Construction Time Lapse
Specialists

Safe Work Method Statement

Safe Work Method Statement

Construction Time Lapse Specialists

Company Name	Construction Time lapse Specialists	ABN	77 613 989 98
Business Address	U34 89 Lambert st Kangaroo Point QLD 4169	Contact Name	Tony Cook
		Phone Number	0488033938
		Email	droneworxs@gmail.com

Activity Details

Activity Task	Install 2 timelapse cameras onto existing buildings ,		
Principle Contractor	Broad Construction	Site Contact	
Site Address	ferny Grove	Contact Mobile	

Name of person who prepared SWMS	Tony Cook	Site Contact	0467656899
Implementation monitoring and compliance	Tony Cook	Site Contact	0488033938

Highest Protection ← → Lowest

Hierarchy of Controls: Elimination | Substitution | Isolation | Engineering | Administration

SAFE WORK METHOD

I acknowledge that I have been trained in the SWMS listed above, the controls are clearly understood, my qualifications are current to undertake the activity and will only undertake the work activities prescribed in this SWMS and I will not undertake any unauthorised task, I will comply with the SWMS and I have been consulted and had the opportunity to input into the SWMS.

Name / Role (List all persons involved)	Signature (I have been consulted in this SWMS)	Date of Consultation:
Tony Cook	tony cook	10/02/24

Persons who will carry out task: (List all persons who may work on site at any time).	**Position/role and qualifications:**	**Duties and responsibilities:** (List details of trades and duties of specific personnel).
Tony Cook	General Induction Card, Working at heights , EWP Under 11m	Responsible for Digging the hole , Placement of pole , Concreting of the pole and installation of the camera and testing

The SWMS will be implemented with all workers inducted into this SWMS immediately after the site-specific induction. The SWMS will be monitored via documented task observation at intervals not exceeding three months. The SWMS will be amended to address any deficiencies identified during the task observation process. The work groups will be toolboxed regarding the outcome of the Task Observation. The SWMS will be reviewed by the personnel conducting the task when they are inducted into the SWMS for the activity. The Project Safety Advisor is to be notified of any issues identified during the review process and the SWMS amended accordingly. ***Note: in the event of any amendments being made to the SWMS during the Monitor and Review process, all applicable workers will be re-inducted into the SWMS.***

Review No.	**01**	**02**	**03**	**04**	**05**	**06**	**07**	**08**	**09**	**10**	**11**	**12**
Initials	TC	TC	TC	TC	TC	TC						
Date	24/03/21	05/03/22	24/12/21	24/05/22	24/07/23	04/08/24						

Highest Protection ← → Lowest

Hierarchy of Controls Elimination Substitution Isolation Engineering Administration

Scope of Works

Plant and equipment required: (List all plant and equipment (including electric power tools) to be used by the contractor this for job).

Various hand tools
Various battery tools
Post Hole Digger
Shovels
EWP Scissor lift

Hazardous chemicals that will be used for this activity/work: (Attach copies of current Safety Data Sheets (SDS) for all chemicals to this SWMS).

Description	SDS Attached ✓		
	Yes	Issue Date	Doc. Reference

PPE Require											
	Y	N		Y	Y	Y	Y				

WORK ACTIVITY High risk construction work covered by this SWMS involves (check			
	✓	A risk of a person falling more than 2metres	Tilt-up or precast concrete
		Work in or near a shaft or trench with an excavated depth over 1.5m; or in a tunnel	Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
		Work in an area at a workplace in which there is any movement of powered mobile plant	Work in an area that may have a contaminated or flammable atmosphere
		The disturbance of or likely disturbance of asbestos	Work on a telecommunications tower
		Work on or near energised electrical installations or services	Work on or pressurised gas distribution mains or piping
		Work carried out in or near a confined space	Work on or near chemical, fuel or refrigerant lines
		Demolition of a load-bearing structure	Work in an area in which there are artificial extremes of temperature
		Temporary load-bearing support structures	
		Work involving the use of explosives	Diving work

Highest Protection ← → Lowest

Hierarchy of Controls — Elimination — Substitution — Isolation — Engineering — Administration

Pre-start requirements, certification, authorisations

- Construction Induction Card
- Vehicle Pre-Start Inspection
- Toolbox Talk / Pre-Start
- Risk Assessment / Hazard Identification
- Site specific Induction(s) – Induction Ref.:
- Driver 's License
- Plant Operator 's License / VOC
- RIIOHS204A - Working at Heights (min)
- TLILIC2005A - Height
- Access Equipment operator (Boom 11m or more RIIHAN301E)

AS 1418.10 – Elevating Work Platforms

AS 1576.1:2010 – Scaffolding general requirements

AS 1841.5 – Fire extinguishers

AS/NZS 1892.1:1996 – Portable ladders – Metal

AS/NZS 31000:2018 – Risk management

AS 4576 – 1995 – Guide to Scaffold

AS/NZS 60745.1 – Hand held motor operated electric tool

- AS/NZS 2210:1980 Safety Footwear
- AS/NZS 1336:1997 Recommended practices for occupational eye protection AS/NZS 1801:1997 Occupational protective helmets
- AS/NZS 2865:2009 Confined Space
- AS/NZS 1269 Occupational Noise Management
- AS 3760 – Electrical testing and tagging

Highest Protection ← → Lowest

Hierarchy of Controls Elimination Substitution Isolation Engineering Administration

Queensland

LEGISLATION

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011
Electrical Safety Act 2002
Electrical Safety Regulation 2013
Workers' Compensation and Rehabilitation Act 2003
Workers' Compensation and Rehabilitation Regulation 2014

CODE OF PRACTICE

Abrasive blasting 2021
Austroads Guide to Temporary Traffic Management (AGTTM)
Concrete pumping 2019
Confined spaces 2021
Demolition work 2021
Electrical safety 2020 – works
Excavation work 2021
First aid in the workplace 2021
Formwork 2016
Hazardous manual tasks 2021
How to manage and control asbestos in the workplace 2021
How to manage work health and safety risks 2021
How to safely remove asbestos 2021
Labelling of workplace hazardous chemicals 2021
Managing electrical risks in the workplace 2021
Managing noise and preventing hearing loss at work 2021
Managing respirable crystalline silica dust exposure in construction and manufacturing elements 2022
Managing the risks of hazardous chemicals in the workplace 2021
Managing the risk of falls at workplaces 2021
Managing the risk of psychosocial hazards at work 2022
Managing the risks of plant in the workplace 2021
Managing the work environment and facilities 2021
Mobile crane 2006
Preparation of safety data sheets for hazardous chemicals 2021
Safe design of structures 2021
Scaffolding 2021
Spray painting and powder coating 2021
Steel construction 2004
Tilt up and pre-cast 2003
Tower crane 2017
Traffic Management for construction maintenance work 2008
Welding process 2021
Work health and safety consultation, cooperation, and coordination 2021
Working near overhead and underground electric lines – Electrical safety 2020

Highest Protection ⟷ Lowest

Hierarchy of Controls

Emergency Response Preparedness

1 Nearest Fire Extinguishers? Refer to Hutchies Emergency response plan

2. Nearest Spill Kit? N/A 3 Nearest First Aid Kit? N/A

4 Method of Communicating an Emergency? Radio Channel
Mobile phone to site supervisor N°: Phone °: Site / Shed :
Other:

Company:

Nearest PA Hospital iPSWICH rOAD Phone N : ° 07 36468111

7. Visitor Escort Procedure: N/A all visitors are required to provide a police check or will need to be escorted through the gatehouse and on the facility at all times by an authorised person.

Highest Protection ⟵ Lowest

Hierarchy of Controls Elimination Substitution Isolation Engineering Administration

Energy Types	Specific examples
Gravity	Falling objects, falls of people
Kinetic energy	Projectiles, penetrating objects
Mechanical energy	Caught between, struck by, struck against
Hazardous substances	Skin contact, inhalation
Extremes of Temperature	Effects of heat or cold
Radiation	Ultraviolet, arc flashes, microwaves, lasers
Sound	Hearing damage
Electrical	Electric shock, burns
Vibration	Hand, whole body
Stress	Unrealistic workload and expectations

RISK MATRIX

CONSEQUENCE

Level	Insignificant	Minor	Moderate	Major	Catastrophic
Human Resources	First Aid injury	Medical Treatment	Single LTI	Multiple LTI	Fatality
Operational	Loss = 1 hr production	Loss = 6 hrs production	Loss = 12 hrs production	Loss = 3 – 7 days production	Greater than 1 week loss production
Property Damage	<$4,999	$5,000 - $49,000	$50,000 - $499,999	$500,000 - $999,999	>$1,000,000
Financial	>$1,000	>$10,000	>$100,000	>$1,000,000	>$10,000,000
Environment	Nil or Low impact	Low impact	Moderate impact	Major impact	Severe impact
Community	Isolated complaint	Sporadic complaints	Serious Rate of complaints	Increasing rate of complaints	High level of interest from community
Legal	Minor compliance breach	Low level compliance breach	Regulation breach	Major breach of regulation	Serious regulation/legal breach
Security	Violation of internal policies & procedures	Minor criminal offence	Low intensity civil unrest	Significant criminal offence	Major criminal offence

The risk associated with a hazard is related to the severity of a single incident, and the frequency and duration of exposure to the hazard. In many instances, other hazards present may increase the risk of an individual hazard.
STEP 1: Consider how likely a risk is encountered, and what might happen.

STEP 2: Use the risk level calculator to determine the likely risk level (outcome) to persons who may be exposed to the hazards.

STEP 3: Identify and develop effective control measures. (Consult the hierarchy of risk control measures when carrying out this step).

LEVEL OF CONSEQUENCES		CONSEQUENCES OF EVENT OCCURRING *What is the likely outcome of an exposure to the risk?*	LIKELIHOOD OF EVENT OCCURRING				
			Almost certain	**Likely**	**Possible**	**Unlikely**	**Rare**
1	**Catastrophic**	Fatality or permanent disability; toxic release of chemicals, long-term or irreversible environmental impact; loss of facilities; very high $ loss	**E (25)**	**E (24)**	**E (22)**	**E (19)**	**H (15)**
2	**Major**	Long-term illness or serious injury; serious but reversible environmental impact; major property damage; loss of production; high $ loss	**E (23)**	**E (21)**	**E (18)**	**H (14)**	**M (10)**
3	**Moderate**	Medical treatment requiring up to several days off work; reversible environmental impact; significant property damage; med – high $ loss	**E (20)**	**H (17)**	**H (13)**	**M (9)**	**M (6)**
4	**Minor**	Minor injury requiring First-Aid; minor reversible environmental impact; moderate property damage; low-med. $ loss	**H (16)**	**H (12)**	**M (8)**	**L (5)**	**L (3)**
5	**Insignificant**	No injuries or first aid only; minor property damage or environmental nuisance; very low $ loss	**M (11)**	**M (7)**	**L (4)**	**L (2)**	**L (1)**

Highest Protection ——— Lowest

Hierarchy of Controls — Elimination, Substitution, Isolation, Engineering, Administration

LIKELIHOOD OF EVENT OCCURRING			DETERMINATION OF RISK CONTROL ACTIONS	
How likely is it that an exposure will occur?			**RISK LEVEL (OUTCOME)** *(from matrix)*	**ACTION REQUIRED** *(refer to the hierarchy of risk controls)*
A	**Almost certain**	Event is expected to occur in most circumstances		
B	**Likely**	Event will probably occur in most circumstances	**E** (EXTREME)	**URGENT** - Immediate action required to control risk.
C	**Possible**	Event might occur at some time	**H** (HIGH)	Highest management decision required urgently.
D	**Unlikely**	Event could occur at some time	**M** (MEDIUM)	Follow management instructions regarding risk.
E	**Rare**	Event may occur only in exceptional circumstances	**L** (LOW)	These risks may not require immediate attention - monitor.

	ACTIVITY	POTENTIAL HAZARDS	RISK			CONTROL MEASURES	RESIDUAL RISK			RESPONSIBLE PERSON
Break job down into discrete steps Each step should accomplish some major task and be in a logical sequence.		Identify the hazards associated with each step, and examine each to identify possibilities that could lead to an accident.	Refer to the Risk Matrix L	C	R	Consider number of people required to carry out a task, training, skills and competencies required, licences, permits,etc., environmental controls, plant, tools and equipment, safety equipment and PPE, etc.	Refer to the Risk Matrix L	C	R	List (by name) the persons responsible for Monitoring.
1	Site Specific Induction	Miscommunication	C	3	H13	Employees are required to undertake a site specific induction / Prestart / Toolbox Talk prior to starting on site.	D	3	M9	All Workers
		Unaware of Emergency Procedures	C	3	H13	Employees are required to undertake a site specific induction / Prestart / Toolbox Talk prior to starting on site.	D	3	M9	All Workers
		Unknown hazards when performing	C	3	H13	Risk assessment started prior to	D	3	M9	All workers
2	Access and Egress	Collisions between vehicles, pedestrians and objects; Damage to objects i.e. fencing,buildings etc.	C	2	E18	Where possible provide physical barriers between job site and external traffic; Access road ways and pedestrian walkways clearly delineated and signposted;	E	2	H10	Licensed Operator
		Impact injuries including fracture; Crush Trauma injuries and other multiple injuries;	C	2	E18	Adhere to all sign posted speed limits and instruction as posted via the Traffic Management Plan as applicable; Driver to hold valid driver's license; Comply with all road laws	E	2	H10	Licensed Operator
3	Working outdoors - exposure to the elements	Worker exposed to UV radiation and potential heat related illnesses; Exposure to wet conditions Dehydration; Inclement weather Exposure to UV – melanoma / skin cancer;Fatigue	C	3	H13	UV shirts to be worn at all times; Use sun screen as required and re-apply if sweating; Drink water and have more frequent rest breaks as needed on. hot days; Wet weather gear to be provided; UV protective sunglasses are to be worn as much as possible to avoid damaging UV radiation to the eyes. Ensure the roster provides for a continuous 7 to 8 hours sleep in each 24 hour, and at least 50 hours sleep for every seven days	D	3	M9	All workers
		Injuries caused via walking on site: Slips, trips and falls; Bruises and lacerations; Strains and sprains	C	3	H13	Site access to be clearly marked Place rubbish in bins and keep walkways clear Care to be taken on wet surfaces (e.g. walking on wet /slippery uneven surfaces)	D	3	M9	All workers
		Exposure to noise Exposure to dust	C	3	H13	Noise management practices are to be utilized, this means that ear muffs or ear plugs are a PPE option and must be worn when necessary;Apply a dust mask when air quality is reduced due to dusty conditions;	D	3	M9	All workers

Highest Protection ← → Lowest

Hierarchy of Controls Elimination Substitution Isolation Engineering Administration

	ACTIVITY	POTENTIAL HAZARDS	RISK			CONTROL MEASURES	RESIDUAL RISK			RESPONSIBLE PERSON
Break job down into discrete steps Each step should accomplish some major task and be in a logical sequence.		Identify the hazards associated with each step, and examine each to identify possibilities that could lead to an accident.	Refer to the Risk Matrix			Consider number of people required to carry out a task, training, skills and competencies required, licences, permits, etc., environmental controls, plant, tools and equipment, safety equipment and PPE, etc.	Refer to the Risk Matrix			List (byname) the persons responsible for Monitoring.
			L	C	R		L	C	R	
4	Tools Unloading: Moving from vehicle to work zone	Personal injuries via Slips, Trips and Falls; Sprains & strains; Bruises & lacerations	C	3	H13	Ensure all travel paths are clear and free of debris or obstructions left by other trades	C	4	M8	All workers
		Manual Handling injuries: Sprains & strains; Bruises & lacerations	C	3	H13	Use trolleys or other means to move equipment if practicable; Use proper Manual Handling Techniques; Lift heavy materials as a team;	C	4	M8	All workers
		Interaction with public / other trades;	C	4	M8	All personnel to remain within designated access ways provided	C	5	L4	All workers
5	Manual Handling	Trauma injuries and other multiple injuries; Sprains and strains; Bruises and lacerations; Back and shoulder injuries; Repetitive movement injuries;	C	3	H13	Personnel required to perform repetitious activities should decrease the likelihood of RSI by performing; warm up exercises, stretching the muscles prior to undertaking each task, using proper body mechanics, taking regular short breaks during repetitive activities and looking at ways to perform strengthening exercises; If PPE is worn or damaged consult with your manager about receiving replacement Personnel expected to avoid overstretching to reach certain areas; Where practicable move all necessary tools and position the body as close as possible to all areas where work is to be performed.	C	4	M8	All workers
	Manual Handling (Lift & Carry)	Musculoskeletal injuries via manual handling - Strain the spine & back muscles; Stress on back & limbs;	C	3	H13	Use mechanical aids where available; Hold loads close to the body; Vary work tasks during day or take regular breaks; Provide adequate numbers of trained staff to allow rotation; Ensure new workers are supervised adequately; Perform all movements in a controlled, balanced, comfortable position;	C	4	M8	All workers
	Manual Handling (Lower & Stack)	Pinch points; Slips, trips & falls; Bruises and lacerations; Fractures & minor crush injuries	C	3	H13	Allow room for your fingers; Ensure the object is secure when put down; Store loads where possible between knee & shoulder height & as close to the location to where they will be used; Provide adequate space to facilitate ease of loading; Ask for assistance when required	D	3	M9	All workers

Highest Protection ← → Lowest

Hierarchy of Controls — Elimination, Substitution, Isolation, Engineering, Administration

ACTIVITY		POTENTIAL HAZARDS	RISK			CONTROL MEASURES	RESIDUAL RISK			RESPONSIBLE PERSON
Break job down into discrete steps Each step should accomplish some major task and be in a logical sequence.		Identify the hazards associated with each step and examine each to identify possibilities that could lead to an accident.	Refer to the Risk Matrix L	C	R	Consider number of people required to carry out a task, training, skills and competencies required, licences, permits, etc., environmental controls, plant, tools and equipment, safety equipment and PPE, etc.	Refer to the Risk Matrix L	C	R	List (by name) the persons responsible for Monitoring.
6	Inspection of Hand tools	Hand injuries via Blunt cutting edges Loose handles Worn working faces/edges “Mushroom” heads Deformed parts	C	3	H13	Sharpen cutting edges to optimum profile for work to be carried out. Check fit of handles in or on tools - replace or rectify as necessary. Inspect handles for splits and splinters – replace or rectify. Inspect heads of screwdrivers and bits for wear – discard or refurbish worn tools which will damage heads of screws, etc. Inspect spanners for damage to mouth or signs of spreading. Wear safety gloves when working with hand tools.	D	3	M9	All workers
7	Power / Battery Tool Pre-start checks	Electrocution;	D	3	M9	Check casing for damage, cracks and missing screws. Inspect lead and plug for damage; current test tag must be attached to corded electrical tools and battery recharge stations; Make sure that controls operate smoothly. If any damage, missing parts, or out of test, do not use machine – arrange for immediate repairs	E	4	L3	All workers
		Multiple injuries via worn and damaged equipment; Strains and sprains; Bruises and lacerations; Eye injury (Loss of vision)	C	3	H13	Ensure that guards are fitted and operating correctly – guards should move easily, and spring back to original position when released. Check suitability of blade, bit or cutter for work to be performed, and inspect blade, bit or cutter for cracks, damage, or excessive or uneven wear. Ensure that handles and grips are fitted firmly, and do not move. Ensure the use of PPE including close fitting clear safety glasses and gloves when operating power tools.	D	3	M9	All workers

Highest Protection → Lowest

Hierarchy of Controls: Elimination, Substitution, Isolation, Engineering, Administration

	ACTIVITY	POTENTIAL HAZARDS	RISK			CONTROL MEASURES	RESIDUAL RISK			RESPONSIBLE PERSON
Break job down into discrete steps Each step should accomplish some major task and be in a logical sequence.		Identify the hazards associated with each step and examine each to identify possibilities that could lead to an accident.	Refer to the Risk Matrix L	C	R	Consider number of people required to carry out a task, training, skills and competencies required, licences, permits, etc., environmental controls, plant, tools and equipment, safety equipment and PPE, etc.	Refer to the Risk Matrix L	C	R	List (by name) the persons responsible for Monitoring.
8	Use of Battery Operated Tools; Hammer Drills, grinders etc.	Bruises and lacerations	C	3	H13	Wear PPE appropriate to the task including; safety gloves, eye and ear protection; Ensure firm grip is held on electrical device in the event that kick back or binding of the bit or attachment occurs; Work gloves should absorb impact energy, provide protection from sharp edges and be puncture resistant	C	4	M8	Competent Workers
		Personal injury from debris in eyes- Loss of vision	C	3	H13	Wear close fitting clear safety glasses	C	4	M8	Competent Workers
		Noise (Industrial deafness);	C	3	H13	Where practicable, provide engineered solution for high noise level, e.g. quieter or muffled equipment, temporary sound absorption screen or barrier to protect other persons in the area. Ensure appropriate hearing protection is worn; Ear muffs or plugs;	C	4	M8	Competent Workers
11	Installation of posts; • Hand digging of holes • Lifting post into hole	Strains and sprains; Bruises and lacerations; Slips, trips and falls; Repetitive movement; Inhalation of dusts	C	3	H13	Follow rules for the safe use of hand excavation tools when digging holes by hand. Where manual handling is required the following to be utilised: (i)Minimise the weight of loads where possible so as excessive loads are not carried; (ii)Use of team lifting; (iii)Use of good lifting techniques as follows: •A firm grip on the load •Load close to the body •Leg muscles to do the work when lifting •Smooth lift avoiding twisting or jerking Training in manual handling techniques for repetitive movement; Rotate crew members as applicable	D	3	M9	All Competent Workers
		Over-exertion/strain injuries	C	3	H13	Obtain assistance when handling large or awkward loads or use mechanical aids. Follow correct lifting practices	D	3	M9	All Competent Workers

Highest Protection ← → Lowest

Hierarchy of Controls Elimination Substitution Isolation Engineering Administration

SAFE WORK METHOD

ACTIVITY		POTENTIAL HAZARDS	RISK			CONTROL MEASURES	RESIDUAL RISK			RESPONSIBLE PERSON
Break job down into discrete steps Each step should accomplish some major task and be in a logical sequence.		Identify the hazards associated with each step and examine each to identify possibilities that could lead to an accident.	Refer to the Risk Matrix			Consider number of people required to carry out a task, training, skills and competencies required, licences, permits, etc., environmental controls, plant, tools and equipment, safety equipment and PPE, etc.	Refer to the Risk Matrix			List (by name) the persons responsible for Monitoring.
			L	C	R		L	C	R	
13	Shovelling of Dirt back into hole	Back injuries; Strains and sprains; Bruises and lacerations	C	3	H13	Proper instruction in technique, including appropriate explanation manual handling procedures. Rotation of team members.	D	3	M9	All workers
		Manual handling injuries via repetitive movement and hand digging of holes	C	3	H13	Follow rules for the safe use of hand excavation tools when digging holes by hand.	D	3	M9	All Workers
		Manual Handling injuries via Machine digging of post holes	C	3	H13	Follow safe operating instructions when using hand held posthole auger. Operator(s) to be trained and competent to operate auger.	D	3	M9	All Workers
15	Completion of job / Clean up	Slips, trips and falls; Bruises and lacerations; Strains and sprains	C	3	H13	Ensure all rubbish has been placed in a designated bin as per site Induction or remove all rubbish to be placed into approved landfill site in accordance with disposal authority guidelines; Ensure all tools are packed away and stored in an area approved of discussed during Induction or packed away in vehicle	D	4	L5	All Workers

Highest Protection ← → Lowest

Hierarchy of Controls — Elimination — Substitution — Isolation — Engineering — Administration

ACTIVITY	POTENTIAL HAZARDS	RISK	CONTROL MEASURES	RESIDUAL RISK	RESPONSIBLE PERSON
Break job down into discrete steps Each step should accomplish some major task and be in a logical sequence.	Identify the hazards associated with each step and examine each to identify possibilities that could lead to an accident.	Refer to the Risk Matrix L C R	Consider number of people required to carry out a task, training, skills and competencies required, licences, permits, etc., environmental controls, plant, tools and equipment, safety equipment and PPE, etc.	Refer to the Risk Matrix L C R	List (by name) the persons responsible for Monitoring.

Options for Work at Height

Considerations:

- **(Elimination)** eliminating the risk of falls by avoiding the need to work on a roof if possible, e.g. fabricate the roof on the ground and lift into position with a crane or alternatively conduct as mush work as possible on the ground
- **(Substitution)** Substitute a work method or process for one that is less hazardous e.g. use scaffold with edge protection, work platform and internal ladder rather than accessing roof with a standard ladder
- **(Isolation)** e.g. Implement and enforce a restricted work area
- **(Engineering)** Isolate the person from a fall hazard by providing a passive fall restraint system e.g. guard rails, scaffolding, catch platforms

If higher levels controls are not practicable then, provide a work positioning system e.g. industrial rope access or a travel restraint. ***Note:*** If using travel restraint or fall arrestors ensure harness and clips are compatible; anchor points have been assessed by qualified persons

If a fall arrest system is utilised, emergency and rescue procedures must be developed for the system. Do not commence work until:

- These procedures are in developed and in place
- The procedures have been tested
- All relevant workers are provided training and instruction in these emergency and rescue procedures

- **(Administrative)** Examples may be: Permit to work systems; Safe Work Method Statement; Warning signage; Toolbox talks
- **(PPE)** e.g. safety harness with lifelines, non-slip shoes

Highest Protection ← → Lowest

Hierarchy of Controls Elimination Substitution Isolation Engineering Administration

SAFE WORK METHOD

	ACTIVITY	POTENTIAL HAZARDS	RISK			CONTROL MEASURES	RESIDUAL RISK			RESPONSIBLE PERSON
Break job down into discrete steps Each step should accomplish some major task and be in a logical sequence.		Identify the hazards associated with each step and examine each to identify possibilities that could lead to an accident.	Refer to the Risk Matrix L	C	R	Consider number of people required to carry out a task, training, skills and competencies required, licences, permits, etc., environmental controls, plant, tools and equipment, safety equipment and PPE, etc.	Refer to the Risk Matrix L	C	R	List (by name) the persons responsible for Monitoring.
1	Notify and Consult with site Supervisor and Safety Officer to plan a safe work procedure prior to setting up and operating EWP	Visitors or Workers unaware of no-go zone area for EWP operation – potential serious injury or death from falling objects	C	3	H13	Consult with site Supervisor/Safety Officer to plan and secure the operational area of the EWP • Notify all workers to stay clear of EWP No-Go zone • Induct all visitors to site maintaining a “No-Go zone” around the EWP operation	D	3	M9	All Competent Workers
2	Complete a Job Safety Analysis (JSA) prior to operating EWP to ensure there are no obstructions, obstacles or overhead powerlines in the operational zone	•Unidentified Hazards – With potential to cause serious injury or death such as: •Overhead powerlines •Trees •Buildings •Excavations • Holes/pits	C	3	H13	Ensure a thorough JSA is completed to identify all potential hazards around the EWP work area Consult with all relevant workers, supervisors, and safety officer to ensure that all hazards are identified Ensure that adequate risk controls are in place for all hazards prior to starting work	D	3	M9	All Competent Workers
3	Secure EWP Work Area Prior to setting up EWP secure the work area by erecting temporary fencing/barriers and signage	Falling objects Risk of roll-over causing serious injury or death	C	3	H13	Erect a temporary barrier a safe distance away from EWP operational area to stop unauthorised access Place “No Unauthorised Entry” signs at access points.	D	3	M9	All Competent Workers

Highest Protection ⟵ Lowest

Hierarchy of Controls — Elimination, Substitution, Isolation, Engineering, Administration

	ACTIVITY	POTENTIAL HAZARDS	RISK			CONTROL MEASURES	RESIDUAL RISK			RESPONSIBLE PERSON
Break job down into discrete steps Each step should accomplish some major task and be in a logical sequence.		Identify the hazards associated with each step and examine each to identify possibilities that could lead to an accident.	Refer to the Risk Matrix L	C	R	Consider number of people required to carry out a task, training, skills and competencies required, licences, permits, etc., environmental controls, plant, tools and equipment, safety equipment and PPE, etc.	Refer to the Risk Matrix L	C	R	List (by name) the persons responsible for Monitoring.
4	EWP Operational Pre-Start Check	Plant/PPE Malfunction endangering workers potential to cause serious injury or death	C	3	H13	Complete a thorough Pre-Start checklist for EWP before entering platform and operating EWP If a Safety Harnesses is required, check to see if it is in good condition and fit for purpose and has been tested and tagged within last 6 mths. Ensure all EWP operators have a license current for EWP operating under 11m. Ensure relevant EWP operators are competent to operate the specific type and model of EWP prior to starting Ensure all EWP operators are trained and competent in the use of a Safety Harness.	D	3	M9	All Competent Workers
5	Establish stable level ground for positioning EWP ready for safe operation	Roll over EWP over balances due to uneven ground, over-loaded, or slope being too steep for EWP with potential to cause serious injury or death	C	3	H13	Ensure that a level tracking area/ and or fixed location area is maintained to ensure the surface is suitable to keep the EWP balanced and stable at all times • Strictly follow the manufacturer's set-up and operational procedures at all times • Do Not use EWP on an unsafe slope beyond the manufacturers recommendations – CHECK EWP Limits	D	3	M9	All Competent Workers
6	Use EWP to access work areas at height while remaining in the basket	Falls from height Workers overbalancing over guardrail of EWP causing serious injury or death	C	3	H13	Ensure that the total weight of tools, equipment and materials do not exceed the manufacturer's specifications and requirements for the EWP being used • All workers inside EWP basket/guardrails must wear a Safety Harness with energy absorbing lanyard at all times • Ensure that all workers stay within the EWP guardrails at all times – Do Not stand on guardrails at any time	D	3	M9	All Competent Workers
		Roll over EWP over balances due to uneven ground, over-loaded, or slope being too steep for EWP with potential to cause serious injury or death	C	3	H13	• Ensure that EWP is kept stable at all times – if it becomes unstable return to ground immediately following EWP emergency operation procedures • Strictly follow the manufacturer's set-up and operational procedures at all times	D	3	M9	All Competent Workers

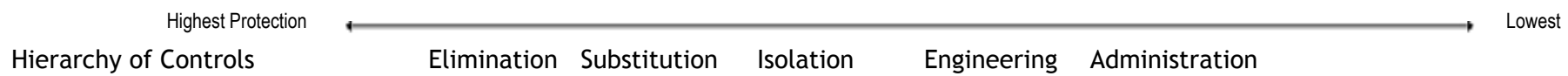
Highest Protection ← → Lowest

Hierarchy of Controls Elimination Substitution Isolation Engineering Administration

7	Carrying tools and materials with EWP	Falls from height – Workers overbalancing over guardrail of EWP causing serious injury or death Falling objects – Tools, equipment, or material falling from EWP basket causing serious injury or death Roll over EWP over balances due to uneven ground, over-loaded, or slope being too steep for EWP with potential to cause serious injury or death	C	3	H13	• All workers inside EWP basket/guardrails must wear a Safety Harness with energy absorbing lanyard at all times until the EWP is positioned safely back at ground level ready to exit the basket • Ensure that all tools, equipment, and materials are stored in tool boxes with lids so that no objects can fall from the EWP • Ensure that the total weight of tools, equipment and materials do not exceed the manufacturer's specifications and requirements for the EWP being used • Ensure that EWP is kept stable at all times – if it becomes unstable return to ground immediately following EWP emergency operation procedures	D	3	M9	All Competent Workers
8	Site Clean up Once work areas are cleaned and all work platforms are dismantled, remove any fencing barriers around clearway or hazard zones. Place all rubbish in designated bags, containers, or skips, ready for removal, or	Manual task causing shoulder and lower back injuries, also cuts to hands from sharp edges Slips, Trips and Falls From rubbish or equipment blocking access ways	C	3	H13	Train workers in correct manual handling techniques • Use trolleys, lifters, or other lift assisting devices where required Keep all rubbish, tools, equipment, and materials away from access ways	D	3	M9	All Competent Workers
9	Lowering and stowing machine so as to ensure no harm comes to other workers or visitors onsite	Collision/Crushing hazard – caused by EWP hitting or crushing workers causing serious injury or death	C	3	H13	Before lowering machine look around and under the basket to make sure the area is clear of people, obstructions and any other hazards • If people are present, sound the horn to get their attention and indicate to them that the machine will be lowering • Only authorised personnel is allowed near the machine and inside the EWP No Go zone • Ensure that the EWP is secured and left in a safe parking position	D	3	M9	All Competent Workers
10	Notify the Construction Manager that the work is complete and the site is left safe, clean, and	Public injury	C	3	H1	Ensure site is totally clean and safe for public access	D	3	M9	All Competent Workers

Highest Protection ← → Lowest

Hierarchy of Controls Elimination Substitution Isolation Engineering Administration


Highest Protection
Lowest
Hierarchy of Controls
Elimination
Substitution
Isolation
Engineering
Administration

UNPLANNED CHANGE / DEVIATION FROM SWMS

*** C = CONSEQUENCE (Impact), L = LIKELIHOOD (Consequence), R = RISK**

Adopt a risk based approach for any Unplanned Change/Deviation from SWMS: Refer to Risk Mitigation Table for further guidance. 1. Document all changes in this table.

2. Implement the agreed controls.

Task Nos. control applies to	Hazard – what can harm you or the environment?	Current Control Measures	Current Rating Initial			Is there an acceptable control? Y / N	Additional Control Measure (what additional controls have implemented)	Target Rating* (Residua			Person Responsible for Implementing Control
			L	C	R			L	C	R	

Highest Protection ← → Lowest

Hierarchy of Controls Elimination Substitution Isolation Engineering Administration

UNPLANNED CHANGE / DEVIATION FROM SWMS

*** C = CONSEQUENCE (Impact), L = LIKELIHOOD (Consequence), R = RISK**

Unplanned change/deviation from SWMS may result from, but not limited to: task observations; reassessment of an activity; introduction of additional hazards; change in method of work; incidents; consultation with the work crew; circumstances that arise where the SWMS cannot be applied as documented.

CHANGE IN WORK METHODOLOGY OR REMOVAL OF 'ABOVE THE LINE' CONTROLS	NEW OR UNIDENTIFIED HAZARDS
Where an agreed control is removed or a NEW TASK (change in work methodology) is identified while undertaking a work activity / task, the Leading Hand/Work Crew must CEASE work immediately and refer the SWMS to the Authorised Supervisor/Engineer for reassessment, review and approval before re-starting	Where hazards are identified in the work areas that have not previously been identified, they will be treated as unplanned change and a deviation from the approved SWMS. • A risk based approach must be used for any unplanned change/deviation from the approved SWMS and all changes must be documented in the Unplanned Change / Deviation from SWMS form. • Minimal alterations to SWMS may be marked up on the original SWMS. • Refer to Table below for Levels of Authority

Risk Rating	Risk Mitigation Actions	Level of Authority
Low (1 – 5)	If additional hazard(s) are presented and the **'Target' risk rating' is LOW (1-5)**. The work activity / tasks may proceed provided all controls to manage the identified hazard(s) are implemented prior to re-starting work.	Employee / Worker
Moderate (6 – 11)	If additional hazard(s) are presented and the **'Target' risk rating is MODERATE (6-11)**. The work activity / tasks may proceed provided all controls to manage the identified hazards are implemented and documented in the **Unplanned Change / Deviation from SHEWMS Section** and the Work Crew is briefed by the Leading Hand prior to re-starting work.	Leading Hand / Work Crew
High (12 – 17)	If additional hazard(s) are presented and the **'Target' risk rating is HIGH (12-17)** the Leading Hand/Work Crew must refer the SWMS to an Authorised Supervisor/ Engineer for reassessment, review and acceptance/approval. The work activity/task may proceed provided all controls to manage the identified hazard(s) are implemented and documented in the **Unplanned Change / Deviation from SWMS Section** and the Work Crew is briefed on the revised SWMS by the Authorised Supervisor/Engineer prior to re-starting the work.	Authorised Supervisor / Engineer
Extreme (18 – 25)	No work activities/tasks with a **'Target' risk rating of Extreme (18- 25**) must be carried out under any circumstances on any Project. Prior to any work starting, the risk must be reduced So Far As Is Reasonably Practicable (SFAIRP). Approval / acceptance in writing to proceed must be obtained from General Manager and/or Operational Manager prior to starting work.	General Manager / Operational Manager of Project

Highest Protection ← → Lowest

Hierarchy of Controls Elimination Substitution Isolation Engineering Administration