Anchor Elevator Fran	ne SAFE WORK METHOD	STATEMENT (SWMS)	
TASK	OR ACTIVITY: Anchor Elevator	Frame	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E pil:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE PC. OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.		required to en that a safe work method s	statement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring	poliance the VMS a vell as review	rs and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAS P HAVE THE FOLLOWING COMMUNICATED	NACE OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	OMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched and in according with a gislative requirements to first identify any site hazards, a supervise to compare those hazards and then to further take steps to either eliminate or contract each hazard.			
If an incident or a near miss occurs, all work must sto, an anately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			
The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.			



CLIENT OR PRINCIPAL CONTRACTOR DETAILS							
Client:	SCOPE OF WORKS						
Project Name:							
Project Address:							
Project Manager:							
Contact Phone:							
Date SWMS supplied to Project Manager:							
ANY HIGH-RISK CONSTRUC							
☐ involves a risk of a person falling more than 2 meters	I is carried out on or near pressurised gas mains or piping						
□ is carried out on a telecommunication tower	carried out on or near chemical, fuel or refrigerant lines						
☐ involves demolition of an element of a structure that is load-bearing	□ is carried out on or near energised electrical installations or services						
□ involves demolition of an element related to the physical integ. Y of a sucture	\square is carried out in an area that may have a contaminated or flammable atmosphere						
□ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete						
involves structural alteration or repair that quires terminary supart to prevent collapse	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor						
□ is carried out in or near a confined space	\Box is carried out in an area of a workplace where there is any movement of powered mobile plant						
is carried out in/near a shaft or trench deeper that tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.						
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.						
ANY HIGH-RISK MACHINER	RY OR EQUIPMENT NEARBY						



RISK MATRIX										
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE			HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION		Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.		Replace the hazard.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k⊾ records		Engineering Isolate the hazard.	

	PERS_VAL 1TECTIVE EQUIPMENT (PPE)										
	Select the appropriate PPL above suitably for the equipment used or the job task being performed (if applicable).										
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION		P ECTION	R⊾ ⇒PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE Required:											
	Permit or Licenses Requirements						Ма	andatory Qual	ifications and	Training	

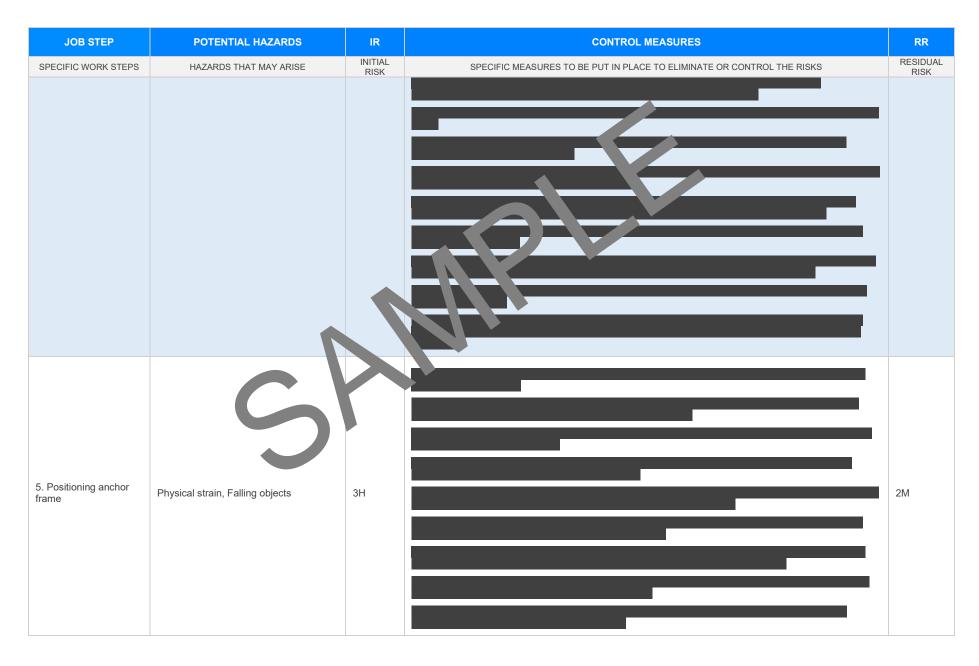


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Unstable ground, Poor lighting conditions	ЗН	 Conduct a ground stability assessment to under the surface can support the equipment and personnel. Use ground mats or stabilisers on uneven us off surfaces to prevent tipping or sinking. Ensure appropriate lighting is installed around us work area, particularly in dim or enclosed spaces. Schedule work during daylig shours when possing to manuase natural light conditions. Provide portable light comption such as LED flood uses, for areas lacking sufficient illumination. Mark hazard uses with ones or uncreases to use workers aware of unstable areas. Ensure all performed with ones or uncreasing to improve visibility in low-light conditions. Train worker on untifying unstable ground conditions and the steps to take if encountered. Regularly spect to worksite for changes in ground condition or degradation around the anchor elevator area. Ensure machinery used to transport or lift materials to the anchor site is suited for the terrain. Income t an evacuation plan in case activities are rendered unsafe due to sudden ground instability or oss or uncrease. 	2M
2. Site Assessment	Lack of information, Inadequate training	ЗН	 - Conduct thorough site inductions to ensure all team members are aware of site-specific conditions and requirements. - Develop a comprehensive information pack that includes detailed plans, maps, and relevant documents for all personnel. - Provide adequate training sessions tailored specific to the equipment and processes involved in anchoring elevator frames. - Implement a mandatory accreditation process for workers who need to operate or inspect machinery used in the procedure. - Establish a communication protocol for reporting and addressing any changes in site conditions or scope of work. - Ensure clear signage and visual aids are posted around the site to indicate hazards and safe pathways. - Use detailed checklists during site assessments to verify every element has been evaluated and documented. - Engage qualified engineers to review and approve all plans and technical details before proceeding. - Maintain an onsite library of up-to-date safety manuals and operational guidelines for reference. - Schedule regular toolbox talks focusing on potential site hazards and recent incidents across similar sites. 	2M



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Require supervisors to perform daily briefings that highlight any environmental or operational variables pertinent for that day's tasks.	
			- Utilize technology such as mobile apps or software or real-time information sharing among all team members.	
			- Clearly outline roles and responsibilities to insure even be understands their tasks and limits of authority.	
			- Conduct random spot checks to ensure ongoin compliance with safety protocols and procedural adherence.	
			- Conduct a thoron open we inspection of all equipment to identify any signs of damage, wear, or defects.	
			- Maintain a recolar maintagence scheele or equipment to ensure it remains in good working condition and the safe state state state.	
			- Prove ining versonnel on the correct setup procedures and the recognition of faulty equipment.	
			- Alway fold manual turer guidelines and recommendations when setting up equipment.	
			Ensure nat or qualined personnel are tasked with equipment setup to minimise the risk of error.	
3. Equipment setup	Faulty or defective equipment, Accide to due to haste	2H	- Im, me t a lock-out/tag-out procedure to prevent use of equipment that has been identified as	2M
			early mark and isolate faulty equipment until repairs have been completed and equipment is deemed sa	
			- Provide adequate lighting in the work area to ensure equipment setup can be carried out safely and accurately.	
			- Enforce time management strategies to prevent employees from rushing during equipment setup.	
			- Use checklists to verify that each setup step is completed correctly before moving to the next stage.	
			- Require the use of personal protective equipment (PPE) such as gloves and helmets where necessary.	
			- Establish communication protocols to ensure all team members are informed of potential hazards and the current status of equipment setup.	
	Safety measures Non-compliance to safety protocols, Improper use of PPE			
4. Safety measures		3H		1L





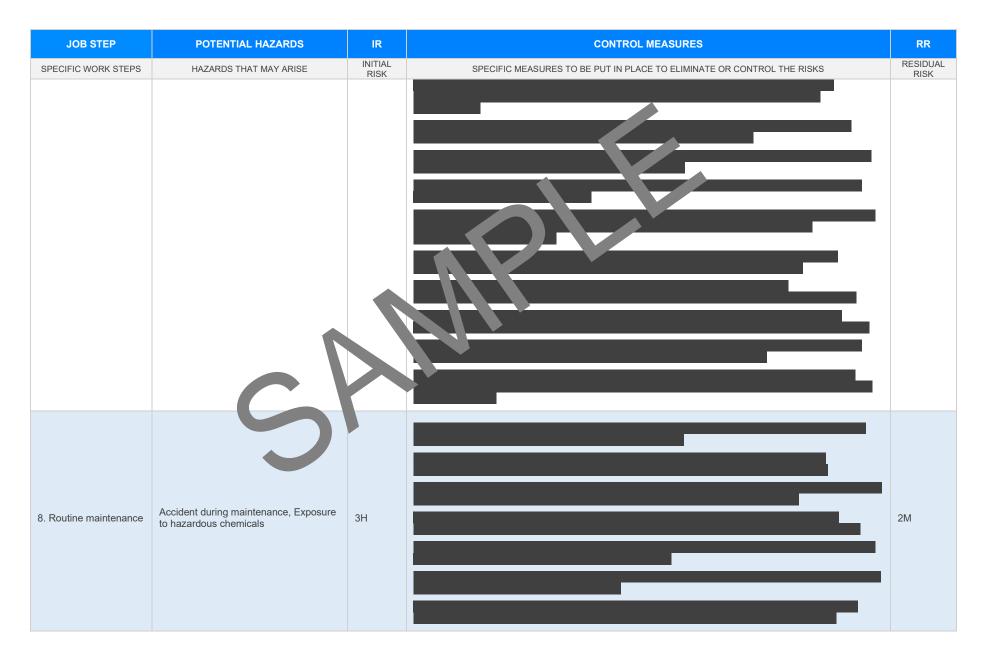




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Date of Issue:



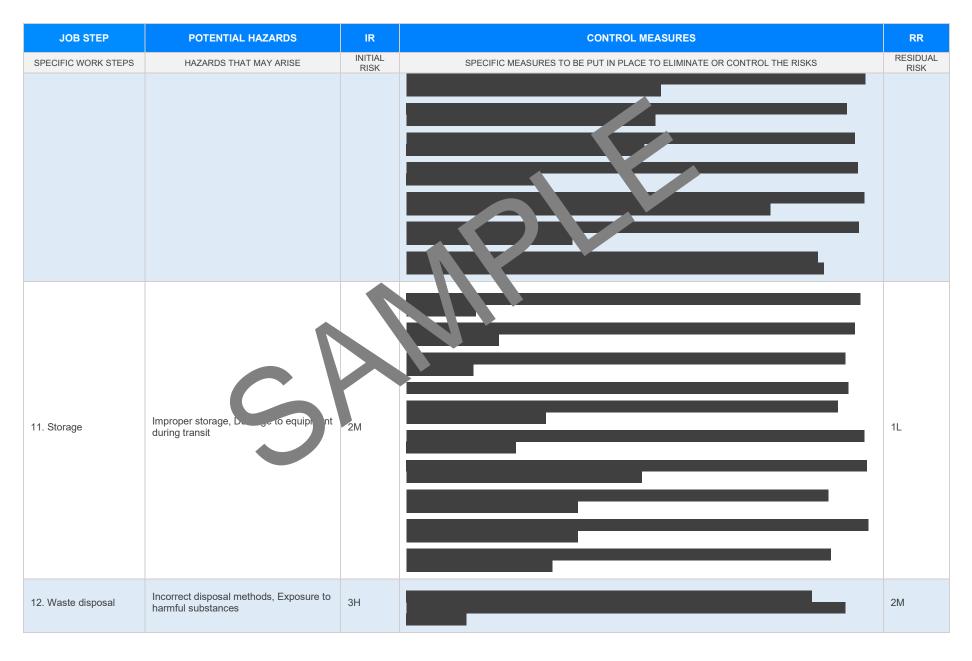




JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
9. Handling emergencies	Fire, Injuries from rush and panic			1L
10. Dismantling	Falling objects, Heavy load handling	ЗН		2M
	r annig objects, ricavy ioau nanuning	511		2111

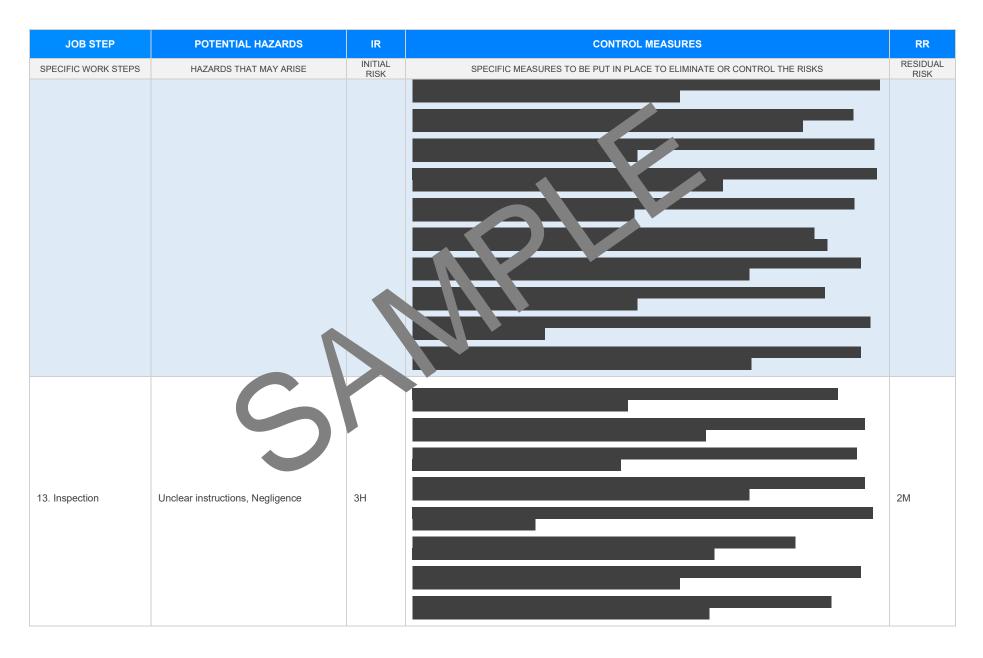
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Version 2.5







JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
14. Repair work	Electric shock, Injury due to equipment malfunction	4A		2M
15. Completion	Unfinished tasks causing hazards, Non- compliance to procedures	2M		1L

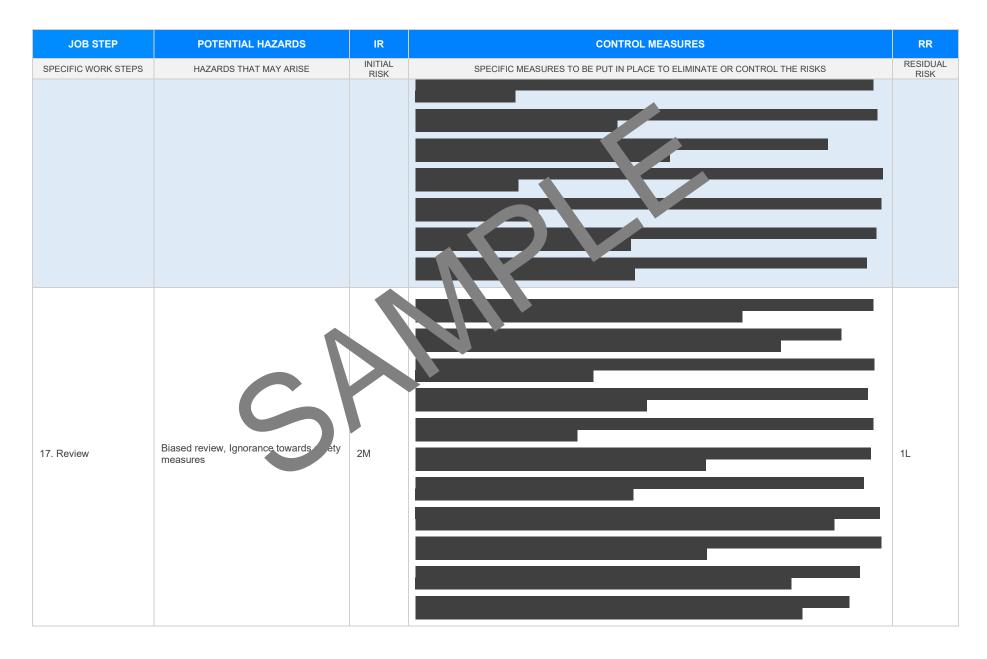
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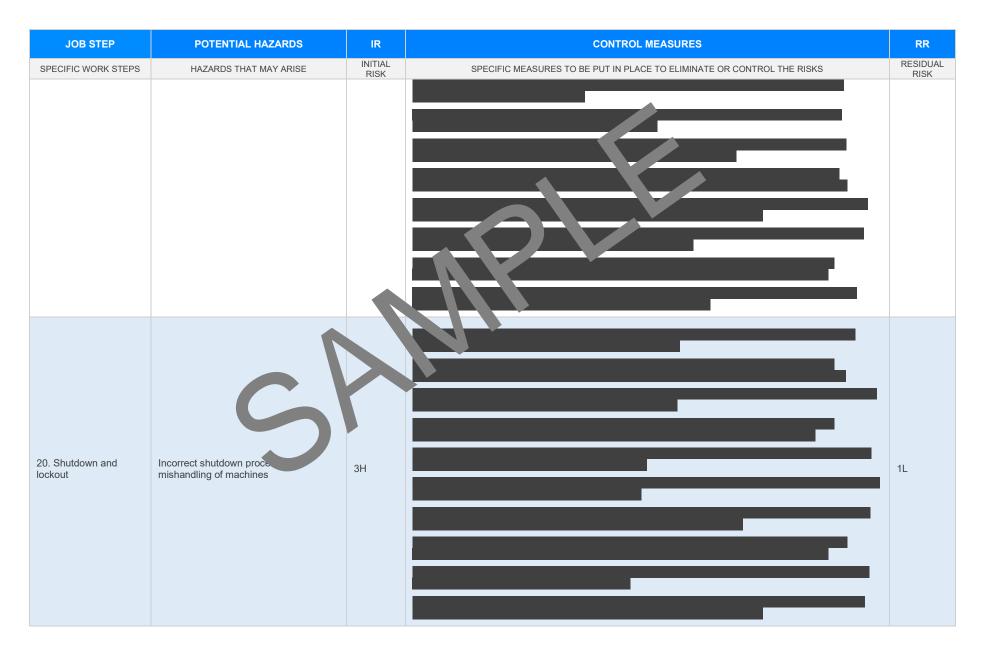






POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
Inadequate skills & knowledge, Overconfidence	4 ⊣		2М
Non-adherence to safety regulations, Inadequate inspection	ЗН		1L
	HAZARDS THAT MAY ARISE	HAZARDS THAT MAY ARISE INITIAL RISK INITIAL Inadequate skills & knowledge, Overconfidence Inadequate skills & knowledge, Overconfidence Non-adherence to safety regulations. INITIAL	HAZARDS THAT MAY ARISE INITAL RISK SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS Indequate skills & knowledge, Overconfidence Initial initinitial initial initial







JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR		
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK		



EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES ANY STATE AT ARE NOT APPLICABLE						
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice	Victoria Occupational Health all Safety Act and Occupational Health and onfetro egulations 2017 Legis non VIC: <u>https://www.ecuxsafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> ordes of mactice VIC <u>cuttps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>					
New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislatic Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislatic	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>					
Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulation 2015 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/workplace-servelaws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/formediatestations</u>	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model- codes-of-practice</u>					
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/word Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Consequential Provisions Work Health and Safety (Transitional and Consequential Provisions) Work Health and Safety (Transitional Act 2012)	Model Codes of Practice - Managing noise and preventing hearing loss at work - Confined spaces - Labelling of workplace hazardous chemicals - Managing risks of hazardous chemicals in the workplace - Welding processes - First aid in the workplace - Managing the risk of falls at workplaces - Hazardous manual tasks - Managing the risk of falls in housing construction					
Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</u> Codes of Practice for TAS: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</u> Details of permits, licenses or access required by regulatory bodies (add or delete as required):	 Managing electrical risks in the workplace Demolition work Excavation work Work health and safety consultation, cooperation and coordination Managing the work environment and facilities How to manage work health and safety risks 					
 Permits from local council Authorisation to commence work Any required documents. 	- Managing risks of plant in the workplace - Construction work					



SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and gualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Signature	Date

SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

The SWMS must be reviewed regularly to make sure it remains fective revised if necessary) if relevant control measures are revised. The viewn consultation with workers (including contractors htractors Vb of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that persons involved with the work are advised that a revision has been made and how they can acces he revised SWMS, including all persons who will need to change a work procedure or system as a region of the review are advised of the changes in a way that will enable them to implement their duties antly with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

- 1. Spot Checks.
- 2. Consultation with workers, contractors and sub-contractors.
- 3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies. followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	1	2	3	4	5	6	7
NAME							
INITIALS							
DATE							



SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	COMMENTS	
The company details have been entered, including the project name and address.			
All relevant personnel consulted during the development of the SWMS.			
Name, signature, position and date signed of the person approving the SWMS.			
Specific personnel and qualifications, experience is noted in the SWMS.			
Provides a step-by-step process of tasks required to carry out the activity or task.			
Adequate risk assessment of any identified hazards has been completed.	\boxtimes		
Foreseeable hazards are identified and documented for each step.	\square		
Any hazards listed in any site risk assessments have been added to the SWMs	\boxtimes		
SWMS initial risk (IR) column as well as residual risk (RR) column mpleted.	\boxtimes		
Check control measures added to the SWMS are the most effective selection	\boxtimes		
Responsible person is assigned and listed on the property of the importation control measures.	\boxtimes		
Permit or licenses requirements specified, su as Hot Work, Electric Work, Work at Heights etc.	\boxtimes		
SWMS identifies plant and equipment to be use	\boxtimes		
Details of inspection checks required for any equipment listed protection on the SWMS.	\boxtimes		
Describes any mandatory qualifications, experience, and g or skills required to perform the work.	\boxtimes		
Applicable personal protective equipment is selected on the SWMS.	\boxtimes		
Reflects and documents any legislative references and/or Australian Standards.	\boxtimes		
Identifies any hazardous substances used with specific control measures in line with any SDS.	\boxtimes		
REVIEWED BY	DATE RE	VIEWED	
SIGNATURE	DATE COMPLETED		