

Work activity

Company
logo

Company name:

Deadset Demo Earthworks Pty Ltd

Company ABN:

Date SWMS created:

Company business address:

Company contact person:

Contact email:

Contact ph:

Principal contractor (PC):

Site supervisor:

Site location/address:

Demo Site, Geelong VIC, 1 Example Road, Geelong VIC 3220 (fictional)

PC contact (email / ph):

Site supervisor contact (email / ph):

Plant on this job (each machine's risk assessment, checked for this site before first use)

Plant ID	Risk assessment ID / revision	Checked for this site Date and by whom

Other related documents (permits, asbestos control plan):

High-risk construction work: (tick all that apply)

☐ There is a risk of a person falling more than 2m	☐ Work is on or adjacent to roadways or railways used by road or rail traffic	☐ Work is in, over or adjacent to water or other liquids where there is a risk of drowning
☐ There is movement of powered mobile plant	☐ There are structural alterations that require temporary support to prevent collapse	☐ Work is in an area where there are artificial extremes of temperature
☐ Work is on or near energised electrical installations or services	☐ Work involves a trench or shaft if the excavated depth is more than 1.5m	☐ Work is on or near pressurised gas distribution mains or piping
☐ Work involving demolition	☐ Work involves a confined space	☐ Work is on or near chemical, fuel or refrigerant lines
☐ Work involves tilt-up or precast concrete	☐ Work on telecommunication towers	☐ Work involving diving
☐ Work involves removal or likely disturbance of asbestos (Note: preparation of an asbestos control plan is taken to be preparation of a SWMS)	☐ Work is in an area that may have a contaminated or flammable atmosphere	☐ Work involving the use of explosives
		☐ Work involving a tunnel

Tasks, hazards and controls

Selecting risk controls

1. Any risk to health and safety must be eliminated if it is reasonably practicable to do so.

2. Any remaining risk must be reduced, so far as is reasonably practicable, by:

- Implementing any mandated controls specified by law (e.g. the OHS Regulations 2017)
- Substituting a new activity, procedure, plant, process or substance (e.g. scaffold in preference to ladders)
- Isolating persons from the hazard (e.g. fence off areas for mobile plant operation)
- Using engineering controls (e.g. guard rails, trench shields)

More effective

3. If any risk to health or safety remains, it must be reduced by using:

- Administration controls (e.g. activity specific safety training, work instructions, warning signs)
- PPE such as respiratory protection, hardhats, high-visibility clothing

Less effective

HRCW task List the HRCW work tasks	Hazards and risks List the hazards and risks of the task	Risk control measures List the risk control measures	How controls will be implemented List how the control measures will be implemented	Who is responsible List who is responsible for the control measure being implemented
EXAMPLE: Roof tiling	Slipping or falling from the roof	Scaffold with catch platform and/or guard rail system; fall restraint system (harness and appropriate anchor point)	Scaffold or guard rail supplied and erected by supplier or competent person; fall restraint installed and used by appropriately trained persons	Principal contractor/builder; roofer/roofing supervisor

Tasks, hazards and controls (continued)

HRCW task List the HRCW work tasks	Hazards and risks List the hazards and risks of the task	Risk control measures List the risk control measures	How controls will be implemented List how the control measures will be implemented	Who is responsible List who is responsible for the control measure being implemented

Monitoring, review and sign-off

Monitoring the controls

How will compliance with this SWMS be monitored? e.g. direct supervision, regular spot checks	How often	Who is responsible This person must be on site

When this SWMS must be reviewed

Review and, if necessary, revise this SWMS:

- before the work method, the system of work or the work location changes, or whenever the HRCW changes, including when a new hazard is identified or new information about a hazard or risk becomes available
- after any incident that occurs during the HRCW, including a notifiable incident
- if there is any indication that risk control measures are not adequately controlling the risks
- when a health and safety representative (HSR) asks for a review
- at least once a year, as a scheduled review (company practice). This never delays an earlier review.

Stop the work immediately, or as soon as it is safe to do so, if it is not being done in line with this SWMS. Before restarting: make sure the SWMS is being followed (revise it if needed), check the controls are in place and working, and brief the affected workers.

Notifiable incidents: notify WorkSafe Victoria immediately on 13 23 60, then in writing within 48 hours, and do not disturb the site except to help an injured person or make it safe.

Critical machine controls are checked at the prestart before work starts (Deadset logbook).

Review record (including the check before first use at a new site)

Date	Site or reason	What changed	Consulted Workers, HSR if any, and how	Reviewed by

Today's briefing and sign-off

Read this page to the crew before work starts. The full SWMS stays on site for anyone to read.

Work activity and location today: 	Date: 	Briefed by:
Key hazards and controls today: 		
Stop work if: 	Emergency contact and assembly point: 	

Sign-off

Anyone involved in the HRCW signs after being consulted on, reading and completing this SWMS. **Signing confirms you understand the hazards and controls, know how to do the HRCW tasks safely, and know when to stop work.**

Name of worker	Signature	Date

Name of worker	Signature	Date