|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Organisation Details** | | | | | | | | | | | |
| ***Organisation Name:*** |  | | | | | ***Contact Name::*** | | |  | | |
| ***ACN/ABN*** |  | | | | | ***Contact Position:*** | | |  | | |
| ***Address:*** |  | | | | | ***Contract Phone No:*** | | |  | | |
| **Project Details:** | | | | | | | | | | | |
| ***Project:*** |  | | | | | | | ***This SWMS has been developed in consultation with:***  ***Reviewed by:***  ***Position:***  ***Date:*** | | | |
| ***Activity:*** |  | | | | | | |
| ***Resources / Trades Involved:*** |  | | | | | | | | | | |
| ***Equipment Used:*** |  | | | | | | | | | | |
| ***Maintenance checks:*** |  | | | | | | | | | | |
| ***Materials Used:*** |  | | | | | | | | | | |
| ***Occupational Health Safety Legislation:*** |  | | | | ***Codes or Standards applicable to the works:*** | |  | | | | |
| **Job steps** | | | **Hazards** | **Risk**  **Class/**  **Ranking** | **Controls** | | | | | | **Name of persons responsible for work** |
|  | | |  |  |  | | | | | |  |
|  | | |  |  |  | | | | | |  |
|  | | |  |  |  | | | | | |  |
|  | | |  |  |  | | | | | |  |

|  |  |  |
| --- | --- | --- |
| **Qualifications and experience required to complete the task** | **Personnel, Duties and Responsibilities**  **(Supervisory staff and others)** | **Training Required to Complete Work** |
| Machinery Licences | Observe all statutory requirements for safety and environment | Site specific inductions |
| Trade certificates | Ensure use of PPE | Job specific inductions and training |
| Truck Licences | Complete notifications of hazards and incidents | Confined space training |
| Builders licences | Be familiar with site safety plan | Working near overhead powerlines training |
| First Aid training | Use MSDS when required |  |
| Traffic Control (blue card) | Use observers for confined spaces |  |
|  |  |  |
| **Engineering Details / Certificates / WorkCover Approvals:** | | |
|  | | |
|  | | |
|  | | |
|  | | |

|  |  |  |
| --- | --- | --- |
| **This SWMS has been developed through consultation with our employees and has been read, understood and signed by all employees undertaking the works:** | | |
| Print Names: | Signatures: | Date: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |