Site SWMS & Risk Assessments

QR Code	801791
Principal Contractor	Lifestyle Constructions
Date Provided to PC	30/09/2024
Revision Due	30/09/2025
Project	Refurb Crib Room
Construction Site Location / Address	Nebo Village
Person Responsible for Implementing SWMS Onsite	Jason Vine 0477 911 009
After Hours Contact	Jeff Sexton 0417 113 355

1 Purpose

The purpose of this document is to explicitly outline the Hazards and Risks associated with high-risk work activities and general construction site tasks. This Safe Work Method Statement (SWMS) must be maintained and accessible for inspection until the completion of the high-risk construction work it pertains to. In the event of a revision to the SWMS, all versions must be retained. Should a notifiable incident occur in relation to the high-risk construction work covered by this SWMS, it must be retained for a minimum of 2 years from the date of the incident.

2 Evaluation

Process effectiveness is evaluated through internal audits and site safety inspections. This document remains relevant until the specified review dates, unless it is found that controls may not be effective, new tasks or hazards/risks are introduced due to changes in the workplace, or in the event of a notifiable incident. In such cases, the SWMS will be reviewed and, if necessary, revised. Ultimately, everyone is responsible for upholding their duties regarding workplace safety.

The SWMS includes a provision at the end for adding or amending it. If these changes are implemented, workers must promptly notify Jeff Sexton to ensure they are properly incorporated. Once the SWMS is amended and controls are deemed adequate for the identified hazards, all workers must re-sign the SWMS to confirm their awareness of the changes.

3 Doc Control Details

PCBU Name:	**LifeStyle Constructions NQ Pty Ltd**	**ABN:**	**42 123 581 206**	
PCBU Address:	**6 Fleming St, Aitkenvale QLD 4814**		**Contact Number:**	**0417 113 355**
Document Name	**Nebo KDR Crib Refurb SWMS LSC05 V1 Sep 24**			
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Document Owner	**LifeStyle Constructions NQ Pty Ltd**		**Maintained By**	**Erker Safety Pty Ltd**
Consulted By	**Jeff Sexton & Erker Safety Pty Ltd**		**Approved By**	**Jeff Sexton**
Created By	**Erker Safety Pty Ltd**		**Date Created**	**30/09/2024**
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V1	NW	Document Creation	30/09/2024	30/09/2025

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4 Definitions:

High Risk Work (As defined by WH&S Qld):

Work carried out at a workplace deemed as high risk by WH&S Regulation 2011 (s291):

1. involves a risk of a person falling more than 2m; or
2. is carried out on a telecommunication tower; or
3. involves demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure; or
4. involves, or is likely to involve, the disturbance of asbestos; or
5. involves structural alterations or repairs that require temporary support to prevent collapse; or
6. is carried out in or near a confined space; or
7. is carried out in or nearby—
   (i) a shaft or trench with an excavated depth greater than 1.5m; or
   (ii) a tunnel; or
8. involves the use of explosives; or
9. is carried out on or near pressurised gas distribution mains or piping; or
10. is carried out on or near chemical, fuel, or refrigerant lines; or
11. is carried out on or near energised electrical installations or services; or
12. is carried out in an area that may have a contaminated or flammable atmosphere; or
13. involves tilt-up or precast concrete; or
14. is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians; or
15. is carried out in an area at a workplace in which there is any movement of powered mobile plant; or
16. is carried out in an area in which there are artificial extremes of temperature; or
17. is carried out in or near water or other liquid that involves a risk of drowning; or
18. involves diving work.

5 Legislation that relates to this Safe Work Method Statement

Legislation

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Electrical safety Act 2002
- Electrical Safety Regulation 2013

Current Codes of Practice – relevant to the task undertaken

https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice

- How to Manage Work Health and Safety Risks Code of Practice 2021
- Hazardous Manual Tasks Code of Practice 2021
- Managing Electrical Risks in the Workplace Code of Practice 2021
- Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2021
- Managing Risks of Plant in the Workplace Code of Practice 2021
- Managing the Risk of Falls at Workplaces Code of Practice 2021
- Traffic Management for Construction or Maintenance Work Code of Practice 2008
- Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2021

6 PPE Requirements

PPE Requirements will be listed at the beginning of each activity with the recommended requirements using the below Pictograms:

Safety Glasses medium impact (clear indoor use and tinted outdoor use)

Safety Footwear with a steel cap toe or composite toe.

Safety Gloves suitable for the task

Ear Protection either plugs or muffs suitable to the task

Hard Hat for all work where there is work overhead

Hi Visibility Clothing, reflective tape is only recommended at nighttime

Respiratory Protection (RPE), specific to the task & as shown on fit test certificate

Protective Clothing, long sleeves and long pants

Clear High Impact Visor

Wide Brim Hat or ring worn over hard hats

Height Safety PPE specific to the task

7 Qualifications, Training Requirements

QBCC Licence – Builder - Low Rise, Joinery, Carpentry
HRWL - Forklift
Apprentice Training, if applicable
Industry White Card(s)
Spotter for mobile plant, as required. Competently trained for the type of machinery with a full understanding of the tasks being conducted

8 Hierarchy of Control Measures

Level 1	Level 2	Level 3
• Eliminate the Hazard	• Substitute the Hazard • Isolate the Hazard • Engineer the Hazard out	• Administration Controls • PPE

9 Parties responsible for implementation of Controls

Supervisor

Worker

Operator

Engineer

Management

Spotter

10 Risk Calculator

HOW TO USE THIS RISK TABLE
Step 1: Identify potential hazards.
Step 2: Decide what a possible **Consequence** could be.
Step 3: Decide **How Likely?** it is to happen
Step 4: Line up your choices in the table to get a number
Step 5: Use the Priority table to the right.

Appendix B - Risk Calculator

RISK RATING CALCULATOR			Likelihood		
Consequence What injury/damage could it cause?	**Rare - 3** Could only happen once in 25 years	**Unlikely - 2** Could happen, once in 5 years	**Possible - 1** Could happen each year	**Likely - 0** Could Happen more than once a year	**Almost Certain - 0** Could happen anytime
Catastrophic - 0 Multiple Fatalities	3	2	1	0	0
Major - 0 Death or serious disability	3	2	1	0	0
Moderate - 1 Long term illness or serious injury	4	3	2	1	1
Minor - 2 Medical attention & several days off work	5	4	3	2	2
Insignificant - 3 First aid needed	6	5	4	3	3

Risk Rating	Prioritisation
0, 1 or 2	**Action to rectify must be done immediately before work may commence**
3	**Consider control measure as necessary and implement further controls to reduce risk**
4, 5, 6	**Continue to use correct controls selected and maintain communication**

11 Workers Sign on and Consultation of SWMS

By signing the below I:

- **Acknowledge that I have had input into the development of the SWMS or have had opportunity to comment on the content**
- **Understand and agree to abide by all of the requirements stated within the SWMS**
- **Have appropriate certification, licences and/or training to competently undertake the task or, where permitted, will be directly supervised by persons with appropriate level of certification, licensing, training and competence**
- **Understand that where task changes or the controls stated are ineffective, that I will immediately notify my supervisor and cease work till the controls are modified and I re-sign an updated SWMS**

First & Last Name:	Signature:	Date:

High Risk Work Activity: 3. Demolition				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
3A. Non-structural Demolition				
PPE Recommended			**Persons responsible for maintaining controls**	
Plan to demo site structures	Hazard: Fall from height, falling objects, unknown services and structural stability, unexpected collapse, damage to services **Risk: Injury**	**1**	• If appointed, consult with the engineer/principal contractor/client where reasonably practicable, to obtain a written report specifying the hazards associated with the design and the structure in the planning stage of the demolition work • Specific hazards may be outlined in a demolition plan: ○ Asbestos containing materials ○ Lead in paint, old water pipes and other plumbing fittings, solders, etc	**4**
Public protection	Hazard: Falling objects, struck by plant **Risk:** **Injury**	**3**	• Wherever required, make sure the Principal Contractor has provided the following: ○ A heavy-duty scaffold that is fully sheeted with shade cloth & mesh. In accordance with Australian Standards. Only certified personnel can erect scaffolds ○ Signs installed at various locations on the barricades denoting: “Demolition in progress - Keep Out” • **Plant movement**: ○ Do not go beyond specified speed limits. ○ Make sure the flashing light/beeper is on. ○ Use a spotter wherever practical/available. ○ Ensure high visibility PPE is always worn. • Check the work area for other plant before commencing work/movement.	**5**
Strip out of fixtures & fittings and non-fixed items	Hazard: Work at height, manual handling sharp edges **Risk:**	**1**	• Use hand removal techniques for salvaging fixtures and fittings – use handheld tools and equipment. • During this initial work phase, make sure no load bearing components of the structure are demolished. • Wherever possible, provide access for workers above floor level by way of an approved internal staircase or a suitably restrained ladder. • Strictly follow all procedures for working at heights.	**4**

High Risk Work Activity: 3. Demolition				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Injury, lacerations, death			

High Risk Work Activity: 11. Electricity				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
11K. Electrical - Isolation Lockout Tagout Verification				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Confirming electrical isolation, lockout tagout has occurred prior to commencing work activities	Hazard: Electric shock **Risk:** **Personal injury**	**1**	• Before any wall penetration work (i.e. drilling, sawing) commences check for electrical cables and ensure electricity has been de-energised by a competent and licenced electrician • Work must not be performed near energised sources until a competent and licenced electrician has: ○ Positively identified the electrical equipment/plant, all energy sources, and their isolation points ○ Isolated and discharged the electrical equipment from all sources of electrical supply, where necessary ○ Secured the isolation • The competent and licensed electrician must follow a lockout tagout procedure: ○ Lockout – a device put in place to stop inadvertent energization of equipment and machinery ○ Tagout - a "Danger" tag is applied to visually warn against operating the equipment/plant • Before starting work undertake a visual inspection of your surroundings to confirm lockout and tagout procedure has been followed • If not able to confirm that a licenced electrician has followed a procedure to ensure electrical energy isolation, lockout tagout has been completed, **STOP** work and check with your supervisor for additional instructions	**4**

High Risk Work Activity: 12. Contaminated or Flammable Atmosphere				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
12E. Hazardous Substances Used Onsite				
PPE Recommended			**Persons responsible for maintaining controls** 	
Hazardous substances used	Hazard: Untrained workers, inappropriate selection, access & egress, unknown substances **Risk: Personal injury**	**4**	• Ensure workers are trained in the safe use of the hazardous substances they are to handle • Before using hazardous substances, ensure SDS is current, read the SDS and comply with the requirements within • Make sure containers have clearly marked warning labels indicating the hazards of the substance • Where required, make sure exhaust ventilation is operational at the point where the substance is being used • Visual risk assessment will be conducted prior to commencing work activity • Choose the most suitable substance approved for the purpose with the least toxicity and risk • Screen the work area to protect workers and others from exposure, so far as is reasonably practicable • Use warning signs, barricaded or restrict access and provide an alternative route when required • Check and eliminate all potential sources of ignition (including spark producing switches, electrical equipment, open flames, pilot lights) within and near the work area • Identify and take specific precautions if using solvents in confined spaces such as wearing adequate RPE and providing ventilation • Only prepare enough chemical to do the job • Never decant chemicals into food or drinking containers • Never use chemicals that are in unmarked containers • Ensure spill kit available and follow manufacturer's instructions when managing spills • Always wash hands thoroughly after using hazardous substances and before eating, drinking, smoking or going to the toilet • All hazardous chemicals and their containers are to be disposed of as per SDS requirements	**5**
Hazardous substances brought to site by other trades	Hazard: Unknown hazardous substances **Risk: Personal Injury**	**3**	• No substances to be brought on site by subcontractors without notification provided to PC • Hazardous substances register and SDS to be readily available • Discussion with other trades: If other trades are present on site, notify them of the hazardous substances being used obtain from them details of any hazardous substances they are using.	**5**

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
15BA. Mobile Plant - Driving Work Vehicles Onsite				
PPE Recommended			**Persons responsible for maintaining controls**	
Driving work vehicles onto site	Hazard: Traffic **Risk:** **Uncontrolled contact between vehicles and people**	**1**	• Driver is responsible for conducting prestart vehicle checks • Only licensed drivers are permitted to drive vehicles • Always drive according to road and weather conditions • Driver to be aware of site instructions and any specific hazards/risks that may be relevant • Flashing lights are always used on mobile plant and vehicles • Adherence to site safety plan, exclusion zones, communication, consultation. • Follow the site safety plan relating to traffic control safety • Increase awareness of pedestrians if works are adjacent to the existing footpath • All pedestrians to be diverted around work area	**5**

Mobilising on site	Hazard:
	Obstruction
	Unauthorised access
	Risk:
	Crush death
	Inadequate PPE
	Crushing
		2	• Do not work within 3m of live traffic unless:
			  ○ A Traffic Management Plan is in place
			  ○ A Traffic Control system is in place – under the direction of ticketed traffic controllers
			  ○ There is a safety barrier in place (such as concrete new jersey curbs), water filled Triton barriers and or a shadow vehicle
			• Remove obstructions or reposition equipment
			• Ground condition and slope must be assessed prior to loading/unloading
			• Do not continue if you cannot confirm the stability of the machinery
			• Only those authorised may access site
			• Ensure work area is barricaded and signed to allow adequate exclusion zones. Depending on the height 45 degree from the top point down to the ground or 3m from edge of machine, whichever is greater
			• High visibility clothing to be always worn
			• Transport driver shall be responsible for tie down of load and removing tie downs, straps etc
			• Maintain visual contact between plant operators and other personnel at all times. Spotters to be used where required for reversing operations, tight areas etc.
			• Avoid unloading/loading plant under power lines
				4

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Unloading of plant	Hazard: Plant and equipment falling off deck uneven ground **Risk:** **Damaged equipment, crush death**	**1**	• Qualified and competent operator to always unload vehicle • Warning signage and exclusion zones installed indicating hazard • Align machinery with ramps prior to unloading • Using a spotter when reversing • Adjust ramps to suit wheel width • Use winch cable and remote where possible • Remove excess personnel from the work area • Unloading to be done on level ground	**4**
Moving machinery around site	Hazard: Obstruction (Overhead, at ground level or underground), faulty equipment, plant tipping or rolling over **Risk:** **Crush death**	**1**	• Remove obstructions or reposition equipment • Do not continue if you cannot confirm the stability of the machinery • Check all electrical systems are operational • Check all warning systems and devices are operational • Only authorised personnel shall carry out maintenance checks • Only qualified person shall carry out repairs and maintenance • Check tyre tread and pressure are satisfactory (where applicable) • Provide tilt alarm system to advise operator of machine operating beyond safe working angles • Ensure the machine is an “outdoor rated” machine if operating where there is a risk of external wind • Operator is responsible to not exceed the safe working load and wind rating of the plant • Operator to be trained and competent in the safe operation of the plant	**5**
Stationary equipment	Hazard: Accidental movement of plant **Risk:** **Crush death**	**1**	• Ensure tools and equipment are stored appropriately • Ensure emergency stop switch is pushed in when equipment function completed and work to commence • Ensure shutdown procedures are followed as per the manufacture’s manual	**5**
Refueling with diesel or petrol	Hazard: Spills, exposure to hazardous substances **Risk:**	**1**	• Use a designated refuelling point where practical • Ensure machine is turned off before refuelling • Fire extinguisher to be available in mobile plant. Extinguisher to be maintained according to Australian Standard • and training in the correct use of extinguisher has been undertaken • Refuelling of portable containers must be done on the ground	**5**

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Fire, skin irritation, ground contamination		• All hot work or sources of ignition will be kept away while refuelling takes place • Appropriate size spill kits are to be available to implement if required • All workers will wash their hands and arms with water when finished handling diesel/petrol • Any contaminated clothing will be removed • All workers will read the Safety Data Sheet prior to use	
15F. Mobile Plant - Forklift				
PPE Recommended			**Persons responsible for maintaining controls**	

Setting up to use Forklift	Hazard:
	Untrained or incompetent operators used
	Risk:
	Expose workers to being struck by plant movements causing death or serious bodily injury.
		1	• Complete a site Induction/familiarisation of local conditions
			• All induction processes should include the principles of traffic and pedestrian flow plus a site map. Induction should especially reinforce the “traffic management rules”
			• Ensure flashing lights or beacons/reversing beepers are functioning
			• All operators must hold an in date high risk forklift licence in Queensland
			• Operators are trained and competent to operate the type of forklift and attachments they are using
			• Operators are suitably experienced in the work they are to perform
			• All persons on site should attend toolbox talk (safety briefing) to receive update on:
			  ○ Exclusion zones for pedestrians
			  ○ Any hazards present on that day
			  ○ Communication methods and emergency procedures
			• Ensure operators:
			  ○ Using public roads have the appropriate driver’s licence
			  ○ Hold a valid high risk work licence for the type of industrial lift truck they are operating
			  ○ Are trained to operate the type of forklift and attachments they are using
			  ○ Are provided with information, training and instruction on the hazards, risks, and control measures relevant to the workplace
			• Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include:
			  ○ Reporting procedures for incidents
			  ○ Correct use of equipment including operation and maintenance
				4

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			○ Use of supervision where required (e.g., new starters or new equipment) ○ Supervisors, foremen etc. are suitably experienced in the type of work ○ Trained in this SWMS • Workers must be fit for work, e.g., no signs of fatigue, alcohol, or drugs	
Entering or exiting cab	Hazard: Slips, trips, falls **Riks:** **Personal injury**		• Face the forklift whenever you mount and dismount the forklift • Maintain a three-point contact with the steps and with handholds (three-point contact can be both feet and one hand or both hands and one foot) • Use provided steps/handholds when entering or exiting the cabin (see operations manual for instruction). • Never mount or dismount a moving forklift • Do not jump off the forklift • Do not carry tools or supplies when you try to mount / dismount • Do not use any controls as handholds when you enter / exit the operator compartment • Never leave operator seat with the engine running	
Assess onsite conditions	Hazard: Lack of a clear assessment **Risk:** **Personal injury, property damage**		• Operators must ensure: ○ There is suitable access/egress for all equipment required ○ The ground conditions for operation of equipment are stable and there are no uneven surfaces or drop offs ○ Suitable lighting, including night-works (include flood lighting and operator head lamps as applicable) ○ Work not near power lines ○ The area of operation is not in close proximity to power lines ○ Other trades and/or equipment does not impact the area of operation ○ Exclusion zones are set up around the area of operation where there is pedestrian activity	
Working with other workers	Hazard: Untrained or incompetent operators used **Risk:** **Expose workers to being struck by plant movements causing death or**	**1**	• Establish an effective system of communication between forklift operator and ground workers before work commences • Relevant workers must be trained in the procedures involved prior to the work commencing • Ground workers are instructed not to approach forklift until the operator has agreed to their request to approach. • Ground workers are instructed on set distances to maintain from the forklift while in operation • Ground workers and forklift operators are aware of traffic management plan and exclusion zones • Ground workers are made familiar with the blind spots of the forklift • Forklift operator and ground workers are required to wear high-visibility clothing	**4**

High Risk Work Activity: 15. Mobile Plant				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	serious bodily injury.			

Using attachments or implements	Hazard: Untrained or incompetent operators used
	Risk:
	Expose workers to being struck by plant movements causing death or serious bodily injury.
		1	• Remove and attach as per manufacturer's instructions
			• Inspect quick-hitch device (if applicable)
			• Ensure attachment is on a flat, level surface
			• Ensure forklift designed for use of an attachment
			• Ensure plant maintained and in good working order
			• Ensure all locking pins are secured in place and marked with the following (manufacturer's name, make, model and serial number, quick hitch weight, maximum rated capacity.
			• If damage or faults detected, do not use. Follow tag-out/lock-out procedures and report to supervisor immediately
			• Operator to raise shaft slowly and test attachment is secured prior to use
			• Operator not to overload the capacity of attachment
			• Attachments kept in lowest working position possible
			• **Note**: If attachment is alternate brand – seek advice from manufacturer to ensure the different attachment does not affect the centre of balance.
			• When changing hydraulic attachments, wear gloves and eye protection:
			  ○ Turn plant off
			  ○ Release hydraulic pressure
			  ○ Cover quick connect with rag and disconnect
			  ○ Reconnect new attachment
			  ○ Check for proper hydraulic connection, hose routing and hose length
			  ○ Check for leaks
			• Only use compliant forklifts with a load capacity data plate that says a person lifting attachment may be used
			• Ensure forklift is fitted with a method to prevent free fall of the box/platform in the event of a hydraulic hose failure
			• Only to be used as specified by manufacturer
				4

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Fixing Plaster Board				
PPE Recommended			**Persons responsible for maintaining controls** 	
Handling, installing and cutting plasterboard, including Eco 8 Complete	Hazard: Ingesting of plasterboard dust, sharp edges, awkward lifts **Risk: Respiratory irritation, musculoskeletal strains, cuts**	**3**	• All workers to be adequately trained/competent for the tasks they perform • Workers will ensure tools used to cut and secure plasterboard are correct for the task • Workers will ensure tools used are in good repair, e.g., dull blades changed for sharp ones • When using power tools for cutting, drilling and chasing RPE is required to reduce exposure to dust • If power tools are used, they should be fitted with an efficient and well maintained on tool dust extraction device with a HEPA M class filter • Cut, sand, drill or abrade product only in a controlled atmosphere - restrict access to area as necessary • Work areas should be well ventilated • Appropriate PPE will be used to manage the dust created when the product is cut • In some cases, further training on correct fitting of PPE will be obtained from the supplier of the product • With larger or awkward lifts, a 2-man buddy lift or assisted lifting device will be used • Dust should be removed by vacuum with a HEPA M class filter • Ensure dust bags are properly sealed and disposed of • Do not empty dust into open waste bins or areas must be in sealed bags • Always wash hands before smoking, eating, drinking or using the toilet • Wash contaminated clothing and other protective equipment before storing or re-using	4
Ladders – Under 2m				
PPE Recommended			**Persons responsible for maintaining controls** 	
Using Ladders	Hazard: Using Ladders **Risk: Falling**	3	• Tie offs, base support, gutter anchors, levelers to be considered • All ladders used on site will be rated 'Industrial' with 120kg (minimum) load rating • Persons using the ladder must have 3 points of contact always (i.e., 2 hands and 1 foot or 2 feet and 1 hand or be holding a stable object e.g., gutter, wall frame) • Ladders are to be maintained in a sound working condition and be appropriate for the task to be undertaken • Tools requiring two handed operations, or a high degree of leverage force should not be used while on ladders	5

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			• A ladder is not a work platform.	
Manual Handling				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Manual Handling	Hazard: Locations of the loads and distances to be moved **Risk: Musculoskeletal strain, Fatigue**	**3**	• Use mechanical handling equipment where possible • Correct lifting technics will be used whenever a lift is required • **Preparation**: The first step in any lifting operation is preparation. Plan how you will carry out the lift and clear away any obstacles. By visualising the lift, you will automatically make your stomach muscles contract. These muscles brace your back and will significantly contribute to injury prevention • **Size up to load**: By moving the load sideways and forwards you will be able to ascertain whether it is within your capacity. Always imagine that the object you are about to lift is much heavier than it is • **Proper foot position**: As a general rule the front foot should be beside the object. The back foot should be slightly behind and be hip width from the front foot. This achieves a stable base and allows for even distribution of weight • **Proper hold**: Ideally with the proper hold the hands should be diagonally opposite for security and comfort. Use the full length of the fingers and where possible the palms to avoid fatigue • **Bend at the knees**: Bend your knees to get down to the load and use the legs to lift it. This way thigh and leg muscles are used, and these are the strongest part of your body (your back muscles are only for bracing) • **Straight back**: Keep your back as near to straight as possible, raise your head, keeping your chin in. This will keep your spine straight and enable you to see where you are going • **Keep the load close to you**: During the lift, keep the arms as straight as possible, and the elbows into the side. Don't change your grip while carrying and directly face the spot on which the load will rest. Never combine lifting with the twisting of your body. If you must turn, do it by moving your feet. Twisting causes the worst type of back injuries • **When a team lift is required, good communication will be used to co-ordinate the lift**: Whenever team lifting is used, it is essential to co-ordinate and carefully plan the lift. When organising a lift, ensure: ○ An adequate number of employees are chosen to help in the lift ○ Team members are of similar height. ○ One person is appointed "leader" of the team to perform the lift. ○ There is enough area for the team members to maneuver as a group. ○ Team members know their roles and responsibilities. ○ Training in team lifting has been provided and the lift is rehearsed	**5**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Painting - Prep				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Preparation, sanding and covering surfaces to begin painting interior walls.	Hazard: Plastic and matts on floors, Housekeeping, Poor atmosphere **Risk:** **Personal injury**	**1**	• Site Cleanup - ensure the site is clean of rubbish that is not required • Ensure all plastic matting and covers are laid flat on ground to prevent a trip hazard • Workers will be provided with appropriate PPE • Workers to be provided with appropriate training • Ensure proper rest breaks are taken if temperatures begin to rise • Use of a tested in date RCD will always be used close to the tools	**4**
Painting - Internal				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Preparation, dust removal and covering	Hazard: Untidy Work areas Other Trades **Risk:** **Cuts and abrasions, Dehydration**	**3**	• Ensure access is suitable before bringing tools to site (site walk around) • Remove rubbish and materials which may cause slips or trips • Talk to other trades onsite to ensure the work does not conflict with other activities • Conduct painting tasks	**5**
Painting - External				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Preparation, dirt removal and covering	Hazard: Uneven Ground Other Trades Exterior utilities Sun Exposure	**1**	• Ensure access is suitable before bringing tools to site (site walk around) • Remove rubbish and materials which may cause slips or trips • Talk to other trades onsite to ensure the work does not conflict with other activities • Secure pipework and hanging utilities with a rag or material to prevent sharp edges from cutting while working around them	**4**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Risk: Cuts and abrasions, Dehydration, skin cancer		• PPE along with Sun cream will be used while working in the sun	
Painting - Post Painting				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Cleanup and disposal of used materials and supplies	Hazard: Unnecessary mess, Environmental contamination **Risk: Slips, trips, and falls, Contamination of ground water**	**3**	• Clean up all used materials and dispose of in site bins • Communicate with site owner if site bins are not accessible available or full • Wash paint and materials away from storm water drains. Create a dam in suitable area to wash out, allow the paint slurry to dry so that it does not flow into the stormwater drains or roadway • Keep access points clean and free of clutter	**5**
Power Activated Tools - Explosive & Gas				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Plan & prepare	Hazard: Poor planning, operator not competent **Risk: Puncture wound, sever injury**	**3**	• Ensure the work area is well lit • Work instructions, including plans, specifications, quality requirements and operational details, are obtained, confirmed, and applied from relevant information for planning and preparation • Safety requirements are followed in accordance with safety plans and policies • Signage and barricade requirements are identified and implemented • Plant, tools, and equipment selected to carry out tasks are consistent with job requirements, checked for serviceability, and any faults are rectified or reported prior to commencement • Use tool only as intended by manufacturer • Never point the tool at yourself or any bystander	**4**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
			• Never press the muzzle of the tool against your hand or other part of body • Material quantity requirements are calculated in accordance with plans and specifications • Ensure services will not affect the work area. Check Plans or consult owner or authority • Materials appropriate to work application are identified, obtained, prepared, safely handled, and located ready for use • Environmental requirements are identified for the project in accordance with environmental plans and statutory and regulatory authority obligations are applied	
Set out Fasteners	Hazard: Not planned, operator not competent **Risk:** **damage building, sever injury, electrocution**	**3**	• Minimum distances for set out from edge of substrate material are adhered to in accordance with legislation, regulations, and codes of practice • Material is located and temporarily held or fixed into designed position according to detailed drawings • Ensure services are not near where work area will impact. Check Plans	**4**
Use of Power Activated Tools	Hazard: Operator not competent **Risk:** **Puncture wound, sever injury, electrocution**	**3**	• Follow the steps listed in the crystalline silica component of this SWMS for specific controls of respirable crystalline silica • Tools are checked for operation according to manufacturer specifications • Fastener is selected according to requirements of job • Charge is selected to assessed requirements for material, base, and penetration • Attachments and accessories are installed to Tool in accordance with manufacturer specifications and safety requirements • Fastener and charge in tool are located to manufacturer specifications • Work from a secure stance and stay in balance at all times • Before using the tool, make sure that no one is standing behind or below the point where fasteners are • to be driven • Tool operation is carried out and fastener is fixed into place in accordance with manufacturer recommendations, legislation, regulations, and codes of practice • Never exceed the recommended maximum fastener driving rate (number of fastenings per hour) • Fastening penetration is checked and appropriate depth into material is applied • Power regulating device is adjusted for conditions	**4**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk

			• Misfire procedures are carried out according to manufacturer recommendations, legislation, regulations, and codes of practice i.e.
			  ○ Keep the tool pressed against the working surface for 30 seconds.
			  ○ If the cartridge still fails to fire, withdraw the tool from the working surface, taking care that it is not pointed towards your body or bystanders.
			  ○ Manually advance the cartridge strip one cartridge. Use up the remaining cartridges on the strip. Remove the used cartridge strip and dispose of it in such a way that it can be neither reused nor misused
			• Never attempt to pry a cartridge from the magazine strip or the tool
			• Keep the arms flexed when the tool is fired (do not straighten the arms)
			• Never leave the loaded tool unattended
			• Temporary holding and fixings are removed without damage to material	

Secure/ Storage of Equipment & Charges	Hazard: Equipment not secured or stored correctly **Risk: Damage to equipment, theft**	**4**	• Always unload the tool before beginning cleaning, servicing, or changing parts and before storage • Charges are stored in designated container in accordance with legislation, regulations and codes of practice and used charges are recorded • Unused fasteners, tool and attachments are stored in a carry case in line with manufacturer recommendations • Logbook is checked and maintenance recorded according to manufacturer recommendations	**6**
Maintaining Equipment	Hazard: Equipment not maintained **Risk: Damaged equipment, sever injury, tools not functioning correctly**	**2**	• Work area is cleared, and materials disposed of, reused, or recycled in accordance with legislation, regulations, codes of practice and job specification • Tools and equipment are cleaned, checked, maintained, and stored in accordance with manufacturer recommendations and standard work practices • Any damage to equipment is reported immediately and tagged out of service	**5**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Sanding				
PPE Recommended			**Persons responsible for maintaining controls**	

Sanding a variety of materials	Hazard:
	Dust from: silica products, treated timber and cement
	Risk:
	Dust inhalation and Related illnesses.
		2	• Firstly, remove the task from the workplace by considering:
			  ○ Having product delivered pre-cut and machined from supplier
			  ○ Cutting product off site or away from other workers
			• If possible, product will be wet down, or a dust collection system used where applicable
			• Follow the steps listed in the crystalline silica component of this SWMS for specific controls of respirable crystalline silica
			• In areas where the above is not practical or available, RPE to be considered
				4

Temporary Barricade - Fencing				
PPE Recommended			**Persons responsible for maintaining controls**	
Installing Temp Fence Panels	Hazard: Sharp Edges, Heavy objects, pinch points, collapse **Risk:** **Lacerations, Musculoskeletal Strains, crush injury**	**3**	• Ensure area has been made clear before beginning to install temp fence panels, • Generally, lay bases in areas required before panels • Always unload fence panels from the top one at a time. Never try to pull from the middle of the stack • Ensure 2 persons are used to lift panels down and avoid dropping to prevent damage • Lay panels on ground before standing into place. • Ensure bases are at the ready and structurally the fence is sound before letting it free stand to ensure they do not fall. Use Braces or a triangle setup to lean on each other • Ensure a competent person who has knowledge of fence structure looks at job once complete to ensure the fence will stand soundly and will not fall over • Once the fence in secure and stable signage and banners may be erected	**5**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Use of Hand and Power Tools				
PPE Recommended 			**Persons responsible for maintaining controls** 	
Prestart check at site	Hazard: Site hazards may impair works **Risk:** **Personal injury**	**3**	• Undertake pre-site inspection verify conditions on site will enable works to be carried out in accordance with the SWMS. • Discuss site specific works with the Site Supervisor reviewing site signage, Safety Management Plan, for site specific hazards • Ensure all employees are made aware of any site specific hazards to works and these SWMS • Construction Inducted employees are only allowed to undertake construction works • Ensure all leads tagging & testing are up to date, if applicable	**5**
Use of drills, saws, planner, sander, hand tools	Hazard: Untrained workers **Risk:** **Personal injury**	**3**	• Workers are to use the right type and right size of tool for the job • Workers to follow the correct procedure for using every tool • Worker to check the condition of tool prior to use • Always carry pointed tools by your side with the points and heavy ends down • Never carry tools in your pockets • Keep cutting tools sharp and in good condition • Always check the rear side of the surface where the drill bit will emerge when drilling right through. Secure and cordon off the area and make sure that no one can be injured or material damaged • Cut away from yourself when using chisels and other edged tools • Handle sharp-edged and pointed tools with care • Handles must have no sharp edges or areas that dig into the fingers or palm of the hand • Do not use tools which are loose or cracked • When power tools are used follow the manufacturer's instructions for the correct PPE to be worn and the safe use instructions • Workers to be competent in the use of the PPE and risk assessments must be undertaken prior to using PPE to show that the hierarchy of control was used in determining if to use PPE • If an item of plant or equipment creates excessive noise, that is where you need to raise your voice to talk, wear appropriate hearing protection • If there is a risk of injury to the head by falling objects then wear hard hats	**5**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Hazard: Contaminated atmosphere **Risk: Respiratory illness**	**3**	• If you don't know or you suspect area being worked on may contain crystalline silica, STOP work and talk to supervisor for further directives • Assess whether to wet down areas to reduce dust emission from works conducted • Where the risk of dust production, worker will wear appropriate PPE	**5**
	Hazard: Flying debris **Risk: Personal injury**	**3**	• Guards on tools and equipment will be maintained and working effectively before being used on site • Guarding on tools will not be removed to perform any work activity • All tools and equipment will be inspected prior to work activity for any faults or defects • If a fault or defect is found the item will be removed from services and reported to the supervisor as soon as practicable • All persons performing work where there is a risk of a foreign object striking the eye, eye protection must be worn	**5**
	Hazard: Poorly maintained electrical tools **Risk: Electrocution**	**3**	• All corded tools will be tested and tagged in accordance with current legislation and conducted every **three months** on construction sites • All corded tools will be connected directly to an RCD switch box which is also inspected and tagged in accordance with current legislation	**5**
Powered tools with discs: grinders	Hazard: Incorrect disc or fragmented disc resulting in flying parts striking people **Risk: Personal injury**	**3**	• If worker doesn't know or suspects area being worked on may contain silica then follow the steps listed in the crystalline silica component of this SWMS for specific controls of respirable crystalline silica • Grinders will always be inspected before use • If a cutting or grinding disk has been left on, carefully inspect disc prior to use • If damage to disc is noted, swap out for a new one • Never change any type of disk on a grinder without unplugging or removing battery • Checking for dead is also essential to prevent accidental operation during disk change • Never over tighten disk as this may also damage them • Guards are always manditory on a grinder. If the guard is in the way, the grinder is the wrong tool for the job • Do not remove guards for any reason while grinder is in use	**4**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities

Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Use of Trestle and Planks				
PPE Recommended			**Persons responsible for maintaining controls**	
Working on trestles 2m or greater	Hazard: Working at heights **Risk: Falling**	**3**	• Installation from work platforms 2 metres or above should only be performed off 2 planks (450mm) • Work performed from work platform 3 metres or above will be fitted with suitable edge protection • Materials should not be stored on the work platform • To avoid pivoting planks should be lashed or clamped • A visual inspection will be undertaken to check to see if the platform is suitable for the work activity prior to use • The height of the work platform should not exceed 5 metres	**4**
Working on trestles 2m or less	Hazard: Working at heights **Risk: Falling**	**3**	• If working below 2 metres maintain a clear fall zone of at least 1.5 metres free from excessive rubbish, materials, and other hazards • If a clear fall zone of 1.5 metres cannot be achieved and the risk of falling is high, suitable edge protection should be installed to the platform	**5**
Working in Hot/ Humid Environments (Excess 30°or +60% Humidity)				
PPE Recommended			**Persons responsible for maintaining controls**	
Working in excessively hot environments or during a heat wave (i.e., working on open fields, concrete structures, etc.	Hazard: Heat and high humidity on the body, Radiant heat, High humidity, Hot objects, or Strenuous physical activity **Risk: Heat stress, Dehydration, Headaches,**	**2**	• Extended working hours, excessive heat and more strenuous activities will be carefully monitored • Have in place emergency procedures for heat stress • Supervisors to consider: ○ Length of shifts - depends on physical and mental load of the work ○ Previous hours and days worked ○ Type of work being performed ○ Level of physical and/or mental effort required to complete tasks ○ Time of the day when the work is being performed. ○ Rotating workers • Supervisors to implement, as far as is reasonably practicable: ○ Increased supervision/monitoring of workers and regular communication with them ○ Work to be carried out under shade/portable shade structure ○ Increased work to rest ratio i.e., 1 hour work to 15 minutes, minimum, rest period	**4**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Nausea		○ Buddy system where workers keep an eye on each other for signs of heat effects ○ Where possible schedule work for early morning, late afternoon or at night ○ Utilize 5 min hydration breaks away from sun and work ▪ Hydration Stop: Is a controlled break facilitated by the supervisor or safety rep to bring the work crew together and re-hydrate, (water, sqwincher or hydrolytes.) will be used. This is not a normal break as the sole purpose of this is to re-hydrate • Shaded or cool area(s) for rest breaks with good ventilation - use fans if needed	
Hot/ Humid environments - Emergency Response Procedures	Hazard: Unidentified heat stress or exhausted worker **Risk: Dehydration, Collapse, Permanent disability, Death**	**1**	• Workers will: ○ Look after each other and ensure that there is drinking water, co-workers are taking breaks and not showing signs of heat stress ○ Ensure they have plenty of cool water to drink - not icy water ○ Use electrolyte icy blocks if not contra indicated ○ Take regular rest breaks in shade • If a worker shows symptoms: ○ Remove the worker from the heat or work area ○ Loosen their clothing, remove PPE including shirts and masks ○ Have them rest in a cool, well-ventilated area ○ Encourage them to drink cool (not cold) fluids ○ If symptoms do not reduce quickly, seek medical help immediately • As far as is reasonably practicable, sites to have available ice towels (i.e., esky, ice, water, and towels) as part of a first aid response. Ice towels have been shown to be an effective cooling method for heat related illness • To relieve acute symptoms, such as painful muscular cramps, hydrolytes may be used in the single serve • **DRSABCD** – Implement basic first aid • **See site First Aiders** • Each day ensure workers know who the onsite first aiders are	**4**
End of Shift				
PPE Recommended			**Persons responsible for maintaining controls**	
Clean up and re-packing.	Hazard: Loading vehicle **Risk:**	**3**	• When cleaning up and repacking good manual handling techniques will be used, e.g., such as bending the knees and not the back, team lifts where possible and avoid carrying very heavy items	**5**

Site Risk Assessments – Listed Alphabetically by Non-High-Risk Activities				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
	Muscular strains			
Leaving Site	Hazard: Environmental **Risk: Environmental damage**	**4**	• When leaving site, make sure to take away any of the left-over materials • When cleaning ensure that all environmentally sensitive products are disposed of correctly • Any leftover hazardous substances will be taken off site and disposed at the correct facility	**5**

Site Risk Assessments – Additional Tasks or Activities to be Added				
Activity	Hazards & Risks	PRE-Risk	Work Method Used	POST Risk
Additional Tasks to Add to Job				
Task 1:	Hazard: **Risk:**	**0-6**	What did you do to make it safe?	**4-6**
Task 2:	Hazard: **Risk:**	**0-6**	What did you do to make it safe?	**4-6**
Task 3:	Hazard: **Risk:**	**0-6**	What did you do to make it safe?	**4-6**