### Project Details

**Project:** 20100113  
**Project Name:** SWMS Sample

**Location:** Sydney  
**Main Contractor:** SWMS Admin  
**Sub Contractor:** SWMS Admin  
**Project Manager:** Steve Brown  
**Site Foreman:** John Smith

**Description of Works:**
This is a sample of the SWMS documents produced on the www.safeworkmethods.com.au website. Use the "Description of Works" field to outline the project works.

### Contractor Details

**SafeWorkMethods**  
**ABN:** 012345678901

G2 1-15 Barr St  
Balmain  
NSW, 2041

**phone:** 0295554125  
**email:** info@interiorworks.com.au

**SWMS Prepared By:** System Administrator

**Signature:**

______________________________________________

**Date:**

______________________________________________

**Document Version:** 1
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Number of the page where you can find the contents
Safe Work Method Statement

**Training Required For The Following Tasks**

- OH&S Construction Induction (Green/White Card)
- Site Specific Induction Training

**All Works Undertaken Comply With**

- Occupational Health & Safety ACT 2000
- Occupational Health & Safety Regulation 2001

**Environmental Statement**

- To minimize waste order materials to length.
- Use off cuts where possible.
- Recycle/reuse materials to avoid landfill waste.
- Use sustainable & recycled products wherever possible.
- Reduce carbon emissions by minimising deliveries & ordering full loads.
- Do not wash buckets etc in sinks/drains.
- Clean buckets etc in designated area.

**Trades Coordination**

Coordinate with plasterboard contractor. Plumber to install services prior to electrical rough in.
Australian Standards

AS 1503 Part 4 - Methods for Fire Tests on Building Materials
AS 2550.10-2006 - Cranes, hoists and winches - Safe use - Mobile elevating work platforms
AS/NZS 1576.1:1995 - Scaffolding - General requirements
AS/NZS 1891.1:2007 - Industrial fall-arrest systems and devices - Harnesses and ancillary equipment
AS/NZS 1892.5:2000 - Portable ladders - Selection, safe use and care
AS/NZS 2211.6:2002 - Safety of laser products - Safety of products with optical sources, exclusively used for visible information transmission to the human eye
AS/NZS 4576:1995 - Guidelines for scaffolding
AS/NZS 1337:1992 - Eye protectors for industrial applications
AS/NZS 1715:2009 - Selection, use and maintenance of respiratory protective equipment
AS/NZS 2161.1:2000 - Occupational protective gloves - Selection, use and maintenance
AS 1288-2006 - Glass in buildings - Selection and installation
AS 1562.1-1992 - Design and installation of sheet roof and wall cladding - Metal
AS 1684.1-1999 - Residential timber-framed construction - Design criteria
AS 1684.2 2006 - Residential Timber Frame Construction
AS 1684.2-2006 - Residential timber-framed construction - Non-cyclonic areas
AS 1684.3-2006 - Residential timber-framed construction - Cyclonic areas
AS 1684.4-2006 - Residential timber-framed construction - Simplified - Non-cyclonic areas
AS 4440-2004 - Installation of nailplated timber trusses
AS 4786.2-2005 - Timber flooring - Sanding and finishing
AS/NZS 1530.4:2005 - Methods for fire tests on building materials, components and structures - Fire-resistance test of elements of construction
AS/NZS 2588:1998 - Gypsum Plasterboard
AS/NZS 2589:2007 - Gypsum linings - Application and finishing
AS/NZS 2785:2000 - Suspended ceilings - Design and installation
AS/NZS 2908.2:2000 - Cellulose-cement products - Flat sheet
AS/NZS 4284:2008 - Testing of building facades
AS/NZS 4859.1:2002 - Materials for the thermal insulation of buildings - General criteria and technical provisions

Codes of Practice

Manual Handling
Prevention of Falls in General Construction
Risk Assessment
Safe Use of synthetic mineral fibres
Safe Work on Roofs Part 1-Commercial and Industrial Buildings
Safe Work on Roofs Part 2-Residential Buildings

Project: SWMS Sample
Document Created: 02/02/2011 12:09:03
Prepared By: System Administrator
## Pre-Start Inspection and Risk Assessment (HRA/JSA)

### Activity Description:

Start Date:

<table>
<thead>
<tr>
<th>Job Step</th>
<th>Identified Hazard</th>
<th>Initial Risk</th>
<th>Controls</th>
<th>Revised Risk</th>
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### Risk Probability

<table>
<thead>
<tr>
<th>Risk Level/Consequence</th>
<th>Very High</th>
<th>High</th>
<th>Medium</th>
<th>Low</th>
<th>Very Low</th>
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</thead>
<tbody>
<tr>
<td>1 - Catastrophic/Fatality</td>
<td>1-VH</td>
<td>1-H</td>
<td>1-M</td>
<td>1-L</td>
<td>1-VL</td>
</tr>
<tr>
<td>2 - Major/Permanent Disability</td>
<td>2-VH</td>
<td>2-H</td>
<td>2-M</td>
<td>2-L</td>
<td>2-VL</td>
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<tr>
<td>3 - Moderate/Temporary Disability</td>
<td>3-VH</td>
<td>3-H</td>
<td>3-M</td>
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<td>4 - Minor/Medical Treatment Required</td>
<td>4-VH</td>
<td>4-H</td>
<td>4-M</td>
<td>4-L</td>
<td>4-VL</td>
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<tr>
<td>5 - Negligable/First Aid</td>
<td>5-VH</td>
<td>5-H</td>
<td>5-M</td>
<td>5-L</td>
<td>5-VL</td>
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Project: SWMS Sample
Document Created: 02/02/2011 12:09:03
Prepared By: System Administrator
## Work Activities/Tasks:
### Carting/Handling Materials

<table>
<thead>
<tr>
<th>Job Step</th>
<th>Identified Hazard</th>
<th>Initial Risk</th>
<th>Controls</th>
<th>Revised</th>
<th>Personnel Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create safe Work Area</td>
<td>Fall/Trip Injury</td>
<td>5-H</td>
<td>Assess area &amp; plan your route. Be aware of your surroundings, check for objects in your path &amp; clear/clean up as required.</td>
<td>5-L</td>
<td>Person undertaking activity &amp; direct supervisor.</td>
</tr>
</tbody>
</table>

### Risk Level/Consequence
- **Very High:** Catastrophic/Fatality
- **High:** Major/Permanent Disability
- **Medium:** Moderate/Temporary Disability
- **Low:** Minor/Medical Treatment Required
- **Very Low:** Negligable/First Aid

### Risk Probability

<table>
<thead>
<tr>
<th>Risk Level/Consequence</th>
<th>Very High</th>
<th>High</th>
<th>Medium</th>
<th>Low</th>
<th>Very Low</th>
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<td>5-VL</td>
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## Equipment, PPE and Hazardous Substances

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<th>PPE</th>
<th>Hazardous Substances</th>
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<td>Diesel Fuel</td>
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<td>Elevated Work Platform</td>
<td>Ear Protection</td>
<td>Methylated Spirits</td>
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<td>Folding Scaffold</td>
<td>Gloves</td>
<td>Paint</td>
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<td>Forklift</td>
<td>Hard Hat</td>
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<tr>
<td>Genie Hoist</td>
<td>Hard Hat Brim</td>
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<tr>
<td>Ladder</td>
<td>Hi-Vis Vest</td>
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<tr>
<td>Platform Ladder</td>
<td>Safety Eyewear</td>
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<td>Portable Power Tools</td>
<td>Steel Cap Boots</td>
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<tr>
<td>Scaffold - Aluminium or Fibreglass</td>
<td>Sun Screen</td>
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<tr>
<td>Scissor Lift</td>
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<tr>
<td>Works Platform</td>
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</table>
Declaration by contractors and workers
- I have been **consulted** and have assisted in the development of this SWMS.
- I have been given the opportunity to comment on the content of this SWMS.
- I have **read** and **understand** how I am to carry out the activities listed in this SWMS.
- I have been supplied with the **personal protective equipment** identified on this SWMS and I have been given **training** in the safe use of this equipment.
- I **have read and understand** the requirements set out in the **material safety data sheets** for the **hazardous substances** identified in this SWMS.

<table>
<thead>
<tr>
<th>Name</th>
<th>Duties</th>
<th>Qualifications</th>
<th>Signature</th>
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<tr>
<td>Brown, Steve</td>
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<tr>
<td>CG2468135790</td>
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