

SAFE WORK METHOD STATEMENT



Project Name and Site Address:				Event Organiser:	
Project Site Supervisor:				Contact Number:	
Activity/Task:	Exhibition Stand Build				
SWMS Approved By:	Christian McNally	Approval Date:	30/6/2020	SWMS Review Date:	30/6/2021

High Risk Construction Work Being Done

Risk of falls from greater than 2 metres	Require temporary support structures to prevent collapse	Work in or near confined spaces
Work in an area with contaminated or flammable atmosphere	Work on, in or adjacent to road or other major traffic corridor	Work in extreme temperatures
Work in an area with movement of powered mobile plant	Work on or near energised electrical installations or services	Work on or near chemical, fuel or refrigerant lines
Likely to involve disturbing asbestos	Work in or near a shaft or trench deeper than 1.5 m or a tunnel	Tilt-up or pre-cast concrete elements
Work on a telecommunication tower	Use of explosives	Work in or near water or other liquid that involves a risk of drowning
Work on or near pressurised gas mains or piping	Work in an area that may have a contaminated or flammable atmosphere	Diving work

Compliance with SWMS & Monitoring of Controls

The responsible supervisor is required to monitor compliance with this SWMS and the effectiveness of controls. The SWMS is available to those working on site and must be signed off by those doing the work. Those doing the work are required to comply with it, monitor the effectiveness of controls and advise the supervisor of uncontrolled or new hazards.

Review of SWMS:

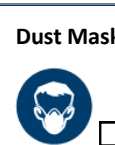
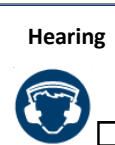
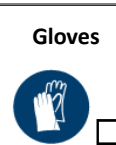
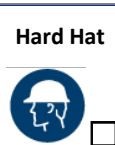
A Pre-Start is to be completed prior to work starting each day. If work is not being carried out in accordance with the SWMS then it must stop immediately or as soon as it is safe to do so. The SWMS will be reviewed by management in consultation with the site supervisor and crew to reflect the safest way to carry out the work that is reasonably practicable. Work must not resume until the work can be carried out in accordance with the SWMS.

Potential Hazards Associated with the Activity/Task

- Identify each of the Hazards associated with the Activity/Task by placing a (✓) next to the potential Hazard, and ensure the hazard is adequately controlled in the SWMS.

Unsafe access to work area	Electricity	Working at Height	Other contractors / works	Suspended Loads	Inexperienced Worker
Weather/ Lightning / Wind	Chemicals	Falling Objects	Chemicals (SDS sheets)	Hazardous atmospheres	Unqualified Worker
Inadequate procedures	Hydraulics / Pneumatics	Asbestos	Manual Handling	Slips, Trips, Falls	Personnel Threat
Working alone	Fatigue	Noise Levels	Dust, Fumes, Mists	Fire / Explosion	Plant Movement
Remote or isolated work	Mechanical Equipment	Low visibility	Sharp Edges	Live works / Testing	Confined Spaces
Long distance driving	Power Tools	Ladders / Scaffolding	Crushing / Nip points	Overhead Assets	Drug and Alcohol misuse

PPE to be utilised:



Other

Other

Licences / Competency Required:

Construction Industry White Card, Forklift licence (if necessary)

Plant & Equipment Required:

Forklift

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Pre-determined risk assessment – Project Manager

	Job Steps List the basic task steps in a sequential order	Hazards Identify the health and safety hazards associated with each step and examine each to determine the risks and risk rating.	Risk Rating Rate the risk prior to additional controls	Controls Determine what actions are required to eliminate or minimise the identified hazards.	Risk Rating Re-rate the risk with controls in place.
1	Transport stand to site	<ul style="list-style-type: none"> Fatigue Vehicle breakdown on major roadway 	Medium	<ul style="list-style-type: none"> Strict driving guidelines. Ensure ample rest times. Correct safety signage on board vehicle 	Low
2	Move stand, tools and build items to location on site.	<ul style="list-style-type: none"> Equipment damage Injury from poor manual handling techniques Injury from unsafe equipment Plant movement on site 	Medium	<ul style="list-style-type: none"> Use forklift where available Use correct manual handling techniques Use trolleys to move heavy equipment Check equipment pre-start Pay attention to plant movement and stay clear 	Low
3	Set-up for erecting stand	<ul style="list-style-type: none"> Manual Handling of stand items Working from ladder Electrical Leads 	High	<ul style="list-style-type: none"> Re- check design documents and validate installation process Validate method and fixtures for supporting stand bulkhead. All electrical leads to be tested and tagged Use correct manual handling practices 	Low
4	Erect Stand	<ul style="list-style-type: none"> Injury due to falling object Falls from height causing injury Failure of equipment during installation Injury from poor manual handling techniques Extreme weather if working outdoors Incorrect use of power tools Injury from trips and slips 	High	<ul style="list-style-type: none"> Confirm communication process and who oversees the lift. Spotter in place to coordinate lift between staff, Spotter to stop lift if hazards are identified. Securing and properly bracing structures. Wear required PPE, eye protection, hand and sun protection. Maintain hydration. Appropriate ladders used on site Trained and experienced crew only to use power tools Ensure first aid kit is available and emergency procedures are executed. Maintain a clean work site and remove rubbish during build. 	Low
5	Clean up site	<ul style="list-style-type: none"> Injury from poor manual handling techniques Poorly packed empty crates and pallets 	Medium	<ul style="list-style-type: none"> Use trolleys or forklift to move equipment Properly package crates and pallets before sending to storage – strapped, wrapped and labelled. 	Low

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6	Transport stand to site	<ul style="list-style-type: none"> Fatigue Vehicle breakdown on major roadway 	Medium	<ul style="list-style-type: none"> Strict driving guidelines. Ensure ample rest times. Correct safety signage on board vehicle 	Low

Site Specific Risk Assessment

	Hazards	Risk Rating Rate the risk prior to additional controls	Controls Determine what actions are required to eliminate or minimise the identified hazards.	Risk Rating Re-rate the risk with controls in place.
1				
2				
3				
4				
5				
6				

SAFE WORK METHOD STATEMENT



By signing this Safe Work Method Statement I am agreeing to comply with it and to advise my supervisor if any new or uncontrolled hazards are identified. I will participate in a "Pre-start" before starting work each day. **NOTE: If a notifiable incident occurs, retain this document for a period of 3 years.**

Responsible Supervisor		Signed:		Date:	
Responsible Supervisor		Signed:		Date:	
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