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| **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** |
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| **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 |  |
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| **Engineering Details / Certificates / WorkCover Approvals:** |
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| **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: |
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