

SAFE WORK METHOD STATEMENT		Asset Inspection		
<b>Reference documents</b>	WHSAct 2011, WHS Regulation 2017, Codes of Practice; How to Manage Work Health & Safety Risks, Managing the Risk of Hazardous Chemicals in the Workplace, Managing Electrical Risks, Hazardous Manual Tasks, Managing the Work Environment and Facilities, First Aid in the Workplace, Confined Spaces, Construction Work, Demolition Work, Excavation Work, How to Manage and Control Asbestos, Managing the Risk of Falls, Managing psychosocial hazards at work			
<b>SWI:</b>	SWI33 Hypodermic Needle and Syringe - Handling & Disposal, SWI87 Site Inspection, SWI36 Ladders Use & Maintenance, SWI152 Heat Stress			
<b>Training and Competencies</b>	General Construction Induction Card (White Card), appropriate vehicle license.			
<b>Safety data Sheets</b>	Sunscreen			
<b>Personal Protective Equipment</b>	Hearing protection, face shield/eye protection, safety footwear, high visibility long sleeve shirt, long pants, wide brimmed hat, sunscreen, protective gloves, hard hat.			
<b>Plant and Equipment</b>				
<b>Inspection and Testing</b>	Prestart checks on all plant and equipment, inspection as per manufacturers requirements			
<b>Hazardous Chemicals and Dangerous Goods</b>	N/A			
<b>High Risk Work</b> <i>Indicate if any of the HIGH risk activities are performed by workers</i>	<input type="checkbox"/> Where there is a risk of a person falling more than two metres.	<input type="checkbox"/> On in or adjacent to roadways, railways, shipping lanes or other traffic corridor.	<input type="checkbox"/> In, over or adjacent to water or other liquids where there is a risk of drowning.	
	<input type="checkbox"/> At workplaces where there is any movement of powered mobile plant.	<input type="checkbox"/> Involving the use of explosives.	<input type="checkbox"/> In an area where there are artificial extremes of temperature.	
	<input type="checkbox"/> On or near energised electrical installations or services.	<input type="checkbox"/> Involving a trench or shaft if the excavated depth is more than 1.5 metres.	<input type="checkbox"/> On or near pressurised gas distribution mains or piping.	
	<input type="checkbox"/> Involves structural alterations or repairs that require temporary support to prevent collapse.	<input type="checkbox"/> Involving a confined space.	<input type="checkbox"/> On or near chemical, fuel or refrigerant lines.	
	<input type="checkbox"/> Involving tilt-up or precast concrete.	<input type="checkbox"/> On telecommunications towers.	<input type="checkbox"/> Involving diving.	
	<input type="checkbox"/> Involving removal or likely disturbance of asbestos.	<input type="checkbox"/> In an area that may have a contaminated or flammable atmosphere.	<input type="checkbox"/> Involves demolition of an element of a structure that is load-bearing or otherwise related to the structural integrity of the structure.	
	<input type="checkbox"/> Involving a tunnel.			
<b>Authorised by:</b>	<b>Name and signature:</b>		<b>Date:</b>	
<b>Persons Responsible for Ensuring Compliance with SWMS:</b>				
<b>Persons Responsible for Reviewing SWMS Control Measures:</b>				

**\*SWMS are to be reviewed when an incident occurs, notifiable incident to Safework NSW, change to work task / process e.g. new technology used or Legislation.  
SWMS are to be reviewed in accordance with SCC P-4 Document Control & Safety Records**

Job Step	Hazard	Risk	Initial Risk Rating E,H,M,L	Control Measures <i>Controls have been identified using the hierarchy of controls</i>	Responsibility <i>Who</i>	Residual Risk Rating E,H,M,L
1. Conduct risk assessment and induct staff, if necessary  2. Establish appropriate access to building and/or structure. Advise users/ owners, as needed. Reference access to site (maps etc.).  3. Undertake inspection and recording activities after appropriate controls are in place	Entering/exiting vehicles	Muscle sprain (limbs or torso)  Broken ankle	L	- For trucks, '3 points of contact' technique, back out while exiting, check for uneven ground  - For cars, pivot slowly and comfortably from seat, check for uneven ground. Wear reflective vest when near traffic (roadsides)	Site supervisor Workers	L
	Vehicle collision	Injury Death	H	- Licensed & competent drivers. - Be aware of other vehicles travelling in the opposite direction, vehicles in front of you, behind you, beside you, vehicles entering from side streets & intersections. - Adhere to all road rules & regulations. - Drive to conditions, reducing speeds in wet or poor visibility or where the condition of the road/access is poor. - Be aware of your surroundings, watch out for fauna on or near the road. - Drive with lights on. - Park vehicle in a safe location – park a safe distance away from potential traffic. - Operate hazard lights & flashing beacon if fitted to vehicle. - Driver to be fit for work ie not fatigued or impacted by drugs &/or alcohol	Workers	L
	Uneven or slippery Ground	Slips, trips & falls  Muscle sprain (limbs or torso)  Fractured bones  Cuts and abrasion	M	- Inspect work area for appropriate foot placement and vehicle access, be mindful of terrain & weather conditions. - Don't walk where you can't see firm surface e.g. long grass - Don't drive onto soft or slippery ground - Carry an emergency distress contact mechanism if it is not possible to maintain lines of communication, ie Lone worker app SHEQSY or a Personal Locator	Site supervisor Workers	L

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				Beacon (PLB). These are available through the WHS Team. - Wear appropriate safety footwear/PPE		
	Domestic animal attack	Animal bite  Cuts and Abrasions	L	- Consult with property owner about animal from a safe distance. - Retreat from or avoid any confrontation with aggressive animals.	Site supervisor  Workers	L
	Hazardous Manual Tasks	Musculoskeletal injuries eg sprains & strains of muscles, tendons & other soft tissue.	M	- For new identified manual hazardous tasks complete P15.F01 PERforM Hazardous Manual Task Risk Assessment Tool - Use mechanical lifting aids where possible - Use correct lifting techniques - Undertake training in proper manual handling techniques - Task rotation, muscle stretching exercises - 2 person lift	Site supervisor  Workers	L
	Equipment Malfunction or misuse	Muscle sprain (limbs or torso)  Cuts and abrasions  Entrapment	M	- Comply with P12.F01 Pre-Plant Operational checklist before leaving site/using equipment. - Ladders to be rated industrial or commercial use. - Refer to and implement instructions in relevant SWI's. - Don't use damaged or faulty equipment - All operations and maintenance to be conducted in accordance with manufacturer's recommendations and other safety procedures - All relevant safety equipment is to undergo inspection and testing by a suitably qualified person - Faulty equipment to be removed from service and tagged out - Carry an emergency distress contact mechanism if it is not possible to maintain lines of communication, ie PLB, Garmin, SHEQSY	Site supervisor  Workers	L
	Proximity to overhead powerlines	Electrocution Contact with live conductors Death Serious injury	H	- Refer & implement control measures in Corporate SWMS1416 Work On or Near Energised Electrical Installations or Services. - Do not work within 4m of overhead power lines unless the energy supplier has shutoff or insulated the lines.	Site supervisor  Workers	L

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	Hazardous Substances	Skin rash Eye damage Poisoning Respiratory injury Chemical burns	M	- Limit skin contact by wearing gloves - Wear appropriate PPE as prescribed in SDS & risk assessment - Use in well-ventilated areas - Refer to Safety Data Sheets	Site supervisor  Workers	L
	Public Interaction	Abuse &/or physical attack Serious injury Dealing with emotional/stressed people Stress/anxiety	M	- Training in 'Accidental Counselling' - Disengage & walk away. Retreat from or avoid any confrontation with aggressive persons - If required call police. - Report any threats to Supervisor/Manager - Zero tolerance campaign	Workers	L
	Excessive exposure to loud noise	Loss of hearing	M	- Refer & implement controls measures in P14 Noise Management - Wear personal hearing protectors ie ear muffs /ear plugs. - Signage that indicates the hazard and the protective measures to be taken used to designate hazardous noise areas and equipment (e.g. "Hazardous Noise" or "Hearing Protection Required When Machinery in Operation").	Site supervisor  Workers	L
	Poor Access/Egress to site	Muscle sprain (limbs or torso) Broken bones Cuts and abrasion	M	- Assess risks & implement control measures appropriately for each site. - Establish appropriate and complying barriers, ladders, scaffolding, work platforms, as necessary	Site supervisor  Workers	L
	Confined Spaces	Asphyxiation Engulfment Entrapment Hazardous atmosphere (low O2, poisonous, etc) Low lighting levels Serious injury Death	H	- Refer & implement control measures in SWMS1384 Confined Space Work  - Training in confined spaces awareness. Do not enter a confined space unless trained & authorized. - Do not enter restricted space when thick dust or unusual smell present - Do not enter a restricted space defined as a 'confined space' – contact supervisor - Use appropriate lighting suitable to the situation (head torch, lamps, etc)	Site supervisor  Workers	L
	Fall from height	Death	H	- If required refer and implement control measures in Corporate SWMS1409 Working at Heights.	Site supervisor	L

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		Muscle sprain (limbs or torso)  Fractured bones  Cuts and abrasion		<ul style="list-style-type: none"> <li>- Ensure P13.F01 Risk Assessment Checklist - Working at Heights form is completed and control measures are implemented.</li> <li>- Use proper ladder, scaffold, work platform procedures and equipment etc.</li> <li>- Use appropriate fall arrest system</li> <li>- Training in 'Working at Heights'</li> <li>- Avoid cliff-tops, creek-banks</li> <li>- Carry an emergency distress contact mechanism if it is not possible to maintain lines of communication, ie Lone worker app SHEQSY or a Personal Locator Beacon (PLB). These are available through the WHS Team.</li> </ul>	Workers	
	Dusty conditions	Respiratory illness	M	<ul style="list-style-type: none"> <li>- Contractor should use dust suppression or dust removal techniques where conditions above min exposure levels</li> <li>- Avoid broken or freshly disturbed asbestos materials, advise Supervisor.</li> </ul>	Site supervisor  Workers	L
	Sharps/Needle stick injury	Cuts/Puncture wounds Hepatitis/HIV Aids Infection Septicemia	M	<ul style="list-style-type: none"> <li>- Refer to and implement instructions in SWI33 Hypodermic Needle and Syringe – Handling and Disposal</li> <li>- Do not place hands where you can't see contact area</li> <li>- Wear puncture resistant gloves. These are not stocked in council stores but are available from approved external providers.</li> <li>- Avoid thick, dense, low-hanging vegetation</li> <li>- Training in syringe (sharps) disposal.</li> <li>- Use of tongs, where practical</li> </ul>	Site supervisor  Workers	L
	Sharp objects	Cuts/Puncture wounds Infection Amputation	M	<ul style="list-style-type: none"> <li>- Assess site for potential hazards &amp; control risks appropriately for each site.</li> <li>- Identify sharp edges.</li> <li>- Maintain situational awareness</li> <li>- Do not place hands where you can't see contact area.</li> <li>- Make sure blades &amp; other sharp objects are properly guarded.</li> </ul>	Site supervisor  Workers	L

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				<ul style="list-style-type: none"> <li>- Use suitable &amp; functional PPE.</li> <li>- Avoid direct handling of sharp edged items.</li> </ul>		
	Moving traffic or plant	Worker struck by vehicle/plant Death or serious injury	H	<ul style="list-style-type: none"> <li>- Refer &amp; implement control measures in Corporate SWMS1326 Traffic Control Plan</li> <li>- Implement approved TCP &amp;/or TMP</li> <li>- Use only trained traffic controllers</li> <li>- Wear high viz safety vest</li> <li>- Don't park vehicle on opposite side of road – to eliminate walking across the road.</li> <li>- Refer and implement control measures in Corporate SWMS 1413 – Working in an Area with Movement of Powered Mobile Plant</li> <li>- Always stay in view of plant operator.</li> </ul>	Site supervisor  Workers	L
	Excessive exposure to Heat & UV	Sunburn Skin cancer Dehydration Fatigue Hyperthermia	M	<ul style="list-style-type: none"> <li>- Refer to &amp; implement instructions in SWI152 Heat Stress eg</li> <li>- Wear broad brimmed hats, long sleeves and long trousers, &amp; use SPF50+ sunscreen</li> <li>- Carry &amp; drink appropriate amounts of water.</li> <li>- Take regular breaks in excessive heat</li> <li>- Avoid prolonged exposure to heat</li> </ul>	Site supervisor  Workers	L
	Bushfire	Injury Death	H	<ul style="list-style-type: none"> <li>- Consider weather conditions &amp; fire predictions when planning &amp; scheduling inspections.</li> </ul>	Supervisor Workers	L
	Pedestrian traffic	Cuts and abrasion Broken bones Muscle sprain (limbs or torso)	L	<ul style="list-style-type: none"> <li>- Establish appropriate and complying barriers and signage</li> </ul>	Site supervisor  Workers	L
	Falling Objects Vegetation (deadwood)	Cuts and abrasion Broken bones Muscle sprain (limbs or torso)	M	<ul style="list-style-type: none"> <li>- Do not stand directly under suspect trees.</li> <li>- Set up an escape route prior to approaching the asset;</li> <li>- Wear hard-hat</li> <li>- Reschedule inspection if wind conditions are not suitable.</li> </ul>	Site supervisor  Workers	L
	Flora & fauna - snakes, spiders, ticks, leeches, bees, wasps, toxic flora	Irritation Infection Disease Allergic reaction	M	<ul style="list-style-type: none"> <li>- Be aware some local flora may cause severe reaction.</li> <li>- Inspect work area for existing fauna, snakes, insects.</li> </ul>	Site supervisor  Workers	L

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		Inflammation Anaphylaxis shock Death		<ul style="list-style-type: none"> <li>- Visual inspection to see if bee/wasp hives/nest are in the immediate location</li> <li>- Before stepping into long grass or area that is suspect snake habitat, tap ground with a shovel or stick.</li> <li>- Watch where you walk &amp; put your hands, never put your hands in an area where you cannot see,</li> <li>- Use insect repellent</li> <li>- Carry first aid kit &amp; snake bite kit in vehicle. These are available from council stores.</li> <li>- Ensure first aid kit is fully equipped, poison and bite treatment information is up to date and that phone notification details are on hand eg snake containment</li> <li>- Apply first aid if needed.</li> <li>- Carry an emergency distress contact mechanism if it is not possible to maintain lines of communication, ie Lone worker app SHEQSY or a Personal Locator Beacon (PLB). These are available through the WHS Team.</li> <li>- Wear appropriate protective clothing. i.e. Gaitors</li> <li>- <b>Inform Supervisor if you are required to carry an EPI-PEN.</b></li> </ul>		
	Asbestos	Respiratory Illness	H	<ul style="list-style-type: none"> <li>- <b>STOP</b> - Inform supervisor before proceeding.</li> <li>- Refer and implement control measures in Corporate SWMS1328 Working with NonFriable Asbestos.</li> <li>- Refer and implement control measures in SWI143 Accidental Disturbance of Asbestos by Workers.</li> <li>- Ensure P19.F01 Risk Assessment Checklist – Asbestos Management is completed and control measures implemented.</li> <li>- Completed Asbestos Awareness Training</li> <li>- Avoid further disturbance.</li> <li>- <b>Do not disturb asbestos</b></li> <li>- Avoid inhaling dust particles</li> </ul>	Site supervisor  Workers	L
	Site affected by fire/flood.  Fire affected structure	Fire Falling tree limbs Mobile plant	H	<ul style="list-style-type: none"> <li>- Do not enter fire affected sites without permission from NSW RFS and with an escort (when required).</li> <li>- Ensure all team members know the current and</li> </ul>	Site supervisor	L

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	<ul style="list-style-type: none"> <li>- Partially affected</li> <li>- Fully engulfed</li> <li>- Unstable roof &amp; walls</li> <li>- Total collapse</li> <li>- Isolate energy flood affected</li> <li>- Accumulation of debris internally &amp; externally</li> <li>- Entry blocked by debris</li> <li>- Mud &amp; slippery surfaces</li> </ul>	Animal bites & stings, e.g. snakes, ants, dog bites Exposure, e.g. sun, heat, dehydration Uneven ground Fatigue Landholders – abuse or physical attack, dealing with emotional/stressed people Asbestos (from damaged buildings) Damaged power lines		anticipated behaviour of the fire escape route if the fire conditions change. - Avoid working under fire affected trees due to danger of falling branches. - Refer SWMS Working in an area with Movement of Powered Mobile Plant when large machinery is on site (e.g. fire trucks, bull dozers for disposal or clearing fire breaks) - Minimise fatigue by staying hydrated and taking regular rest breaks. Workers are to leave the site if they run out of drinking water. - Sites should be identified as having or not having asbestos by teams deployed by NSW RFS, where possible. If not, Council personnel should avoid potentially contaminated damaged buildings and lure animals away from building with feed. - Ensure any damaged power lines have been deactivated. Avoid the area until this has been confirmed.	Workers	
	Working in isolation	Injured worker. Worker unable to contact emergency assistance.	M	- Comply with P30 Working remotely or in isolation. - Leave details of intended location and return time to Supervisor or other contact person. - Report in (mobile phone/radio) at three-hourly intervals, Supervisor conducts welfare checks. - Carry an emergency distress contact mechanism if it is not possible to maintain lines of communication, ie. Lone worker app SHEQSY or a Personal Locator Beacon (PLB). These are available through the WHS Team. - Carry/use First Aid Kit	Site supervisor  Workers	L



<b>LIKELIHOOD</b> How likely is it to happen? ↓	<b>E=EXTREME H=HIGH M=MEDIUM L=LOW</b> ← CONSEQUENCES – How severely could it affect health and safety? →				
	<b>CATASTROPHIC</b> Kill or cause Permanent Disability	<b>MAJOR</b> Serious Illness or Injury	<b>MODERATE</b> Medical Attention, Time off Work	<b>MINOR</b> First Aid Required	<b>INSIGNIFICANT</b> No Injuries
<b>ALMOST CERTAIN</b> Is expected to occur	E	E	H	H	M
<b>LIKELY</b> Will probably occur	E	H	H	M	M
<b>POSSIBLE</b> Might occur	H	H	H	M	L
<b>UNLIKELY</b> Could occur	H	M	M	L	L
<b>RARE</b> May occur only in exceptional circumstances	H	M	M	L	L

Risk Level	Required Action
Extreme	<b>Act immediately:</b> The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of controls.
High	<b>Act today:</b> The proposed activity can only proceed, provided that: The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls. The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared and The supervisor must review and document the effectiveness of the implemented risk controls
Medium	<b>Act this week:</b> The proposed task or process can proceed, provided that (i) The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared.
Low	<b>Act this month:</b> Managed by local documented routine procedures which must include application of the hierarchy of controls.

**Acknowledgement register**

All workers are to sign this register to indicate they have read and understood this document prior to commencing work.

Name	Signature	Date	Name	Signature	Date