

SAFE WORK METHOD STATEMENT		Asset Inspection		
Reference documents	Work Health & Safety Act and Regulation's 2011, Codes of Practice; How to Manage Work Health Safety Risks, Managing the Risk of Chemicals in the Workplace, Managing Electrical Risks in the Workplace, 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.			
SWI:	Hypodermic Needle and Syringe - Handling & Disposal, Site Inspection.			
Training and Competencies	General Construction Induction Card (White Card), appropriate vehicle license.			
Safety data Sheets	Sun screen			
Personal Protective Equipment	Hearing protection, face shield/eye protection, safety footwear, high visibility long sleeve shirt and trousers, wide brimmed hat, sun screen, protective gloves, hard hat,			
Plant and Equipment				
Inspection and Testing	Pre start checks on all plant and equipment, inspection as per manufacturers requirements			
Hazardous Chemicals and Dangerous Goods	N/A			
High Risk Work <i>Indicate if any of the HIGH risk activities are performed by workers</i>	<input checked="" type="checkbox"/> Where there is a risk of a person falling more than two metres.	<input checked="" type="checkbox"/> On in or adjacent to roadways, railways, shipping lanes or other traffic corridor.	<input checked="" 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.			
SWMS Prepared by:	Name and signature:		Date:	
Authorised by:	Name and signature:		Date:	
TRIM Ref: SWMS1297	Adopted: 09/02/2017	Last Amended:	Review Date: 09/02/2020	Version: 1
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**SWMS are to be reviewed as per the Document Control Procedure or when there has been a change to the Task / Process or Legislation.*

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	Persons entering/exiting vehicles	Muscle sprain (limbs or torso)	L	- For trucks, '3 point' technique, back out while exiting, check for uneven ground	Site supervisor	L
		Broken ankle		- For cars, pivot slowly and comfortably from seat, check for uneven ground. Wear reflective vest when near traffic (roadsides)		
	Uneven or slippery Ground	Muscle sprain (limbs or torso)	M	- Inspect work area for appropriate foot placement and vehicle access. Don't walk where can't see firm surface e.g. long grass	Site supervisor Workers	L
		Broken bones		- Don't drive onto soft or slippery ground		
	Cuts and abrasion	- If working alone in remote areas, carry/use EPIRB. - Wear appropriate safety footwear				
Animal Attack	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	
Inappropriate Manual Handling	Muscle sprain (limbs or torso)	L	- Undertake training in proper manual handling techniques - Task rotation, muscle stretching exercises, use correct equipment	Site supervisor Workers	L	
Equipment Malfunction or misuse	Muscle sprain (limbs or torso)	M	- Undertake pre-use checks, all operations and maintenance in accordance with manufacturer's recommendations and other safety procedures	Site supervisor Workers	L	
Cuts and abrasions	- If working alone in remote areas, carry/use EPIRB					
Entrapment						

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	Proximity to overhead powerlines	Electrocution	M	- Do not work within prescribed distances of overhead powerlines	Site supervisor Workers	L
	Hazardous Substances	Skin rash Eye damage Poisoning	L	- Limit skin contact by wearing gloves - Use in well-ventilated areas - Refer to SDS	Site supervisor Workers	L
	Personal attack, or harassment or animal attack	Serious injury Stress/anxiety	L	- Retreat from or avoid any confrontation with aggressive persons or animals	Site supervisor Workers	L
	Excessive exposure to loud noise	Loss of hearing	L	- Wear ear muffs or ear plugs	Site supervisor Workers	L
	Poor Access/Egress to site	Muscle sprain (limbs or torso) Broken bones Cuts and abrasion	L	- Establish appropriate and complying barriers, ladders, scaffolding, work platforms, as necessary	Site supervisor Workers	L
	Confined Spaces	Asphyxiation Muscle sprain (limbs or torso) Broken bones Cuts and abrasion	M	- Training in confined spaces awareness - 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	Site supervisor Workers	L
	Misuse of electrical equipment or electric shock	Electrocution Burns	M	- Inspect equipment before use - Check and tag electrical equipment at prescribed intervals - Do not use frayed or damaged cords, plugs etc.	Site supervisor Workers	L

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				<ul style="list-style-type: none"> - Do not use electrical equipment in wet conditions - Check with owner/users if any site rules regarding his/her electrical equipment or systems 		
	Falling from heights	Death Muscle sprain (limbs or torso) Broken bones Cuts and abrasion	M	<ul style="list-style-type: none"> - Use proper ladder, scaffold, work platform procedures and equipment etc. - Use appropriate fall arrest system - Training in 'Working at Heights' - Avoid cliff-tops, creek-banks - If working alone in remote areas, carry EPIRB. Do not work in low light levels 	Site supervisor Workers	L
	Dusty conditions	Respiratory illness	L	<ul style="list-style-type: none"> - Contractor should use dust suppression or dust removal techniques where conditions above min exposure levels - Avoid broken or freshly disturbed asbestos materials, advise contractor 	Site supervisor Workers	L
	Sharp objects & potential needle stick injury	Cuts/Puncture wounds Hepatitis/HIV Aids	L	<ul style="list-style-type: none"> - Do not place hands where can't see contact area - Wear puncture resistant gloves - Refer to WHS procedure for sharps removal - Keep guards, protective sheaths etc. in place - Avoid thick, dense, low-hanging vegetation - Training in syringe (sharps) disposal. - Use of tongs, if practical 	Site supervisor Workers	L

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	Moving traffic or plant	Death or serious injury	M	<ul style="list-style-type: none"> - Implement approved or modified TCP - If necessary, implement VMP - Use only trained traffic controllers - Wear appropriate safety vest 	Site supervisor Workers	L
	Excessive exposure to UV	Sunburn Skin cancer Dehydration	L	<ul style="list-style-type: none"> - Wear hats and/or long sleeves and/or long trousers, if not, use sunscreen in accordance with WHS UV Procedure - Carry & drink appropriate amounts of fluids. 	Site supervisor Workers	L
	Pedestrian traffic	Cuts and abrasion Broken bones Muscle sprain (limbs or torso)	L	<ul style="list-style-type: none"> - Establish appropriate and complying barriers and signage. 	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"> - Set up an escape route prior to approaching the asset; - Wear hard-hat, and - Reschedule inspection if wind conditions are not suitable. 	Site supervisor Workers	L
	Contact with snakes, spiders, ticks, leeches	Irritation, Infection, disease, allergic reaction or death	M	<ul style="list-style-type: none"> - Use insect repellent - Carry snake bite kit - If working alone in remote areas, carry/use EPIRB - Wear appropriate protective clothing. 	Site supervisor Workers	L

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	Contact with irritant causing vegetation	Irritation, infection, allergic reaction	L	<ul style="list-style-type: none"> - Avoid where possible - Wear appropriate protective clothing - If working alone in remote areas, carry EPIRB 	Site supervisor Workers	L
	Contact with sheet asbestos	Respiratory Illness Death	M	<ul style="list-style-type: none"> - Avoid contact - Do not disturb asbestos - Only remove in accordance with WHS Procedure 	Site supervisor Workers	L
	Working in an isolated environment	Injured worker	M	<ul style="list-style-type: none"> - Leave details of intended location and return time - Report in (mobile phone or radio) at three-hourly intervals - Carry/use EPIRB - Carry/use First Aid Kit - Comply with the Working in Isolation Procedure 	Site supervisor Workers	L

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

Risk Level	Required Action
Extreme	Act immediately: 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	Act today: 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	Act this week: 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	Act this month: 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