

SAFE WORK METHOD STATEMENT

WMS Reference :		Insert document number :		Version A		Date :	
Workplace / Project :		Company Address:					
Work Activity / Job / Task or Process :							
Scope of Work :							
AUTHORISING PERSON :		SIGNATURE :		DATE :			
SUPERVISOR OF WORK :		QUALIFICATION OF SUPERVISOR					
Max No. of Employees to be used on site :							
Min No. of Employees to be used on site :							
HAZARDOUS SUBSTANCES TO BE BROUGHT TO AND / OR PRESENT ON SITE :							
Product Name :		MSDS		Product Name :			
		YES NO		YES NO			
PERSONNEL DETAILS:							
Occupation: Trades/Skills/Work Teams		Legislation:					
Qualifications: Licences/Qualifications/Permits		Mobile Plant and Equipment:					
Training Required:		Safety/Emergency Equipment:					
Other Training required: What, how many and by when		Personal Protective Equipment: Please circle all required PPE for this site		Reflective Vest Coveralls Hard Hat Safety Boots Safety Glasses Ear Plugs/Muffs Gloves Harness/Lanyard Sun Hat Anti-Glare Glasses Welding Mask Dust Mask Face Shield			

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APPLICABLE AUSTRALIAN/NEW ZEALAND STANDARDS:

For example:

- Australian Standard/New Zealand 2865 – 1995 – Safe Working in a confined Space
- Australia Standard/New Zealand 1715 – Selection, use and maintenance of Respiratory Protective Devices

		Consequences				
		Insignificant (1) No injuries / minimal financial loss	Minor (2) First aid treatment / medium financial loss	Moderate (3) Medical treatment / high financial loss	Major (4) Hospitalable / large financial loss	Catastrophic (5) Death / massive financial loss
Likelihood	Almost Certain (5) Often occurs / once a week	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Could easily happen / once a month	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or known it to happen / once a year	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Hasn't happened yet but could / once every 10 years	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare (1) Conceivable but only on extreme circumstances / once in 100 years	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

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WORK SEQUENCE BASIC JOB STEPS	HAZARDS/RISK DESCRIPTION	HAZARD RANKING & RISK SCORE	PROPOSED ACTION/CONTROL MEASURE	CONTROL RANKING & RISK SCORE	ACTION BY
1. General	Inadequate: <ul style="list-style-type: none"> • Training • Instruction • Supervision 		The Contractor to ensure that all employees and sub-contractors: <ul style="list-style-type: none"> • Attend training sessions; • Attend any site-specific inductions; • Attend a Toolbox talk on the SWMS; • Provide supervision on Site. Make sure that all employees are instructed in the correct use of: <ul style="list-style-type: none"> • Personal Protective Equipment (PPE); • Plant and equipment; • Tools; • Material handling; • Hazardous substances and materials (provide Material Safety Data Sheets – MSDS); • On-site Traffic Management Plan; • On-site permit systems. Note: If you identify additional risks and their control measures are not listed on this SWMS, record them on an additional SWMS worksheet and attach to this SWMS.		
2. Planning <i>For example :</i> Service plans, Notification to Worksafe for Notifiable Hazardous Work					Site Supervisor

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<p>3. Public safety and site access /egress <i>For example: traffic management, temporary fencing</i></p>					Site Supervisor
<p>4. Environmental impact plans <i>Sediment & Erosion Control Plans</i></p>					Site Supervisor
<p>5. Plant and Equipment Set-up <i>Mobilisation of machinery / scaffolding to site</i></p>					
<p>6. Description of scope of works <i>(Insert steps)</i></p>					Site Supervisor
<p>7. Additional hazardous work <i>For Example: confined space (for a trench deemed a confined space)</i></p>					Site Supervisor
<p>8. Steps to complete task <i>For Example: Backfill trench with Compactor Dismantle Scaffolding</i></p>					

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<p>9. Site remediation <i>For example: Disestablish traffic management / temporary fencing</i></p>			
<p>10. Close out Permit <i>If applicable</i></p>			<p>Site Supervisor</p>

Additional steps within scope of work

Task List the tasks required to perform the activity in the sequence in which they occur	Hazards Against each task list the Hazards that could result in injury when the task is performed by the work	Pre-Control Risk Factor	Risk Control Measures List the Control Measures required to eliminate or minimize the workers expose to each identified hazard	Post Risk Control Factor	Name of supervisor Responsible for Control Measure implementation

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RESCUE PLAN:

The following duties are to be adhered to should a need arise to evacuate the confined space work zone due to emergency:

Duties of the Standby Person:

DO NOT ENTER THE CONFINED SPACE

- Remain calm and stay at the point of entry to the confined space;
- Contact emergency services by mobile phone (refer to contact list attached);
- Contact site management to obtain assistance;
- Communicate with entrants, advise them to evacuate the work zone;
- Commence hoisting entrants via the lifting tripod;
- Maintain ventilation throughout the process;
- Liaise with emergency personnel as they arrive on site.

EMERGENCY CONTACT NUMBERS:

Emergency Services: 111
 Taupo Police: (07) 378 6060
 Taupo Hospital: (07) 376 1000

Duties of the Confined Space Entrants:

- Evacuate confined space immediately advised to do so;
- Do not leave the point of entry without clearance to do so from the standby persons;
- Sign out of the confined space on the entry permit;
- Assist emergency personnel as required.

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Safe Work Method Statement – Skills Matching + Consultation & Review Sign Off											
Date of Analysis:				SWMS Identifier:				Supervisor:			
Analysis of Training/Skills or Competencies Required											
Training/Skills/Competencies Required to Complete the Work Safely We the undersigned employees acknowledge that we have been consulted in the writing & development of this SWMS and have read and accepted the contents of this SWMS as reflecting the methods involved in the work activity described and we agree to abide by the requirements of this SWMS at all times.											
A = All Employees are required to hold				Percentage of personnel required to hold (%)				Training/Skill/Competency held by employee – cross (X) – Evidence must be provided			
				Number of personnel required to hold							
Name	Position	Signature	Date	Taupo District Council	Induction	Site Specific Induction	Relevant Task	Certification	Min 5 years Industry Experience	Traffic Management	Working in Confined Spaces

Identified Training Needs		
Training identified	Person requiring training	Date required