fire or explosion. c) Harmful concentrations of any airborne contaminants d) Engulfment e.g. any liquid (water or oil in which drowning is possible), any solid (sand, ash, grains etc) that can flow or collapse surrounding a person cutting off their air supply 2 - If answer is yes to the above the space is considered a confined space.	Supervisor / Work Team	2	3	M5
Cave Ins	Heights, adjacent to traffic, slips, trips, falls.	3	4	H7	1 - Cave in prevention as appropriate? a) Shoring: Use supports like hydraulic, pneumatic, or timber shoring to prevent soil movement. b) Shielding: Employ trench boxes or shields to protect workers. c) Sloping: Cut the trench walls at an angle inclined away from the excavation. d) Benching: Create stepped levels within the trench to reduce the risk of collapse.	Supervisor / Work Team	1	4	M5

Confined Space

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Evaluate Atmosphere	Poor quality atmosphere, oxygen enriched atmosphere. Fire or explosion, suffocation due to oxygen deficiency, poisoning (e.g. by hydrogen sulphide and/or carbon monoxide).	3	5	H8	1 - Gas detection procedures must be conducted before any person enters any confined space. 2 - Use mechanical ventilation unless the Competent Person has determined by risk assessment that natural ventilation will provide a safe atmosphere in the confined space. 3 - Place the gas detector back into the confined space for continuous monitoring as close as is practicable to the breathing zone of the worker(s) in the confined space for the duration of the entry. 4 - Prior to entry, a gas detector must be attached to the worker within their breathing zone. This must remain attached for the duration of the entry.	Supervisor / Work Team	1	5	M6
Working in the Vicinity of the Trench	Falls	4	4	H8	1 - Install guardrails around the trench. 2 - Use barriers and warning signs to prevent accidental falls.	Supervisor / Work Team	1	4	M5

Confined Space

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Working in the Vicinity of the Trench	Falling Equipment Loads	4	4	H8	1 - Keep materials and equipment away from the edge of the trench. 2 - Ensure proper use of lifting equipment and maintain a safe distance from the trench. 3 - Establish a safe distance between the trench and moving equipment. 4 - Use spotters and communication signals. 5 - Limit vibrations near the trench area.	Supervisor / Work Team	1	4	M5
Entry, Occupancy and Exit	Injury from slips/trips/falls.	4	4	H8	1 - Provide ladders, ramps, or steps at appropriate intervals (every 10 metres) for safe entry and exit. 2 - Ensure these access points are secure and well-maintained.	Supervisor / Work Team	1	4	M5
Entry, Occupancy and Exit	Poor Visibility	4	3	H7	1 - Ensure adequate lighting in and around the trench. 2 - Use dust suppression methods. 3 - Provide high-visibility clothing for workers.	Supervisor / Work Team	1	3	L4

Confined Space

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Entry, Occupancy and Exit	Water Accumulation	3	3	M6	1 - Employ dewatering methods such as pumps to remove water. 2 - Use trench boxes and supports that account for water pressure.	Supervisor / Work Team	1	3	L4
Entry, Occupancy and Exit	Injuries from Slips, trips and falls	4	3	H7	1 - Supervisor/Staff shall ensure that all personnel are wearing Type 1 Safety Footwear. 2 - Supervisor/Staff shall ensure that work area has adequate lighting. 3 - Supervisor/Staff shall take heed of all signage, and if required erect barricading to prevent injury	Supervisor / Work Team	2	3	M5
Entry, Occupancy and Exit	Body knocks, cuts and abrasions	3	2	M5	1 - Supervisor/Staff shall ensure that all appropriate PPE is worn. 2 - Supervisor/Staff shall NOT enter the work area unless they are wearing the appropriate PPE	Supervisor / Work Team	2	2	L4

Confined Space

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Entry, Occupancy and Exit	Manual handling injuries	3	4	H7	Refer Manual Handling	Supervisor / Work Team	1	4	M5

Portable Electrical Tools

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Inspect Tools & Work Area	Electric shock to operator. Operator may receive electric shock. Eye and hearing damage can result from flying debris. Exposure to live power through electrical leads with no earth leakage protection. Exposure to live power through electrical leads on ground. Exposure to live power form sub-panel.	4	4	H8	1 - Then tool must not be used in wet conditions. All leads must be positioned off the ground and have current inspection tag. 2 -Tool must be fitted with a protective residual current device which must be in operational condition. 3 - Eye protection i.e. Safety glasses, goggles must be worn. Hearing protection i.e. ear muffs, ear plugs must be worn. 4 - Earth leakage protection on all temporary power boards must be provided. 5 - Portable earth leakage units to be used in all other cases. 6 - Keep all electrical leads elevated and clear of work areas. 7 - Lockout and tag sub panel during electrical work.	Supervisor / Operator	1	4	M5

Portable Electrical Tools

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Inspect Leads	Leads may be damaged or not have current tag. Electric shock to operator.	4	4	H8	1 - Inspect leads for damage and current inspection tag. If defect found, tag tool out. 2 - Test & Tag in accordance with the requirements of AS3760:2010	Supervisor / Operator	1	4	M5
Check for Services - Gas, power, etc	Hidden services may come in contact with tool causing injury	3	4	H7	1 - Ensure that positions of all services are known and marked. 2 - Tool must not be allowed to come into contact with services.	Supervisor / Operator	1	4	M5
Fitting the Accessory to the Tool	Accessory may dislodge and injure operator	3	2	M5	1 - Ensure that retainer latch on stirrup is in closed position and that recess in the accessory faces the latch pins.	Supervisor / Operator	2	2	L4
Test the Tool and Begin Work	Stop Control May Not Operate	3	4	H7	1 - Check operation of stop switch. If defective tag machine out. Work tool to open end of work to avoid jamming	Supervisor / Operator	1	4	M5
Operating the Tool Accessories	Tool may jam and injure operator	3	3	M6	1 - Operate tool to open edge of work. Clear hole periodically to avoid jamming.	Supervisor / Operator	1	3	L4

Portable Electrical Tools

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Release the Trigger, Isolate the Tool and Remove Accessory	Accidental start up may injure hands and fingers	3	3	M6	1 - Stop the tool at trigger. Isolate the power at source before removing the accessory.	Supervisor / Operator	1	3	L4
Clean Drills and Store in Container	Clean tool may allow operator to see defect.	3	3	M6	1 - Examine drills for defects, tag tool out if any found. Store in secure place.	Supervisor / Operator	1	3	L4

Hazardous Chemicals

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk			<u>Reference the online SDS Library using the QR Code provided site before proceeding with handling any chemical found or used</u>		Residual Risk		
Elimination	Eliminate the use of the substances.	4	3	H7	Using a physical process instead of a chemical process e.g. using an ultrasound to clean equipment instead of a process involving chemicals; using clips/bolts or nails instead of adhesive.	Management	1	3	L4
Identification	Incorrect use or handling	3	3	M6	Reference the online SDS Library using the QR Code provided site before proceeding with handling any chemical found or used	All Workers	1	3	L4
Substitution	Use a safer substance or a safer form of the substance.	4	4	H8	Safe Substance 1 - Use detergent instead of chlorinated solvent for cleaning. 2 - Use water-based chemicals instead of solvent – based. 3 - Chemicals where compatible. Safer Form or Process 1 - Paint with a brush instead of spraying. 2 - Purchase a substance in a safer form.	Management Supervision All Workers	1	4	M5
Isolation	Separate people or property from the substance by distance or barriers	3	3	M6	1 - Used closed systems. 2 - Isolate the process in a room with restricted access use appropriate barriers to separate substances. 3 - Distance workers from substances/processes through the use of remote controls. 4 - Distance property, incompatible chemicals and ignition sources from goods.	Management Supervision All Workers	1	3	L4

Hazardous Chemicals

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk			Reference the online SDS Library using the QR Code provided site before proceeding with handling any chemical found or used	Residual Risk			
Engineering	Use physical controls (such as plant/equipment) that eliminate or reduce the generation of substances; suppress or contain substances; or limit the area of contamination in the event of spills and leaks.	3	3	M6	1 - Use fully or partially enclosed ventilation booths. 2 - Fully or partially enclose the process with exhaust extraction. 3 - Use local exhaust or natural ventilation systems 4 - Design buildings that are: compatible with the intended goods; made of non-combustible construction as far as is practicable; designed to reduce contamination. 5 - Use Bunding to contain spillage. 6 - Install drains, tanks or sumps to cope with spilled material. 7 - Install automatic fire protection and chemical suppression systems	Management Supervision All Workers	1	3	L4

Hazardous Chemicals

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk			<u>Reference the online SDS Library using the QR Code provided site before proceeding with handling any chemical found or used</u>	Residual Risk			
Administration	Use safe work practices including good housekeeping.	4	3	H7	1 - Reduce the amount of property or the number of employees exposed. 2 - Reduce the duration and/or frequency of exposure e.g. through job rotation. 3 - Reduce the amount of goods/products stored and used. 4 - Ensure safe interim storage of wastes/products (e.g. labelled properly in suitable containers stored away from people, the environment, incompatible chemicals, 5 - Vacuum or wet sweep to suppress dust being generated. 6 - Cover containers and make sure lids are attached. 7 - Clean up spills immediately (includes provision of suitable aids and equipment). 8 - Ensure there is no eating, drinking or smoking in areas where substances are used. 9 - Provide suitable washing facilities. 10 - Instruct employees on how to use substances/equipment safety.	Management Supervision All Workers	1	3	L4
Personal Protective Equipment (PPE)	Provide protective clothing and equipment for employees, supervisors and visitors. NB: Items must be compatible with chemical(s) being used/stored.	4	3	H7	1 - Overalls, aprons, gowns, chemical resistant suits. 2 - Footwear (enclosed shoes, safety boots). 3 - Gloves. 4 - Chemical resistance glasses (safety glasses). 5 - Face shield/masks, respirators (full or partial). 6 - Head protection	Management Supervision All Workers	1	3	L4

Hazardous Chemicals

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk			Reference the online SDS Library using the QR Code provided site before proceeding with handling any chemical found or used		Residual Risk		
Cement, Lime, Construction Dust	Specific Hazard - Dust	4	3	H7	1 - Dust Suppression: Use water sprays or misting systems to dampen dust during cutting, grinding, or drilling operations. 2 - Work Practices: Limit dry cutting and grinding. Wet methods, such as using water to suppress dust, should be prioritised. 3 - Isolation of Dust-Generating Activities: Conduct dusty operations in isolated or well-ventilated areas to minimize exposure to other workers. 4 - Perimeter Dust Barriers: Use fencing, screens, or curtains around construction sites to contain dust within the site and reduce off-site dispersion. Personal Protective Equipment Respiratory Protection: Use appropriate respiratory protection, such as N95 or higher-grade respirators, for workers exposed to dust. Protective Clothing: Wear dust-resistant coveralls, gloves, and boots to prevent skin contact with dust particles. Eye Protection: Safety goggles or face shields should be worn to protect the eyes from dust.	Management Supervision All Workers	1	3	L4

Hazardous Chemicals

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk			Reference the online SDS Library using the QR Code provided site before proceeding with handling any chemical found or used	Residual Risk			
Paints & Solvents	Specific Hazard - Paints & Solvents	4	3	H7	1 - Ventilation: Ensure adequate ventilation in enclosed or poorly ventilated areas where paints or solvents are used. 2 - Explosion-Proof Equipment: In areas where flammable solvents are used, ensure that ventilation and electrical systems are rated for explosive atmospheres. 3 - Spill Response Plan: Have a clear spill response plan, including the availability of spill kits, to deal with accidental spills of paints and solvents safely and quickly. 4 - Proper Storage: Store paints and solvents in well-ventilated, cool, dry areas away from heat sources and open flames. Ensure that storage cabinets and containers are flame-resistant and properly labelled. 5 - Proper Disposal: Dispose of paint and solvent waste in accordance with local hazardous waste regulations. Do not pour paints or solvents down drains, and avoid improper disposal methods. 6 - Recycle or Reuse: Where possible, recycle leftover paints and solvents or find methods to reuse them to reduce the volume of hazardous waste generated. Personal Protective Equipment Respiratory Protection: Use appropriate respirators, such as organic vapor cartridges, when working with paints and solvents in environments where adequate ventilation is not possible or during spray applications. Protective Clothing: Wear chemically resistant gloves (e.g., nitrile gloves) and long-sleeved clothing or coveralls to protect the skin from contact with paints and solvents. Eye Protection: Use safety goggles or face shields to protect the eyes from splashes or fumes, especially during paint spraying or mixing of chemicals.	Management Supervision All Workers	1	3	L4

Hot Works

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Hot Work	Fire Burns Explosions	4	5	E9	1 - Hot Work Permit approved prior to commencement of work. 2 - Operator is qualified and competent to perform this task. 3 - Have a fire extinguisher readily available for all hot work. 4 - Use fire resistant blanket when cutting or welding near combustible materials. 6 - Use Fire Watch as required by assessed risks.	Supervision All Workers	1	5	M6
Hot Work	Asphyxiation	4	5	E9	1 - Flash back arrestors fitted to both handpiece and bottles of oxy/acetylene/LPG equipment. Ensure gas supply is turned off & hoses disconnected if the equipment is left unattended and when a Confined Space is vacated. 2 - Removal of hand piece when not in Confined Space. 3 - Natural ventilation or mechanical ventilation using fans. 4 - No ignition source is introduced into a confined space if the risk of fire or explosion is present (such as requiring the use of intrinsically safe equipment, etc.). 6 - Use Fire Watch as required by assessed risks.	Supervision All Workers	1	5	M6
Hot Work	Foreign Bodies in Eye	3	4	H7	1 - Double Eye protection to be worn for all grinding activities – clear safety foam back safety glasses under a face shield is the minimum standard due to the confined nature of the work. 2 - Upgrade safety glasses to mono goggles in dusty conditions. 3 - Alternately an ad flow helmet can be worn	Supervision All Workers	1	4	M5

Manual Handling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Site Environment	All workers unaware of site issues. Slips trips and falls Manual Handling Noise Fatigue	3	4	H7	1 - Site office or muster point to be established with all required information including induction and sign in to be available to all staff attending site. 2 - Toolbox talks 3 - Ensure site rules are adhered to at all times. 4 - Ensure site traffic management is adhered to 5 - Correct PPE to be worn - Site Safety Rules 6 - Site Working Hours	All Workers Site Supervision	1	4	M5
General Manual Handling	Impact Injuries, Sprains & Strains	4	3	H7	1 - All manual handling activities in accordance with the NSW COP - Hazardous Manual Tasks August 2019	All Workers	2	3	L4
General Manual Handling	Impact Injuries, Sprains & Strains	4	3	H7	1 - Warm up briefly beforehand. 2 - Keep back straight, eyes fixed straight ahead; lift with legs & not the back. 3 - Get help if load is too heavy or awkward. 4 - Don't twist.	All Workers	2	3	L4
General Manual Handling	Slips, Trips & Falls	4	4	H8	1 - House keeping 2 - Site induction 3 - Toolbox talks 4 - Ensure site rules are adhered to at all times. 5 - Site Inspections 6 - Reference - NSW COP Managing the Workplace and Facilities August 2019	All Workers	2	4	L4

Manual Handling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Working at Heights	Slips, trips and falls, cuts and abrasions, sprains and back injuries, impact injuries	4	4	H8	1 - Height Work must be in accordance with requirements. 2 - Specific requirements include: 3 - Fall prevention in accordance with the NSW Code of Practice - Managing the Risk of Falls at Workplaces August 2019 4 - Fall protection systems in accordance with AS1891:2007 5 - Isolate work areas below 6 - Mandatory Safety Helmets	Project Management	3	4	M5
Movement of Materials	Back strain Muscle Strain Impact Injuries	4	3	H7	1 - Warm up briefly beforehand 2 - Keep back straight, eyes fixed straight ahead; lift with legs & not the back 3 - Get help if load is too heavy or awkward 4 - Don't twist 5 - Use correct manual handling technique	All Workers	3	3	M5
Unloading Equipment	Fall from vehicle Manual Handling injury Sprains Strains and Falls	3	3	M6	1 - Manual handling The use of PPE equipment such as gloves are needed. 2 - Team lifting where required and manual handling aids when possible. 3 - Use of correct lifting technique when carrying out work. 4 - Ensure stretching and warm up prior to work being carried out.	All Workers	2	3	L4

Scaffolding

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Site Planning/General Planning	Untrained and inexperienced No consultation and poor planning Electrocution through exposure to powerlines Scaffold System Failure Weather factors Fitness for Work	4	4	H8	1 - Report to site office on arrival. 2 - Complete on-line site-specific induction before any works commences. 3 - Provide general construction white cards. Provide High Risk work licenses. 4 - Ensure adequate consultation with relevant site foreman, project managers of the principal contractor prior to commencing the installation. 5 - Any work within 4m of all powerlines need referral to the network supplier for any special conditions which needs to be complied with. 6 - Conduct visual inspection for the presence of overhead powerlines including domestic services and lead in powerlines. 7 - If the works, including unloading, erection or proposed purpose of use if completed system encroaches the "NO GO / EXCLUSION ZONE" DO NOT COMMENCE WORK. Advise your supervisor, as the client must be informed. 8 - The client must then put in place control measures and obtain relevant permit from the network supplier prior to works commencing. 9 - Ensure scaffold is not built within any designated no go zones for unsupported trenches, holes. 10 - Ensure all gates are closed at all times when moving on and off site. 11 - In the event of an emergency, follow site emergency procedures as per site induction.	Supervision Work Team	1	4	M5
Arrival Onsite	Collisions with other equipment and or vehicles or personnel	4	4	H8	1 - Access site as per clients traffic management plan. 2 - Use hazard lights as per site requirements. 3 - Ensure access around site is confined to designated road ways. Utilise a spotter when reversing or when blind spots are evident on site. 4 - Witches hats are recommended to be used if in high trafficable areas – parked on roads.	Supervision Work Team	1	4	M5

Scaffolding

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Unload/Load & Distribution Around Site	Manual Handling Injuries, Crushing Injuries, Falling objects, Injuries to others.	4	3	H7	1 - Use PPE. 2 - Use Correct lifting Techniques. 3 - Check load for stability before untying/securing. 4 - Use bunting/cones to maintain an exclusion zone for public and other workers. 5 - Keep all corrosive substances away from stored & erected scaffold.	Supervision Work Team	1	3	L4
Working with 4m of Powerlines.	Electrocution.	4	5	E9	1 - Full energy isolation on the point of attachment or live wires. 2 - Before the erection and/or dismantling of the scaffolding by the appropriate energy supplier and or re-routed by the client to SafeWork NSW requirements before scaffolding can commence.	Project Management	2	2	L4
Set out and installation of Basing Components - KwikStage Scaffolding	Falling objects, components falling and striking others Scaffold system failure resulting in fall Inclement weather -high winds and rain.	4	3	H7	1 - Correct lifting Techniques, ensure you lift to your own capability, ask for assistance if required - team lifts. 2 - When setting out base components do not lean equipment up against structures where they could slip and fall striking others. 3 - KwikStage- Ensure soil/ground under sole boards is level and compacted. 4 - When building scaffold onto roof/balcony/structure use sole boards of a length sufficient to distribute load evenly across supports/rafters/joists/roof cladding. 5 - Level ledgers/transoms bay by bay when "basing out". 6 - Ensure end and face braces are installed before installing next lift if applicable. 7 - Build scaffold in a manner to ensure fall protection is always in place. Always ensure that a minimum required steel boards are in place before walking along/on scaffold. 8 - Monitor weather to ensure works can be completed safely without interruption of Weather conditions ie. High winds, storms and rain.	Supervision Work Team	1	3	L4

Scaffolding

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Set out and installation of Basing Components - Mobile Scaffolding	Falling objects, components falling and striking others Scaffold system failure resulting in fall Inclement weather -high winds and rain.	4	3	H7	1 - Use PPE. 2 - Correct lifting Techniques, ensure you lift to your own capability, ask for assistance if required - team lifts. 3 - When setting out base components do not lean equipment up against structures where they could slip and fall striking others. 4 - Mobile – if ground is soft ensure sole boards capable of distributing load are placed under castor wheels. 5 - Ensure soil/ground under castor sole boards is level and compacted. Level mobile frames/braces before moving to next lift. 6 - Ensure all mobile braces and hand rails are installed as per instructions before installing above lift and accessing next lift. Ensure castors wheel locks are in place when working from the tower.	Supervision Work Team	1	3	L4
Working at Heights	Fall from height Falling Objects	4	4	H8	1 - 1 metre handrail rule to be applied. 2 - Ensures edge protection is maintained at all times as well as catch deck 1 metre below.	Supervision Work Team	1	4	M5

Scaffolding

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Installing Additional Lifts	Falling from structure Falling Objects Falls from heights Scaffold failure resulting in fall	4	4	H8	2 - Use Correct lifting Techniques, ensure you lift to your own capability, ask for assistance if required - team lifts. 3 - When erecting scaffold ensure you remain behind previously installed fall guard. 4 - Inform other trades people of works being performed in area. Use an installation assistant to spot if necessary. 5 - Ensure any extra equipment is secured and isn't a risk of falling from additional lifts. 6 - The scaffolder should be supported on a fully completed platform when installing the platform immediately above, except for platform spacing's above two meters where another purpose-made erection platform may be required for platform installation (ie) 2 boards or 450mm. 1 meter handrail rule to be applied. 7 - Use a minimum of two timber lap boards when installing additional ledgers and transoms for additional lifts. NOTE: Existing platform must be fully railed prior to commencement of additional lifts. 8 - Ensure any gaps present in handrails are closed off with tubes and couplers; these must be fitted standing behind previously secured ledgers handrails. 9 - Lap boards to be installed on corners and kept to a minimum on straight runs. 10 - Ensure all scaffold is that is not being used is removed and stacked in stillages. 11 - Where a gap exceeds 225mm an inside mid and hand rail is required at all times.	Supervision Work Team	1	4	M5
Installing buttress, tying and bracing scaffold	Failure of unsupported scaffold due to lack of ties/outriggers.	4	4	H8	1 - Use Correct lifting Techniques, ensure you lift to your own capability, ask for assistance if required - team lifts. 2 - Buttress/ties must be installed where the working height exceeds three times the minimum base dimensions. 3 - Buttress/ties are to be fitted to all 700mm wide scaffolds regardless of height. 4 - Buttress should be fitted to all open sides. 5 - Ensure scaffold is tied to structurally sound member of the building every 2nd lift and at no more than three bays apart. 6 - Tie tubes must run off two standards and not ledgers.	Supervision Work Team	1	1	L2

Scaffolding

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Installing Ladder Access	Ladder falling over	4	4	H8	1 - Use PPE. 2 - Use Correct lifting Techniques, ensure you lift to your own capability, ask for assistance if required - team lifts. 3 - Internal ladder bays to be erected. 4 - Couplers or fixed ladder clamps are to be used at the top to secure ladder and prevent movement, additional couplers and tube halfway maybe required for a ladder spanning over 4meters to prevent movement and ensure stability. 5 - Ladders must extend 900mm minimum past access platform Ladders used for access, to be checked to ensure the ladder provided is; a) Rated industrial standard and in good condition; b) On a level and solid base; c) Secured at the top to prevent movement; d) Placed at a ratio of 4:1 from the supporting structure. 6 - Swing gate and or swing arm are to be installed at the top landing to prevent fall.	Supervision Work Team	1	4	M5
Installing Stair/Stretcher Stair Access	Fall from heights Manual Handling Falling Objects	4	4	H8	1 - Ensure 1m rule is applied, all hand and mid rails are in place. 2 - Ensure a minimum of 2 lap boards are in place for the scaffolder. 3 - If using a gin wheel to pull up the stair bays, ensure safety couplers are situated on either side of the gin wheel to prevent movement of the wheel. Ensure the gin wheel meets AS 1576. 4 - Secure the gin wheel rope to the 3rd tread of the stair section this provides an even distribution for the movement of the stair section. Treads should be installed from the highest point and moving up. Install all stair treads with handrails. 5 - Ensure the stair configuration meets AS1576.	Supervision Work Team	1	1	L2
Leaving Incomplete Scaffolding	Fall from Heights	4	4	H8	1 - Isolation is to be used for incomplete scaffold, fix "Incomplete" scaffold signs at all access point(s) and across the ladder. 2 - Complete a system incomplete report capturing photos of incomplete section(s).	Supervision Work Team	1	1	L2

Scaffolding

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Handover	Unauthorised Persons Altering Scaffold	4	4	H8	1 - Ensure handover certificate completed with photographic evidence and a signed by the site foreman. 2 - Ensure all access points are issued with a green ScaffTag fully completed and legible. 3 - Capture photos of scaffold including outriggers and ties to building structure.	Supervision Work Team	2	4	M6
Dismantling scaffold system	All hazards included above	4	4	H8	1 - USE PPE. 2 - Use Correct lifting Techniques, ensure you lift to your own capability, ask for assistance if required - team lifts. 4 - Site Supervisor to complete a walkthrough of the areas to be dismantled. 5 - Hard rail all access points to the dismantle area to ensure it is isolated from all workers. Sign post where needed. 6 - Where loading bays are being dismantled ensure a hand rail and mesh guard are installed to the existing scaffolding platform, as access to the loading bay is now isolated. 7 - Position stillages as close to working area as possible to minimize manual handling. 8 - Set up, use exclusion zones/barriers and signage to advise workers of the dismantle. 9 - Inform all trades on site of the intention to work in area. Dismantle system in reverse order to installation using the control measures above for all hazards. 10 - When dismantling ensure equipment is passes down not thrown or "bombed".	Supervision Work Team	1	4	M5
Housekeeping General Clean up	Rubbish and debris Water ways/Drains Environmental protection zones	4	4	H8	1 - Use PPE. 2 - Always maintain a clean site free from debris. 3 - All scrap material must be cleaned up by the end of each shift. Rubbish and food scraps from breaks must be disposed of as per the site requirements. 4 - Maintain an exclusion zone from any environmental protection zones.	Supervision Work Team	1	2	L3

Traffic Control

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Preparation	Inadequate Planning.	4	3	H7	1 - Identify people, equipment, PPE, potential hazards and safety controls prior to commencement of works. 2 - Site induction for all employees' to know role for each job. 3 - Conduct induction/toolbox meetings to explain contents of the safe work method statement. 4 - Discuss all hazards and control measures related to the work to be carried out. 5 - Consult with employees and suppliers performing this work, and seek input in the final version prior to works begin. 6 - Team Leader to issue traffic management plan to work crew. 7 - All relevant signs to be placed on or around vehicles. 8 - Vehicles parked legally. 9 - All services to be located before commencement of works begin and marked on road way with depth.	Site Supervision / Workers	1	3	L4
Traffic & Pedestrian Control Plan	Injuries / collisions to work personnel also damage to work plant / work equipment. Injuries / collisions to the general public also damage to public vehicles.	3	4	H7	1 - Note assessed risks and control measures on JSA form prior to commencing work activity or as required during the day. 2 - Work personnel not to engage in any work activity until the traffic / pedestrian control plan is in place. 3 - Obey all directions given by professional control personnel and traffic control / pedestrian control set ups (Start / completion timings etc) 4 - ROL and traffic / pedestrian control plan to be produced by customer and or PROCAB personnel by use of approved scenario cards. 5 - Water filled barricades to be placed between traffic and work site where possible. If no water filled barricades can be placed, lane closure will apply as per the ROL and TCP constrains	Site Supervision / Workers	2	4	M6

Traffic Control

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Placing Traffic Control Devices at Worksite	Poor drivers Inappropriately traffic control measures Flora & fauna Through local traffic Manual Handling injuries Overgrown vegetation Cluttered surface	3	4	H7	1 - Follow traffic management plan from team leader. 2 - Ensure the traffic control measures are appropriate for all weather conditions (especially the wind on the road). 3 - Stay alert for traffic on worksite. 4 - All vehicles will turn at intersection/gateways when placing devices out. 5 - High visibility clothing must be worn by all employees plus all sub-Contractors who are worn on site. 6 - Safety boots to be worn. 7 - Spotters to be used. 8 - All rotary beacons must be turned on in work vehicles. 9 - Yellow card training required by all staff. 10 - Use extra people to make the job safer and lighten the load. 11 - Lift within your capacity. 12 - Worksite to be assessed prior to commencement of works and any hazards roadside vegetation to be slashed or removed. 13 - Worksite to be assessed daily to assess the traffic management plan.	Site Supervision / Workers	2	4	M6
Construction Work on Footpath	Through local traffic & pedestrians Plant / machinery Crushing	3	3	M6	1 - Traffic controlled as per Traffic scenario Cards. 2 - Vehicles Parked Legally with Signage and Cones. 3 - Staff to be aware of their surroundings and machinery in operations. 4 - Yellow card training required for all staff.	Site Supervision / Workers	1	3	L4
Adding Material to Site	Tipping Loads Plant/machinery Overhead services Through local traffic	3	3	M6	1 - All employees have and sub-contractors to be well clear of trucks when tipping loads of materials. 2 - Staff to be aware of their surroundings and machinery in operations. 3 - A spotter may be required when tipping loads if trucks are near overhead services. 4 - Traffic controlled as per traffic management plan.	Site Supervision / Workers	1	3	L4

Traffic Control

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Reinstatement	Tipping Loads Plant / machinery Through local traffic	3	3	M6	1 - All employees have and sub-contractors to be well clear of trucks when tipping loads of materials. 2 - Staff to be aware of their surroundings and machinery in operations. 3 - Traffic controlled as per traffic management plan.	Site Supervision / Workers	1	3	L4
Clean up Worksite	Manual Handling	3	3	M6	1 - Use extra people to make the job safer and lighten the load. 2 - Lift within your capacity.	Site Supervision / Workers	1	3	L4

Monitor & Review

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Implementation		4	4	H8	1 - Company policies and procedures. 2 - Construction and Rail Industry Inductions. 3 - SWMS Briefings and Sign Off by Operators. Any changes during consultation are incorporated into the SWMS and Workers briefed on changes. 4 - All relevant permits and approvals obtained prior to commencement of work.	Management Supervision Work Team	1	1	L2
Monitor		4	4	H8	1 - SWMS to be reviewed by all staff through regular toolbox talks for effectiveness & application to site. 2 - Compliance to the SWMS is monitored using a system of routine or random workplace inspections. 3 - In the event that the work is not being carried out in accordance with the SWMS, all work will cease immediately. SWMS are reviewed to identify non-compliance and ensure the method in the SWMS is the most practical and safest way of doing the task. The SWMS is revised if another method is identified as being a safer option, before work resumes. 4 - Feedback to be given by all staff and improvements to be included in revision of SWMS. 5 - In the event of changes to SWMS, workers are briefed on changes and sign off on revised SWMS.	Management Supervision Work Team	1	1	L2
Review		4	4	H8	SWMS are reviewed under the following circumstances: 1 - Following an incident. 2 - If the SWMS is deemed impractical through consultation with Workers. 3 - If new hazards have been identified. 4 - If the work method has changed including changes to the workplace, environment, a system of work, a process or a procedure. 5 - On restarting the activity after a significant break. 6 - At the request of a HSR. 7 - Annually if none of the above.	Management Supervision Work Team	1	1	L2

Sign Off

The representatives of Elliam listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Workers Name	Role	Signature	Date