1. *A SWMS must be prepared if proposed works involve any of High-Risk Construction Work (HRCW) or other work related to building, construction, services or grounds that poses a risk to the health and safety of any person.*
2. *For the following types of work, a Work Permit is required in addition to the SWMS: confined spaces entry, excavation/trenching, hot work, roof access, and work at height.*
3. *Affected employees and their HSRs must be consulted in the preparation of the SWMS.*
4. *Once a SWMS has been developed and approved, the works to which it relates must be performed in accordance with the SWMS.*
5. *Contractor Supervisor, workers and any sub-contractors must stop the works immediately or as soon as it is safe to do so if the SWMS is not being complied with.*
6. *The SWMS must be reviewed and, if necessary, revised whenever the works change, or after any incident related to the works, or if there is any indication that risk control measures are not adequately controlling the risks or are not fully complied with.*
7. *The University Representative and Contractor Supervisor must retain a copy of the SWMS for the duration of the works.*

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| **Property & Infrastructure Supervisor/Manager** |  |
| **Description of works** |  |
| **Campus and works location** |  |
| **Proposed date(s) for works** | From: \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_ To: \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_ |

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| **High Risk Construction Work (HRCW) or other high-risk University activity** | | |
| 🞏 Where there is a risk of a person falling more than two metres  *(Work at Height Permit required)* | 🞏 Requiring access to roofs, even if there is no risk of fall  *(Roof Access Permit required)* | 🞏 In, over, or adjacent to water or other liquids where there is a risk of drowning |
| 🞏 Where there is any movement of powered mobile plant | 🞏 In an area that may have a contaminated or flammable atmosphere | 🞏 In an area where there are artificial extremes of temperature |
| 🞏 Involving structural alterations that require temporary support to prevent collapse | 🞏 Involving a trench or shaft if the excavated depth is more than 1.5 metres  *(Excavation/Trenching Permit required)* | 🞏 On or near pressurised gas distribution mains or piping  *(Lock out/Tag Out may be required)* |
| 🞏 Involving demolition | 🞏 Involving a confined space  *(Confined Spaces Permit required)* | 🞏 On or adjacent to roadways or railways used by road or rail traffic |
| 🞏 Involving tilt-up or precast concrete | 🞏 On telecommunications towers | 🞏 On or near chemical, fuel, gas, compressed air or refrigerant lines |
| 🞏 Involving removal or likely disturbance of asbestos  *(Note: preparation of an asbestos control plan can replace the SWMS)* | 🞏 On or near energised electrical installations or services  *(Lock out/Tag Out may be required)* | 🞏 Where work could ignite nearby combustible, flammable or explosive material  *(Hot Work Permit required)* |
| 🞏 Involving a tunnel | 🞏 Involving diving | 🞏 Involving the use of explosives |
| 🞏 Other *Describe in detail here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |

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| **Tasks involved** | **Hazards and risks** | **Risk control measures** (*see Figure 1 below for guidance)* |
| List the work tasks in a logical order | List aspects of the work could harm workers, students or the public | Describe what will be done to make the activity as safe as possible |
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|  | 1. *Implementing any mandated controls speciﬁed by law (e.g. the OHS Regulations 2017)* 2. *Substituting a hazardous activity, procedure, plant, process or substance with a safer one (e.g. scaffold in preference to ladders)* 3. *Isolating persons from the hazard (e.g. fence off areas for mobile plant operation)* 4. *Using engineering controls (e.g. guard rails, trench shields) – or a combination of the above.* 5. *If any risk to health or safety remains, it must be reduced by using:*  * *Administrative controls (e.g. activity speciﬁc safety training, work instructions, warning signs)* * *PPE (e.g. respiratory protection, hardhats, high visibility clothing)* | **MORE EFFECTIVE**  **LESS EFFECTIVE** |

*Figure 1: Hierarchy of Risk Control Measures*

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| **NAME OF WORKER** | **SIGNATURE** | **DATE** |  | **NAME OF WORKER** | **SIGNATURE** | **DATE** |
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| **Describe measures in place to ensure compliance with SWMS** (e.g. direct supervision, regular spot checks, etc.) |  | | |
| **SWMS approved by P&I Supervisor/Manager and works authorised to proceed as per SWMS** | | | |
| **Signature** |  | **Date** | \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_ |
| **Revisions of SWMS (if applicable)** | | | |
| **Signature of P&I Supervisor/Manager** |  | **Date** | \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_ |
| **Signature of P&I Supervisor/Manager** |  | **Date** | \_\_\_\_\_\_ / \_\_\_\_\_\_ / \_\_\_\_\_\_ |