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| PCBU details | | | | Principal contractor (PC) details | | | |
| Name: | |  | | Name: (*name and contact details*) |  | | |
| Work supervisor: (*name and contact details*) | |  | | Date SWMS provided to PC: |  | | |
| Work activity: | |  | | Workplace and works location: |  | | |
| High risk construction work details | | | | | |  | |
| High risk construction work  (🗹 tick relevant work) | ☐ Risk of a person falling more than 3 metres | | | ☐ Work on a telecommunication tower | | ☐ Work on or near energised electrical installations or services | |
| ☐ Work in an area with movement of powered mobile plant | | | ☐ On or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic | | ☐ Temporary load-bearing support for structural alterations or repairs | |
| ☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel | | | ☐ Work in or near water or other liquid that involves a risk of drowning | | ☐ Work in an area that may have a contaminated or flammable atmosphere | |
| 🗹 COVID-19 | ☐ Work on or near chemical, fuel or refrigerant lines | | | ☐ Demolition of load-bearing structure | | ☐ Use of explosives | |
| ☐ Tilt-up or precast concrete elements | | | ☐ Work in or near a confined space | | ☐ Likely to involve disturbing asbestos | |
| ☐ Work in areas with artificial extremes of temperature | | | ☐ Work on or near pressurised gas mains or piping | | ☐ Diving work | |
| SWMS Compliance | | | | | | |  |
| Person responsible for SWMS compliance: | | |  | | Date SWMS received: | |  |
| What measures are in place to ensure SWMS compliance? | | |  | | | | |
| Person responsible for SWMS control measures: | | |  | | Date SWMS received by reviewer: | |  |
| How will the SWMS control measures be reviewed? | | |  | | | | |
| Signature of reviewer: | | |  | | Date reviewed: | |  |

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| Work Activity: | | | Location: | |
| Procedure Developed by: | | | Approved by: | Date: |
| Referenced Guidelines, Legislation, Codes of practice, Australian Standards etc.: | | WHS Act 2011, World Health Organisation | | |
| Certification/Tickets required |  | | | |
| Personal Protective Equipment Required:  hand protection dust mask respirator breathing app C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.864\compcard2.png C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.144\certificate.png safety goggles C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.798\longsleveshirt.png foot protection head protection hearing prot protective clothing safety vests harness C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.318\sunhat.png  🗹 🗹 ☐ ☐ ☐ ☐ 🗹 🗹 🗹 ☐ ☐ ☐ ☐ 🗹 ☐ ☐ ☐ 🗹 | | | | |
| 1. Hazardous energy types  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.918\mechanical.png** | **C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.166\pressure1.png** | **C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.615\electrical2.png** | **C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.968\electrical1.png** | **C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.503\thermal.png** | **C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.397\chemical.png** | **C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.467\nonio_radiation.png** | **C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.446\radiation.png** | **C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.427\gravitational2.png** | **C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.154\gravitational1.png** | **C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.817\noise.png** | **C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.962\vibration1.png** | **C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.204\vibration2.png** | **C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.280\bio.png** | **C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.444\muscular.png** | **C:\Users\jbhifi\AppData\Local\Temp\Rar$DIa0.069\mental.png** | | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | 🗹 | ☐ | ☐ | | | | | |

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| 2. Risk Analysis Matrix | **Likelihood** | | | | |
| Consequence | 5 - Almost certain | 4 - Likely | 3 - Possible | **2 - Unlikely** | **1 – Rare** |
| 5 – Catastrophic | **25** | **24** | **22** | **19** | **15** |
| 4 – Major | **23** | **21** | **18** | **14** | **10** |
| 3 – Moderate | **20** | **17** | **13** | **9** | **6** |
| 2 – Minor | **16** | **12** | **8** | **5** | **3** |
| 1 – Insignificant | **11** | **7** | **4** | **2** | **1** |

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| **3. Outcomes** | |
| H | = High Risk |
| M | = Moderate Risk |
| L | = Low Risk or ALARP |
| **Determine the level of action and appropriate Control strategies to reduce the risk to an acceptable level.** | |
|
| VL | = Very Low Risk |

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| **4. Control Options** | |  | **REMEMBER!** THE FOUR STEP HAZARD IDENTIFICATION TOOL |
| **Elimination / Substitution** | Most Effective | **1. LOOK- What am I about to do? What has changed in my work environment?** |
| **Engineer/Isolate** |  | **2. THINK- What could go wrong on this job? What can I do to make the job safer?** |
| **Administration** | **3. CHOOSE- Can the job be done safely?** |
| **PPE** | Least Effective | **4. ACT- Call your supervisor immediately if you think the job is unsafe.** |

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| **Mandatory** |
| C:\Users\jbhifi\Desktop\Hazard icons\S0130[1].jpg |

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| **No** | **Activity [steps in the process/task]** | **Hazards Identified**  **[what could cause an injury]** | **Risk**  **[what is the potential loss or damage as a result of the hazard]** | **Controls**  **[what you are going to do to make the job as safe as possible]** | **Risk Score [as low as reasonably possible achieved?**  **Yes/No** |
| **1.** | Pre-arrange with the customer the hygiene procedures, facilities and the containment of the work areas. | Cross contamination between workers and general public. | Persons being contaminated with COVID-19 | Implement hygiene procedures and containment/isolation of the work areas. Supply adequate anti-bacterial wash and disposable hand towels. | Yes |
| **2.** | Purchase and delivery of materials to the job site. | Cross contamination between workers and general public. Being in physical contact with shop staff and other shoppers. | Persons being contaminated with COVID-19 | Pre-arrange with the customer and paint suppliers to purchase over the phone and have the materials delivered to the job site. Alternatively, phone supplier and pick-up when order completed. Stand a minimum of 1.5 m away from other persons. Wash and clean hands as per the instructions. | Yes |
| **3.** | Health check tests, Review worker self-test results or conduct testing before commencing to the work area and record the results. | The possibility of a COVID-19 positive worker attending the work area. | Persons being contaminated with COVID-19 | Ensure health check tests are conducted on a daily basis and recorded. Persons presenting with COVID -19 symptoms cannot commence work. | Yes |
| **4.** | Arrive on site meet with the customer, do not shake hands and maintaining a minimum of 1.5 m distance, ensure separate toilet, wash-up hygiene facilities are available, ensure all workers wash their hands and change into their work clothing.  Implement hygiene procedures and containment/isolation of the work areas. | Cross contamination between workers and general public. | Persons being contaminated with COVID-19 | Implement hygiene procedures and containment/isolation of the work areas.  Practice good sneeze and cough etiquette including coughing and sneezing into your elbow.   * Do not shake hands. * Avoid touching your eyes, nose and mouth with unwashed hands. * Keep a minimum of 1.5 m away from all other personnel. * Conduct toolbox talk via mobile phones. In the case of a group of no more than 2 persons, conduct the Toolbox talk on site and ensure a minimum of 1.5 metres is kept. | Yes |
| **5.** | Fitting of PPE ensure adequate PPE is provided and fitted i.e. safety gloves, glasses, light dust masks etc. | Cross contamination between workers and on tools and equipment. | Persons being contaminated with COVID-19 | Implement hygiene procedures and containment/isolation of the work areas.  Workers are not to use other persons PPE | Yes |
| **6.** | Set up a containment area isolating the work area from other areas of the property, ensure adequate ventilation. | Cross contamination between workers and general public. | Persons being contaminated with COVID-19 | Contain the work areas and ensure consultation has taken place with the workers in regards to the no go zones. | Yes |
| **7.** | Stopping work for breaks, ensure hygiene procedures are implemented and followed | Cross contamination between workers and general public. | Persons being contaminated with COVID-19 | Wash your hands before and after having a break, change your clothes if need be. | Yes |
| **8.** | End of the day clean up and pack up, cleaning tools and equipment. And hygiene procedures. | Cross contamination between workers and on tools and equipment. | Persons being contaminated with COVID-19 | Clean all tools and equipment with alcoholic wipes. Change work clothes and wash hands leave all equipment clean and ready for the next use. Spray the work areas with Glen 20 or alternative anti-bacterial disinfectant. | Yes |
| **9.** | Note: all workers to maintain a minimum of 1.5-m distance from each other during work activities | Cross contamination between workers | Persons being contaminated with COVID-19 | Coordinate work activities to ensure a minimum of 1.5 m minimum distance is maintained by workers. | Yes |
| **10.** | Corresponding with the customer and invoicing | Cross contamination between workers and general public. | Persons being contaminated with COVID-19 | Ensure all correspondence is done using phone, email etc, payment should be completed electronically avoid handling cash monies | Yes |

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| **Name & position:** | **Signature:** | **Date:** |
| **Approved by:** | **Date:** | |
| **Signature:** | **Position:** | |
| **References** | | |
| **Standards, codes of practices, guidance:**  Safe work Australia Coronavirus (COVID-19): advice for employers | **Plant/equipment/tools:** | |
| **Training requirements:**  Consultation over hygiene procedures | **Inspection/testing requirements:**   * Health checks and monitoring | |

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