■ Description:

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| **PCBU:** | ■ PBCU: Robertson's Remedial and Painting Pty Ltd 10/56 Buffalo Road, Gladesville NSW 2111 Phone: (02) 9181 3519 | ABN: 16 140 746 247 | | | | **Workplace location:** | **■ Site:** [Insert Site Address Here] |
| **Works Manager:** | ■ Works Manager: [Insert Project Manager Here] | | | | **Date SWMS provided to PC:** | **■ Date:** [Insert Date Here] |
| **Work activity:** | ■ Description: [Insert Description Here] | | | | **Principal Contractor (PC):** | **■ PC:**  Robertson's Remedial and Painting Pty Ltd |
| **High Risk Construction Work (HRCW):** | **[✓] Risk of a person falling more than 2 metres** | | [ ] Work on a telecommunication tower | | [ ] Demolition of load-bearing structure | |
| [ ] Likely to involve disturbing asbestos | | [ ] Temporary load-bearing support for structural alterations or repairs | | [ ] Work in or near a confined space | |
| [**✓**] Work in or near a shaft or trench deeper than 1.5 m or a tunnel | | [ ] Use of explosives | | [ ] Work on or near pressurised gas mains or piping | |
| [ ] Work on or near chemical, fuel or refrigerant lines | | [ ] Work on or near energised electrical installations or services | | [ ] Work in an area that may have a contaminated or flammable atmosphere | |
| [ ] Tilt-up or precast concrete elements | | [ ] Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians | | **[✓] Work in an area with movement of powered mobile plant** | |
| [ ] Work in areas with artificial extremes of temperature | | [ ] Work in or near water or other liquid that involves a risk of drowning | | [ ] Diving work | |
| **Person responsible for ensuring compliance with SWMS:** | | ■ **Supervisor** | | **Date SWMS received:** | ■ Date: [Insert Date Here] | |
| **What measures are in place to ensure compliance with the SWMS?** | | Toolbox meetings, SWMS sign off, job observations and supervision review. If issues with the SWMS or new hazards are identified, the supervisor must be notified. When changes are made to SWMS, it will be communicated to all workers. | | | | |
| **Person responsible for reviewing SWMS control measures:** | | ■ **Project Manager** | | **Date SWMS received by reviewer:** | ■ Date: [Insert Date Here] | |
| **How will the SWMS control measures be reviewed?** | | The control measures implemented will be reviewed and if necessary, revised annually or if work methods change, the control measures are not effective in controlling the risk, a new hazard/risk is identified or following an incident. The SWMS will be reviewed in consultation with workers and/or others who may be affected by the SWMS. Any changes to the SWMS will be communicated with workers at induction, daily pre-starts and toolbox talks. | | | | |
| **Reviewer’s signature:** | | ■ **Project Manager** | | **Review date:** | ■ Date: [Insert Date Here] | |
| This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident. | | | | | | |

| **Task** | | **Hazard** | **Risk (Pre)** | **Control** | **Risk (Post)** | **Responsibility** | **Code** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Site Induction, Daily Sign-In and SWMS Induction** | | Workers commencing without site awareness. SWMS controls not understood or verified before commencing work. Unauthorised workers accessing site. | **Low (1)** | **SYS (Low -1): Controls in place Admin:** Daily-Sign-In and critical control confirmation completed by all workers — recorded in Breadcrumb  **Admin:** Site induction completed by all workers on first day — recorded in Breadcrumb  **Admin:** SWMS (site specific) induction completed signed-in by all workers including membership in PM’s WhatsApp work group — recorded in Breadcrumb **Admin:** Toolbox talk conducted weekly — covers tasks, hazards, controls, weather, site changes — recorded in Breadcrumb **Admin:** All workers hold Construction Induction Card (White Card) — recorded in Breadcrumb  **PPE:** Minimum PPE required to enter site steel capped footwear and long sleeves.  **STOP WORK if:** Worker cannot produce White Card — worker not site and SWMS inducted — worker unfamiliar with **Emergency Response see below.** | **Low (1)** | Supervisor | **SYS-L1** |
| **Emergency Response** | | Medical emergency on site. Fire or chemical spill. Worker incapacitated at height (scaffold, EWP, rope access). Building evacuation required. Natural disaster (storm, flood, earthquake). | **High (9)** | **SYS (High-9): Controls in place**  **Site Emergency Plan:** Communicated at induction and toolbox talk after being updated. Emergency contacts displayed at site entry. Call 000 for any serious injury or emergency. Supervisor directs responders (site address available). always  **Assembly Point:** Identified and communicated at induction. Muster procedure: supervisor conducts headcount, confirms all workers accounted for  **WAH Rescue Plan:** documented and practised. Rescue equipment on site (rope rescue kit for rope access, EWP rescue procedure)  **Chemical Spill:** Spill response equipment must be available where **chemicals are decanted on site**; minimum capacity to manage 110% of the largest container in the area, with drains protected and waste contained for disposal **Fire:** Activate alarm, evacuate, call 000. Do not fight fire beyond incipient stage. Fire extinguisher locations identified at induction  **Reporting:** Incident reporting: incidents, injuries, near-misses and hazards — notify PM’s WhatsApp work group — Notifiable incidents reported to SafeWork NSW per WHS Act s38  **PPE:** First aid kit, fire extinguisher, spill kit — locations confirmed at induction. Eye wash cup available on site if chemical products in use  **STOP WORK if:** Anyemergency — all work ceases until area declared safe by supervisor. — No restart without toolbox talks on incident and any changed controls | **Low (1)** | Supervisor / Worker / Sub-Contract Worker | **SYS-H9** |
| **Residents and Public Interface** Manage interaction with public and building residents in active work zones. Applicable to all strata and occupied buildings. | | Falling objects striking residents or public. Paint overspray or dust reaching occupied areas. Noise and access disruption to residents. Unauthorised entry to work zones. | **Medium (3)** | **SYS (Medium-3): Controls in place Engineering:** Physical barriers (barricades, mesh, hoarding) around all work zones accessible to residents or public — Drop zones below all elevated work barricaded to full fall-line of debris — **OPTIONAL considerations**: noise mats repositioned progressively during demolition and silica air monitoring deployed if residents report odour or visible dust **Admin:** Residents notified, via third party, minimum 48 hours before work commences — written notice specifying dates, times, and nature of work **Admin:** Work hours comply with council DA conditions and strata by-laws and. No work outside approved hours without written approval **Admin:** Signage at building entry and work zones — 'CONSTRUCTION WORK IN PROGRESS', contact details, and exclusion zone warnings **STOP WORK if:** Resident or member of public enters exclusion zone — barricade displaced or removed — complaint of health effect from dust, fumes, or noise | **Low (1)** | Supervisor / Worker / Sub-Contract Worker | **SYS-M3** |
| **Excavation and Trenching**  Open-cut excavation, trenching for services, footings, and drainage. Includes benching, battering, and shoring of excavation walls deeper than 1.5m. | | Collapse of excavation walls — burial and suffocation. Fall into excavation. Contact with underground services. Flooding/water ingress. Ground vibration from adjacent plant. Atmospheric contamination — build-up of gases, fumes, oxygen depletion. Impact on adjacent buildings and structures. | **High (6)** | **WAH (High-6) CCVS HOLD POINTS:**  **HOLD POINT — Do not commence until:**   1. Ground Works Permit raised and approved per HY Works Permit procedure — permit in hard copy with operator/excavation crew, with current DBYD, as-built drawings, services layouts, and engineers report attached 2. Geotechnical assessment reviewed: soil classification confirmed — batter angles and shoring requirements determined before excavation commences 3. Adjacent buildings and structures assessed by competent person (structural/geotechnical engineer) before excavation commences — vibration monitoring and structural integrity controls implemented per engineer's assessment 4. Dial Before You Dig (DBYD) plans obtained and current (within 30 days). Service locations confirmed by non-destructive potholing within 1m of any indicated service 5. Excavation deeper than 1.5m: shoring, benching, or battering designed by competent person per AS 4678 and WHS Regulation Chapter 6 6. Barricading per HY tiered system: up to 1m deep — bunting/barrier mesh (star pickets with safety caps at max 2.5m spacing, at least 1m from edge); greater than 1m deep — crowd control barriers, water-filled barriers, or 1.8m high interlockable hard fencing. Excavations >1.5m: "DANGER DEEP EXCAVATION" signage   **Engineering:**   * Shoring installed progressively as depth increases. Benching/battering angles per geotechnical report — never steeper than soil classification allows. Dewatering active if water table encountered. Edge protection: minimum 1m setback for spoil stockpile from excavation edge. Safe access/egress for excavations >1.5m — ladders secured to trench shields extending minimum 1m above top of excavation, or ramps/steps as appropriate. Controls to prevent objects falling on workers in excavations >1.5m — toe boards, guard rails at excavation edge, trench box sheets extending above trench depth.   **Admin:**   * Daily inspection of excavation walls by competent person before any worker entry. After rain: re-inspection before re-entry. Excavation permit system in place for depths >1.5m. Emergency rescue plan for excavation entrapment — rescue equipment on site (ladder, harness, retrieval line). Excavation assessed for confined space classification per HY Confined Space procedure. Atmospheric testing conducted before worker entry where gas or oxygen risk identified. No combustion engine plant operated in excavation while workers are inside. Excavations isolated and made safe at end of each shift/day and when not in use — barriers, covers, or backfill as appropriate.   **PPE:**   * Steel capped footwear. Hard hat. High-vis vest or shirt. Cut-resistant gloves. Harness and retrieval line if entering excavation >1.5m without shoring.   **STOP WORK if:**   * Wall cracking, slumping, or movement observed — water ingress not controlled by dewatering — shoring damaged or displaced — services exposed and not confirmed de-energised — spoil encroaching on edge setback — any worker in excavation >1.5m without shoring/benching — atmospheric testing indicates unsafe conditions (oxygen depletion, gas detection, engine fumes in excavation) — Ground Works Permit not raised — adjacent structure integrity concern identified. | **Low (2)** | Supervisor / Worker / Sub-Contract Worker | **WAH-H6** |
| **Underground and Overhead Services Location and Protection**  Location, identification, and protection of underground and overhead services including electrical, gas, water, sewer, telecommunications, and stormwater during ground disturbance activities. Includes overhead power line management per HY Underground and Overhead Services procedure. | | Electrocution from contact with underground power cables or overhead power lines. Gas main rupture — explosion and fire. Water main burst — flooding. Telecommunications damage — service disruption. Sewer damage — contamination. Plant contact with overhead conductors. | **High (9)** | **ELE (High-9) CCVS HOLD POINTS:**  **HOLD POINT — Do not commence until:**   1. DBYD plans obtained, current, and reviewed by all workers involved in ground disturbance. Plans less than 30 days old 2. Service locator (CAT/Genny or GPR) used to confirm locations before any mechanical excavation. Services marked on ground with paint/flags 3. Hand dig/vacuum excavation (potholing) within 1m horizontal and 300mm vertical of any indicated service — no mechanical excavation within this zone 4. Service owner contacted and clearance obtained for work near high-risk services (HV power, high-pressure gas) 5. Overhead services identified: approach distances and work zones (Zone A/B/C) established per HY Underground and Overhead Services procedure. Electrical spotters required in Zone B. Plant fitted with limiting/slowing devices where it can reach Zone C   **Engineering:**   * Services physically exposed by hand/vacuum excavation before mechanical plant operates within proximity. Exposed services supported and protected from damage. Isolation of services where practicable — de-energise, shut off, or depressurise.   **Admin:**   * Competent spotter required when working within 500mm of underground asset per HY Underground Services procedure. Excavators not to be used within distances specified by state legislation and asset owners. Service strike emergency procedure briefed to all workers — isolation points identified. Gas: evacuate, no ignition, call 000 and gas authority. Electrical: do not approach, isolate at source, call 000 and network provider. All workers inducted on service locations (underground and overhead) marked on site plan.   **PPE:**   * Steel capped footwear. Hard hat. High-vis vest or shirt. Insulated gloves if working near suspected electrical services. Cut-resistant gloves.   **STOP WORK if:**   * Service encountered not shown on DBYD plans — any service contact (even minor) — odour of gas detected — water flow from unknown source — service locator readings inconsistent with plans — mechanical plant within 1m of unconfirmed service — plant approaching overhead power line safe approach distance — spotter not available within 500mm of underground asset. | **Low (2)** | Supervisor / Worker / Sub-Contract Worker | **ELE-H9** |
| **Powered Mobile Plant — Excavators, Loaders, Rollers**  Operation of excavators, backhoes, skid steers, front-end loaders, rollers, and other powered mobile plant on construction sites. Includes delivery, setup, operation, and demobilisation. | | Collision with workers, structures, or other plant. Rollover. Overhead power line contact. Crush injury. Noise. Vibration. Blind spots. | **High (6)** | **MOB (High-6) CCVS HOLD POINTS:**  **HOLD POINT — Do not commence until:**   1. Operator holds current HRWL where required by legislation, or VOC/Statement of Attainment issued by an RTO for the specific plant class (e.g. excavator LE, roller LR, loader LL/LS, dozer LZ) — licence/VOC sighted and recorded. VOC assessments not undertaken by an RTO will not be accepted per HY 2. Plant safety verification completed upon arrival per HY procedure — plant approved for use by HY, verification sticker displayed. Plant Setup permit issued where required (piling rigs, mobile cranes, concrete boom pumps) 3. Plant pre-start inspection completed and recorded — all safety systems functional (ROPS, FOPS, seatbelt, reversing alarm, camera/mirrors) 4. Exclusion zones established: minimum 3m from operating plant for pedestrians — spotter in place when pedestrians must enter zone 5. Overhead power line assessment completed — safe approach distances confirmed per AS/NZS 4576   **Engineering:**   * ROPS and FOPS fitted and certified. Reversing camera and alarm operational. Rotating beacon active during operation. Physical barriers between plant operating zone and pedestrian areas where practicable. Outriggers deployed for lifting operations.   **Admin:**   * Plant movement plan reviewed — travel paths, exclusion zones, overhead hazards, underground services all identified. Spotter assigned for reversing and blind spot operations. Communication between operator and ground crew — hand signals or two-way radio. Daily pre-start log maintained. Zone of influence calculated for plant operating near excavations and underground pipes per HY Mobile Plant procedure (clay 1:1 ratio, sand/fill 2:1 ratio). Physical barriers (wheel stoppers, berms) installed to restrict plant movement within zone of influence. Plant work zones established based on geotechnical information — ground bearing capacity confirmed adequate for plant type.   **PPE:**   * Operator: seatbelt worn at all times. Hard hat, steel capped footwear, high-vis vest or shirt for all ground personnel. Hearing protection (>85 dB) within 10m of operating plant.   **STOP WORK if:**   * Licence not current — pre-start defect not rectified — pedestrian in exclusion zone — spotter not available for reversing — overhead power line approach distance compromised — ground conditions unsafe (soft, unstable) — operator fatigued. | **Low (2)** | Supervisor / Operator / Worker | **MOB-H6** |
| **Jackhammering, Cutting, Grinding and Core Drilling— Silica Dust**  Applies to mechanical cutting, drilling, grinding, chasing and demolition of silica-containing materials including concrete, masonry/brick/block, mortar, render, screeds/tile beds, tiles/stone and fibre-cement sheeting Includes use of angle grinders, cut-off saws, rotary hammers, core drills and demolition hammers where respirable silica dust may be generated.  **Activities:**   * Tile bed Crack stitching * Concrete spalling repairs * brickwork Reconstruction and Repointing * Tile bed and membrane removal | Silica dust inhalation — silicosis (fatal, irreversible). Dust exposure to adjacent workers and residents. Flying debris and disc/bit failure. Noise-induced hearing loss. Hand-arm vibration syndrome from sustained powered tool use. | |  | **SIL (High-6) CCVS HOLD POINTS: HOLD POINT - Work must not commence until:**   1. Wet suppression or on-tool extraction is operating on all powered tools. No dry jackhammering/cutting/grinding/core drilling on silica materials. 2. P2 respirators are worn and fit-checked by all workers in the dust zone. 3. Area is isolated and signed (close/tape doors; use plastic/zip walls indoors) and an exclusion zone ≥5 m is in place (increase as needed). 4. Air monitoring is implemented where required to verify RCS exposure/control effectiveness (e.g., high dust tasks, indoor/poor ventilation, extended duration, or as directed by WHS consultant).   **Engineering:**   * Use integrated water feed or continuous low-pressure misting at point of cut to keep surface wet, no high-pressure sprays. Manage slurry—remove/dispose before drying. * Where wet methods aren’t practicable, use on-tool extraction with an M-class industrial vacuum/dust extractor fitted with a HEPA filter. * RCD protection for all 240V tools/leads (test & tag in date). Battery tools preferred in damp/wet areas. * Clean-up (bulk) using M-class with HEPA extraction or wet clean—no blowers/compressed air. * Maintain tools/extractors; replace HEPA filters per manufacturer. Remove defective equipment from service.   **Admin:**   * Record silica work to be undertaken at Daily Sign-In - Breadcrumb (task, planned controls, estimated duration) * Silica air monitoring available and deployed considered if residents report odour or visible dust   **PPE:**   * P2 respirator (minimum), steel capped footwear, eye protection, hearing protection (>85 dB), anti-vibration/impact gloves, long sleeves.   **STOP WORK if:**   * Wet method stops/extraction fails — P2 not worn — exclusion zone breached — visible dust beyond zone — guard removed/defective. | **Low (2)** | Supervisor / Worker / Sub-Contract Worker | **SIL-H6** |
| **Formwork and Steel Fixing**  Erection, inspection, and stripping of formwork for concrete footings, slabs, walls, and columns. Installation of reinforcement steel (rebar), mesh, and embedments. | | Collapse of formwork during pour. Struck by falling formwork components. Puncture wounds from rebar and tie wire. Manual handling of heavy forms and steel. Working at height on formwork. | **Medium (4)** | **STR (Medium-4): Controls in place.**  **Engineering:** Formwork designed by competent person — load calculations for concrete head and pump pressure. Props and bracing per formwork design. Rebar caps on all exposed vertical reinforcement. Mechanical lifting for formwork panels >25kg.  **Admin:** Formwork inspection by competent person before pour — checklist completed and signed. Strip sequence planned — no early stripping before concrete reaches minimum strength. Steel fixing schedule and bar schedule checked against engineering drawings.  **PPE:** Steel capped footwear. Hard hat. Cut-resistant gloves. Long sleeves. Eye protection when cutting tie wire or reinforcement.  **STOP WORK if:** Formwork movement, bulging, or deflection during pour — props not plumb or bracing inadequate — rebar caps missing on vertical bars — concrete strength not confirmed before stripping — formwork design not available for inspection. | **Low (2)** | Supervisor / Worker / Sub-Contract Worker | **STR-M4** |
| **Concrete Pouring and Finishing**  Placement of ready-mix concrete by pump, crane-and-kibble, or direct discharge. Includes vibration, screeding, floating, and finishing of concrete surfaces. | | Concrete pump line failure — high-pressure release. Chemical burns from wet concrete (alkaline). Manual handling — vibrator, screeds. Slip hazard on wet concrete. Noise. | **Medium (4)** | **PRE (Medium-4): Controls in place.**  **Engineering:** Concrete pump lines secured at all connections — safety chains or clips. Pump line whip restraints at bends. Formwork bracing checked immediately before pour. Vibrator connected to safety line to prevent loss into pour.  **Admin:** Pour plan reviewed — sequence, volume, timing, finishing requirements. Formwork pre-pour inspection completed and signed off. Concrete docket checked on arrival — slump, strength, admixtures match specification. Wash-out area prepared — no wash-out to stormwater.  **PPE:** Waterproof boots (gumboots) when standing in wet concrete. Nitrile gloves — no skin contact with wet concrete (pH 12-13 causes chemical burns). Eye protection. Long sleeves.  **STOP WORK if:** Pump line blockage with pressure build-up — formwork movement during pour — concrete strength/slump does not match specification — rain affecting finish quality — wash-out entering stormwater. | **Low (2)** | Supervisor / Worker / Sub-Contract Worker | **PRE-M4** |
| **Backfill, Compaction, and Grading**  Placement and compaction of fill material including sand, gravel, road base, and select fill. Grading of surfaces to design levels. Use of compaction equipment (plate compactor, roller, rammer). | | Hand-arm vibration from compaction equipment. Noise exposure. Dust generation. Struck by mobile plant during backfill. Trench collapse during backfill operations. | **Medium (3)** | **PRE (Medium-3): Controls in place.**  **Engineering:** Compaction equipment with vibration-dampened handles. Dust suppression with water spray during dry conditions. Backfill placed in controlled lifts — maximum layer thickness per geotechnical specification.  **Admin:** Compaction testing at specified intervals and depths per geotechnical requirements. Fill material source and quality confirmed — no contaminated or unsuitable material. Vibration exposure log maintained — tool rotation schedule. Level checks against survey marks.  **PPE:** Steel capped footwear. Hearing protection (>85 dB). P2 dust mask in dry/dusty conditions. Cut-resistant gloves. High-vis vest or shirt.  **STOP WORK if:** Vibration exposure limit reached — contaminated or unsuitable fill material identified — compaction test failures — trench wall movement during backfill — dust not controlled. | **Low (1)** | Worker / Sub-Contract Worker | **PRE-M3** |
| **Drainage and Stormwater Installation**  Installation of stormwater pipes, pits, grates, and associated drainage infrastructure. Includes pipe laying, jointing, bedding, and connection to existing systems. | | Working in trenches — collapse risk. Manual handling of pipes and pit components. Exposure to existing sewer or contaminated water. Crush injury during pipe lowering. | **Medium (4)** | **PRE (Medium-4): Controls in place.**  **Engineering:** Trench shored or battered per excavation task requirements. Mechanical lifting for pipes >25kg. Pipe bedding material placed and compacted before pipe laying. Existing services located and protected per services task requirements.  **Admin:** Pipe grades and falls checked against hydraulic design. Jointing method confirmed — solvent cement, rubber ring, or mechanical coupling per specification. No entry to live sewer pit without confined space assessment. CCTV inspection of completed pipework where specified.  **PPE:** Steel capped footwear. Cut-resistant gloves. Eye protection when cutting pipe. High-vis vest or shirt. Waterproof boots if working in water.  **STOP WORK if:** Trench not shored when depth requires it — connection to live sewer without isolation — pipe grade incorrect — existing services not confirmed before crossing — water ingress not controlled. | **Low (2)** | Supervisor / Worker / Sub-Contract Worker | **PRE-M4** |
| **Dewatering Operations**  Removal of groundwater, surface water, and stormwater from excavations, trenches, and work areas using pumps and associated equipment. Includes water disposal and environmental controls. | | Electrical hazard from pumps in water. Excavation instability from water removal. Contaminated water handling. Erosion and sediment runoff. Noise from pump operation. | **Medium (3)** | **ENV (Medium-3): Controls in place.**  **Engineering:** Electric pumps on RCD-protected circuits — leads clear of water. Pump intake screened to prevent blockage. Discharge via sediment control — silt fence, sediment basin, or filter sock. No direct discharge to stormwater without filtration.  **Admin:** Dewatering and discharge conducted in accordance with project Erosion and Sediment Control Plan (ESCP/SWMP) per HY Environmental standard. Dewatering licence or approval obtained if required by local authority. Water quality tested if contamination suspected — disposal via licensed facility if contaminated. Pump operation monitored — excavation stability checked during dewatering. Discharge location and flow rate recorded.  **PPE:** Waterproof boots. Cut-resistant gloves. Hearing protection (>85 dB) near pump.  **STOP WORK if:** Electrical fault on pump — discharge entering stormwater without filtration — excavation instability during dewatering — contaminated water identified — pump discharge flooding adjacent property. | **Low (1)** | Supervisor / Worker / Sub-Contract Worker | **ENV-M3** |
| **Shoring and Temporary Support**  Installation, inspection, and removal of temporary structural support systems including trench shoring, propping of existing structures, underpinning support, and temporary bracing. | | Collapse of unsupported excavation or structure. Crush injury during installation. Failure of shoring system under load. Working in confined trench. Manual handling of heavy components. | **High (6)** | **STR (High-6) CCVS HOLD POINTS:**  **HOLD POINT — Do not commence until:**   1. Shoring system designed by competent person or structural engineer — design documentation on site and current for ground conditions 2. Shoring components inspected before installation — certified, rated, and matched to design specification 3. Installation supervised by competent person — progressive installation from top down in trenches 4. No worker entry to unshored excavation >1.5m depth   **Engineering:**   * Hydraulic or mechanical shoring systems rated for soil type and depth. Props and struts positioned per design — bearing plates on all contact surfaces. Waling and sheeting per design specification. Shoring to remain in place until backfill reaches safe height.   **Admin:**   * Shoring managed per HY Temporary Works procedure. Any changes to shoring design or installed system authorised and signed off by qualified engineer. Daily inspection of shoring by competent person — condition, alignment, load, ground movement. Subcontractor to submit competency records for nominated inspection personnel per HY procedure. Shoring removal sequence planned — never remove from bottom up. After rain or seismic event — re-inspection before re-entry. Load monitoring where specified by engineer.   **PPE:**   * Steel capped footwear. Hard hat. Cut-resistant gloves. High-vis vest or shirt.   **STOP WORK if:**   * Shoring movement, displacement, or deformation — ground cracking or slumping adjacent to excavation — shoring components damaged or not matched to design — competent person not available for inspection — water ingress undermining shoring foundations. | **Low (2)** | Supervisor / Worker / Sub-Contract Worker | **STR-H6** |
| **Contaminated Soil Management**  Identification, handling, stockpiling, and disposal of potentially contaminated soil encountered during earthworks. Includes asbestos-containing soil, hydrocarbon-contaminated material, and acid sulphate soils. | | Exposure to asbestos fibres in soil. Hydrocarbon vapour inhalation. Skin contact with contaminated material. Incorrect disposal — environmental and legal liability. | **Medium (4)** | **HAZ (Medium-4): Controls in place.**  **Engineering:** Contaminated soil stockpiled on plastic sheeting — covered when not being loaded. Dust suppression during excavation and loading. Separate stockpiles for different contamination types. Stormwater controls to prevent contaminated runoff.  **Admin:** Contamination assessment report reviewed before earthworks — known contamination areas mapped on site plan. Unexpected finds protocol: stop work, isolate area, notify supervisor, test before proceeding. Waste classification per EPA guidelines — disposal to licensed facility with tracking documentation. Chain of custody records maintained.  **PPE:** P2 respirator minimum — upgrade to half-face P3 if asbestos suspected. Nitrile gloves. Disposable coveralls if handling known contaminated material. Steel capped footwear.  **STOP WORK if:** Unexpected odour, discolouration, or material inconsistent with contamination report — suspected asbestos encountered — no waste classification available — disposal facility not confirmed — dust from contaminated material not controlled. | **Low (2)** | Supervisor / Worker / Sub-Contract Worker | **HAZ-M4** |
| **Manual Handling** Lifting, carrying, pushing, and pulling of materials, tools, and equipment. Includes paint drums, scaffold components, ladders, and sheet materials. | | Musculoskeletal injury from lifting, awkward postures, or repetitive tasks. Crush injury from dropped loads. Strain from carrying materials on stairs or uneven surfaces. | **Medium (3)** | **PRE (Medium-3): Controls in place.**  **Engineering:** Mechanical aids first — trolleys and powered scaffold-mounted materials winch/hoist >20 kg or repetitive carries — Paint in manageable container sizes (≤20L preferred) — Team lifts for awkward or heavy items minimum 2 persons for 20L drums on stairs or pass between scaffold decks  **Admin:** Pre-task assessment of manual handling risks — route, load weight, distance, stairs, and obstacles — Plan delivery to minimise carry distances — Powered scaffold-mounted materials winch/hoist on plant and equipment register to confirm in service with OEM requirements  **PPE:** Steel capped footwear, cut-resistant gloves, long sleeves  **STOP WORK if:** Worker reports pain or strain — access route obstructed — powered scaffold-mounted materials winch/hoist SWL unknown, damaged rope/hook, bracket movement, exclusion zone breach, electrical fault/RCD trip and unsafe wind conditions | **Low (1)** | Worker / Sub-Contract Worker | **PRE-M3** |
| **Housekeeping and Waste Management** Ongoing site cleanliness, waste segregation, and material storage throughout all painting and remedial activities. | | Slip, trip, and fall from debris, spills, or cluttered work areas. Environmental contamination from paint waste, solvents, or chemical residue. Fire from accumulated waste or flammable materials. | **Low (2)** | **PRE (Low-2): Controls in place.**  **Engineering: Never block fire exits or fire escape corridor and stairwells** — Designated waste bins — general waste, recyclable, and hazardous (paint, solvent, chemical containers)  **Admin:** Clean-as-you-go policy — each work area cleared of debris and waste at end of each task and end of day — paint and solvent waste disposed complies with EPA requirements — not poured into stormwater, drains, or ground.  **PPE:** Steel capped footwear, nitrile gloves for handling paint waste and chemical containers  **STOP WORK if:** Fire risk from accumulated flammable waste — work area too cluttered to maintain safe access/egress | **Low (1)** | Worker / Sub-Contract Worker | **PRE-L2** |
| **Hazardous Chemicals — Paints, Solvents, and Coatings** Storage, handling, mixing, and application of all paints, primers, sealers, solvents, curing compounds, and chemical products used in cleaning, painting and remedial works. | | Inhalation of VOCs, solvent vapours, and chemical fumes. Skin and eye contact with paints, solvents, and epoxies. Allergic sensitisation from isocyanates (Polyurethane Sealants). Fire or explosion from flammable solvents. Environmental contamination from spills. | **Medium (4)** | **HAZ (Medium-4): Controls in place. Engineering:** No solvent-based application in unventilated areas — **Chemical storage:** flammable liquids separated from ignition sources, direct sun, and incompatible materials — Quantities kept to daily need only on scaffold — Spill response equipment must be available where chemicals are decanted on site; minimum capacity to manage 110% of the largest container in the area, with drains protected and waste contained for disposal. **Admin: SDS for every product on site** — current version (within 5 years). Workers briefed on product hazards, PPE requirements, and first aid before first use of each product — Hazardous Substance Register maintained — Separate SWMS required if spray-applying isocyanate products (2-pack systems). **PPE:** Chemical-resistant gloves (nitrile minimum), eye protection or goggles (splash risk), P2 respirator with organic vapour cartridge (solvent-based products), long sleeves and coveralls as required by SDS. **STOP WORK if:** SDS not available for product in use — ventilation inadequate (fumes detectable at breathing zone) — chemical spill not contained — worker reports symptoms of chemical exposure (headache, nausea, dizziness, skin irritation) — **In the event of suspected exposure, call the Poisons Information Centre on 131126** | **Low (2)** | Supervisor / Worker / Sub-Contract Worker | **HAZ-M4** |
| **Hot and Dangerous Weather** Work in high temperatures, direct sun, rain, wind, and electrical storms. Applicable to all outdoor tasks. | | Heat stress, heat stroke, and dehydration. Slip hazard from wet surfaces. Wind dislodging materials or affecting scaffold stability. Lightning strike. UV exposure. | **Medium (3)** | **SYS (Medium-3): Controls in place. Engineering:** Cool drinking water available within 50m of all work positions **Admin:** Monitor Bureau of Meteorology forecasts daily. Adjust work schedule in extreme heat — **Wind triggers**: >40 km/h suspend all elevated work (scaffold, EWP, fall restraint, rope access) >60 km/h — suspend all outdoor work and secure materials — **Lightning:** if thunder heard or lightning seen — cease all outdoor work immediately. Do not resume until 30 minutes after last observed lightning/thunder **PPE:** Long sleeves (UPF-rated), broad-brim hard hat or sun brim attachment, sunscreen SPF 50+, eye protection with UV protection **STOP WORK if:** Worker shows signs of heat stress — wind exceeds trigger thresholds — lightning within 10 km — rain making surfaces unsafe for elevated work | **Low (2)** | Supervisor / Worker / Sub-Contract Worker | **SYS-M3** |

| **SWMS Amendments (more space at the end of this document)** | | | | | |
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| **Risk Level** | **Description of consequence or impact** | **Consequence** | **Likelihood/Probability** | | |
| **Unlikely (1)** | **Possible (2)** | **Almost Certain (3)** |
| **High**  Level of harm | Actual/Potential fatality, disability or irreversible damage. Major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm. | **Major (3)** | **Medium (3)** | **High (6)** | **High (9)** |
| **Medium**  Level of harm | Actual/Potential temporary disability, MTI or LTI. Structural failure/damage, >1-day outage. On-site environmental discharge/release contained, minor remediation, short-term environmental harm. | **Moderate (2)** | **Low (2)** | **Medium (4)** | **High (6)** |
| **Low**  Level of harm | Incident that has the potential to cause persons to require first aid. Environmental discharge/release immediately contained, minor level clean-up with no short-term environmental harm. | **Minor (1)** | **Low (1)** | **Low (2)** | **Medium (3)** |
| **Level** | **Likelihood/Probability** | | | | |
| Almost Certain | Occurs frequently; >66% chance of occurring | | | | |
| Possible | Could happen occasionally; >33% but <66% chance of occurring | | | | |
| Unlikely | May occur only in exceptional circumstances; <33% chance of occurring | | | | |
| **Class/Ranking** | **Description/Requirements** | | | | |
| High 6, 9 | Stop immediately. Implement controls. Controls recorded on a SWMS. | | | | |
| Medium 3, 4 | Planned control. Controls recorded on a SWMS. | | | | |
| Low 1, 2 | Managed via routine procedure. | | | | |

**Under WHS Act s18, “reasonably practicable” requires consideration of likelihood of risk, degree of harm, what the person knows about the hazard, availability and suitability of controls, cost vs risk. If you cannot show how that decision was made, the action becomes harder to defend after an incident.**

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| **Relevant legislation:** | WHS Act 2011 (NSW), WHS Regulation 2017 (NSW), applicable NSW Codes of Practice, AS/NZS 2311 (Painting of Buildings), AS/NZS 1576 (Scaffolding), AS/NZS 1891 (Industrial Fall-Arrest Systems), AS 4361.2 (Guide to Lead Paint Management), AS 1940 (Storage and Handling of Flammable and Combustible Liquids), SafeWork NSW Construction Work Code of Practice, Managing the Risk of Falls at Workplaces Code of Practice, Managing Risks of Hazardous Chemicals in the Workplace Code of Practice. |
| **Frequency of review and site inspections:** | This SWMS will be reviewed: before work commences on each new site, when site conditions change materially, after any incident, near-miss, or hazard report, at minimum 12-monthly, when legislation or codes of practice change, when new work methods, products, or equipment are introduced. |

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| **PPE required:** | Steel capped footwear (AS/NZS 2210.3) • High-vis vest (AS/NZS 4602) or long sleeves • Eye protection (AS/NZS 1337.1) • P2respirator (AS/NZS 1716) — mandatory for silica, spray painting, lead, and solvent-based products • Hearing protection (AS/NZS 1270) — mandatory >85 dB • Chemical-resistant gloves (nitrile minimum) • Full-body harness (AS/NZS 1891.1) — for all work at height without guardrails • Sun protection — long sleeves, sunscreen SPF 50+, UV safety glasses • Hard hat (AS/NZS 1801) worn during scaffold erection and dismantling. |
| **List the permits, certificates, SafeWork NSW Approvals, required to complete the work:** | Scaffold licence (basic or advanced as required). EWP licence (WP class). Working at Heights training (current within 2 years). Confined Space entry permit (if applicable). Hot Works permit (if applicable). |
| **List of the training required by workers to commence the work:** | Construction Industry Induction Card (White Card) and SWMS induction. Product-specific SDS briefing. Working at Heights (for any elevated work). EWP operation (for EWP use). Scaffold user awareness (for scaffold use). Lead-safe work practices AS 4361.2 (if lead paint present). Silica awareness training (if silica tasks). First aid (minimum 1 per site). |
| **List the qualifications of workers doing the work:** | Trade certificate or demonstrated competence in painting and surface preparation. Scaffolding licence (basic/advanced) for scaffold erection. EWP licence (WP class) for EWP operation. IRATA/ARAA certification for rope access (if applicable). |
| **List of plant and equipment that will be used on site:** | Scaffold (mobile and fixed). EWP — boom lift, scissor lift. Pressure washer. Airless spray unit. Power tools — angle grinder, rotary hammer, orbital sander, oscillating tool. Extension leads and portable RCDs. Ladders (A-frame, extension). Trolleys and material hoists. |
| **List maintenance checks for plant and equipment:** | All plant and equipment maintained per OEM’s schedule. Test-tag on all 240V tools and leads — 3-monthly per AS/NZS 3012. Scaffold inspection per AS/NZS 1576. EWP pre-start daily. Harness inspection 6-monthly. Fire extinguisher serviced 6-monthly. |
| **Hazardous substances:** | Chemical register maintained — all paints, primers, sealers, solvents, sealants, and chemical products listed with current SDS (within 5 years). SDS available on site always. Flammable liquids stored in compliant cabinet per AS 1940. |
| **Working at Heights Risk Assessment (if applicable)** | Fall prevention hierarchy applied: eliminate > isolate > minimise. Guardrails preferred. Fall restraint before fall arrest. Rescue plan documented for all harness work. Working at Heights licence/training verified before elevated work commences. |

| **WORKER INDUCTION SIGNOFF** | | | |
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| **SWMS Amendments** | | | | | |
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