



SWMS 001 - Planning and Preparation

ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORKS COMMENCING.

An effective Risk Assessment should identify the relevant criteria listed below

- | | |
|---|---|
| <input type="checkbox"/> Work involving a risk of a person falling more than 2 metres.
<input type="checkbox"/> Work carried out on a telecommunication tower.
<input type="checkbox"/> Work involving demolition of an element of a structure that is loadbearing
<input type="checkbox"/> Work around Asbestos Containing Material (ACM)
<input type="checkbox"/> Work involving structural alterations or repairs requiring temporary support to prevent collapse
<input type="checkbox"/> Work carried out in or near a confined space
<input type="checkbox"/> Work carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or is carried out in or near a tunnel
<input type="checkbox"/> Work involving the use of explosives
<input type="checkbox"/> Working near or on Energised electrical installations or services
<input type="checkbox"/> Working near or on Chemical, fuel or refrigerant lines | <input type="checkbox"/> Working near or on Pressurised gas distribution mains or piping
<input type="checkbox"/> Work carried out in an area that may have a contaminated or flammable atmosphere
<input type="checkbox"/> Work involving tilt-up or precast concrete
<input type="checkbox"/> Work carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
<input type="checkbox"/> Work carried out in an area at a workplace in which there is any movement of powered mobile plant
<input type="checkbox"/> Work carried out in an area in which there are artificial extremes of temperature
<input type="checkbox"/> Work carried out in or near water or other liquid that involves a risk of drowning
<input type="checkbox"/> Work involving diving work |
|---|---|

Risk = Consequence & Likelihood			Probability					PPE is the last method of control	
			Rare	Unlikely	Possible	Likely	Almost Certain		
		A	B	C	D	E	Elimination		
Consequence	Catastrophic	5	High	High	Extreme	Extreme	Extreme		Substitution
	Major	4	Medium	High	High	Extreme	Extreme		Isolation
	Moderate	3	Low	Medium	High	Extreme	Extreme	Engineering	
	Minor	2	Low	Low	Medium	High	Extreme	Administration	
	Low	1	Low	Low	Medium	High	High	PPE	

Foot Protection	Hearing Protection	High-Vis Clothing	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Respiratory Protection	Sun Protection	Fall Arrest	Low Voltage Rescue Kit	Long Hair & Loose items such as Jewellery removed/tied back

Other PPE <small>(Please List)</small>	
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Authorised by: Jared Warren

Company Name: Cape York Electrical & Airconditioning

Phone Number: 0428407010

Address: 13 Greenacres Close Whiterock Cairns 4868

Contact: Jared Warren

ABN: 28 791 930 310

Date Created: 03/08/2023

Review Date: 03/08/2024



Sign-Off Sheet

This Safe Work Method Statement has been developed in consultation with relevant personnel and the Persons Conducting the Business or Undertaking (PCBU). By signing this page, I agree that I have had these SWMS communicated to me and understand their contents. I confirm that I have the relevant certifications to conduct the task described and agree to comply with the control measures and safe work instructions and the use of PPE where required.

Name	Job Description	Signature	Date

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Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
1	Planning and preparation	Non-compliance with current legislative requirements and company processes.	High Risk 	<p>All personnel to complete site-specific induction.</p> <p>All personnel to have completed company specific induction.</p> <p>Personnel are to hold the required licenses and certificates for the work and be assessed as competent to use or operate equipment and plant.</p> <p>All personnel must read, understand and sign off on this SWMS. All personnel are given the opportunity to provide input into the content of this SWMS.</p> <p>Daily pre-starts will be held at the beginning of each shift.</p> <p>Any changes throughout the shift will be communicated prior to the commencement of the next task and risk assessment modified to suit.</p> <p>A Risk Assessment is to be completed before every task.</p> <p>Ensure permit requirements are understood.</p>	Medium Risk 	Work Crew Supervisor Permit Holder
		<p>Working outdoors with exposure to;</p> <ul style="list-style-type: none"> • UV / high temperatures causing heat stress / dehydration / sunburn • Fauna and insects causing bites and stings • Adverse weather conditions 	High Risk 	<p>Authority and empowerment to Stop the Job.</p> <p>Call and report to your supervisor during extreme weather conditions.</p> <p>Comply with the Work Safe Queensland heat stress procedure.</p> <p>Ensure there is a shaded area preferably a crib facility.</p> <p>Work Breaks are compulsory at nominated times (preferably during the hotter parts of the day) 11.00am – 2.00pm</p> <p>Nominate a water station preferably in a crib facility.</p> <p>Drink adequate water.</p> <p>Do not share cups or drink bottles.</p> <p>Use sun block for protection from sun.</p> <p>Use insect repellent (if applicable).</p> <p>Use correct PPE (Long sleeve shirt, long pants, hat, Sun Glasses)</p>	Medium Risk 	Work Crew



Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
		Interactions with other trades working in the vicinity; <ul style="list-style-type: none"> Inadvertently cause hazardous situation including slips, trips and falls 	High Risk 	Ensure other workers are informed and aware of all other trades working in the area Communicate potential interactions during prestart. Housekeeping prior to works starting.	Medium Risk 	Supervisor Work Crew
		Unauthorized access to work area by other authorized personnel without correct PPE.	High Risk 	Follow all site rules and procedures. Wear all mandatory PPE and task specific PPE. If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform your supervisor immediately. Site wide barricading to be installed to restrict access to unauthorized personnel. Signage to be visible around all site and at all access points. All visitors must report to site office before entering site. Where required use a spotter to direct public. All visitors to be escorted by a site inducted personnel member.	Medium Risk 	Supervisor Work Crew
		Poor ground conditions Uneven, loose, wet or soft ground at the work site.	High Risk 	Authority and empowerment to Stop the Job. Follow all site rules and procedures. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations. If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor. Work on flat surface where practicable Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform.	Medium Risk 	Work Crew



Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
2	Work area preparation	<p>Personal injury -</p> <ul style="list-style-type: none"> Cuts, strains, abrasions, burns Possible eye injury Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) 	<p>High Risk</p> 	<p>Authority and empowerment to Stop the Job.</p> <p>Follow all site rules and procedures.</p> <p>Ensure correct manual handling techniques are followed.</p> <p>Wear all mandatory PPE and task specific PPE.</p> <p>Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations.</p> <p>If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor.</p> <p>Work on flat surface where practicable</p> <p>Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform.</p> <p>Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform</p> <p>A minimum of two people are to be present and at least one to hold a current level 2 first aid certificate. (CPR and Low Voltage rescue)</p> <p>A hand held fire extinguisher appropriate for electrical fires shall be in the vicinity of the work area.</p> <p>A rescue kit shall be placed along the side of the work area.</p>	<p>Medium Risk</p> 	<p>Work crew</p> <p>Supervisor</p>

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Referenced Commonwealth - Codes of practice	Referenced Commonwealth – Acts & Regulations
<ul style="list-style-type: none"> • Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 • Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015 • Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 • Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015 • Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015 • Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015 • Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015 • Work Health and Safety (Work Health and Safety Consultation, Co-operation and Co-ordination) Code of Practice 2015 	<ul style="list-style-type: none"> • Work Health and Safety (Transitional and Consequential Provisions) Act 2011 • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2011.
	Referenced Australian Standards
<p>Referenced QLD – Codes of practice</p> <ul style="list-style-type: none"> • Electrical safety code of practice 2013 - Managing electrical risks in the workplace • First Aid in the Workplace Code of Practice 2014 • Hazardous Manual Tasks Code of Practice 2011 • How to Manage Work Health and Safety Risks Code of Practice 2011 • Labelling of Workplace Hazardous Chemicals Code of Practice 2011 • Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 • Managing the Risk of Falls at Workplaces Code of Practice 2018 • Managing the Work Environment and Facilities Code of Practice 2011 • Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011 • Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013 • Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2011 	<p>Further Information</p> <p><u>QLD</u></p> <ul style="list-style-type: none"> • OHS Legislation - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation • Environmental Legislation - https://www.ehp.qld.gov.au/management/env-policy-legislation/ • OHS Codes of Practice - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/codes-of-practice <p><u>Commonwealth</u></p> <ul style="list-style-type: none"> • OHS Legislation - http://www.legislation.act.gov.au • Environmental Legislation - http://www.legislation.act.gov.au • OHS Codes of Practice - http://www.legislation.act.gov.au