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JSEasy

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

The Sample Company Limited

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

SWMS Initiated By _____ Sample Guy	Date: _____	SWMS No. 11	Rev: 0	Rev. Date: 19/08/2020
Supervisor Review _____ Sample Guy	Date: _____	Work Locations/Areas: All		
Management Review _____ Sample Guy	Date: _____			

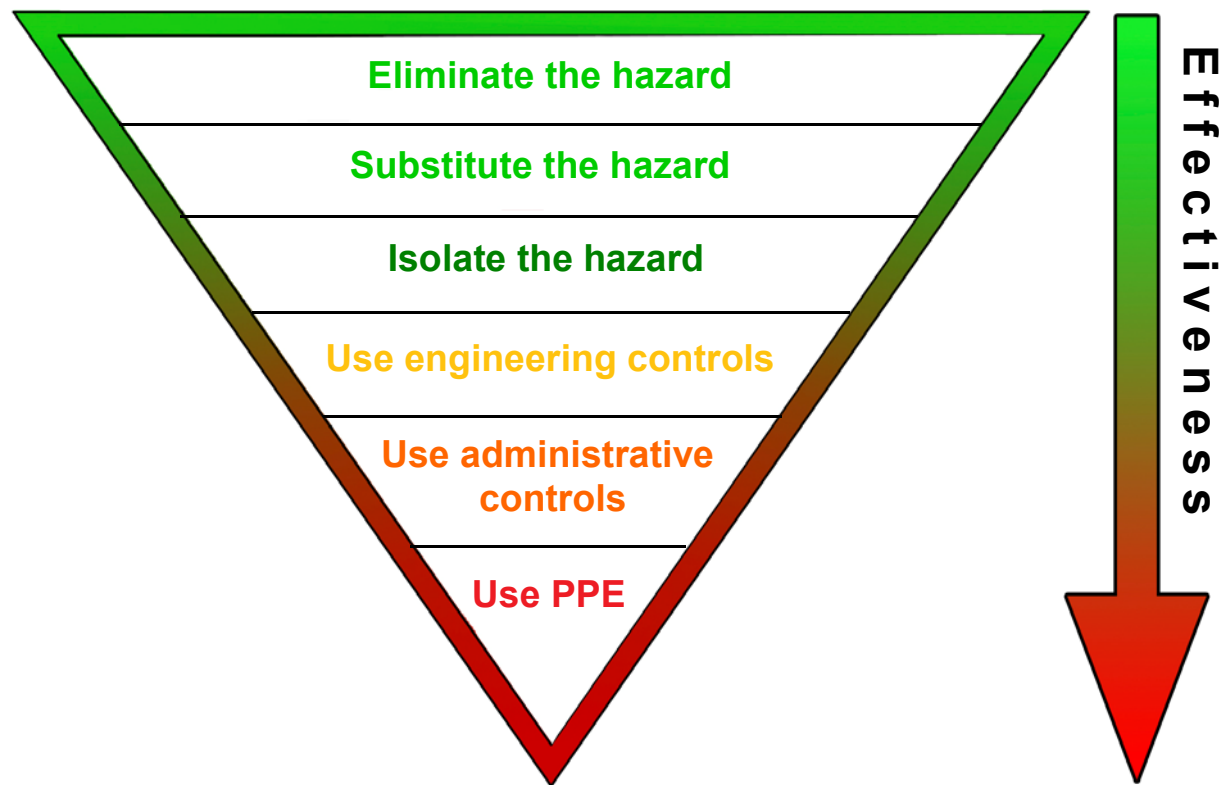
Description of Work to be Undertaken:

Working with silica and silica containing products

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

The Sample Company Limited

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:
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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	Labourer	The Sample Company Limited		
2					
3					
4					
5					
6					
7					

Job Safety and Environmental Analysis (JSEA) / Risk Assessment				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) / Risk 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	Working with silica and silica containing products					
1.1	Work with potentially harmful exposures to silica dust such as cutting, drilling, grinding, trimming, removing or blasting silica containing products or from storing or disposing of dusty waste from these processes	Inhalation of Silica Dust	13	Wear a P2 half face respirator during cutting and fitted in accordance with the manufacture's recommendations	2	All
				Additional persons in the area whilst cutting must also wear a P2 mask if within 3 metres of the cutting area	1	All
				Water should be used through non-electric tools to wet dust down at the point of dust generation	1	Operator
				DO NOT 'clean up' with compressed air or by dry sweeping. Dust should be removed using an industrial HEPA (high-efficiency particulate air) filter vacuum, which should be cleaned and maintained regularly.	2	All
				Use On-tool extraction that fits directly onto the hand-held machine	1	Operator
				Empty dust bags regularly. Ensure that disposable bags are tied off to prevent the dust falling out of the bag. If reusable bags are used, then the contents should be emptied into a plastic bag that is tied off before disposal	2	Operator

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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 2012 under the Work Health and Safety Act 2012 (SA)

Plant and Equipment to be used for task:**Plant, Equipment and Area Safety Inspections:**



P2 Minimum Dust Mask

Electrical Tool Tag Colours

Red	Dec-Feb	Orange	Jan-Jun
Green	Mar-May	White	Jul-Dec
Blue	Jun-Aug	Black	Annual
Yellow	Sep-Nov		

FREQUENCY

RISK MATRIX

Almost certain

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

Likely

Occasionally

Unlikely

Rare

CONSEQUENCE

Safety	Minor	Medical	LTI	PTD	Fatality
Environmental	Minor	Negligible	Marginal	Critical	Catastrophe
	Low	Moderate	High	Extreme	

Acronyms and Abbreviations:

LTI - Lost Time Injury

PPE - Personal Protection Equipment

PTD - Permanent and Total Disability