

SITE SPECIFIC - SAFE WORK METHOD STATEMENT

Notes:

- Work must be performed in accordance with this SWMS.
- This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed.
- If the SWMS is revised, all versions should be kept.
- If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

Work Activity: (Job Description)	Asset Inspection	Workplace location:	
High Risk Work: <i>Indicate if any of the HIGH risk activities are performed by workers</i>	<input type="checkbox"/> is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres, or tunnel	<input type="checkbox"/> work carried out in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/> Work involving structural alterations or repairs that require temporary support to prevent collapse
	<input type="checkbox"/> Risk of a person falling more than 2 metres (note: in some jurisdictions this is 3 metres.)	<input type="checkbox"/> work carried out in or near a confined space	<input type="checkbox"/> work carried out on or near pressurised gas distribution mains or piping
	<input type="checkbox"/> work carried out on or near energised electrical installations or services	<input type="checkbox"/> Involves, or is likely to involve, the disturbance of asbestos	<input type="checkbox"/> work carried out on or near chemical, fuel or refrigerant lines
	<input type="checkbox"/> Work in an area with movement of powered mobile plant		<input type="checkbox"/> work carried out in an area that may have a contaminated or flammable atmosphere
	<input type="checkbox"/> Work on, in or adjacent to a road, or other traffic corridor in use by traffic other than pedestrians	<input type="checkbox"/> Work involving demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure	<input type="checkbox"/> work is carried out on a telecommunication tower
Person responsible for ensuring compliance with Site Specific SWMS:		Supervisor:	Date completed:
What measures are in place to ensure compliance with the SWMS?		Compliance with SWMS: Site Inspections by Supervisor.	
Authorised by:	Name and signature:	Date:	

Note: The following Permits (P20.F03) must be completed in conjunction with this SWMS document (if applicable):

<input type="checkbox"/> Excavation & Trenches Permit	<input type="checkbox"/> Working at Heights Permit
<input type="checkbox"/> Working Near Overhead Powerlines Permit	<input type="checkbox"/> Hot Works Permit
<input type="checkbox"/> Roadworks Permit	<input type="checkbox"/> Work in or near water or other liquid Permit
<input type="checkbox"/> Plant Permit	

***SWMS are to be reviewed as per the Document Control Procedure or when there has been a change to the Task / Process or Legislation**

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible ?
Step 1. Planning	Aggressive asset owners: <ul style="list-style-type: none"> - Personal attack or harassment. Animal attack: <ul style="list-style-type: none"> - Personal injury 	Consult GIS for any notation against the asset/property. Consider adequate staffing for any approach to assets/property that have warning notices attached. SHEQSY available and operational. Personal Location Beacon (PLB) available if inspection to be completed at remote site.
Step 2. Undertaking Inspection	Multiple Hazards: Injury, Illness.	Assess site for hazards specific to site Complete Site-Specific Risk Assessment Complete Site Specific SWMS P20.F03 High Risk Work Permit Book completed for tasks if required – <i>Working from Heights</i> <i>Working Near Overhead Powerlines</i> High Risk Work Permit for Confined Spaces to be completed if required - P20.F01 Confined Spaces – Permit to Work All SCC workers and Subcontractors signed on and inducted to site. Complete Pre-Start Tool Box Talk.
	Multiple Hazards: <ul style="list-style-type: none"> - Access and Egress - Sharps - Noise, Dust, - Slips, Trips, Falls - Infection - Disease Injury, Illness, Fatality.	Appropriate PPE available for inspector for Site Inspection (E.g. Safety Boots, Hard Hat, Glasses, Gloves, P2 Mask, Respirator). Reference: SWI87 Site Inspection, SWI33 Hypodermic Needle & Syringe – Handling & Storage,
	Aggressive asset/property owners: <ul style="list-style-type: none"> - Personal attack - Harassment. Injury, Illness, Fatality.	Plan for and identify an emergency exit. Disengage and walk away. Retreat from any confrontation with aggressive people. Training in 'Accidental Counselling'. Report and aggressive behaviour to Supervisor. If required call Police.

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
	Aggressive domestic animals: <ul style="list-style-type: none"> - Animal Bite, Injury, Serious Injury	Plan for and identify an emergency exit. Consult with property owner about the animal from a safe distance. Avoid or retreat from any confrontation with aggressive animals. Report any aggressive behaviour to Supervisor.
	Multiple High-Risk Hazards e.g.: <ul style="list-style-type: none"> - Hazardous Substances & Dangerous Goods. - Moving Traffic. - Proximity to exposed services. - Working at Heights. - Proximity to Overhead Powerlines. - Confined Spaces. - Asbestos. Chemical Exposure, Collision, Crush Injury, Falls, Electrocutation, Respiratory Disease, Serious Injury, Fatality.	Hazardous Substances & Dangerous Goods – retreat from inspection and replan with Supervisor under conditions to suit this high-risk work. Reference: SWI143 Accidental Disturbance of Asbestos by Workers
	Site affected by Fire or Flood: <ul style="list-style-type: none"> - Unstable Structures. - Uninhabitable Structures. Exposure to Contaminates, Serious Injury, Fatality.	STOP: DO NOT ENTER PREMISIS OR STRUCTURE WITHOUT PERMISSION. Replan with Supervisor under conditions to suit this high-risk work. Ensure appropriate permissions have been approved prior to entry.
Step 3. Leaving Site	Personal Attack: <ul style="list-style-type: none"> - Owner. - Animal. Injury, Serious Injury	Plan for and identify an emergency exit.
	Release of sensitive confidential information	Ensure all inspection items and tools have been removed from site. Ensure all reporting items and sensitive information have been removed from site.

