

PROJECT INFORMATION

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

**Head Contractor:**  
Not specified

**Document ID:**  
SWMS-140-1750219482128

**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





## 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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