

## PLUMBING-DRAIN INSPECTION (CCTV) SAFE WORK METHOD STATEMENT (SWMS)

Business Contact: PHILIP KENNY		Phone #: 0427 847 927		Principal Contractor (PC):	
Responsible person (for monitoring SWMS and work): PHILIP KENNY		PC Address:		PC Phone #:	
Signature:		Date:		Date SWMS provided to PC:	
Contact Phone #: 0427 847 927		Job Site Address:			

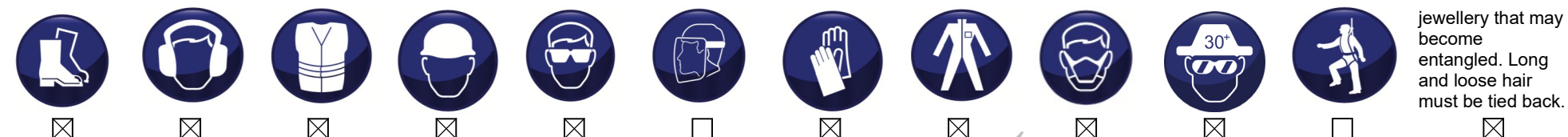
**THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS**

<input checked="" type="checkbox"/> Electrical equipment	<input checked="" type="checkbox"/> Elevated levels	<input checked="" type="checkbox"/> Slips, trips and falls	<input checked="" type="checkbox"/> Hazardous substances	<input type="checkbox"/> Silica dust
<input type="checkbox"/> Hot Work	<input checked="" type="checkbox"/> Hazardous manual tasks	<input checked="" type="checkbox"/> Outdoor work	<input type="checkbox"/> Remotely &/or isolated work	<input type="checkbox"/> ?
<input checked="" type="checkbox"/> Noise and vibration	<input type="checkbox"/> Native vegetation & weeds	<input type="checkbox"/> Air quality	<input checked="" type="checkbox"/> Waste	<input checked="" type="checkbox"/> Vehicle movement
<input checked="" type="checkbox"/> Fuels, oils & chemicals	<input type="checkbox"/> Terrestrial fauna	<input checked="" type="checkbox"/> Waterways & soils	<input type="checkbox"/> Cultural heritage	<input type="checkbox"/> ?

**THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)**

<input type="checkbox"/> Confined spaces	<input checked="" type="checkbox"/> Mobile plant movement	<input type="checkbox"/> Demolition of a load-bearing structure	<input type="checkbox"/> Asbestos disturbance
<input type="checkbox"/> Using explosives	<input type="checkbox"/> Diving work	<input type="checkbox"/> Artificial extremes of temperature	<input type="checkbox"/> Tilt-up or pre-cast concrete
<input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services			
<input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse			
<input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers			
<input type="checkbox"/> Working at depths greater than 1.5 Metres, including tunnels or mines		<input checked="" type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere	
<input checked="" type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor		<input type="checkbox"/> In or near water or other liquid that involves the risk of drowning	

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	Do not wear rings, watches or
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<b>Planning/Preparation</b>	<ul style="list-style-type: none"> <li>• Liaise with Principal Contractor to identify on-site safety systems and procedures</li> <li>• Establish supervisory and communication arrangements</li> <li>• Principal contractor to confirm emergency response procedures are in place.</li> </ul>
<b>Hold Points</b>	<ul style="list-style-type: none"> <li>• Hold points identified and signed off before continuing work. <i>Specify?</i></li> </ul>
<b>Training/Licence</b>	<ul style="list-style-type: none"> <li>• All workers to have a General Construction Induction Card</li> <li>• Relevant workers have relevant certificates of competency, licenses, and training.</li> <li>• Trained First Aider on site</li> <li>• All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets</li> <li>• <i>If operating powered mobile plant to lift and replace the pit/maintenance hole cover, ensure separate, dedicated SWMS for the mobile plant is in place and that all workers/employees have relevant training and licensing.</i></li> </ul>
<b>Worker duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Fit condition for work, i.e. no signs of fatigue, alcohol or drugs</li> <li>• Attend all site inductions/briefings</li> <li>• Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP)</li> <li>• Only carry out work related to the contract</li> <li>• Inspect completed work and report possible safety, environmental and quality matters to the supervisor.</li> </ul>
<b>Monitor/Review</b>	<ul style="list-style-type: none"> <li>• All persons involved in the task must have this SWMS communicated to them before work commences</li> <li>• SWMS to be reviewed and amended if necessary, in consultation with relevant persons after any near miss or incident</li> <li>• If additional site hazards identified, review this SWMS and amend control measures to suit</li> <li>• People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP</li> <li>• Give the principal contractor a copy of the revised SWMS</li> <li>• The site supervisor to monitor works against the controls stated in this SWMS</li> <li>• SWMS must be kept on-site and made available for inspection or review</li> <li>• Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident</li> <li>• Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.</li> </ul>

**Site-Specific Notes:**

**Act, Regulations, Codes of Practice References:**

- Work Health and Safety (Transitional and Consequential Provisions) Act 2011
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011
- Work Health and Safety (First Aid in the Workplace) Code of Practice 2015
- Work Health and Safety (Work Health and Safety Consultation, Cooperation and Co-ordination) Code of Practice 2015
- Work Health and Safety (Work Health the Work Environment and Facilities) Code of Practice 2015
- Standards Australia 2001, – Occupational health and safety management systems - Specification with guidance for use, AS/NZS 4801: 2001 (Superseded by AS/NZS ISO 45001)
- Standards Australia 2018, – Occupational health and safety management systems — Requirements with guidance for use, AS/NZS ISO 45001:2018
- Standards Australia 2016, – Environmental management systems - Requirements with guidance for use, AS/NZS ISO 14001:2016
- Standards Australia 2016, – Quality management systems – Requirements, AS/NZS ISO 9001:2016
- SafeWork NSW
- NSW Work Health and Safety Act 2011
- NSW Work Health and Safety Regulation 2017

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	
ALMOST CERTAIN	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4 - ACUTE			
LIKELY	2 - MODERATE	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4A - ACUTE	DO NOT PROCEED.	
POSSIBLE	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	4 - ACUTE	3H - HIGH	Review before commencing work.	
UNLIKELY	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	2M - MODERATE	Maintain control measures.	
RARE	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	3 - HIGH	1L - Low	Record and monitor.	
HIERARCHY OF CONTROLS		MOST EFFECTIVE	<div>EliminationSubstitutionIsolationEngineeringAdministrativePPE</div>					LEAST EFFECTIVE
JOB TASK	HAZARDS	RISK	CONTROL MEASURES					RESPONSIBLE PERSON

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
1. Working outdoors	Extreme weather	3H	<ul style="list-style-type: none"> <li>Check weather conditions – do not work in extreme conditions</li> <li>Reschedule works to work in more moderate temperatures.</li> </ul>	<b>Supervisor</b> to maintain awareness of weather conditions  <b>Operator</b> to follow controls
	Hyperthermia  Hypothermia	3H	<ul style="list-style-type: none"> <li>Ensure workers trained to recognise the symptoms of hyperthermia and hypothermia</li> <li><u>Hot conditions. Ensure:</u> <ul style="list-style-type: none"> <li>Suitable protective clothing</li> <li>Sun brim on hard hats</li> <li>Safety glasses - UV rated</li> <li>Use 30+ sunscreen on exposed skin</li> <li>Adequate drinking water</li> <li>Access to shade on breaks</li> <li>Adequate breaks.</li> </ul> </li> <li><u>Cold conditions. Ensure:</u> <ul style="list-style-type: none"> <li>Schedule warm-up breaks</li> <li>Hold breaks inside</li> <li>Dress warmly in layers</li> <li>Stay dry (wet clothing chills the body rapidly)</li> <li>Workers must get out of the cold as soon as they can if starting to feel symptoms</li> <li>Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold.</li> </ul> </li> </ul>	
2. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> <li>The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary)</li> <li>Do not park illegally</li> <li>Identify and obey all safety-related signage (check site entry requirements)</li> <li>Report to Site Supervisor</li> <li>Ensure site-specific induction undertaken</li> <li>Assess mobile phone reception</li> <li>The worksite is exactly as detailed in Terms of Agreement or contract</li> <li>Complete a JSA specifying the control measures of unanticipated hazards.</li> </ul>	<b>Supervisor</b> to check the site and conduct JSA where necessary
3. <b>HRCW</b> Work area set-up	Adjacent to traffic/ public	4A	<ul style="list-style-type: none"> <li>If loading/unloading/setting-up roadside – comply with local laws and permits</li> <li>Barricading controls are implemented and authorised as part of the safe work system to protect persons from hazards</li> <li>Exclusion Zones established to stop people from entering the area</li> <li>Signage in place to caution persons not to enter</li> <li>Public footpath or roadway exclusion zone:               <ul style="list-style-type: none"> <li>Approval must be sought from the relevant authority (<i>people should be safely directed to an alternative footpath where required</i>)</li> <li>Lane closures and other operations requiring barricades and signs should meet local road</li> </ul> </li> </ul>	<b>Supervisors</b> to check all controls in place and followed  <b>Workers</b> to follow controls and make

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> <li>traffic authority, local government authorities' requirements</li> <li>Use a spotter as required - designate a responsible person for controlling the immediate area where the operation is occurring</li> <li>The responsible person must authorise entry into the area</li> <li>The barricade must be far enough to keep observers safe.</li> </ul>	supervisor aware of any issues
	Contact with electricity	4A	<ul style="list-style-type: none"> <li>Conduct a site inspection to confirm the location of any overhead powerlines</li> <li>Refer to State/territory Guidance Material for working distances. e.g. No Go Zones</li> <li>Ensure an electrical spotter is available when working near within exclusion zones. (Refer to your State/territory Guidance Material for working distances. I.e. No Go Zones)</li> <li>In general for up to and including 132,000 volts: <ul style="list-style-type: none"> <li>3m above, either side and below power lines is No Go Zone</li> <li>Between 3-6.4m of power lines, a Spotter is required</li> <li>Further than 6.4m of power lines is an open area</li> <li>No work to be conducted within a 10m radius of a SWER transformer.</li> </ul> </li> </ul>	
	Machine rollover	4A	<ul style="list-style-type: none"> <li>Verify that the work area/platform is suitable for the machine. (Smaller items of mobile plant may have higher bearing pressures than larger machines).</li> <li>Ensure the working platform/area is monitored and maintained in good condition for the duration of the work.</li> </ul>	
4. Environment	Environmental impact	3H	<ul style="list-style-type: none"> <li><b>Noise &amp; vibration</b> - Be aware of maximum noise levels at the site</li> <li>The plant is maintained to minimise noise</li> <li>No noise produced outside council approved hours of operation</li> <li>Engineering controls fitted to equipment (e.g. silencers)</li> <li><b>Waste</b> - Place all wastes and rubbish in bins or other appropriate containers</li> <li><b>Fuels, oils &amp; chemicals</b> - Minimum amounts of hazardous substances kept on site</li> <li>Labelled and securely stored</li> <li>Refuelling of vehicles/equipment undertaken at least 6m from drains and waterways</li> <li>Follow SDS directions for disposal of chemicals in approved waste containers</li> <li>A spill kit is available at all times &amp; spills cleaned up immediately follow SDS directions</li> <li><b>Waterways &amp; soils</b> - Do not wash out plant, equipment or containers where residue can enter waterways or drains</li> </ul>	<p><b>Supervisors</b> to check all controls in place and followed</p> <p><b>Workers</b> to follow controls and make supervisor aware of any issues</p>

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> <li><b>Vehicle movement</b> - Follow the TMP, only travel on established tracks and roads</li> <li>Use designated entry and exit points.</li> </ul>	
5. House keeping	<ul style="list-style-type: none"> <li>Slips</li> <li>Trips</li> <li>Falls</li> </ul>	3H	<ul style="list-style-type: none"> <li>Maintain housekeeping throughout the shift &amp; clean-up</li> <li>Ensure sufficient lighting to detect changes in level (using temporary lighting as required)</li> <li>Do not jump from elevated edges &gt;180mm, step carefully and use prepared access areas</li> <li>The work area is clean and uncluttered as possible</li> <li>Check for stored items, corners or other obstructions that could cause tripping</li> <li>Ensure there is room to manoeuvre and no obstacles in the way</li> <li>Check the end destination is prepared correctly for placement of the materials/equipment</li> <li>Clean spills immediately</li> <li>Equipment Location: <ul style="list-style-type: none"> <li>To not become a tripping hazard</li> <li>All air hoses located, so they are not across walkways, roadways</li> <li>Electric leads should be as short as possible.</li> </ul> </li> <li>Footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, oily soles, or caked with mud or other contaminants.</li> </ul>	Supervisor and workers to ensure control measures followed
6. Manual tasks	Musculoskeletal Disorder (MSD) injuries	3H	<ul style="list-style-type: none"> <li>Materials/equipment placed as close to the work area as possible</li> <li>Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight</li> <li>Do not use extreme force to move items</li> <li>Hold lifted items close to the body whenever possible: <ul style="list-style-type: none"> <li>Keeping knees bent and back straight and lift, unload keeping knees bent</li> </ul> </li> <li>Use team lifts and mechanical means for heavy items</li> <li>Schedule regular breaks and practice job rotation</li> <li>Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending.</li> </ul>	Supervisor and workers to ensure control measures followed
7. HRCW Lifting pit /maintenance hole lid	<ul style="list-style-type: none"> <li>Struck by mobile plant</li> <li>Crush injuries</li> <li>Amputation</li> </ul>	4A	<ul style="list-style-type: none"> <li>Follow traffic management plan requirements</li> <li>Lift pit/maintenance hole cover with a crane as required. When having to lift a pit/maintenance hole cover using a crane. Check constantly for changing hazards while working and monitor work position at all times. Ensure: <ul style="list-style-type: none"> <li>Do not stand behind reversing vehicles</li> </ul> </li> </ul>	Supervisors to check all controls in place and followed



JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	<ul style="list-style-type: none"> <li>Entanglement</li> <li>Fatality</li> </ul>		<ul style="list-style-type: none"> <li>Allow sufficient distance from plant during operation (allow sufficient room for equipment failures – such as arm/boom failure or plant rollover)</li> <li>No work conducted in established "no-go zones" for pedestrians</li> <li>Alertness at all times. Listen for reversing alarms/beepers and calls from Plant Operators</li> <li>Safety/warning signs, Spotters, traffic barriers obeyed</li> <li>Work positions should be in clear sight of plant operators</li> <li>All ground workers must wear hard hats and high vis clothing.</li> </ul>	<b>Workers</b> to follow controls and make supervisor aware of any issues
	Crush injuries	3H	<ul style="list-style-type: none"> <li>Never place your hand in the opening to grasp a cover. Get help and use a tool</li> <li>Use blocks/shims where appropriate to avoid crushing</li> <li>Wear gloves and steel-cap boots for protection.</li> </ul>	
	MSD injuries	3H	<ul style="list-style-type: none"> <li>Pit/maintenance hole lid lift – lid can jam due to an accumulation of material or damage:               <ul style="list-style-type: none"> <li>Be aware of sudden unexpected movement if cover dislodging from the lid</li> <li>Do not use excessive force</li> <li>Use appropriate tool for cover removal or use mechanical means to assist in a lift of heavy lids.</li> </ul> </li> </ul>	
	Snake/spider bite	3H	<ul style="list-style-type: none"> <li>Be aware of surroundings - snakes and spiders can be found anywhere</li> <li>Never put your hands or feet somewhere where you can't see them</li> <li>Check all drain covers after removal.</li> </ul>	
<b>8. HRCW</b> Working with powered & non-powered tools	<ul style="list-style-type: none"> <li>Electrocution</li> <li>Injury</li> <li>Fire</li> <li>Asphyxiation</li> </ul>	4A	<ul style="list-style-type: none"> <li>Use tools only for the purpose specified by the manufacturer</li> <li>Wear PPE as recommended by the manufacturer</li> <li>Pre-inspect and operate tools following the manufacturer's instructions. If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures</li> <li>The tool operations manual is available, read and understood</li> <li>Fire protection equipment accessible</li> <li>Use mechanical ventilation as required</li> <li><u>Electrical:</u> <ul style="list-style-type: none"> <li>All electric power tools and leads are Tested, Tagged and are current</li> <li>Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices</li> <li>Switchboards have appropriately rated circuit breaker</li> <li>Always ensure that the tool is switched off and power isolated before a pre-start check,</li> </ul> </li> </ul>	<b>Supervisors</b> to check all controls in place and followed  <b>Workers</b> to follow controls and make supervisor aware of any issues

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> <li>adjusting, changing set-ups or repairing <ul style="list-style-type: none"> <li>Do not overload power outlets</li> </ul> </li> <li><u>Diesel/petrol-powered tools</u> - Do not run a diesel/petrol-powered tools inside a building (e.g. shed), or where ventilation is limited.</li> </ul>	
9. Hazardous substance /chemical use	Contact with hazardous substance /chemical	3H	<ul style="list-style-type: none"> <li>Follow directions of use for <i>(specify the substances/chemicals)</i></li> <li>Consult SDS for the product</li> <li>Use PPE as per the SDS - <i>specify</i></li> <li>Use with adequate ventilation</li> <li>Chemical resistant gloves for prolonged exposure</li> <li><b>⚠ DO NOT:</b> <ul style="list-style-type: none"> <li>* Eat or drink when handling chemicals</li> <li>* Eat or drink without washing hands thoroughly first</li> <li>* Take food into the work area where chemicals are being used or stored</li> <li>* Wear contaminated PPE in areas outside the work zone, such as eating areas.</li> </ul> </li> </ul>	Supervisor and workers to ensure control measures followed
10. HRCW Inspect & clearing drain	Fall	4A	<ul style="list-style-type: none"> <li>Protect the edges where a person can fall</li> <li>Never walk backward when near maintenance holes, pits or other drop-offs</li> </ul>	Supervisors to check all controls in place and followed  Workers to follow controls and make supervisor aware of any issues
	Hazardous atmospheres	4A	<ul style="list-style-type: none"> <li>Allow air to vent from pits when opening covers before commencing work</li> <li>Do not enter any maintenance hole/pit in which a person's head or upper body is within the space without ensuring a confined space entry permit is issued for each confined space entry requiring: <ul style="list-style-type: none"> <li>A risk assessment</li> <li>Atmospheric monitoring</li> <li>Use of respiratory and recovery equipment where indicated if to be entered</li> </ul> </li> <li><b>Note:</b> A confined space is defined as an enclosed or partially enclosed space that is likely to be a risk to health and safety, when a person's head or upper body is within the boundary of the confined space, because of: <ul style="list-style-type: none"> <li>An atmosphere that does not have a safe oxygen level, or</li> <li>Contaminants, including airborne gases, vapours, and dust that may cause injury from fire or explosion, or</li> <li>Harmful concentrations of any airborne contaminants,</li> </ul> </li> </ul> <p><b>⚠ If work involves entering an identified Confined Space, a separate, dedicated 'Confined</b></p>	



JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<p><b>Spaces SWMS' is required to be used in conjunction with this SWMS</b></p> <p><b>⚠ If a person has entered or fallen into a maintenance hole, DO NOT ENTER TO ATTEMPT A RESCUE. Contact the appropriate emergency personnel and the appropriate supervisor immediately if the person cannot be retrieved without entering.</b></p>	
	Biological hazards/disease	3H	<ul style="list-style-type: none"> <li>Wear gloves, clear safety glasses, and protective clothing when removing covers and handling equipment</li> <li>Ensure workers immunised for hepatitis "B" and tetanus</li> <li>Use disinfectant to wash hands as per label requirements</li> <li>Do not eat, drink or smoke during/after handling equipment until hands are washed.</li> </ul> <p><b>⚠ If an injury such as a cut occurs when operating a drain cleaner, seek immediate medical attention as infection and disease can be transmitted through sewer equipment.</b></p>	
	Equipment failure	3H	<ul style="list-style-type: none"> <li>CCTV: Carry out pre-start check and operate as per manufacturer's operation manual. Check: <ul style="list-style-type: none"> <li>All controls are labelled and working</li> <li>Safety decals attached and legible</li> <li>All safety devices are present and in good condition.</li> </ul> </li> </ul>	
	MSD injuries	3H	<ul style="list-style-type: none"> <li>Sending and pulling feeder lines: <ul style="list-style-type: none"> <li>Ensure gloves worn when feeding and pulling ropes</li> <li>Work in teams maintaining communication</li> <li>Alternate the task if manual retrieving lines to avoid strain and heat exhaustion.</li> </ul> </li> </ul>	
<b>11. HRCW</b> On completion	Unauthorised access	3H	<ul style="list-style-type: none"> <li>If acceptable, remove or add barricades</li> <li>Ensure machine is parked in a safe, level area, clear of unstable or sloping ground</li> <li>Store the key in a safe place (restrict unauthorised access).</li> </ul>	<p><b>Supervisor</b> to confirm all workers have signed out</p> <p><b>Workers</b> to comply with controls</p>
	Contact with electricity	3H	<ul style="list-style-type: none"> <li>Disconnect power tool/extension leads from power point before winding up so that you don't get a shock if the lead is damaged</li> <li>Inspect leads and power equipment for damage.</li> </ul>	
	<ul style="list-style-type: none"> <li>Bio. hazard</li> <li>Disease</li> </ul>	3H	<ul style="list-style-type: none"> <li>Shower and wash immediately after work.</li> </ul>	
	Security breach	3H	<ul style="list-style-type: none"> <li>All personnel sign-out on Site Register.</li> </ul>	

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	Vehicle/people impact	4A	<ul style="list-style-type: none"> <li>Stay to designated access and egress routes</li> <li>Maintain awareness of surroundings at all times.</li> </ul>	
12. Emergency response	<ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Environmental damage</li> </ul>	4A	<ul style="list-style-type: none"> <li><b>For police, fire or ambulance call '000.'</b></li> <li>Follow site emergency and evacuation procedures</li> <li>A communication system is available, e.g. a mobile phone or radio</li> <li>Check for dangers to self before helping others</li> <li>Maintain control of the area and stabilise the situation</li> <li>Apply first aid to the injured worker</li> <li>Complete an incident report.</li> </ul>	<ul style="list-style-type: none"> <li><b>Refer to your SWMS implementing instructions for further specific emergency responses.</b></li> </ul>
<b>OVERALL RISK RATING AFTER CONTROLS</b> <input type="checkbox"/> 1 - Low <input checked="" type="checkbox"/> 2 - MODERATE <input type="checkbox"/> 3 - HIGH <input type="checkbox"/> 4 - ACUTE				
<b>PLANT &amp; EQUIPMENT</b>		<b>HAZARDOUS SUBSTANCES</b>		<b>SUPERVISORY ARRANGEMENTS</b>
<input type="checkbox"/> Electrical tools and leads	Tested and tagged quarterly	<i>List hazardous substances taken on-site and have the SDS on-site.</i> 1. 2. 3. 4. 5.		<input type="checkbox"/> Audits
<input type="checkbox"/> Hand tools - Meet AS/NZS	Regular visual inspection			<input type="checkbox"/> Spot Checks
<input type="checkbox"/> Ladders - Meet AS/NZS	Inspected and tagged out if damaged			<input type="checkbox"/> Reporting systems
<input type="checkbox"/> Mobile plant- <i>specify</i>	Inspected and tagged out if damaged			<input type="checkbox"/> Suitably qualified supervisors for job
<input type="checkbox"/> ?				<input type="checkbox"/> Direct on-site supervision
				<input type="checkbox"/> Remote site: communication systems/schedule

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