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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:** | 4/2024 | | **Revision Due:** | | | 04/2025 |
| **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:** | | 09/04/2024 | | |
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| **SWMS REQUIREMENTS** | | | | | | | | | | | | | | | | | | | |
| **Activity:** | **Fencing and Carpentry** | | | | | | | | | | | | | | | | | | |
| **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 – Mobile Crane 2006 | | | | | | | | COP – Managing Noise and Preventing Hearing Loss at Work 2021  COP – Managing the Risk of Plant in the Workplace 2021  COP – Managing the risks of falls at workplace - 2021 | | | | | | | | | | |
| **Referenced SWMS** | EO -SWMS 01 -Working on a Construction Project | | | | | | | |  | | | | | | | | | | |
| **Competency** | White National Induction Card, QLD Blue Card 30215 or equivalent | | | | | | | | | | | | | | | | | | |
| **Plant & Equipment** | Hand Tools, Powered tools | | | | | | | | | | | | | | | | | | |
| **PPE Required**  ✓ = Mandatory  **?** = As required  ( ) = Not required | SAFETY FOOTWEAR | 4370_Thumb_MSsafety-vests_gif3 | coveralls | | HARD HAT | GLOVES | | FACE SHIELD | | glasses | DUST MASK | | BREATHING APPARATUS | Hearing Protection | | | HARNESS | WELDING HELMET | |
| ✓ | ✓ |  | | **?** | **?** | | **?** | | **?** | **?** | |  | **?** | | | **?** |  | |
| **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 | | | | | | | | | | | | | | | | | |

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| **RISK AND CONTROL MATRIX** | | | | | | | | | | | | | | | | | | | |
| * Identify potential hazards associated with the activity through the use of the Risk Identification Checklist. * 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. The risk assessment should be in terms of both safety and environmental consequences. * The resultant score will fall into a band for the risk score. 1 - 4 = Low risk, 5 - 9 = Moderate Risk, 10 - 14 - High Risk, 15 - 25 = Extreme risk. | | | | | | | | | | | | | | | | | | | |
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| **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** | | | |  | |
| **1** | Insignificant | Minor incident. No treatment | | | | Negligible ENV impact | | | |  | | **1** | Rare | | May occur, in exceptional circumstances | | | | |
| **2** | Low | Minor injury / first aid | | | | Minor, local, no long-term effects | | | |  | | **2** | Unlikely | | Could occur at some stage though is improbable | | | | |
| **3** | Medium | Minor Medical treatment req’d | | | | Mod impact contained locally | | | |  | | **3** | Possible | | Event might occur at some time | | | | |
| **4** | Major | Serious injuries, hospitalization | | | | High impact, widespread impacts | | | |  | | **4** | Likely | | Event will probably occur in most circumstances | | | | |
| **5** | Severe | Fatalities | | | | Major damage, long term impact | | | |  | | **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** | | | | | | | | | | | | | | | | | | | |
| The consideration of controls is based on the “Hierarchy of Controls”, with Elimination the most effective control through to PPE being the least effective control. | | | | | | | | | | | | | | | | | | | |
| **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. | | | | | | | | | | | | | | | |
| **Isolation:** | | | | Isolate the hazard from people e.g. locked access to a hazard e.g. lock first level of a ladder from use on a tower. | | | | | | | | | | | | | | | |
| **Engineering** | | | | Remove or separate people from the source of the hazard e.g. guarding, noise barriers. | | | | | | | | | | | | | | | |
| **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** | | | **Resp** |
| **L** | **C** | **T** | **L** | **C** | **T** |
| Entry to site | Unauthorised entry causing injury due to lack of site safety  Access and mobile plant causing injury | **3** | **3** | **9** | * All personnel to attend a site induction on arrival * Appropriate site signage to alert to hazards on site * Appropriate signage to alert to PPE required on site * Traffic management by site supervisor – parking * Walkways and paths clear of obstruction & trip hazards | **2** | **3** | **6** | Site Supervisor |
| Setting up unloading area & tool area to start work | Slips trips & falls  Manual Handling  Electrocution  Chronic strain injury | **3** | **4** | **12** | * Ensure all electrical equipment is in current test and tagged * Set up work / tool area in clear flat position away from mobile plant * Use proper manual handling techniques, warm up & stretch * Share a lift where possible / appropriate * Wear the correct PPE for the task | **2** | **4** | **8** | Site Supervisor |
| Use of Tools | Cuts, abrasions amputations  Chronic strain injury | **3** | **5** | **15** | * Ensure all persons read, understand and comply with manufacturer’s safety guideline. * Only use tools as intended. * Work Instruction developed for each major power tool type. Ensure all staff are trained in the requirements of the Work Instruction. * Ensure tools are in good condition and blades are correctly fitted. * Ensure all safety guards are in place. * Wear PPE as appropriate i.e. steel capped shoes, gloves, no loose clothing, ear muffs, safety glasses, face shield, etc. * Ensure correct blades etc are used for the tool / work. | **1** | **5** | **5** | Supervisor  All staff |
| Conduct Fencing/carpentry Work | Personal Injury  Manual handling  Power tools  Electrocution  Noise  Sharp hand tools  Other workers  Hazardous substances  Fire | **4** | **4** | **16** | * Competent worker * Safe manual handling techniques to be implemented. * 2 man lifts for heavy items * All power tools & leads tested and tagged * RCD installed in power supply * Signage and barricading put in place * PPE (Face shield, Safety Glasses, Gloves, Dust masks, Ear protection, etc) * Double eye protection when cutting with power tools. * SDS available for ALL HAZUBS used and followed and using the correct PPE for that substance * First aid kit available * Firefighting equipment available | **1** | **4** | **4** | Supervisor  All staff |

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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** | | | **Resp** |
| **L** | **C** | **T** | **L** | **C** | **T** |
| Electric tools | Electric shock causing  serious injury or death | **3** | **5** | **15** | * Tools to be inspected for damage prior to use. * Plant is properly earthed before commencing work * Ensure all equipment is tested and tagged * Do not operate near water. * Ensure the tool is plugged into an outlet with a RCD. * Protect power cords from damage i.e. lead stands etc | **1** | **5** | **5** | Supervisor  All staff |
| Working outside | Effects of UV Rays  Effect of adverse weather conditions – storms / lightning / floods & cyclones causing flooding / damage / personal injury | **3** | **4** | **12** | * Apply Sunscreen, Hat with brim, Safety sunglasses, Shade as often as possible * Drink Water up to 10 litres per * If you are feeling you need to take a 5 min rest in the shade * If there is a storm approaching take cover and ensure plant is free from potential for water rush or being bogged * Personnel to take shelter in buildings or vehicles not under trees | **2** | **4** | **8** | Supervisor  All staff |
| Site clean-up/ End of day | Manual handling  Slips, Trips and Falls,  Cuts, scratches and abrasions  Sprains or strains  Improper Housekeeping, | **3** | **5** | **15** | * Workers to wear correct PPE. * PPE includes gloves and glasses. * Use correct manual handling techniques for lifting, turning, twisting. * Eyes on path at all times * Dispose of all rubbish in the correct manner as per site instructions. * Maintain barricade and signage as necessary * Secure loose material from overnight storm and/or wind events. | **1** | **5** | **5** | Supervisor  All staff |

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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** | | | **Resp** |
| **L** | **C** | **T** | **L** | **C** | **T** |
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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 and equipment is in good condition prior to commencement of work.  Use the observation log to record ongoing assessments of compliance. | | | | | | | | | | |
| **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 to undertake the activity, I will comply with the SWMS and was asked for input / issues with the SWMS content previously or at the time of training.  I understand it is my duty and obligation to inform my supervisor, manager or the site supervisor if I consider that any task given to me or asked of me is - for any reason - outside of my capabilities at the time – or hazardous, dangerous or potentially damaging to the environment. | | | | | | | | | | | |
| **NAME** | | **SIGNATURE** | | **DATE** | | **NAME** | | **SIGNATURE** | | | **DATE** |
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