

SAFE WORK METHOD STATEMENT FOR SITE ESTABLISHMENT

SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

Client/Principal Contractor	Insert client and/or PC name	Project Address:	Insert the project's address
Company Address:	Insert your company address	Phone Number:	Insert your business number
SWMS Prepared By:	Insert person	In Consultation With:	Refer to Consultation and Sign-Off Record
SWMS Approved By:	Insert person	Distribution To:	Persons involved in the work scope
SWMS Date:	Insert date	Review:	12 months required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Person (Per)	Insert person's business number
Work Scope Description:	General work activities to be undertaken to establish a work		
List the qualifications and training requirements for this activity:	<ul style="list-style-type: none"> • Possession of general training in induction card • Working safely and production on this site • Trade qualifications and other competencies • Training to enable safe work. 		
Details of inspections and maintenance checks required for this activity:	<ul style="list-style-type: none"> • Visual inspection of site • Checks and inspection of plant and equipment. 		
Are there any additional procedures that may affect this activity:	Persons must comply with all additional safe work procedures, plans, rules and instructions given by the person in control of the workplace.		
Legislative Re	<ul style="list-style-type: none"> • Work Health and Safety Act • Work Health and Safety Regulation • How to Manage Work Health and Safety Risks Code of Practice • Hazardous Manual Tasks Code of Practice Code of Practice • Work Health and Safety Consultation, Co-Operation and Coordination Code of Practice • Managing the Risk of Falls at Workplaces Code of Practice • Managing Risks of Plant in the Workplace Code of Practice • Electrical Safety Code of Practice - Working Near Overhead and Underground Electric Lines 		

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JOB STEP	POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level	LIKELIHOOD	CONSEQUENCE	REVISED RISK SCORE	PERSON(S) RESPONSIBLE
1.	Planning and preparation of site establishment work. <ul style="list-style-type: none"> • Uncoordinated site work plan. • Personnel not fit for work. • Unprepared personnel. • Unqualified personnel. • Uninformed personnel. 	<ul style="list-style-type: none"> • Risk of being unorganised and unprepared. • Risk of an incident. • Lack of understanding of the work to be undertaken. • Risk of injury to personnel. • Risk of damage to equipment. • Miscommunication. 	1	2	2	<ul style="list-style-type: none"> • Ensure that consultation with the Authority has been undertaken to identify all risks and hazards associated with the work. • Obtain all necessary permits, approvals and approvals from the relevant authorities with the work plan. • Personnel must be assessed and consulted on their fitness for the work to be undertaken on the site. • All personnel must be in a fit state (i.e. no alcohol, drugs, fatigue, etc.) before undertaking allocated tasks and work. • Ensure that personnel are qualified, trained, experienced and competent to carry out their assigned tasks. • All personnel must complete a site-specific induction before commencing the work. <p>Note: Site establishment work tasks must only be undertaken by personnel who have received the necessary instruction and training and are deemed competent.</p>	1	2	2 Low	Manager Supervisor Workers



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