



Company Name: Ovannah Group PTY LTD
 Company Address: 86 Broughton Street, West Kempsey
 ABN/NZBN: 85 653 599 396

BOOM-CHERRY-PICKER-SCISSOR LIFT SAFE WORK METHOD STATEMENT (SWMS)

Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC Address:
Signature:	Date:	PC Phone #: Date SWMS provided to PC:
Contact Phone #:		Job Site Address:

SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.
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THIS WORK ACTIVITY INVOLVES THE FOLLOWING “HIGH-RISK CONSTRUCTION WORK” (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

<input type="checkbox"/> Confined spaces	<input checked="" type="checkbox"/> Mobile plant movement	<input type="checkbox"/> Demolition of a load-bearing structure	<input type="checkbox"/> Asbestos disturbance
<input type="checkbox"/> Using explosives	<input type="checkbox"/> Diving work	<input type="checkbox"/> Artificial extremes of temperature	<input type="checkbox"/> Tilt-up or pre-cast concrete
<input checked="" type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services			
<input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse			
<input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers		<input type="checkbox"/> Work in a ceiling space (W.A. Only)	
<input type="checkbox"/> Working at depths greater than 1.5 metres, including tunnels or mines		<input checked="" type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere	
<input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor		<input type="checkbox"/> In or near water or other liquid that involves the risk of drowning	

WORKING WITH A RISK OF A FALL OVER 2 METRES. Select the fall from height 'hierarchy of control level' considered when establishing controls:

<input type="checkbox"/> L 1: Work on the ground or solid construction	<input type="checkbox"/> L 4: Use a fall arrest system e.g., safety harness, catch platforms
<input type="checkbox"/> L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP	<input type="checkbox"/> L 5: Implement administrative controls e.g., signage, or instruction
<input type="checkbox"/> L 3: Use a work positioning system e.g., travel restraint, rope access	<input type="checkbox"/> Other?

More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes). Please describe why it is not reasonably practicable to use higher-order control measures. E.g. The job is less than 5 minutes on a ladder.

Planning/Preparation	<ul style="list-style-type: none"> • Liaise with Principal Contractor to identify on-site safety systems and procedures • Establish supervisory and communication arrangements • Principal contractor to confirm emergency response procedures are in place.
Hold Points	<ul style="list-style-type: none"> • Hold points identified and signed off before continuing work. <i>Specify?</i>
Training/Licence	<ul style="list-style-type: none"> • All workers to have a General Construction Induction Card • Relevant workers have relevant certificates of competency, licenses, and training. <i>Specify on the SWMS Sign-off for each worker.</i> • Trained First Aider on site • All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets.
Worker duties and responsibilities	<ul style="list-style-type: none"> • Fit condition for work, i.e., no signs of fatigue, alcohol or drugs • Attend all site inductions/briefings • Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP) • Only carry out work related to the contract • Inspect completed work and report possible safety, environmental and quality matters to the supervisor.
Monitor/Review	<ul style="list-style-type: none"> • All people involved in the task must have this SWMS communicated to them before work commences • SWMS to be reviewed and amended if necessary, in consultation with relevant people after any near miss or incident • If additional site hazards identified, review this SWMS and amend control measures to suit • People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP • Give the principal contractor a copy of the revised SWMS • The site supervisor to monitor works against the controls stated in this SWMS • SWMS must be kept on-site and made available for inspection or review • Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident • Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.
Site-Specific Notes:	<p>Act, Regulations, Codes of Practice References:</p> <ul style="list-style-type: none"> • Work Health and Safety (Transitional and Consequential Provisions) Act 2011 • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2017. • Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 • Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015 • Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 • Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015 • Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015 • Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015

- Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015
- Work Health and Safety (Work Health and Safety Consultation, Co-operation, and Co-ordination) Code of Practice 2015
- Work Health and Safety Amendment (Penalty Notices) Regulation 2022

Work Health and Safety Amendment Act 2023

Personal Protective Equipment (PPE)

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
											<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

JOB TASK	HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
1. Implement a Falls Emergency Rescue Plan	Personal injury from fall	4A	<ul style="list-style-type: none"> • Ensure a falls rescue plan completed for every job • Amend the plan if conditions of the work change in a way that could affect a rescue/response <ul style="list-style-type: none"> ○ Trained first aid providers must be available on site ○ Ensure a reliable means to contact emergency services is available 	2M	Supervisor to ensure the plan is in place
2. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> • The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) • Do not park illegally • Identify and obey all safety-related signage (check site entry requirements) • Report to Site Supervisor 	2M	Supervisor to check the site and conduct JSA where necessary

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			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
			<ul style="list-style-type: none"> • Ensure site-specific induction undertaken • Assess mobile phone reception • The worksite is exactly as detailed in Terms of Agreement or contract • Complete a JSA specifying the control measures for unanticipated hazards. 			
3. Work area set-up	Unauthorised access to the work area	3H	<ul style="list-style-type: none"> • Erect barricades with adequate signage: <ul style="list-style-type: none"> ○ Erected before the commencement of work ○ Kept in position at all times until the work is completed and it is safe to remove • Use lockout procedures to prevent unauthorised use of plant • Provide information to workers and other people on-site advising them of the exclusion zones • Provide supervision so that no unauthorised person enters an exclusion zone. 		2M	Supervisor and workers to ensure control measures followed
	Falling objects	3H	<ul style="list-style-type: none"> • Isolate the area below EWP where there is any danger of people struck by falling material or tools • Use barricades/signage as appropriate for the duration of the work to create an exclusion zone. Position a safety observer, if necessary. 		2M	
4. Environment	Environmental impact	3H	<ul style="list-style-type: none"> • Noise & vibration - Be aware of maximum noise levels at the site • The plant is maintained to minimise noise • No noise produced outside council approved hours of operation • Engineering controls fitted to equipment (e.g. silencers.) • Waste - place all wastes and rubbish in bins or other appropriate containers • Separate recycle waste from general waste • Do not mix waste with spoil. • Fuels, oils & chemicals - ensure that a spill response kit is available at all times and clean up spills immediately • Follow instructions in SDS for clean-up requirements • Dispose of chemicals correctly, empty containers/bags in approved waste containers • Triple rinse all empty/unwanted containers and make containers unusable before disposal. • Waterways & soils - do not wash out tools or containers where residue can enter waterways or drains. • Native vegetation & weeds - ensure that plant is washed free of dirt, vegetation, debris before travelling between sites. • Vehicle movement - follow the TMP, only travel on established tracks and roads • Use designated entry and exit points. • Terrestrial fauna - No domestic animals on-site • Ensure all food scraps placed in lidded bins. 		2M	Supervisor and workers to ensure control measures followed

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
5. House keeping	Slips, trips & falls	3H	<ul style="list-style-type: none"> Maintain housekeeping throughout the shift & clean-up Clean up spills immediately Ensure sufficient lighting to detect changes in level (using temporary lighting as required) Do not jump from elevated edges >180mm, step carefully and use prepared access areas The work area is clean and uncluttered as possible Locate equipment where it will not become a tripping hazard Check for stored items, corners or other obstructions that could cause tripping Do not climb on EWP while loading/unloading to and from the vehicle Do not jump from EWP or vehicle tray Ensure there is room to manoeuvre the materials/equipment and no obstacles in the way Check the end destination is prepared correctly for placement of the materials/equipment Ensure footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud or other contaminants. 		2M	Supervisor and workers to ensure control measures followed
6. Manual tasks	Musculoskeletal Disorder (MSD) injuries	3H	<ul style="list-style-type: none"> Materials/equipment placed as close to the work area as possible Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight Do not use extreme force to move items Lifted items should be held close to the body whenever possible: <ul style="list-style-type: none"> Keeping knees bent and back straight and lift, unload keeping knees bent Use team lifts and mechanical means for heavy items Schedule regular breaks and practice job rotation Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending. 		2M	Supervisor and workers to ensure control measures followed
7. HRCW Delivery, set-up & removal of EWP	Contact & damage to electric lines	4A	<p>All work should be undertaken with reference to the applicable State/Territory documents relating to undertaking work near overhead assets</p> <ul style="list-style-type: none"> When setting up and operating the plant, ensure it is not close to electrical power lines. Check for: <ul style="list-style-type: none"> Overhead power lines (including high and low voltage distribution conductors) Single wire earth return (SWER) Service cables to premises Communications cables Electrical transformers (mounted lower than cables) Identify the maximum range of equipment and how close equipment or load can come to the asset (known as design envelope). The following dimensions are taken from the closest point of an extended component of the plant, e.g. extended long reach boom. In general: 		2M	EWP operator to follow controls Supervisor to monitor EWP location and ensure spotter is engaged

JOB TASK	HAZARDS	IR	CONTROL MEASURES <i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>	RR	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> ○ 3m above, either side and below power lines is No Go Zone ○ Between 3-6.4m of power lines, a Spotter is required ○ Further than 6.4m of power lines is an open area ○ No work to be conducted within a 10m radius of SWER transformer. ⚠ Do not conduct work within Minimum Clearance Zones without written permission from the power supplier ⚠ Spotter required where any part of the plant is within 6.4m of the power line. 		
	Hazardous atmosphere - asphyxiation	4A	<ul style="list-style-type: none"> • Always operate the machine in a well-ventilated area to avoid carbon monoxide poisoning. 	2M	
	<ul style="list-style-type: none"> • Plant rollover • Struck by mobile plant 	4A	<ul style="list-style-type: none"> • Pre-inspect and use the EWP following the manufacturers' instruction • Verify the work ground/floor is suitable for the particular machine • Ensure the ground/floor is safe and approved for use by a competent person. Also, monitor and maintain the ground/floor for the duration of the work • Do not commence work in areas where other site activities may have affected the integrity of the ground without visual inspection and/or sign off that it is safe • The towing vehicle &/or trailer used to transport the mobile plant is appropriate – weight and size • Tie downs: <ul style="list-style-type: none"> ○ Tie-down points are identified by tie-down decals where required ○ Use designated tie-down points on the equipment where provided (<i>see operations manual</i>) ○ Do not attach tie-down accessories around hydraulic cylinders or in any way that may damage hoses or hydraulic components ○ Ensure plant is stabilised before travel ○ Verify all tie-down equipment (e.g. chains, shackles.) is rated for the task and fixed in such a way to prevent movement during transit • Ramps: <ul style="list-style-type: none"> ○ Suitable load capacity for the weight of the plant, wide enough, footboards on the side ○ Lock ramps in place, use locking pin/clips if required ○ Assess ground conditions at loading/unloading site to determine forward or reverse loading ○ Ensure clear of obstructions; tree branches, structures/overhead electric lines ○ Ensure people are clear of loading/unloading site • To load / unload: <ul style="list-style-type: none"> ○ Apply handbrake and block tow/transport vehicle wheels 	2M	

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			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
			<ul style="list-style-type: none"> ○ Load / unload as per manufacturer's instructions ○ The plant is loaded/unloaded to and from the vehicle while on level ground ○ Aligned for loading/unloading and positioned with the vehicle by a suitably qualified, competent and experienced operator ○ Ensure plant is adequately restrained to prevent movement during transit. 		
8. HRCW Working in EWP	Communication failure	3H	<ul style="list-style-type: none"> • Effective communication in place between the platform and other workers to alert others on-site in case of an emergency. 	2M	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
	Plant rollover/accident	4A	<ul style="list-style-type: none"> • Only one designated person should operate the controls (except in an emergency) • Never exceed the Safe Working Load of the EWP, know the weight of materials & workers • Ensure entry gate closed before elevating • No ground-operated controls engaged without permission of elevated operator worker except in an emergency • Do not exceed the working height of the unit • Do not raise the platform on a slope or drive onto the slope when elevated • Ensure placement will not cause traffic congestion • Stop work and lower the platform to the ground during bad weather, e.g. windy conditions • Always check under EWP before lowering. 	2M	
	Falls from height > 2m.	4A	<ul style="list-style-type: none"> • Per-inspect and use the fall arrest system following the manufacturers' instructions <ul style="list-style-type: none"> ○ Conduct visual inspection before each use of the safety harness ○ Fall arrest system must comply with relevant AS/NZS ○ All occupants must wear approved fall restraint device properly attached to designated anchorage points • Keep platform deck free from debris (especially oil or grease) and level at all times • Do not: <ul style="list-style-type: none"> ○ Overreach ○ Stand on handrails ○ Use ladders in the platform ○ Store items that cause a tripping hazard, fall/overload bay ○ Lean/reach out of the platform ○ Exit platform once elevated • Keep all parts of the body inside the platform at all times when moving EWP • Never allow any part of the body to be under the EWP platform when it is in an elevated position 	2M	

JOB TASK	HAZARDS	IR	CONTROL MEASURES <i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>	RR	RESPONSIBLE PERSON
	Contact with overhead electric lines	4A	<ul style="list-style-type: none"> Spotter to make visual contact with the operator at regular intervals (approx. every 5 minutes) Allow for platform movement, electrical line sway or sag & beware of strong or gusty winds. 	2M	
	Falling objects	4A	<ul style="list-style-type: none"> Stop work immediately if a person enters the area below the operation Maintain awareness of other people on the platform Use tether on all tools/equipment to prevent object falling Keep tools and other equipment away from edges (use hoarding where necessary) All loads stored within the platform perimeter Do not drop items from EWP Ensure no tools & equipment can be dropped over the side Groundworkers must wear hard hats Do not use EWP to push or pull other objects. 	2M	
	Struck by EWP	4A	<ul style="list-style-type: none"> High visibility clothing worn at all times Follow any Traffic Management Plan requirements and safety/warning signs, traffic barriers Some plans may say that pedestrians have the right-of-way. Never assume this. Make visual and verbal contact with plant operators as required Ensure an effective system of communication between machine operators' workers on the ground established before work commences Be familiar with the blind spots of the mobile plant Check constantly for changing hazards while working and monitor work position at all times: Do not stand behind reversing vehicles. Work positions should be in clear sight of plant operators Allow sufficient distance from the plant during operation Listen for reversing alarms/beepers and calls from plant operators Do not approach the mobile plant until the operator has agreed to a request to approach. 	2M	
	Sunburn Heatstroke	3H	<ul style="list-style-type: none"> Ensure that workers are trained to recognise the symptoms of hypothermia. Workers must: <ul style="list-style-type: none"> Wear suitable protective clothing, sun brim on hard hats, safety glasses - UV rated Use 30+ sunscreen on exposed skin Have adequate drinking water, access to shade during breaks and adequate breaks. 	2M	
9. HRCW Fuelling the EWP	<ul style="list-style-type: none"> Flammable atmosphere Exposure to fuel Fire Burns 	4A	<ul style="list-style-type: none"> Follow manufacturer's manual/recommendations for re-fuelling DO NOT smoke during re-fuelling <ul style="list-style-type: none"> Diesel: Fire extinguisher – Water, foam, dry chemical powder, CO₂ Unleaded petrol: Fire extinguisher – Dry chemical powder, foam, CO₂. <i>Never use water to extinguish an Unleaded Petrol fire</i> Avoid breathing vapours or contact with fuel 	2M	EWP operator to follow controls

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			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
	<ul style="list-style-type: none"> Inhalation Ingestion Eye & skin damage 		<ul style="list-style-type: none"> Change clothing immediately if splashed with fuel Do not siphon or swallow fuel as this can be fatal Wash hands carefully after handling fuel before eating, drinking or smoking Shower and wash immediately after work & wash clothes in separate wash from other clothes. 			
10. HRCW Re-charging	<ul style="list-style-type: none"> Accidental driving Contact with electricity Contact with battery acid 	4A	<ul style="list-style-type: none"> Manufacturer's recommendations for the charging process are followed Press the E-Stop button to prevent an operator from accidentally driving the lift while plugged in The charger is turned off when leads are being connected or disconnected to the battery The motor is stopped, and ignition is turned off Leads and cables are in good condition No loose cables or metal objects on top of the battery. Charging area - Ensure: <ul style="list-style-type: none"> Battery charging is only done in a designated area with adequate ventilation, and with neutralising agents in case of electrolyte spillage An eyewash station and safety shower have been provided Face shield, apron & chemical resistant gloves are worn No smoking, welding or ignition sources are in charging area Only charge batteries in a well-ventilated area Ignition is off before recharging. 		2M	Supervisors to check all controls in place and followed Operator to follow controls and make supervisor aware of any issues
11. HRCW On completion	Crush injuries/ entrapment	3H	<ul style="list-style-type: none"> Park EWP in a safe area (flat, firm ground, clear of obstructions, traffic) Lower platform to the ground Shut down the machine as per manufactures instructions Remove keys and apply the parking brake For overnight or longer periods ensure the platform is parked in its storage position and secured to prevent movement If the site is not secured, park platform in an inaccessible position if possible Inspect equipment for any damage/leaks. Report damages immediately and take out of service Ensure all equipment /plant is clean of debris and/or contaminants before leaving the site. <ul style="list-style-type: none"> ⚠ The hydraulic system remains pressurised when the engine is not running. Using controls after a machine is off may cause sudden/unexpected movements to occur. 		2M	Supervisor to confirm all workers have signed out Workers to comply with controls
	Unauthorised access	3H	<ul style="list-style-type: none"> If acceptable, remove or add barricades Ensure machine is parked in a safe, level area, clear of unstable or sloping ground Store the key in a safe place (restrict unauthorised access). 		2M	

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	Security breach	3H	<ul style="list-style-type: none"> All personnel sign-out on Site Register. 	2M	
	Vehicle/people impact	4A	<ul style="list-style-type: none"> Stay to designated access and egress routes Maintain awareness of surroundings. 	2M	
12. HRCW Emergency response	<ul style="list-style-type: none"> Injury Fatality Environmental damage 	4A	<ul style="list-style-type: none"> For police, fire or ambulance call '000.' Follow site emergency and evacuation procedures A communication system is available, e.g. a mobile phone or radio Check for dangers to self before helping others Maintain control of the area and stabilise the situation Apply first aid to the injured worker Complete an incident report Refer to your SWMS implementing instructions for further specific emergency responses. 	2M	Supervisors and workers ensure controls followed
	Suspension trauma	4A	<ul style="list-style-type: none"> Whenever a person is wearing a harness, a rescue plan must be in place as suspension trauma can occur to people who fall and remain in the harness for more than 5 minutes The rescue must be able to commence immediately The victim must be moved from suspension in stages – if moved too quickly from full suspension into a horizontal position serious injury or death can occur If a suspension may last up to 5 minutes – foothold straps or another way of placing weight on legs must be provided Workers should be trained to: <ul style="list-style-type: none"> Use a sit – type harness with padded legs to allow legs to remain horizontal Move their legs in the harness to push against any footholds Move their legs as high as possible and keep their head as horizontal as possible. Consider the ability for workers to be able to follow these procedures when selecting harnesses Ensure on-site workers are trained and familiar with emergency and evacuation procedures Ensure EWP is fitted with an emergency retrieval device, controlled descent device and an escape-rescue facility. 	2M	

OVERALL RISK RATING AFTER CONTROLS

1 - Low
 2 - MODERATE
 3 - HIGH
 4 - ACUTE

PERMITS
 Not applicable
 Hot Work
 Confined Space
 Local council
 Excavation
 Lift (crane)



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- Working at height
 Restricted access
 Asbestos remediation
 Other?
 Other?
 Other?

PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES	SUPERVISORY ARRANGEMENTS
<input type="checkbox"/> Electrical tools and leads	Tested and tagged quarterly	<i>List hazardous substances taken on-site and have the SDS on-site.</i> 1. 2. 3. 4. 5.	<input type="checkbox"/> Audits
<input type="checkbox"/> Hand tools - Meet AS/NZS	Regular visual inspection		<input type="checkbox"/> Spot Checks
<input type="checkbox"/> Ladders - Meet AS/NZS	Inspected and tagged out if damaged		<input type="checkbox"/> Reporting systems
<input type="checkbox"/> Mobile plant- <i>specify</i>	Inspected and tagged out if damaged		<input type="checkbox"/> Suitably qualified supervisors for job
<input type="checkbox"/> ?			<input type="checkbox"/> Direct on-site supervision
<input type="checkbox"/> ?			<input type="checkbox"/> Remote site: communication systems/schedule
<input type="checkbox"/> ?			<input type="checkbox"/> Other?

SWMS SIGN-OFF This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. I have read the above SWMS, and I understand its contents. I confirm that I have the skills and training, including relevant certification, to conduct the task as described. I agree to comply with safety requirements within this SWMS, including risk control measures, safe work instructions, and PPE described.

WORKERS' NAME	JOB ROLE / POSITION <small>E.G. SUPERVISOR, WORKER, TRAINEE</small>	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				



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WORKERS' NAME	JOB ROLE / POSITION E.G. SUPERVISOR, WORKER, TRAINEE	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				

HIERARCHY OF CONTROLS

Most
EFFECTIVE



Least
EFFECTIVE

RISK MATRIX

STEP 1: DETERMINE LIKELIHOOD: What is the possibility that the effect will occur?

	CRITERIA	DESCRIPTION
ALMOST CERTAIN	Expected in most circumstances.	The effect is a common result.
LIKELY	Will probably occur in most circumstances.	The effect is known to have occurred previously.
POSSIBLE	Could possibly occur at some time.	The effect could occur. I've heard of it happening before.
UNLIKELY	Unlikely but possible.	The effect could occur, but I have not heard of it happening before.
RARE	Highly unlikely to occur.	The effect is practically impossible.

STEP 2: DETERMINE CONSEQUENCE: What will be the expected effect?

LEVEL OF EFFECT	EXAMPLE OF EACH LEVEL
INSIGNIFICANT	No effect – or so minor that effect is acceptable.
MINOR	Minor first aid treatment, minimal business disruption, minimal environmental effect.
MODERATE	Serious injuries, medium business interruption, medium environmental impact.
MAJOR	Extensive injuries/fatality, significant business interruption, environmental harm, prosecution.
CATASTROPHIC	Multiple permanent disability/fatalities, business failure, substantial environmental harm, prosecution/imprisonment.

STEP 3: DETERMINE THE RISK SCORE:

EFFECT LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	2 MOD.	2 MOD.	3 HIGH	4 ACUTE	4 ACUTE
LIKELY	2 MOD.	2 MOD.	3 HIGH	4 ACUTE	4 ACUTE
POSSIBLE	1 LOW	2 MOD.	2 MOD.	3 HIGH	4 ACUTE
UNLIKELY	1 LOW	1 LOW	2 MOD.	3 HIGH	4 ACUTE
RARE	1 LOW	1 LOW	2 MOD.	2 MOD.	3 HIGH

STEP 4: RECORD RISK

SCORE	ACTION
4A: ACUTE	<u>DO NOT PROCEED until risk level is reduced;</u> immediately introduce high-level controls. <i>Re-assess before proceeding.</i>
3H: HIGH	<i>Review before commencing work.</i> Introduce new controls and/or maintain high-level controls to lower the risk level. Controls are to be monitored frequently.
2M: MOD.	<i>Maintain control measures.</i> Be cautious when working. Monitor and review regularly.
1L: LOW	<i>Record and monitor.</i> Proceed with work. Regularly review risks.