

PROJECT INFORMATION

Project Name:
Commercial Office Fitout - Melbourne CBD

Head Contractor:
Not specified

Document ID:
SWMS-140-1750219346510

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">Falls from heightCrushing from equipmentWeather conditions	H	<ul style="list-style-type: none">Full body harness with 2 lanyardsCertified dogman directing liftsWeather monitoring procedures	L
2	Demolition of existing partitions	<ul style="list-style-type: none">Falls from heightCrushing from equipmentWeather conditions	M	<ul style="list-style-type: none">Full body harness with 2 lanyardsCertified dogman directing liftsWeather monitoring procedures	L
3	Installation of new electrical systems	<ul style="list-style-type: none">Falls from heightCrushing from equipmentWeather conditions	M	<ul style="list-style-type: none">Full body harness with 2 lanyardsCertified dogman directing liftsWeather monitoring procedures	L
4	Plasterboard installation and finishing	<ul style="list-style-type: none">Falls from heightCrushing from equipmentWeather conditions	L	<ul style="list-style-type: none">Full body harness with 2 lanyardsCertified dogman directing liftsWeather monitoring procedures	L
5	Flooring installation and carpet laying	<ul style="list-style-type: none">Falls from heightCrushing from equipmentWeather conditions	M	<ul style="list-style-type: none">Full body harness with 2 lanyardsCertified dogman directing liftsWeather monitoring procedures	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
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