

CLEANING PUBLIC AREAS SAFE WORK METHOD STATEMENT (SWMS)

Business Contact:	Phone #:	Principal Contractor (PC):	
Responsible person (for monitoring SWMS and work):		PC Address:	
Signature:	Date:	PC Phone #:	Date SWMS provided to PC:
Contact Phone #:		Job Site Address:	

SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.
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THIS WORK ACTIVITY INVOLVES THE FOLLOWING “HIGH-RISK CONSTRUCTION WORK” (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

<input type="checkbox"/> Confined spaces	<input checked="" type="checkbox"/> Mobile plant movement	<input type="checkbox"/> Demolition of a load-bearing structure	<input type="checkbox"/> Asbestos disturbance
<input type="checkbox"/> Using explosives	<input type="checkbox"/> Diving work	<input type="checkbox"/> Artificial extremes of temperature	<input type="checkbox"/> Tilt-up or pre-cast concrete
<input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services			
<input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse			
<input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers		<input type="checkbox"/> Work in a ceiling space (W.A. Only)	
<input type="checkbox"/> Working at depths greater than 1.5 metres, including tunnels or mines		<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere	
<input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor		<input type="checkbox"/> In or near water or other liquid that involves the risk of drowning	

WORKING WITH A RISK OF A FALL OVER 2 METRES - Select the fall from height 'hierarchy of control level' considered when establishing controls:

<input type="checkbox"/> L 1: Work on the ground or solid construction	<input type="checkbox"/> L 4: Use a fall arrest system e.g., safety harness, catch platforms
<input type="checkbox"/> L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP	<input type="checkbox"/> L 5: Implement administrative controls e.g., signage, or instruction
<input type="checkbox"/> L 3: Use a work positioning system e.g., travel restraint, rope access	<input type="checkbox"/> Other?

More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes). Please describe why it is not reasonably practicable to use higher-order control measures. E.g. The job is less than 5 minutes on a ladder.

Planning/Preparation	<ul style="list-style-type: none"> • Liaise with Principal Contractor to identify on-site safety systems and procedures • Establish supervisory and communication arrangements • Principal contractor to confirm emergency response procedures are in place.
Hold Points	<ul style="list-style-type: none"> • Hold points identified and signed off before continuing work. <i>Specify?</i>
Training/Licence	<ul style="list-style-type: none"> • All workers to have a General Construction Induction Card • Relevant workers have relevant certificates of competency, licenses, and training. <i>Specify on the SWMS Sign-off for each worker.</i> • Trained First Aider on site • All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets.
Worker duties and responsibilities	<ul style="list-style-type: none"> • Fit condition for work, i.e., no signs of fatigue, alcohol or drugs • Attend all site inductions/briefings • Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP) • Only carry out work related to the contract • Inspect completed work and report possible safety, environmental and quality matters to the supervisor.
Monitor/Review	<ul style="list-style-type: none"> • All people involved in the task must have this SWMS communicated to them before work commences • SWMS to be reviewed and amended if necessary, in consultation with relevant people after any near miss or incident • If additional site hazards identified, review this SWMS and amend control measures to suit • People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP • Give the principal contractor a copy of the revised SWMS • The site supervisor to monitor works against the controls stated in this SWMS • SWMS must be kept on-site and made available for inspection or review • Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident • Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.
Site-Specific Notes:	<p>Act, Regulations, Codes of Practice References:</p> <ul style="list-style-type: none"> ➤ Work Health and Safety (Transitional and Consequential Provisions) Act 2011 ➤ Work Health and Safety Act 2011 ➤ Work Health and Safety Regulations 2011. ➤ Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 ➤ Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015 ➤ Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 ➤ Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015 ➤ Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015 ➤ Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015

	<ul style="list-style-type: none"> ➤ Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 ➤ Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015 ➤ Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015 ➤ Work Health and Safety (Work Health and Safety Consultation, Co-operation, and Co-ordination) Code of Practice 2015 <p><i>Standards Australia 2001, – Occupational health and safety management systems - Specification with guidance for use, AS/NZS 4801: 2001 (Superseded by AS/NZS ISO 45001)</i> <i>Standards Australia 2018, – Occupational health and safety management systems — Requirements with guidance for use, AS/NZS ISO 45001:2018</i></p>
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Personal Protective Equipment (PPE)

FOOT PROTECTION  <input checked="" type="checkbox"/>	HEARING PROTECTION  <input checked="" type="checkbox"/>	HIGH VISIBILITY  <input type="checkbox"/>	HEAD PROTECTION  <input type="checkbox"/>	EYE PROTECTION  <input checked="" type="checkbox"/>	FACE PROTECTION  <input type="checkbox"/>	HAND PROTECTION  <input checked="" type="checkbox"/>	PROTECTIVE CLOTHING  <input checked="" type="checkbox"/>	BREATHING PROTECTION  <input checked="" type="checkbox"/>	SUN PROTECTION  <input type="checkbox"/>	SAFETY HARNESS  <input type="checkbox"/>	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back. <input checked="" type="checkbox"/>
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JOB TASK	HAZARDS	IR	CONTROL MEASURES <small>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</small>	RR	RESPONSIBLE PERSON
1. Planning	<ul style="list-style-type: none"> Fatigue Unauthorised access Insecure workplace 	3H	<ul style="list-style-type: none"> Out-of-hours / night work: <ul style="list-style-type: none"> Allow adequate meal breaks for workers; especially if they have worked during part of the day, they will need time to rest & recover sufficiently to work safely into the evening/night Do not schedule full double shifts for workers as worker fatigue increases the risk of incidents Workers have access to: <ul style="list-style-type: none"> Suitable amenities (toilets/wash facilities/drinking water) Sufficient lighting (including parking areas) Air conditioning, heating and mechanical ventilation if required Emergency exits Safe area for parking/unloading equipment – protected from rain 	2M	Supervisor to ensure all planning and scheduling is followed

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			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>				
			<ul style="list-style-type: none"> Additional security personnel on-site to ensure no unauthorised access by the general public while work is being performed ⚠ For safety purposes, all night workers needs to ensure they are logged onto Lighthouse IO at all times. 				
	Infection Disease Allergic reaction	3H	<ul style="list-style-type: none"> Ensure vaccinations (such as Hepatitis B, tetanus.) are offered for staff. people with known allergic responses should consult a doctor and ensure appropriate kit is available at all times (Including EpiPen - in date). 		2M		
	Emergency	4A	<ul style="list-style-type: none"> Avoid people working alone, use a buddy system to provide immediate support Have a reliable communication system in place and test regularly <ul style="list-style-type: none"> Emergency procedures: <ul style="list-style-type: none"> Emergency contacts (<i>enter numbers here</i>) Building security (<i>enter numbers here</i>) Nearest medical facility (<i>enter the address here</i>) Location of fire protection equipment Emergency exits and assembly areas. 		2M		
2.	Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) Do not park illegally Identify and obey all safety-related signage (check site entry requirements) Report to Site Supervisor Ensure site-specific induction undertaken Assess mobile phone reception The worksite is exactly as detailed in the terms of agreement or contract Complete a JSA specifying the control measures for any unanticipated hazards. 		2M	Supervisor to check the site and conduct JSA where necessary
3.	Work area set-up	Unauthorised access to the work area	3H	<ul style="list-style-type: none"> Establish an exclusion zone for other workers and the public. i.e., those not associated with the activity. Clearly define the exclusion zone by signage and hazard markers Maintain awareness of unauthorised people attempting to enter or entering the work area If members of the public or unauthorised personnel enter the exclusion zone, stop work until removed from the work zone. 		2M	Supervisor and workers to follow control measures

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			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
4. Environment	Environmental impact	3H	<ul style="list-style-type: none"> • Noise & vibration - Be aware of maximum noise levels at the site • The plant is maintained to minimise noise • No noise produced outside council approved hours of operation • Waste - place all wastes and rubbish in bins or other appropriate containers • Separate recycle waste from general waste • Waste to be disposed of in an appropriate waste disposal location (No illegal or non-approved dumping) • Fuels, oils & chemicals - ensure that a spill response kit is available at all times and clean up spills immediately • Follow instructions in SDS for clean-up requirements • Dispose of chemicals correctly, empty containers/bags in approved waste containers • Triple rinse all empty/unwanted containers and make containers unusable before disposal. • Waterways & soils - do not wash out tools or containers where residue can enter waterways or drains. • Terrestrial fauna - No domestic animals on-site • Ensure all food scraps placed in lidded bins. 		2M	Supervisor and workers to ensure control measures followed
5. House keeping	Slips, trips & falls	3H	<ul style="list-style-type: none"> • Maintain housekeeping throughout the shift & clean-up • Ensure sufficient lighting to detect changes in level (using temporary light as required) • The work area is clean and uncluttered as possible • Locate equipment where it will not become a tripping hazard • Check for stored items, corners or other obstructions that could cause trip hazards • Ensure signage is placed in appropriate locations when cleaning (entrance to toilets, prevent access to wet floor areas, etc.). Remove signs as soon as the area is safe • Make use of power points in the area. Use caution to avoid tripping over extension cords. If required, run cords along corridors, not across doorways/access areas • Clean from top to bottom • Keep equipment to the side of walkways allowing space for the others to pass • Dry surfaces after wiping with a wet cloth • Mop floor from furthest point and finish at doors • Vacuum or mop stairs from bottom to top with cleaner and power cords behind you • Clean up spills immediately • Ensure footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, oily soles, or caked with mud or other contaminants 		2M	Supervisor and workers to ensure control measures followed
6. Manual tasks	Musculoskeletal (MSD) injuries	3H	<ul style="list-style-type: none"> • Materials/equipment placed as close to the work area as possible 		2M	Supervisor and workers

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			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
			<ul style="list-style-type: none"> • Ensure tasks are undertaken following manual handling risk controls and using the equipment provided, e.g. trolley for movement of equipment and chemicals from one area to another • Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight • Do not use extreme force to move items • Hold lifted items close to the body whenever possible: <ul style="list-style-type: none"> ○ Keeping knees bent and back straight and lift, unload keeping knees bent • Use team lifts and mechanical means for heavy items • Schedule regular breaks and practice job rotation. 			to ensure control measures followed
7. Sweeping, mopping & surface cleaning	• Contaminated biological materials	3H	<ul style="list-style-type: none"> • Workers trained in “Standard Precaution” procedures for infection control treating biological materials (i.e., blood, human or animal tissues) and prevention of viral & bacterial transmission • Pick up any rubbish or foreign material with tongs and place in a waste bag • Do not shake laundry items, e.g. towels or other cloth materials • <u>Hand washing</u> <ul style="list-style-type: none"> ○ Wash hands thoroughly with warm water and soap for at least 20 seconds after removing gloves. If soap and water are not available, use an alcohol-based hand sanitiser that contains at least 70% alcohol ○ Avoid touching eyes, nose, or mouth with unwashed hands ○ Always clean hands: <ul style="list-style-type: none"> ▪ After going to the toilet ▪ Before eating, drinking or smoking ▪ After removing gloves ▪ If hands are visibly dirty ▪ After handling any potentially infectious material without gloves • <u>Contaminated/infectious material and surfaces</u> <ul style="list-style-type: none"> ○ Provide decontamination kit, including: <ul style="list-style-type: none"> ▪ Bleach solution (1-part bleach to 10-part water – 1:10 – prepared less than three days previous) or alcohol solutions with at least 70% alcohol ▪ Disposable gloves, shoe covers (if relevant) and apron ▪ Paper towels and tongs • Wear respiratory PPE when at risk of exposure to airborne contaminants • Wear gloves at all times. 	2M	Supervisors to check all controls in place and followed Operator to follow controls and make supervisor aware of any issues	
	Inhalation of dust &/or mould	3H	<ul style="list-style-type: none"> • Ensure adequate ventilation • Ensure vacuum cleaners have sealed dust collection bags • Use moist cloths to wipe dust 	2M		

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			<ul style="list-style-type: none"> • Wear disposable facemasks and hand protection. Disposable face masks must: <ul style="list-style-type: none"> ○ Be fitted and used according to manufacturer’s written instructions ○ Fitted tightly. Check the tightness of the headbands and the operation of the one-way valve. (If fitted.) ○ Be replaced as required depending upon the amount of air-born dust and usage. 		
	<ul style="list-style-type: none"> • Muscular stress • MSD 	3H	<ul style="list-style-type: none"> • Use long-handled tools to clean outside of the toilet, mirrors and other surfaces to reduce over-reaching, bending and twisting • Use sponges/brushes that flex to the shape of the surface to avoid awkward positions • Position smaller bins on an elevated surface before emptying the contents (change the liner); this will reduce bending and twisting • Ensure equipment is suitable for the task. E.g.: <ul style="list-style-type: none"> ○ Light-weight bucket/mops (with an adjustable handle and long-handled wringer) ○ Mops/brooms with extendable handles ○ Trolleys for buckets/mops ○ Long-handled tools with swivelling heads for cleaning cramped areas such as toilets • Ensure: <ul style="list-style-type: none"> ○ Work in a small section to avoid overreaching ○ Extend handle to clean around fixtures to avoid bending, reaching and kneeling • Emptying wheelie bins: <ul style="list-style-type: none"> ○ Where possible on hard surfaces, use two hands and push bin (on loose gravel or other soft surfaces pulling may be easier) ○ Ensure wheelie bin is not too heavy or overloaded, test weight before moving ○ Move one bin at a time. Do not attempt to pull or push two bins at once ○ Use the flattest route possible (avoid steps or ramps where possible) ○ If you must move a wheelie bin up or downstairs, always ensure that the bin is below you ○ If the bin is to be emptied manually, e.g. into a larger industrial bin, where possible use a mechanical bin lifter ○ If a mechanical lifter is not available and the bin is not heavy, use a two-person lift to empty bin. Do not attempt to empty wheelie bin alone. 	2M	
	Contact with hazardous chemicals	3H	<ul style="list-style-type: none"> • SDS is obtained for all chemicals and is accessible: ensure current (issue date with five years) • Implement all controls as per label and SDS • Before mixing any chemicals, check for compatibility and refer to SDS 	2M	

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			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
			<ul style="list-style-type: none"> • All containers (original container or decanted portions) supplied for use at a workplace, must have a label with all required details listed. Do not use a container if not correctly labelled • Ensure the correct chemical handling equipment is available and in good condition • Use with adequate ventilation • Ensure spill kit is available at all times <ul style="list-style-type: none"> × <i>DO NOT eat or drink when handling chemicals</i> × <i>DO NOT eat or drink without washing hands thoroughly first</i> × <i>DO NOT take food into the work area where chemicals are being used or stored</i> × <i>DO NOT wear contaminated PPE in areas outside the work zone, such as eating areas.</i> 		
	Falls	3H	<ul style="list-style-type: none"> • Avoid work above 2m, use extendable poles • ONLY use approved height access equipment to clean above 2m. <ul style="list-style-type: none"> ▲ <i>NEVER stand on chairs, tables or fixtures</i> • Ladders - Ensure: <ul style="list-style-type: none"> ○ Load rating of at least 120kg ○ Correct size and length for the job ○ No damage, clean and dry ○ Face ladder when ascending/descending ○ Ensure 3 points of contact remain on the ladder at all times. 	2M	
	Cuts & lacerations	3H	<ul style="list-style-type: none"> • Use dustpan and brush to collect broken glass • Do not carry waste bags next to the body as they may contain sharps. Use trolleys if possible • Wrap broken glass before disposal and wear gloves. 	2M	
	Snakes/insects bites	3H	<ul style="list-style-type: none"> • Wear hand protection at all times • Use equipment such as long-handled dusters, handheld vacuum cleaners etc. <ul style="list-style-type: none"> ▲ <i>DO NOT place hands where vision is restricted (behind toilets). Only reach into fully visible areas.</i> 	2M	
	Aggression	3H	<ul style="list-style-type: none"> • Ensure courteous manner with others on-site • Do not engage people who may be aggressive, leave the area and report to supervisor immediately. 	2M	
	Trapped in lift	3H	<ul style="list-style-type: none"> • Take the lift “Out of Service” following lock-out/tag-out procedures • Clean the lift with the doors open for the duration. 	2M	

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8. Spills & sharps management	Injury to public – slips, trips & falls	3H	<ul style="list-style-type: none"> • Ensure any spills are cleaned up quickly • Mop up excess with a mop • If substance spilled is oil – use an “Oil spill clean-up kit.” • Stay at the exact spot of the spill • Call Centre Management to request them to bring “WET FLOOR” signs • Once safety signs are in place, bring clean up equipment to the spill as quickly as possible: <ul style="list-style-type: none"> ○ If the spill is large, in a high pedestrian traffic area and/or is particularly hazardous – leave a staff member at the spill location to ensure no people enter the spill zone while the cleaning equipment is being collected • Once the spill has been cleaned up, leave “WET FLOOR” signs in place • Put cleaning equipment away • Return in at least 10 minutes to see if the floor is dry & safe • If the floor is dry & safe – remove signs. 		2M	Supervisors to check all controls in place and followed Operator to follow controls and make supervisor aware of any issues
	Needlestick injury	3H	<ul style="list-style-type: none"> • Have a “Sharps Disposal Kit” available to use • Use tongs to pick up needles and dispose of in a sharp’s container. 		2M	
	Cuts & lacerations	3H	<ul style="list-style-type: none"> • Use dustpan and brush to collect broken glass • Wear gloves • Wrap broken glass before disposal. 		2M	
9. Working near powered mobile plant - ride-on scrubbers	<ul style="list-style-type: none"> • Struck by scrubber • Crush injuries • Amputation • Entanglement • Fatality 	4A	<ul style="list-style-type: none"> • Check constantly for changing hazards and monitor work position at all times, ensure: <ul style="list-style-type: none"> ○ Do not stand behind the scrubber when reversing ○ Allow sufficient distance from the plant during operation ○ Alertness at all times. Listen for reversing alarms/beepers & calls from Plant Operators ○ Obey safety/warning signs ○ Work positions should be in clear sight of plant operators • Groundworkers must: <ul style="list-style-type: none"> ○ Not approach mobile plant until the operator has agreed to their request to approach ○ Maintain a safe distance from the mobile plant while in operation ○ Be made familiar with the blind spots of the mobile plant • High visibility clothing worn at all times by all workers. 		2M	Supervisors to check all controls in place and followed Operator to follow controls and make supervisor aware of any issues
10. Cleaning hard floors using polishers & ride-on or	Machine malfunction	3H	<ul style="list-style-type: none"> • Use powered units (gas and electric) only for the purpose specified by the manufacturer • Pre-inspect and operate following the manufacturer’s instructions • Ensure operations manual is available, read and understood. 		2M	Supervisors to check all controls in place and followed
	Struck by projectiles	3H	<ul style="list-style-type: none"> • Remove loose objects on the floor to prevent projectiles if struck by spinning pads. 		2M	

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			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
push model scrubbers	<ul style="list-style-type: none"> • Electrocution • Injury • Fire 	3H	<ul style="list-style-type: none"> • All electric power units and leads are Tested and Tagged and are current • Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices <ul style="list-style-type: none"> ⚠ Do not use plug top RCD's fitted to power tools as the RCD cannot be tested • Ensure switchboards have appropriately rated circuit breaker • Keep cord away from heated surfaces • Do not operate units with flammable liquids or near flammable vapours as an explosion or flash fire may occur • <i>Do not:</i> <ul style="list-style-type: none"> ○ Pull machine by plug or cord ○ Run machine over a cord ○ Pull cord around sharp edges or corners ○ Close doors on a cord ○ Unplug by pulling on the cord ○ Stretch cord ○ Handle plug with wet hands • Always ensure that the unit is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing • If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures. 	2M	Operator to follow controls and make supervisor aware of any issues
	Entanglement	3H	<ul style="list-style-type: none"> • Wear close-fitting clothing • Rings, watches, jewellery that may become entangled must not be worn • Long and loose hair must be tied back • Keep fingers (and other parts of the body) away from moving parts. 	2M	
	Falls	3H	<ul style="list-style-type: none"> • When using scrubbers and polishers, go slow on inclines and slippery surfaces • Ride-on scrubbers: <ul style="list-style-type: none"> ○ Face the scrubber whenever you mount and dismount ○ Use the provided steps/handholds ○ Maintain a 3-point contact with the steps and handholds (2 hands X 1 foot/2 feet X 1 hand) ○ Never mount or dismount a moving scrubber ○ Do not jump off the scrubber ○ Do not carry tools or supplies when you try to mount/dismount ○ Do not use any controls as handholds ○ Never leave operator seat with engine running • Ensure footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud etc. 	2M	

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			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
	Noise	3H	<ul style="list-style-type: none"> Ensure workers not exposed to noise that exceeds the exposure standard (85dB averaged) Hearing protection for operators is required. 		2M	
11. Charging batteries & changing gas bottles	Fire/explosion	4A	<ul style="list-style-type: none"> Follow manufacturer's recommendations for charging and changing gas bottles The motor is stopped, and ignition is turned off ONLY charge or change gas bottles in designated areas DO NOT charge or change gas bottles while the engine is running DO NOT smoke during charging and changing gas bottles Ensure charging and changing gas bottles is undertaken in a well-ventilated area, clear of ignition sources Safety Data Sheets (SDS) is at hand <u>Charging batteries:</u> <ul style="list-style-type: none"> The charger is turned off when leads are being connected or disconnected to the battery Leads and cables are in good condition No loose cables or metal objects on top of the battery Batteries emit hydrogen gas. Explosion or fire can result. Keep sparks and open flame away. Keep covers open when charging Ensure dry powdered fire extinguisher available and in date. 		2M	Supervisors to check all controls in place and followed Operator to follow controls and make supervisor aware of any issues
	Contact with battery acid	3H	<ul style="list-style-type: none"> Charging area - Ensure: <ul style="list-style-type: none"> Battery charging is only done in a designated area with adequate ventilation, and with neutralising agents in case of electrolyte spillage An eyewash station and safety shower have been provided Face shield, apron & chemical resistant gloves are worn. 		2M	
	Gas leak	3H	<ul style="list-style-type: none"> Close off the supply valve and inform the supervisor immediately. 		2M	
	Eye trauma	3H	<ul style="list-style-type: none"> Wear wrap-around protective eyewear when disconnecting LPG bottle An eyewash station and safety shower have been provided Face shield, apron & chemical resistant gloves are worn. 		2M	
	Cold burns	3H	<ul style="list-style-type: none"> Use gloves for protection when changing gas cylinders. 		2M	
	Unauthorised access	3H	<ul style="list-style-type: none"> If acceptable, remove or add barricades Only remove signs when areas are dry and ready for use. 		2M	
12. On completion	Electric shock / electrocution	3H	<ul style="list-style-type: none"> Disconnect power cleaners/extension leads from power point before winding up so that you don't get a shock if the lead is damaged 		2M	Supervisor to confirm all workers have signed out

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			<ul style="list-style-type: none"> Inspect leads and power equipment for damage. 		Workers to comply with controls
	Crush injuries/ entrapment	4A	<ul style="list-style-type: none"> Store plant and equipment in designated storage areas Scrubbers and polishers: <ul style="list-style-type: none"> Stop on a level surface Apply the parking brake (if equipped) Turn off the machine and remove the keys. 	2M	
	Security breach	3H	<ul style="list-style-type: none"> All personnel sign-out on Site Register or inform your supervisor upon completion. 	2M	
	Vehicle/people impact	4A	<ul style="list-style-type: none"> Stay to designated access and egress routes Maintain awareness of surroundings. 	2M	
13. Emergency response	<ul style="list-style-type: none"> Injury Fatality Environmental damage 	4A	<ul style="list-style-type: none"> For police, fire or ambulance call '000.' Follow site emergency and evacuation procedures A communication system is available, e.g. a mobile phone or radio Check for dangers to self before helping others Maintain control of the area and stabilise the situation Apply first aid to the injured worker Complete an incident report. 	2M	Supervisors and workers ensure controls followed

OVERALL RISK RATING AFTER CONTROLS

1 - Low
 2 - MODERATE
 3 - HIGH
 4 - ACUTE

PERMITS

Not applicable
 Hot Work
 Confined Space
 Local council
 Excavation
 Lift (crane)

Working at height
 Restricted access
 Asbestos remediation
 Other?
 Other?
 Other?

PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES	SUPERVISORY ARRANGEMENTS
<input type="checkbox"/> Electrical tools and leads	Tested and tagged quarterly	<i>List hazardous substances taken on-site and have the SDS on-site.</i> 1. 2. 3. 4. 5.	<input type="checkbox"/> Audits <input type="checkbox"/> Spot Checks <input type="checkbox"/> Reporting systems <input type="checkbox"/> Suitably qualified supervisors for job <input type="checkbox"/> Direct on-site supervision <input type="checkbox"/> Remote site: communication systems/schedule <input type="checkbox"/> Other?
<input type="checkbox"/> Hand tools - Meet AS/NZS	Regular visual inspection		
<input type="checkbox"/> Ladders - Meet AS/NZS	Inspected and tagged out if damaged		
<input type="checkbox"/> Mobile plant- <i>specify</i>	Inspected and tagged out if damaged		
<input type="checkbox"/> ?			
<input type="checkbox"/> ?			
<input type="checkbox"/> ?			

OVERALL RISK RATING AFTER CONTROLS	<input type="checkbox"/> 1 - Low	<input checked="" type="checkbox"/> 2 - MODERATE	<input type="checkbox"/> 3 - HIGH	<input type="checkbox"/> 4 - ACUTE
<input type="checkbox"/> ?				
<input type="checkbox"/> ?				

SWMS SIGN-OFF This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. I have read the above SWMS, and I understand its contents. I confirm that I have the skills and training, including relevant certification, to conduct the task as described. I agree to comply with safety requirements within this SWMS, including risk control measures, safe work instructions, and PPE described.

WORKERS' NAME	JOB ROLE / POSITION <small>E.G. SUPERVISOR, WORKER, TRAINEE</small>	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
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		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				

HIERARCHY OF CONTROLS

Most
EFFECTIVE



Least
EFFECTIVE

RISK MATRIX

STEP 1: DETERMINE LIKELIHOOD: What is the possibility that the effect will occur?

	CRITERIA	DESCRIPTION
ALMOST CERTAIN	Expected in most circumstances.	The effect is a common result.
LIKELY	Will probably occur in most circumstances.	The effect is known to have occurred previously.
POSSIBLE	Could possibly occur at some time.	The effect could occur. I've heard of it happening before.
UNLIKELY	Unlikely but possible.	The effect could occur, but I have not heard of it happening before.
RARE	Highly unlikely to occur.	The effect is practically impossible.

STEP 2: DETERMINE CONSEQUENCE: What will be the expected effect?

LEVEL OF EFFECT	EXAMPLE OF EACH LEVEL
INSIGNIFICANT	No effect – or so minor that effect is acceptable.
MINOR	Minor first aid treatment, minimal business disruption, minimal environmental effect.
MODERATE	Serious injuries, medium business interruption, medium environmental impact.
MAJOR	Extensive injuries/fatality, significant business interruption, environmental harm, prosecution.
CATASTROPHIC	Multiple permanent disability/fatalities, business failure, substantial environmental harm, prosecution/imprisonment.

STEP 3: DETERMINE THE RISK SCORE:

EFFECT LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	2 Mod.	2 Mod.	3 High	4 ACUTE	4 ACUTE
LIKELY	2 Mod.	2 Mod.	3 High	4 ACUTE	4 ACUTE
POSSIBLE	1 Low	2 Mod.	2 Mod.	3 High	4 ACUTE
UNLIKELY	1 Low	1 Low	2 Mod.	3 High	4 ACUTE
RARE	1 Low	1 Low	2 Mod.	2 Mod.	3 High

STEP 4: RECORD RISK

SCORE	ACTION
4A: ACUTE	<u>DO NOT PROCEED until risk level is reduced;</u> immediately introduce high-level controls. <i>Re-assess before proceeding.</i>
3H: HIGH	<i>Review before commencing work.</i> Introduce new controls and/or maintain high-level controls to lower the risk level. Controls are to be monitored frequently.
2M: MOD.	<i>Maintain control measures.</i> Be cautious when working. Monitor and review regularly.
1L: LOW	<i>Record and monitor.</i> Proceed with work. Regularly review risks.