

PROJECT	
Title	
Project Manager	
Phone	

CONTRACTOR	
Name	
Site Manager	
Phone	

Site Inspection	
<b>Reference documents</b>	Work Health & Safety Act 2011, Work Health & Safety Regulation 2017, 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.
<b>SWI</b>	SWI87 Site Inspection, SWI143 Accidental disturbance of asbestos, SWI152 Heat stress, SWI36 Ladders use and maintenance, SWI107 Working from boats, SWI6 Safe Work Instruction - Ceiling Spaces - Access & Working In, SWI33 Safe Work Instruction - Hypodermic Needle and Syringe - Handling & Disposal
<b>Training and Competencies</b>	General Construction Induction Card (White Card), appropriate vehicle license.
<b>Safety data Sheets</b>	Spray paint SDS, Sunscreen, Hand Sanitiser
<b>Personal Protective Equipment</b>	Hearing protection, Eye protection, Safety footwear, High visibility vest, Long sleeve shirt and trousers, Wide brimmed hat, Sun screen, Protective gloves, Hard hat, Respiratory protective equipment, Personal floatation device. Personal locator beacon.
<b>Plant and Equipment</b>	Construction Plant, Power Tools, Generators, Vehicles
<b>Inspection and Testing</b>	Pre-start checks on all plant and equipment, inspection as per manufacturers requirements
<b>Hazardous Chemicals and Dangerous Goods</b>	Fuels, Oils, Paints, Solvents, Acids, Gases, Adhesives, Alkalis, Cleaners, Degreasers, Grease, Break Fluid (add as required)

<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>SWMS Prepared By</b>	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b>Authorised By</b>	<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>

## CHECK THAT ALL CONTROLS ARE IN PLACE BEFORE PROCEEDING

\*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
<b>Prior to Construction Works Starting</b>  1. Identify hazards and high risk works on this SWMS using Construction Drawings, Review of Environmental Factors, Design Reports, Contractors Safety Management Plan and any other relevant documents.  2. Conduct a risk assessment for each identified hazard using the attached matrix. Record the results on this SWMS  3. Have this SWMS reviews and signed by Supervisor  4. Provide this SWMS to the Contractor	<b>Gravity</b> Examples: - Falling Objects - Falls - Slips - Trips	- Fractures - Bruises - Lacerations - Dislocations - Concussion - Permeant Injury - Death	<b>H</b>	- Consider most appropriate area to park to minimise risk of injury from exiting vehicle due to hazards being hidden by long grass and or uneven or slippery ground - Use 3 points of contact when entering or exiting a vehicle - Plan your movement around the site to avoid, where possible, excavated holes or trenches, trip hazards, long grass, slopping, uneven, slippery ground or under active work areas - Only enter scaffold via the designated entry points - Only enter scaffold if it is certified and a scaff tag attached - Do not enter an area of the work site where there is a risk of falling greater than 2m unless there is a fall-prevention device installed - Awareness training in Working at Heights - Wear appropriate PPE – Safety Footwear (Check tread pattern)	Worker	<b>H</b>
	<b>Sun Exposure</b>	- Sunburn - Dehydration - Skin Cancer	<b>H</b>	- Wear hat, long sleeves/sunscreen, long pants/sunscreen - Carry and drink water - Take breaks inside or in the shade	Worker	<b>L</b>
	<b>Long Grass</b>	- Musculoskeletal disorders - Bruises - Lacerations	<b>H</b>	- If available use an alternate route - Expect hazards at every step – look a step carefully	Worker	<b>M</b>

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5. Be inducted to site by the Contractor  6. Confirm from Contractor's Site Representative the receipt and acceptance of this SWMS  <b>Subsequent Visits to Site</b>  7. Obtain Contractor approval to enter the site, whether the Contractor is on site or not, unless it is an emergency;  8. Ensure you are wearing all the PPE required to be worn at the site. Steel cap boots and safety shirt/vest + plus any site-specific requirements of the Contractor  9. Advise Contractor's Site Representative of intended surveillance activities and sign	<b>Personal Attack</b> Examples: - Harassment - Animal Attack - Snakes - Spiders - ticks	- Stress - Anxiety - Infection - Disease - Serious Injury - Death	<b>H</b>	- Retreat from or avoid any confrontation with aggressive person or animal - Visual check for threats - Use insect repellent - Carry snake bite kit - If working in remote areas, carry/use PLB/mobile phone - Check GIS for Safety Note Present - Plan path around site to avoid potential animal habitat	Workers	<b>H</b>
	<b>Manual Tasks</b> Examples: - Lifting - Pushing/pulling - Repetitive movements	- Musculoskeletal disorders	<b>H</b>	- Undertake training in proper manual handling techniques - Assess the movement/lift and seek advice from the Contractor's Site Representative as to resources (personnel/mechanical) that can be used to assist - Do not do movement/lift if in doubt	Workers	<b>L</b>
	<b>Powered Plant and Equipment</b> Examples: - Excavators - Cranes - Graders - Rollers - Profilers - Trucks	- Being hit by moving vehicles or plant - Being caught in moving parts of machinery - Personal Injury - Death	<b>H</b>	- Keep clear of moving plant and equipment - Advise operators of plant and vehicles when working in their proximity and receive acknowledgement.	Workers	<b>H</b>

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into site; 10. Seek contractor's advice on activities in progress and hazards; 11. If a hazard not on this SWMS is identified conduct risk assessment and agree appropriate control measures for surveillance activities with Contractor. Update SWMS to include newly identified hazard and resubmit to supervisor for review and signature. 12. Undertake surveillance activities 13. Advise Contractor when surveillance activities complete and sign out from site	<b>Traffic</b>	<ul style="list-style-type: none"> <li>- Fractures</li> <li>- Bruises</li> <li>- Lacerations</li> <li>- Dislocations</li> <li>- Concussion</li> <li>- Serious Injury</li> <li>- Death</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>- Adhere to contractors Traffic Control Plan</li> <li>- Inform traffic controllers (either by face to face or radio) of your movements on site</li> <li>- Where possible face and walk against the flow of traffic</li> <li>- Ensure you have sight distance when crossing a road</li> <li>- Use a spotter if required</li> <li>- Park your vehicle off the roadway and in designated spot and orientation if there is one</li> <li>- Flashing lights on car (for Contracts Officer)</li> <li>- Traffic Control Training 3x (for Contracts Officer)</li> </ul>	Worker	<b>H</b>
	<b>Confined Spaces</b>	<ul style="list-style-type: none"> <li>- Asphyxiation</li> <li>- Serious Injury</li> <li>- Death</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>- Confined Space awareness training (for Contracts Officer)</li> <li>- Do not enter a confined space, contact the Contractors Site Supervisor</li> </ul>	Worker	<b>L</b>
	<b>Electricity</b>	<ul style="list-style-type: none"> <li>- Shock</li> <li>- Burns</li> <li>- Serious Injury</li> <li>- Death</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>- Do not work within prescribed distance of powerlines no go zone</li> <li>- Inspect any electrical equipment before use</li> <li>- Check for electrical tag before using electrical equipment</li> <li>- Working under or near overhead powerlines training (for Contracts Officer)</li> </ul>	Worker	<b>H</b>
	<b>Noise</b>	<ul style="list-style-type: none"> <li>- Permanent Hearing loss</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>- Move away from loud noises</li> <li>- Wear earmuffs or ear plugs</li> <li>- Monitor loud noise with sound level meter</li> </ul>	Worker	<b>M</b>

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	<b>Hazardous Substances</b>	<ul style="list-style-type: none"> <li>- Skin Rash</li> <li>- Eye Damage</li> <li>- Respiratory Illness</li> <li>- Cancers</li> <li>- Dermatitis</li> <li>- Serious Injury</li> <li>- Death</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>- Check and follow the Contractors hazardous substance register and controls</li> <li>- Avoid any hazardous substances</li> </ul>	Worker	<b>M</b>
	<b>Asbestos</b>	<ul style="list-style-type: none"> <li>- Respiratory Illness</li> <li>- Serious Injury</li> <li>- Death</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>- Retreat from any area where suspected asbestos is discovered and notify the Contractor and the Project Manager</li> <li>- Asbestos awareness training</li> </ul>	Worker	<b>L</b>
	<b>Trenches Greater the 1.5m</b>	<ul style="list-style-type: none"> <li>- Fractures</li> <li>- Bruises</li> <li>- Lacerations</li> <li>- Dislocations</li> <li>- Concussion</li> <li>- Serious Injury</li> <li>- Death</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>- Before entering the site seek advice on trench locations from the Contractor and plan your inspection around them</li> <li>- Stay well clear of open trenches if possible</li> <li>- If inspection of the trench is required notify Contractor and adhere to their safety procedure</li> </ul>	Worker	<b>H</b>
	<b>Water Bodies</b>	<ul style="list-style-type: none"> <li>- Drowning</li> <li>- Serious Injury</li> <li>- Death</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>- If possible, stay more than 2m away from unprotected drop off/water's edge</li> <li>- If going within 2m of unprotected drop/off water's edge wear a personal floatation device (requirement to be determined via documented risk assessment on each job)</li> </ul>	Worker	<b>H</b>
	<b>Sharps</b> Example: needles	<ul style="list-style-type: none"> <li>- Cuts</li> <li>- Infection</li> <li>- Serious Injury</li> </ul>	<b>H</b>	<ul style="list-style-type: none"> <li>- Do not place hands where you can't see the contact area</li> <li>- Avoid thick, dense low-hanging vegetation</li> <li>- If a syringe is found notify the Contractor and Project Manager. Ensure person removing it has the appropriate training. Do not touch it yourself</li> </ul>	Worker	<b>M</b>

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	<b>Remote Location</b> Example out of mobile phone reception	- Not being able to get help if needed	<b>H</b>	- Carry PLB - Check in with supervisor/project manager prior to leaving phone reception and checking back in when phone reception is re-established	Worker	<b>H</b>

<b>LIKELIHOOD</b> How likely is it to happen? ↓	<b>E = EXTREME H = HIGH M = MEDIUM L = LOW</b>				
	<b>CONSEQUENCES – How severely could it affect health and safety?</b>				
	<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	<b>E</b>	<b>E</b>	<b>H</b>	<b>H</b>	<b>M</b>
<b>LIKELY</b> Will probably occur	<b>E</b>	<b>H</b>	<b>H</b>	<b>M</b>	<b>M</b>
<b>POSSIBLE</b> Might occur	<b>H</b>	<b>H</b>	<b>H</b>	<b>M</b>	<b>L</b>
<b>UNLIKELY</b> Could occur	<b>H</b>	<b>M</b>	<b>M</b>	<b>L</b>	<b>L</b>
<b>RARE</b> May occur only in exceptional circumstances	<b>H</b>	<b>M</b>	<b>M</b>	<b>L</b>	<b>L</b>

<b>Risk Level</b>	<b>Required Action</b>
<b>Extreme</b>	<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.
<b>High</b>	<b>Act today:</b> The proposed activity can only proceed, provided that: <ul style="list-style-type: none"> <li>• the risk level has been reduced to as low as reasonably practicable using the hierarchy of controls,</li> <li>• the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc.,</li> <li>• the document has been reviewed and approved by the supervisor,</li> <li>• a Safe Working Procedure or Safe Work Method has been prepared,</li> <li>• the supervisor must review and document the effectiveness of the implemented risk controls.</li> </ul>
<b>Medium</b>	<b>Act this week:</b> The proposed task or process can proceed, provided that: <ul style="list-style-type: none"> <li>• 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</li> <li>• A Safe Working Procedure or Safe Work Method has been prepared.</li> </ul>
<b>Low</b>	<b>Act this month:</b> Managed by local documented routine procedures which must include application of the hierarchy of controls.

