

Company Details:					
Aztech Integrated Systems Pty Ltd			ABN: 50 142 740 172		
Director : Aaron Caruana +61 418 178 719					
7/227A Brisbane Road, Labrador, QLD, 4215.					
Project Details:					
Project Name:			Work Activity:		
Site Address:					
Project Manager:					
Activity:					
Relevant workers must be consulted in the development, approval and communication of this SWMS			SWMS Approved by	Page 1 of	
Name:	Signature:	Job Title:	Date:	Name:	
				Signature:	
				Date:	
Personnel responsible for monitoring and managing activity: Aaron Caruana, Director			Overall Risk Rating after Controls	4 Acute	3 High
				2 Moderate	1 Low
ALL PERSONS INVOLVED IN TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORK COMMENCING					
<ul style="list-style-type: none"> Regular inspections and observations will be conducted by Aaron Caruana to ensure SWMS is being complied with. Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards. Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons. Amendments must be approved by Aaron Caruana and communicated to all affected workers before work resumes. SWMS must be made available for inspection or review as required by WHS legislation. Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident). 					

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Authorised By:

Signature:

Date:

Personal Protective Equipment

Personal Protective Equipment - Outline in detail any PPE required for task.

Day	Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection
									

Operations – Normal Requirements: Safety footwear, hearing protection, high visibility clothing, hard hat, eye protection (safety glasses) face protection (shield), hand protection (gloves), protective clothing, respiratory protection (half or full face respirators). Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

Provide UV sun protection where required, (broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection).

Safety Notes

Safety Notes - explain the scope and the limitations of the SWMS

Planning - Include description of potential hazards. Info that the can be used to make safe decisions before beginning the task. It includes topics such as: site assessments, correct equipment choices, time and resource planning, obtaining information from qualified persons (engineers, electricians etc), obtaining permits, notifying Authorities etc.

Preparation - Provide more site-specific information. Whilst the planning section looks at the bigger picture, the preparation section focuses on what is needed locally at the time.

Pre operational inspection - Includes checks that all equipment intended to be used is in a safe condition. Include machinery, tools, lifting equipment and associated slings, or other such necessary items.

Maintenance - Highlight maintenance regimes or inspection requirements where they are legislated. Ensure reference is made to Lock-out /Tag-out procedures and manufacturer's instructions.

Emergency procedures - Highlight essential emergency information. This can include specific first aid procedures if relevant.

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SAFE WORK METHOD STATEMENT – Part 2

Formal Training, Licences required for workers undertaking this task:	Duties of workers undertaking this task:	Training in the following safe work procedures/ SWMS / training modules is required: (All workers to be trained in relevant procedures.)
Details of Supervisory Arrangements for workers undertaking this task:	Details of regulatory permits/licenses, Work Cover Approvals:	Relevant Legislation, Codes of Practice:
Plant/Tools/Equipment: (List plant and equipment to be used on the job.)	Maintenance Details for plant / equipment used on job (Include cranes, forklifts, electrical equipment etc.)	

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SAFE WORK METHOD STATEMENT – Part 3:

This SWMS has been developed in consultation and cooperation with workers and relevant Persons Conducting Business or Undertaking (PCBU). I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including safe work instructions and Personal Protective Equipment described.

Name	Qualifications	Signature	Date	Time	Employer

Review No.	1	2	3	4	5	6	7	8	9
Name and initials									
Date									

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SAFE WORK METHOD STATEMENT – Appendix 1: RISK ASSESSMENT

Steps 1 Determine Likelihood – What is the possibility that the effect will occur?

	Criteria	Description
Almost certain	Expected in most circumstances	Effect is a common result
Likely	Will probably occur in most circumstances	Effect is known to have occurred at this site or it has happened
Possible	Might occur at some time	Effect could occur at this site or I've heard of it happening
Unlikely	Could occur at some time	Effect is not likely to occur at the site or I have not heard of it happening
Rare	May occur in exceptional circumstances	Effect is practically impossible

Step 2 Determine Consequence - What will be the expected effect?

Level of Effect	Example of each level
Insignificant/Acceptable	No effect – or so minor that effect is acceptable
Minor	First aid treatment only; spillage contained at site.
Moderate	Medical treatment; spillage contained but with outside help.
Major	Extensive injuries; loss of production
Catastrophic	Death; toxic release of chemicals

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Step 3 Determine the risk score

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Medium	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Medium	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Medium	3 High	4 Acute
Rare	1 Low	1 Low	2 Medium	3 High	3 High

Step 4 Record risk score on worksheet

Score	Action
4 A: Acute	ACT NOW – Urgent - do something about the risks immediately. Requires immediate attention.
3 H: High	Highest management decision is required urgently
2 M: Moderate	Follow management instructions.
1 L: Low	OK for now. Record and review regularly, and if any equipment/ people/ materials/ work processes or procedures change.

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