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JSEAsy

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Job Safety and Environmental Analysis (JSEA) / Safe Work Method Statement (SWMS)

JSEAsy Demo (Your Business name will replace this)

Part 1: Project and Task Identification

Process Initiators of SWMSs are responsible for consulting the Project Supervisor, Quality WHS Manager or other persons directly in charge of the work and other personnel involved in the execution of the task (as appropriate) for input into the SWMS. Other persons may be consulted for technical advice or review of the SWMS to see that proposed measures are effective and workable. The task is to be broken up into steps. For each step, the safety hazards are identified. For each of the hazards identified, corrective action, precautions, equipment are identified to reduce the hazard. All involved in the task must review and sign this SWMS form.

Client: TotalTrack Pty Ltd

Site: The Sample University, 99 Example Way Adelaide SA 5000

Contact Name	Job Title	Phone	Mobile	FAX	Email
Scott LeBlanc	Director	08 8351 1540	0408 831 550	08 8261 9977	scott@totaltrack.com.au

SWMS Initiated By _____ Ben Workin	Date: _____	SWMS No. 1	Rev: 2	Rev. Date: 5/02/2017
Supervisor Review _____ Will Bwatchin	Date: _____	Work Locations/Areas: All		
Management Review _____ Sample Guy	Date: _____			

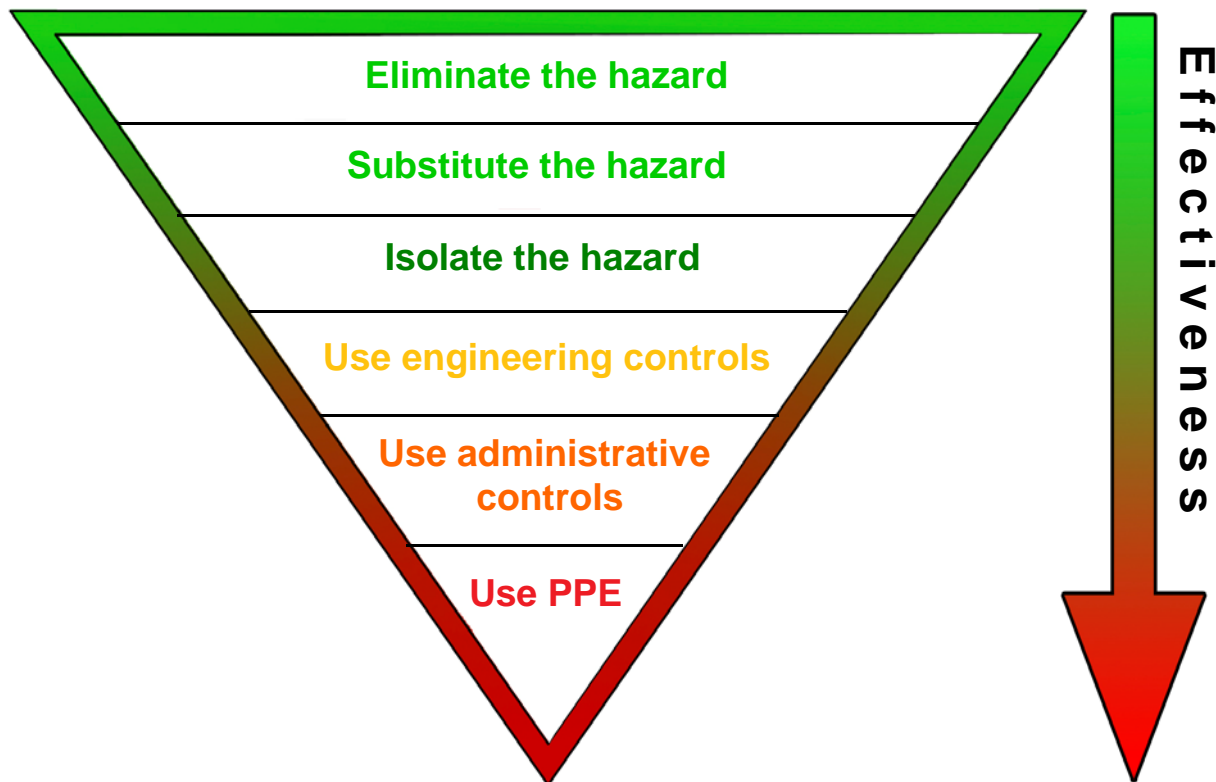
Description of Work to be Undertaken:

Construction of new entrance

First, identify and assess the risks, then decide the best way to control them by applying the Hierarchy of Control as follows:

LEVEL	CONTROL	DEFINITION
Level 1	Elimination	Controlling the Hazard at source
Level 2	Substitution	Replacing one substance or Activity with a less hazardous one
	Isolation	Separating the hazard from the person
	Engineering	Installing Guards on machinery
Level 3	Administration	Implementing policies and procedures for safe work practices
	Personal Protective Equipment	Use of safety glasses, hardhats, protective clothing, etc.

Hierarchy of Controls



Part 2: Worker Qualifications and Induction Record

JSEAsy Demo (Your Business name will replace this)

Personal Qualifications and Experience Required To Carry Out the Works:	Duties and Responsibilities of Personnel Completing the Task:	Formal or Specialised Training or Licenses Required to Complete Work or Operate Specific Plant or Equipment:
Completion of White Card Induction	Adherence to company's and the site's WH&S policies and procedures	Competency in the Safe Operating Procedure of the selected power tools
The ability to work unsupervised and part of a team		Load Restraint Training (TLIA107C)
Roof Plumbing Trade Certificate (Preferred) or a competency level of installing metal sheeting materials	Maintain adequate house-keeping on site	Heavy Vehicle Drivers licence with a class equal to or greater than the required for the mass of the truck
Certificate III in Wall and Floor Tiling	Reporting of any injuries / incidents to your Project Supervisor	
Certificate III in Wall and Ceiling Lining (Preferred) or a competency level of installing wall and ceiling materials	Operate safely and perform daily pre-shift inspections	Training and shown competency in the safe use of the vehicle loading device
Certificate III in Painting and Decorating preferred or shown competency in the application paint		License To Operate A Vehicle Loading Crane (TLILIC 0012A)
		Elevated Work Platform Train & Assess (TLILIC508A) - High Risk Licence Class WP
		Dogman - Certificate of Competency

SWMS Sign Off – Your signature below indicates that you have been consulted in development of the SWMS and accept and will implement the requirements of the SWMS and control measures

No.	Name	Classification	Employed By	Signature	Date
1	Sample Guy	Carpenter	JSEAsy Demo		5/01/2017
2	Ben Workin	Labourer	JSEAsy Demo		5/01/2017
3	Bringit Down	Demolition Worker	Now you see it now you don't		19/01/2017
4	Jean-Claude Van Man	Driver	We Deliver		19/01/2017
5	Steele Recton	Rigger	JSEAsy Demo		19/01/2017
6	Scott Mebuggerd	Ceiling fixer	Scott's Ceilings		
7	Scott Mebuggerdto	Ceiling fixer	Scott's Ceilings		
8	Phil McCrevice	Flusher	Scott's Ceilings		
9	Slap Dabber	Painter	Slap's Painting		
10	Bonnie Tiler	Tiler	We Layum		
11	Surelock Homes	Window and Door installer	Fitum and Lockum		

12					
13					
14					
15					
16					
17					

Sample Guy		Emergency Contact Name: Sample Girl	Relationship: Wife	Phone: 08 8351 1540	Mobile: 0408 000 000
Qualification			Licence	Number	
Completion of White Card Induction			Boom Lift over 11m (WP) High Risk	S123456	
Certificate III in Carpentry			Motor Vehicle	C987654	
			Building Supervisor	BLD 123456	
			Scissor Lift (SL) EWPA Yellow Card	987654	
			Forklift truck (LF) High Risk Licence	55555	

Job Safety and Environmental Analysis (JSEA)				Safe Work Method Statement (SWMS)		
Step No.	Process Steps List the steps needed to do the job in the sequence to be done.	Potential Hazard(s) Against each step list potential hazards that could cause injury when the job is done.	Risk Rating	Hazard Control Measures For each hazard, identify control measures to eliminate or minimise the risk of injury.	New Risk Rating	Action By
1 Site Orientation/ Induction						
1.1	Report to client's reception	Entering restricted areas	19	Follow posted signs and go directly to reception	1	All
1.2	Undertake a site induction	Unfamiliarity with emergency procedures	14	Listen and ensure you obtain information and site emergency and evacuation procedures	1	All
		Unawareness of site specific hazards	14	Listen and ensure you obtain information about any and all site hazards	1	All
		Unawareness of restricted areas	18	Listen and ensure you obtain information about any restricted areas	1	All
		Unawareness of other operations or hazardous activities being undertaken on site	9	Listen and ensure you obtain information about any other activities being undertaken on site	5	All
2 Claim Work Area						
2.1	Access the site	Breaching minimum site PPE requirements	13	HI visibility clothing must be worn at all times whilst on site	1	All
				Steel toe safety boots must be worn at all times whilst on site	1	All
				Safety glasses must either be worn or carried at all times whilst on site	1	All
		Breaching site rules or requirements	13	NO SMOKING on site-designated smoking area will be available and ALL butts to be placed in bin	1	All
				Progressive housekeeping clean as you go	1	All
2.2	Establish safe perimeter	People entering work area	25	Controlled by Site Manager	5	Site Supervisor
				Bunting or Caution tape shall define the work area by providing a 3 meter barrier or denying access whichever is more appropriate.	3	All
3 Inspect and drive truck						
3.1	Pre-operation Inspection	Faulty equipment machine failure	14	Examine Tires and wheels for following hazards: lug nuts, cracked rims, cuts, tire pressure	1	Driver
				Check all hydraulic rams and lines, controls for leaks	3	Driver
				Check all safety devices	3	Operator
				Check rear view mirrors are present and in	1	Driver

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				good condition		
				Ensure Safe Working Limit is displayed and legible	1	Driver
3.2	Board truck	Falling from truck	13	Use hand hold and steps when entering/exiting cabin	1	All
				Do not jump from cabin	1	All
3.3	Start the truck	Vehicle running into objects and or persons	7	Ensure parking brake is on and operational	1	Driver
				Before starting motor, ensure transmission is in neutral and check throttle for proper operation	1	Driver
3.4	Drive the truck	Legislation Breach	18	Ensure seatbelt is worn	2	All
				Only persons with the appropriate licence are to drive the vehicle	1	Driver
				Do not drive or operate the vehicle while under the influence of drugs or alcohol	2	Driver
				Ensure the load does not exceed the safe work load/ limit of the vehicle	1	Driver
				Obey the road rules and speed limits of the state or territory at all times	2	Operator
		Unsecured load	15	Unsure load is secure with rated restraints	1	Driver
		Striking Overhead Tree branches	13	Ensure path of travel is clear of low-lying tree limbs	2	Driver
		Striking structure or overhead members	25	Check for clear head room	3	Driver
		Injury to people, damage to product or equipment from running into or over	13	Be aware of increased braking/stopping distance when carrying loads	2	Driver
3.5	Reversing the truck	Reversing/ Running over people and equipment and not very good visual	22	Make sure that your back up alarm is working	5	Driver
				Use a spotter when reversing in the vicinity of other people or in congested areas	2	Driver
4 Delivery of skip bin						
4.1	Inspect area to accept load	Electrocution	25	Always check for overhead power lines	1	Driver
		Tipping over	19	Be alert for trenches, open cuts, sump holes and pits	2	Driver
				Ensure firm ground support	5	Carpenter
				Ensure gradient/slope within safe limits	1	Carpenter
4.2	Reverse vehicle to position	Reversing/ Running over people and equipment and not very good visual	22	Make sure that your back up alarm is working	5	Driver
				Use a spotter when reversing in the vicinity of	2	Driver

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				other people or in congested areas		
4.3	Release restraints	Load tipping or falling	12	Release straps slowly to ensure load does not move	3	Driver
4.4	Unload bin	Obstructing access or egress	15	Do not block access or egress to site	1	Driver
				Do not unload in close proximity to other vehicles. Ensure sufficient space between dump sites if several loads being dumped at same time	1	Driver
		Personal Injury	20	Ensure that you have received training in safe use of the equipment	1	Driver
		Crushing	23	Ensure persons and body parts are clear before lowering	1	All
5 Demolition/ Removal of existing floor tiles Using an electric Jack Hammer/ Demolition Hammer						
5.1	Carry the tool to the work area	Muscle strain	13	Keep Load close to body	5	All
5.2	Plug in the tool	Electrocution	25	Check electrical lead for cracks, fraying or exposed wires	1	Operator
				Ensure all electrical tools and cables are functional, tested, tagged and current	1	All
5.3	Operate the hammer	Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All
		Hearing damage	18	Use correct PPE - Ear Muffs / Ear Plugs	2	Operator
		Vibration	13	Do not exceed the maximum hours of daily exposure as per the manufacturers recommendations	1	Operator
				Vibration handle to be used	2	Operator
		Electrocution	25	Do not expose the power tool to rain or wet conditions	1	Operator
				Use RCD protection	1	All
				Check for electrical services beyond before drilling	1	Operator
		Injury from using power tools	18	Ensure operator has been trained in the safe operating procedure of power tool prior to use	3	Supervisor
Do not force the power tool	2			Operator		
Use the correct power tool for your application	1			Operator		
Do not use the power tool if the switch does not turn it on and off	1			Operator		
	Machine jamming or kicking back	25	Let the machine do the work	3	Operator	

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				Make sure correct grip if formed utilising the handle	3	Operator
				Keep cutting tools sharp and clean	3	Operator
		Cut through body parts	18	Always use two hands when operating	2	Operator
				Wear safety boots	2	Operator
		Cuts and lacerations	16	Wear Gloves	1	All
6 Cleaning up work area						
6.1	Pick up all off cuts / rubbish from work area	Cuts and lacerations	16	Wear PPE if sharp edges are exposed	3	All
				Due care by personnel	2	All
				Ensure correct handling to prevent injury	1	All
		Manual handling injuries	20	Ensure correct manual handling procedures are followed	1	All
				Use mechanical lifting device where practicable	2	All
				Share lifting loads	3	All
		Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All
6.2	Put all off cuts into bin or designated area provided on site	Tripping over obstacles	17	Ensure pathway is clear	2	All
		Environmental -Waste Generation	11	Ensure all recylcable materials are collected for recycling	1	All
6.3	Ensure work area is left clean and free of debris	Material blowing away	17	Ensure stacked in a safe manner and tied down if necessary	3	All
7 Move debris by hand using a shovel						
7.1	Scoop the debris with the shovel	Muscle strain	13	Do not over reach with shovel	3	Operator
		Striking foot	8	Wear safety boots	1	All
8 Push Wheel Barrow on site						
8.1	Push wheel Barrow	Muscle strain	13	Ensure correct manual handling procedures	3	Installer
				Do not overload the Wheel Barrow	5	Operator
		Wheel barrow tipping over	12	Ensure firm footing and even lift	3	Operator
		Tripping hazard	12	Ensure path of travel is clear of obstacles and debris	3	All
8.2	Tip the Wheel Barrow to empty	Wheel barrow tipping over	12	Ensure firm footing and even lift	3	Operator
9 Sweep Floor						
9.1	Pick up broom	Muscle strain	13	Do not over reach	3	Installer

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9.2	Sweep the floor	Environmental - Dust	16	Sweep using slow strokes in dusty situations	1	All
		Muscle strain	13	Do not over reach	3	Installer
10 Demolition of existing plasterboard lined partition stud wall						
10.1	Removal of existing plasterboard using a hammer and pinch bar	Electrocution	25	Ensure all power to the area has been isolated prior to commencement	1	Site Supervisor
		Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All
		Lacerations	17	Wear gloves	3	All
		Environmental - Dust	16	Place drop sheets around work area to collect dust and debris	1	All
10.2	Removal of existing stud framing	Structure collapses	25	Remove from the top down	3	Labourer
				Remove systematically	3	Labourer
11 Cut masonry wall with a Quick Cut Diamond blade saw						
11.1	Check the saw for condition	Fuel Leaks	13	Visual inspection	5	Operator
11.2	Check condition of wheel	Disc shattering	18	Visually inspect for cracks, nicks and blisters	2	Operator
11.3	Check that the wheel is designed for the machine	Wheel could disintegrate causing horrific injuries	18	Make sure it is the right wheel in good condition for the machine and job, size revolution speed	3	Operator
11.4	Check that the wheel is suitable for intended purpose	Wheel could disintegrate causing horrific injuries	18	Make sure that the wheel suits the specific needs i.e. Metal or Stone etc.	3	Operator
11.5	Check that the correct wheel flange washer and locking nuts are fitted correctly	Wheel could disintegrate causing horrific injuries	18	Make sure the wheel is tight using the appropriate tools and sitting properly on the machine	3	Operator
11.6	Check that wheel guard is firmly fixed in place	Eye Damage	20	Ensure Guard is firm and in correct position	2	Operator
11.7	Make sure that work area is accessible and clear of flammable product and personnel	Cramped work conditions	15	Clean area underfoot and around work area	3	Operator
		Environmental -Fire	9	Risk assess and clear the surrounding area for combustible hazards in a 10metre radius including beneath the hot works	3	Operator
		Inhalation of toxic and noxious fumes	25	Ensure adequate ventilation	1	All
11.8	Line of fire	Sparks and debris harming personnel	23	Ensure that operating stance is not in line with sparks, debris	3	Operator
11.9	Grip the machine and allow to run up before applying it to the job	Machine jamming or kicking back	25	Make sure correct grip if formed utilising the handle	3	Operator

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11.10	Cut into the masonry surface	Machine jamming or kicking back	25	Let the machine do the work	3	Operator
				Do not apply pressure while using the saw	5	Operator
		Environmental - Dust	16	Ensure water supply is connected to the machine to control the generation of dust	1	Operator
				Wear correct PPE – Dust Mask	1	Operator
		Environmental -Spills to water -stormwater	4	Use drop sheets for catchment	3	All
				Collect waste water and slurry using a wet vacuum	3	Operator
		Cut through body parts	18	Ensure the user has been inducted with SOP	2	Site Supervisor
Never remove guards	2			All		
Cutting through concealed power cables	22	Ensure power to the area has been isolated	1	Site Supervisor		
12 Part demolition of existing brick wall to form new opening						
12.1	Drill out mortar to create starting point	Electrocution	25	Ensure all electrical tools and cables are functional, tested, tagged and current	1	All
				Ensure all power to the area has been isolated prior to commencement	1	Site Supervisor
				Use RCD protection	1	All
		Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All
		Hearing damage	18	Use correct PPE - Ear Muffs / Ear Plugs	2	Operator
12.2	Knock out brick	Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All
		Striking hand or body part	9	Use correct tool for the purpose	1	Operator
12.3	Install temporary needle through brick opening	Muscle strain	13	If materials are of a considerable length or weight then ensure a 2 (or more) person lift and carry	3	All
				Keep Load close to body	5	All
13 Install Acro prop						
13.1	Lift the prop into position	Muscle strain	13	Ensure correct manual handling procedures	3	Installer
13.2	Lift the inner tube to the approximate height	Outer tube moving with the inner tube	13	Steady the outer tube by placing a foot on the base plate	2	Installer
13.3	Insert the pin through slot in outer tube passing through adjacent hole in inner tube	Pinch point injury	14	Do not let go of inner tube until pin is fully inserted	5	Installer
13.4	Turn handle for final adjustment	Prop falling over	18	Do not let go until prop is under tension	5	Installer
		Overloading the prop	9	Do not use the prop as a jack	2	Installer

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13.5	Secure prop into position	Prop falling over	18	Secure the top of the prop by mechanical means	5	Installer
				Install diagonal bracing to the prop using pipe a coupling	1	Installer
14 Knock out bricks						
14.1	Strike brick with hammer	Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All
		Striking hand or body part	9	Concentrate on object	2	Operator
		Environmental - Dust	16	Place drop sheets around work area to collect dust and debris	1	All
		Muscle strain	13	Do not overreach with hammer	3	Installer
14.2	Place removed bricks into wheel barrow	Overloading the wheel barrow	13	Do not fill above the brim	2	Labourer
		Wheel barrow tipping over	12	Ensure wheel barrow is positioned centrally	5	Operator
14.3	Push the wheel barrow	Muscle strain	13	Do not overload the Wheel Barrow	5	Operator
		Wheel barrow tipping over	12	Ensure firm footing and even lift	3	Operator
14.4	Empty the wheel barrow	Wheel barrow tipping over	12	Ensure firm footing and even lift	3	Operator
15 Cleaning up work area						
15.1	Pick up all off cuts / rubbish from work area	Cuts and lacerations	16	Wear PPE if sharp edges are exposed	3	All
				Due care by personnel	2	All
				Ensure correct handling to prevent injury	1	All
		Manual handling injuries	20	Ensure correct manual handling procedures are followed	1	All
				Use mechanical lifting device where practicable	2	All
Share lifting loads	3	All				
Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All		
15.2	Ensure work area is left clean and free of debris	Material blowing away	17	Ensure stacked in a safe manner and tied down if necessary	3	All
16 Push Wheel Barrow on site						
16.1	Push wheel Barrow	Muscle strain	13	Ensure correct manual handling procedures	3	Installer
				Do not overload the Wheel Barrow	5	Operator
		Wheel barrow tipping over	12	Ensure firm footing and even lift	3	Operator
		Tripping hazard	12	Ensure path of travel is clear of obstacles and debris	3	All

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16.2	Tip the Wheel Barrow to empty	Wheel barrow tipping over	12	Ensure firm footing and even lift	3	Operator
17 Sweep Floor						
17.1	Pick up broom	Muscle strain	13	Do not over reach	3	Installer
17.2	Sweep the floor	Environmental - Dust	16	Sweep using slow strokes in dusty situations	1	All
		Muscle strain	13	Do not over reach	3	Installer
18 Installation of Hold Down bolts into existing Concrete						
18.1	Mark out hole locations	Tripping hazard	12	Ensure path of travel is clear of obstacles and debris	3	All
		Objects / other trades obstructing lifting path	17			
18.2	Drill hole at pre marked location	Hearing damage	18	Use correct PPE - Ear Muffs / Ear Plugs	2	Operator
18.3	Blow Dust out of hole	Inhallation of Dust	12	Ensure adequate ventilation	1	Installer
18.4	Inject Epoxy into holes	skin irritation	7	Wear Gloves	1	Operator
				Wash hands immediately if contact with skin occurs	1	All
18.5	Insert Bolts into hole	Dropping materials	20	Wear safety boots	1	All
19 Acceptance of delivery to site for materials via Crane Truck						
19.1	Establish area to accept delivery	Other trades and or persons wanting to use area	11	Communicate with other site personnel to establish availability of area	2	All
19.2	Direct vehicle to appropriate area	Running into objects and or persons	13	Place "spotter" to watch path of truck	3	Site Supervisor
19.3	Untie load if secured	Load tipping or falling	12	Release straps slowly to ensure load does not move	3	Driver
19.4	Receive goods manually					
19.5	Crane material from vehicle to ground	Crane tipping over or sinking	25	Ensure firm ground and engage outriggers	3	Operator
		Materials/Packs may slide from slings	21	Make sure a licensed dogman/rigger slings the load and it is balanced before lifting	3	Operator
		Jib may come close to or touch power lines	21	Visual checks	3	Operator
		Wind may swing load	21	Make sure weather conditions are favourable, use a guy rope if necessary	3	Operator
		Load may strike obstacles	21	Attach Guy Rope	1	Operator
20 Carrying materials from storage area to work area						
20.1	Lifting materials	Muscle strain	13	Ensure correct manual handling procedures	3	Installer

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				If materials are of a considerable length or weight then ensure a 2 (or more) person lift and carry	3	All
20.2	Carrying materials	Tripping hazard	12	Ensure path of travel is clear of obstacles and debris	3	All
21 Land Columns into position by Hand						
21.1	Carry Columns to desired location	Manual handling injuries	20	Ensure correct manual handling procedures are followed	1	All
				Use mechanical lifting device where practicable	2	All
21.2	Land and secure Columnr to pre installed hold down bolts	Crushing	23	Ensure persons and body parts are clear before lowering	1	All
21.3	Level Columns	Eye Damage	20	Do not look directly at laser beam	2	Operator
		Columns falling over	20	Ensure firm grip on column until all nuts have been installed	2	Rigger
22 Tension nuts using a battery powered rattle gun						
22.1	Push socket over nut	System failure from incorrect fitment	18	Ensure the socket is the correct size for the nut to avoid stripping and damage	2	Rigger
22.2	Rattle the nut	Equipment failure	19	Visual inspection prior to use	1	All
				Only use an Impact socket with Rattle Guns	2	Rigger
23 Lift new steel lintel into position using duct lifters						
23.1	Position Duct lifter under material	Lifter tipping or sinking	12	Ensure firm ground support, and clear of Debris	3	All
				Keep the machine as level as possible when operating	2	Installer
23.2	Lift the material	Hitting overhead objects	25	Look up before lifting	3	Rigger
		Load tipping or falling	12	Ensure load is balanced before lifting	1	Operator
24 Connect steel members						
24.1	Land and secure Member to pre installed conecting structure or member	Crushing	23	Ensure persons and body parts are clear before lowering	1	All
24.2	Bolt connection	Dropping materials	20	Flag off area to prevent accidental entry and possible injury from falling objects	1	Installer
				Do not let go until member has been secured in place	2	Installer
				Wear safety boots	1	All

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25 Tension nuts using a battery powered rattle gun						
25.1	Push socket over nut	System failure from incorrect fitment	18	Ensure the socket is the correct size for the nut to avoid stripping and damage	2	Rigger
25.2	Rattle the nut	Equipment failure	19	Visual inspection prior to use	1	All
				Only use an Impact socket with Rattle Guns	2	Rigger
26 Grout Columns						
26.1	Mix Grout	Dust escaping work areas and contaminating safe areas	7	Mix in a suitable area	1	Operator
		skin irritation	7	Wash hands immediately if contact with skin occurs	1	All
26.2	Trowel grout under column	skin irritation	7	Wash hands immediately if contact with skin occurs	1	All
26.3	Clean up	Environmental -Spills to water -stormwater	4	Do not wash bucket/ Container into drain or onto street	1	All
		Environmental -Spills to land contamination	8	Empty waste into bin	1	Operator
27 Installation of Aluminium Doors and Door Hardware						
27.1	Collect materials from Stockpile locations	Tripping hazard	12	Ensure path of travel is clear of obstacles and debris	3	All
		Manual handling injuries	20	Ensure correct manual handling procedures are followed	1	All
				Share lifting loads	3	All
27.2	Drill holes for handset/ lock	Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All
		Drill bit jamming	13	Ensure drill bit is sharp and secured tightly in chuck	3	Operator
		Injury from using power tools	18	Ensure operator has been trained in the safe operating procedure of power tool prior to use	3	Supervisor
27.3	Installation door hardware using a cordless drill	Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All
		Injury from using power tools	18	Ensure operator has been trained in the safe operating procedure of power tool prior to use	3	Supervisor
27.4	Lift door into position	Muscle strain	13	Ensure correct manual handling procedures	3	Installer
				Do not over reach	3	Installer
				Use two people where appropriate to assist with handling of door	3	Installer

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28 Acceptance of delivery to site for materials						
28.1	Establish area to accept delivery	Other trades and or persons wanting to use area	11	Communicate with other site personnel to establish availability of area	2	All
28.2	Direct vehicle to appropriate area	Running into objects and or persons	13	Place "spotter" to watch path of truck	3	Site Supervisor
28.3	Untie load if secured	Load tipping or falling	12	Release straps slowly to ensure load does not move	3	Driver
28.4	Receive goods manually					
29 Installation of plasterboard linings						
29.1	Measure for sheet length	Cuts and lacerations	16	Due care by personnel	2	All
29.2	Cut sheet to length using a knife	Cut through body parts	18	Ensure opposite hand is well clear of cutting area	5	Carpenter
29.3	Apply glue to framing using Acrylic Stud Adhesive	skin irritation	7	Wash hands immediately if contact with skin occurs	1	All
				Wear Gloves	1	Operator
				Refer to manufacturers Safety Data Sheet (SDS) prior to commencement	1	All
			Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3
29.4	Position sheet to pre installed framing	Muscle strain	13	If materials are of a considerable length or weight then ensure a 2 (or more) person lift and carry	3	All
				Do not over reach		
29.5	Screw sheet to framing	Electrocution	25	Ensure all electrical tools and cables are functional, tested, tagged and current	1	All
			Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3
30 Prepare for Floor tiling, connect hose to existing water supply tap						
30.1	Fit or use existing snap on fitting	Environmental - Inefficient resource use – wasting water	20	Unsure fittings are in in good order and condition	2	All
				Check O ring is in place and in good condition		
30.2	Turn on Tap	Environmental - Inefficient resource use – wasting water	20	Check hose for leaks	1	All
31 Mixing cement with a portable electric mixer						
31.1	Plug in mixer	Electrocution	25	Ensure all electrical tools and cables are functional, tested, tagged and current	1	All
				Use RCD protection		

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31.2	Put water into mixer	Entanglement	13	Ensure no loose clothing or jewellery	3	Operator
31.3	Shovell sand into mixer	Muscle strain	13	Do not over reach with shovel	3	Operator
31.4	Shovell cement and or lime into mixer	Environmental - Dust	16	Place cement into mixer, do not throw from a distance	1	All
		skin irritation	7	Wash hands immediately if contact with skin occurs	1	All
		Entanglement	13	Ensure no loose clothing or jewellery	3	Operator
31.5	Empty wet mix into wheel barrow	Wheel barrow tipping over	12	Ensure wheel barrow is positioned centerally	5	Operator
32 Wash out mixer						
32.1	Plug in mixer	Electrocution	25	Ensure all electrical tools and cables are functional, tested, tagged and current	1	All
32.2	Put water into mixer	Entanglement	13	Ensure no loose clothing or jewellery	3	Operator
32.3	Empty water into wheel barrow	Wheel barrow tipping over	12	Ensure wheel barrow is positioned centerally	5	Operator
		Environmental -Spills to water -stormwater	4	Do not overfill the wheel barrow	3	All
				Do Not tip tip onto street or path	3	Operator
				Tip onto area to be concreted	3	All
33 Placing a cement screed						
33.1	Shovel concrete to desired location	Muscle strain	13	Do not over reach with shovel	3	Operator
		skin irritation	7	Wash hands immediately if contact with skin occurs	1	All
33.2	Screed concrete to required levels	Muscle strain	13	Do not over reach	3	Installer
				Bend at the knees	3	Tiler
34 Mix adhesive in a bucket using an electric drill						
34.1	Pour water into bucket	Environmental - Inefficient resource use – wasting water	20	Only fill bucket to the required amount	1	All
34.2	Pour dry compound into bucket	Environmental -Waste Generation	11	Do not mix more compound than can be used in one application	3	All
		Environmental -Spills to water -stormwater	4	Use drop sheets for catchment	3	All
		skin irritation	7	Refer to manufacturers Safety Data Sheet (SDS) prior to commencement	1	All
34.3	Plug in drill	Electrocution	25	Ensure all electrical tools and cables are functional, tested, tagged and current	1	All
				Use RCD protection	1	All

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34.4	Mix compound	Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All
		Entanglement	13	Ensure no loose clothing or jewellery	3	Operator
35 Laying floor tiles						
35.1	Collect tiles from storage area	Muscle strain	13	Ensure correct manual handling procedures	3	Installer
				Keep Load close to body	5	All
35.2	Lay tiles	Back injury	13	Bend at the knees	1	All
		Environmental -Waste Generation	11	Measure twice and cut once	3	All
		Muscle strain	13	Do not over reach	3	Installer
36 Cutting tiles using an angle grinder						
36.1	Choose the right size grinder for the job	Grinder too large could grab or jam and kick back causing horrific injury or property damage	20	Choose the right size grinder	3	Operator
36.2	Check the grinder for condition	Machinery Failure	17	Perform Pre operational checks on Machine	1	Operator
36.3	Check if the wheel is for cutting or grinding of the wheel	Wheel could disintegrate causing horrific injuries	18	Make sure the correct wheel is used	3	Operator
36.4	Check condition of wheel	Disc shattering	18	Visually inspect for cracks, nicks and blisters	2	Operator
36.5	Check that the wheel is designed for the machine	Wheel could disintegrate causing horrific injuries	18	Make sure it is the right wheel in good condition for the machine and job, size revolution speed	3	Operator
36.6	Check that the wheel is suitable for intended purpose	Wheel could disintegrate causing horrific injuries	18	Make sure that the wheel suits the specific needs i.e. Metal or Stone etc.	3	Operator
36.7	Check that the correct wheel flange washer and locking nuts are fitted correctly	Wheel could disintegrate causing horrific injuries	18	Make sure the wheel is tight using the appropriate tools and sitting properly on the machine	3	Operator
36.8	Check that wheel guard is firmly fixed in place	Eye Damage	20	Ensure Guard is firm and in correct position	2	Operator
36.9	Make sure that work area is accessible and clear of flammable product and personnel	Cramped work conditions	15	Clean area underfoot and around work area	3	Operator
		Environmental -Fire	9	Risk assess and clear the surrounding area for combustible hazards in a 10metre radius including beneath the hot works	3	Operator
36.10	Line of fire	Sparks and debris harming personnel	23	Ensure that operating stance is not in line with sparks, debris	3	Operator
36.11	Check that PPE is in a satisfactory condition utilised	Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All

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36.12	Grip the machine and allow to run up before applying it to the job	Machine jamming or kicking back	25	Make sure correct grip if formed utilising the handle	3	Operator
		Electrocution	25	Ensure all electrical tools and cables are functional, tested, tagged and current	1	All
				Use RCD protection	1	All
36.13	Do not apply pressure while using the grinder	Machine jamming or kicking back	25	Let the machine do the work	3	Operator
36.14	Continuous use of the grinder	Blade jamming or shattering	25	Have breaks and allow machine time to cool down	3	Operator
36.15	Changing disc on grinder	Machine starting up	25	Unplug before changing the wheel	3	Operator
37 Mix grout in a bucket using an electric drill						
37.1	Pour water into bucket	Environmental - Inefficient resource use – wasting water	20	Only fill bucket to the required amount	1	All
37.2	Pour dry compound into bucket	Environmental -Waste Generation	11	Do not mix more compound than can be used in one application	3	All
		Environmental -Spills to water -stormwater	4	Use drop sheets for catchment	3	All
		skin irritation	7	Refer to manufacturers Safety Data Sheet (SDS) prior to commencement	1	All
37.3	Plug in drill	Electrocution	25	Ensure all electrical tools and cables are functional, tested, tagged and current	1	All
				Use RCD protection	1	All
37.4	Mix compound	Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All
		Entanglement	13	Ensure no loose clothing or jewellery	3	Operator
38 Grout tiles						
38.1	Apply grout to gaps	Muscle strain	13	Do not over reach	3	Installer
		Back injury	13	Bend at the knees	1	All
		skin irritation	7	Refer to manufacturers Safety Data Sheet (SDS) prior to commencement	1	All
39 Wash out bucket						
39.1	Put water into bucket	Environmental -Spills to water -stormwater	4	Do Not tip tip onto street or path	3	Operator
				Do not wash bucket/ Container into drain or onto street	1	All
40 Cleaning up work area						
40.1	Pick up all off cuts / rubbish from work	Cuts and lacerations	16	Wear PPE if sharp edges are exposed	3	All

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	area			Due care by personnel	2	All
				Ensure correct handling to prevent injury	1	All
		Manual handling injuries	20	Ensure correct manual handling procedures are followed	1	All
				Use mechanical lifting device where practicable	2	All
				Share lifting loads	3	All
		Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All
40.2	Put all off cuts into bin or designated area provided on site	Tripping over obstacles	17	Ensure pathway is clear	2	All
		Environmental -Waste Generation	11	Ensure all recylcable materials are collected for recycling	1	All
41 Painting of Walls						
41.1	Carry materials and equipment	Muscle strain	13	Ensure correct manual handling procedures	3	Installer
		Tripping hazard	12	Ensure path of travel is clear of obstacles and debris	3	All
41.2	Open paint cans	Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All
		Inhalation of toxic and noxious fumes	25	Provide adequate ventilation	3	Operator
				Add neutralising agent to control paint fumes	1	Applicator
		Environmental - spillage	2	Use drop sheet under paint can - and work area	1	Operator
41.3	Stir Paint	Environmental - spillage	2	Use drop sheet under paint can - and work area	1	Operator
41.4	Apply paint using brush or roller	Muscle strain	13	Ensure correct manual handling procedures	3	Installer
42 Cleaning up work area						
42.1	Put all empty containers and debris into bin	Tripping over obstacles	17	Ensure pathway is clear	2	All
43 Monitoring and Review of SWMS						
43.1	Monitor the SWMS	Ineffective SWMS	4	Review the SWMS at a minimum of 3 monthly intervals	1	Supervisor
				Monitor and complete an inspection of a minimum of 2 task observations	1	Supervisor
		SWMS Failure	13	Stop Work	1	All
				In conjunction with workers, review and formulate a new SWMS	1	Supervisor

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				Implement new controls	1	All
				Conduct a toolbox meeting with all personnel involved with work activity	1	Supervisor

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Reference and Detail Applicable Sections of: Legislation Codes Of Practice Project WHS Site WHS Manufacturer Or Supplier Recommendations

Work Health and Safety Regulations 2011 under the Work Health and Safety Act 2011
 Hazardous Manual Tasks Code of Practice
 Australian Road Rules 1999 under the Road Traffic Act 1961
 Managing Electrical Risks in the Workplace Code of Practice
 Environment Protection Act

Plant and Equipment to be used for task:	Plant, Equipment and Area Safety Inspections:
Warning signs and bunting as required	Crane Pre Operational Checks
Electric Jack Hammer/ Electric Breaker/ Demolition Hammer	Electrical tools to be tested and tagged and current
Wheel Barrow	EWP Pre Operational Checks
Broom	Generator pre operational check
Shovel	Hand Tools Pre Operation Check
Hand Tools	Ladder Inspection
Quick Cut Saw	Petrol Powered Hand Tools Pre- Operational Checks
Truck	Power Tools Pre Operational Checks
Battery Powered Rattle Gun	Vehicle Pre Operational checks
Battery Powered Drill	
Generator	
Cement Mixer	
Angle Grinder	
Electric Drill	
Hose	
Tek Gun	
Extension Ladder	



Dust Mask



Eye and Hearing Protection



Gloves



Hi Visibility Vests



Safety Boots

ELECTRICAL TAGGING COLOURS:

RED - December to February **GREEN** - March to May

BLUE - June to August **YELLOW** - September to November

FREQUENCY

Almost certain
(daily or less)

Likely
(weekly not > 4
times per month)

Occasionally
(monthly)

Unlikely
(annually)

Rare
(once in five years)

RISK MATRIX

MODERATE 11	HIGH 16	EXTREME 20	EXTREME 23	EXTREME 25
MODERATE 7	HIGH 12	HIGH 17	EXTREME 21	EXTREME 24
LOW 4	MODERATE 8	HIGH 13	HIGH 18	EXTREME 22
LOW 2	LOW 5	MODERATE 9	HIGH 14	HIGH 19
LOW 1	LOW 3	LOW 6	MODERATE 10	HIGH 15

	1	2	3	4	5
Safety	Minor	Medical	LTI	PTD	Fatality
Environmental	Inconsequential	Negligible	Marginal	Critical	Catastrophe

CONSEQUENCE

Low 1 - 6	Moderate 7 - 11	High 12 - 19	Extreme 20 - 25
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Acronyms and Abbreviations:

LTI - Lost Time Injury

PPE - Personal Protection Equipment

PTD - Permanent and Total Disability