



The Look
 17 Greenfield St. Banksmeadow 2019 ABN: 12 111 987 190

SAFE WORK METHOD STATEMENT (SWMS)

Business Contact: Nicolas Bouf	Phone #: 02 9797 6068
Responsible person (for monitoring SWMS and work): Nicolas Bouf	
Signature:	Date:
Contact Phone #: 0403 834 391	

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK

Elevated Platform Work Outdoor work Slips, trips and falls Vehicle loading/unloading Working on/off ladders

Erecting freestanding structure

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	Rings, watches, jewellery that may become entangled must not be worn. Long and loose hair must be tied back.
											



Planning/Preparation	<ul style="list-style-type: none"> • Liaise with Principal Contractor to identify on-site safety systems and procedures • Establish supervisory and communication arrangements • Principal contractor to confirm emergency response procedures are in place.
Training/Licence	<ul style="list-style-type: none"> • Relevant workers have relevant certificates of competency, licenses, and training. • All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets.
Worker duties and responsibilities	<ul style="list-style-type: none"> • Fit condition for work, i.e. no signs of fatigue, alcohol or drugs • Attend all site inductions/briefings • Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP) • Only carry out work related to the contract • Inspect completed work and report possible safety, environmental and quality matters to the Supervisor.
Monitor/Review	<ul style="list-style-type: none"> • All persons involved in the task must have this SWMS communicated to them before work commences • 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 sub-contractors, affected by the revisions to this SWMS, must be informed ASAP • Give the principal contractor a copy of the revised SWMS • The site supervisor to monitor works against the controls stated in this SWMS • SWMS must be kept on-site and made available for inspection or review • Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident • Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4 - ACUTE		
LIKELY	2 - MODERATE	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4A - ACUTE	DO NOT PROCEED.
POSSIBLE	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	4 - ACUTE	3H - HIGH	Review before commencing work.
UNLIKELY	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	2M - MODERATE	Maintain control measures.
RARE	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	3 - HIGH	1L - LOW	Record and monitor.

HIERARCHY OF CONTROLS	MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE
------------------------------	-----------------------	-------------	--------------	-----------	-------------	----------------	-----	------------------------



The Look
17 Greenfield St. Banksmeadow 2019 ABN: 12 111 987 190

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
loading/unloading vehicle	Sprain/Strain	1L	Before unloading make sure equipment has not moved during transport. Do Not Lift more than comfortable with. Size up the weight, lift with more people if required. Use mechanical aid if deemed required. When loading the truck, make sure all equipment is stacked properly and secured before leaving the site Be aware of other vehicles around you eg. Forklifts/EWP Wear Hi Vis if necessary	Everyone
Moving equipment from loading dock to build site	Sprain/strain	1L	Use trolleys to move equipment. Make sure the equipment is secure on trolley. Be aware of others around you eg. Forklifts, EWP, road cases, other trolleys Do not overload lifts	Everyone
Setting up equipment	Sprain/Strain	2M	Do not lift more than comfortable with When setting up drape frame, make sure baseplate on flat level ground / if unsure talk to your supervisor Make sure crossbars are secure on the alloy stand/ upright Counterweights are to be used/ placed before pushing drape up	Everyone
Ladder work 4ft/8ft ladder	Sprain/Strain Fall from Height	2M	Make sure ladder is flat and stable, open the A frame so it is locked before accessing it Do not over reach when on ladder, move ladder before continuing work	Everyone
Ladder Work 14ft/18ft	Sprain/Strain Fall from Height	3H	If a taller ladder is needed for work to be accomplished, a person at the bottom of the ladder needs to foot the ladder before the other goes up Do not over reach, move ladder if necessary	Everyone
EWP work	Public/other workers Equipment falling from Platform Falling from EWP	3H	Operator must have ewp qualifications/ yellow card Use spotter on floor if foot traffic is dense Attach all equipment with lanyards to avoid dropping tools from height Do not work outside of platform/ do not over reach - move EWP to facilitate work	Everyone
Pushing up freestanding drape walls	Sprain/Strain Potential of falling over/ high winds/unlevel ground	3H	Before pushing up drape wall, make sure it is level Push up directly under or next to Alloystand Push up wall slowly and work with others Use the appropriate amount of counterweight on baseplate before pushing wall up If the wind or airflow is too high, take wall back down and speak to supervisor on how to proceed	Everyone
Outdoor Work	Sunburn Heat exhaustion Dehydration	2M	Apply plenty of sunscreen Wear a hat Drink plenty of water Monitor activity and take breaks	

Document #:

Version #: 1

Developed By

Signature: REVIEW #:

Enter SWMS name

© SafetyCulture All Rights Reserved

Issue Date:

Revision Date:

Page 3 of 5



JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON	
10. HRCW Emergency response	<ul style="list-style-type: none"> Injury Fatality Environmental damage 	4A	<ul style="list-style-type: none"> For police, fire or ambulance call '000.' Follow site emergency and evacuation procedures A communication system is available, e.g. a mobile phone or radio Check for dangers to self before helping others Maintain control of the area and stabilise the situation Apply first aid to the injured worker Complete an incident report. 	<ul style="list-style-type: none"> <i>Refer to your SWMS implementing instructions for further specific emergency responses.</i> 	Supervisors and workers ensure controls followed
OVERALL RISK RATING AFTER CONTROLS		1 - Low	2 - MODERATE	3 - HIGH	4 - ACUTE



The Look
17 Greenfield St. Banksmeadow 2019 ABN: 12 111 987 190

PLANT & EQUIPMENT	
Electrical tools and leads	Tested and tagged quarterly
Hand tools - Meet AS/NZS	Regular visual inspection
Ladders - Meet AS/NZS	Inspected and tagged out if damaged