


4. Risk Assessment – Align Consequence category with Likelihood category utilising the Risk Matrix to calculate the Risk

		Consequence – Definition				Likelihood – Definition		Risk Matrix - (Align Likelihood x Consequence = Risk)					
Category	Health and Safety	Business	Environmental	Quality / Loss / Damage	Category	Definition	Category		Low	Minor	Moderate	Major	Critical
									5	4	3	2	1
CRITICAL	Single / Multiple Fatalities and/or total permanent disabilities	Critical long term damage to the brand	Long term or irreparable effects – Reportable to EPA	\$10K upwards	Almost Certain	Expected to happen, happens frequently.	Almost Certain	A	5A Medium	4A High	3A Extreme	2A Extreme	1A Extreme
MAJOR	Single permanent or partial disability / Lost Time Injury	Major financial damage to the business	Actual material harm to the environment, is repairable through remedial action – Reportable to EPA	\$5K - \$10K	Likely	Will probably (>50%) occur. Could occur within business unit or similar sites.	Likely	B	5B Medium	4B Significant	3B High	2B Extreme	1B Extreme
MODERATE	Visit to Emergency Department / Lost Time Injury	Moderate loss of trading of the business	Discharge which poses potential material harm to the environment - Reportable to EPA	\$2.5K - \$5K	Possible	Could occur, but not probable. Has occurred in The Kraftsmen Property Maintenance.	Possible	C	5C Medium	4C Medium	3C Significant	2C High	1C Extreme
MINOR	Minor Medical Treatment	Minor short term impact on the business trade	Minor short term impact on the environment easily rectified	\$1K - \$2.5K	Unlikely	Not expected to occur. Has not occurred at The Kraftsmen Property Maintenance but has occurred within the industry.	Unlikely	D	5D Low	4D Low	3D Medium	2D Significant	1D High
LOW	First Aid Treatment only	Limited low impact	Limited / Low Impact	\$0 - \$1K	Rare	May occur only in exceptional circumstances or is conceptually possible.	Rare	E	5E Low	4E Low	3E Medium	2E Medium	1E Significant

5. PPE to be Utilised AT ALL TIMES:



PPE to be Utilised where specified in this SWMS:

Eyewear	Fall Arrest	Gloves	Hearing	Dust Mask	Hard Hat	
 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	 <input type="checkbox"/>	

	Sequential Steps List the basic task steps in a sequential order.	Hazards and Impacts Identify the health and safety or environmental Hazards and Impacts associated with each step, and examine each to determine the Risk Rating.	Risk Rating Rate the risk prior to controls being in place. (Consequence x Likelihood)	Controls Determine what actions are required to eliminate or minimise all hazards that could lead to an accident or environmental incident. Indicate who is to perform the action where applicable against each action	Risk Rating Re-rate the risk with controls in place. (Consequence x Likelihood)	Owner Control action owner
1	Daily Vehicle Driving	<ul style="list-style-type: none"> Refer to SWMS 003 Daily Vehicle Driving 		<ul style="list-style-type: none"> Refer to SWMS 003 Daily Vehicle Driving 		
2	Site Establishment	Conduct Site Risk Assessment		<ul style="list-style-type: none"> Conduct toolbox session prior to work commencing 		
<u>REPAIRING/REPLACING TAPS</u>						
1	Repair/Replace of Tap	<ul style="list-style-type: none"> Flooding Personal Injury – Cuts / Abrasions 		<ul style="list-style-type: none"> Isolate Water Supply. Remove Handles & Spindles from tap. Check Brass Seats. Reseat using tap reseater. Service spindles using new "O" rings & Lubricant Ensure all workers are competent in using hand & power tools. Refer to SWMS 004 Use of Power Tools Install new neoprene washer Replace spindles & Handles Reinstate Water Supply Check Operation of tap. Use adequate PPE where required 		
<u>REPAIRING TOILETS</u>						
1	Repair/Replace of Toilet	<ul style="list-style-type: none"> Personal Injury – Cuts/Abrasions 		<ul style="list-style-type: none"> Test Flush Mechanism. Isolate Water Supply Remove Worn Parts Ensure all workers are competent in using hand & power tools. Refer to SWMS 004 Use of Power Tools Install new neoprene washer Install New Parts required. Reinstate water supply & Test Toilet. Use adequate PPE where required 		
<u>REPAIR/INSTALL GUTTERS/DOWNPipes WITH LADDERS</u>						
1	Repair/Install Gutters/Downpipes with Ladders	<ul style="list-style-type: none"> Working at Heights – Falling Electrocution Manual handling – Strains & Sprains. Cuts/Abrasions – Possible amputation of body parts. 		<ul style="list-style-type: none"> Set up ladder to gain access & egress to locate problem in the gutter & repair. Ensure ladders are tied off at the top & they are secure. All ladders MUST be 1:4 ratio. Refer to SWMS 001 Working at Heights. All electrical appliance MUST be tested & tagged and in date. RCD's MUST be utilised with ALL electrical appliances. Ensure leads from tools do NOT create any trip hazards. 		

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				<ul style="list-style-type: none"> Ensure leads are not in contact with sharp edges where damage can occur to the lead. Use correct Manual handling techniques and refer to SWMS 002 Manual handling. Ensure when using hand/power tools you are competent in doing so. Always ensure you have a steady foothold when operating tools. Use adequate PPE where required 		
2	Repair/Install Gutters/Downpipes with Ladders contd.	<ul style="list-style-type: none"> Working on Ladders - Falls 		<ul style="list-style-type: none"> Where the potential fall height exceeds 1.8 meters or the pitch is greater than 25 degrees ensure an approved fall protection system is in place. Refer to SWMS 005 Working at Heights If a fence or other obstruction is in the potential fall area around the dwelling then fall protection system MUST be in place. Use adequate PPE where required 		
3	Erecting Ladders	<ul style="list-style-type: none"> Working on ladders – Falls Electrocution 		<ul style="list-style-type: none"> When erecting metal ladders take note of any overhead powerlines near the work area & ensure a minimum distance of 4m is maintained. Where the powerlines are in close proximity to the work area (e.g. extension to existing homes) proceed with caution & only use fibre glass ladders when working near powerlines. Avoid working in high winds near overhead power lines. Use adequate PPE where required 		
4	Removal of damaged tiles.	<ul style="list-style-type: none"> Falling objects. Personal Injury 		<ul style="list-style-type: none"> Maintain good housekeeping. If required use approved signs and barricades. When removing & throwing debris to the ground ensure personnel or members of the public do not enter that area. Barricade off an exclusion zone. Use adequate PPE where required 		

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5	Cut & Lay Tiles	<ul style="list-style-type: none"> Fall from roof. 		<ul style="list-style-type: none"> Ensure you follow the safe work on roofs Code of Practice. Utilise safety harness where required. Always have some fall arrest system in place. Use adequate PPE where required 		
<u>DOMESTIC PLUMBING</u>						
1	Water Supply	<ul style="list-style-type: none"> Electrocution, Gassing Manual Handling Burns Locate water main: Excavate 		<ul style="list-style-type: none"> Refer to SWMS 004 Manual Handling. Use adequate PPE where required 		
2	Rough In	<ul style="list-style-type: none"> Burns Electrocution Cuts/Abrasions 		<ul style="list-style-type: none"> Install & Connect Pipes. Test Pipe (including Gas) Connect Pipe work to meter All electrical appliance to be tested, tagged & in date. Always use RCD. Use adequate PPE where required 		
3	Stack Work	<ul style="list-style-type: none"> Manual Handling – Strains/Sprains Use of Ladders – falls Cuts/Abrasions 		<ul style="list-style-type: none"> Install & connect waste pipes Test the pipes Install venting, working on ladders refer to SWMS 001 Working at Heights Use adequate PPE where required 		
4	Roof Work	<ul style="list-style-type: none"> Working at heights – Falls Falling objects 		<ul style="list-style-type: none"> Obtain access to roof with ladders tie off at the top. Install valleys to valley board. Cut nozzles into gutter. Install downpipes, leads & vents Refer to SWMS 001 Working at Heights Use adequate PPE where required 		
5	Bath Set	<ul style="list-style-type: none"> Manual Handling – Strains/Sprains 		<ul style="list-style-type: none"> Use correct Manual Handling. Cut timber chase/brick work. Place bath into recess/frame. Obtain bricks & cement. Set bath in place. Use adequate PPE where required 		
6	Finish Off	<ul style="list-style-type: none"> Manual Handling – Strains/Sprains 		<ul style="list-style-type: none"> Use correct Manual Handling techniques. Obtain PC items/tap ware box & check contents. Install items below where required: Tap ware & Set Pan 		

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				<ul style="list-style-type: none"> Gas Appliance & Test. Water Service. Basins. Kitchen Flue. Spa Bath. Dishwasher. Use adequate PPE where required. 		
<u>USE OF ELEVATED WORK PLATFORMS (Scissor Lift/Boom Lift)</u>						
1	Preparation	<ul style="list-style-type: none"> Electrocution – Contact with live wires. Asphyxiation – Gas/Petrol machines Falling Objects 		<ul style="list-style-type: none"> Check for overhead power Ensure operation is in a well-ventilated area. Check equipment for serviceability, including warning devices. All tools & equipment are properly secured. 		
2	Operation	<ul style="list-style-type: none"> Asphyxiation – Gas/Petrol machines Falling Objects Collisions/Crush Injuries 		<ul style="list-style-type: none"> Ensure maximum lifting weight is not exceeded. All guard rails/access doors shall be closed before lifting commences. An approved safety harness with lanyard secured to the proper attachment bar MUST be worn while operating the boom lift. No person shall be permitted to get on/off the elevated platform when in a raised position. Ensure warning devices are correctly operating. All materials, tools & equipment taken on the scissor lifter/EWP shall be properly secured to prevent falling while operating. Ensure when using boom/scissor lift that items do NOT pose a Safety hazard e.g. Slips/Trips/Falls. Do NOT position ladders, steps or similar access items on the platform to provide additional reach. 		
3	After Use Care	<ul style="list-style-type: none"> Strains/Sprains Unauthorised Use. 		<ul style="list-style-type: none"> Restore equipment to safe condition. Report any faults, or undue wear to supervisor/hire Company. Ensure all removable operating devices (keys, control pad) are stored separately. 		

Staff Information will be supplied upon request via email from a WHS Officer or supervisor.

CONSULTATION & SIGN-OFF RECORD

This form is to be used to verify that training and awareness in the relevant SWMS has been completed. Supervisors and managers should retain a copy of the signed form for five years.

I confirm by my signature below, that I have attended a briefing on the requirements of the Safe Work Method Statement below and agree to perform the work in the manner detailed on it.
I confirm that copies of the relevant Permits, SDS's, Isolation Plans etc. have been reviewed.

SWMS
NAME

GENERAL PLUMBING

SWMS No:

4.1

Rev No:

2

NAME (Please print)	SIGNATURE	DATE
1.		
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THIS SAFE WORK BRIEFING / TRAINING WAS CARRIED OUT BY (responsible person at that location):

Name:	Signature:	Date:
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Supervisor / Foreman sign off (document reviewed)

Name:	Signature:	Date:
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