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## Safe Work Method Statement (SWMS)

### Sample Co Ltd

#### 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

**Job ID:** A100

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

<b>SWMS Initiated By</b> _____ <b>Ben Workin</b>	<b>Date:</b>	<b>SWMS No.</b> 2	<b>Rev:</b> 0	<b>Rev. Date:</b> 16/08/2021
<b>Supervisor Review</b> _____ (Responsible for monitoring SWMS compliance) <b>Ben Watchin</b>	<b>Date:</b>	<b>Work Locations/Areas:</b> All		
<b>Management Review</b> _____ <b>Sample Guy</b>	<b>Date:</b>			

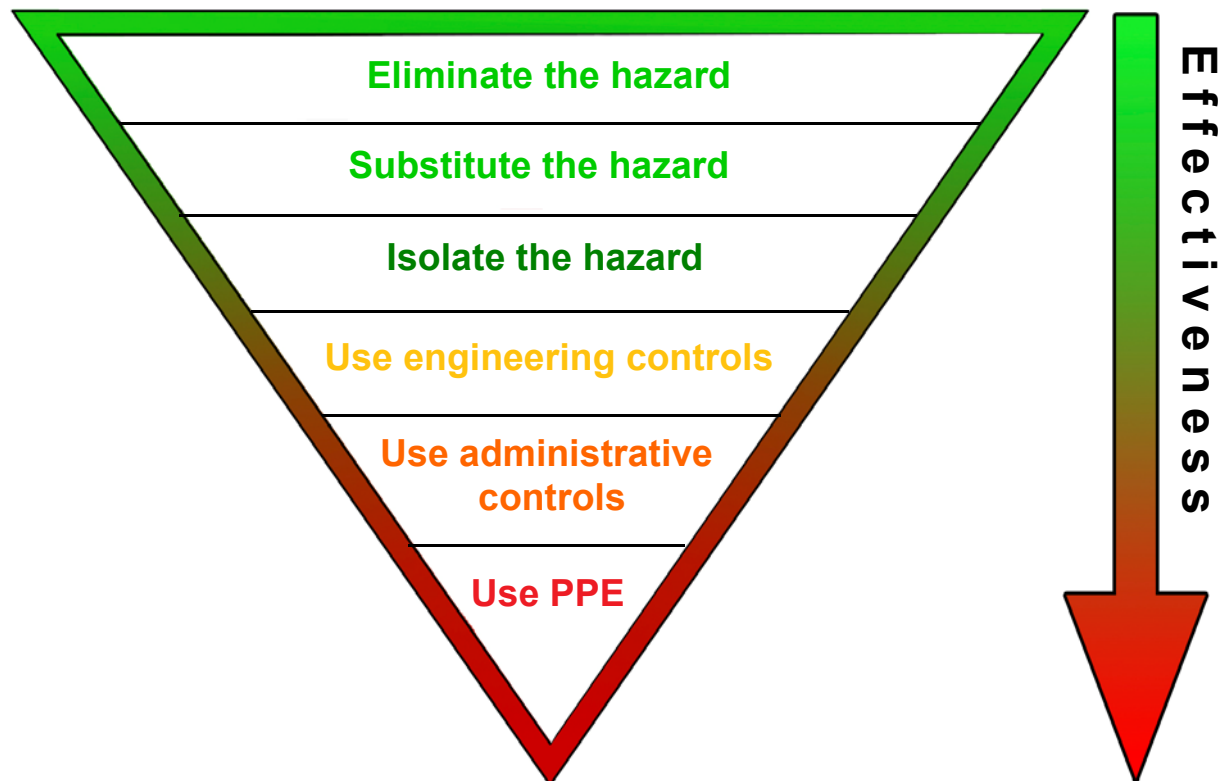
**Description of Work to be Undertaken:**

External Window Cleaning to 2 story building

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



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<b>1</b>	<b>Site Orientation/ Induction</b>		
1.1	Report to client's reception	Entering restricted areas	Follow posted signs and go directly to reception
1.2	Undertake a site induction	Unfamiliarity with emergency procedures	Listen and ensure you obtain information and site emergency and evacuation procedures
		Unawareness of site specific hazards	Listen and ensure you obtain information about any and all site hazards
		Unawareness of restricted areas	Listen and ensure you obtain information about any restricted areas
		Unawareness of other operations or hazardous activities being undertaken on site	Listen and ensure you obtain information about any other activities being undertaken on site
<b>2</b>	<b>Claim Work Area</b>		
2.1	Access the site	Breaching minimum site PPE requirements	HI visibility clothing must be worn at all times whilst on site Steel toe safety boots must be worn at all times whilst on site Safety glasses must either be worn or carried at all times whilst on site
		Breaching site rules or requirements	NO SMOKING on site-designated smoking area will be available and ALL butts to be placed in bin Progressive housekeeping clean as you go
2.2	Establish safe perimeter	People entering work area	Controlled by Site Manager Ensure a 10m exclusion zone is set up Bunt off the area to define work perimeter Post signage
<b>3</b>	<b>Working where there is movement of powered mobile plant</b>		
3.1	Enter the work area where powered mobile plant is or will be operating	Being hit or runover by powered mobile plant	All team members must wear Hi-Visibility vests or clothing Ensure constant communication with all personnel in the immediate area Never assume the plant operator has seen you or knows where you are Establish eye contact with the operator Communicate your intentions with the plant operator via radio or hand or head signals and ensure an appropriate response
		Crushing	Never stand or traverse between the machine and a fixed structure at any time Never assume others have seen or are aware of any impeding obstacle
		Tripping hazard	Be aware of surroundings, risers and set downs

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<b>4</b>	<b>Safety Check And Use Of Boom Lift</b>		
4.1	Pre operation Check on Boom Lift – visual checks need to be made for inclusion in logbook report and maintained	Faulty equipment machine failure	Check for dents, cracks and faulty welds Check slew ring and basket Check Outriggers or stabilisers, if fitted Check all safety devices Check all hydraulic rams and lines, controls for leaks
		Pinch point injury	Ensure hands are well clear
4.2	Board the Boom Lift	Tripping or slipping off boom lift	Board the Boom Lift through the correct access gate
4.3	Check for safe access and exit points to enable positioning of the Boom Lift	Other trades obstructing the access and exit points	Warning signs and traffic control if necessary
		EWP tipping over or sinking	Check for firm ground support and be aware of Unstable ground surfaces i.e. recently filled excavations and open trenches
4.4	Moving or driving the Boom Lift	Loosing control of EWP	Operator must be certified in accordance with national standards
		Falling from Boom Lift	Wear safety harnesses complying with AS1891. Ensure that the harness is correctly fitted and attached to the anchor point. Remain within the barriers of Boom lift
		Mechanical failure whilst at height/ elevated	Keep in contact with personnel on the ground who can activate the manual release and lower
		Striking building and or persons	Ensure the area of travel is clear of obstacles and personnel Do not operate the machine if the hazard light is not working
		Crushing	Ensure no persons are standing or traversing between the machine and a fixed structure at any time Under no circumstance can you operate the controls from the ground and walk with the boom lift
		Tipping over	Ensure gradient/slope within safe limits Ground surfaces must be inspected to ensure sufficient compaction to operate on, if in doubt seek advice from the Site Manager The boom lift platform must be in the down position as low as practicable to the ground before moving backward or forward on uneven ground Never travel over penetrations covered over with ply, the ply wood may not take the weight of the machine, or other non-trafficable or covers without an adequate weight load rating On slopes always travel facing directly up or down and do not attempt to turn on a slope
4.5	Raising the boom lift	Striking structure or overhead members	Check for clear head room Look before you move

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		Striking overhead Power Lines	Maintain minimum distance for power lines as specified in AS2550
		Crushing	Work within confines of lifting platform Ensure constant communication with all others in the machine Never assume others have seen or are aware of any impeding obstacle Before raising the scissor lift assess the area for overhead obstruction
4.6	Working at height from the boom lift	Falling from Boom Lift	Remain within the barriers of Boom lift Wear safety harnesses complying with AS1891. Ensure that the harness is correctly fitted and attached to the anchor point. There is to be absolutely no standing on hand rails or mid rails to gain extra height
		Dropping materials	Ensure EWP is directly under to act as catchment platform If necessary, flag off exclusion zone below Ensure constant communication with co-workers
		Crushing	Indicate clearly to partner before moving platform Never assume others have seen or are aware of any impeding obstacle Lower the boom lift before moving backward and forwards when working in or around structural members, doorways or any other obstruction
4.7	Lower the boom lift	Crushing	Ensure persons and body parts are clear before lowering
<b>5</b>	<b>Clean Windows with mop and squeegee</b>		
5.1	Wet mop in bucket of soapy water	Chemical Burns	Use only the correct strength of detergent Read product SDS before use
		Environmental - Inefficient resource use – wasting water	Only fill bucket to the required amount
5.2	Apply soapy water to glass	Muscle strain - musculoskeletal disorders	Do not over reach
		Slipping on floor	Clean up all spills immediately Do not over wet the mop
5.3	Remove soap from glass with squeegee	Muscle strain - musculoskeletal disorders	Do not over reach
<b>6</b>	<b>Monitoring and Review of SWMS</b>		
6.1	Monitor the SWMS	Ineffective SWMS	Review the SWMS at a minimum of 3 monthly intervals Monitor and complete an inspection of a minimum of 2 task observations SWMS must be formally reviewed & updated whenever: <ul style="list-style-type: none"> <li>• a significant change to task or activity is identified</li> <li>• an incident occurs relating to the task or activity</li> </ul>

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		SWMS Failure	• a significant hazard is identified relating to the task or activity <hr/> Stop Work <hr/> In conjunction with workers, review and formulate a new SWMS <hr/> Implement new controls <hr/> Conduct a toolbox meeting with all personnel involved with work activity

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**SWMS Sign Off – Your signature below indicates that:****I understand the requirements of this SWMS and they are clearly understood.****also clearly understand that the controls in this SWMS must be applied as documented, otherwise work is to cease immediately.**

No.	Name	Classification	Employed By	Signature	Date
1	Ben Workin	Window Cleaner	Sample Co Ltd		
2	Jean-Claude Van Man	Driver	Sample Co Ltd		
3					
4					
5					
6					
7					
8					





Hi Visibility Vests or Clothing



Safety Boots



Safety Harness