



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

WATER CART 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.
-----------------------------	--	--

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 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 checked="" 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

	<ul style="list-style-type: none"> • Work Health and Safety (Work Health and Safety Consultation, Co-operation, and Co-ordination) Code of Practice 2015 • Work Health and Safety (Confined Spaces) Code of Practice 2015 • Work Health and Safety Amendment (Penalty Notices) Regulation 2022 • Work Health and Safety Amendment Act 2023 • First Aid in the workplace code of practice 2020 • Hazardous manual tasks code of practice 2019 • How to manage work health and safety risks code of practice 2019 • Managing electrical risks in the workplace code of practice 2019 • Managing noise and preventing hearing loss at work code of practice 2022 • Managing the risk of falls at workplace code of practice 2019 • Managing the work environment and facilities code of practice 2019 • Managing risks of hazardous chemicals in the workplace code of practice 2022 • Managing the risks of plant in the workplace code of practice 2022 • Work health and safety consultation, co-ordination, and co-operation code of practice 2022
--	---

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	SEAT BELT	
												
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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. Check weather conditions & prepare	Extreme weather	3H	<ul style="list-style-type: none"> • Check weather conditions – do not work in extreme conditions • Reschedule works to work in more moderate temperatures. 								2M	Supervisor to maintain awareness of
	Hyperthermia	3H	<ul style="list-style-type: none"> • Ensure vehicle cabin is air-conditioned • Workers trained to recognise the symptoms of hyperthermia and hypothermia 								2M	

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
	Hypothermia		<ul style="list-style-type: none"> • <u>Hot conditions. Ensure:</u> <ul style="list-style-type: none"> ○ Suitable protective clothing ○ Sun brim on hard hats ○ Safety glasses - UV rated ○ Use 30+ sunscreen on exposed skin ○ Adequate drinking water ○ Access to shade on breaks ○ Adequate breaks. 	<ul style="list-style-type: none"> • <u>Cold conditions. Ensure:</u> <ul style="list-style-type: none"> ○ Schedule warm-up breaks ○ Hold breaks inside ○ Dress warmly in layers ○ Stay dry (wet clothing chills the body rapidly) ○ Workers must get out of the cold as soon as they can if starting to feel symptoms ○ Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold. 		weather conditions Operator to follow controls
2. Working alone	Emergency	4A	<ul style="list-style-type: none"> • Ensure a second person knows your location and expected time of return • Use mobile phone, telephone or radio to periodically check-in • Communication equipment within easy reach at all times • Take extra care to work safely and methodically • Have first aid kit readily available and stocked appropriately • Where the risk assessment has identified particularly high-risk tasks, utilise a second person (buddy) to assist or backup <ul style="list-style-type: none"> ○ Do not expose both people to the hazard simultaneously. The second person should be within sight, but safely removed from the immediate area ○ The 'buddy' must be trained in the specific activities the worker he/she is observing for is undertaking, be properly equipped with emergency equipment, and be capable of undertaking pre-planned rescue or emergency operations where needed. 		2M	Operator to maintain call log ins
3. Travel to/from/ between sites	Vehicle failure	3H	<ul style="list-style-type: none"> •  Conduct Pre-start Inspection and operate the water cart following manufacturers' instructions. <i>Do not use if any fault/damage/missing parts. Report immediately and follow tag-out/lock-out procedures.</i> 		2M	Supervisors to check all controls in place and followed Operator to follow controls and make supervisor aware of any issues
	Falls	3H	<ul style="list-style-type: none"> • Face the water cart whenever you mount and dismount • Use the provided steps/handholds when entering or exiting the cabin • Maintain a three-point contact with the steps and handholds (<i>2 feet & 1 hand/1 foot & 2 hands</i>) • Never mount or dismount a moving water cart • Do not jump off the vehicle. 		2M	
	<ul style="list-style-type: none"> • Crush injuries • Entrapment • Fatality 	4A	<ul style="list-style-type: none"> • Adjust the seat to achieve full pedal contact when operators' back is against the back of the seat • Wear seatbelt • Ensure all body parts are kept within the cabin at all times when operating the water cart 		2M	

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"> • Start-up as per manufacturer's instructions and never leave operator seat with the engine running • Be familiar with the width of equipment to maintain safe clearances • Do not use any controls as handholds when entering or exiting the operator compartment. 		
	<ul style="list-style-type: none"> • Working on roads • Collision 	4A	<ul style="list-style-type: none"> • Ensure the vehicle registered with the appropriate state authority • The water cart is in roadworthy condition • Over-dimension vehicles require an over-dimension permit & must comply with permit conditions • Comply with local laws and permits • All operators must be licensed and deemed competent on the make/model and type of vehicle that will be operated • Operators' driver's licence is current ⚠ <i>DO NOT drive under the influence of drugs or alcohol</i> ⚠ <i>DO NOT adjust radio channels or volume while driving</i> ⚠ <i>DO NOT use electronic devices while driving:</i> <ul style="list-style-type: none"> ○ If you must use a device, e.g. a mobile phone or GPS pull over and park in a safe area. Do not stop where you could be a hazard to other vehicles, pedestrians, or yourself • Ensure travel path: <ul style="list-style-type: none"> ○ Allows for the height of the vehicle ○ Is clear of low-lying tree limbs ○ Is suitable for weight/size of the vehicle, limited gradients and slopes ○ Obey speed limits and be aware of increased braking/stopping distance when loaded ○ Check load regularly • Do not begin vehicle transport if visibility is less than 250m (due to heavy rain, smoke, dust, etc.) If visibility is reduced to less than 250m during transport, stop travel, park in a safe location and wait until visibility improves • ALWAYS wear high vis. 	2M	
4. HRCW Obtaining water from a hydrant or another water	Injury to public	3H	<ul style="list-style-type: none"> • When filling from a hydrant, the driver is the controller of the worksite; the area around the hydrant: <ul style="list-style-type: none"> ○ Park as close to the hydrant as possible ○ Ensure pedestrians have a safe walkway ○ Place temporary barricades/signage in place if pedestrian traffic expected ○ Ensure that the hydrant and standpipe are under observation during the operation. 	2M	Operator to check the site and conduct JSA where necessary

JOB TASK	HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
source, e.g. creek/dam	Working roadside	4A	<ul style="list-style-type: none"> • Check constantly for changing hazards while working and monitor work position at all times. Ensure: <ul style="list-style-type: none"> ○ High visibility clothing worn at all times: <ul style="list-style-type: none"> ▪ Day works: Class D/F ▪ Night works: Class N/R ▪ Combination of day/night: Class D/N ○ Do not enter established “no go zones” for pedestrians ○ Safety/warning signs, Spotters, traffic barriers must be obeyed as required ○ Follow traffic management plan requirements. 	2M	
	Vehicle roll-over	4A	<ul style="list-style-type: none"> • When filling, and exiting fill area ensure: <ul style="list-style-type: none"> ○ The ground is stable; the soil compacted sufficiently ○ Gradient/slope within safe limits for travel ○ Do not overload/exceed capabilities. 	2M	
	Water cart by vehicle	4A	<ul style="list-style-type: none"> • If a vehicle has to be reversed to a hydrant or a water source other than a hydrant, ensure: <ul style="list-style-type: none"> ○ The vehicle parked on level ground with the parking brake engaged ○ Engine is stopped ○ Engine start switch key turned off, and the engine start switch key removed ○ Chock wheels. 	2M	
	Snake/spider bite	3H	<ul style="list-style-type: none"> • Always wear safety boots • Check ground before exiting the vehicle • Visually inspect where you are working • Use caution when opening hydrant covers (do not use bare hands), walking in long grass or near water sources. 	2M	
	Hit by objects under pressure	3H	<ul style="list-style-type: none"> • Fitting standpipe – Obtaining Water from Hydrant. Check standpipe for: <ul style="list-style-type: none"> ○ Any visible signs of defects ○ Possible leaks – slight “O” ring seal weeps may be acceptable • Clear the area around the pit cover plate from debris • Remove the pit cover plate and the cover plate on the spring hydrant • Lock standpipe in place on hydrant – partial turn • Connect the flexible hose and ensure couplings are firmly locked in position • Open standpipe valve SLOWLY so that all air is expelled from the pipe • Reverse the procedure to remove the standpipe. 	2M	

JOB TASK	HAZARDS	IR	CONTROL MEASURES <i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>	RR	RESPONSIBLE PERSON
	Burns	3H	<ul style="list-style-type: none"> • Water Pump: <ul style="list-style-type: none"> ○ Always follow the operating manual ○ Ensure all safety guards and shields are in place while operating pump ○ Do not allow the pump to overheat <ul style="list-style-type: none"> ▪ If the pump overheats, turn it off immediately, and allow it to cool ○ Do not touch the pump engine or exhaust during or immediately after operation (<i>it will be hot</i>). 	2M	
	Hearing loss	3H	<ul style="list-style-type: none"> • Hearing protection worn by all people throughout exposure to noise. 	2M	
5. HRCW 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 • 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. 	2M	Operator to check the site and conduct JSA where necessary
	Injury to ground workers	4A	<ul style="list-style-type: none"> • Follow manufacturer's instructions, specific SWMS, spotter instructions, site rules and TMP • Ensure ground workers and operators know and use on-site UHF channel to communicate • Worker consultation: <ul style="list-style-type: none"> ○ Ensure an effective system of communication between the operator and ground workers established before work commences ○ Relevant workers trained in the procedures involved before the work commencing ○ Groundworkers are instructed not to approach until the operator has agreed ○ Groundworkers are familiar with the blind spots of the vehicle and are instructed on set distances to maintain while in operation ○ Operators and ground workers are required to wear high-visibility clothing • Ensure no people or obstructions in the vicinity before start-up • Maintain the exclusion zone and cease work if approached. 	2M	
	Powered mobile plant movement at night	4A	<ul style="list-style-type: none"> • Ensure the site Traffic Management Plan includes additional control measures for work at night, in particular for the use of mobile plant • Check all plant and vehicles are adequately illuminated, and all flashing warning lights/signals are operational • Including - headlights, flashing beacons, beepers, cabin lights. 	2M	

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"> • Luminous (fluoro) triangles/bollards positioned to assist with traffic management and worker zones wherever possible. For example, mark out the perimeter of the load/unload area to help guide drivers and to warn workers on the ground of moving vehicles. 		
6. 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) • Air quality - Reduce pollutants by ensuring the vehicle is tuned regularly • 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 - Minimum amounts of hazardous substances are kept on site • Labelled and securely stored • Refuelling of vehicles/equipment will be undertaken at least 6m from drains and waterways • Follow SDS directions for disposal of chemicals in approved waste containers • A spill kit is available at all times & spills will be cleaned up immediately follow SDS directions • Waterways & soils - Do not wash vehicle where residue can enter and sensitive areas such as drains and waterways • Ensure any contaminated wastewater captured as per Local & State Environment Laws • Avoid cross-contamination: <ul style="list-style-type: none"> ○ Disassemble and clean all equipment ○ Dispose of all waste per regulations ○ Maintain an SDS for all chemicals used. • Vehicle movement - Follow the TMP, only travel on established tracks and roads • Use designated entry and exit points. • Native vegetation & weeds - Ensure that plant is washed free of dirt, vegetation, debris before travelling between sites. • Terrestrial fauna - No domestic animals on-site • Ensure all food scraps placed in lidded bins. 	2M	Supervisor and operator to ensure control measures followed
7. 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 	2M	Supervisor and operator 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>			
			<ul style="list-style-type: none"> • Check for stored items, corners or other obstructions that could cause tripping • 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 that 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. 			
8. Manual tasks	<ul style="list-style-type: none"> • Fatigue • Prolonged seating 	3H	<ul style="list-style-type: none"> • Schedule adequate time between shifts for rest and recuperation • Schedule adequate breaks throughout the shift to allow for movement, e.g. go for a walk/one minute warm up/stretch and flex • Do not exceed regulated driving hours • Provide adequate lumbar support. 		2M	All workers to ensure control measures followed
9. HRCW Dust suppression	<ul style="list-style-type: none"> • Site traffic • Injury to ground workers 	4A	<ul style="list-style-type: none"> • Check for other site traffic • Ensure no one is behind the water cart before starting to spray • Engage revolving safety light, which must remain on while water cart is in operation. 		2M	Supervisors to check all controls in place and followed Operator to follow controls and make supervisor aware of any issues
	Plant roll-over	3H	<ul style="list-style-type: none"> • Where two or more machines/vehicles are operating in close proximity ensure procedures are in place to ensure unplanned contact does not occur • Avoid sudden movements and combined movements while starting forward movement • Ensure water cart does not operate or travel near the edge of an excavation or other drop off • Ensure water cart stay on existing access tracks, and within construction boundaries • Tyre pressure is equal on both sides of the vehicle • For maximum stability operate at low speed • Avoid travel across slopes as much as practicable—drive straight up and down slopes • Turn as gradually as possible to maintain stability • Keep vehicle balanced as much as possible by maintaining heaviest end into the slope • Limit the use of brakes by using the lowest possible gear. 		2M	
	Silica dust	4A	<ul style="list-style-type: none"> • Operate equipment from within an enclosed cabin <ul style="list-style-type: none"> ○ Ensure windows are closed at all times ○ Ensure the cabin remains at positive pressure. Ensure door jambs, window grooves, power line entries, and other joints are tightly sealed ○ Use high-efficiency air filtering system (e.g. HEPA filters) for air intakes (<i>Use an intake air filter with a minimum MERV16 rating (at least 95 percent efficient in the 0.3-10.0 µm range)</i>) ○ Keep the area free of settled dust by regular cleaning and maintenance to prevent dust from becoming airborne inside the enclosure 		2M	

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"> Do not exit the cab unless clear of the dust generation area or dust suppressants are used to minimise dust emissions. 		
10. HRCW Working outside the cabin near the powered mobile plant	<ul style="list-style-type: none"> Struck cart by mobile plant Crush injuries Amputation Entanglement Fatality 	4A	<ul style="list-style-type: none"> Follow the traffic management plan (TMP) requirements <ul style="list-style-type: none"> <i>Some TMP may say that pedestrians have the right-of-way. Never assume this. Make visual and verbal contact with the plant operator as required</i> Check constantly for changing hazards and monitor work position at all times, ensure: <ul style="list-style-type: none"> Do not stand behind reversing vehicles Allow sufficient distance from the plant during operation Do not conduct work in established “no go zones.” Alertness at all times. Listen for reversing alarms/beepers & calls from Plant Operators Safety/warning signs, spotters, traffic barriers. must be obeyed as required Work positions should be in clear sight of plant operators Groundworkers must: <ul style="list-style-type: none"> Not approach mobile plant until the operator has agreed to their request to approach Maintain a safe distance from the mobile plant while in operation Be made familiar with the blind spots of the mobile plant High visibility clothing worn at all times by all workers. 	2M	Supervisors to check all controls in place and followed Operator to follow controls and make supervisor aware of any issues
	Laser beams Eye trauma	3H	<ul style="list-style-type: none"> Protect laser equipment on the plant to ensure workers not exposed to direct radiation, radiation produced by reflection or diffusion or secondary radiation Do not look directly at the beams. 	2M	
	Noise	3H	<ul style="list-style-type: none"> Ensure workers not exposed to noise that exceeds the exposure standard (85dB averaged) Hearing protection for operators is required, ensure: <ul style="list-style-type: none"> Workers wear ear protection (earplugs are not sufficient protection by themselves) 	2M	
11. HRCW Emptying water tank	Water cart roll-over	4A	<ul style="list-style-type: none"> Do not unload, unless the Principal Contractor approves the site. Ensure: <ul style="list-style-type: none"> The ground is stable; the soil compacted sufficiently Gradient/slope within safe limits ▲ Do not attempt to unload on soft, uneven ground, downgrades or cross falls (higher centre of gravity) Be familiar with the width of equipment to maintain safe clearance near fences, boundaries or other obstacles. 	2M	Operator to follow controls and make supervisor aware of any issues
12. HRCW Refuelling	<ul style="list-style-type: none"> Flammable atmosphere Exposure to fuel 	4A	<ul style="list-style-type: none"> Follow manufacturer's manual/recommendations for re-fuelling DO NOT smoke during re-fuelling Diesel: Fire extinguisher – Water, foam, dry chemical powder, CO₂ 	2M	Supervisor and workers to ensure

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
	<ul style="list-style-type: none"> • Fire • Burns • Inhalation • Ingestion • Eye & skin damage 		<p>Unleaded petrol: Fire extinguisher – Dry chemical powder, foam, CO₂. <i>Never use water to extinguish an Unleaded Petrol fire</i></p> <ul style="list-style-type: none"> • Avoid breathing vapours or contact with fuel • 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. 			control measures followed
13. HRCW On completion	Crush injuries/ entrapment	4A	<ul style="list-style-type: none"> • Turn off all hydraulic valves and idle engine down. Apply the hand brake and remove keys • Inspect equipment for any damage/leaks. If any damage is detected – report immediately and take out of service. 		2M	Supervisor to confirm all workers have signed out Workers to comply with controls
	Unauthorised access	3H	<ul style="list-style-type: none"> • Ensure the water cart is parked in a safe, level area, clear of unstable or sloping ground • Store the key in a safe place (restrict unauthorised access). 		2M	
	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	
14. 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. 		2M	Supervisors and workers ensure controls followed
	<ul style="list-style-type: none"> • Roll-over • Crush injuries • Amputation • Entanglement • Fatality 	4A	<p>Establish communication with victims (if applicable) and maintain for entire rescue. Conduct response as required for specific conditions at the site.</p> <ul style="list-style-type: none"> • OPERATOR: <ul style="list-style-type: none"> ○ Do not attempt to jump from the vehicle during roll-over – remain in the seat with seatbelt on ○ After the incident has occurred, if able, turn off the engine ○ Remain in position with the seatbelt on until help arrives, unless it is safe to exit the cabin ○ If it is safe and injuries permit, exit cabin without jumping, and move clear from the vehicle • PERSONNEL: <ul style="list-style-type: none"> ○ Clear non-essential people from the area ○ Check for fuel and/or fluid leaks. Ensure there are no ignition sources 		2M	



Company Name: Ovannah Group PTY LTD

Company Address: 86 Broughton Street, West Kempsey

ABN/NZBN: 85 653 599 396

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"> ○ Check for fire or fire/explosion risks. Use suitable fire protection equipment to control fire (if safe to do so) ○ Do not approach the vehicle until Emergency Responders attend the scene • NOTE: Vehicle may be unstable and unsafe to approach • Do not place first responders at risk – await assistance from suitably trained and resourced Emergency Responders. 		

OVERALL RISK RATING AFTER CONTROLS

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

PERMITS	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Local council	<input type="checkbox"/> Excavation	<input type="checkbox"/> Lift (crane)
	<input type="checkbox"/> Working at height	<input type="checkbox"/> Restricted access	<input type="checkbox"/> Asbestos remediation	<input type="checkbox"/> Other?	<input type="checkbox"/> Other?	<input type="checkbox"/> 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"/> Spot Checks <input type="checkbox"/> Reporting systems <input type="checkbox"/> Suitably qualified supervisors for job <input type="checkbox"/> Direct on-site supervision <input type="checkbox"/> Remote site: communication systems/schedule <input type="checkbox"/> Other?
<input type="checkbox"/> Hand tools - Meet AS/NZS	Regular visual inspection		
<input type="checkbox"/> Ladders - Meet AS/NZS	Inspected and tagged out if damaged		
<input type="checkbox"/> Mobile plant- <i>specify</i>	Inspected and tagged out if damaged		
<input type="checkbox"/> ?			

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				



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

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 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				
		Construction Card				
		Construction Card				
		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.