

PROJECT INFORMATION

**Project Name:**  
Commercial Office Fitout - Melbourne CBD

**Head Contractor:**  
Not specified

**Document ID:**  
SWMS-140-1750219093482

**Trade Type:**  
Commercial Fitout

**Project Address:**  
123 Collins Street, Melbourne VIC 3000

**Site Manager:**  
Not specified

**Date Generated:**  
18/06/2025

**Status:**  
Active Document

WORK ACTIVITIES & RISK ASSESSMENT

| # | Activity/Item                           | Hazards/Risks  | Initial Risk Score | Control Measures   | Residual Risk Score |
|---|---|--|--------------------|--|---------------------|
| 1 | Site establishment and safety briefing  | <ul style="list-style-type: none"><li>Falls from height</li><li>Crushing from equipment</li><li>Weather conditions</li></ul> | H                  | <ul style="list-style-type: none"><li>Full body harness with 2 lanyards</li><li>Certified dogman directing lifts</li><li>Weather monitoring procedures</li></ul> | L                   |
| 2 | Demolition of existing partitions       | <ul style="list-style-type: none"><li>Falls from height</li><li>Crushing from equipment</li><li>Weather conditions</li></ul> | M                  | <ul style="list-style-type: none"><li>Full body harness with 2 lanyards</li><li>Certified dogman directing lifts</li><li>Weather monitoring procedures</li></ul> | L                   |
| 3 | Installation of new electrical systems  | <ul style="list-style-type: none"><li>Falls from height</li><li>Crushing from equipment</li><li>Weather conditions</li></ul> | M                  | <ul style="list-style-type: none"><li>Full body harness with 2 lanyards</li><li>Certified dogman directing lifts</li><li>Weather monitoring procedures</li></ul> | L                   |
| 4 | Plasterboard installation and finishing | <ul style="list-style-type: none"><li>Falls from height</li><li>Crushing from equipment</li><li>Weather conditions</li></ul> | L                  | <ul style="list-style-type: none"><li>Full body harness with 2 lanyards</li><li>Certified dogman directing lifts</li><li>Weather monitoring procedures</li></ul> | L                   |
| 5 | Flooring installation and carpet laying | <ul style="list-style-type: none"><li>Falls from height</li><li>Crushing from equipment</li><li>Weather conditions</li></ul> | M                  | <ul style="list-style-type: none"><li>Full body harness with 2 lanyards</li><li>Certified dogman directing lifts</li><li>Weather monitoring procedures</li></ul> | L                   |

## CONSTRUCTION CONTROL RISK MATRIX

| Risk Level | Qualitative Scale  | Quantitative Scale | Magnitude Scale | Probability Scale     |
|------------|--|--------------------|-----------------|-----------------------|
| Extreme    | Fatality, significant disability, catastrophic property damage         | \$50,000+          | Likely          | Good chance           |
| High       | Major amputation, minor permanent disability, moderate property...     | \$15,000-\$50,000  | Possible        | Even chance           |
| Medium     | Minor injury resulting in Lost Time Injury or Medically Treated Injury | \$1,000-\$15,000   | Unlikely        | Low chance            |
| Low        | First Aid Treatment with no lost time                                  | \$0-\$1,000        | Very Rarely     | Practically no chance |

## PLANT & EQUIPMENT REGISTER

| Item         | Description             | Make/Model        | Registration | Inspection Date | Risk Level | Controls                            |
|--------------|-------------------------|-------------------|--------------|-----------------|------------|-------------------------------------|
| Mobile Crane | 50T Mobile Crane        | Liebherr LTM 1050 | CR002-2024   | 10/06/2025      | High       | Dogman supervision, exclusion zones |
| Excavator    | 20T Hydraulic Excavator | Caterpillar 320D  | EX001-2024   | 15/06/2025      | Medium     | Daily pre-start checks              |

## EMERGENCY PROCEDURES & CONTACTS

**Emergency Contact:**

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**Assembly Point:**

Building Lobby - Collins Street Entrance

**Site Supervisor:**

On-site supervisor

**Nearest Hospital:**

Royal Melbourne Hospital

# DOCUMENT APPROVAL & SIGNATURES

## MANUAL SITE SIGN-ON TABLE

| #  | Name | Number | Signature |
|----|------|--------|-----------|
| 1  |      |        |           |
| 2  |      |        |           |
| 3  |      |        |           |
| 4  |      |        |           |
| 5  |      |        |           |
| 6  |      |        |           |
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| 13 |      |        |           |
| 14 |      |        |           |
| 15 |      |        |           |
| 16 |      |        |           |
| 17 |      |        |           |
| 18 |      |        |           |
| 19 |      |        |           |
| 20 |      |        |           |