

SWMS Details

Date:28 May 2024



Safe Work Method Statement (SWMS)
Organisation & Project Details

Organisation Name:	CJ Air	Contact Name:	Contact Name
ACN/ABN:	88	Contact Position:	Director
Address:	Suite-1 Level-2,Australia	Contact Phone No:	03 8586 1100
Client Name:	W Hotel	Client Contact Name: Client Contact Phone No:	Contact Name Contact Phone No
Site Name:	sdd	Site Contact Name:	ere
Site Address:		Site Contact Phone No:	

Risk Definition and Classification						
	Consequences				Risk Class Consequences	
	Insignificant	Minor	Moderate	Major	Catastrophic	Risk Class
Likelihood						
	Insigificant	Minor	Moderate	Major	Catastrophic	Death or injuries/illness causing permanent disability Extreme level of damage to property Extreme environmental impact Extreme financial loss
Rare	Low	Low	Moderate	Moderate	High	Injury/illness causing temporary disability High level of damage to property High environmental impact High financial loss
Unlikely	Low	Moderate	Moderate	High	High	Injury/illness without any disability Moderate level of damage to property Moderate environmental impact Moderate financial loss
Possible	Low	Moderate	High	High	Extreme	No injury/illness Low level of damage to property Low environmental impact Low financial loss
Likely	Moderate	Moderate	High	High	Extreme	
Almost Certain	Moderate	High	High	Extreme	Extreme	

Risk Control Measures

- 1. Elimination – Remove the hazard from the work place.
- 2. Substitution – Replace the hazard with a less hazardous one.


SWMS Details

Date:28 May 2024



- 3. Engineer Out – Modify tools or equipment.
- 4. Administrative Control – Provide training or introduce safe work practices.
- 5. PPE – Use when other control measures are not practicable or to increase protection

Employee List

Sanjeev L	
Shubham S	

SWMS Details

Date:28 May 2024



Activity:	Manual Handling	This SWMS has been reviewed by: Review date:	Paul Cowan 28/05/2024
Resources/Trades Involved:	Service Technician		
PPE Required:	Safety footwear Hard hat High visibility vest		
Equipment Used:	Lifting aids (trolleys, carts)		
Maintenance checks	Check all equipment before use.		
>Materials used:			
Occupaitonal Health & Safety or Environmental Legislation:	Complete Hazard Identification and Risk Assessment forms Wear PPE in accordance with site PPE requirements and CJ Air PPE Policy Keep the working area clean and tidy at all times Check all plant and equipment before use Correctly dispose of all waste materials. Work Health and Safety Act 2011. Work Health and Safety Regulations 2011 COP for Hazardous Manual Tasks. COP Construction Work.		

SWMS Details

Date:28 May 2024



Item	Activity	Identified Hazards	Risk Class	Risk Control Measures	New Risk Class	Person resp. for work
1	Identify and assess the characteristics of: (a) The object to be handled (b) The task	Size, shape, weight, bulk, stability, grip, temperature, volume, sharp edges Frequency, bend	Moderate	Get assistance if the load is too heavy or difficult. Use lifting aids where possible. Break the l	Low	Technician
2	Lifting and moving the object	As above	High	Observe correct lifting techniques. • Position feet as close as possible to the load. • Adopt a ba	Low	Technician
3	Completing the lift	As above	High	Ensure fingers are not caught between the lifted object and other surfaces. Ensure the lifted load	Low	Technician
4	Storage	As above	Moderate	Keep storage areas tidy and free of obstructions. Store most commonly used items according to bulk	Low	Technician

SWMS Details

Date:28 May 2024



Activity:	Portable Power Tools	This SWMS has been reviewed by: Review date:	Paul Cowan 28/05/2024
Resources/Trades Involved:	Service Technician		
PPE Required:	Safety footwear Hard hat High visibility vest		
Equipment Used:	Lifting aids (trolleys, carts)		
Maintenance checks	Check all equipment before use.		
>Materials used:			
Occupaitonal Health & Safety or Environmental Legislation:	Complete Hazard Identification and Risk Assessment forms Wear PPE in accordance with site PPE requirements and CJ Air PPE Policy Keep the working area clean and tidy at all times Check all plant and equipment before use Correctly dispose of all waste materials. Work Health and Safety Act 2011. Work Health and Safety Regulations 2011 COP for Hazardous Manual Tasks. COP Construction Work.		

SWMS Details

Date:28 May 2024



Item	Activity	Identified Hazards	Risk Class	Risk Control Measures	New Risk Class	Person resp. for work
1	Identify and assess the characteristics of: (a) The object to be handled (b) The task	Size, shape, weight, bulk, stability, grip, temperature, volume, sharp edges Frequency, bend	Moderate	Get assistance if the load is too heavy or difficult. Use lifting aids where possible. Break the l	Low	Technician
2	Lifting and moving the object	As above	High	Observe correct lifting techniques. • Position feet as close as possible to the load. • Adopt a ba	Low	Technician
3	Completing the lift	As above	High	Ensure fingers are not caught between the lifted object and other surfaces. Ensure the lifted load	Low	Technician
4	Storage	As above	Moderate	Keep storage areas tidy and free of obstructions. Store most commonly used items according to bulk	Low	Technician

SWMS Details

Date:28 May 2024



Activity:	Personal Protective Equipment	This SWMS has been reviewed by: Review date:	Paul Cowan 28/05/2024
Resources/Trades Involved:	Service Technician		
PPE Required:	Safety footwear Hard hat High visibility vest		
Equipment Used:	Lifting aids (trolleys, carts)		
Maintenance checks	Check all equipment before use.		
>Materials used:			
Occupaitonal Health & Safety or Environmental Legislation:	Complete Hazard Identification and Risk Assessment forms Wear PPE in accordance with site PPE requirements and CJ Air PPE Policy Keep the working area clean and tidy at all times Check all plant and equipment before use Correctly dispose of all waste materials. Work Health and Safety Act 2011. Work Health and Safety Regulations 2011 COP for Hazardous Manual Tasks. COP Construction Work.		

SWMS Details

Date:28 May 2024



Item	Activity	Identified Hazards	Risk Class	Risk Control Measures	New Risk Class	Person resp. for work
1	Identify and assess the characteristics of: (a) The object to be handled (b) The task	Size, shape, weight, bulk, stability, grip, temperature, volume, sharp edges Frequency, bend	Moderate	Get assistance if the load is too heavy or difficult. Use lifting aids where possible. Break the load	Low	Technician
2	Lifting and moving the object	As above	High	Observe correct lifting techniques. • Position feet as close as possible to the load. • Adopt a balanced stance	Low	Technician
3	Completing the lift	As above	High	Ensure fingers are not caught between the lifted object and other surfaces. Ensure the lifted load is stable	Low	Technician
4	Storage	As above	Moderate	Keep storage areas tidy and free of obstructions. Store most commonly used items according to bulk	Low	Technician
JSA						
Are you working from heights greater than 1.8 meters. (excluding the use of scissor lifts)?					Yes/No	
Does work involve the use of ladders?					No	
Are work surfaces oily, wet or otherwise slippery?					No	
Are electrical powerlines within 3 meters?					Yes	
Are you carrying out Hot Works? Including any Arc or Mig or Oxy acetylene Welding?					No	
Are you exposed to chemicals or treated water, including cooling tower water, etc?					No	
Are you working within a confined space or pit?					No	
Other Hazards? (Below-if no, do not proceed until rectified)?					No	
Do you have First Aid Availability?					No	
Are any 240 volt or 3 phase electrical power leads or appliances being used?					No	
Are you wearing the correct Personal Protection Equipment?					No	
Do you have an emergency evacuation plan in place?					No	
Address safety risks and hazards as per Cowan Air's OH & S policy					No	

SWMS Details

Date:28 May 2024



Are you using a scissor lift or fork lift?		No
Safe access to plant		No
JSA Title	JSA Details	
Are you working from heights greater than 1.8 meters. (excluding the use of sissors lifts)?	<ul style="list-style-type: none">• Do not work within two meters from the edge of a building unless a handrail or wall of a minimum height of 1000-mm is present or you are wearing a safety harness.• If working within 2 meters ensure you have completed a working from heights safety course and a safety harness is correctly worn and correctly secured.• ENSURE YOU COMPLETE A "WORKING FROM HEIGHTS SWMS" BEFORE COMMENCING ANY WORKS.	
Does work involve the use of ladders?	Extention Ladders <ul style="list-style-type: none">• Ensure that your extention ladder is a minimum ratio of 4 (vertical) 1(Horizontal) ratio• Ensure the extention ladder is tied off at the top and if over 6 metres secure at bottom.• Ensure the extention ladder extends 1 metre above the top resting point of the ladder.• Always face towards the ladder.• Ensure that use of the ladder is within the manufacturers guidelines.• Only use extention ladders for access and egress including using three points of contact at all times.	
	Step Ladders. <ul style="list-style-type: none">• Ensure the stepladder is only used in the fully open position.• When using a stepladder a person should not place their feet higher than the third tread from the top plate.• Not to be used near the edge of an open floor or penetration where if the ladder toppled, a person could fall over the edge.• Ensure that use of the ladder is within the manufacturers guidelines. Refer to label on style• 	
Are work surfaces oily, wet or otherwise slippery?	<ul style="list-style-type: none">• Where possible remove the risk prior to commencing work.• Ensure that the correct footwear is worn.• Watch for the effect of wind chill forming ice in cold conditions.	

SWMS Details

Date:28 May 2024



Are electrical powerlines within 3 meters?	<ul style="list-style-type: none"> • If you are within 3 metres of powerlines do not carry out any works without referring to the supply authority for guidance. • The power supply must be shut down and exposed wiring lagged by an authorised licensed electrician prior to commencing work.
Are you carrying out Hot Works? Including any Arc or Mig or Oxy acetylene Welding?	<ul style="list-style-type: none"> • If you are carrying out hot works (oxy, acet or welding) the following safety precautions must be pre organised. • The following safety equipment must be within 2 metres of the works. A working fire extinguisher • Ensure the building fire protection equipment has been isolated. (if required) • Notify the local fire authority of the works.(if required) • ENSURE YOU COMPLETE A "HOT WORKS" SWMS BEFORE COMMENCING ANY WORKS
Are you exposed to chemicals or treated water, including cooling tower water, etc?	<ul style="list-style-type: none"> • You must call the office and confirm the tower water has been maintained to the Health Guideline standards. • Also request the last 2 water tests results to confirm they have been under the required Health Guideline limits, • DO NOT START ANY WORKS IF THE WATER READINGS HAVE BEEN OVER THE REQUIRED GUIDELINE LIMITS. • WE CAN ONLY COMMENCE WORKS AFTER THE REAINGS HAVE BEEN TESTED AND CONFIRMED THEY ARE UNDER THE REQUIRED HEALTH GUIDELINE READINGS. • Prior to coming into contact or working with chemicals you must obtain and read the Hazardous chemicals information Material Safety Data Sheet (MSDS) form. • If required, wear Personal Protection Equipment (PPE). Must include a Sperm suit, face mask and eye wear.
Are you working within a confined space or pit?	<ul style="list-style-type: none"> • Definition of a confined space: Is a large enough and so configured that an employee can bodily enter and perform assigned work; has limited or restricted means for entry or exit; and is not designed for continuous employee occupancy. • All employees must have completed a "CONFINED SPACE SAFETY COURSE" PRIOR TO STARTING WORKS. • ENSURE YOU COMPLETE A "CONFINED SPACES" SWMS PRIOR TO STARTING ANY WORKS.
Other Hazards? (Below-if no, do not proceed until rectified)?	<ul style="list-style-type: none"> • Observe and identify any risk or hazard within your working environment that may result in injury to yourself or other persons.

SWMS Details

Date:28 May 2024



Do you have First Aid Availability?	<ul style="list-style-type: none">• You are required to have a first aid kit for minor injuries.• For major injuries you must have access to a phone to call an ambulance and site staff must be aware of your presence in the event you are unable to assist yourself in first aid.
Are any 240 volt or 3 phase electrical power leads or appliances being used?	<ul style="list-style-type: none">• All 240 volt or 3 phase electrical power leads and appliances must ensure they have been tested and tagged within 3 months,• All leads must include earth leakage safety protection.• All leads must be located to avoid trip hazards.• All leads must be located in safe area in site to avoid potential electrical hazards.
Are you wearing the correct Personal Protection Equipment?	<ul style="list-style-type: none">• Identify the personal risks based on the type of work and equipment being used to select the correct PPE?• Hi-vis vests, earmuffs, safety glasses, welding masks,• Including sunscreen if exposed to sunlight
Do you have an emergency evacuation plan in place?	
Address safety risks and hazards as per Cowan Air's OH & S policy	
Are you using a scissor lift or fork lift?	<ul style="list-style-type: none">• As a visitor to a building you may not be included in their emergency evacuation procedure.• You are required to ensure that the site staff is aware of your presence and your location so you can be included in their emergency evacuation roll call.• You are required to review your own emergency evacuation procedure, making yourself fully aware of fire exits and muster points.
Safe access to plant	<ul style="list-style-type: none">• Is a scissor lift or fork lift required,• ENSURE A SWMS IS COMPLETED PRIOR TO THE COMMENCEMENT OF ANY WORKS