

Site Safe Work Method Statement

SWMS:

Work Title:



Buildings & Property Division

Specific Permits and Training Required to Complete this Task: (please <input checked="" type="checkbox"/> below)	PPE Requirements: (please <input checked="" type="checkbox"/> below)	Special Tools or Equipment Required	
		Equipment	Special Notes

Construction Industry Induction	Hard Hat	Mechanical Lifting Devices	Note:
Site Induction	Steel Capped Boots	Cranes	Licence Details:
Trade Qualification/Licence	Glasses	Ladders	
Plant Operators Licence	Goggles	Scaffolding	
Asbestos Permit	Face Shield	Elevated Work Platforms	
Confined Space Permit	Gloves	Power Drill / Grinder / Saw	
Excavation Permit	Hearing Protection	Hand Tools	Lock out and Tag required:
Hot Work Permit	Sun Screen	Welding/Oxy Equipment	
Service Isolation Permit	Safety Harness	Bobcat / Backhoe /Loader	Material Safety Data Sheets available:
Work at Heights Permit	Safety Line	Generator	
	Approved LV Gloves	Gas Detection	
	High Vis vests.	Ventilation Fans	
Other	Other	Other	

Potential Environmental Hazards (if any enter controls in task breakdown)	Hazardous Materials	Fire/Emergency Equipment Requirements	Applicable Standards and Codes of Practice (attach any documents required)
Air Pollution dust		Fire Extinguishers	
Spills to ground		First Aid Kit	
Spills to water		Qualified First Aider	
Noise Pollution		Confined space harness/Hoist	
Soil erosion			
Hazards to flora and fauna		Other	

JOB SAFETY ANALYSIS		Work/Project Location:	Various Locations
Job No:	Prepared by:		
	Approved by Manager/Supervisor/Team Leader:		
	Signature and date:		

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Step	Job/Task <i>Break job down into steps</i>	Hazard/s <i>Identify hazards associated with each step, examine each to find possibilities that could lead to injury or environmental impact</i>	Risk Rating <i>From Table on last page</i>	Solution/Control Measure <i>Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness or environmental impact</i>	New Risk Rating <i>From Table on last page</i>	Responsible Persons to implement
1						
2						
3						
4						

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5						
6						
7						
8						

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9						
10						
11						
12						

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13						
14						
15						
16						

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Training and Consultation Statement

By my signature below, I hereby state that I have read and understand the Job Safety Analysis on the previous page/s, and will abide by any and all conditions and restrictions stated therein.

<u>Name</u>	<u>Company</u>	<u>Contact No.</u>	<u>Signature</u>	<u>Date</u>

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HOW TO ASSESS THE RISK

Step A - Consider the consequences		Step B - Consider the likelihood	
For each hazard, consider the consequence if something happens. Consider what could reasonably have happened, as well as what actually happened (if there was an accident/incident). Look at the descriptions below and choose the most suitable consequence		How likely is it that something will happen as a result of the hazard? Look at the descriptions below and choose the most suitable Likelihood	
Consequence	Description	Likelihood	Description
Fatality	May cause death and/or severe irreversible disability, and/or permanent ill health	Very likely	Expected to occur in most circumstances
Major	Severe injury or illness causing hospitalisation	Likely	Will probably occur in most circumstances
Minor	Minor (usually reversible) injury or illness resulting in days off work	Possible	Might occur occasionally
First Aid	First aid level medical treatment	Unlikely	Could happen at some time
Negligible	No treatment required	Highly unlikely	May happen only in exceptional circumstances

Step C – Calculate the Risk Level

1. Take the Step A rating and select the correct line
2. Take the Step B rating and select the correct column
3. Circle the risk level where the two ratings cross in the matrix below

Risk Legend

E= Extreme H= High Risk M= Medium Risk L= low Risk

Consequence	Likelihood				
	Very likely	Likely	Possible	Unlikely	Highly unlikely
Fatality	Extreme (25)	H (24)	H (22)	H (19)	M (14)
Major injury	H (23)	H (21)	H (18)	M (13)	M (10)
Minor injury	H (20)	M (17)	M (12)	M (9)	L (6)
First aid	M (16)	M (11)	M (8)	L (5)	L (3)
Negligible	M (15)	M (7)	L (4)	L (2)	L (1)

Prioritising Hazards			
Risk Level	Priority	Action	Implementation of corrective action
Extreme E25	1	The activity should cease immediately and safety controls implemented. Notify responsible person and assess activity or situation.	Immediate
High H16 – H23	2	Implement safety measures immediately to reduce risk. Notify responsible person and assess activity.	Risk assessment to be reviewed by supervisor before work is undertaken
Medium M4 – M19	3	Implement safety controls, assess and monitor activity, record any changes to work processes or procedures.	Supervisor to approve before work is undertaken
Low L1 – L6	4	Manage by documented processes and procedures and assess activity or changes which may affect the risk.	Monitor periodically, record and review to achieve further minimization of the risk

Control Hierarchy	
Elimination	Remove hazard
Substitution	Use a less hazardous alternative
Isolation	Eg: Restrict access, use in a closed container, fume cabinet
Engineering	Eg: Trolleys to move loads, guards on machinery, Fume cupboard
Administration	Eg: Training, Safe Work Procedure, signage
PPE - Personal Protective Equipment	Eg: Gloves, respirator, safety glasses