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| Company: | | | | | | Alexander Carpenter 53 JOALAH acres, Ferny Hills 4055 ABN:39703159407 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Complete if specific Client / Contract requirement OR Refer to WHSMP / PMP for project specific details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Project:** | | | | | |  | | | | | | | | | | | | | | | | | | | | **SWMS**  **Approval** | | | This SWMS has been developed to suit our operations, in accordance with relevant legislative requirements. | | | | | | | | | | | | | | | | | | | | | | |
| **Client:** | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **Project Address:** | | | | | |  | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | / / | | | |
| **Scope of Works:** | | | | | |  | | | | | | | | | | | | | | | | | | | | Alex Carpenter | | | | | | | | | | | | | | | | | | | Date | | | |
| **Client Contact:** | | | | | |  | | | | | | | | | | | | | | | | | | | | **Approved:** | | | | | | | 04/24 | | | | | | **Revision Due:** | | | | | | | 04/25 | | |
| **SWMS CONSULTATION / APPROVAL** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **CONSULTATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **APPROVAL** | | | | | | | | | | | | | | |
| **Name** | | | | | | | **Position** | | | | | | | | **Name** | | | | | | | | | | | **Position** | | | | | | | | | | | **By:** | | | | | | | Alex Carpenter | | | | | | | |
| Alex Carpenter | | | | | | | Project Manager | | | | | | | |  | | | | | | | | | | | Supervisor | | | | | | | | | | | **Position:** | | | | | | | Director | | | | | | | |
| *Jeff Rose* | | | | | | | WHS Consultant | | | | | | | |  | | | | | | | | | | | Builder | | | | | | | | | | | **Date:** | | | | | | | 1/04/2024 | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **SWMS REQUIREMENTS** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Activity:** | | | | | General Work on a Construction Project (Including manual handling) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **OHS Legislation** | | | | | QLD WHS Act and Regulations 2011  QLD Electrical Safety Act 2002 and QLD Electrical Safety Regulation 2013 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **High Risk Activity:** | | | | | No | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Code of Practice:**  **AS Standards:** | | | | | COP – How to manage WHS risks - 2021  COP – Hazardous manual tasks – 2021  COP – Managing noise and preventing hearing loss at work – 2021  COP - Managing-risks-falls-workplaces - 2021 | | | | | | | | | | | | | | | | | | | | | | COP – Managing electrical risks in the workplace – 2021  COP – Managing risks of hazardous chemicals in the workplace – 2021  COP – WHS Consultation, co-operation & co-ordination – 2021  COP – Managing the work environment and facilities - 2021 | | | | | | | | | | | | | | | | | | | | | | | | |
| **Referenced SWMS** | | | | |  | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **Competency** | | | | | White National Induction Card, QLD Blue Card 30215 or equivalent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Plant & Equipment** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **PPE Required**  ✓ = Mandatory  **?** = As required  ( ) = Not required | | | | | U:\SPA\SPA Management Systems\Document Originals\00 IMS\2 WHS\5 SWMS\00 SWMS\Symbols for SWMS\sun hat3.jpg | | | | | Hearing Protection | | | glasses | | | HARD HAT | | | | GLOVES | | | | DUST MASK | | | | SAFETY FOOTWEAR | | | | | 4370_Thumb_MSsafety-vests_gif3 | | | | | FACE SHIELD | | | | | | | | HARNESS | | | | WELDING HELMET | |
| Sun hat | | | | | Hearing | | | Eye | | | Hard hat | | | | Gloves | | | | Dust mask | | | | Enclosed shoes | | | | | High Vis | | | | | Face shield | | | | | | | | Safety Harness | | | | Weld Shield | |
| ? | | | | | ? | | | ? | | | ? | | | | ? | | | | ? | | | | ✓ | | | | | ✓ | | | | | ? | | | | | | | | ? | | | | ? | |
| **General Hazard Profile:** | | | | | Noise > 85dBA ☒ | | | | | | | | | Dust / Fumes ☒ | | | | | | | Manual Handling > 20kg ☒ | | | | | | | | | | Hazardous Substances ☒ | | | | | | | | | | | | | | Machinery / Plant ☒ | | | | | | |
| Vibration ☒ | | | | | | | | | Live Traffic ☒ | | | | | | | Repetition > 2 hrs / shift ☒ | | | | | | | | | | Environment / Space **☐** | | | | | | | | | | | | | | Electricity ☒ | | | | | | |
| **Daily Prestart:** | | | | | Complete daily visual inspection of all tools. Complete daily prestart of all plant. Check material required is on site. Complete SLAM and/or JSEA | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| RISK AND CONTROL MATRIX | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Determine which hazards apply for the plant item. * Perform a risk assessment for each hazard identified by determining the consequence and likelihood for each hazard in the Qualitative Risk Assessment Matrix to obtain a risk score and risk level. Determine appropriate controls and rescore the hazard. Determine if the residual risk is acceptable. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Consequence Table / SCORE RATING** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | **likelihood Table / SCORE RATING** | | | | | | | | | | | | | | | | | | | |
| Given that the event occurs, what is the likely outcome? | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | How likely is it that the event will occur? | | | | | | | | | | | | | | | | | | | |
| **Score** | **DESCRIPTOR** | **CONSEQUENCE** | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | **Score** | | | **DESCRIPTOR** | | | | | **DESCRIPTION** | | | | | | | | | | | |
| **SAFETY** | | | | | | | | **ENVIRONMENTAL** | | | | | | | **ASSETS** | | | | **REPUTATION** | | | | | | | |  | |
| **1** | Insignificant | Minor incident. No treatment | | | | | | | | Negligible impact | | | | | | | Nil damage | | | | Nil | | | | | | | |  | | **1** | | | Rare | | | | | May occur, in exceptional circumstances | | | | | | | | | | | |
| **2** | Low | Minor injury / first aid | | | | | | | | Minor, local, no long-term effects | | | | | | | Minor damage / no impact on operations | | | | Local issues | | | | | | | |  | | **2** | | | Unlikely | | | | | Could occur at some stage though is improbable | | | | | | | | | | | |
| **3** | Medium | Minor Medical treatment req’d | | | | | | | | Mod impact contained locally | | | | | | | Delays / costs. Impact on operations | | | | Isolated bad publicity | | | | | | | |  | | **3** | | | Possible | | | | | Event might occur at some time | | | | | | | | | | | |
| **4** | Major | Serious injuries, hospitalization | | | | | | | | High impact, widespread impacts | | | | | | | Serious damage long delays / costs high | | | | Impact on client / community relations | | | | | | | |  | | **4** | | | Likely | | | | | Event will probably occur in most circumstances | | | | | | | | | | | |
| **5** | Severe | Fatalities | | | | | | | | Major damage, long term impact | | | | | | | Plant write off / high repair costs & impacts | | | | Loss of Contracts / long term impacts | | | | | | | |  | | **5** | | | Almost Certain | | | | | Event expected to occur in most circumstances | | | | | | | | | | | |
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| **qualitative risk assessment matrix** | | | | | | | | | | | | | | | | | | | | | |  | | **Risk Level** | | | | | | | | | | | | | |  | | **HIERARCHY of CONTROLS** | | | | | | | | | | |
| **Likelihood** | | | **CONSEQUENCE** | | | | | | | | | | | | | | | | | | |  | | **Risk Rating** | | | | | | | | | **Score** | | | | |  | | **1** | |  | | | | **ELIMINATION** | | | | |
| **Level 1** | | | | | **Level 2** | | | **Level 3** | | | | | **Level 4** | | **Level 5** | | | |  | | **Extreme** | | | | | | | | | **15 - 25** | | | | |  | | **2** | | **SUBSTITUTION** | | | | |
| Insignificant | | | | | Low | | | Medium | | | | | Major | | Severe | | | |  | | **High** | | | | | | | | | **10 - 14** | | | | |  | | **3** | | **ENGINEERING** | | | | |
| 5 – Almost Certain | | | **M-5** | | | | | **H-10** | | | **E-15** | | | | | **E-20** | | **E-25** | | | |  | | **Moderate** | | | | | | | | | **5 - 9** | | | | |  | | **4** | | **ADMINISTRATIVE** | | | | |
| 4 – Likely | | | **L4** | | | | | **M-8** | | | **H-12** | | | | | **E-16** | | **E-20** | | | |  | | **Low** | | | | | | | | | **1 - 4** | | | | |  | | **5** | | **P.P.E** | | | | |
| 3 – Possible | | | **L-3** | | | | | **M-6** | | | **M-9** | | | | | **H-12** | | **E-15** | | | |  | | * The risk levels require different time frames for action. Extreme risks require immediate action, low risk may not need any actions. * Use the Hierarchy of controls to reduce the residual risk to as low as possible. See table below for additional details. | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 – Unlikely | | | **L-2** | | | | | **L-4** | | | **M-6** | | | | | **M-8** | | **H-10** | | | |  | |
| 1 - Rare | | | **L-1** | | | | | **L-2** | | | **L-3** | | | | | **L-4** | | **M-5** | | | |  | |
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| **Hierarchy of Controls - DESCRIPTION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Elimination** | | | | | | | Controls the risk by eliminating the hazard e.g. positioning controls at ground level eliminates risk of fall from heights. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Substitution** | | | | | | | Replace the hazard (e.g. plant or substance) with another that has a lower and / or zero risk. This may also eliminate the risk. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Engineering / Isolation** | | | | | | | Remove or separate people from the source of the hazard e.g. guarding, noise barriers, install welding shields etc | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Administrative measures** | | | | | | | Use policies, procedures, signs, staff rotation and training to minimise the effects of the risk. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Personal Protective Equipment (PPE)** | | | | | | | Provide equipment or clothing designed to protect the worker e.g. ear muffs, safety glasses, gloves, steel capped boots. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **SAFE WORK METHOD STATEMENT** | | | | | | | | | |
| **1 - 4 LOW RISK 5 – 9 MODERATE RISK 10 – 14 HIGH RISK 15 – 25 EXTREME RISK** | | | | | | | | | |
| **HAZARD IDENTIFICATION** | **POTENTIAL RISKS** | **Risk Rating** | | | **CONTROL METHODS**  Score as per Risk Matrix on previous page. | **Residual Risk** | | | **MONITOR & REVIEW** |
| **L** | **C** | **T** | **L** | **C** | **T** |
| General hazards in construction to both employees and other people. | Serious damage/injury due to lack of awareness of potential hazards. | **4** | **4** | **16** | * 30215 Course in General Safety Induction (Construction Industry) or equivalent * General Safety Induction * Specific site safety inductions at the commencement of each job, conducted by PC. * Staff are to be trained / assessed as competent in their roles. * Be aware of and follow all safety signs / instructions. * All people not fully site inducted are to report to the supervisor upon arrival at the job site. Please stop & direct all people to the Supervisor. * REMEMBER If you are not sure about something or you see something that you feel is unsafe, **STOP / ASK / INFORM** your Supervisor. | **2** | **4** | **8** | Supervisor  All Staff |
| Use of portable electrical equipment | Electrocution | **4** | **5** | **20** | * All 240-volt electrical equipment will be tested and tagged up to date and be included on the electrical register. * All electrical tools to be connected to RCD’s. Test RCD’s daily * All electrical equipment to be in good condition. * All persons using electrical equipment to be competent to fulfill the task asked of them. * Ensure electric leads are plugged into power boards, fed up through the bottom hole and that the front door is closed. * Do not use extension cords that exceed 30m. Do not connect extension leads to each other. | **1** | **5** | **5** | Supervisor  All Staff |

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| Use of chemicals / hazardous substances. | Damage to the environment / general control requirements | **4** | **4** | **16** | * Storage and handling of hazardous goods to comply with the standards to ensure chemicals are not poured into water systems. * Unused, unwanted or waste products shall not be stored / disposed of on site. Ensure they are disposed of correctly. * Spillage and contamination shall be immediately contained. * SDS available for all chemicals and staff trained in their use. * Risk assessments completed for all hazardous substances. * Substitute chemicals with less harmful ones wherever possible. | **1** | **4** | **4** | Supervisor  All staff |
| Inhalation / Ingestion  Nausea / death | **4** | **4** | **16** | * Respiratory protection to be worn, if required by SDS * Use in well ventilated room where ever possible. | **2** | **4** | **8** | Supervisor  All staff |
| Skin contact  Burns or serious injury | **3** | **3** | **9** | * Protective clothing to be worn in accordance with SDS * Authorised personnel only in work area * Water / soap available to wash off chemicals. | **2** | **3** | **6** | Supervisor  All staff |
| Eye Contact  Burns / loss of sight | **3** | **4** | **12** | * Have eye wash station available / running water where possible * Use of goggles as per SDS. | **2** | **4** | **8** | Supervisor  All staff |
| Work within A client’s workplace.  This applies where the client and / or staff wish to visit the site during the construction phrase. | Injury to Clients staff and or visitors | **3** | **4** | **12** | * Establish with client accepted workspaces limits of the work site. * Ensure the construction site is sufficiently fenced / barricaded to minimise the likelihood of unauthorized people entering the site. * If applicable, make arrangements for the client to have set times / protocols to visit the site during construction. E.g. short periods during lunch breaks for guided tours of the works and progress under the supervision of our personnel. * Establish requirements e.g. enclosed footing, safety vest for all visitors. * Maintain communications with client as access to site will vary depending on conditions / activities. | **2** | **4** | **8** | Supervisor,  All staff,  Client, client’s staff |
| Work in public areas |  | **3** | **3** | **9** | * Establish with client workspaces limits of the construction area. * Ensure the construction site is sufficiently fenced / barricaded to minimise the likelihood of unauthorised people entering the site. * If necessary, establish set construction entry points that are controlled by full time employees to ensure only inducted / approved persons are allowed access. | **2** | **3** | **6** | Supervisor  All staff |

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| Facilities | * Lack of basic amenities including drinking water, toilets, lunch facilities, clean washing water | **3** | **4** | **12** | * Ensure toilet facilities are available onsite and / or nearby. Use portaloos onsite if no reasonable access to toilets. * Drinking water to be available to all persons on site. (Water bottles) * Clean water for washing to be made available. * Site office / lunch room to be made available on major projects and / or where appropriate. Where possible utilise nearby park facilities etc for lunch breaks. | **1** | **4** | **4** | Supervisor  Plant operator |
| Work in / over / adjacent to water.  *Whilst there is no need to enter water during operations there is a slight risk that plant may topple into the water and/or persons may fall into water.* | * Risk of drowning * Damage to plant * Environmental impacts if plant | **2** | **5** | **10** | * When operating near water take extra precautions to ensure that the plant is not too close to the edge and is at risk of toppling into the water. * Establish limits / boundaries. If necessary, use bollards and / or other visual aids to establish boundaries. * Where practical use physical barriers e.g. scaffolding to minimise chance of falling into water.   If there is still a risk of operators / staff falling into water take the following:   * Ensure all persons can swim to a reasonable level. * Have a life vest available. * A qualified First Aider available * Ensure there are standby persons available. | **1** | **5** | **5** | Supervisor  Plant operator |
| Damage to feet by falling objects. | * Broken bones or loss of limbs. | **3** | **4** | **12** | * Foot protection to be worn at all times, whilst on construction. Whilst steel cap footwear is encouraged as a minimum footwear needs to be fully enclosed with suitable sole for grip. | **2** | **4** | **8** | Supervisor  All Staff |
| Damage to eyes by dust, flying objects.  Exposure to ultra violet rays. | * Corneal damage, cataracts and loss of eyesight. | **3** | **4** | **12** | * Eye protection to be worn if there is a risk of flying objects. * Good practice to wear glasses to minimize damage by dust etc. * Eye protection to worn when working in sunlight with 100% UV protection. | **2** | **4** | **8** | Supervisor  All Staff |

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| Struck on head by falling objects. | Serious injury or death. | **3** | **5** | **15** | * Head protection to be worn where there is a risk of being struck on the head by a falling object and / or it’s a site requirement. Look for signs. | **1** | **5** | **5** | Supervisor  All Staff |
| Exposure to noise | Noise induced hearing loss | **3** | **4** | **12** | * Ensure hearing protection is used when using tools etc that make a loud noise. Ensure PPE is suitable for the task / noise level. * All persons to be trained in use of PPE. * Where required do not start noisy operations early in morning / late in afternoon / on weekends (Sunday). | **1** | **4** | **4** | Supervisor  All Staff |
| Exposure to climate (Heat / humidity). | Heatstroke, exhaustion dehydration. | **3** | **4** | **12** | * Drink plenty of water. Be aware of early signs e.g. dizziness, exhaustion etc. * If possible rotate work / do heavy work in early morning / late afternoon to avoid heat during middle of day. | **1** | **4** | **4** | Supervisor  All Staff |
| Skin exposed to ultra violet rays. | Skin cancer and mild burns. | **3** | **4** | **12** | * Slip, Slop Slap & Wrap. Long sleeve shirt & pants with hat & glasses best option. Otherwise use sunscreen. | **1** | **4** | **4** | Supervisor  All Staff |
| Manual Handling | Back or muscular injury  Bruising, scratches etc. | 3 | 5 | 15 | * Train all staff in correct lifting procedures. * Use mechanical means, wherever possible. * Try to use products etc that are easily lifted, e.g. lighter weights, less awkward to carry, etc. * Store objects between shoulder and thigh height. * Rotate employees on a regular basis * Plan your lift, especially with more than one person * Minimise distances objects need to be carried. * Avoid twisting movements when lifting. * Avoid holding the load away from your body. * Avoid jumping from heights, which may jar your back. * Avoid jarring movements or carrying live loads. | 1 | 5 | 5 | Supervisor  All staff |

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| **Methods for Monitoring and reviewing the effectiveness of the chosen control measures** | | | | | | | | | | | |
| Workers: | Follow the procedure and report any inconsistencies / problems. | | | | | | | | | | |
| Supervisor: | Ensure workers have all necessary tickets, PPE to perform their tasks safely prior to commencement of work.  Ensure all electrical equipment is fit for use and RCD’s are tested. | | | | | | | | | | |
| **Monitoring and Review of SWMS Use and Effectiveness Record** | | | | | | | | | | | |
| **Observation Log:** | **No 1** | | **No 2** | | **No 3** | | **No 4** | | **No 5** | **No 6** | |
| **Initial:** |  | |  | |  | |  | |  |  | |
| **Date:** | / / | | / / | | / / | | / / | | / / | / / | |
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| **EMPLOYEE TRAINING** | | | | | | | | | | | |
| I acknowledge that I have been trained in this SWMS, the controls are clearly understood, my qualifications are current and I will comply with the SWMS. I understand that it is my duty and obligation to advise my supervisor, manager or the site supervisor if I consider any task given to me or asked of me is – **for any reason** – outside of my capabilities at that time – or hazardous, dangerous or potentially damaging to the environment. | | | | | | | | | | | |
| **NAME** | | **SIGNATURE** | | **DATE** | | **NAME** | | **SIGNATURE** | | | **DATE** |
| Brian Patterson | |  | | / / | |  | |  | | | / / |
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