Bleacher Assembly Or Disn	nantling SAFE WORK ME	THOD STATEMENT (SWMS)	
TASK OR A	CTIVITY: Bleacher Assembly Or	Dismantling	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E fil:	
THIS SAFE WORK METHOD	STATEMENT IS APPRO		
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.		required to en that a safe work method s	tatement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring .	poliance the VMS a well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAN HAVE THE FOLLOWING COMMUNICATED	NALE OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	DMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched ed in according with gislative requirements to first identify any site hazards, source to compare hicas those hazards and then to further take steps to either eliminate or contineach hazard.			
If an incident or a near miss occurs, all work must stop an added by 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	000DF			HEIRARCHY OF CONTROLS		
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	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.		
is the second me	RARE LOW LOW MODERATE HIGH HIGH LOW k a records Isolate the hazard. otes on Hierarchy of Controls: Elimination methods are the most effective and preferrement on a flag a hazard. Substitution the second most effective method of controlling a hazard. Engineering by isolation is the virtue ost envirtue set of the virtue ost envirtue set of the virtue ost envirtue set of the least effective Isolate the hazard. Administrative ontrols by changing the work is the fourth most effective method. PPE (Personal Protective Equation), the least effective Change the work. DEF										

						TIVE EQUIPM						
		Select the ap	propriate PPL	abo, ruitab	i or the equi	oment used or	the job task	being perform	ned (if applica	able).		
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						Mandatory Qualifications 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	Incorrect manual handling, Exposure to hazardous substances	ЗН	 Conduct a manual handling risk assessment prior to commencing work to identify potential risks and determine appropriate control measures. Train all workers in correct manual handling, who also to minimise the risk of injury when lifting, carrying, or moving materials. Use mechanical aids such as colleys, hoists, or the lifts of the possible to reduce the need for manual lifting and handling. Ensure that all dual memory are are miliar with the Safety Data Sheets (SDS) for any hazardous substances or may be protent, proving internation on safe handling and emergency procedures. Store azardo, substances in clearly uselled containers and designate specific storage areas away from surraffic z. Ensure that all states of the work area to minimise inhalation risks associated with hazardous substances or protective equipment (PPE) such as gloves, masks, and protective eyewear to reduce exister when a site-specific induction that covers potential hazards and changes in the work vironment to ensure ongoing awareness and preparedness. Includent a site-specific induction that covers potential hazards and safety procedures specific to the bleacher assembly or dismantling activity. Establish a roster or schedule to rotate tasks among workers to prevent fatigue and overexertion from repetitive manual handling activities. Regularly inspect tools and equipment for signs of wear or damage to prevent malfunctions that could lead to accidents during manual handling activita. 	2М
2. Site Arrival	Traffic hazards, Fall from height	ЗН	 Develop a traffic management plan to safely direct vehicles and pedestrians around the worksite. Implement signage to alert drivers and pedestrians of work activities and potential hazards in the vicinity. Install high-visibility barriers or cones to create a clearly defined work zone away from active traffic lanes. Designate a spotter or traffic controller to manage vehicle movements, ensuring safe entry and exit from the site. Provide workers with appropriate personal protective equipment (PPE), such as high-visibility vests and protective gloves, to increase their visibility and safety. Conduct a pre-start briefing to inform all team members of specific site-related traffic risks and the correct procedures for minimising these hazards. 	2M

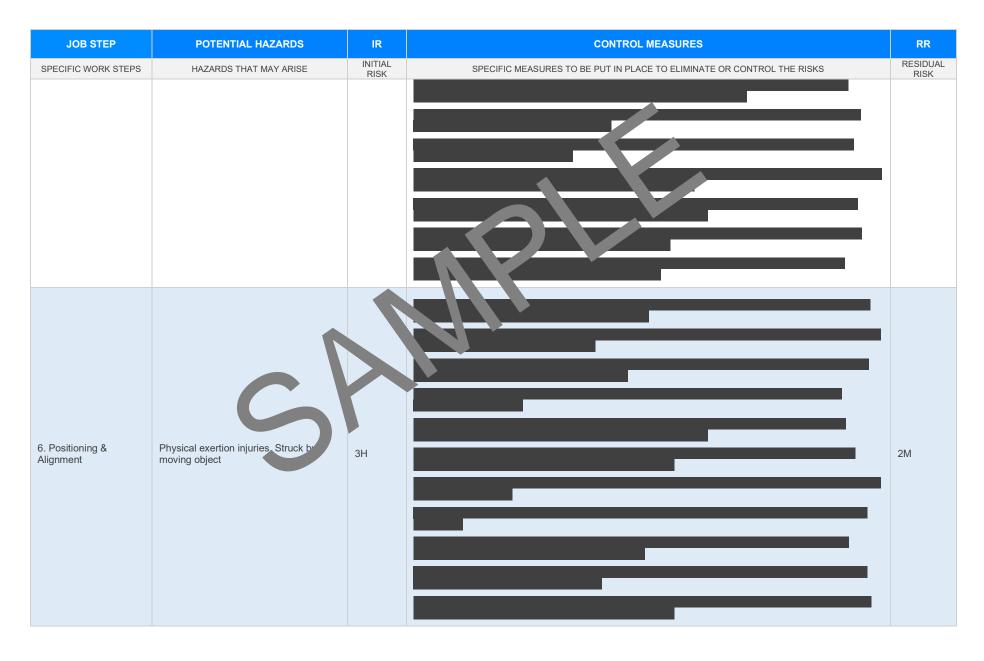


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Ensure sufficient lighting is available at the site during early morning or late afternoon hours to maximise visibility and prevent accidents.	
			- Use scaffolding or edge protection systems that reper Australian Standards to mitigate the risk of falls when working at heights.	
			- Regularly inspect and maintain ladders are access equivalent to ensure they are in good condition and suitable for the task.	
			- Train workers in safe working at heights technic +s and supervise them closely to ensure adherence to safe practices.	
			- Conduct thorough used a spectrum of all tools and equipment before use to identify any signs of damage or we	
			- Implement a sutine main mance sc. If for all machinery to ensure they are in safe working condition	
			- Ensure relectric tools and equipment have been tested and tagged by a certified electrician within the required me fractions.	
			- Replace any ulty or comaged tools and equipment immediately to prevent potential malfunctions.	
	Faulty tools/equipment electrical shock		- vide raining, ssions on the proper use and handling of equipment to all workers involved in the task.	
			lse insulated gloves and other personal protective equipment when working with electrical tools.	
Fauliament			- Evure that all power sources are checked for compatibility with the tools and equipment being used.	
. Equipment aspection			 Maintain an up-to-date inventory list of all tools and equipment, noting their inspection and servicing dates. 	2M
			- Ensure clear labeling of all electrical circuits and isolation points to allow for quick identification and shut- off if necessary.	
			- Install residual current devices (RCDs) on all electrical circuits used during assembly or dismantling processes.	
			- Document and report any incidents or near-misses involving equipment to continuously improve safety practices.	
			- Avoid using tools and equipment in wet or damp conditions to reduce the risk of electrical shock.	
			- Engage qualified personnel to conduct more detailed inspections and repairs on complex equipment as needed.	
			- Set up an emergency response plan specifically addressing potential incidents from faulty tools or electrical hazards.	
Load and Unload aterials	Struck by moving object, Incorrect manual handling	3H		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
5. Erecting Bleachers	Falling objects, Working at heights risk	4A		ЗН







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
7. Securing Bleachers	Falling objects, Use of power tools	ЗН		
3. Safety Check	Lack of safety devices, Failure of equipment	ЗН		2M
rsion 2.5	Authorised by		Review # Date of Issue: Review Date:	



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. Dismantling Bleachers	Fall from height, Physical exertion injuries	44		3H

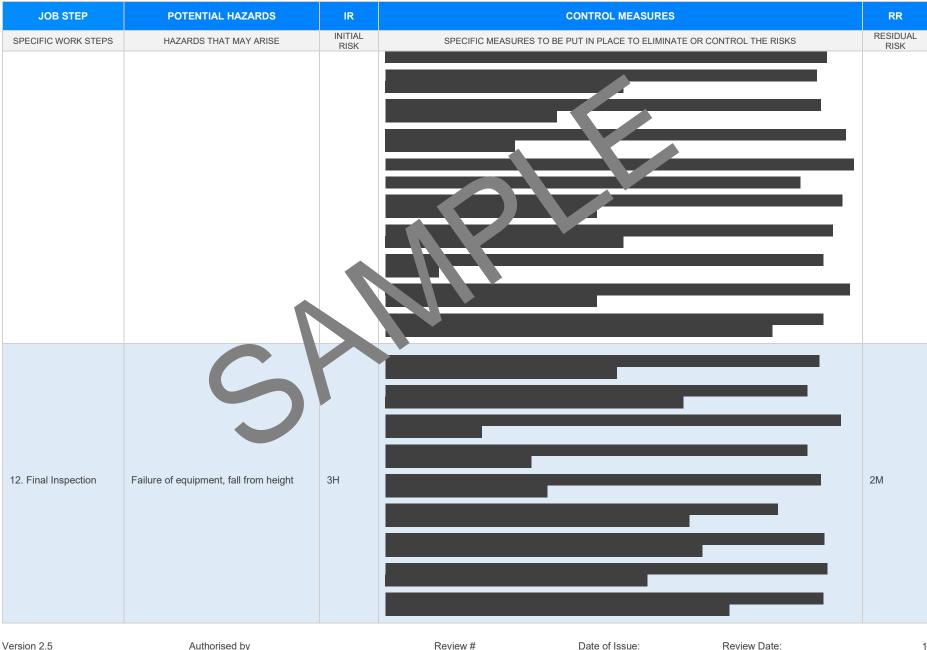


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Disposal of Waste Material	Exposure to hazardous substances, Incorrect waste disposal	ЗН		2M
11. Packing up Tools/Equipment	Incorrect manual handling, Traffic hazards	ЗН		2M

Version 2.5

Date of Issue:



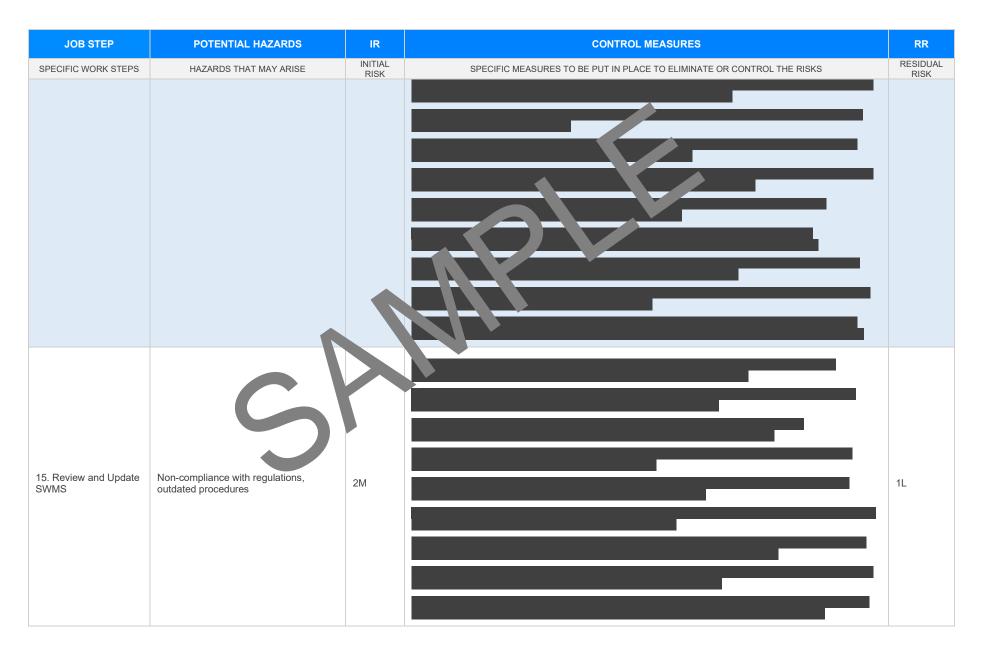






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
13. Maintaining Records	Data security breach, Inaccurate record keeping	2М		I 1L
14. Staff Debriefing	Lack of communication, Miscommunication risks	2M		1L

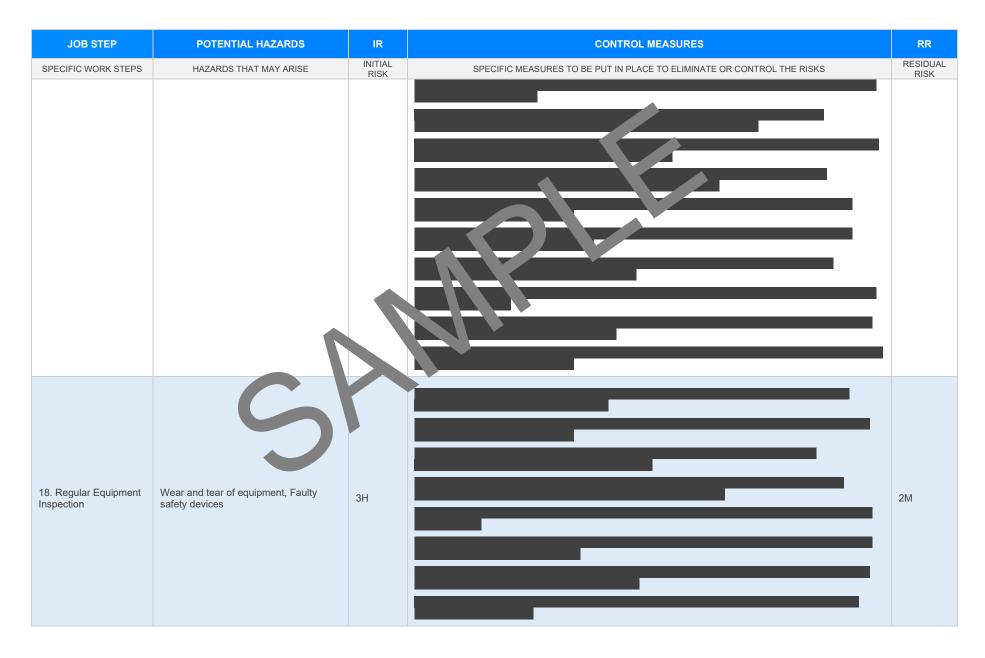






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
16. Emergency Response Planning	Inadequate emergency planning, Pod communication in emergency	2H		2М
17. Health and Safety Training	Non-compliance with training, inadequate training procedures	ЗН		2М

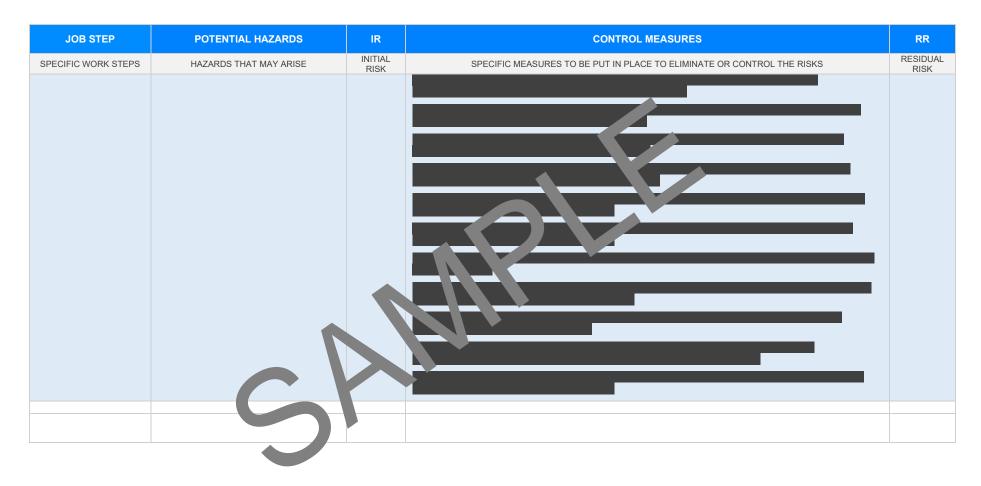






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
19. Risk Assessment Review	Outdated risk assessments, non- compliance with new regulations	ЗН		2M
20. Updating of Safety Procedures	Poor implementation of new procedures, lack of knowledge on updated procedures	ЗН		2М







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: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Occupational Health au Safety Act 204 Occupational Health and orfetyrogulations 2017 Legis non VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> ordes of mactice VIC <u>autps://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/legislati-codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis <a acts-and-regulations"="" href="https://www.safework.nsw.gov.gov.gov.gov.gov.gov.gov.gov.gov.gov</td><td>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></td></tr><tr><td>Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulation 2011
Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-provelaws</u>
Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-provelaws</u></td><td>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></td></tr><tr><td>South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: <u>https://www.safework.sa.gov.au/resources/legislation</u>
Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs</u></td><td> 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 </td></tr><tr><td>Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations	 First aid in the workplace Managing the risk of falls at workplaces Hazardous manual tasks Managing the risk of falls in housing construction Managing electrical risks in the workplace Demolition work Excavation work Work health and safety consultation, cooperation and coordination 				
Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence work - Any required documents.	 Managing the work environment and facilities How to manage work health and safety risks 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.	\boxtimes	
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 CO	MPLETED