

SAFE WORK METHOD STATEMENT (SWMS)

This Safe Work Procedure is designed for a business that conducts on-site installation of signs and associated graphics. Documented below is the work to be carried out, identification of the hazards associated with the work tasks, and if an assessment shows a risk to health and safety then the appropriate control measure to prevent the risk to be implemented is specified. This SWMS is also known as a Job Safety Analysis (JSA).

Business Name: <i>(business doing the install)</i>	Coloursplash Signs Pty Ltd	Contact Name:	Glenn Rogers
ACN/ABN:	29143693912	Contact Position:	Director Manager
Address:	1- 258 Evans Road Salisbury 4107	Contact Phone No:	3255 5988
Client Name: <i>(business where sign to is to be installed)</i>		Client Contact:	
Client Address:		Client Contact Phone:	
Project/Install Name/No:		Location: <i>(area where work to be done)</i>	
Scope of Works: <i>Brief description of work to be carried out</i>		Special Instructions:	
This SWMS is approved by:		Signature:	Date:

***Work activity is checked for hazards that pose a risk to employee health, safety or welfare and the environment.
A risk rating (1,2 or 3) is applied as per the Federal Safety Commissioners (FSC) Matrix (table) below***

	Description of Consequence or Impact <i>(for Safety & Environmental)</i>	Consequence	Likelihood / Probability		
			L <i>Likely</i>	M <i>Moderate</i>	U <i>Unlikely</i>
H	Potential death, permanent disability or major structural failure/damage. On-site environmental discharge/release not contained and significant long-term environmental harm.	H (1) <i>(High)</i>	1	1	2
M	Potential temporary disability, hospital treatment, time off work or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	M (2) <i>(Medium)</i>	1	2	3
L	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained & minor level clean up with no short-term environmental harm.	L (3) <i>(Low)</i>	2	3	3

Likelihood (or Probability) there is a risk to health and safety from the hazard of a work activity

Likely	Could happen frequently	Moderate	Could happen occasionally	Unlikely	May occur only in exceptional circumstances
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The Job Steps that are required for the work are numbered (or ticked) from the available selection (if not applicable the activity is not selected).

Item	Job Steps	Hazards Identified	Risk Class/ Ranking	Controls to be Implemented <i>(indicate the new risk rating)</i>	New Risk	Name of persons responsible for work
1	Client premises to be checked prior to quote to ensure location and type of sign are agreed with client.	Inadequate inspection of premises to consider height of sign, placement, fixing and visibility can lead to financial loss and/or client dissatisfaction	3	Include in quote provision for working at heights such as ladders, scaffolding, elevated work platforms if required. Also allow for type of fixtures and fittings as well as safety equipment to be used / worn by workers	3	
2	Check all approvals to install sign(s) have been obtained	Installing signs without council / strata approval may be illegal	2	Ensure client has obtained necessary signage rights / council approvals / strata permission prior to quotation	3	
3	Receive order from client for work to be carried out. (Provision and or install of signs)	Inadequate preparation to commence the install can lead to injury and/or financial loss	2	Ensure all equipment necessary to perform the work is provided to the workers as per the initial inspection recommendations or as reviewed.	3	
	Pre Start Checks					
	Check First Aid is fit for purpose	Incorrect or incomplete first aid kit, or absence of a qualified first aider can hinder aid to an injured person	2	Ensure first aid kit (Type A or B) is complete and that workers identify any first aid facilities provided by site management. (client) First aid kits are to be WorkCover approved Type C kit can be used for non construction areas Ensure there is access to a first aider on site.	3	
	Check Qualifications needed for work	Unskilled workers and lack of safety instructions can lead to risks of injury or long term illness	1	Ensure appropriate training, skills, licences and certificates of competency are held where required to do the work.	3	
	Check Instructions & Plans	Lack of up to date instructions and plans can cause incorrect work performance	3	Ensure all workers have access to the appropriate installation manuals and installation plans where required	3	
	Check all workers have completed General Safety Induction	Workers who do not receive safety induction can be unaware of site specific hazards and risks of injury	1	Ensure all workers have completed a OHS General Induction course and where necessary a site specific induction & work activity induction on safe work procedures, safety practices and health & safety issues	2	
	Check personal protection equipment	Not wearing correct PPE is a hazard with risk of personal injury or long term illness. eg Breathing dust from work activity can lead to health risks	1	Workers to wear correct PPE after all other controls to eliminate hazards are in place. Site management's directions for PPE should be followed as required. e.g. Hard Hats, Eyewear, Footwear, Safety Glasses, Breathing Masks, Gloves, Harness, SPF 15+ Sunscreen, long sleeves	2	
	Check Chemicals to be used	Exposure to some chemicals such as glues and adhesives can cause long term illness	1	Ensure manufacturers instructions are available and followed when using chemicals eg adhesive & setting compounds. Check that Material Safety Data Sheets (MSDS) are carried for all chemicals. <i>(Compulsory for hazardous chemicals)</i>	2	

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	Check Fire Fighting Equipment	Inadequate fire fighting equipment can result in damage to property and injury		Ensure all fire fighting equipment is fit for purpose and appropriate for job activities. Fire extinguisher gauges should read OK and blankets should be in good order.		
	<i>Other checks before leaving for site</i>					
	On Arrival at Clients Site					
	Signing in at the Clients Site	If site management are unaware of work being carried out then workers will be unaccounted for in the event of emergency evacuation	3	Work activity will be booked for the day with site management. Industry best practice is 24 hours notice. Workers will need to sign on each day if required by management.	3	
	Access to the Client Site	Accessing site via other means than main gate can lead to risk of security breach and exposure to site hazards	3	Entry to site to be via gate directed by site management. If required, key to be picked up prior to arrival at site	3	
	Parking the Vehicle / Work Van	Overhanging trees and bushes, uneven ground, narrow driveway are a risk of impact injuries and damage	3	Visually check for obstructions and road surface prior to driving to unload position	3	
	Follow Traffic Management Plans	Failure to follow traffic management plans can lead to damage to vehicle or equipment	1	Ensure Traffic management procedures developed by site management are followed	2	
	Check Safety Signage at Client Site	Ignoring safety signs can lead to exposure to hazards and non compliance with site safety	3	Become familiar with the site safety signs and follow all instructions (eg wearing of appropriate PPE)	3	
	Check if Site Induction needed	Workers who do not receive site safety induction can be unaware of site specific hazards, risk of injury	1	Ensure all workers receive instruction on site safety work procedures, practices and health & safety issues. The site safety rules will be followed by all workers.	3	
	Check evacuation points	Risk of injury to workers if site evacuation plan is not followed in the event of an emergency	1	Workers to identify emergency exits, location of any on site first aid facilities and evacuation points prior to commencement of work	3	
	Check Site Conditions	Uneven ground can cause slip and fall injuries when moving tools and equipment to work area	2	Check for slip and fall hazards and use planks if required to access work area if not already supplied by site management	3	
	Conduct Site Inspection	Hazards such as rubbish & debris around the site can lead to risk of slip or trip injuries	3	Any rubbish or debris around the work area to be cleared prior to commencement of work.	3	

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Item	Job Steps	Hazards Identified	Risk Class/ Ranking	Controls to be Implemented <i>(indicate the new risk rating)</i>	New Risk	Name of persons responsible for work
	Site Specific Risk Assessment	If site specific risk assessment not carried out then general hazards may be overlooked which could lead to risk of injuries and / or damage	1	Workers to carry out the site specific risk assessment of site hazards and return completed risk form to principle contractor as required	3	
	Check for underground services	Drilling holes in the ground for signs could rupture storm water pipes, sewer pipes, phone cables, data cables, oil pipes & electricity cables. Risk of injury to workers and damage to services.	1	Ensure all underground services near work area are identified. Work should be carried out so as not to rupture pipes or break cables. Breaks should be reported for repair in a timely manner. Dial before you dig Ph: 1100	2	
	Check for Overhead Hazards	Contact with overhead power lines and structures can result in electrocution & injury	1	Worker will do visual check of overhead hazards. Power lines in the vicinity should be covered with tiger tails by site management. No work to be carried out within 4m of power lines unless the energy supplier has shutoff or insulated the lines.	3	
	Check environment before working around Buildings	Exposure to Spiders, Rats, Mice & Snakes can lead to bite injuries and long term illness Exposed needles, syringes, glass and broken bottles can cause serious body injuries	2	Ensure first aid kit fully equipped, correct PPE is worn, poison and bite treatment information is up to date and that phone notification details are on hand eg snake containment Ensure area is clear of sharps before commencing. If required carry sharp collection kit for needles. (eg Yellow Collection Bottle)	3	
	Check for Asbestos	Exposure to asbestos can lead to long term illness	1	Situation should be reported to management for advice on training and working around asbestos if found at site.	2	
	Check before Working in Confined Spaces	Risk of serious injury or long term illness if workers exposed to hazards in confined spaces	1	Workers in confined spaces to have undertaken appropriate training and be issued permits with the risk assessment. Rescue plan to be developed prior to work.	2	
	Check for good lighting	Insufficient lighting can reduce visibility to ensure a safe workplace. Risk of injury or damage to property	2	Ensure adequate lighting for the work area is in place prior to commencement	3	
	Check Sunlight Conditions	Exposure to UV from Sun can lead to skin damage and long term injury	1	When working outdoors ensure skin protection is used such as long sleeve shirts, sun lotion (SPF 15+)and wide brimmed hats as necessary.	2	
	Check Weather Conditions	Work in high winds, heavy rain or electrical storms can lead to risk of slip injuries and long term illness.	2	Workers to ensure job activity is carried out in reasonable weather conditions and reschedule if necessary	3	

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	Check if working alone	If injury occurs medical treatment will be delayed if unable to call for assistance	1	Working alone policy should be checked to ensure procedures can be followed in the event of an emergency. Mobile phones should be fully charged and check for signal if working in remote areas or weak signal locations such as national parks or in forestry commission worksites.	2	
	<i>Other Site Specific Checks</i>					
	Checking Equipment before Work					
	Check Electrical Connections	Operating 240V equipment without a safety switch can lead to risk of shock or electrocution	1	Ensure portable electrical equipment is powered through an RCD (Safety Switch) Site management should supply power via RCD. Power leads should be kept dry and not present a trip hazard. Note that double adapters and piggy back plugs are not to be used. Extension leads to be kept above the ground via cable stands. The cable stands themselves are not to present a hazard.	3	
	Check Electrical equipment	Incorrect, un-maintained or unsafe tools are a hazard with the risk of personal injury	1	Check all tools prior to commencement of work. Manufacturer's guards to be in place and 240V electrical tools should be tested and tagged as per the NSW Code of Practice (electrical in construction) and AS/NZS3760 All portable safety switches to be tested before use by the push button test and should trip without undue delay.	2	
	Check Generators	Unprotected generators can be a hazard with the risk of electrocution	1	Generators should be fitted with a safety switch (RCD or ELCB) and have an earth rod to the ground where possible. Test Tag should be current as per AS3760:2010	2	
	Re-fuelling Generator or other petrol / diesel powered equipment	Risk of petrol ignition, exposure to skin & eyes causing injury or long term illness	1	Fuel container to be stored as per the requirements of the Material Safety Data Sheet (MSDS) Refuelling to be undertaken in a well ventilated area and away from naked flames , sparks or heat source All fuel spills must be cleaned up immediately Workers to wear suitable PPE and carry Fire extinguisher (Dry powder) , MSDS for unleaded petrol, first aid kit & container suitable for petrochemical storage	2	

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	Check Ladders prior to use and that they are suitable for height of sign	Unsafe or incorrectly used ladders can result in risk of fall injuries Incorrect ladders can cause collapse injury. Ladders not positioned correctly can slip and cause fall injuries. Over reaching can cause manual handling injury	1	Ladders to be of industrial standard and comply with AS1892. Ladders should be setup at a 4:1 ratio and tied off to the structure where there is a risk of the ladder becoming unstable. Ensure feet, rungs and stiles are in good condition. Ladders to be rated industrial or commercial use	2	
	Check Work Platforms	Risk of fall injuries if work platforms, kickboards and hand rails are unsafe	1	Check hand rails and kickboards to ensure they are not loose so as to cause fall injuries.	2	
	Check Installation of Work Platforms	Unstable ground or incorrectly setup trestles and working platforms can lead to fall injuries and risk of materials and equipment damage.	1	Ensure trestles are erected according to manufacturers instructions as well as AS1892 (trestle ladders) and AS1576 (adjustable trestles). Erect as near as possible to level on a firm surface and ensure platforms are in good condition.	2	
	Check Scaffolding	Incorrectly assembled scaffolding can lead to risk of fall injuries and equipment & material damage	1	Scaffolding should meet AS1576 standards and erected according to manufacturers instructions. Erect as near as possible to level and ensure fully planked out when used with appropriate kick boards. Over 4M ensure installer holds WorkCover Licence. Check scafftag to ensure safe to use.	2	
	Commencing Work Safety					
	Delivery of Materials from Vehicle or Van	The hazard of manual handling can lead to risk of long term injury eg strain) if using incorrect or unsafe handling of materials	2	Observe correct manual handling techniques. Use light weight equipment such as aluminium ladders & trestles where possible.	3	
	Handling of Signs and Tools	Long term back injury can result from poor manual handling	2	Avoid bending and twisting with loads, use team lifting or mechanical aids where required. Ref: National Code of Practice for Manual Handling	3	
	Store sign materials on site	Unsafe storage of materials is a hazard that can lead to the risk of injury to workers or damage to product	2	Ensure materials stored in an area where there is no risk of damage or injury. Storage of materials must not present a risk of trip or slip injuries or risk of falling onto workers.	3	
	Set out the Signage	Lack of signage can result in injury to other trades and people when using hazardous tools or chemicals	1	Setup clearly visible warning signs for work that requires explosive power tools or compressed air nail tools, or where there is a risk of people being struck by objects.	2	
	Set out the barriers	Unauthorised egress into work area can expose people to risk of injury from work activities or falling signs being taken down	1	If required, set out barriers or tape area off to prevent entry to work area	2	

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	Setting up ladder on footpath	Pedestrians could walk into ladder causing fall injuries	1	Provide suitable warning and barriers (cones, tape, etc) <i>List Barriers to be used:</i>	2	
	Setting up ladder on road	Risk of fines and prosecution if permits not obtained	1	Submit Traffic Control Plan and obtain appropriate permits from Council or RTA <i>List Permit Numbers here:</i>	3	
	Setting up ladder on roadway	Risk of ladder being hit by traffic resulting in injury or death	1	Provide suitable barriers and or traffic control devices as per TCP permit <i>List Barriers to be used:</i>	2	
	Using Ladders to access work area	An unstable ladder can cause injury to workers and people around site	1	Ensure ladder is at least 1M over the landing and secured in place if there is a risk of movement and falling.	3	
	Using Ladders to access work area	Risk of fall injuries when ascending or descending the work area using a ladder.	1	Ladders are generally used to gain access to the work area. At all times there should be three points of body contact when ascending or descending the work area using a ladder.	2	
	Working from a ladder <i>(Work can be carried out using portable ladders if a risk assessment shows it is the safest way to do so)</i>	Working from a ladder can result in fall injuries and long term disability or death	1	<i>The use of portable ladders is not specifically referenced in the NSW OHS Regulation 2001 Clause 56.</i> Portable ladders may be used under the principles of risk management where a risk assessment has indicated that it is impracticable to implement any of the control measures specified in clause 56, and the use of a ladder does not expose persons to any uncontrolled risks. <i>The National Regulation 2012 Part 4.4 specifically requires a risk assessment.</i>	2	
	Working from a ladder	Falling tools a materials can cause injury to people below and damage to equipment	2	If tools are necessary to carry out the work from the ladder, they should be restricted to light hand tools that can be carried on a tool belt, holster or pouch. Ladders should only be used to gain access to an area to carry out lightweight work of short duration.	3	
	Using Step Ladders	Falling off a step ladder can lead to long term injuries	1	Workers should not stand on the top of step ladders to undertake work or place step ladders on scaffolding or work platforms to gain extra height	2	

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	Using Gas & Oxy	Incorrect storage and use of gas and oxy acetylene equipment can lead to risk of burn injuries, explosion or fire	1	All gas cylinders, oxy and acetylene welding kits are to be supplied with trolley, fire extinguisher and flashback arrestors. Where bottles cannot be used in a trolley they are to be placed on their side to avoid falling with the exception of acetylene bottles which must remain in upright position and secured against accidental fall.	2	
	Performing Hot Work <i>(may require a hot work permit)</i>	Performing hot work operations can lead to risk of fire, serious injury and exposure to other people to risks of eye injury.	2	Adequate fire protection must be used to protect areas where fire risk exists during welding, grinding and the like. Welding screens and Danger signs must be provided when electric welding is in progress. Hot work permits may be issued by site management prior to work commencing.	3	
	Using Tools	Unsafe use of tools and equipment can lead to cuts, bruising, time off work or illness	2	Ensure safe work practices are carried out and that tools meet industrial standards	3	
	Using Plant such as EWP	If not regularly serviced EWP's such as cherry pickers, scissor lifts and boom lifts can pose a risk to health and safety	1	Ensure manufacturers service manual log is up to date	2	
	Using Plant such as EWP	Plant operated by unskilled workers can cause injury and death	1	Ensure all operators are competent. Boom lifts and Cherry Pickers over 10.5M must only be used by workers who have the WorkCover EW licence. EWP's under 10.5M and Scissor Lifts should be only operated by workers with EWP Yellow Card issued by EWP association.	2	
	Working near Moving plant	Risk of injury if struck by moving plant on site	1	All machines must be fitted with flashing lights where required and reversing horn. Workers to wear Hi Vis clothing when near moving plant	2	
	Cleaning of Work Areas	Hazards such as rubbish & debris around the site can lead to risk of slip or trip injuries	2	Refuse items to be placed in area provided by site management. Ensure work area is kept clean and that work progresses in a tidy manner	3	
	Working on roofs	Work activity on roofs can lead to risk of fall injuries	1	Use a harness connected to a fall arrest anchor point or static line Extreme care to be taken on brittle roofs (asbestos/broken tiles etc)	2	
	Using harness on roof or EWP	Risk of injury to workers unfamiliar with harness operations and exposure to suspension syndrome after falling from heights	1	Workers to be trained in harness operations and regular inspection to be carried out. Prior to using harness a rescue plan to be in place to recover workers suspended after a fall. Harnessed workers should not work alone.	2	
	Working around existing signage	Installation of new sign in incorrect place will reduce exposure for client	3	Signs may need to be stuck on, attached by fixtures to awnings or posts in the ground. Ensure position and aspect provide visibility to achieve the purpose of the sign	3	

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	Operation of Post Hole Drill / Digger for installation of sign support poles	Using a petrol post hole digger can cause manual handling injuries if drill strikes hard object and stops, causing power head to quickly rotate and injure operator	1	If there is a risk of the post hole digger hitting a hard object then operate with two persons. Ensure unit is turned off after use.	2	
	Re-fuelling petrol / diesel powered equipment such as post hole digger	Risk of petrol ignition, exposure to skin & eyes causing injury or long term illness	1	Fuel container to be stored as per the requirements of the Material Safety Data Sheet (MSDS) Refuelling to be undertaken in a well ventilated area and away from naked flames , sparks or heat source All fuel spills must be cleaned up immediately Workers to wear suitable PPE and carry Fire extinguisher (Dry powder) , MSDS for unleaded petrol, first aid kit & container suitable for petrochemical storage	2	
	Concreting poles into hole	Exposure to quick set concrete can cause eye injuries and skin irritation	2	Ensure workers are wearing the correct PPE for the brand of concrete being used as per the MSDS data sheet	3	
	Fixing sign to poles	Fixing signs before the concrete has set may cause failure of the structure or undesirable movement in the structure	2	Follow the manufacturers specifications for setting time and consider use of quick set concrete.	3	
	Using explosive power tools to attached signs (reg Ramset)	Explosive power tools can fire a projectile through surfaces with injury or death to other people	1	Ensure safe tags are current on the tools, warning notices at the worksite are in place, licences are held by the operator, people are clear of the area and suitable PPE is worn by both the operator and all nearby workers.	2	
	Using Glue and Adhesives to attach signs (eg windows, walls)	Some glue and adhesives are toxic and can cause long term illness or trigger allergies (through smell or skin contact)	1	Check MSDS for hazardous information and follow safety precautions. The MSDS also contains first aid information. Workers should be pre-assessed as to the individual risk of using glues and adhesives.	2	
	Using mechanical anchors to attach signs to walls (eg wall plugs)	Incorrect selection of mechanical fasteners can lead to sign falling from height	1	Ensure correct fastener and drill size is used for anchor, hole is straight, and manufacturers installation guidelines are adhered to before loading anchor with sign	3	
	Using hex drive to attach signs to metal facia, posts, timber frames or walls with screws	Risk of shock, electrocution, materials falling onto people below. Extension leads can be a trip hazard.	1	Use battery powered tools rather than 240V. Fit magnetic hex drive to minimise falling screws. Hex screws should be self drilling for metal or timber and colour matched to the sign where possible.	2	
	Installing signs using EWP	Risk of persons falling from platform or materials dropping from height	1	Ensure harness is correctly fitted to each person and then attached to EWP frame. Materials should be secured to prevent falling from platform.	2	
	Removing Electrically Lighted Signs	Failure to tag out and isolate power source can lead to shock or electrocution	1	A licenced electrician should be engaged to isolate the power and tag out the source. Once sign is removed the cables should be terminated to ensure safety if power inadvertently turned back on	3	

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	Installing Electrically Lighted Signs	Failure to connect sign correctly to power source can lead to shock or electrocution	1	A licenced electrician should be engaged to connect the sign to the source of power. Once sign is erected the electrician should test circuit to ensure safety when power turned on.	3	
	Removing Existing Sign at height	Falling materials such as signs, tools and equipment can result in injury or death to workers or people around the site	1	Follow previous checklists on manual handling, work at heights, ladders, scaffold and EWP operations.	3	
	<i>Add Other Work Activities</i>					
	<i>Add Other Work Activities</i>					
	<i>Add Other Work Activities</i>					
	Leaving Site					
	Finishing up and house keeping	Rubbish in work area can cause slip and fall injuries or abrasions. Risk to general public of slip/fall hazards that could cause injury		No materials are to be left on or near public footpaths. Use pit provided by site management for disposal of off-cuts and rubbish.		
	Site Check prior to leaving	Unreported hazards can pose a risk to other people on the site		Report any hazards or unsafe conditions to the site management. Leave area in a clean and tidy state.		
	Final Inspection of Work	Defects in work can cause delays in account settlement and customer satisfaction		Report all observed defects to head office for prompt rectification action		

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	Photograph completed job	If work is compromised after leaving site then account may not be settled		Ensure photographs are taken prior to leaving site as evidence of completion		
	Site Security	Unlocked site can result in egress by unauthorized people and possible risk of injury		Leave area in a clean and tidy state. Lock & Secure Site if required.		
	Checking footpaths and roads	Debris left on footpaths and roads can cause slip and fall injuries to other people		Prior to departure ensure any work activity debris is swept from roads and footpaths		
	Leaving Site	If site management are unaware of workers leaving the site then a risk of being unaccounted for in the event of emergency evacuation		Workers may need to sign out each day when leaving if required by management to ensure everyone is accounted for.		

REVISION HISTORY OF THIS SAFE WORK METHOD STATEMENT

Review No	01	02	03	04	05	06	07	08	09
Initial:									
Date:									

ADDITIONAL INFORMATION FOR SAFE WORK METHOD STATEMENT

Resources / Trades Involved:	Sign Installers, Plant & Equipment Operators, Scaffold Installers, Crane Operators		
Equipment Used:	Hand tools, Power drill, Generator.		
Maintenance checks:	As per manufactures specifications and recommendations		
Materials Used:	Fasteners, Glues, Adhesives,		
Occupational Health Safety or Environmental Legislation:	Qld Health and Safety Act 2011 and Regulation 2011	Australian and National Standards applicable to the works:	AS/NZS3760:2010 Electrical Inspection & Testing AS1892 – Ladders and Trestles AS1576 - Scaffolding
Codes of Practice Used:	Managing the risk of falls in the work place National Code of Practice for Manual Handling Managing the risk of falls in the workplace	Industry Guides Used:	WorkCover Work at Heights Guide 2007 WorkCover Guide for working on ladders

	Check the following Qualifications and experience required to complete the task	Personnel, Duties and Responsibilities (Supervisory staff and others)	Training Required to Complete Work
	WorkCover NSW or National White Card	All workers / installers on site	Send for Training if required or engage competent person as listed on following page
	Elevated Work Platform Licence (National)	For Operators using Cherry Pickers/Boom Lifts >10M	Send for Training if required or engage competent person as listed on following page
	EWP Association Yellow Card Competency	For Operators of Scissor Lifts or Cherry Pickers < 10M	Send for Training if required or engage competent person as listed on following page
	Scaffold Licence (National)	For Installers of Scaffolding over 4M	Send for Training if required or engage competent person as listed on following page
	Explosive Power Tools Licence (WorkCover NSW)	For operators of explosive power guns	Send for Training if required or engage competent person as listed on following page
	Crane Operators Licence (National)	For operators of cranes to lift signs	Send for Training if required or engage competent person as listed on following page
	Hyab Operators Licence (National)	For operators of Hyab or Truck mounted crane over 5T	Send for Training if required or engage competent person as listed on following page
	Traffic Control RTA Card (Roads & Traffic Authority)	Blue Card for Traffic Control, Yellow Card for traffic control device layout, Red Card for TPC plan selection	Send for Training if required or engage competent person as listed on following page
	Adult (Senior) First Aid Certificate (HLTFA301B)	A qualified first aider should always be at worksite	Send for Training if required or engage competent person as listed on following page
	Electrical Test & Tag Statement of Attainment	Workers conducting inspection, testing & tagging of tools	Send for Training if required or engage competent person as listed on following page
	Installation of Sign & using tools Competency	Based on experience, knowledge & training	Send for Training if required or engage competent person as listed on following page

WORKERS DECLARATION

This SWMS has been developed through consultation with our workers (employees & subcontractors) and has been read, understood and signed by all workers undertaking the works selected from the activities above: *(Attached extra pages if more than 6 workers)*

Examples of Work Activity Qualifications could be First Aid, Confined Spaces, Traffic Control Tickets, Explosive Power Tool, Electrical Test & Tag

Name: Glenn Rogers		Signature:	Date:
OHS Induction Card Number: 0193729	Date:	Plant Operators Licence Number:	Date:
Site Specific Induction Number:	Date:	Work Activity Qualifications:	Date:

Name: Robin Lea		Signature:	Date:
OHS Induction Card Number: 0578176	Date: 27-2-12	Plant Operators Licence Number:	Date:
Site Specific Induction Number:	Date:	Work Activity Qualifications:	Date:

Name: Anthony Ryan		Signature:	Date:
OHS Induction Card Number: 0622435	Date: 26-7-06	Plant Operators Licence Number:	Date:
Site Specific Induction Number:	Date:	Work Activity Qualifications:	Date:

Name:		Signature:	Date:
OHS Induction Card Number:	Date:	Plant Operators Licence Number:	Date:
Site Specific Induction Number:	Date:	Work Activity Qualifications:	Date:

Name:		Signature:	Date:
OHS Induction Card Number:	Date:	Plant Operators Licence Number:	Date:
Site Specific Induction Number:	Date:	Work Activity Qualifications:	Date:

Name:		Signature:	Date:
OHS Induction Card Number:	Date:	Plant Operators Licence Number:	Date:
Site Specific Induction Number:	Date:	Work Activity Qualifications:	Date: