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## Job Safety and Environmental Analysis (JSEA) / Risk Assessment / Safe Work Method Statement (SWMS)

### The Sample Company Limited

#### 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, 99 Example Way Adelaide SA 5000

**Job ID:** A100

Contact Name	Job Title	Phone	Mobile	FAX	Email
Scott LeBlanc	Director	08 8351 1540	0408 831 550	08 8261 9977	scott@totaltrack.com.au

<b>SWMS Revised By</b> _____ JSEAsy	<b>Date:</b> _____	<b>SWMS No.</b> 7	<b>Rev:</b> 1	<b>Rev. Date:</b> 21/07/2020
<b>Supervisor Review</b> _____ Sample Guy	<b>Date:</b> _____	<b>Work Locations/Areas:</b> All		
<b>Management Review</b> _____ Sample Guy	<b>Date:</b> _____			

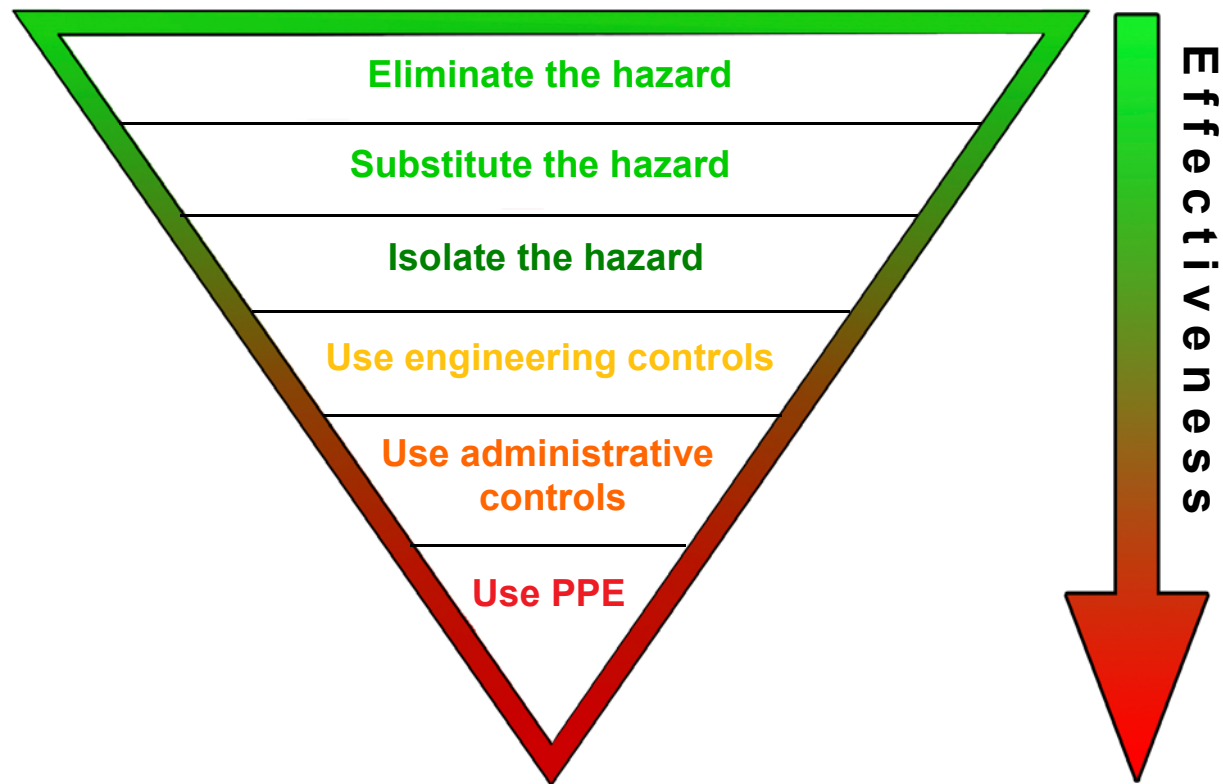
**Description of Work to be Undertaken:**

Working in an area with the risk of transmission of an infectious disease

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



Personal Qualifications and Experience Required To Carry Out the Works:	Duties and Responsibilities of Personnel Completing the Task:	Formal or Specialised Training or Licenses Required to Complete Work or Operate Specific Plant or Equipment:
	Take reasonable care for your own health and safety	
	Take reasonable care for the health and safety of others	
	Comply with any reasonable instruction by the PCBU (Person conducting a business or undertaking)	
	Cooperate with any reasonable policies and procedures of the PCBU	

**SWMS Sign Off – Your signature below indicates that you have been consulted in development of the SWMS and accept and will implement the requirements of the SWMS and control measures**

No.	Name	Classification	Employed By	Signature	Date
1	Sample Guy	Site Manager	The Sample Company Limited		
2					
3					
4					
5					
6					
7					

Job Safety and Environmental Analysis (JSEA) / Risk Assessment				Safe Work Method Statement (SWMS)		
Step No.	Process Steps List the steps needed to do the job in the sequence to be done.	Potential Hazard(s) / Risk Against each step list potential hazards that could cause injury when the job is done.	Risk Rating	Hazard Control Measures For each hazard, identify control measures to eliminate or minimise the risk of injury.	New Risk Rating	Action By
<b>1</b>	<b>Working in an area with the risk of transmission of an infectious disease</b>					
1.1	Enter the work area	Becoming infected with or spreading Coronavirus, Covid-19, Influenza or similar	17	Frequently wash you hands with soap and water for a minimum of 20 seconds	9	All
				Limit contact with others, including shaking hands	9	All
				Cover your mouth while coughing or sneezing	9	All
				Keep 1.5m away from others	5	All
				Avoid close contact with anyone with cold or flu-like symptoms	5	All
				Where possible, avoiding shared use of phones, desks, offices, or other work tools and equipment	5	All
				See a health care professional if you start to feel unwell and stay away from the workplace and other public places	5	All
				Ensure the correct use of PPE – Dust mask, if the 1.5m social distancing rule cannot be maintained when undertaking particular tasks	6	All
				Before breaching the 1.5m social distancing rule, ensure that no team member has and cold or flue like symptoms or has a high temperature.	6	Everyone working in close proximity of others

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**Reference and Detail Applicable Sections of:**

Legislation    Codes Of Practice    Project WHS    Site WHS    Manufacturer Or Supplier Recommendations

Work Health and Safety Regulations 2012 under the Work Health and Safety Act 2012 (SA)

**Plant and Equipment to be used for task:**

**Plant, Equipment and Area Safety Inspections:**



Dust Mask

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

FREQUENCY		RISK MATRIX				
Almost certain	MODERATE 11	HIGH 16	EXTREME 20	EXTREME 23	EXTREME 25	
Likely	MODERATE 7	HIGH 12	HIGH 17	EXTREME 21	EXTREME 24	
Occasionally	LOW 4	MODERATE 8	HIGH 13	HIGH 18	EXTREME 22	
Unlikely	LOW 2	LOW 5	MODERATE 9	HIGH 14	HIGH 19	
Rare	LOW 1	LOW 3	LOW 6	MODERATE 10	HIGH 15	

CONSEQUENCE					
Safety	Minor	Medical	LTI	PTD	Fatality
Environmental	Minor	Negligible	Marginal	Critical	Catastrophe
	Low	Moderate	High	Extreme	

**Acronyms and Abbreviations:**

- LTI - Lost Time Injury
- PPE - Personal Protection Equipment
- PTD - Permanent and Total Disability