

SAFE WORK METHOD STATEMENT (SWMS)

Organisation Details			
Organisation Name:		Contact Name:	
ABN:		Contact Position:	
Address:		Contact Phone No.:	
Project Details			
Project:		Area:	
Activity:		Client:	
SWMS prepared by:	Name Signature Date	This SWMS makes mandatory:	<ul style="list-style-type: none"> The use of UV protection, including long pants, long sleeve shirts, wide brim sun hat and sunscreen while working under exposed sunlight; Seat belts to be worn when operating all vehicles; Prohibition of alcohol/non-prescription drug use at work site;
Hazard identification and risk assessment:		<ul style="list-style-type: none"> Class 1 (high risk): the hazard has the potential to kill or disable permanently; Class 2 (medium risk): the hazard has the potential to cause serious injury or illness, which will temporarily cause a disability; Class 3 (low risk): the hazard has the potential to cause a minor injury which will not cause a disability. 	
Resources/Trades involved:			
Plant and equipment used:			
Maintenance checks:			
Occupational Health and Safety or Environmental Legislation:	•	Codes or Standards Applicable to the Works:	•

Step by Step Procedure:		Hazards:	Risk Class: (Appendix 1) E/H/M/L	Safety Controls:	Person responsible:
1.				•	
2.	•	•		•	
3.		•		•	
4.				•	
6.	•	•			
7.		•		•	
8.					
Position and name		Qualifications and experience	Personnel, duties and responsibilities (supervisory staff and others)		Training
<u>PROJECT MANAGER: and SITE DIRECTOR</u>		•	<p>The Site Manager is responsible for safety on the project.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Implementing the company Occupational Health, Safety, Environment and Rehabilitation procedures; • Carrying out a design review with the Principal Contractor's project team to assist in the identification of further risk reduction control measures; • Stimulating a high level of safety awareness at all times; • Identifying safety training needs; • Leading by example; • Ensuring safe equipment and plant is provided and maintained; • Insisting on correct and safe work practices at all times; • Assisting in the identification and preparation of safe work procedures; • Reviewing safety reports and inspections and initiating rectification where necessary; • Insisting on correct and safe work practices at all times; • Participating in accident/incident investigations. 		<ul style="list-style-type: none"> • General Induction, Construction Induction Certificate • Manual Handling Certificate • First Aid Certificate.

<p><u>ASSISTANT SITE DIRECTOR:</u></p>	<ul style="list-style-type: none"> • 	<p>The Assistant Site Director is responsible for assisting in the direction of the archaeological excavations and is responsible for assisting in safety management.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Implementing the company Occupational Health, Safety, Environment and Rehabilitation procedures; • Carrying out a design review with the Principal Contractor's project team to assist in the identification of further risk reduction control measures; • Stimulating a high level of safety awareness at all times; • Identifying safety training needs; • Leading by example; • Ensuring safe equipment and plant is provided and maintained; • Insisting on correct and safe work practices at all times; • Assisting in the identification and preparation of safe work procedures; • Reviewing safety reports and inspections and initiating rectification where necessary; • Insisting on correct and safe work practices at all times; • Participating in accident/incident investigations. 	<ul style="list-style-type: none"> • General Induction, Construction Induction Certificate • Manual Handling Certificate • First Aid Certificate
<p><u>OPERATIONS MANAGER:</u></p>		<p>The Operations Manager is responsible for work area site management issues and assisting in safety management.</p> <p>Duties include:</p> <ul style="list-style-type: none"> • Implementing the company Occupational Health, Safety, Environment and Rehabilitation procedures; • Carrying out a design review with the Principal Contractor's project team to assist in the identification of further risk reduction control measures; • Stimulating a high level of safety awareness at all times; • Identifying safety training needs; • Leading by example; • Ensuring safe equipment and plant is provided and maintained; • Insisting on correct and safe work practices at all times; • Assisting in the identification and preparation of safe work procedures; 	<ul style="list-style-type: none"> • General Induction, Construction Induction Certificate • First Aid Certificate

		<ul style="list-style-type: none"> • Reviewing safety reports and inspections and initiating rectification where necessary; • Insisting on correct and safe work practices at all times; Participating in accident/incident investigations. 	
<u>ARCHAEOLOGIST:</u>	•	<p>Responsibilities and duties include:</p> <ul style="list-style-type: none"> • Implementing the company Occupational Health, Safety, Environment and Rehabilitation procedures; • Stimulating a high level of safety awareness at all times; • Leading by example; • Assisting in the identification and preparation of safe work practices; • Ensuring safe equipment and plant is provided and maintained; • Insisting on correct and safe work practices at all times; • Reviewing safety reports and inspections and initiating rectification where necessary. 	<ul style="list-style-type: none"> • General Induction Construction Induction Certificate • First Aid Certificate
<u>EMPLOYEES:</u>		<p>Employees are responsible for:</p> <ul style="list-style-type: none"> • Working in a safe manner without risk to themselves, others or the environment; • Complying with the OHS Management Plan including all Safe Work Method Statements; • Reporting all incidents to the Site Manager; • Reporting all injuries and illnesses to the designated First Aid Officer; • Reporting any OHS hazards through agreed consultation methods, on how to improve OHS issues; • Seeking assistance if unsure of OHS rules; • Reporting any faulty tools or plant to the Site Manager • Providing suggestion through agreed consultation methods, on how to improve OHS issues; • Complying with site rules; • Correctly using all personal protective equipment; and • Complying with emergency and evacuation procedures. 	

First Aid and Medical Information			
First Aid Officers	•		
Nearest Doctor		Nearest Hospital	
<p style="text-align: center;">IN CASE OF EMERGENCY DIAL 000 (FOR POLICE, AMBULANCE AND FIRE)</p>			
<p style="text-align: center;">This SWMS has been developed through consultation with our employees and has been read, understood and signed by all employees undertaking the works:</p>			
Print Name:	Signature:	Date:	

Appendix 1: Health and Safety Risk Level Matrix

Likelihood	Consequences				
	Insignificant Minor injury requiring first aid but no lost time or a few incidents which do not result in injury	Minor Single injury requiring medical treatment resulting in some lost time or a large number of incidents resulting in minor injuries	Moderate Single serious injury or illness requiring hospitalisation and rehabilitation due to a single cause at one location	Major Single fatality, multiple injuries or major incapacity or series of single fatalities or major injuries due to a single cause at one location	Catastrophic Multiple deaths from a single event or serial deaths over one year or cumulative and delayed disability due to a single cause at one location
Almost certain Likely to occur about once a month	H	H	E	E	E
Likely Expected to occur once every year	M	M	H	E	E
Possible Will be Expected to occur once every 10 years	L	M	M	H	E
Unlikely Will be expected to occur once every 100 years	L	L	M	H	E
Rare Will be expected to occur once every 1000 years or less	L	L	M	H	H

Level of Risk

E: Extreme risk; immediate action required
H: High risk; senior management attention needed

M: Moderate risk; management responsibility must be specified
L: Low risk; manage by routine procedures