

OSS SWMS - ADDING SITE SPECIFIC INFORMATION

Adding Project Details in SWMS Header

→ With the header open (double click within header to open), add your client's name, site address, project number (if applicable) and the date the SWMS was prepared (as shown below):



SAFE WORK METHOD STATEMENT WORKING AT HEIGHT

PO Box 1234
Safety Sands North
NSW 0001
Mobile: 111 555 505
ABN: 11 123 456 788

Client:	XY Constructions Pty Ltd	Project No:	561023XY
Site:	5 Safety North Place NSW	Date Prepared:	3 rd March 2015

Adding Brief Description of Work

Complete a brief description of the main work steps as shown below.

2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

1. Loading and unloading equipment and tools
2. Accessing rooftop for removal of existing roof sheeting
3. Accessing rooftop for the replacement of new sheeting
4. Use of mobile crane for lifting existing and new roof sheeting
- 5.

The Work Process

Generic work steps and associated hazards are included in our pre-written SWMS templates. Insert the appropriate risk rating from the risk assessment table below and the person responsible (as shown below).

The Work Process - "Risk Rating" and "Who is Responsible" is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
1	Risk Assessment	Workplace / worksite hazards Unlicensed / untrained workers	L + P 3	<ul style="list-style-type: none"> Do a Risk Assessment prior to commencing work and review the Principal Contractor's Site Safety Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS); Identify additional safety controls where required using the Risk Assessment Worksheet and Hazard Report Form; Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury; Obtain approvals from the supply authorities where required; Make sure workers are trained, qualified or experienced to carry out the specified tasks; and Request appropriate licences or certification when required before allowing work to commence, including local council approval where required. 	Tom Black

1. RISK ASSESSMENT

Risk Assessment Table

Consequence or Impact of Hazard	Level of harm	A	P	U	Likelihood/Probability	Risk Rating
H-Potential death, permanent or long term disability or illness, significant detrimental environmental impact	H-High	1	1	2	A-Almost certain could happen at any time	1-Immediate action is required
M-Potential temporary disability or illness requiring medical attention, short term environmental impact	M-Medium	1	2	3	P-Possible risk could happen occasionally	2-Control the risks/ hazards a.s.a.p.
L-Potential minor injury requiring first aid or minimal environmental impact	L-Low	2	3	3	U-Unlikely may happen rarely	3-Control risks with routine procedures

When assessing the risk of a particular hazard remember:

- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
- The more Hazards you identify the greater the overall Risk on the site.
- Overall Risk increases as the number of people exposed to a Hazard increases.
- The more serious the potential impact to a person's health from a Hazard the greater the Risk.
- The frequency of exposure to a Hazard will increase the Risk.

Site Specific Requirements

Complete Site Specific requirements if additional site-specific hazards are identified (as shown below). Insert site-specific work steps and hazards into table together with appropriate risk rating from the risk assessment table above. Proposed safety controls and the person responsible also need to be added.

Site Specific Requirements - To be completed by the PCBU or Site Supervisor if site-specific hazards are identified (attach additional pages if necessary):

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
1	Use of Mobile Crane – lifting existing and new roof sheeting (Optional)	Crush injuries Overhead power lines Falling objects	L + P 3	<ul style="list-style-type: none"> Make sure mobile crane operator is competent and operators checks completed; Make sure a competent spotter is used; Check mobile crane and lifting equipment, straps, chains, hooks couplings etc is in good condition and meets SWL before commencing; Provide safe means of lowering tools, plant, materials and debris to make sure they are not carried while descending ladders, steps and ramps; and Make sure entry / egress areas are secure against unauthorised entry; Refer to SWMS - Crane – Mobile 	Tom Black

Resources, Qualifications and Permits Required

Complete the resources, qualifications and permits required (as shown below).

4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

Minimum number of workers required to complete this work	2 or more
Trade licence required to complete this work	Plumbing Licence: ABC 123456789 Held By: Tom Black
Additional qualifications, permits and/or experience required to complete this work	Scaffolding Licence: ABC 123456789
Additional training required to complete this work	Site Specific Induction and SWMS reviewed required for all workers

Safety Responsibilities and Contact Numbers

Complete the safety responsibilities by adding contact names and numbers as shown below.

5. SAFETY RESPONSIBILITIES

The **Officer** for this project is **Tom Black** he can be contacted on **0555 555 555**.

The **Site Supervisor** for this project is **Tom Black** he can be contacted on **0444 444 444**.

The **Health and Safety Representative (HSR)** for this project is **Peter Smith**, he can be contacted on **0666 666 666**.

Work Health and Safety Responsibilities

Complete the Work Health and Safety Responsibilities. This may vary from site to site depending on your business size and management structure.

Work Health and Safety - Responsibilities

- a) **Tom Black** will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.
- b) **Tom Black** will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.
- c) **Tom Black** will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.
- d) **Tom Black** will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.
- e) **Joe Black** will be responsible for preparing, maintaining and making accessible the register of hazardous substances.
- f) **Joe Black** will be responsible for maintaining first-aid stocks.
- g) **Peter Smith** will be responsible for managing accident and emergency procedures.
- h) **Tom Black** will be responsible for keeping WHS records.
- i) **Tom Black** will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.
- j) **Tom Black** will be responsible for workplace injury management and rehabilitation.
- k) **Peter Smith** will be responsible for managing communication between Health and Safety Committees (where applicable).
- l) **Peter Smith** will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.

Sign Off

Complete the sign off section. All workers on the worksite must complete this section.

The representatives of **KY Constructions Pty Ltd** listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Worker on site	Role (e.g. worker, supervisor)	Signature	Date
Tom Black	Site Supervisor		3/2/2015
Joe Black	Project Manager		3/2/2015
Peter Smith	Worker (HSR)		3/2/2015
Sidney Hapless	Worker		3/2/2015
John Small	Worker (apprentice)		3/2/2015

Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:

Signed: _____ Date: **3/3/2015**
Name: **Joe Black** Position: **Project Manager**