

SWMS – SITE ESTABLISHMENT – SAMPLE ONLY – NOT ALL INFORMATION INCLUDED IN THIS SAMPLE

SWMS Title:	SITE ESTABLISHMENT					
Project:						
Work Activity:	Establishment of site sheds, amenities, covered walkways etc.					
Company/PCBU carrying out the work:						ABN:
Company Address:						
Onsite supervisors/persons responsible for action controls:						
Name:			Contact Number:			
SWMS Developed and Authorised by:						
CONSULTATION						
the following workers were involved in the development of this SWMS:						
Review No.	1	2	3	4	5	6
Date						
Key Legislation/codes/standards that must be complied with:						Relevant PPE as required
LEGISLATION						AUSTRALIAN STANDARDS
Occupational Health and Safety Act 2004						AS/NZS 1875 Fixed Platforms - Walkways - Stairways - Ladders
Occupational Health and Safety Regulations 2017						AS/NZS 3000 Electrical Installations - Construction and Demolition sites
Dangerous Goods Act 1985						AS/NZS 3545 Storage and Handling of Flammable and Combustible Liquids
Dangerous Goods (Storage and Handling) Regulations 2012						AS/NZS 2243 Series 1 Ladders all sections
						AS/NZS 1418 Series 1 - Cranes, hoists and winches
						AS/NZS 1875 Safe use- Mobile elevating work platform (EWP use only)
						AS/NZS 3000 In-Service Safety Inspection of Electrical Equipment
						AS/NZS 2243 Series 2 Ladders
COMPLIANCE CODES/CODES OF PRACTICE						
Communicating occupational health and safety across languages: Compliance code 2008						
First Aid in the workplace: Compliance code 2008						
Hazardous Manual Handling: Compliance Code 2019						
Hazardous substances: Compliance Code 2019						
Workplace amenities and work environment: Compliance code 2008						
Confined Spaces: Compliance code 2018						
Excavation: Compliance Code 2018						
Demolition: Compliance Code 2018						
Managing asbestos in workplace: Compliance code 2019						
Noise: Compliance Code 2019						
Plant: Compliance Code 2019						
Lead: Code of practice 2000						
Prevention of falls in general construction: Compliance code 2019						
Prevention of falls in housing construction. Code of Practice 2019						
Removing asbestos in workplaces: Compliance code 2019						
Storage and handling of Dangerous goods: Code of practice 2013						
WorkSafe Victoria - Industry Standard - Electrical installations on construction sites						
Managing asbestos in workplaces Compliance Code 2019						

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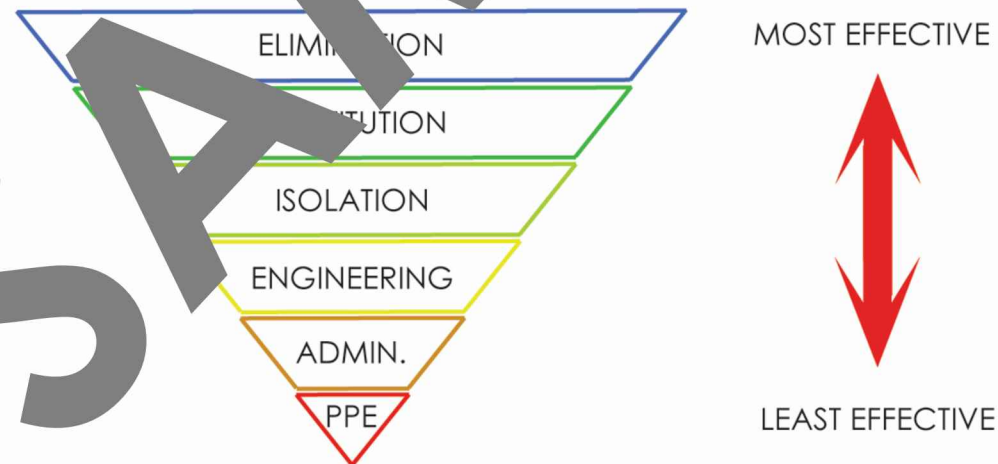
High Risk Construction Work Category (as per https://www.safeworkaustralia.gov.au/construction#high-risk-construction-work)				✓
High risk construction work involved in the work activity based on a site-specific assessment (Tick as applicable to identify HRCW category)	1. Risk of falls from greater than 2 metres	✓	11. Work on or near chemical, fuel or refrigerant lines	□
	2. Work on a telecommunications tower	□	12. Work on or near energised electrical installations or services	□
	3. Demolition of an element of a structure that is load bearing	□	13. Work in an area with a flammable or flammable atmosphere	□
	4. Demolition of an element of a structure that is related to the physical integrity of the structure	□	14. Work with precast concrete	□
	5. Likely to involve disturbing asbestos	□	15. Work on, in or adjacent to a major shipping or other major traffic corridor	□
	6. Temporary load-bearing support structures	□	16. Work in an area with a risk of powered mobile plant	✓
	7. Work in confined spaces	□	17. Work in or areas with abnormal extremes of temperature	□
	8. Work in or near shaft/trench with an excavated depth greater than 1.5m or a in tunnel	□	18. Work on or near a drowning risk	□
	9. Work involving use of explosives	□	19. Diving	□
	10. Work on or near pressurised gas pipes or mains	□		
Plant & Equipment to be used:		Hazardous substances/materials to be used in this work	SDS Available and controls accounted for in SWMS – ✓	
Excavator as required	EWP as required	Diesel		
Back-hoe as required	Crane truck as required	Petrol		
Forklift as required				
Emergency/rescue procedures required:				
Communication method(s) for interfaces with other trades:				
Toolbox meeting and or mobile phones as required or other method as determined and agreed for the project.				
Training & Competency				
Training Required:	Construction Induction Card	Vehicle licence - CV	Backhoe - LB	
	EWP - BL/SL	Excavator		
Employee Name	High Risk Construction Competency (Tickets, qualifications, years' experience)	HRW License No	Date of issue	

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RISK MATRIX	CONSEQUENCE		
	Minor	Moderate	Major
LIKELIHOOD	Minor	Moderate	Major
Almost Certain	M	H	H
Likely	L	M	H
Unlikely	L	L	M

H = High Risk M = Medium Risk L = Low Risk

LIKELIHOOD:	
Almost certain	The event will occur on a regular basis
Likely	Not unusual, has occurred several times previously
Unlikely	The event occurs infrequently, from time to time
CONSEQUENCE:	
Major	Death, permanent disability, major structural damage, significant damage to the environment, significant disruption to business operations, damage to company reputation, cost to business over \$500,000
Moderate	Medical treatment, temporary disability, moderate disruption, moderate spills and leaks, negative publicity with potential to damage company reputation, cost to business over \$300,000
Minor	First Aid treatment, minor injury, environmental spill easily contained and cleaned up. Minimal disruption to business activities

HIERARCHY OF CONTROLS

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Step No.	Work Activities	Potential Hazards/Risks	Risk Rating	Control Measures	Residual Risk Rating	Responsible Person/s
1	Worker health management	Exposure to UV radiation	M	<ul style="list-style-type: none">- All workers to be wearing appropriate PPE to prevent exposure depending on days of predicted high UV rating including helmet & sunglasses- Apply sunscreen to exposed skin	L	Supervisor/Workers
		Fatigue	M	<ul style="list-style-type: none">- Take regular breaks to prevent fatigue- Consume water regularly to prevent dehydration- Adopt appropriate plant & equipment to complete the task	L	Supervisor/Workers
		Noise exposure/Hearing damage	M	<ul style="list-style-type: none">- When carrying out work where excessive noise or working in loud areas, ear plugs are to be worn at all times- Hearing protection to be worn when noise is over 85 dBA.	L	Supervisor/Workers
		Exposure to extremes of temperature	M	<ul style="list-style-type: none">- Water to be provided at regular intervals- Work rotation- Work in shaded areas where possible- Sufficient warm clothing to be worn to protect against cold temperatures.	L	Supervisor/Workers
		Manual handling causing physical injury	M	<ul style="list-style-type: none">- Appropriate equipment to be provided for the task- Lifting to be assessed, with appropriate number of workers to be provided for the task reducing the load.- Heavy or uncomfortable shaped loads to be passed to worker above by others.	L	Supervisor/Workers
		Contact with substances classified as hazardous potentially causing short and long term health affects e.g. overcome by vapours, rash, allergy and disease.	M	<ul style="list-style-type: none">- Workers have access to Safety Data Sheets (SDS) on site- Workers to be trained in the use of hazardous substances and P.P.E equipment required.- Provide and wear correct P.P.E equipment as specified on the SDS- All substances must be labelled- Substances must be stored according to the SDS- Containers to be maintained	L	Supervisor/Workers
		Dust inhalation (silica)	M	<ul style="list-style-type: none">- Water down areas to prevent dust from occurring- Use wet cleaning methods i.e. wet sawdust- Wet cutting or use of dust extraction device- Face mask to be worn that specifically protects from silica exposure if required	L	Supervisor/Workers
		Provision of first aid	M	<ul style="list-style-type: none">- Ensure that a fully stocked first aid kit is available for use.	L	Supervisor/Workers
		Electric shock	M	<ul style="list-style-type: none">- Use non powered tools where possible- All electrical tools, leads and equipment to be tested and tagged 3 monthly. RCD's monthly- All tools must be RCD protected- Visual inspection prior to use. Remove from service if damaged.- Lead to be raised on lead hooks or stand where possible	L	Supervisor/Workers
DELIVERY TO SITE						
2	Delivery of plant and materials to site	Plant failure	H	<ul style="list-style-type: none">- Daily plant inspection completed prior to delivery to site	L	Operator
		Crush	H	<ul style="list-style-type: none">- Ensure offloading area is clear of personnel. Use signage, traffic control devices, spotters etc as required- Check to ensure load has not moved during transit.- Ensure pedestrian management is in place if required- If a traffic management plan is in place this must be adhered to- Delivery driver to stay in vehicle or stand well clear of offloading zone	M	Operator

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		Electric shock	H	<ul style="list-style-type: none"> - Assess location of all overhead obstructions; - Review power authority permit if working in proximity of overhead power lines and comply to exclusion zone and spotter requirements. 	M	Operator
		Plant rollover	H	<ul style="list-style-type: none"> - Review location of underground services (Dig before you dig) - Ensure plant is not offloaded near underground service trenches, pits, drains etc 	M	Operator
		Fall from Height	H	<ul style="list-style-type: none"> - If required to climb onto the delivery vehicle for inspections or maintenance and there is a risk of a fall of 2m or more, ensure the fall protection is provided. 	L	Operator
		Falling objects	M	<ul style="list-style-type: none"> - Ensure all loose items are secured prior to moving 	L	Supervisor/Operator
3	Offloading plant from truck and trailer	Crush injury when hit by plant	H	<ul style="list-style-type: none"> - Adhere to site loading bay requirements - Position truck and apply park brake, ensuring sufficient space behind truck. - Position ramps in front of wheels/tracks and secure to truck. - Remove holding chain/straps from unit and lift item of plant and raise any attachments ensuring ground clearance. - Start machine, engage low gear, and drive slowly onto and down ramps. - Do not start to turn machine until all wheels/tracks are in contact with the ground and clear of ramps. - Operator must stay within confines of cabin whilst unloading plant. 	M	Supervisor/Operator
4	Offloading plant from truck/tilt tray	Crush injury when hit by plant	H	<ul style="list-style-type: none"> - Adhere to site loading bay requirements - Take up winch cable, remove holding chains/straps from unit, and release brake. - Raise attachments ensuring ground clearance. - When all attachments are clear and clear, activate tilt control to raise tray. - Use winch control to allow unit to roll down tray until it is clear of the tray. - Apply brakes, and disconnect winch cable from towing points. - Return to transport position, and stow chains, ropes, etc. correctly. - Position truck and apply park brake, ensuring sufficient space behind truck. - Do not start to turn machine until all wheels are in contact with the ground. - Operator must stay within confines of cabin whilst unloading plant 	M	Supervisor/Operator
MOBILE PLANT - GENERAL						
5	All plant – Training & Competency	Injury due to untrained operators of plant		<ul style="list-style-type: none"> - Operators of plant MUST hold a current HRWL relevant to the item of plant - Where no high-risk ticket is required operators must hold a verification of competency. 	L	Supervisor/Operator
6	All Plant - Records	Plant	H	<ul style="list-style-type: none"> - Plant risk assessment to be available and operator to be familiar with content - Plant maintenance and servicing is to be in date in accordance with manufacturer's specifications. - Complete daily inspections for each item of plant prior to use every day - Do not use plant that has a defect. Report defects to the supervisor immediately. 	L	Operators
7	All Plant - Assess work zone safety	Hit by plant	H	<ul style="list-style-type: none"> - Ensure the correct type of plant is used i.e. all terrain plant for outside works - Assess the location of the work zone and the proximity of other trades - Put in place exclusion zones if required to ensure no unauthorized access to work zone - Ensure relevant personnel are made aware that mobile plant is operating in the area - Ensure "deep excavation sign are placed on perimeter when excavation is deeper than 1.5m 	M	Supervisor/Operator

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8	All plant – Falling Object Protection (FOPs)	Hit by falling objects	H	- Ensure falling object protection (FOP) is in place when there is a risk that falling objects could hit the operator of the plant	L	Supervisor/Operator
9	All plant – Roll Over Protection (ROPs)	Crushed by plant during rollover	H	- Ensure Rollover Protection is in place	M	Supervisor/Operator
10	All Plant - Assess soil conditions when digging is required	Illness caused by contaminated soil and dust	M	- Review hygienist report for soil contamination to determine required additional PPE etc as necessary. - Ensure that dust is contained by use of water misting or other method as required - Ensure roads are kept clear	L	Supervisor/Operator
11	Assess ground conditions prior to excavation/trenching works	Collapse due to unknown ground conditions or changes to ground conditions during works	H	- Obtain a copy of the Geotechnical Engineer's report - Ensure the engineer's ground support design and systems of work is followed - Ongoing monitoring and conditions to be taken by a competent person.	M	Supervisor
20	Installation of roof sections			-		
SECTIONS REMOVED AS SAMPLE ONLY						
22	Final clean	Slips, trips	M	- Clear all materials - Ensure that all materials left behind are secured and will not move in high winds - Place rubbish into bins provided.	L	Workers
REVIEW SPECIFIC TO SITE CONDITIONS						

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By signing this record, I acknowledge I have been provided the opportunity to contribute to the identification of safety hazards associated with this work and to the formulation of work methods that will enable the work activity to be undertaken safely. I also acknowledge I have been instructed into the safe work methods and understand the requirements.

First Name	Surname	SWMS No.	Signature	Date of Induction

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[illegible]