



COMPANY DETAILS –					
Josh The Garage Door Guy 1 (250) 551-3995 joshthegaragedoorguy@gmail.com Rossland, British Columbia					
WORKPLACE NAME		PROJECT		SWMS NO:	006
WORKPLACE ADDRESS					
ACTIVITY OR TASK: <i>(provide sufficient details to clearly explain the specific activity or task to be performed).</i>		Preventative maintenance and tune up			
SWMS PREPARED and REVIEWED BY <i>(Names)</i>		SIGNATURE		DATE	
		SIGNATURE		DATE	
		SIGNATURE		DATE	
SWMS APPROVED BY <i>(Name)</i>	Josh Warden	SIGNATURE		DATE	
PERSON SUPERVISING WORK <i>(Name)</i>	Josh Warden	POSITION OF PERSON SUPERVISING	Owner/Director		
MINIMUM NO. OF PERSONS INVOLVED IN TASK	2	DURATION OF WORKS <i>(Start / Finish)</i>	4 days		
PERSONNEL DETAILS - <i>All competencies identified as being required to perform activity shall be recorded.</i>		TRAINING REQUIREMENTS - <i>Identified gaps in skills and training required to perform activity</i>			
EQUIPMENT DETAILS - <i>All plant and equipment identified as being required to perform activity shall be</i>		LEGAL REFERENCES – <i>List Legislation, Codes of Practice or Standards that specifically</i>			
Plant and Equipment			Safety / Emergency Equipment		
Hand Held tools	Gloves	Hard hat			
Power Tools	Ear Muffs	Steel capped boots			
Vehicles	Harness	Eye protection			
Boom lift		Respirator (valid)			
		Disposable overalls			



SAFE WORK METHOD STATEMENT (SWMS)

List SUBSTANCES in work area / to be used		Any Hazardous Substances listed here must be assessed for risk and appropriate controls applied in this SWMS				
Item #			Substance			
Item #	Substance	Hazardous		Dangerous	Hazards	Control Measures
1		<input type="checkbox"/>	<input type="checkbox"/>			
2		<input type="checkbox"/>	<input type="checkbox"/>			
3		<input type="checkbox"/>	<input type="checkbox"/>			

HAZARD IDENTIFICATION - Below are examples of typical hazards that may be present. If any item are identified, the step in the task that presents the hazard **MUST** be included in the following Task Breakdown section.

HIGH RISK	HIGH RISK	HIGH RISK	WORK CONDITIONS	ENVIRONMENTAL	ADDITIONAL PPE	ADDITIONAL EQUIP
Work Location	Working at Heights	Live Equipment	Trip Hazards	Air Pollution (dust)	Gloves	Signage
Difficult Entry/Exit	Scaffolding	Plant Room Hazards	Slippery Surfaces	Air Pollution (fumes)	Goggles	Barricades
Oxygen Deficiency	Elevated Work Platforms	Live Rails	Poor Lighting	Soil Erosion	Face Shield	Ventilation
Oxygen Excess	Ladders Being Used	Moving Machinery	High Noise Area	Removal of Vegetation	Dust Mask	
Engulfment	Fall Restraint Needed	Pressurised Fluids	Housekeeping	Water Pollution (Sediment)	Hearing PPE	Personal Locks
Toxic Gas Present	Fall Arrest Needed	Pneumatics	Moving Traffic / Rail	Chemical Spills to Land	Harnesses	Rescue Plans
Explosive Gas Present	Falling Objects	Automated Controls	Extreme Temps	Pesticides / Chemicals	Hi-vis Clothing	Extra Lighting
Potentially Difficult rescue	Work near excavations	Radiation	Remote Area	Community Impact	Respirator	
Confined space permit required Y/N? (If Y attach)	Work at heights permit required Y/N? (If Y attach)	Isolation plan required Y/N? (If Y attach)	Inhalation Dust / Fibres	Spills to Drains / Waterways	ENVIRONMENTAL PRECAUTIONS	
			On / Over Water	Potential to Start Fire	Dust Suppression	
Hot Works	Concealed Services	Electrical Safety	UV Radiation	Transfer of Pest Animals	Clean Down Vehicles	
Flammable materials	Slab / Wall Penetrations	Electrical Hazards – LV	Standing Water	Transfer of Pest Weeds	Noise Screening	
Total fire ban	Underground Services	Electrical Hazards – HV	TASK HAZARDS	Animal Injury / Fatality	Hydrocarbon / Chemical Spill Kits	
Sparks produced	Earth Breakthrough	Wet areas	Tools & Equipment	Disturb Heritage Sites	Sediment Fences	
Hot off cuts		Overhead Services	Manual Handling	Threatened Species	Reduced Driving Speeds	
Potential to start fire			Sharp Materials	Waste Generation	Rubbish Bins	
Explosive gas in area			Working excavators		Barrier Tape	
			Work near cranes		Chemical bunds / storage	

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SAFE WORK METHOD STATEMENT (SWMS)

Item #	Job Steps	Hazards	Risks	Initial Risk Score	Control Measures	HOC Code	Residual Risk Score	Responsible Person
<i>Logical sequence</i>	<i>Break down job into steps. Each step should accomplish a major task and be logical.</i>	<i>Identify the hazards associated with each step.</i>	<i>If exposed to the hazard, what harm could be reasonably expected?</i>	<i>Risk rating before controls are in place.</i>	<i>Determine necessary actions to eliminate or control risk. The risk must be reduced or controlled to a level as low as reasonably practicable before work commences.</i>	<i>Refer Sign on Sheet for Codes</i>	<i>Risk rating after controls are in place.</i>	<i>Indicate who is to ensure the control is put in place before work commences.</i>
1	General Site Induction	Lack of general site rules, no detailed knowledge of site.	Personnel entering wrong area of site Person/Vehicle collision	8	<ul style="list-style-type: none"> All employees to have Trimac induction prior to commencement of all work activities. Report all incidents. 	5	7-15	Supervisor
2	Site Establishment	Vehicle access, employee access, Poor housekeeping	Bodily Injury Damaged equipment and plant	13	<ul style="list-style-type: none"> Maintain high housekeeping standards at all times. Communication with site supervisor to identify site hazards. Obey all signage on site and ensure all employees have correct PPE. 	3,5	1-6	Supervisor Personnel
3	Access to Work Area	Dust on ground, slippery or uneven pavement Entering live production area.	Sprains and injuries Bodily injuries Lung damage	8	<ul style="list-style-type: none"> Ensure adequate housekeeping has been maintained and work area is free of debris and obstructions. All workers to wear full PPE as highlighted within Trimac Site Specific Induction. Mind the gaps when accessing work face from boom. Respirators to be worn inside sheds. Always at least 2 people in work area. Do not work alone. 	1,2,3,5,	7-15	Supervisor Personnel
4	Movement of door hardware	Manual handling, sprain or strain from lifting heavy equipment. Slips, trips and falls.	Plant damage, Crush injuries, Back strains injuries	13	<ul style="list-style-type: none"> Ensure proper manual handling and lifting techniques are used. Use of mechanical aid to be used when/where practical. Whilst lifting plant and equipment into work area ensure nobody stands below suspended loads. Material components to be broken down into manageable weights. Team lifting techniques or mechanical aids to be employed as necessary. 	1,3,4,5	7-15	All Personnel

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SAFE WORK METHOD STATEMENT (SWMS)

5	Working off EWP	Wet floor, trips and slips. Falling from height. Dropping objects, equipment or materials.	Bodily Injury In extreme cases death	14	<ul style="list-style-type: none"> All workers to be aware of the emergency procedure to be implemented if needed. All workers working off scaffold or out of EWP must be working at heights competent. All workers to wear safety harness and be securely connected to a rated anchor point. Be mindfull of workers below when working on EWS Housekeeping: ensure all access and walkway surfaces remain clean and free of any debris / or other obstructions (tools, materials, equipment etc.) Make sure power cords and tools are suspended on insulated hooks / elevated from laying on the floor at all times. Electrical tools to be tagged Adequate PPE to be worn at all times as instructed during Trimac Site Specific induction. 	3,4	7-15	Supervisor Personnel involved in task
6	Door inspection & repairs	Pinch points, auto operating doors, suspended loads, high tension springs	Bodily injury Electricution	14	<ul style="list-style-type: none"> Isolate power supply to door while working, to prevent trucks activation openers Barricades and signage to be erected to prevent persons entering work area Experienced personel to conduct work on springs Brief all new personel on the risks and locations of pinch points 	4,5	1-6	Site Supervisor & Sub-contractor Supervisor
Area Below to be filled out for any additional hazards identified onsite & any additional risks / steps identified during development of the SWMS by onsite personnel								

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This section is to be used for any sketches of the works, comments, drawings, notes or emergency evacuation route.



CONSULTATION AND SIGN-OFF RECORD

My signature below confirms that I have participated in the development and briefing on the requirements of the attached SWMS. I have reviewed copies of Permits, SDS's and other attachments as applicable. My signature also indicates that I shall perform the work in the manner detailed.

ACTIVITY:	SWMS NO:	006	REV:	
NAME (Please print)	SIGNATURE			DATE

Steps for filling out the SWMS	
1.	Discuss with relevant employees what work will be high-risk, the tasks, and associated hazards, risks and controls.
2.	In the 'Job Steps?' column, list the work tasks in sequence of how they will be carried out.
3.	In the 'Hazards risks?' column, list the hazards for each work task.
4.	In the 'Risk?' column, list the risks for each hazard.
5.	In the 'Control Measures' column, nominate a control measure (and how it is to be used) that is as close to level 1 in the Hierarchy of Control. (as per table below)
6.	Record the HOC option taken for each control by placing corresponding number 1 – 6 against the control
7.	Brief each team member on this SWMS before commencing work. Ensure team knows that work is to immediately stop if the SWMS is not being followed.
8.	Observe work being carried out. If controls are not adequate or scope changes stop the work, review the SWMS, adjust as required and re-brief the team.
9.	Retain this SWMS for the duration of the high-risk construction work.
Hierarchy of Control (HOC) levels – Corresponding number 1 – 6 to be listed against each control nominated in task breakdown	
<p>Most Preferred</p>  <p>Least Preferred</p>	<ol style="list-style-type: none"> 1. Eliminate any risk to health or safety associated with construction work. 2. Substitute a new activity, procedure, plant, process or substance 3. Isolating persons from the hazard, such as barricading, fencing or guard railing, or 4. Using engineering controls, such as mechanical or electrical devices. 5. Use administrative controls, such as changing the way the work is done. 6. Provide appropriate personal protective equipment.



RISK IDENTIFICATION MATRICES

CONSEQUENCE MATRIX – details the potential consequence after being exposed to a hazard. Rating selected should be a reasonable outcome of being exposed to the hazard (not rated too high or low).

Potential Consequence Rating	People	Environment	Plant & Property	Program (impact on critical path)	Regulatory	Reputation
Minimal	First Aid treatment	Minimal environmental damage. Contained on site. Quick clean up possible.	Loss of <\$500	Less than ½ day	Provisional Improvement Notice issued / workplace authority issued oral direction or instruction No fine issued	Minimal adverse impact limited to customer / client complaints
Minor	Medical Treatment	Minor environmental impact. Issue affects more than just the site. Quick cleanup possible	Loss of <\$5000	½ - 1 day	Issue of Improvement Notice or equivalent Fine < \$1000	Attention from media and/or heightened concern by local community. Criticism by Local Government
Moderate	Alternate Work or Lost Time Injury (<1 month recovery)	Moderate local impact on or off site requiring longer term clean up.	Loss of <\$50000	>1 day - < 1 week	Issue of Prohibition Notice or equivalent Fine >\$1000 - <\$10000	Moderate adverse media / public / Local Government attention
Major	Long Term (>1 month recovery) or permanent Injury	Major but reversible environmental damage. Full clean up extremely difficult & expensive	Loss of <\$500000	>1 week – < 1 month	Issue of Infringement Notice or equivalent Fine >\$10000 or legal proceedings	Major adverse media / public / Regional or State Government attention
Extreme	Fatality	Catastrophic & irreversible environmental damage. Full clean up not possible.	Loss of >\$500000	>1 month	Enforceable undertaking applied or impending prosecution for an individual or the company	Severe public or media outcry (National coverage)

LIKELIHOOD MATRIX– the various levels of probability of an event occurring. Consider the how frequently the activity is conducted in determining the likelihood.

Category	Criteria
Almost Certain (at any time)	Over 90% probability, 'happens often', or could occur within 'days to weeks'.
Very Likely (in most circumstances)	>50% probability, 'could easily happen', or could occur within 'weeks to months'.
Likely (may happen at some time)	>10% probability, 'could happen, has occurred before', or could occur 'within a year or so'.
Unlikely (could happen)	>1% probability, 'hasn't happened yet but could', or could occur 'after several years'.
Very Unlikely (probably won't happen)	<1% probability, conceivable but only in extreme circumstances, exceptionally unlikely, even in the longer term, or a '100-year event'.

RISK MATRIX – details the combination of the likelihood of an incident occurring by the consequences of that event.

CONSEQUENCE	LIKELIHOOD				
	Almost Certain	Very Likely	Likely	Unlikely	Very Unlikely
Minimal	11	7	4	2	1
Minor	16	12	8	5	3
Moderate	20	17	13	9	6
Major	23	21	18	14	10
Extreme	25	24	22	19	15

RISK SCORE MATRIX – the resulting combination of the likelihood by the consequence in terms of a rated score.

Risk Score	Risk Description
	(Implement control measures to eliminate the hazard, if not possible to eliminate then reduce hazard to As Low As Reasonably Practicable ALARP)
23 - 25	INTOLERABLE – Activity shall not commence. Hazard shall be eliminated.
16 - 22	Activity will not commence until Construction Manager and Project Manager review and approve adequacy of the controls nominated for the activity. Supervisor shall oversee the activity.
7 - 15	Activity will not commence unless appropriate supervision is present to supervise the activity.
1 - 6	Tolerable. Perform task / activity in accordance with controls

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