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| Activity / Task |       | Business Unit | Click here to choose relevant Business Unit |
| Address |       |
| Contractor / Principal Contractor details project name / address: |       | Project No |       |
| Work Supervisor | Name:      Phone:      Title:       | Date supplied to Contractor |       | Additional advice contact |       |
| Review Date |       | Review No |       |

**Please review and complete all sections prior to using SWMS / JSEA**

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| **High Risk Construction Work (HRCW)** |
|[ ]  Where there is a risk of a person falling more than 2 metres |[ ]  On or adjacent to roadways or railways used by road or rail traffic |[ ]  In, over or adjacent to water or other liquids where there is a risk of drowning |
|[ ]  On or near energised electrical installations or services |[ ]  Work in an area with movement of powered mobile plant |[ ]  Structural alterations that require temporary support to prevent collapse |
|[ ]  Involving a confined space |[ ]  On or near pressurised gas distribution mains or piping |[ ]  On telecommunications towers |
|[ ]  Involving a trench or shaft if the excavated depth is more than 1.5 metres |[ ]  In an area that may have contaminated or flammable atmosphere |[ ]  On or near chemical, fuel or refrigerant lines |
|[ ]  Involving removal or likely disturbance of asbestos, silica or lead |[ ]  Involving demolition |[ ]  Involving the use of explosives |
|[ ]  In an area where there are artificial extremes of temperature |[ ]  Tunnel / tunnelling |[ ]  Involving diving |
| **Other Tasks** |
|[ ]  Swing stage use |[ ]  Industrial rope access |[ ]        |
|[ ]        |[ ]        |[ ]        |

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| Person responsible for ensuring compliance with SWMS / JSEA: | Name:  | Signature: |  | Date received |  |
| What measures are in place to ensure compliance with the SWMS / JSEA: | Site Supervisor / Manager will attend site and conduct reviews and inspections in consultation with workers to ensure work is compliant with the requirements of this SWMS / JSEA. (click to amend if required)  |
| Person responsible for reviewing SWMS / JSEA control measures: **Review Frequency -** **Click to edit frequency, eg: Weekly over length of project.** | Name:  | Signature: |  | Date received |  |
| How / when will the SWMS / JSEA control measures be reviewed: | Reviews conducted on site with Site Supervisor / Manager walking around the site to determine site requirements and work methods are being followed. Control measures will be reviewed on a continual basis. |

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| **Please review and complete all sections.** |
| Are plant / tools / equipment required?*If Yes, please nominate* | [ ]  Yes | [ ]  No |       |
| Licences, training and competencies required?*If Yes, please nominate* | [ ]  Yes | [ ]  No |       |
| Are any hazardous chemicals required?*If Yes, please nominate* | [ ]  Yes | [ ]  No |       |
| Are approved subcontractors required? *If Yes, please nominate*  | [ ]  Yes | [ ]  No |       |
| Are inductions required? | [ ]  Yes | [ ]  No | [ ]  Programmed [ ]  Client  |
| Are specific work permit(s) required?*If Yes, please Select* | [ ]  Yes | [ ]  No | [ ]  Confined Space [ ]  Isolation / Energisation [ ]  Excavation / Trenching [ ]  Work at Heights [ ]  Other:       |
| **Required Personal Protective Equipment** | **Fall Protection** | **Eye Protection** | **Hearing & Head Protection** | **Hand Protection** | **Respiratory Protection** | **Clothing** | **Footwear** |
| [ ]  Roof Kit[ ]  Harness[ ]  Lanyard | [ ]  Glasses[ ]  Goggles[ ]  Face Shield | [ ]  Ear Plugs[ ]  Ear Muffs[ ]  Helmet and Brim[ ]  Forestry Helmet | [ ]  Cut Resistant[ ]  Insulated[ ]  Chemical | [ ]  Disposable - P1/P2[ ]  Respirator[ ]  Gas Testing[ ]  Full Face Respirator | [ ]  Anti-Static[ ]  Flame Proof[ ]  Disposable[ ]  Hi-vis Clothing | [ ]  Steel Cap[ ]  Anti-Static[ ]  Chemical resistant[ ]  Non-Lace up Boots |

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| **SWMS / JSEA Prepared By:** | Name |  | Title |  | Signature |  | Date |  |
| **SWMS / JSEA Reviewed / Approved By:** | Name |  | Title |  | Signature |  | Date |  |

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| **RISK MATRIX** | **CONSEQUENCE** |  | **HIERARCHY OF CONTROLS** |
| NEGLIGIBLEno treatment, 1st Aid | LOWRWI, MTI | MEDIUMLTI 1-2 days | HIGHLTI 3+ days | EXTREMELong term injury, death |  |
| **LIKELIHOOD** | NEARLY CERTAIN | **11** | **16** | **20** | **23** | **25** |  | **Elimination** |
| PROBABLE | **7** | **12** | **17** | **21** | **24** |  | **Substitution** |
| POSSIBLE | **4** | **8** | **13** | **18** | **22** |  | **Engineering Controls** |
| UNLIKELY | **2** | **5** | **9** | **14** | **19** |  | **Administrative Controls** |
| RARE | **1** | **3** | **6** | **10** | **15** |  | **Personal Protective Equipment** |

**RISK RATING**

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| **LOW 1 - 5** | **MEDIUM 6 - 9** | **HIGH 10 - 17** | **EXTREME 18 – 25** |
| Monitor work to ensure risk remains low. | Control risk and monitor to ensure controls successful. | Stop work and seek management approval. | Stop work, reassess, and find a safer way to work. |

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| **Eliminate or Control the Risks associated with each Job Sequence Step.**  |
| **Task Steps:**Identify ALL steps in order of activity | **Hazards:**How could anyone be injured doing this task?What could go wrong? | ‘Pre’ Risk Rating | Identify the Control MeasuresWhat do we need to do to protect ourselves or anyone else? | ‘Post’ Risk Rating | Actioned by:(List the responsible employee/s or title) |
| 1. **Job Planning, Setup and Preparation**
 | Interactions with multiple trades causing injuries, environmental impact and or property damage |       | Communication with other contractors and client at pre-start meetings. Site walk safety reports to be discussed at pre-start meetings.Contact details to be provided to all concerned parties.SWMS / JSEA to be read, signed and accepted by workers onsite before commencing tasks and updated to mitigate any potential site specific and environmental hazards, which may include weather conditions, other contractors on site, site layout.Sign in and sign out each day where required. |       | Supervisor / Field Staff      |
| Change in work process / scope of work |       | Where a change in the work process is identified the following process to be completed:* Assess identified changes for new hazards
* Document additional or expanded control measures for the changes in a SWMS / JSEA
* Train all workers involved in the tasks affected by the changes

All workers to sign on to the updated SWMS / JSEA with the new date. |       | Supervisor / Field Staff      |
| Heat Stress |       | Provision of adequate water supply for site and hydration info.Wear loose fitting clothing (long - long), sun cream and wide brims for helmets or wide brim hats.Include in prestart meeting on hot days / temperatures. |       | Supervisor / Field Staff      |
| Emergency Situations |       | Access to first aid and a first aider is to be readily available.Method of communication is planned, depending on site restrictions - (two-way or mobile phone).Follow site emergency evacuation procedures and designated wardens.An emergency plan is in place and all staff have been briefed on the plan. |       | Supervisor / Field Staff      |
| Cuts and AbrasionsHand Injuries |       | Appropriate gloves (minimum Level 3 cut resistant) to be worn whilst performing tasks to prevent injuries.Toolbox staff on correct use of tools and equipment and relevant PPE.Equipment and surfaces (ladder trays etc.) should be inspected for sharp edges and smoothed off wherever possible to avoid injury.Gloves to be carried on person at all times when not working. |       | Supervisor / Field Staff      |
|       | Supervisor / Field Staff      |
| Eye Injuries |       | Eye protection is compulsory for Programmed staff including contractors and is to be worn at all times on site.Shaded glasses for external work, clear glasses for internal work and mono goggles for above head dusty work.Toolbox staff on correct use of tools and equipment and relevant PPE, all staff to sign off.Supervisor to monitor. |       | Supervisor / Field Staff      |
| Slips, Trips and Falls |       | Ensure work area is clear of trip hazards at all times.Place all work materials in one area close to work zone rather than various points on site.Supervisor/Foreman to monitor and continually promote good housekeeping practices with all workers. Ensure all staff play an active role with good housekeeping practices.Waste to be removed at each work break. |       | Supervisor / Field Staff      |
| Unsupervised apprentices and young workers |       | Test prior to apprentices commencing work that they are working on de-energised equipment.Electrical Supervisors MUST provide direct supervision to electrical apprentices for all works conducted across Programmed in the first year. This direct supervision reduces year on year and will reach 0% after the apprenticeship is completed. Refer to your State Electrical Legislation for more information.Continuous monitoring for all new and young workers. |       | Supervisor / Field Staff      |
| Manual Handling Injuries |       | Use manual handling safe work practices.Arrange for trolleys or mechanical aids for loads where:* weight exceeds individuals’ limits
* pushing / pulling exceeds individuals limits
* large and or bulky
* manual carrying distance too great
* number of items
* team lift is not practicable or safe

Supervise and monitor work practices. |       | Supervisor / Field Staff      |
| Falls from Heights |       | Visually inspect work area if a worker can fall from any height.Ladders should not be near windows or balconies where increased risk of fall exists.Establish and maintain exclusion zones, barriers / signage.Spotter to be used where identified.Establish appropriate controls to prevent falls from heights, use of scissor lifts, mobile scaffold, platform ladders.Platform ladders are to be used instead of stepladders.Inspect ladders prior to use and inspection date on ladder.Faulty equipment is to be removed and a ‘Do not Operate’ tag placed on equipment, which is returned to office for repairs, report all faulty equipment. |       | Supervisor / Field Staff      |
| 1. **Add Task Step**
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|  |       |  |       | Supervisor / Field Staff      |
| 1. **Clean Work Area**
 | Cuts and AbrasionsHand Injuries |       | Appropriate gloves (minimum Level 3 cut resistant) to be worn whilst performing tasks to prevent injuries.Toolbox staff on correct use of tools and equipment and relevant PPE.Equipment and surfaces (ladder trays etc.) should be inspected for sharp edges and smoothed off wherever possible to avoid injury.Gloves to be carried on person at all times when not working. |       | Supervisor / Field Staff      |
|  | Manual Handling Injuries |       | Use manual handling safe work practices.Arrange for trolleys or mechanical aids for loads where:* weight exceeds individuals’ limits
* pushing / pulling exceeds individuals limits
* large and or bulky
* manual carrying distance too great
* number of items
* team lift is not practicable or safe

Supervise and monitor work practices.Avoid overextending limbs, stretching overhead.Use team lifts and co-workers to assist with tasks.Ensure tools are in good condition, are being used correctly and fit for purpose.Supervise and monitor work practices for excessive strain. |       | Supervisor / Field Staff      |
| 1. **Environmental Impacts**
 | Waste |       | All waste to be disposed of as per site requirements or returned to office.Ensure area is left clean and tidy. |       | Supervisor / Field Staff      |
| Noise |       | Ear plugs and / or ear muffs to be worn for all cutting operations.Dual protection can also be used.Sound baffles can be used where concern for others is assessed as critical. |       | Supervisor / Field Staff      |

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| References – Legislation / Regulations / Codes of Practice / Guidelines / Compliance Codes / Aust. Standards and other relevant requirements: |
| Select the relevant legislation for your location | Remove any non-relevant standards |       |
| Click here to select relevant legislation | AS-NZS 3000 Electrical Installations Wiring RulesAS-NZS 3012 Electrical Installations Construction & DemolitionAS-NZS 4361.1:2017 Hazardous Paint ManagementAS-NZS 4488:1997 Industrial Rope Access Systems - Series | AS-NZS 1418 Mobile Elevating Work PlatformsAS-NZS 1576 Scaffolding - SeriesAS-NZS 1891:2020 Work at Height - SeriesAS-NZS 1892 Portable Ladders - SeriesAS-NZS 5532:2013 Single Point Anchors |
| Click here to select relevant electrical legislation |

**Immediately report incidents or near misses**

| **Sign Off to the SWMS / JSEA** *(All workers involved in the specified task must be fully inducted and sign onto this SWMS / JSEA before commencing any works.)* |
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| I have reviewed and been provided the opportunity for input into this **SWMS / JSEA** and agree with all task steps, hazards and control measures that will be implemented. I have also reviewed applicable Safety Data Sheets (SDS) and have assessed all the plant and equipment that is to be used by myself for this project. **Any changes that are made to the contents of the SWMS / JSEA shall be communicated to workers to ensure understanding of the changes.****DO NOT SIGN THIS RECORD IF YOU DO NOT UNDERSTAND OR AGREE OR DO NOT INTEND TO COMPLY WITH THE WORK METHODS PRESCRIBED.****Daily Review - Supervisor and workers to assess daily conditions and changes, make adjustments to this SWMS / JSEA, re-sign and date.** |
| Workers Name(print clearly) | Signature | HRW Licence Number | HRW Licence Expiry Date | Review Date & Initial | Review Date & Initial | Review Date & Initial | Review Date & Initial | Review Date & Initial | Review Date & Initial | Review Date & Initial |
|       |       |       |       |       |       |       |       |       |       |       |
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