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Safe Work Method Statement (SWMS)

Sample Co Ltd

Part 1: Project and Task Identification

Process Initiators of SWMSs are responsible for consulting the Project Supervisor, Quality WHS Manager or other persons directly in charge of the work and other personnel involved in the execution of the task (as appropriate) for input into the SWMS. Other persons may be consulted for technical advice or review of the SWMS to see that proposed measures are effective and workable. The task is to be broken up into steps. For each step, the safety hazards are identified. For each of the hazards identified, corrective action, precautions, equipment are identified to reduce the hazard. All involved in the task must review and sign this SWMS form.

Client: TotalTrack Pty Ltd

Site: The Sample University, 1 University Way Samplesville SA 5000 **Job ID:** A100

Contact Name	Job Title	Phone	Mobile	FAX	Email
Scott LeBlanc	Director	+61 8 8102 410	+61 408 831 550		scott@totaltrack.com.au
Homer Simpson	Project Manager	+61 8 8102 410	+61 0400 000 00		Homer@totaltrack.com.au
Winnie The Pooh	Site Manager	+61 8 8102 410	+61 0400 111 11		Winnie@totaltrack.com.au

SWMS Initiated By _____ <p style="text-align: center;">Ben Workin</p>	Date:	SWMS No. 5	Rev: 0	Rev. Date: 7/01/2024
Supervisor Review _____ (Responsible for monitoring SWMS compliance)	Date:	Work Locations/Areas: All		
Management Review _____ <p style="text-align: center;">Sample Guy</p>	Date:			

Description of Work to be Undertaken:	Replace Carpark Floodlight
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High Risk Construction Work covered in this SWMS

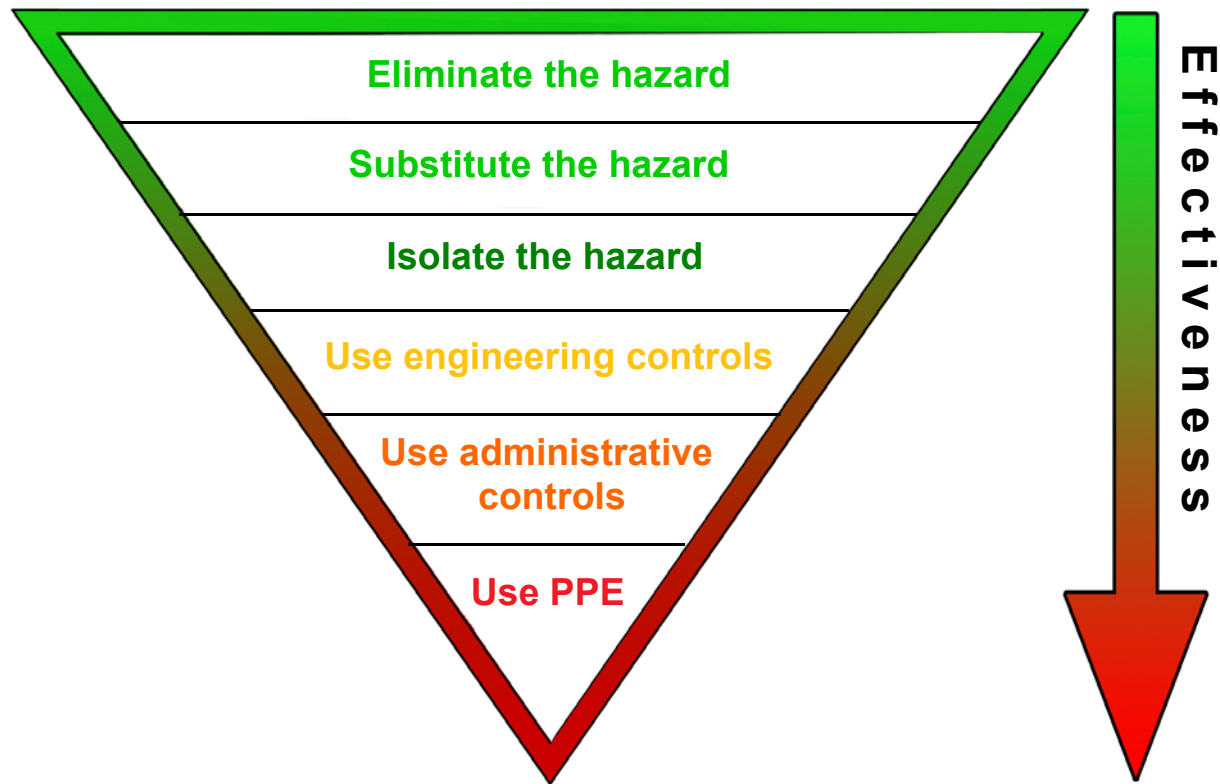
<input checked="" type="checkbox"/> Risk of a person falling more than 2 metres	<input type="checkbox"/> Work on a telecommunication tower	<input type="checkbox"/> Demolition of load-bearing structure
<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work in or near a confined space
<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel	<input type="checkbox"/> Use of Explosives	<input type="checkbox"/> Work on or near pressurised gas mains or piping
<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	<input type="checkbox"/> Work in any area that may have a contaminated or flammable atmosphere
<input type="checkbox"/> Tilt-up precast concrete elements	<input checked="" type="checkbox"/> Work on or near energised electrical installations or services	<input checked="" type="checkbox"/> Work in a area with movement of powered mobile plant
<input type="checkbox"/> Work in areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/> Diving work

Work Permits Work permits for this activity:	<input type="checkbox"/> Not Required	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Confined space	<input checked="" type="checkbox"/> Isolation	<input type="checkbox"/> Excavation	<input type="checkbox"/> Coring
	<input type="checkbox"/> Demolition	<input type="checkbox"/> Work at Heights	<input type="checkbox"/> Plant Setup	<input type="checkbox"/> Road Closure	<input type="checkbox"/> Other: _____	

First, identify and assess the risks, then decide the best way to control them by applying the Hierarchy of Control as follows:

LEVEL	CONTROL	DEFINITION
Level 1	Elimination	Controlling the Hazard at source
Level 2	Substitution	Replacing one substance or Activity with a less hazardous one
	Isolation	Separating the hazard from the person
	Engineering	Installing Guards on machinery
Level 3	Administration	Implementing policies and procedures for safe work practices
	Personal Protective Equipment	Use of safety glasses, hardhats, protective clothing, etc.

Hierarchy of Controls



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1	Site Orientation/ Induction		
1.1	Report to client's reception	Entering restricted areas	Follow posted signs and go directly to reception
1.2	Undertake a site induction	Unfamiliarity with emergency procedures	Listen and ensure you obtain information and site emergency and evacuation procedures
Unawareness of site specific hazards		Listen and ensure you obtain information about any and all site hazards	
Unawareness of restricted areas		Listen and ensure you obtain information about any restricted areas	
Unawareness of other operations or hazardous activities being undertaken on site		Listen and ensure you obtain information about any other activities being undertaken on site	
2	Claim Work Area		
2.1	Access the site	Breaching minimum site PPE requirements	HI visibility clothing must be worn at all times whilst on site Steel toe safety boots must be worn at all times whilst on site Safety glasses must either be worn or carried at all times whilst on site
Breaching site rules or requirements		NO SMOKING on site-designated smoking area will be available and ALL butts to be placed in bin Progressive housekeeping clean as you go	
2.2	Establish safe perimeter	People entering work area	Controlled by Site Manager Establish an exclusion zone and have clearly defined areas to keep pedestrians separate from mobile plant during all mobile plant operations. Bunt off the area to define work perimeter
3	Working where there is movement of powered mobile plant		
3.1	Enter the work area where powered mobile plant is or will be operating	Being hit or runover by powered mobile plant	All team members must wear Hi-Visibility vests or clothing Ensure constant communication with all personnel in the immediate area Never assume the plant operator has seen you or knows where you are Establish eye contact with the operator Communicate your intentions with the plant operator via radio or hand or head signals and ensure an appropriate response
Crushing		Never stand or traverse between the machine and a fixed structure at any time Never assume others have seen or are aware of any impeding obstacle	
Tripping hazard		Be aware of surroundings, risers and set downs	
4	Work on or near energised electrical installations or services		
4.1	Electrical Safety	Electrocution	Assume all electrical cables are energised (live)

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			Systems and equipment must be de-energised and be proven to have a zero energy state and isolation points must be secure (locked and tagged) before work is performed on them Refer to updated electrical drawings and electrical system data prior to and during works. Maintain copies of these on site Identify all electrical work that must be performed by a licensed or registered electrical worker and have the work performed by a licenced or registered electrical worker Refer to the isolation and lockout/tagout (LOTO) WHS Form 102 Lock Out Tag Out Procedure for further information. Test before you touch Check for electrical services beyond before drilling DO NOT handle plug or appliance with wet hands Use RCD protection Ensure all electrical tools and cables are functional, tested, tagged and current
5	Carrying materials and equipment (Manual Handling)		
5.1	Assess the load	Muscle strain - musculoskeletal disorders	Consider the physical strength of the person lifting the load, whether the person has physical disablement that may impair the strength needed to lift and carry the load without strain Identify hazardous manual tasks. Include tasks that involve: •Repetitive or sustained force •Awkward postures •Vibration (whole body such as driving, or arm/hand when using power tools) •Unstable or unbalanced loads which are difficult to grasp Use mechanical aids to lift and carry when possible Allow sufficient workers and time required for the task
5.2	Lifting the load	Muscle strain - musculoskeletal disorders	Ensure correct manual handling procedures If materials are of a considerable length or weight then ensure a 2 (or more) person lift and carry Do not twist or turn while lifting Face the load and stand close to load Maintain a wide stance (feet shoulder length apart) Ensure good balance Lift smoothly, do not jerk or throw load upwards
		Back injury	Bend knees, firmly grasp the load with the back slightly curved slowly raise by straitening the legs, keep the load as close as possible to the body. Never twist the back with a load

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			Initiate lift using legs muscles
5.3	Team handling	Muscle strain - musculoskeletal disorders	Ensure all members of team-lift are matched in size, skills, capabilities Ensure number of persons proportionate to weight of load and level of difficulty Ensure lifts are planned and rehearsed Person allocated to plan and be in charge of lift – all others to know their roles Ensure positive constant communication with all team members
		Dropping components	Ensure positive constant communication with all team members
5.4	Carrying the load	Muscle strain - musculoskeletal disorders	Keep Load close to body Ensure adequate personnel is utilised to distribute the load Ensure good balance
		Tripping hazard	Ensure path of travel is clear of obstacles and debris Be aware of surroundings, risers and set downs
6	Isolate power to existing system		
6.1	Identify the circuit in use	Disconnecting the wrong circuit	Check for point labelling and electrical installation legend
		Electrical drawings/tables not reflecting 'as installed' installations	Always check circuit with a voltage detection device
6.2	Turn off circuit	Electrocution	Check circuit is not live with a multi meter Ensure the isolated circuit has been tagged or locked out Proving the supply is de-energised by using an approved test instrument (verifying) Investigate whether the part of the electrical installation that needs to be de-energised can be safely isolated, while leaving the remainder connected
7	Safety Check And Use Of Boom Lift		
7.1	Pre operation Check on Boom Lift – visual checks need to be made for inclusion in logbook report and maintained	Faulty equipment machine failure	Check for dents, cracks and faulty welds Check slew ring and basket Check Outriggers or stabilisers, if fitted Check all safety devices Check all hydraulic rams and lines, controls for leaks
		Pinch point injury	Ensure hands are well clear
7.2	Board the Boom Lift	Tripping or slipping off boom lift	Board the Boom Lift through the correct access gate
7.3	Check for safe access and exit points	Other trades obstructing the access and exit points	Warning signs and traffic control if necessary

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	to enable positioning of the Boom Lift	EWP tipping over or sinking	Check for firm ground support and be aware of Unstable ground surfaces i.e. recently filled excavations and open trenches
7.4	Moving or driving the Boom Lift	Loosing control of EWP	Operator must be certified in accordance with national standards
		Falling from Boom Lift	Wear safety harnesses complying with AS1891.Ensure that the harness is correctly fitted and attached to the anchor point. Remain within the barriers of Boom lift
		Mechanical failure whilst at height/ elevated	Keep in contact with personnel on the ground who can activate the manual release and lower
		Striking building and or persons	Ensure the area of travel is clear of obstacles and personnel Do not operate the machine if the hazard light is not working
		Crushing	Ensure no persons are standing or traversing between the machine and a fixed structure at any time Under no circumstance can you operate the controls from the ground and walk with the boom lift
		Tipping over	Ensure gradient/slope within safe limits Ground surfaces must be inspected to ensure sufficient compaction to operate on, if in doubt seek advice from the Site Manager The boom lift platform must be in the down position as low as practicable to the ground before moving backward or forward on uneven ground Never travel over penetrations covered over with ply, the ply wood may not take the weight of the machine, or other non-trafficable or covers without an adequate weight load rating On slopes always travel facing directly up or down and do not attempt to turn on a slope
		7.5	Raising the boom lift
Striking overhead Power Lines	Maintain minimum distance for power lines as specified in AS2550		
Crushing	Work within confines of lifting platform Ensure constant communication with all others in the machine Never assume others have seen or are aware of any impeding obstacle Before raising the scissor lift assess the area for overhead obstruction		
7.6	Working at height from the boom lift	Falling from Boom Lift	Remain within the barriers of Boom lift Wear safety harnesses complying with AS1891.Ensure that the harness is correctly fitted and attached to the anchor point. There is to be absolutely no standing on hand rails or mid rails to gain extra height

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		Dropping materials	Ensure EWP is directly under to act as catchment platform If necessary, flag off exclusion zone below Ensure constant communication with co-workers
		Crushing	Indicate clearly to partner before moving platform Never assume others have seen or are aware of any impeding obstacle Lower the boom lift before moving backward and forwards when working in or around structural members, doorways or any other obstruction
7.7	Lower the boom lift	Crushing	Ensure persons and body parts are clear before lowering
8	Disconnect electrical from existing flood light		
8.1	Remove existing cables connected to the floodlight	Electrocution	Ensure all power to the area has been isolated prior to commencement Check circuit is not live with a multi meter
9	Replace existing light fitting		
9.1	Remove existing lamp	Burns	Check to see if existing lamp is hot if recently DE energised before handling
9.2	Unscrew existing fitting with a battery powered drill	Injury from using power tools	Ensure operator has been trained in the safe operating procedure of power tool prior to use
		Eye Damage	Ensure correct use of PPE – Safety Glasses
		Electrocution	Ensure all power to the area has been isolated prior to commencement Test before you touch
	Dropping components	Ensure the unit is supported prior to removal of fixings	
9.3	Connect wiring to new fitting	Electrocution	Ensure all wires are secured to the correct terminal All new fixed-wiring installations (including the installation of a new sub-circuit to existing installations and modifications of existing sub-circuits) are required to be installed and tested according to AS/NZS 3000 Wiring Rules
9.4	Secure new fitting with a battery powered drill	Injury from using power tools	Ensure operator has been trained in the safe operating procedure of power tool prior to use
9.5	Fit new lamp to fitting	Dropping components	Ensure a firm grip Do not let go of the unit until it has been securely fastened
10	Test the electrical installation		
10.1	Visual inspection of all new connections and installations	Electrocution	All new fixed-wiring installations (including the installation of a new sub-circuit to existing installations and modifications of existing sub-circuits) are required to be installed and tested according to AS/NZS 3000 Wiring Rules
10.2	Turn on the power supply	Electrocution	Ensure all work has been completed with no exposed wires or connections

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			prior to energisation
10.3	Check all circuit breakers	Short circuit	Visual inspection of all circuit breakers to ensure none have been tripped
10.4	Test all new installations for functionality	Equipment failure	Ensure all equipment fitted is functional
		Environmental - Fire	All new fixed-wiring installations (including the installation of a new sub-circuit to existing installations and modifications of existing sub-circuits) are required to be installed and tested according to AS/NZS 3000 Wiring Rules
		Electrocution	All new fixed-wiring installations (including the installation of a new sub-circuit to existing installations and modifications of existing sub-circuits) are required to be installed and tested according to AS/NZS 3000 Wiring Rules
11	Fill out and issue Electrical Certificate of Compliance		
11.1	Write Report	Using wrong form	Ensure you are using the correct form
		Misleading or incorrect information	Include the owner/occupier's name, address and phone number. These details must be completed accurately in full with no abbreviations used for suburb or town names
			Include the start date and date that the electrical work was made available for energisation
			It is important that you give a very clear and complete description of the work that you examined and tested
			Record any defects that you have noticed that are not associated with your work and have not been fixed.
			Document to be signed by the registered electrical worker who personally carried out the examination and tests before the installation was made available for energisation and or be the contractor or authorised person who has a supervisory role
11.2	Issue the certificate	Advising the wrong person	Provide the customer with the original copy
			Provide the electricity distributor with the first copy if they are involved in connecting or reconnecting the installation to the distribution network
			Keep the third copy for auditing purposes. This copy must be kept for a minimum of five years after the work is completed
12	Cleaning up work area		
12.1	Pick up all off cuts / rubbish from work area	Cuts and lacerations	Wear PPE if sharp edges are exposed Due care by personnel Ensure correct handling to prevent injury
		Manual handling injuries	Ensure correct manual handling procedures are followed Use mechanical lifting device where practicable Share lifting loads

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		Eye Damage	Ensure correct use of PPE – Safety Glasses
12.2	Put all off cuts into bin or designated area provided on site	Environmental - Waste Generation	Ensure all recylcable materials are collected for recycling
12.3	Ensure work area is left clean and free of debris	Material blowing away	Ensure stacked in a safe manner and tied down if necessary
13 Monitoring and Review of SWMS			
13.1	Monitor the SWMS	Ineffective SWMS	Review the SWMS at a minimum of 3 monthly intervals Monitor and complete an inspection of a minimum of 2 task observations SWMS must be formally reviewed & updated whenever: <ul style="list-style-type: none"> • a significant change to task or activity is identified • an incident occurs relating to the task or activity • a significant hazard is identified relating to the task or activity
		SWMS Failure	Stop Work In conjunction with workers, review and formulate a new SWMS Implement new controls Conduct a toolbox meeting with all personnel involved with work activity

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SWMS Sign Off – Your signature below indicates that:

I understand the requirements of this SWMS and they are clearly understood.

also clearly understand that the controls in this SWMS must be applied as documented, otherwise work is to cease immediately.

No.	Name	Classification	Employed By	Signature	Date
1	Sparky Cableman	Electrician	Sample Co Ltd		
2	Voltra Lord	Electrician	Sample Co Ltd		
3					
4					
5					
6					
7					
8					



Eye Protection



Hard Hat



Hearing Protection



Hi Visibility Vests or Clothing



Safety Boots

Electrical Tool Tag Colours					
	Red	Dec-Feb		Orange	Jan-Jun
	Green	Mar-May		White	Jul-Dec
	Blue	Jun-Aug		Black	Annual
	Yellow	Sep-Nov			