












Safe Work Method Statement

TASK:	FACILITIES – BUILDING MAINTENANCE									
ORGANISATIONAL DETAILS										
Company Name	ServiceFM Pty Ltd	ABN	34 008 073 550		Contact Name	Dale Stephen – HSEQ Manager				
Address	561 Churchill Road	State	SA	Postcode	5084	Email	dales@servicefm.com.au	Phone	0418 983 556	
SITE DETAILS AND SWMS PREPARATION										
Client				Location				State		
Site Manager				Date SWMS Provided						
Principal Contractor	<i>(if not ServiceFM)</i>			PC Contract:				Phone		
PERMITS, RESOURCES, TRAINING AND LICENCES						KEY PLANT AND/OR EQUIPMENT – Inspection and maintenance checks				
Min Workers	1 (ideally working alone is to be avoided)									
Licence or Permit	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Details:							
Training	ServiceFM Induction									
PPE REQUIREMENTS – Verify on Safe Work Instruction specific required PPE for each task										
Foot Protection  <input checked="" type="checkbox"/>	Hearing Protection  <input checked="" type="checkbox"/>	High Visibility  <input checked="" type="checkbox"/>	Head Protection  <input checked="" type="checkbox"/>	Eye Protection  <input checked="" type="checkbox"/>	Face Protection  <input type="checkbox"/>	Hand Protection  <input checked="" type="checkbox"/>	Protective Clothing  <input checked="" type="checkbox"/>	Disposable Mask  <input checked="" type="checkbox"/>	Sun Protection  <input checked="" type="checkbox"/>	Hygiene Controls  <input type="checkbox"/>
Other:	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.									

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS					
<input checked="" type="checkbox"/> Electrical equipment	<input type="checkbox"/> Elevated levels	<input checked="" type="checkbox"/> Slips, trips, and falls	<input checked="" type="checkbox"/> Hazardous substances	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Air quality
<input checked="" type="checkbox"/> Hazardous Manual Tasks	<input type="checkbox"/> Outdoor Work	<input type="checkbox"/> Isolated or remote Work	<input checked="" type="checkbox"/> Noise and vibration	<input checked="" type="checkbox"/> Vehicle movement	<input checked="" type="checkbox"/> Waste and waste disposal
<input type="checkbox"/> Other (specify)					


THIS WORK ACTIVITY INVOLVES THE FOLLOWING HIGH-RISK CONSTRUCTION WORK		
<input type="checkbox"/> Risk of a person falling more than 2 metres (Note: in some jurisdictions this is 3 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 or near energised electrical installations or services	<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere
<input type="checkbox"/> Tilt-up or precast concrete elements	<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 an 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

RISK MATRIX						RISK RESPONSE	
Likelihood/ Consequence	Catastrophic	Major	Moderate	Minor	Insignificant	Residual rating	Action required / risk response
Almost Certain	Extreme (4)	Extreme (4)	High (3)	High (3)	Moderate (2)		
Likely	Extreme (4)	High (3)	High (3)	Moderate (2)	Moderate (2)	Extreme (4)	Unacceptable – Immediate and urgent action plan is required. DO NOT PROCEED
Possible	High (3)	High (3)	Moderate (2)	Moderate (2)	Low (1)	High (3)	Highly Cautious – Action plan required – Only proceed with approval of HSEQ Manager
Unlikely	High (3)	Moderate (2)	Moderate (2)	Low (1)	Low (1)	Moderate (2)	Tolerable – Verify and maintain control measures prior to undertaking activity
Rare	Moderate (2)	Moderate (2)	Low (1)	Low (1)	Low (1)	Low (1)	Acceptable - Manage through routine procedures and processes
HIERARCHY OF CONTROLS			Most effective Elimination Substitution Isolation Engineering Administrative PPE Least effective				

DESCRIPTION OF TASKS, HAZARDS AND RISK CONTROLS

What are the tasks involved? <i>List the work tasks in a logical order.</i>	What are the hazards and risks? <i>Identify the hazards and risks that may cause harm to workers or the public.</i>	Inherent Risk Rating	What are the control measures? <i>Indicate what will be done to control the risk. What will be done to make the activity as safe as possible</i>	Residual Risk Rating
Training	<ul style="list-style-type: none"> Exposure to asbestos 	EXTREME	<ul style="list-style-type: none"> Ensure the worker is competent to identify if asbestos is present If the presence of asbestos is identified ensure there is a separate, dedicated SWMS and that all workers have relevant training and licensing 	MODERATE
	<ul style="list-style-type: none"> Exposure to respirable crystalline silica (RCS) – dust inhalation 	HIGH	<u>Training and Information provided to workers on RCS should include:</u> <ul style="list-style-type: none"> Information on the health effects associated with respirable crystalline silica dust (Provide workers with a copy of 'Health Monitoring for Exposure to Hazardous Chemicals - Guide for workers': Safe Work Australia) Dust exposure prevention Checking controls are working and using them When and how to use any respiratory protective equipment provided and what to do if something goes wrong (Including worker respirator fit and check processes). 	MODERATE
Planning	<ul style="list-style-type: none"> Fatigue Unauthorised access Insecure workplace 	HIGH	<ul style="list-style-type: none"> Allow adequate meal breaks and rest for workers Do not schedule full double shifts for workers as worker fatigue increases the risk of incidents <u>Workers have access to:</u> <ul style="list-style-type: none"> Suitable amenities (toilets/wash facilities/drinking water) Sufficient lighting (including parking areas) Air conditioning and heating Emergency exits are unblocked and lit Safe area for parking/unloading equipment <ul style="list-style-type: none"> Higher risk tasks are not scheduled at end of shifts/night Access to site is only through key/fob if applicable Workers are identified by ServiceFM uniform and ID Card (if applicable) 	MODERATE
	<ul style="list-style-type: none"> Untrained workers 	HIGH	<ul style="list-style-type: none"> Workers have completed ServiceFM and any Site Induction 	LOW

	<ul style="list-style-type: none"> • Worksite hazards • Unknown processes 		<ul style="list-style-type: none"> • Safe Work Instructions are accessible for tasks • Risk Assessment completed for any new tasks or changes <p><u>Workers have:</u></p> <ul style="list-style-type: none"> • Been made aware of hazards and controls for tasks • Have supplied any appropriate licences of certifications before commencing work 	
	<ul style="list-style-type: none"> • Emergency resulting in injury/serious incident 	EXTREME	<ul style="list-style-type: none"> • Reliable communication device is in place and tested • As a preference – No worker should work alone at night • Emergency procedure and protocols are known 	MODERATE
	<ul style="list-style-type: none"> • Working alone, isolated, or remote work 	HIGH	<ul style="list-style-type: none"> • Where possible working alone is to be avoided • Ensure communication equipment is within reach and working • Avoid lone working at night and for high-risk work • Ensure a second person knows your expected location and expected time of return • Only work in allocated area 	MODERATE
	<ul style="list-style-type: none"> • Exposure to disease, bites & stings from insects, reptiles, hazardous plants etc. 	HIGH	<p><u>Appropriate First Aid provisions:</u></p> <ul style="list-style-type: none"> • Provision of first aid equipment - adequate Bites/Stings First Aid kit is available • Each worker must have access to the equipment • Workers have access to facilities for the administration of first aid • Ensure vaccinations (such as Hepatitis B, tetanus etc.) are offered for workers • Persons with known allergic responses should consult a doctor and ensure appropriate kit is always available (Including EpiPen - in date). 	LOW
Client consultation and conduct	<ul style="list-style-type: none"> • Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident 	HIGH	<ul style="list-style-type: none"> • Consultation regarding hazards and risks. Ensure: <ul style="list-style-type: none"> ○ Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task ○ Any other persons on site who are affected by the same matter consulted, and co-operative arrangements made • Document consultation and action items if required 	LOW
	<ul style="list-style-type: none"> • Property damage 	HIGH	<ul style="list-style-type: none"> • Ensure notification of electricity or water service disruption given to the client 	LOW

			<ul style="list-style-type: none"> Remain respectful of client's property and requests (if applicable): <ul style="list-style-type: none"> Take care not to scratch floors, walls Ensure items (rugs, furniture, appliances) removed as needed Take care not to damage items – request that the resident moves them if needed Cover items/floors to prevent damage to items that remain in the work area If safety shoes/boots required for work, inform the client they may need to be worn inside. Ensure work boots are clean and acceptable to wear inside if needed. 	
Arrival on-site and assess onsite conditions	<ul style="list-style-type: none"> Personal injury Property damage 	MODERATE	<ul style="list-style-type: none"> Vehicles are parked legally and are clear of traffic/pedestrians Only unpack equipment that is safe to lift Ensure access to site is well lit and clear of obstructions Identify and obey and safety signs or warning Adhere to sign-in and/or report requirements (to Manager) Worksite is assessed prior to commencement of task for any changes 	LOW
	<ul style="list-style-type: none"> Exposure to asbestos 	EXTREME	<ul style="list-style-type: none"> Obtain a copy of the asbestos register for the site If asbestos identified or suspected to be present, report the possible presence to your site manager 	MODERATE
	<ul style="list-style-type: none"> Electrocution Water damage Gas leak 	EXTREME	<p> Where electrical or plumbing hazards are identified, a relevant qualified licensed contractor should be engaged to eliminate or control this risk.</p>	N/A
Preparation and work area set-up	<ul style="list-style-type: none"> Access to work area Injury or illness 	HIGH	<ul style="list-style-type: none"> Screen the work area and maintain awareness of other persons in the work area, or who may be impacted by the task If an unauthorised person enters work area, stop work until it is safe to resume Use warning signs, isolation barriers or restrict access and provide an alternative route where required Remove any items that are safe to lift and may obstruct work activities Check for items that may cause slips, trips, and falls and remove or secure them as required 	LOW

	<ul style="list-style-type: none"> Struck by falling objects 	HIGH	<ul style="list-style-type: none"> Cordon off area below work area where objects may fall Use 'caution' tape and place signage warning of "work being carried out above." 	LOW
Working outdoors	<ul style="list-style-type: none"> Extreme weather Hyperthymia Hypothermia 	HIGH	<ul style="list-style-type: none"> Check weather conditions – do not work in extreme conditions Reschedule works to work in more moderate temperatures <p><u>Hot conditions – Ensure:</u></p> <ul style="list-style-type: none"> Suitable protective clothing Sun brim on hard hats Safety glasses - UV rated Use 30+ sunscreen on exposed skin Adequate drinking water Access to shade on breaks Adequate breaks <p><u>Cold conditions – Ensure:</u></p> <ul style="list-style-type: none"> Schedule warm-up breaks Hold breaks inside Dress warmly in layers Stay dry (wet clothing chills the body rapidly) Workers must get out of the cold as soon as they can if starting to feel symptoms 	LOW
Environment	<ul style="list-style-type: none"> Environment impact or damage 	HIGH	<p><u>Noise & vibration</u></p> <ul style="list-style-type: none"> Be aware of maximum noise levels at the site The plant is maintained to minimise noise No noise produced outside council approved hours of operation Engineering controls fitted to equipment (e.g., silencers) <p><u>Air quality</u></p> <ul style="list-style-type: none"> Avoid the generation of excess dust. Dust control methods are in place <p><u>Waste</u></p> <ul style="list-style-type: none"> Place all wastes and rubbish in bins or other appropriate containers Separate recycle waste from general waste <p><u>Fuels, oils & chemicals</u></p> <ul style="list-style-type: none"> Minimum amounts of hazardous substances are kept on site 	LOW

			<ul style="list-style-type: none"> • Labelled and securely stored • Refuelling of vehicles/equipment will be undertaken at least 6m from drains and waterways • Follow SDS directions for disposal of chemicals in approved waste containers • A spill kit is available at all times & spills will be cleaned up immediately follow SDS directions <p><u>Waterways & soils</u></p> <ul style="list-style-type: none"> • Do not wash out plant, equipment, or containers where residue can enter waterways or drains <p><u>Vehicle movement</u></p> <ul style="list-style-type: none"> • Follow any direction, signage and only travel on established tracks and roads • Use designated entry and exit points 	
Housekeeping	<ul style="list-style-type: none"> • Slips, trips, and falls 	HIGH	<ul style="list-style-type: none"> • Maintain housekeeping throughout the shift & clean-up • Ensure sufficient lighting • The work area is clean and uncluttered as possible • Locate equipment where it will not become a tripping hazard • Check for stored items, corners or other obstructions that could cause tripping • Ensure there is room to manoeuvre and no obstacles in the way • Ensure signage is placed in appropriate locations for work tasks • Check the end destination is prepared correctly for placement of the materials/equipment • Make use of power points in the area. Use caution to avoid tripping over extension cords. If required, run cords along corridors, not across doorways/access areas • Clean spills immediately • Keep equipment to the side of walkways allowing space for the others to pass • Dry surfaces after wiping with a wet cloth 	MODERATE
Manual Tasks	<ul style="list-style-type: none"> • Musculoskeletal (MSD) injuries 	HIGH	<ul style="list-style-type: none"> • Materials/equipment placed as close to the work area as possible • Unload using mechanical means where possible e.g., trolleys 	LOW

			<ul style="list-style-type: none"> • Movement of material from the delivery point to the installation area usually represents the greatest opportunity for damage or injury, particularly if being achieved manually. Ensure: <ul style="list-style-type: none"> ○ Use hand trucks, to move heavy materials ○ Use team-lifts for heavier items ○ Ensure materials/equipment is as close to the work area as possible • Store materials to minimise manual tasks hazards • Workstation is set-up ergonomically where possible (avoid reaching too high, low, over-reaching or other awkward postures) • Provide trestles/benches to place workpieces on to reduce manual handling risks (between shoulder and knee height) • Adequate lighting is provided at the work area including task lighting • Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight • Do not use extreme force to move items • Hold lifted items close to the body whenever possible: <ul style="list-style-type: none"> ○ Keeping knees bent and back straight and lift, unload keeping knees bent • Schedule regular breaks and practice job rotation • Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending. 	
<p>Working with powered and non-powered tools</p>	<ul style="list-style-type: none"> • Electrocution • Injury • Fire • Suffocation 	<p>EXTREME</p>	<ul style="list-style-type: none"> • Use tools only for the purpose specified by the manufacturer • Wear PPE as recommended by the manufacturer • Pre-inspect and operate tools following the manufacturer's instructions. If damaged or unsuitable for the task do not use. Take out of service immediately and apply "Out of Service" tag • Tool operations manual is available, read and understood • Fire protection equipment accessible • Use mechanical ventilation as required • Fixing tool, ensure: <ul style="list-style-type: none"> ○ Do not carry with a finger on starting switch ○ Keep all fingers clear during operation ○ Do not attempt to exceed the rated capacity of the gun 	<p>MODERATE</p>

			<ul style="list-style-type: none"> ○ Stay alert – concentrate on what you are always doing and be aware of kickback <p><u>Electrical:</u></p> <ul style="list-style-type: none"> • Visually Pre-inspect electrical leads and operate equipment following the manufacturer’s instructions • DO NOT use tools or electrical items if visible damage – label with “Out of Service” tag • All electric power tools and leads are Tested, Tagged and are current • Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices • Switchboards have appropriately rated circuit breaker • Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups, or repairing • Do not overload power outlets <p><u>Diesel/petrol-powered tools:</u></p> <ul style="list-style-type: none"> • Do not run a diesel/petrol-powered tools inside a building (e.g., shed), or where ventilation is limited. 	
Hazardous substances and chemical use, handling, and storage	<ul style="list-style-type: none"> • Inappropriate selection • Incorrect storage 	HIGH	<ul style="list-style-type: none"> • Only approved chemicals are used on site • Safety Data Sheets are available and current (no older than 5 years) • Most suitable and low risk chemical is used • Chemicals are only stored in approved storage areas • Bunding is used for storage • Spill Kit/containment is available to contain any spills • Storage area is cool, well ventilated, and secure 	LOW
	<ul style="list-style-type: none"> • Contact with hazardous substances of chemicals – resulting in injury or illness 	HIGH	<ul style="list-style-type: none"> • Prevent skin and eye contact, inhalation of fumes or ingestion of substance by using PPE recommended by the manufacturer • Use correct lifting technique if moving 5L containers • Only prepare minimum amount of chemical to do the job • Prepare chemicals in designated area in accordance with label/SDS • Never decant or use chemicals in unmarked containers • Chemicals are only used for intended use <p><u>DO NOT</u></p> <ul style="list-style-type: none"> • Eat or drink when handling chemicals • Eat or drink without washing hands first 	MODERATE

			<ul style="list-style-type: none"> • Take food into the work area where chemicals are being used or store • Wear contaminated PPE in areas outside the work area 	
	<ul style="list-style-type: none"> • Spills • Fires/Explosion • Slips, Trips, and falls 	HIGH	<ul style="list-style-type: none"> • SDS is stored with chemicals • SDS available and consulted in spill/emergency • Immediately contain spills or leaks with sand or other appropriate absorbents and make sure they do not enter drains or waterways • Make sure emergency and first aid equipment available 	MODERATE
Use of Ladders	<ul style="list-style-type: none"> • Fall from height • Falling objects • Impact injuries • Contact with overhead electric lines • Fatality 	EXTREME	<ul style="list-style-type: none"> • Perform as much of the task as possible on the ground • NEVER stand on chairs, tables or fixtures <p><u>Ladders</u></p> <ul style="list-style-type: none"> • Ladders are set up on a level area on a firm footing • Correct size and length for the job • Load rating of at least 120kg <p><u>Extension ladders:</u></p> <ul style="list-style-type: none"> ○ Set up with the base located approximately a quarter of the vertical height of the ladder from the wall ○ The ladder extends at least 1 m above the place of landing of the highest rung to be reached by the feet of any person working on a ladder ○ Secured against movement (base & top) <ul style="list-style-type: none"> • ONLY use extension ladders for access, ALWAYS use platform ladders for working on, ensure the base is fully open and the spreaders are locked • 3 points of contact on the ladder always • Always maintain most of your bodyweight inside the perimeter of the platform or stiles • Do not allow anyone else on the ladder at the same time • When on a ladder, do not over-reach. Descend ladder & re-position as required • Do not carry materials when ascending/descending a ladder – use toolbelt or side pouch • Always face the ladder when using • Always check for overhead services, obstacles, and electric lines 	MODERATE

			<ul style="list-style-type: none"> • Check the location, height, arrangement, visibility of overhead electric power lines • Do not use extended poles or other conductive items within proximity (4 .0m) to energised electrical systems (flashover or contact may occur) • Note: If the 4.0m rule cannot be maintained, contact your State Electricity Supply Authority to determine a safe system of work for working at heights • For any other working at heights activity (such as EWP or Scaffold) refer to SWMS - Working at Heights 	
<p>Cutting, drilling, sanding, and fixing</p>	<ul style="list-style-type: none"> • Cuts • Lacerations • Amputation 	<p>HIGH</p>	<p><u>General. ensure:</u></p> <ul style="list-style-type: none"> • Keep the body clear of the line of rotating blades • Keep blades clean, sharp, and correctly set • Ensure workplace secured • Maintain visual contact with workpiece and tools • Direct cuts away from the body • Ensure grip and footing is secure • Ensure tools not carried in pockets or clothing (use tool belts) <p>Never:</p> <ul style="list-style-type: none"> • Place hands within vicinity of blades • Alter a guard or use with a guard missing • Use damaged or blunt blades • Make freehand cuts. Holding the workpiece by hand is dangerous • Cut small pieces that would require you to put your fingers within 10cm of the cutting blade without a clamping device • Use excessive force, let the tool do the work for you • Reach around or work in awkward position • Attempt to remove waste materials, off-cuts during operation • Place hands under the workpiece being cut <p><u>Powered tools</u></p> <ul style="list-style-type: none"> • Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups, or repairing • Allow the blades to reach full speed before cutting, do not force the blade and always start the cut gently 	<p>LOW</p>

			<ul style="list-style-type: none"> The blade may not stop instantly (blade run-on); hands must be always kept clear Use gloves when handling blades or sharp items 	
	<ul style="list-style-type: none"> Hearing loss 	HIGH	<ul style="list-style-type: none"> Wear hearing protection while working with power tools. 	
	<ul style="list-style-type: none"> Projectiles 	HIGH	<p><u>Nail gun</u></p> <ul style="list-style-type: none"> Concentrate when using the nail gun and do NOT operate gun if distracted Guards in place and undamaged ONLY ever point the nail gun at the work – never at yourself or others Keep your fingers off the trigger when just holding or carrying the Nail gun Keep hands/fingers/feet and other body parts at least 10 cm away from the gun nose Wear safety glasses – including everyone working within the vicinity Ensure nail guns are not held above the line of the workers shoulders Regularly checking and maintain nail guns according to manufacturer’s specifications Inspect timber surfaces for cracks or knots prior to use Choose a nail gun with sequential (only) operation and avoid use of a bump fire gun <p><u>Never:</u></p> <ul style="list-style-type: none"> By-pass or disable the nail gun’s safety features Rest the nail gun against any body part Use the nail gun with your non-dominant hand Use rapid firing of the gun Use second-hand nails Never leave any nail gun unattended 	LOW
	<ul style="list-style-type: none"> Eye Trauma 	HIGH	<ul style="list-style-type: none"> Wear safety glasses 	LOW
	<ul style="list-style-type: none"> Exposure to dust and silica dust 	HIGH	<ul style="list-style-type: none"> Remove non-essential persons from the area Ensure all persons that remain in the area provided with respiratory protection Cover sensitive areas (power outlets, food storages) Use the appropriate power tool 	LOW

			<ul style="list-style-type: none"> Ensure an industrial vacuum used with HEPA filter (High-Efficiency Particulate Air) and surfaces wiped with a damp cloth <p><u>Cutting/Drilling:</u></p> <ul style="list-style-type: none"> Wear eye and respiratory protection - Respirator with at least P1 filtration – fit-tested to the worker if half or full-face mask used Wear disposable or washable protective clothing <p><u>Working indoors or in enclosed areas:</u></p> <ul style="list-style-type: none"> Keep dust exposures low using extra ventilation, i.e., portable exhaust fans or other means of mechanical ventilation <ul style="list-style-type: none"> Ensure airflow is not impeded by the movements of workers during work, or by the opening or closing of doors and windows. Position the ventilation to move contaminated air away from the workers’ breathing zones Wash hands before eating, drinking, or smoking where dust is present 	
Painting	<ul style="list-style-type: none"> Inhalation of hazardous fumes/dust 	EXTREME	<ul style="list-style-type: none"> Ensure breathing protection is correct for job Wear a dust mask whilst sanding a surface Ensure good ventilation with open windows and doors, and use fans to keep the air flowing Ensure the power sander is fitted with a bag for collecting dust 	MODERATE
	<ul style="list-style-type: none"> Contact with electricity 	EXTREME	<ul style="list-style-type: none"> When painting near any electrical power points, cover them with painter’s tape and turn off the power to the room before you begin. 	MODERATE
	<ul style="list-style-type: none"> Hazardous substances and chemicals 	HIGH	<p><u>When using stripper, cleaners, or any other chemical solutions, wear:</u></p> <ul style="list-style-type: none"> Safety goggles A respirator Gloves: <ul style="list-style-type: none"> Cloth or leather gloves for sanding and scraping Impermeable gloves for applying water-based paint Solvent-resistant chemical gloves for handling solvent-based products. 	MODERATE
	<ul style="list-style-type: none"> Fire 	HIGH	<ul style="list-style-type: none"> Do not smoke whilst painting 	LOW

	<ul style="list-style-type: none"> Slips and Trips 	HIGH	<ul style="list-style-type: none"> Use canvas drop cloths instead of plastic – cloths stay in place better 	LOW
Fuelling on-site	<ul style="list-style-type: none"> Flammable atmosphere Exposure to fuel Fire Burns Inhalation Ingestion Eye & skin damage 	EXTREME	<ul style="list-style-type: none"> Always follow manufacturer’s manual/recommendations for re-fuelling DO NOT smoke during re-fuelling Ensure correct firefighting equipment and extinguisher is available Avoid breathing vapours or contact with fuel Change clothing immediately if splashed with fuel Do not siphon or swallow fuel as this can be fatal Wash hands carefully after handling fuel before eating, drinking, or smoking Shower and wash immediately after work & wash clothes in separate wash from other clothes 	MODERATE
On Completion	<ul style="list-style-type: none"> Unauthorised access 	HIGH	<ul style="list-style-type: none"> If acceptable and safe to do so, remove barricades or isolation Ensure plant is parked in safe, level area and clear of unstable ground Return or store any keys in safe place 	LOW
	<ul style="list-style-type: none"> Contact with electricity 	EXTREME	<ul style="list-style-type: none"> Disconnect power tool/extension leads from power point before winding up Inspect leads and power equipment for damage 	MODERATE
	<ul style="list-style-type: none"> Dust inhalation 	HIGH	<ul style="list-style-type: none"> Clean up using a vacuum or wet cleaning methods Ensure an industrial vacuum used with HEPA filter Use, maintain and store any respiratory protective equipment provided following instructions Wash face and hands with soapy water. Pay attention to under the fingernails 	LOW
	<ul style="list-style-type: none"> Security 	MODERATE	<ul style="list-style-type: none"> Ensure storage areas are secure If applicable reset any security alarms and sign out 	LOW
	<ul style="list-style-type: none"> Vehicle and departure 	MODERATE	<ul style="list-style-type: none"> Stay to designated access and egress routes Always maintain awareness of surroundings 	LOW
Emergency	<ul style="list-style-type: none"> Injury of death Environmental damage 	EXTREME	<p style="text-align: center;">FOR POLICE, AMBULANCE OF FIRE CALL ‘000’</p> <ul style="list-style-type: none"> Follow site emergency and evacuation procedures Check for dangers to self before helping others 	MODERATE

SITE SPECIFIC REQUIREMENTS – To be completed by Site Manager if site-specific hazards are identified

What are the tasks involved? <i>List the work tasks in a logical order.</i>	What are the hazards and risks? <i>Identify the hazards and risks that may cause harm to workers or the public.</i>	Inherent Risk Rating	What are the control measures? <i>Indicate what will be done to control the risk. What will be done to make the activity as safe as possible</i>	Residual Risk Rating

MONITOR AND REVIEW

- All workers or persons involved in the task must have this SWMS communicated to them before work commences
- The Site Manager is responsible for ensuring compliance and to monitor works against the controls stated in this SWMS
- SWMS to be reviewed and amended if necessary, in consultation with relevant persons after any near miss or incident
- If additional site hazards identified, review this SWMS, and amend control measures to suit
- People, including workers, contractors, and subcontractors, affected by the revisions to this SWMS, are to be informed
- SWMS must be available on-site and made accessible for inspection or review

SITE MANAGER SIGN-OFF

Name		Signature		Date	
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WORKER SIGN-OFF

By signing this record below, I acknowledge I have been provided the opportunity to contribute to the identification of hazards associated with this activity, that will enable the activity to be undertaken safely.

Name of Worker	Signature	Status (Employee/Subcontractor)	Date