Building And Maintaining Rura	al Fencing SAFE WORK N	IETHOD STATEMENT (SWN	IS)
TASK OR ACT	FIVITY: Building And Maintaining	Rural Fencing	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
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.	icting a business or under thing (Pu V) is	required to entry that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitorin $\gamma_{\rm e}$	compliance of the SWh, was well as re	eviews and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS	NALE OF ALL RELEVANT PERSON	NEL WHO HAVE BEEN CONSULTED AND THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be scheduled in account with regislative requirements to first identify any site hazards, and the to control the those hazards and then to further take steps to either eliminate or control leach hazard.			
If an incident or a near miss occurs, all work must support an advately. 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:	
☐ involves a risk of a person falling more than 2 meters	d 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 integritystructure	\Box is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing as the set of the	☐ involves tilt-up or precast concrete
involves structural alteration or repair the requires to prary support to prevent collapse	\Box 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 the first or tunnel involving use of explosives	\Box is carried out in areas with artificial extremes of temperature.
\Box 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	800DF	ACTION		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 key recorde		Engineering Isolate the hazard.	
is the second m	RARE 1 1 2 3 3 1L Montor and ke records Isolate the hazard. Index on Hierarchy of Controls: LOW MODERATE HIGH HIGH LOW ke records Isolate the hazard. Index on Hierarchy of Controls: Elimination methods are the most effective and preferrence on control ga hazard. Substitution the second most effective method of controlling a hazard. Engineering by isolation is the second prote view wile Administrative work. Change the work. Interpretent of the work is the fourth most effective method. PPE (Personal Prote view number of view numb									

		Select the an	propriate PPL	PERS	VAL TEC	TIVE EQUIPM oment used or	ENT (PPE) the iob task	being perfor	med (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION			RL SPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	Required:					_					
	P	ermit or Lice	nses Requiren	nents			Mandatory Qualifications and Training				



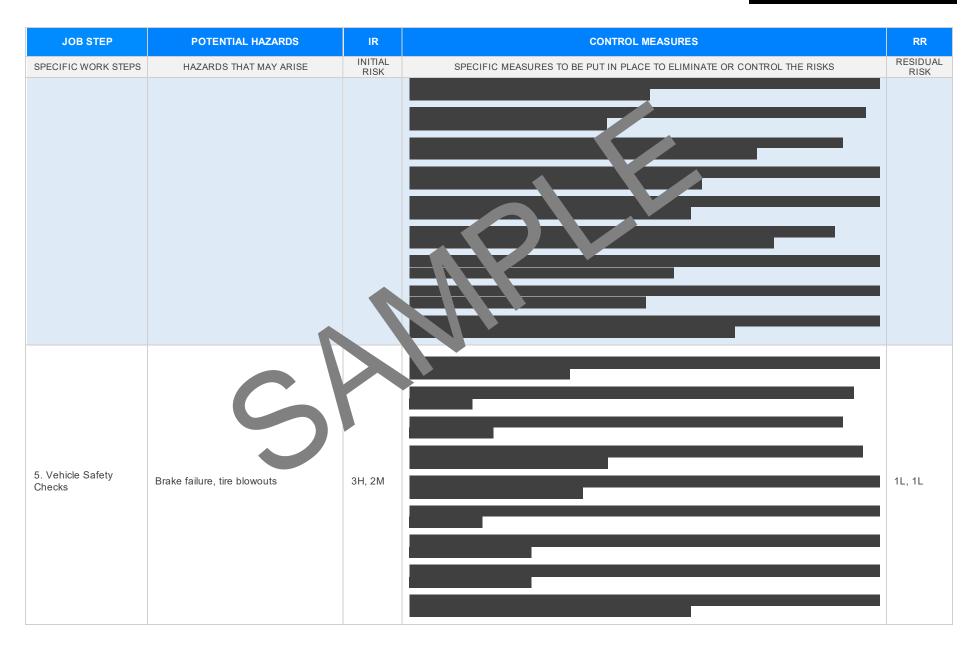
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Incorrect manual handling, exposure to hazardous materials	2M, 2	 Conduct pre-start meetings to discuss an usentify potential manual handling risks and exposure to hazardous materials. Use mechanical aids such as trolleys or whether aws to transport heavy materials where possible. Train workers in correct methal handling technolos, including lifting, carrying, and moving tasks. Provide personal protective excipation (PPE) such that wes, masks, and protective clothing to minimise exposure to hazar. Ensure all metrials are speed sate and with reasy reach to prevent the need for awkward postures or excessive struching. Estends a clear burner work sequences to avoid unnecessary manual handling and reduce time spent handling in a randou interials. Assigned a member specific roles and responsibilities to evenly distribute tasks and minimise physical strain oblinds usals. Nolement a randou system to prevent prolonged exposure to hazardous materials and repetitive man, of hindling tasks. Maintainuafe and accessible walkways to prevent trips and falls during material preparation. Assess the work area for hazardous materials and make sure appropriate spill kits and first aid supplies are readily available. Use clearly labelled containers to store hazardous materials and ensure all labels comply with safety standards. 	1L, 1L
2. Site Assessment	Trips and falls, proximity to live traffic	3H, 3H	 Conduct a site walk-through to identify potential trip hazards, such as uneven terrain and debris, and remove or mark these hazards before commencing work. Use high-visibility signs and barriers to clearly define work areas and alert others of the fencing activities underway. Ensure all workers wear appropriate personal protective equipment (PPE), including high-visibility clothing, sturdy boots, and gloves. Implement a traffic management plan if the work site is near live traffic, which may include road signage, cones, and lane closures. Brief all personnel on the specific risks associated with the proximity to live traffic and trips, ensuring all workers understand safe work practices and communication protocols. 	2M, 2M

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
			- Utilise spotters or lookouts when working close to traffic to maintain situational awareness and ensure worker safety.	
			- Keep work areas organised and free of clutter, this, and materials that could pose a tripping hazard.	
			- Establish clear, unobstructed pathways for sovement around the work site to minimise trips and falls.	
			- Review weather conditions prior to beginn the work; an ust plans accordingly to avoid slip hazards from wet or muddy ground.	
			- Rotate job tasks among workers to prevent facture, which princrease the risk of trips and other accidents.	
			- Provide adequate the store symorning, late an aroon, or overcast conditions to enhance visibility and reduce tripes.	
			- Designate and area received from azer ous zones for breaks and meetings to keep workers away from line traffice id unside surfaces	
			- Constant equilate sections of the work area throughout the project duration to identify new hazards and implement of physical asures as necessary.	
	Poorly maintained curdipment, electrica faults		Conduct regulated equipment audits to ensure all items are in proper working order.	
			- Me tail a detaxed log for each piece of equipment, documenting service and repair history.	
			Replace amaged or worn-out tools immediately to prevent malfunction.	
		4A, 3H	- sure all electrical equipment has up-to-date test and tag records.	
3. Equipment			Train workers to identify signs of wear or damage and report defects promptly.	
Inspection			- Use only manufacturer's recommended parts for equipment repairs and maintenance.	2M, 1L
			- Implement pre-start checks for all equipment before each use.	
			- Regularly calibrate tools to ensure they function correctly and safely.	
			- Ensure all electrical leads and connections are free from damage and wear.	
			- Store equipment in a clean, dry area to prevent weather-related damage.	
			- Create a checklist for workers to follow daily to confirm all equipment is safe and operational.	
4. Loading	Falls from heights, improper lifting			
Tools/Equipment	techniques	3H, 2M		1L, 1L







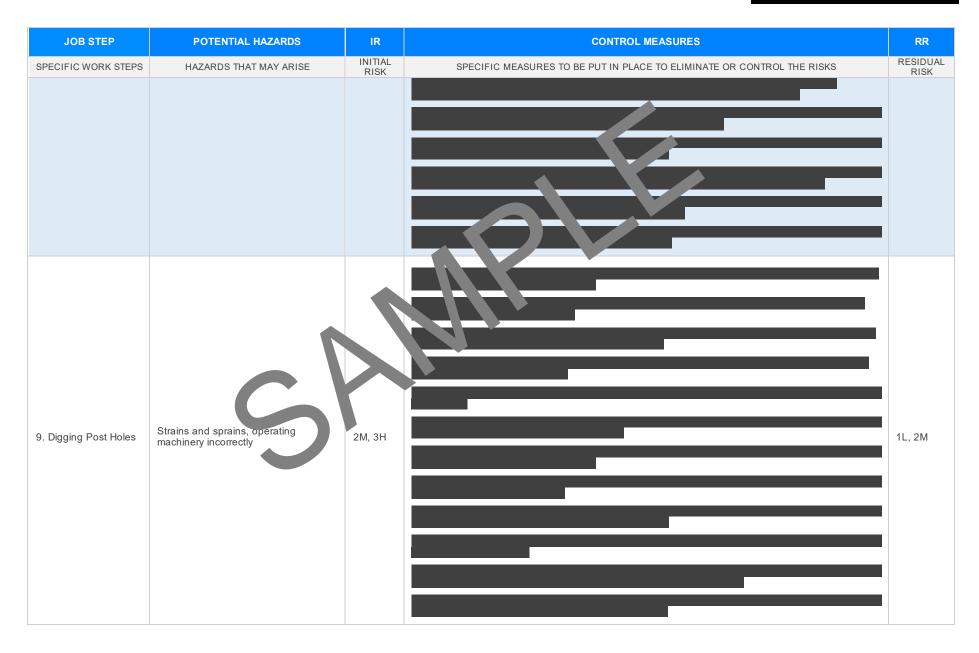
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
6. Transporting Equipment to Site	Road accidents, lower equipment in motion	2M, 2M		1L, 1L
7. Unloading Tools/Equipment	Incorrect manual handling, falling objects	3H, 3H		2M, 2M

Version 2.5



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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
8. Setting Out Fence Line	Incorrect measurements, exposed ground cables	1L, 2M		1L, 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
10. Erecting Posts and Rails	Manual underload/overload, falls from height	2M, 4A		1L, 2M
11. Installing Wire Mesh		3Н, ЗН		2M, 2M

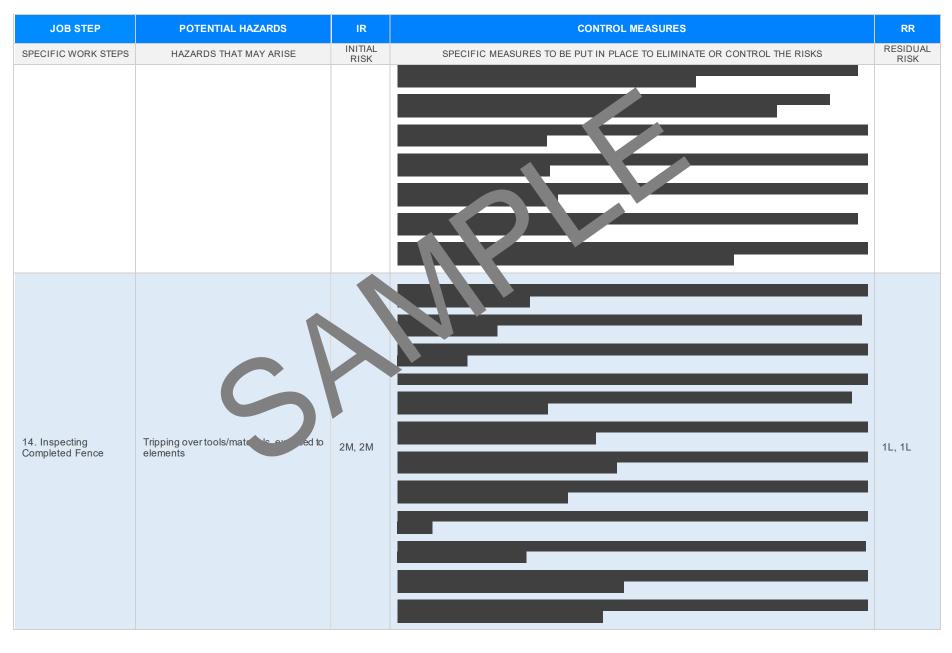
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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
12. Stretching Wire	Machinery malfunctions, back strain	37 M		2M, 1L
13. Attaching Fittings	Slips, trips and falls, cuts from sharp objects	2M, 3H		 1L, 1L

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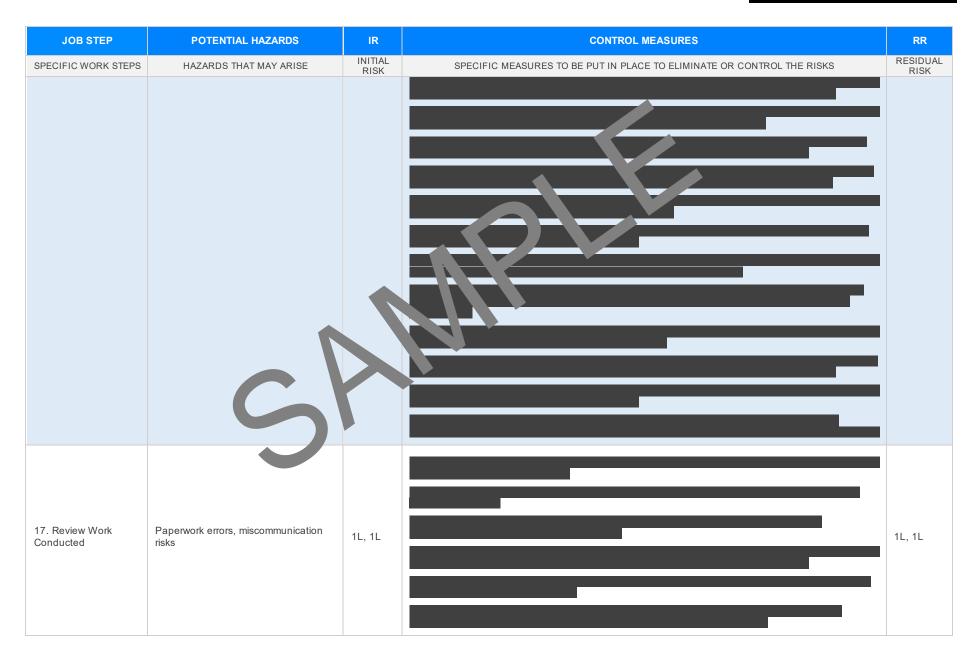
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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
15. Clearing Works Area	Injury from misuse of tools, exposure thazardous compounds	21. M		I I I I I
16. Waste Disposal	Exposure to hazardous waste, improper lifting techniques	2M, 3H		1L, 2M

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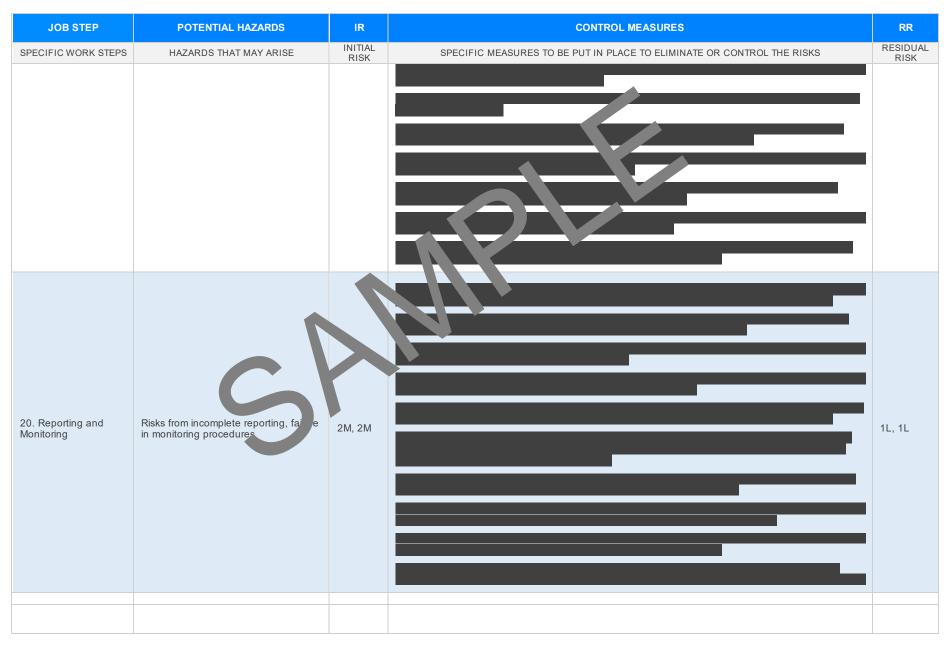
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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
18. Finalise Documentation	Documentation errors, incorrect filing/storage	r iL		1L, 1L
19. Post-Work Equipment Maintenance	Injury from misuse of tools, electrical faults	2M, 3H		■ 1L, 1L

Version 2.5





Version 2.5





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 REFERENCE IN ANY STATISTICAT 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/codes-of-practice Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice	Victoria Or opational Health & 1 Safety A 0.004 Occupational Health an Safety Acce004 Legismion VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> des on Factice VI <u>acttps://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/legis Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legis	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 201 Work Health and Safety (National Uniform Legislation) Regulations 200 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/performers/perfo</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 (S. Legislation for SA: https://www.safework.sa.gov.au/resources.egislation Codes of Practice for SA: https://www.safework.sa.gov.au/wewplaces/codes-of-practice#COPs Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) 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			
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>	 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 qualifications 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 THE S ATEM AT MONITORING AND REVIEW The SWMS must be reviewed regularly to make sure it remain effect. and mu be reviewed (and The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are revised if necessary) if relevant control measures are revised. The s should be carried out in effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The view consultation with workers (including contractors person responsible for monitoring the effectiveness of the Safe Work Method Statement should ntractors nay be cted by the operation of the SWMS and their health and safety representatives who rep sented that work group at the employ a multi-faceted approach which includes but is not limited to: workplace. 1. Spot Checks. When the SWMS has been revised the PCBU must ensure the all versons involved with the work are 2. Consultation with workers, contractors and sub-contractors. advised that a revision has been made and how they can acce the revised SWMS, including all persons 3. Internal audits on a continual basis who will need to change a work procedure or system as a reof the review are advised of the changes in a way that will enable them to implement their duties ntly with the revised SWMS. All workers that An approach of continuous improvement, promptly recording inconsistencies or deficiencies, will be involved in the work must be provided with the relevant information and instruction that will assist followed up by immediate corrective action and consultation with all relevant personnel ensures them to understand and implement the revised SWMS. 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.	\boxtimes		
Name, signature, position and date signed of the person approving the SWMS.			
Specific personnel and qualifications, experience is noted in the SWMS.	7		
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.			
Foreseeable hazards are identified and documented for each step.	\boxtimes		
Any hazards listed in any site risk assessments have been added to the Sλ. S.	\boxtimes		
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	\boxtimes		
Check control measures added to the SWMS are the most effective sections.	\boxtimes		
Responsible person is assigned and listed on the spiral of the spiral entry of control measures.	\boxtimes		
Permit or licenses requirements specified, so in as Hot Work, Electrical Work, Work at Heights etc.	\boxtimes		
SWMS identifies plant and equipment to be	\boxtimes		
Details of inspection checks required for any equipment lister are noted on the SWMS.	\boxtimes		
Describes any mandatory qualifications, experience, ang or skills required to perform the work.	\boxtimes		
Applicable personal protective equipment is selected on the SWMS.	\square		
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 REVIEWED		
SIGNATURE	DATE COMPLETED		