

DAVIS CONTRACTING - Safe Work Method Statement (SWMS)

ORGANISATION DETAILS			
Principal Contractor:	DAVIS CONTRACTING	Contact number:	0488 029 342
Project Manager or Supervisor:		Contact number:	
Other PCBU's:		Contact number:	
Person(s) completing the SWMS:		Contact number:	
Position:		Reviewed by:	
Date prepared:		Review date:	
PROJECT DETAILS			
What is the scope of the work			
Who else was consulted/involved in preparing this SWMS			
What High risk work activities are covered by this SWMS <i>(tick if applicable – the list is not complete but reflects most common to be faced by Davis Contracting)</i>	<input type="checkbox"/> Falling more than 2 metres <input type="checkbox"/> Disturbance of asbestos <input type="checkbox"/> Movement of powered mobile plant <input type="checkbox"/> Demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure <input type="checkbox"/> Structural alterations or repairs that require temporary support to prevent collapse <input type="checkbox"/> Carried out in or near a confined space <input type="checkbox"/> Involves tilt-up or precast concrete <input type="checkbox"/> Carried out in or near a shaft or trench with an excavated depth of 1.5 metres, or a tunnel <input type="checkbox"/> Carried out on or near pressurized gas distribution mines of piping <input type="checkbox"/> Carried out on or near chemical, fuel or refrigerant lines <input type="checkbox"/> Carried out on or near energized electrical installations or services <input type="checkbox"/> Use of explosives <input type="checkbox"/> Carried out in an area that may have a contaminated or flammable atmosphere <input type="checkbox"/> Carried out adjacent to a road or other traffic corridor in use by traffic other than pedestrians <input type="checkbox"/> – Other (<i>List – includes new or unusual work</i>)		

<p>References: Legislation, Australian Standards, Codes of Practice, MSDS & SOP's <i>(tick if applicable – the list is not complete but reflects most common to be faced by Davis Contracting)</i></p>	<p>WH&S Act & Regulations 2012</p> <p><input type="checkbox"/> CoP – Managing the Risk of Falls at Workplaces <input type="checkbox"/> CoP – Preventing Falls in Housing Construction</p> <p><input type="checkbox"/> CoP – Hazardous Manual Tasks <input type="checkbox"/> CoP – Construction Work <input type="checkbox"/> DC SOP - Ladders</p> <p><input type="checkbox"/> DC SOP – EWPs <input type="checkbox"/> DC SOP – Trestles <input type="checkbox"/> DC SOP - Scaffold</p> <p><input type="checkbox"/> DC SOP – Fall Restraint & Fall Arrest Systems <input type="checkbox"/> DC SOP Working Near Overhead Powerlines with Ladders / Handtools</p> <p><input type="checkbox"/> DC “Look up Look out” <input type="checkbox"/> – Other <i>(List)</i></p>
<p>Plant and equipment involved in the scope of work <i>(tick if applicable – the list is not complete but reflects most common to be used by Davis Contracting)</i></p>	<p><input type="checkbox"/> EWP – Boom type <input type="checkbox"/> EWP – Scissor Lift <input type="checkbox"/> Fixed Scaffold <input type="checkbox"/> Mobile Scaffold</p> <p><input type="checkbox"/> Temporary Work Platforms or guardrails <input type="checkbox"/> Work Positioning System – Fall Restraint with Harness</p> <p><input type="checkbox"/> Fall arrest – Harness <input type="checkbox"/> Mobile Crane <input type="checkbox"/> Hand held powered tools & leads</p> <p><input type="checkbox"/> Hand held tools <input type="checkbox"/> – Other <i>(List)</i></p>
<p>What “High Risk” Licence classes / other training will be required to do the work</p>	<p><input type="checkbox"/> Scaffold (SB minimum) <input type="checkbox"/> Boom (11 metres + WP)) <input type="checkbox"/> Dogging (DG)</p> <p><input type="checkbox"/> Basic Rigging (RB) <input type="checkbox"/> Non Slew Mobile Crane (CN) <input type="checkbox"/> Slewing Mobile Crane, 20t (C2)</p> <p><input type="checkbox"/> Work at Height <input type="checkbox"/> - Other <i>(List)</i></p>

Activity / Description of Task	Potential Hazard	What are the hazards / risks?	Risk Control Measures	Responsible Person
Insert task being performed. If there is a tick box then tick only if applicable.	Tick potential hazards associated with the task	If new or unusual work then also give risk score using risk matrix.	Use hierarchy of controls to identify control measures. Tick applicable risk control measures. List as many as possible. Make notes where applicable that provide sufficient detail for this job at this site	Insert persons responsible for following, implementing or maintaining control measures

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RISK ASSESSMENT MATRIX

Table: Qualitative measures of consequence or impact

Level	Descriptor	Example detail description
1	Insignificant	No injuries, no financial loss
2	Minor	First aid treatment, on-site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on site release contained without outside assistance, high financial loss
4	Major	Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss
5	Catastrophic	Death, toxic release off site with detrimental effect, huge financial loss

Table – Qualitative measures of likelihood

Level	Descriptor	Example detail description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Table – Qualitative risk analysis matrix – level of risk

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	S	S	H	H	H
B (likely)	M	S	S	H	H
C (Moderate)	L	M	S	H	H
D (unlikely)	L	L	M	S	H
E (rare)	L	L	M	S	S

Legend

H: high risk; immediate action required

S: significant risk; senior management attention needed

M: moderate risk; management responsibility must be specified

L: low risk; manage by routine procedures

HIERARCHY OF CONTROL

1. **ELIMINATE** the hazard - remove it from the workplace
2. **SUBSTITUTE** or **MODIFY** the hazard - eg. replace a ladder with a scissor lift
3. **ISOLATE** the hazard - erect a barricade
4. **ENGINEERING** methods - eg. installation of reversing beepers
5. **ADMINISTRATIVE** controls - training, signage
6. **PPE** controls - personal protective equipment

Note: Appropriate control measures are to be established for all identified hazards, in accordance with the hierarchy of controls. In some cases it may be necessary to use multiple control methods; however the highest ranked control measure/s practicable must be explored and adopted where possible.