

SAFE WORK METHOD STATEMENT

Document ID: SWMS-140-1750316717637
Date: 19/06/2025

Project: Commercial Office Fitout - Melbourne CBD
Location: 123 Collins Street, Melbourne VIC 3000

PROJECT INFORMATION

Principal Contractor: Elite Construction Management
Project Name: Commercial Office Fitout - Melbourne CBD
Project Address: 123 Collins Street, Melbourne VIC 3000
Trade Type: Construction
Document Version: 1.0

EMERGENCY PROCEDURES

Emergency Contact: 000
Assembly Point: Main Gate Assembly Area
Nearest Hospital: Royal Melbourne Hospital
Site Supervisor: 0412 345 678
First Aid Officer: 0423 456 789

CONSTRUCTION CONTROL RISK MATRIX

A - QUALITATIVE SCALE

Extreme Fatality, significant disability
High Minor amputation, permanent disability
Medium Minor injury, Lost Time Injury
Low First Aid Treatment only

C - LIKELIHOOD vs CONSEQUENCE

	Likely	Possible	Unlikely
Extreme	16	14	11
High	15	12	8
Medium	13	9	

B - QUANTITATIVE SCALE

\$50,000+ Likely - Monthly
\$15,000-\$50,000 Possible - Yearly
\$1,000-\$15,000 Unlikely - 10 years
\$0-\$1,000 Very Rarely - Lifetime

D - RISK SCORING

16-18 Severe (E) Action now
11-15 High (H) Action 24hrs
7-10 Medium (M) Action 1 week
1-6 Low (L) Monitor

WORK ACTIVITIES & RISK ASSESSMENT

Activity	Hazards	Initial Risk	Control Measures	Residual Risk	Legislation
Site establishment and safety briefing					
Demolition of existing partitions					
Installation of new electrical systems					
Plasterboard installation and finishing					
Flooring installation and carpet laying					

RISKIFY