

HIGH PRESSURE WATER CLEANER 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 checked="" 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> <p>Act, Regulations, Codes of Practice References: > Work Health and Safety (Transitional and Consequential Provisions) Act 2011</p> <ul style="list-style-type: none"> > 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 > 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 Standards Australia 2001,
 – Occupational health and safety management systems - Specification with guidance for use, AS/NZS 4801: 2001 (Superseded by AS/NZS ISO 45001) Standards Australia 2018,
 – Occupational health and safety management systems — Requirements with guidance for use, AS/NZS ISO 45001:2018

Personal Protective Equipment (PPE)

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	SEAT BELT
											
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

JOB TASK	HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
1. Working alone	Emergency	4A	<ul style="list-style-type: none"> Ensure a second person knows your location and expected time of return Use mobile phone, telephone or radio to periodically check-in Communication equipment within easy reach at all times Take extra care to work safely and methodically Have a first aid kit readily available and stocked appropriately. 	2M	Operator to maintain call logs
2. Arrival at site	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> Follow Traffic Management Plan if in place Position the vehicle in a safe location, deploy physical barriers, caution signs as necessary Identify and obey all safety-related signage (check site entry requirements) Report to Site Supervisor Ensure site-specific induction undertaken Assess mobile phone reception 	2M	Operator to check the site and conduct JSA where necessary

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			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
			<ul style="list-style-type: none"> The worksite is exactly as detailed in terms of agreement or contract Complete a JSA specifying the control measures for hazards. 		
3. HRCW Work area set up	<ul style="list-style-type: none"> Powered mobile plant movement Struck by mobile plant Laser beams 	4A	<ul style="list-style-type: none"> Follow any traffic management plan (TMP) requirements <ul style="list-style-type: none"> <i>Some TMP may say that pedestrians have the right-of-way. Never assume this. Make visual and verbal contact with the plant operator as required</i> Check constantly for changing hazards and monitor work position at all times, ensure: <ul style="list-style-type: none"> Do not stand behind reversing vehicles Allow sufficient distance from the plant during operation Do not conduct work in established "no go zones." Alertness at all times. Listen for reversing alarms/beepers & calls from Plant Operators Safety/warning signs, spotters, traffic barriers. must be obeyed as required Work positions should be in clear sight of plant operators High visibility clothing worn at all times by all workers. 	2M	Supervisor and operator to ensure control measures followed
	<ul style="list-style-type: none"> Water under pressure Projectiles 	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. This zone should be clearly defined by signage and hazard marking tape or flagging. Use solid barriers as required to reduce the effects of projectiles 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 All equipment and machines near work areas should be protected or shielded from water and/or being hit by flying debris: <ul style="list-style-type: none"> Remove all objects such as rocks, broken glass, nails, wire, debris, toys, or Anything that may become a hazard during Water Jet Cleaning operation Hoses, Check: <ul style="list-style-type: none"> Restrained to restrict their movement in the event of a hose-end failure Nozzles checked and cleared of debris that could cause obstructions Attachments should be fitted as per the manufacturer's recommendations. 	2M	
	Contact with electricity	3H	<ul style="list-style-type: none"> Any electrical equipment in the immediate area of the operation that presents a potential hazard and is not required during the job must be de-energised, shielded, or otherwise made safe Ensure equipment is not placed in areas where they may be run over, damaged or exposed to water (unless rated for wet environments). Keep power leads up off the ground & out of the way Electric Powered Units: 	2M	

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
			<ul style="list-style-type: none"> All power water jet cleaner and leads are Tested and Tagged and are current Safety switches (RCD's) are provided Ensure switchboards have appropriately rated circuit breaker ⚠ Do not use plug top RCD's fitted to power water jet cleaner, as the RCD cannot be tested. 			
	Exposure to hazardous vapours (<i>fuel-powered units</i>)	4A	<ul style="list-style-type: none"> ⚠ Do not run a diesel/petrol-powered machine inside a building, or where ventilation is limited. Always operate the tool in a well-ventilated area Use mechanical ventilation where required. 		2M	
	Fire	3H	<ul style="list-style-type: none"> Ensure equipment rated for atmospheric requirements (water, or explosion-proof for flammable zones) Always operate in areas free of combustible materials, gasoline, flammable solvents or vapours Ensure fire protection equipment accessible as required. 		2M	
	Night work	3H	<ul style="list-style-type: none"> When carrying out night work, ensure adequate systems are in place to enable safe work. For example, lighting in parking and re-fuelling areas, illuminated signage, reflective tapes on truck cabin steps. 		2M	
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 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. Vehicle movement - follow the TMP, only travel on established tracks and roads Use designated entry and exit points. 		2M	Supervisor and operator 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: <ul style="list-style-type: none"> Safe access and egress Sufficient lighting 		2M	Supervisor and operator to ensure

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			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
			<ul style="list-style-type: none"> ○ Free of tripping hazards (such as excess material, hoses) ○ Complete visibility of work area ○ Use pendants, lead stand or insulated cable hangers ○ Do not drape leads/hoses over body or workpiece ○ Do not run leads/hoses along ground/floor, near sharp edges, across doorways or hang them over metal structures Perform regular hose set up checks: <ul style="list-style-type: none"> ○ Not running across walkways, roadways or stairways ○ Arranged to minimise trip hazards • If using steam and hot water can cause vapour clouds than limit visibility. To maintain visibility: <ul style="list-style-type: none"> ○ Always direct the steam/hot water away from yourself ○ Plan the work to avoid having to walk into a vapour cloud, where vision becomes poor ○ If visibility is lost, stop work, wait for the vapour to dissipate before continuing. • Ensure that 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 or other contaminants. 		control measures followed	
6. Manual tasks	<ul style="list-style-type: none"> • Fatigue • Prolonged seating • MSD injuries 	3H	<ul style="list-style-type: none"> • Ensure materials/equipment is as close to the work area as possible • Complete visibility of work area for Water Jet Cleaner operators • Access to clean water supply as near as possible • Ensure the unloading route is clear of hazards • Where possible, larger pressure units should be unloaded using mechanical means • Use ramps, to unload large units where practicable: <ul style="list-style-type: none"> ○ Ensure ramps are securely fastened to the tray ○ Do not stand below the pressure unit when unloading using ramps – Use another person to assist and always handle from the side • Manual lift to unload: <ul style="list-style-type: none"> ○ Use team-lifts where possible ○ As much as possible, team members are of similar height and capability ○ Team members know their responsibilities during the lift ○ Ensure materials /equipment is stored as close to the work area as possible. 	2M	All workers to ensure control measures followed	
7. HRCW Operating the pressure cleaner	Equipment malfunction	3H	<ul style="list-style-type: none"> • Inspect, connect and operate the pressure cleaner following manufacturers' instructions • Read all instructions and become familiar with the controls before use • Check pressure unit functionality (i.e., operation, pressure etc.) and performance • Check power cable for cuts or general damage each time the unit is used. • If power cords plugs are damaged, they must be replaced immediately 	2M	Supervisors to check all controls in place and followed	

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
			<ul style="list-style-type: none"> For hot water and steam units - Set the required temperature and ensure hot water switches are in the correct position (<i>as per operating manual instructions</i>) Start the machine and ensure it operates as expected (check all controls are operational and ensure off /on switches are functional) Check for damage or faults regularly during operation. Examples, if excessive vibration occurs, stop using immediately. <p>⚠ <i>Do not use if any fault/damage/missing parts. Report immediately and follow tag-out/lock-out procedures.</i></p>			Operator to follow controls and make Supervisor aware of any issues
	<ul style="list-style-type: none"> Water under pressure Injection injury Amputation Projectiles 	4A	<ul style="list-style-type: none"> Use the lowest pressure compatible with the work to be performed Objects to be cleaned must be secured against movement Small objects must be secured to a vice or similar tool A person should never hold objects <p>⚠ <i>Never put your hand over a jetting nozzle when operating or use high-pressure water to clean yourself, clothing or footwear (Water jet at 1500psi will cause injury if it contacts a person)</i></p> <p>Wear eye protection, protective clothing, rubber steel-toed boots with metatarsal guards.</p>		2M	
	Injury to pedestrians	4A	<ul style="list-style-type: none"> ⚠ Continually check for people entering the area ⚠ Stop operations if approached ⚠ Only point spray nozzle at the surface to be cleaned ⚠ NEVER leave the cleaner unattended during use ⚠ NEVER point the hose at a person or animal. 		2M	
	Adjacent to road & public access	4A	<ul style="list-style-type: none"> If cleaning roadside – comply with local laws and permits Exit vehicle from the non-traffic side of the road Wear high visibility clothing. 		2M	
	Contact with electricity (<i>electric powered units</i>)	4A	<ul style="list-style-type: none"> Keep the power cord away from heat, oil, sharp edges or moving parts <ul style="list-style-type: none"> Replace damaged cords immediately Never carry electrical water jet cleaner by the power cord Do not use a power cord to pull equipment from the power socket Unplug tool when not in use Do not: <ul style="list-style-type: none"> Expose power tool to rain or wet conditions Abuse the cord, never use the cord to carry the tool or pull the plug from the outlet. 		2M	

JOB TASK	HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
	Contact with hazardous chemicals	3H	<ul style="list-style-type: none"> Follow directions of use for (<i>specify the chemicals</i>) Consult SDS for the product Use PPE as per the SDS - <i>specify</i> Use with adequate ventilation Chemical resistant gloves for prolonged exposure <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> 	2M	
	<ul style="list-style-type: none"> Steam Hot water Burns 	3H	<ul style="list-style-type: none"> Hot water /steam units: <ul style="list-style-type: none"> Warn others in the area that hot water/ steam will be used Set water temperature only as high as necessary to accomplish the task Wear PPE - rubber gloves and boots, face shield, long pants and long sleeve shirt, apron Always direct hot-water/ steam away from yourself Wear boots <i>inside</i> pant legs, to avoid hot water flow into boots Never use a cold-water hose for hot water or steam washer cleaning. (ensure hose is reinforced and built for purpose). 	2M	
	Asbestos disturbance	4A	<p>⚠ The use high-pressure water jet cleaners on asbestos is prohibited</p> <ul style="list-style-type: none"> Ensure the worker is competent to identify if asbestos is present Determine the presence of asbestos-containing material (ACM) by obtaining a copy of the asbestos register for the site. 	2M	
	Lead disturbance	4A	<ul style="list-style-type: none"> Ensure the worker is competent to identify if a lead is present Determine the presence of lead in the materials being cleaned, e.g. lead-based paint - do not pressure wash peeling paint that contains lead. The paint chips will be scattered all over the place, and you will find it impossible to gather up all the debris/paint chips creating a "lead hazard". 	2M	
	Fire / explosion	3H	<ul style="list-style-type: none"> Do not operate power water jet cleaner in explosive atmospheres (i.e., presence of flammable liquids, gases or dust). 	2M	
	Property damage	3H	<ul style="list-style-type: none"> Keep the nozzle approximately 1.5m away from the surface being cleaned Any objects to be cleaned must be secured against movement Any objects to be cleaned must be secured against movement Small objects must be secured to a vice or similar tool Objects should never be held by a person 	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"> Aim the wand at an angle to its target. This will help to lift and remove dirt from the object more effectively than blasting it straight on High-pressure Water Jet Cleaners should not be directly aimed at electrical wiring, switches, relays, alternators, starter motors, bearing seals, window rubbers or other vulnerable components. 			
	Strong reaction force - vibration	3H	<ul style="list-style-type: none"> Consider reaction forces and ability of the worker to maintain control of the pressure cleaner Use triggers that can lock into place for use over longer periods (more than 30 seconds at a time). 		2M	
	Slips, trips & falls	3H	<ul style="list-style-type: none"> Ensure secure footing, as the area will become wet Perform regular hose checks: <ul style="list-style-type: none"> Hoses not running across walkways, roadways or stairways Hoses arranged to minimise trip hazards. 		2M	
	Noise	3H	<ul style="list-style-type: none"> Ensure hearing protection is worn by all people throughout exposure to noise. 		2M	
8. HRCW Refuelling	Fire / explosion	4A	<ul style="list-style-type: none"> DO NOT smoke during re-fuelling Ensure re-fuelling is undertaken in a well-ventilated area, clear of ignition sources Safety Data Sheets (SDS) for all fuel products on hand Follow manufacturer's manual/recommendations for re-fuelling Ensure fire extinguisher available and in date. <p>Diesel: Fire extinguisher – Water, foam, dry chemical powder, CO₂ Unleaded petrol: Fire extinguisher – Dry chemical powder, foam, CO₂. Never use water to extinguish an Unleaded Petrol fire.</p>		2M	Supervisors to check all controls in place and followed Operator to follow controls and make Supervisor aware of any issues
	Contact with fuel	4A	<ul style="list-style-type: none"> Avoid breathing vapours or contact with fuel Fuel splashed clothing should be changed immediately Do not siphon or swallow fuel as this can be fatal Carefully wash hands and do not eat, drink or smoke during/after-handling fuel Shower and wash immediately after work Wash clothes in separate wash from other clothes. 		2M	
9. HRCW On completion	Water under pressure	3H	<ul style="list-style-type: none"> Turn off the water supply and allow any residual water to drain Keep the gun safety switch and trigger on so that water still runs out of the nozzle. 		2M	Supervisor to confirm all workers have signed out
	Contact with electricity	3H	<ul style="list-style-type: none"> Electric-powered units: <ul style="list-style-type: none"> Disconnect the cleaner/extension leads from power point before winding up, so that you don't get a shock if the lead is damaged 		2M	

JOB TASK	HAZARDS	IR	CONTROL MEASURES <i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>	RR	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> Inspect leads and power equipment for damage. 		Workers to comply with controls
	Burns	3H	<ul style="list-style-type: none"> Turn off the Water Jet Cleaner motor and allow all parts to cool down before storing the unit. 	2M	
	Security breach	3H	<ul style="list-style-type: none"> All personnel sign-out on Site Register. 	2M	
	Vehicle/people impact	4A	<ul style="list-style-type: none"> Stay to designated access and egress routes Maintain awareness of surroundings. 	2M	
10. 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. Refer to your SWMS implementing instructions for further specific emergency responses. 	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"/> ?			

?

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