











SAFE WORK METHOD STATEMENT (SWMS) PART 1

ACTIVITY:	SWMS #: swms01-1.0	PRINCIPAL CONTRACTOR (PC):																																															
COMPANY NAME: BEST ASSEMBLY PTY LTD	ABN: 90486265887	ADDRESS:																																															
COMPANY ADDRESS: 13/350 SETTLEMENT ROAD THOMASTOWN		PROJECT ADDRESS:																																															
COMPANY CONTACT: KEVIN DONG	PHONE #: 0477666668	PROJECT MANAGER (PM):																																															
SWMS APPROVED BY EMPLOYER / PCBU / DIRECTOR / OWNER:		CONTACT PH. #:																																															
NAME: KEVIN DONG		DATE SWMS PROVIDED TO PC: 18/07/2016																																															
SIGNATURE:	DATE: 18/07/2016	PM SIGNATURE:																																															
PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS: SCOTT XIA																																																	
PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS: KEVIN DONG																																																	
RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS:																																																	
NAME	SIGNATURE		DATE																																														
KEVIN DONG																																																	
YUE XIA																																																	
REN YUAN WU																																																	
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<p>RECORD RISK SCORE ON WORKSHEET (NOTE – RISK SCORES HAVE NO ABSOLUTE VALUE AND SHOULD ONLY BE USED FOR COMPARISON AND TO ENGENDER DISCUSSION.)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>SCORE</th> <th>ACTION</th> </tr> </thead> <tbody> <tr> <td style="background-color: #FF0000; color: white;">4A: ACUTE</td> <td>DO NOT PROCEED. REQUIRES IMMEDIATE ATTENTION. INTRODUCE FURTHER HIGH-LEVEL CONTROLS TO LOWER THE RISK LEVEL. RE-ASSESS BEFORE PROCEEDING.</td> </tr> <tr> <td style="background-color: #FF0000; color: white;">3H: HIGH</td> <td>REVIEW BEFORE COMMENCING WORK. INTRODUCE NEW CONTROLS AND/OR MAINTAIN HIGH-LEVEL CONTROLS TO LOWER THE RISK LEVEL. MONITOR FREQUENTLY TO ENSURE CONTROL MEASURES ARE WORKING.</td> </tr> <tr> <td style="background-color: #FF0000; color: white;">2M: MODERATE</td> <td>MAINTAIN CONTROL MEASURES. PROCEED WITH WORK. MONITOR AND REVIEW REGULARLY, AND IF ANY EQUIPMENT/PEOPLE/MATERIALS/WORK PROCESSES OR PROCEDURES CHANGE.</td> </tr> <tr> <td style="background-color: #FF0000; color: white;">1L: LOW</td> <td>RECORD AND MONITOR. PROCEED WITH WORK. REVIEW REGULARLY, AND IF ANY EQUIPMENT/PEOPLE/MATERIALS/WORK PROCESSES OR PROCEDURES CHANGE.</td> </tr> </tbody> </table>			SCORE	ACTION	4A: ACUTE	DO NOT PROCEED. REQUIRES IMMEDIATE ATTENTION. INTRODUCE FURTHER HIGH-LEVEL CONTROLS TO LOWER THE RISK LEVEL. RE-ASSESS BEFORE PROCEEDING.	3H: HIGH	REVIEW BEFORE COMMENCING WORK. INTRODUCE NEW CONTROLS AND/OR MAINTAIN HIGH-LEVEL CONTROLS TO LOWER THE RISK LEVEL. MONITOR FREQUENTLY TO ENSURE CONTROL MEASURES ARE WORKING.	2M: MODERATE	MAINTAIN CONTROL MEASURES. PROCEED WITH WORK. MONITOR AND REVIEW REGULARLY, AND IF ANY EQUIPMENT/PEOPLE/MATERIALS/WORK PROCESSES OR PROCEDURES CHANGE.	1L: LOW	RECORD AND MONITOR. PROCEED WITH WORK. REVIEW REGULARLY, AND IF ANY EQUIPMENT/PEOPLE/MATERIALS/WORK PROCESSES OR PROCEDURES CHANGE.																																					
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SWMS SCOPE:					ENVIRONMENT:											
PERSONAL PROTECTIVE EQUIPMENT (PPE): ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.																
FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	RINGS, WATCHES, JEWELLERY THAT MAY BECOME ENTANGLED IN MACHINES MUST NOT BE WORN. LONG AND LOOSE HAIR MUST BE TIED BACK.						
										<input type="checkbox"/>						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS MAY BE PURCHASED AT HTTP://WWW.SAIGLOBAL.COM																
THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK WORK"								PLANNING & PREPARATION								
<input type="checkbox"/> CONFINED SPACES <input type="checkbox"/> MOBILE PLANT <input type="checkbox"/> DEMOLITION <input type="checkbox"/> ASBESTOS <input type="checkbox"/> USING EXPLOSIVES <input type="checkbox"/> DIVING WORK <input type="checkbox"/> ARTIFICIAL EXTREMES OF TEMPERATURE <input type="checkbox"/> TILT UP OR PRE-CAST CONCRETE	<input type="checkbox"/> PRESSURISED GAS DISTRIBUTION MAINS OR PIPING CHEMICAL, FUEL OR REFRIGERANT LINES ENERGISED ELECTRICAL INSTALLATIONS OR SERVICES <input type="checkbox"/> STRUCTURES OR BUILDINGS INVOLVING STRUCTURAL ALTERATIONS OR REPAIRS THAT REQUIRE TEMPORARY SUPPORT TO PREVENT COLLAPSE <input type="checkbox"/> WORKING AT HEIGHTS GREATER THAN 2 METRES, INCLUDING WORK ON TELECOMMUNICATIONS TOWERS <input type="checkbox"/> WORK IN AN AREA THAT MAY HAVE A CONTAMINATED OR FLAMMABLE ATMOSPHERE <input type="checkbox"/> WORKING AT DEPTHS GREATER THAN 1.5 METRES, INCLUDING TUNNELS OR MINES <input type="checkbox"/> WORK CARRIED OUT ADJACENT TO A ROAD, RAILWAY OR SHIPPING LANE, TRAFFIC CORRIDOR <input type="checkbox"/> IN OR NEAR WATER OR OTHER LIQUID THAT INVOLVES RISK OF DROWNING	LIAISE WITH PRINCIPAL CONTRACTOR TO ESTABLISH THAT THE FOLLOWING ON-SITE SYSTEMS AND PROCEDURES ARE IN PLACE: <table style="width:100%; border:none;"> <tr> <td style="width:50%;">- HEALTH AND SAFETY RULES</td> <td style="width:50%;">- EMERGENCY MANAGEMENT</td> </tr> <tr> <td>- INDUCTION FOR ALL WORKERS – SITE SPECIFIC</td> <td>- HAZARD REPORTING</td> </tr> <tr> <td>- SUPERVISORY ARRANGEMENTS</td> <td>- PPE</td> </tr> <tr> <td>- COMMUNICATION</td> <td>- EXCLUSION ZONES</td> </tr> <tr> <td>- INJURY REPORTING</td> <td>- RISK ASSESSMENTS</td> </tr> <tr> <td></td> <td>- SWMS AND JSA'S.</td> </tr> </table>			- HEALTH AND SAFETY RULES	- EMERGENCY MANAGEMENT	- INDUCTION FOR ALL WORKERS – SITE SPECIFIC	- HAZARD REPORTING	- SUPERVISORY ARRANGEMENTS	- PPE	- COMMUNICATION	- EXCLUSION ZONES	- INJURY REPORTING	- RISK ASSESSMENTS		- SWMS AND JSA'S.
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ALL PERSONS INVOLVED IN TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORK COMMENCING								EMERGENCY RESPONSE								
<ul style="list-style-type: none"> 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 best assembly 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). 								FOLLOW SITE EMERGENCY PROCEDURES AND THE DIRECTIONS OF WARDENS AND FIRST AIDERS. <ol style="list-style-type: none"> CALL 000 (MOBILE112) STATE TYPE AND SCALE OF EMERGENCY STATE WORKPLACE NAME AND LOCATION NUMBER OF CASUALTIES IF APPLICABLE HAZARDS THAT MAY BE INVOLVED SUCH AS CHEMICALS OF FUEL SPECIFIC ACCESS POINT ON SITE E.G. STREET OR SIDE ENTRANCES PROVIDE CONTACT NAME AND PHONE NUMBER ANSWER ALL QUESTIONS AND FOLLOW INSTRUCTIONS GIVEN BY EMERGENCY SERVICES OPERATOR DO NOT HANG UP UNTIL INSTRUCTED. 								
EMERGENCY EVACUATION PROCEDURE																
R	• Rescue or Relocate people in immediate danger if you can do so without endangering yourself.															
A	• Sound the Alarm .															
C	• Confine the dangerous situation, fire or hazardous material.															
E	• Evacuate the area on direction from the Site Manager or when it is unsafe to remain in the area.															
								FIRST AID KIT (FAK) <input type="checkbox"/> Yes <input type="checkbox"/> No FIRE EXTINGUISHER <input type="checkbox"/> Yes <input type="checkbox"/> No								

SPILL KIT

Yes No

JOB STEP:		POTENTIAL HAZARDS	CONTROL MEASURES TO REDUCE RISK		
NOTE: RISK-RATINGS AND PERSON RESPONSIBLE TO IMPLEMENT CONTROL MEASURES ARE RECORDED AT THE END OF EACH CONTROL SECTION. INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)					
1	Unpacking Package	Injuries occurring due to hazards that have not been accounted for	IR: 1L low	RESPONSIBLE PERSON:REN YUAN WU	RR: Le2
2	Place cabinets	Unfamiliar with site rules Fall from heights	IR: 1L low	RESPONSIBLE PERSON:REN YUAN WU	RR: 1L low
3	Hanging on wall	Cut and abrasions Manual handling injuries Property damage	IR: 1L low	RESPONSIBLE PERSON:SCOTT XIA	RR: 1l low
4	Adjust and leveling	Manual handling injuries	IR: 1L low	RESPONSIBLE PERSON:KEVIN DONG	RR: 1l low
5			IR:	RESPONSIBLE PERSON:	RR:
6			IR:	RESPONSIBLE PERSON:	RR:
7			IR:	RESPONSIBLE PERSON:	RR:
8			IR:	RESPONSIBLE PERSON:	RR:
9			IR:	RESPONSIBLE PERSON:	RR:
10			IR:	RESPONSIBLE PERSON:	RR:
11			IR:	RESPONSIBLE PERSON:	RR:
12			IR:	RESPONSIBLE PERSON:	RR:

SAFE WORK METHOD STATEMENT - PART 2

FORMAL TRAINING, LICENCES REQUIRED FOR WORKERS UNDERTAKING THIS TASK:	RELEVANT LEGISLATION & CODES OF PRACTICE	
PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB.		
<p><i>Delete or add as relevant</i></p> <p>Licence to Perform High Risk Work (operating certain plant, equipment)</p> <p>TAFE or other recognised training organisation</p> <p>Construction Induction Card (or equivalent)</p> <p>Competent in operation of make/model of plant</p> <p>Emergency procedures – emergency response</p> <p>PPE</p> <p>Traffic Management Plans</p>	<p><i>Retain only the legislation references applicable to your state of operation for this SWMS.</i></p> <p>Commonwealth, NSW, QLD, ACT</p> <p>Work Health and Safety Act 2011</p> <p>Work Health and Safety Regulations 2011</p> <p>Northern Territory</p> <p>Work Health and Safety (National Uniform Legislation) Act 2011</p> <p>Work Health and Safety (National Uniform Legislation) Regulations</p> <p>SA, Tasmania</p> <p>Work Health and Safety Act 2012</p> <p>Work Health and Safety Regulations 2012</p> <p>Codes of Practice: Safe Work Australia (2011):</p> <p><i>Construction Work</i></p> <p><i>First Aid in the Workplace</i></p> <p><i>Managing the Risk of Falls at Workplaces</i></p> <p><i>Managing the Risk of Plant in the Workplace</i></p> <p><i>Managing Noise and Preventing Hearing Loss in the Workplace</i></p> <p><i>How to Manage Work Health and Safety Risks</i></p> <p><i>Hazardous Manual Tasks</i></p> <p><i>Managing Risks of Hazardous Chemicals</i></p> <p><i>Managing Electrical Risks in the Workplace</i></p> <p><i>Confined Spaces</i></p> <p><i>Managing the Work Environment and Facilities</i></p> <p><i>WHS Consultation, Cooperation & Coordination</i></p> <p><i>How to Manage and Control Asbestos in the Workplace</i></p> <p>Western Australia</p> <p>Occupational Safety & Health Act 1984</p> <p>Occupational Safety & Health Regulations 1996</p> <p>Codes of Practice:</p>	<p>Victoria:</p> <p>Occupational Health & Safety Act 2004</p> <p>Occupational Health & Safety Regulations 2007</p> <p>Compliance Codes:</p> <p>WorkSafe Victoria (2008): Compliance Code: <i>Confined Spaces</i></p> <p>WorkSafe Victoria (2008): Compliance Code: <i>Communicating OHS Across Languages</i></p> <p>WorkSafe Victoria (2008): Compliance Code: <i>First Aid in the Workplace</i></p> <p>WorkSafe Victoria (2008): Compliance Code: <i>Foundries</i></p> <p>WorkSafe Victoria (2008): Compliance Code: <i>Managing Asbestos in Workplaces</i></p> <p>WorkSafe Victoria (2008): Compliance Code: <i>Prevention of Falls in General Construction</i></p> <p>WorkSafe Victoria (2008): Compliance Code: <i>Removing Asbestos in Workplaces</i></p> <p>WorkSafe Victoria (2008): Compliance Code: <i>Workplace Amenities and Work Environment</i></p> <p>Codes of Practice:</p> <p>WorkSafe Victoria (1990): Code of Practice: No. 13: <i>Building and Construction Workplaces</i></p> <p>WorkSafe Victoria (1991): Code of Practice: No. 14: <i>Demolition</i></p> <p>WorkSafe Victoria (1998): Code of Practice: No. 14: <i>Demolition (Amendment No. 1)</i></p> <p>WorkSafe Victoria (2000): Code of Practice: No. 25: <i>Manual Handling</i></p> <p>WorkSafe Victoria (1995): Code of Practice: No. 19: <i>Plant</i></p> <p>WorkSafe Victoria (1998): Code of Practice: No. 23: <i>Plant (Amendment No. 1)</i></p> <p>WorkSafe Victoria (2004): Code of Practice: No. 29: <i>Prevention of Falls in Housing Construction</i></p> <p>WorkSafe Victoria (1998): Code of Practice: No. 8: <i>Safety Precautions in Trench Operations</i></p>
DETAILS OF SUPERVISORY ARRANGEMENTS FOR WORKERS UNDERTAKING THIS TASK:		
<p><i>Delete or add as relevant</i></p> <p>Suitably qualified supervisors for job</p> <p>Direct on-site supervision</p> <p>Remote site – communication systems/ schedule</p> <p>Audits</p> <p>Spot Checks, etc.</p> <p>Reporting systems</p>		
DETAILS OF: REGULATORY PERMITS/LICENCES ENGINEERING DETAILS/CERTIFICATES/WORKCOVER. APPROVALS:		
<p><i>Delete or add as relevant</i></p> <p>Local council permits</p> <p>Authorisation to work</p> <p>Confined Space Permit</p> <p>Building Approvals</p> <p>EPA approvals/permits</p> <p>Certain plant to be registered with State Authority</p> <p>PPE to comply with relevant Australian Standards</p>		

REFERENCE DOCUMENTS

DOCUMENT NO: 30013

VERSION NO: 10

ACTIVITY:

AUTHORISED BY:

REVIEW NO:

DATE:

SAFE WORK METHOD STATEMENT - PART 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/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 risk control measures, safe work instructions and Personal Protective Equipment described.

OVERALL RISK RATING AFTER CONTROLS	<input type="checkbox"/> 1 Low	<input type="checkbox"/> 2 MODERATE	<input type="checkbox"/> 3 HIGH	<input type="checkbox"/> 4 ACUTE	
EMPLOYEE/WORKER NAME	JOB ROLE / POSITION	SIGNATURE	DATE	TIME	EMPLOYER/PCBU/ SUPERVISOR
Kevin dong	Supervisor				
Scott XIA	Site supervisor				
Ren Yuan wu	Site supervisor				