# SAFE WORKING METHOD STATEMENT (SWMS)

Ref No: 5F03         Version No: 1.0         Date::         July 2013	CURRENT WORKERS COMPENSATION SIGHTED BY (initial)	CURRENT PUBLIC LIABILITY SIGHTED BY (initial)	COMPANY ADDRESS  CONTACT FAX  NUMBER	COMPANY CONTACT (Reports)  CONTACT PHONE NUMBER	COMPANY NAME REPRESENTITIVE	(Contractor Information for SWMS prepared by contractors: Note: Contractors to complete all sections of this SWMS)	TRADES INVOLVED IN WORK ACTIVITY	DESCRIPTION OF TASK & WORK ORDER NUMBER	SITE LOCATION DATE SUPERVISOR OF TASK	(Task information)	LOCATION: SWMS NUMBER:	SIGNATURE: DATE:	NAME: POSITION:	MASTER PAINTERS ASSOCIATION NSW Inc
013														reviewed and approved by:

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	1				,		
be used		handled	available?				
			(Tick)				
(e.g.) Electric generator		(e.g.) Unleaded petrol		Hard Hat		Fall from ladder	
Hand tools				Safety Boots		Fall from heights	
Paint Brushes				High visibility clothing		Fall from scaffolding	
Paint Rollers				Gloves		Contact with electricity	
Ladders				Hearing protection		Falling objects	
EWP				Safety Glasses		Collapse	
Safety Knife				UV cream		Slip, trips and falls	
Padlocks (isolation)				Dust masks		Manual handling	
Paint Solvents				30+ sunscreen		Exposure to noise	
Scaffolding				Other (specify)		Struck by moving plant	
Planks						Inhalation of dust or fumes	
Chemicals						Cuts	
Other (specify)						Asbestos	
						Lead paint	
						Other - (specify)	

## How to complete the following form:

- List the step-by-step sequence of tasks required to carry out a work activity from start to finish
- List the potential hazards associated with each step, and the related OHS risks.
- Using the risk table, rate the identified risks.
- List what controls you will implement to reduce the risks to the lowest possible level.
- Rate the level of risk once those controls have been implemented (must not be high risk activity)

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						I Y
				List the steps required to complete the activity	Job/Task Steps	SHU3 — Safe Work Method Statement
				What can cause harm?	Hazards	
				What can happen and how?	Risks	
				C	20	1
					isk Rat	
				ъ	ing	
				CXEXP	Risk Score	
					Risk Controls	
				0		-
					New	Page 3 of 9
					Risk	019
					New Risk Score	
					What can happen and how?  What can happen and how?  C E P CXEXP  C E P	List the steps required to complete the activity  What can cause harm?  What can happen and how?  C E P CLEXP  Risk Controls  C E P

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Job/Task Steps	List the steps required to complete the activity				
Hazards	What can cause harm?				
Risks	What can happen and how?				
20	0				
Risk Rating	Е				
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Risk Score	CXEXP				
Risk Controls					
	0				
New Risk Rating					
Risk	ъ				
New Risk Score	CXEXP				

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## RISK ASSESSMENT MATRIX AND GUIDELINES

This involves firstly assigning a Consequence, Likelihood Rank as defined below to each risk. The Risk Score can then be calculated or extracted from the Risk Score Matrix: see below: Risk Management Procedure - Table 1.

Risk Score = Consequence × Exposure × Probability

### RISK ASSESSMENT RECKONER

	TIVELY IS IT	TO HARDEN AND HOW	OFTENS
KECKONEK	V LIKELY IS IT	HOW LIKELY IS IT TO HAPPEN AND HOW OFTEN?	OFTEN?
Consequences	Very Likely	Likely	Unlikely
How bad is it like to be?   Coul	Could happen at	Could happen some	could happen but
	anytime	time	rare
	≦	-	=
	٧٢	-	-
Extreme - kill or cause			
permanent disability or ill			
health	1		2
~		1	1
Major - long- term illness			
or serious injury			
S	ı	2	3
Moderate - medical			
attention and several days			
off work	2	ω	4
3		¢	
Minor - first aid needed			
7	ω	4	5

#### Risk Rating

5 - 6	3 - 4	2	1	DICK BATING
Low Risk: Manage by routine procedures	Medium Risk: Risk control measures are required	<b>Significant Risk</b> : Important to do something about this hazard as soon as possible	High Risk: Immediate action is required	

QUALIFICATIONS:  JOBSAFE HAZARD REFERENCE NUMBERS:  TRAINING:
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Other	A/S 4024 Safeguarding of machinery	A/S 1657 Platforms & walkways	A/S 1418 Cranes, hoists & winches	A/S 3775 Chain slings T grade care and use	A/S 1891 Industrial fall arrest systems & devices	A/S 4360 Risk management	A/S 2865:2001 Safe working in confined space	A/S 3007 Electrical instillations	A/S 3000 Wiring rules	CODES OF PRACTICE OR AS/NZS STANDARDS TO BE COMPLIED WITH: FOR PLEASE LIST ALL APPL EXAMPLE BUT NOT LIMITED TO;	
										PLEASE LIST ALL APPLICABLE SITE SOPS TO BE USED IN THIS <u>SWMS</u>	

#### **REVIEW RISK CONTROLS**

3	The second of th	ō	-
2	Will this task impact on any other task or area of operation on the site? If YES, undertake the risk assessment process again.	YES	/ NO
w	Is the revised control measure effective? If YES, continue, If NO, identify additional and more effective control measures.	YES	NO NO

To be completed by Site Manager after consultation with site Safety Representatives / relevant employees, once risks have been controlled.

Has monitoring shown the controls implemented to be effective? If YES, continue. If NO, identify additional control measures. YES NO

Sign off by Site Manager and Safety Representatives / relevant employees to confirm controls have been implemented and reviewed

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OH&S Representative	Task Supervisor	Quarry Production Manager	Position
			Name
			Signature
			Date

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							NAME	I have read and understand the requirements set out in the m	I have been supplied with the personal protective equipment identified on this SWMS,	I have been given the opportunity to comment on the content of this SWMS.	Declaration by contractors and workers  I have been consulted and have assisted in the development of this SWMS
							SIGNATURE	I have read and understand the requirements set out in the material safety data sheets for the hazardous substances identified in this SWMS.	es listed in this SWMS.	t of this SWMS.	of this SWMS
							DATE:	d in this SWMS.	in the cafe use of this equipment		

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