SYDNEY CONTRACTING ENGINEERS PTY LTD
ABN 77 611 423 799 / ACN 611 423 799
W: https://www.scecorp.au

Safe Work Method Statement – General Building Works

Company Name **Address** **ABN**	Sydney Contracting Engineers 18/401 Pacific Hwy, Artarmon NSW 2064 77 611 423 799	**Principal Contractor** **Project No.** **Site Address**	
Scope of Work	General Building Works		
Personnel Monitoring the Controls		**Personnel Reviewing the Controls**	
Authorised By		**Signature of Authorisation**	
Position of Authorisation			
Date to be Reviewed		**To be Reviewed By**	

Legislative High Risk Activity?		☐	Yes	☐	No (only JSA is required)
WMS involves: (cross ☒ any applicable below)					
☐	**1. High Risk Construction Activity** being a **Prescribed Activity**				
☐	Asbestos Removal	☐	Demolition	☐	Other : Silica, etc
☐	**2. Earthmoving** or **Particular Crane Operation**				
☐	**3. High Risk Construction Work**				
☐	Risk of a person falling more than 2 metres	☐	Work in or near a confined space	☐	Work that involves tilt-up or precast concrete
☐	Work on a telecommunication tower	☐	Work in or near a shaft or trench deeper than 1.5 m or a tunnel	☐	Work in an area with movement of powered mobile plant
☐	Demolition of a load bearing structure	☐	Using explosives	☐	Work in areas with artificial extremes of temperature
☐	Demolition of an element of a structure that is related to the physical integrity of the structure	☐	Work on or near pressurised gas mains, piping or in close proximity of other services	☐	Work in an area that may have a contaminated or flammable atmosphere
☐	Works that may cause disturbance to asbestos	☐	Work on or near chemical, fuel or refrigerant lines	☐	Diving work
☐	Temporary load bearing support for structural alterations or repairs	☐	Work on or near energised electrical installations or services	☐	Work in or near water or other liquid that involves risk of drowning
☐	Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians				

References (Health, Safety and Environment) – List below			
Work Health & Safety Act 2011		QLD: Work Health and Safety Regulation 2011	ACT: Work Health and Safety Regulation 2011
Work Health & Safety Regulation 2017		VIC: Occupational Health and Safety Act 2004	NT: Work Health and Safety (National Uniform Legislation) Act 2011
Environmental Planning and Assessment Act 1979		WA: Work Health and Safety Act 2020	TAS: Work Health and Safety 2012

Has additional sources of information to identify potential hazards been used in the development of this WMS? ☒ Yes ☐No

If Yes, list of additional sources (legislation and safety alert, previous work history, incident trends, industry knowledge etc.):

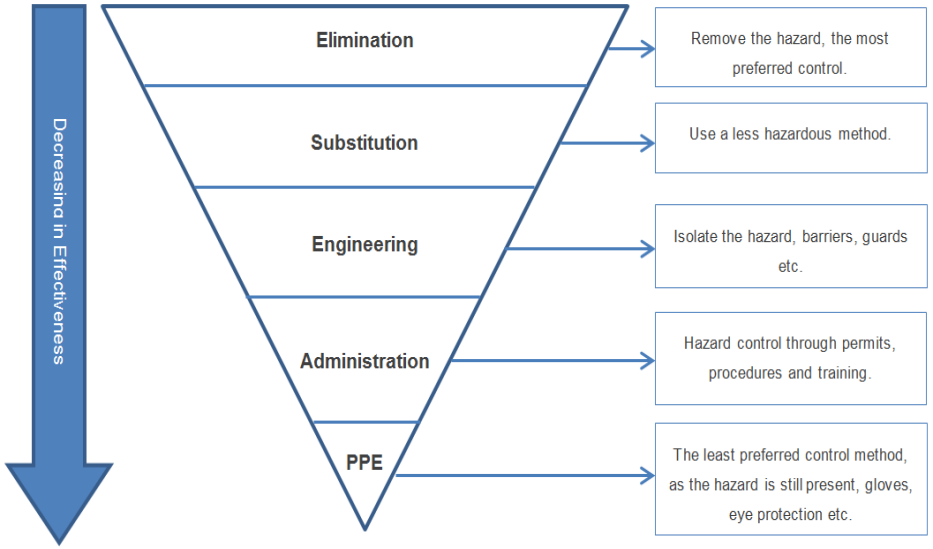
Code of Practice: How to manage and control asbestos in the workplace
Code of Practice: Managing the risk of falls at workplaces
Code of Practice: Hazardous Manual Tasks
Code of Practice: Managing Risks of Hazardous Chemicals in the Workplace
Code of Practice: Construction Work
Code of Practice: Work Near Overhead Power Lines
Code of Practice: Demolition Work
Code of Practice: Safe Design of Structures
Code of Practice: Cutting and Drilling Concrete and other Masonry Products
Sydney Water Standards and Specification
General Guide for Workplace Traffic Management (Safe Work Australia)
Traffic Management: Guide for Construction Work (Safe Work Australia)
Work Near Underground Assets - Guide (Safe Work Australia)

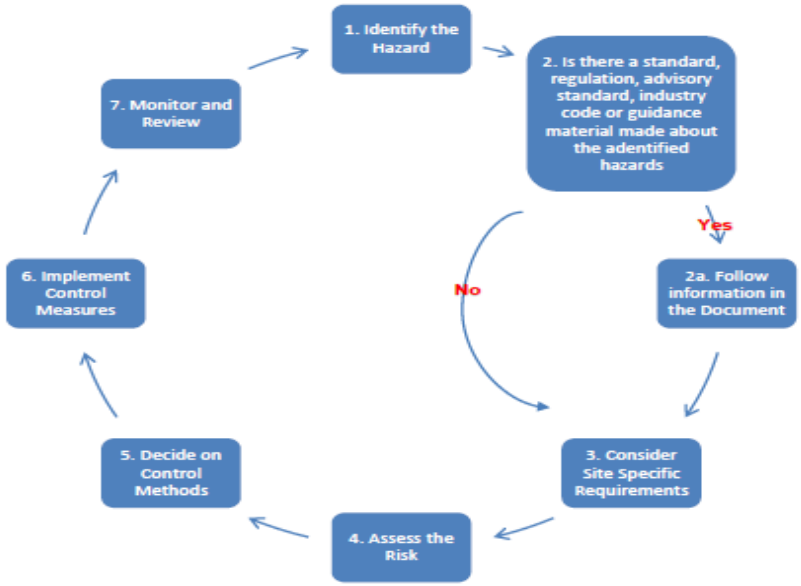
Personnel Consulted during the initial development of this WMS			
Position	**Name**	**Signature**	**Date**
Site / Project Engineer			
Site Supervision			
Site Workers Representative			
Site Subcontractors Representative			
Project Approval			
Site Supervisor (Safety / Environmental Representative)			
SCE Site / Project Manager			

Equipment, Training and Qualifications

Plant and Equipment Required for this Activity		Personal Protective Equipment	
		Day: Protective footwear, high visibility vest. Additional PPE as Required	
		Night: Same as Day, except that white reflective overalls must be worn (in place of typical clothing and vest)	
		Hard hats	Safety boots
		Hearing protection	Gloves

Specific Training Required for this Activity	Personnel Qualifications Required for this Activity
General Construction Induction Training (White Card)	Competency in operating heavy machinery (e.g., Excavator License, Crane Operator Certification)
Site Specific Induction	Scaffolding qualification (e.g., Basic Scaffolding Certificate, Advanced Scaffolding Certificate)
Specific training for operating heavy machinery, scaffolding, or power tools	High-risk work license (e.g., Working at Heights, Confined Space Entry)
Task-specific training for handling hazardous materials, working at heights, or confined spaces	Current First Aid and CPR certification
First aid and emergency response training	





	Consequence				
Probability	**Negligible (1)**	**Minor (2)**	**Moderate (3)**	**Major (4)**	**Substantial (5)**
Rare (1)	**1**	**2**	**3**	**4**	**5**
Unlikely (2)	**2**	**4**	**6**	**8**	**10**
Possible (3)	**3**	**6**	**9**	**12**	**15**
Likely (4)	**4**	**8**	**12**	**16**	**20**
Almost Certain (5)	**5**	**10**	**15**	**20**	**25**
Extreme	Further planning and notification to the next level of management is required to analyse control measure(s) and reduce this risk score. Work associated around this risk can only proceed with written authorisation at a General Manager level.				
High	Work can only proceed with written approval & reviewed by the Project Manager.				
Moderate	Managed by specific monitoring or response procedures.				
Low	Manage by routine procedure, no formal approval required.				

1. Survey

Scope A: Survey Activities by Subcontractor

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
1	Pre-start Review & Area Setup	- Entry without authority - Unknown hazards	**4**	**3**	**12**	- Verify landowner access - Conduct desktop review for terrain, utilities, wildlife, and contamination - Toolbox talk to identify site-specific hazards - Establish site boundaries and exclusion zones using markers	**2**	**2**	**4**	Surveyor
2	Working Near Traffic/ Roads	- Hit by vehicle or plant	**5**	**3**	**15**	- Develop and implement a Traffic Management Plan (TMP) per council & TfNSW requirements - Wear hi-vis PPE, helmet, and boots - Use spotters or traffic controller if working in traffic lanes - Use signage	**3**	**2**	**6**	Surveyor Traffic Controller
3	Tripod Setup and Instrument Use	- Trip hazard - Eye injury from EDM	**4**	**3**	**12**	- Set tripods on stable, level ground with spikes embedded - Check instrument calibration - Avoid sunlight directly into scope - Do not leave EDM/laser unattended - Secure equipment when idle	**3**	**2**	**6**	Surveyor
4	GNSS / Total Station Observations	- Incorrect data, - Loss of fix - Electrical hazard	**4**	**3**	**12**	- Use approved GNSS methods per Surveyor-General's Directions - Validate MGA & AHD using SCIMS Class B or better points - Avoid working near powerlines, reflective metal - Record GNSS raw and reduced data for Quality Assurance	**2**	**2**	**4**	Surveyor

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
5	Manual Marking / Pegging Boundaries	- Injury from sharp tools - Injury from manual handling	**3**	**3**	**9**	- Use ergonomic tools for hammering/marking - Apply lockspits, pegs, or caps - Wear gloves, safety glasses	**2**	**2**	**4**	Surveyor
6	Climbing Embankments / Rough Terrain	- Slips, trips, falls - Snakebite	**4**	**3**	**12**	- Wear ankle-support boots, long pants - Avoid working alone, especially in bushland - Complete Job Safety Analysis before commencing works - First aid kit & radio carried in remote areas	**2**	**2**	**4**	Surveyor
7	Night or Low Visibility Work	- Falls - Disorientation - Poor readings	**4**	**4**	**16**	- Use headlamps, floodlights at work zones - Reflective PPE required - Avoid deep bush/night work unless emergency - GPS-enabled crew tracker for field logging	**2**	**2**	**4**	Surveyor
8	Data Recording and Handling	- Loss or corruption of records	**3**	**3**	**9**	- Upload data to secure backup daily - Store paper notes indexed and signed - Perform data QA before plan drafting - Field notes and data recording	**2**	**2**	**4**	Surveyor

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
9	Survey Plan Completion and Lodgement	- Regulatory non-compliance	**4**	**3**	**12**	- Format and file plans - Validate GNSS points, height schedule, boundary accuracy - Submit with survey certificate and metadata - Maintain archive	**2**	**2**	**4**	Surveyor

Scope B: Engagement of Licensed Surveying Subcontractors

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
1	Subcontractor Prequalification & Selection	- Engaging unqualified or non-compliant surveyors	**4**	**3**	**12**	- Verify that surveyors hold relevant registrations/licences - Confirm PI insurance, SWMS, and HSE records - Check evidence of previous compliant work - Ensure the subcontractor is briefed on site-specific expectations and safety culture	**2**	**2**	**4**	Project Manager
2	Reviewing & Approving Surveyor SWMS	- SWMS is generic, does not cover actual risks	**4**	**3**	**12**	- Review subcontractor SWMS against project-specific hazards - Request revisions if it does not reflect actual site risks - Confirm inclusion of key controls: exclusion zones, traffic control, PPE, emergency plans - Document approval process	**2**	**2**	**4**	Safety Coordinator Supervisor

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
3	Survey Access Coordination	- Uncontrolled access - Conflict with live works	**4**	**4**	**16**	- Plan surveyor access windows during low-risk hours - Notify other trades and update site induction board - Site Supervisor to confirm area is safe to enter (no excavation or overhead work ongoing)	**2**	**2**	**4**	Supervisor
4	Inducting Survey Crew into Site	- Surveyors unaware of local hazards or procedures	**4**	**3**	**12**	- All crew must complete project-specific site induction before entry - Include orientation to site layout, amenities, muster points, risks - Provide access to current risk register - Record attendance and store digitally	**2**	**2**	**4**	Safety Officer Supervisor
5	Monitoring Surveyor Activities Onsite	- Surveyors breach permit conditions - Working outside safety zones	**4**	**3**	**12**	- Supervisor to perform spot checks during works - Log observations (positive or corrective) in daily diary - Intervene if exclusion zones or PPE protocols are not followed - Escalate via NCR or Safety Observation Form if required	**2**	**2**	**4**	Supervisor
6	Managing Survey Data and Deliverables	- Incorrect or missing data causing rework	**4**	**3**	**12**	- Confirm deliverables match scope (e.g., set-out plans, as-builts, digital files) - Require data to be submitted in approved formats (DWG, PDF, XML) - Perform QA check before using data for construction - Store securely in project document control system	**2**	**2**	**4**	Engineer QA Lead
7	Retaining Records and Compliance Evidence	- No evidence of approval, access control, or induction	**4**	**2**	**8**	- Maintain records of SWMS approval, inductions, access permits, daily diaries - Archive documentation in line with project Quality Management Plan	**2**	**2**	**4**	Document Controller

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
						- Submit to head contractor/client if required				
8	Emergency Coordination During Surveying	- Surveyors not covered by emergency procedures	**5**	**3**	**15**	- Ensure surveyors are aware of site evacuation points, alarms, and contacts - Include them in emergency drill alerts - Keep emergency contacts current and accessible	**2**	**2**	**4**	Safety Officer
9	Review of Completed Survey and QA Sign-Off	- Survey info used without verification	**4**	**3**	**12**	- Compare data to design drawings - Review against tolerances and benchmarks - Document any changes required and sign-off - Update final version in project register	**2**	**2**	**4**	Site Engineer QA Officer

2. Plant

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
1	Operating Powered Mobile Plant	- Collision with persons or objects - Tip-over	**4**	**5**	**20**	- Operator must be licensed - Speed limits and pedestrian exclusion zones - Regular inspection and maintenance - Seatbelts and rollover protection systems	**3**	**2**	**6**	Supervisor PCBU
2	Maintenance on Plant (e.g. conveyor belt)	- Entanglement in moving parts - Unexpected startup	**4**	**4**	**16**	- Lockout/tagout procedures - Isolation from power sources - Clear signage and permits - Guards replaced before restart	**2**	**2**	**4**	Maintenance Technician Supervisor
3	Cleaning Industrial Machinery	- Contact with hot surfaces or chemical exposure	**3**	**5**	**15**	- Use of PPE (gloves, face shield) - Lockout procedures for cleaning - Safe access provided (e.g. non-slip platforms)	**2**	**2**	**4**	Cleaner Site Supervisor
4	Using Cutting Equipment	- Cuts, amputations, - Flying debris	**3**	**5**	**15**	- Machine guarding (interlocked where needed) - PPE (face shield, gloves) - Operator competency training	**1**	**3**	**3**	Operator Site Supervisor
5	Working Near Overhead Power Lines	- Electrocution - Arc flash	**5**	**5**	**25**	- Safe approach distance maintained - Use of spotter/safety observer - Isolation by power authority if needed	**4**	**2**	**8**	Site Supervisor Electrical Authority

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
6	Lifting Loads Using Cranes	- Load falling - Crush injury - Equipment failure	**4**	**5**	**20**	- Lift plan and risk assessment - Trained dogman and rigger - Equipment inspected before use - Exclusion zones maintained	**2**	**3**	**6**	Crane Operator Supervisor
7	Operating Plant in Confined Spaces	- Asphyxiation - Exposure to toxic gases	**4**	**5**	**20**	- Confined space entry permit - Ventilation and gas testing - Standby person with communication system	**3**	**3**	**9**	Confined Space Entry Supervisor
8	Using Plant on Slopes (e.g. quad bikes, mowers)	- Roll-over - Loss of control	**4**	**4**	**16**	- Use only on rated slope angles - Fit Operator Protective Devices (OPDs) - No carrying passengers	**2**	**3**	**6**	Operator Supervisor
9	Storage of Inactive Plant	- Uncontrolled movement - Collapse	**3**	**4**	**12**	- Lockout/tagout power supply - Secure with supports or blocks - Release stored energy (hydraulic, gravity)	**1**	**3**	**3**	Plant Manager Supervisor
10	Changing Attachments on Mobile Plant (e.g. buckets, forks)	- Crush injury from falling attachment	**3**	**5**	**15**	- Use correct procedure and tooling - Operator trained and competent - Conduct change on flat, stable ground	**2**	**2**	**4**	Operator Supervisor
11	Installation or Commissioning of Plant	- Incorrect setup causing mechanical failure - Injury during assembly	**4**	**4**	**16**	- Only competent persons to install/commission - Follow manufacturer's instructions - Inspection and test prior to use	**2**	**3**	**6**	Operator Supervisor
12	Decommissioning and Dismantling Plant	- Collapse, - Exposure to hazardous substances	**4**	**4**	**16**	- Follow manufacturer instructions - Remove stored energy (hydraulic pressure) - PPE for dismantling tasks	**2**	**3**	**6**	Operator Supervisor

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
13	Storing Plant (e.g. temporarily not in use)	- Unintended movement - Corrosion - Contamination	**3**	**4**	**12**	- Isolate and tag out plant - Secure all moving parts - Protect from weather, moisture	**1**	**3**	**3**	Plant Manager
14	Modifying Plant or Changing Its Use	- Increased risk from unsafe modifications	**4**	**5**	**20**	- Risk assessment by competent person - Follow design registration requirements if applicable - Consult original designer/manufacturer if possible	**4**	**2**	**8**	Engineer Operator
15	Working Around Noise-Producing Plant	- Hearing loss	**3**	**5**	**15**	- Use of hearing protection (PPE) - Isolate noisy plant, use enclosures - Noise monitoring and signage	**2**	**2**	**4**	WHS Officer
16	Guarding Maintenance and Inspection	- Access to dangerous parts due to missing or faulty guards	**4**	**4**	**16**	- Regular inspection and maintenance of guards - Do not operate plant without guards in place - Use interlocks where practical	**2**	**3**	**6**	Maintenance Supervisor
17	Use of Second-Hand Plant	- Outdated or missing safety features	**3**	**5**	**15**	- Ensure faults identified and disclosed - Provide documentation (manuals, service history) - Modify where reasonably practicable to meet safety standards	**2**	**3**	**6**	Supplier
18	Using Plant with Hazardous Substances (e.g. chemicals, gases)	- Exposure to toxic or flammable materials	**4**	**5**	**20**	- Follow SDS (Safety Data Sheets) - Use appropriate PPE - Ventilation and spill control Use sealed and labelled containers - Transport in secondary containment (spill trays)	**4**	**2**	**8**	Operator Supervisor

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
19	Emergency Stops and Isolation Systems	- Inability to stop plant in an emergency	**4**	**4**	**16**	- Install accessible emergency stop buttons - Regular testing and maintenance - Train all workers in shutdown procedure	**2**	**2**	**4**	Electrical Technician Site Supervisor
20	Inspecting and Testing Plant	- Use of defective equipment	**3**	**5**	**15**	- Scheduled inspections by competent persons - Maintain plant inspection logs - Tag out unsafe equipment	**2**	**2**	**4**	Maintenance Officer PCBU

3. Hazardous Chemicals

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
1	Storing hazardous chemicals	- Incompatible storage - Leaks - Fire risk	**5**	**3**	**15**	- Segregate according to compatibility (use DG charts) - Installventilation, bunding, spill containment - Regular inspections and updated manifest	**3**	**2**	**6**	Supervisor Facility manager
2	Decanting hazardous materials	- Splash to eyes/skin - Inhalation of vapours	**4**	**4**	**16**	- Conduct in ventilated area (preferably fume hood) - Use PPE: gloves, goggles, apron, respirator - Follow decanting procedure and SDS	**2**	**2**	**4**	Chemical user supervisor
3	Using chemicals in tasks (eg. Cleaning, processing)	- Inhalation - Skin absorption - Reactions	**4**	**3**	**12**	- Use engineering controls (local exhaust) - Ensure proper PPE is worn - Rotate tasks to limit exposure - Follow safe work instructions and SDS	**2**	**2**	**4**	Supervisor
4	Emergency response to spills or exposures	- Fire - Toxic exposure - Environmental release	**5**	**4**	**20**	- Maintain emergency response plan - Provide eyewash/showers, fire extinguishers, alarms - Train in spill response and evacuation - Notify emergency services if needed	**3**	**2**	**6**	Supervisor Emergency warden HSE officer
5	Disposal of hazardous chemical waste	- Environmental contamination - Fire/explosion	**5**	**3**	**15**	- Store waste in labelled, compatible containers - Use licensed waste contractor - Maintain manifest and waste log - Follow environmental regulations	**2**	**2**	**4**	Waste coordinator Supervisor HSE officer
6	Maintenance/cleaning of chemical equipment	- Residual chemical exposure - Reactions	**4**	**3**	**12**	- Isolate equipment - Wear PPE and use correct cleaning agent - Ventilate area - Train workers on SDS and procedures	**2**	**2**	**4**	Maintenance supervisor Supervisor

4. Work That Could Cause Disturbance to Asbestos

Scope A – Removal of <10 m² of Non-Friable Asbestos (by Internal Workers)

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
1	Planning & Assessment	- Unknown asbestos exposure	**4**	**3**	**12**	- Refer to asbestos register - Assess condition - Consult competent person	**4**	**1**	**4**	Site Supervisor
2	Site & Worker Preparation	- Fibre spread - Inhalation/skin contact	**5**	**4**	**20**	- Isolate work area - Cover surfaces with 200 µm plastic - PPE: P2 respirator, Type 5 suit, gloves	**4**	**2**	**8**	Worker Site Supervisor
3	ACM Removal Activities	- Fibre release during disturbance	**5**	**5**	**25**	- Wet surface - Use hand tools/low-speed drill + HEPA - Avoid breakage	**4**	**2**	**8**	Worker
4	Waste & Cleanup	- Contamination - Residual fibre exposure	**4**	**4**	**16**	- Double-bag and label waste - Wet wipe and HEPA vacuum all tools/surfaces	**4**	**1**	**4**	Worker
5	Decontamination & Documentation	- Cross-contamination - Non-compliance	**3**	**3**	**9**	- Dispose of PPE in asbestos waste - Wash hands - Complete site report and waste log	**3**	**1**	**3**	Worker Site Supervisor

Scope B – Engagement of Licensed Asbestos Removal Subcontractors (For >10 m² non-friable or any friable asbestos)

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
1	Subcontractor Engagement	- Unlicensed, uninsured, or non-compliant	**5**	**4**	**20**	- Confirm valid Class A/B licence, insurances ($20M public liability & workers comp), and project-specific SWMS	**5**	**1**	**5**	Project Manager WHS Officer
2	Information Sharing	- Incomplete hazard info	**4**	**3**	**12**	- Provide asbestos register and plans - Get written acknowledgement	**4**	**1**	**4**	Project Manager
3	Site Coordination	- Miscommunication / safety gaps	**4**	**3**	**12**	- Pre-start meeting: access, hazards, isolations, emergencies	**3**	**1**	**3**	Site Supervisor
4	Compliance Monitoring	- Unsafe work / WHS breach	**5**	**3**	**15**	- Periodic checks/audits - Ensure compliance with SWMS and regulations	**3**	**1**	**3**	Project Manager WHS Officer
5	Incident & Records Management	- Unreported exposure / lost documentation	**4**	**3**	**12**	- Enforce reporting, retain all licences, SWMS, clearances, and waste dockets	**3**	**1**	**3**	Project Manager WHS Officer

5. Alterations on load bearing elements including structural supports

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
	Pre-work Design Review & Permits	- Non-compliant structural alterations - Legal risk	5	3	15	- Ensure structural design done by Registered Structural Engineer - Ensure necessary permit has been obtained - Formal sign-off by Registered Structural Engineer before works begin	3	2	6	Project Engineer Designer
	Installation of Temporary Supports / Shoring	- Immediate collapse - Overload - Inadequate support	5	4	20	- Temporary works design by Registered Structural Engineer - Install temporary support according to the design and manufacturer's specifications - Procure temporary support from qualified suppliers and subcontractors - Structural Engineer to inspect & certify prior to load removal - Tag supports with load rating & install date - Log inspections and maintenance	3	3	9	Structural Engineer Site Lead
	Removal or Alteration of Load-bearing Element	- Collapse, - Dropped loads - Sudden expansion lead	5	4	20	- Isolate area below and around by exclusion zones - Use mechanical aids or crane-assisted lifting for heavy sections - Implement pick-point tagging and use spreader bars - Monitor displacements - Cease work if movement or instability is detected	3	2	6	Supervisor
	Use of Power Tools and Cutting Equipment	- Cuts, vibration injuries, sparks, fire risk	4	3	12	- Inspect tools daily - Use RCD protection - Equip tools with guards - Use vacuum dust suppression - Use PPE: cut-resistant gloves, eye/ear protection	2	2	4	Site supervisor Worker

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
						- Fire watch where sparks occur - Have extinguishers ready - Toolbox talks to highlight specific safety issues when using tools for the day				
	Demobilisation and Final Inspection	- Residual hazards - Structural instability	**4**	**3**	**12**	- Registered structural Engineer to sign off for final structure's stability - Remove temporary supports only after formal certification - Remove temporary supports according to manufactuere's specifications. - Place load-bearing element tags or signs instructing remaining structure use - Conduct sweep walk and defect recording	**2**	**2**	**4**	Structural Engineer QA Manager Site supervisor

6. Concrete Drilling

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
1	Site Assessment & Planning	- Striking underground services - Poor work area setup	**5**	**4**	**20**	- Use service locators - Consult service plans - Mark zones - Establish exclusion areas and signage	**5**	**1**	**5**	Site Supervisor
2	Drill Setup	- Electrocution - Trip hazards from cables and hoses	**4**	**3**	**12**	- Inspect equipment - Use RCDs - Safely route cables - Use cable covers	**4**	**1**	**4**	Operator
3	Drilling Operation	- Silica dust inhalation - Hearing damage - Eye injuries - Kickback/tool contact - Equipment failure	**4**	**5**	**20**	- Use wet drilling or HEPA vacuums - Wear RPE, hearing and eye protection - Two-handed drilling - Inspect tools	**3**	**2**	**6**	Operator
4	Clean-Up	- Exposure to slurry or dust - Slip hazards	**3**	**3**	**9**	- Use wet vacuuming or mopping - Avoid dry sweeping - Wear PPE - Place wet floor signs	**2**	**2**	**4**	Workers

7. Painting

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
1	Surface Preparation	- Dust inhalation, - Exposure to hazardous chemicals - manual handling injuries	**4**	**4**	**16**	- Use dust extraction/vacuum system - Wear air-supplied respirator - Use mechanical aids for lifting - Provide training in ergonomic techniques	**2**	**2**	**4**	Site Supervisor , WHS Officer
2	Mixing Paints	- Chemical exposure - Spills - Inhalation - Fire hazard	**4**	**3**	**12**	- Mix in ventilated area with spill containment - Wear PPE (respirator, gloves, apron) - Use SDS info for handling/storage - No ignition sources near flammable liquids	**2**	**2**	**4**	Painter , Supervisor
3	Spray Painting	- Inhalation of toxic fumes - Overspray - Static ignition - Poor visibility	**5**	**4**	**20**	- Conduct work in spray booth with extraction - Air-supplied respirator & full PPE - Proper bonding/earthing of equipmen - Display exclusion zones and signs	**2**	**2**	**4**	Painting Foreman , WHS Officer
4	Clean-up & Equipment Maintenance	- Chemical contact - Injection injury from pressure - Waste hazards	**4**	**3**	**12**	- Depressurise equipment before cleaning - Wear gloves & safety glasses - Dispose of waste properly in marked containers - Maintain tools per schedule	**2**	**2**	**4**	Painter , Maintenance Officer

8. Working at Heights

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
1	Accessing roof or elevated areas	- Fall from unprotected edge - Collapse of fragile roof - Poor visibility/slippery surfaces	**4**	**3**	**12**	- Work on a solid construction where practical - Guardrails and edge protection - Certified ladders or fixed access systems - Three points of contact on ladders - Keep access ways clean, well-lit, and dry	**3**	**2**	**6**	Site Supervisor Worker
2	Working on roofs, platforms, or structures >2m	- Falls from roof edges - Breakthrough fragile roofing - Loss of balance on sloped surface	**4**	**4**	**16**	- Eliminate risk by performing work at ground where feasible - Install guardrails or mesh - Use fall restraint systems (harness + fixed-length lanyard) - For slopes >15°, use engineered walkways or EWP - Implement weather monitoring for wind/rain	**3**	**2**	**6**	Site Supervisor WHS Rep
3	Use of scaffolding	- Fall from edge - Collapse of scaffold - Falling objects - Unauthorised alterations or access	**5**	**4**	**20**	- Scaffolding must be erected, altered, and dismantled by a licensed scaffolder - Scaffold must be inspected and tagged every 30 days and after adverse events - Fully decked platforms with compliant guardrails, midrails, and toe boards - Use mesh or containment sheeting where risk of falling objects exists - Install signage and restrict access to incomplete or non-compliant scaffolds - Pre-start checks and inductions for all scaffold users	**4**	**2**	**8**	Licenced Scaffolder Site Supervisor

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
4	Use of elevated work platforms (EWP)	- Tip-over - Crushing between platform and structure - Falling from platform	**5**	**4**	**20**	- Operator to hold valid EWP HRW licence - Pre-start checks and maintenance logs - Use harness + lanyard attached to anchor point - Exclusion zones below - Not to be used for access/egress unless compliant	**3**	**2**	**6**	EWP Operator Spotter
5	Use of static line system	- Fall due to incorrect lanyard connection or anchor failure - Swing fall risk - Equipment failure or overloading - Inadequate user training	**4**	**4**	**16**	- Static line installed and certified by competent person - Anchorage points rated for fall arrest loads - Use double lanyard or inertia reel to maintain continuous attachment - Workers trained and deemed competent in use of static line and fall arrest systems - Regular inspection and tagging of all height safety gear - Site-specific rescue plan in place - Use in conjunction with edge protection where practical	**3**	**2**	**6**	Site Supervisor Worker
6	Use of ladders (portable or fixed)	- Falls due to overreach - Ladder instability - Inappropriate ladder use	**4**	**3**	**12**	- Only use for short-duration, light-duty tasks - Industrial-rated ladders, angle 4:1, extend 1m above landing - Secure top and bottom - Never use metal ladders near live electrical components - Maintain 3 points of contact	**3**	**1**	**3**	Site Supervisor Worker

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
7	Abseiling / Industrial rope access	- Falls from height due to equipment failure or misuse - Suspension trauma - Inadequate systems or supervision - Poor planning or communication between contractors	**4**	**5**	**20**	- Select only subcontractors who are certified in industrial rope access - Verify current training, competency, and insurance before engagement - Require subcontractor to submit a detailed SWMS specific to rope access tasks - Review and approve submitted SWMS - Ensure subcontractor provides a site-specific rescue plan - Include rope access activity in pre-start meetings and induction - Monitor compliance during works and audit SWMS implementation	**4**	**2**	**8**	Project Manager Site Supervisor Safety Officer
8	Working around roof penetrations or fragile surfaces	- Breakthrough hazard - Objects or people falling through	**5**	**4**	**20**	- Identify all fragile materials or voids - Cover holes with compliant, load-rated covers with signage - Use safety mesh - Fall arrest system when working over/near penetrations	**2**	**2**	**4**	Site Supervisor Worker
9	Manual handling or tool use at height	- Dropped tools or materials - Musculoskeletal injuries from overreach or poor posture	**4**	**3**	**12**	- Use tool lanyards - Pre-plan material placement to reduce handling - Mechanical aids (e.g. hoists) - Workers trained in safe lifting techniques	**3**	**2**	**6**	Site Supervisor Worker

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
10	Weather or environmental exposure	- Slips on wet surfaces - Wind affecting balance or stability - Visibility reduction	**4**	**3**	**12**	- Monitor weather and postpone work in wind/rain - Use slip-resistant footwear - Anchor materials - Ensure adequate lighting	**3**	**1**	**3**	Site Supervisor
11	Inexperienced workers or inadequate supervision	- Improper use of height safety systems - Unsafe behaviours	**4**	**3**	**12**	- Workers must complete training for working safely at heights - Site-specific induction & task-specific instruction - Competent supervision for new or unfamiliar workers - Only authorised workers allowed in height-risk zones	**4**	**1**	**4**	Site Supervisor WHS Officer
12	Emergency situation (fall or rescue)	- Suspension trauma - Delay in response - Inadequate rescue equipment	**4**	**4**	**16**	- Site-specific rescue plan in place - All users trained in emergency procedures - Anchor systems allow for prompt retrieval - First aid and comms equipment on hand	**4**	**2**	**8**	Site Supervisor First Aider

9. Working Around Overhead and Underground Services

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
1	Utility Location and Planning	- Unidentified live or pressurised services	**5**	**3**	**15**	- Contact Dial Before You Dig (DBYD) to obtain latest utility plans - Consult utility owners for additional data - Engage accredited locator for on-site electromagnetic/GPR scans - Mark up site plans with known service types, depths, offsets - Maintain a current utility clash register	**2**	**2**	**4**	Project Engineer Site Supervisor
2	Worker Induction and Training	- Unaware of high-risk zones or No-Go Zones	**4**	**3**	**12**	- Provide site induction including service map, clearance zones, emergency contacts - Toolbox to include service-specific risks - Confirm competencies for high-risk works	**2**	**2**	**4**	Site Supervisor
3	Work Near Overhead Services	- Plant contacting live lines - Arcing	**5**	**5**	**25**	- Identify line type and voltage with asset owner - Maintain minimum approach distances: 3 m for LV, 6 m for HV - Use spotter and slew limiters on plant - If under 4.6 m height but crossing under lines: confirm load height and clearance	**3**	**2**	**6**	Operator Spotter
4	Utility Strike or Service Damage (Emergency)	- Fire - Gas explosion - Electrocution - Flood	**5**	**4**	**20**	- Cease all works immediately and clear the area - Notify asset owner (Jemena, Ausgrid, Sydney Water, etc.) and emergency services - Activate site emergency plan - Isolate ignition sources for gas strikes - Complete incident report and notify SafeWork NSW within 48 hrs (if notifiable)	**3**	**2**	**6**	Site Supervisor

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
5	Reinstatement & Service Protection	- Future failure or unauthorised damage	**4**	**3**	**12**	- Install protection as per authority requirements - Photo-document completed works - Backfill carefully and compact to prevent future settlement over services	**2**	**2**	**4**	Leading Hand
6	Quality Assurance, Records, and Close-Out	- Missing as-built data - Compliance issues	**3**	**3**	**9**	- Submit as-built drawings showing verified depths, material types, offsets - Record potholing, vacuum excavation logs - File DBYD, clearance letters, SWMS, and incident logs - Share lessons learned in post-closeout toolbox	**2**	**2**	**4**	Project Engineer

10. Working Near Traffic

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
1	Site Assessment and Planning	- Traffic exposure - Poor access layout	**4**	**4**	**16**	- Conduct site-specific traffic risk assessment referencing vehicle types, volumes, pedestrian interface, delivery routes - Identify public road proximity and site vehicle interactions - Engage early with Local Council / TfNSW for permits, traffic control plans (TCPs), and road occupancy licenses - Determine need for accredited traffic controllers	**2**	**2**	**4**	Project Engineer Site Supervisor
2	Site Induction and Pre-Start Briefing	- Workers unaware of vehicle paths or exclusion zones	**4**	**3**	**12**	- Induct all personnel on TMP, work zones, safe walkways, speed limits - Include delivery drivers, subcontractors, and visitors - Display traffic plans at site entry, amenities, and muster points - Conduct daily pre-start toolbox focusing on live traffic changes and pedestrian safety	**2**	**2**	**4**	Site Supervisor
3	Set Up of Signage and Barriers	- Public entering site - Unauthorised vehicle access	**4**	**4**	**16**	- Install signage as per AS 1742.3: advance warning, regulatory, direction, and hazard signs - Use bollards, fencing, concrete barriers, and gates for zone separation - Confirm visibility at night with lighting and retroreflective surfaces - Signs and devices must be installed by qualified personnel (where applicable)	**2**	**2**	**4**	Traffic Control Crew

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
4	Working Near Live Traffic	- Hit by vehicle - Pedestrian impact - Miscommunication	**5**	**4**	**20**	- Create pedestrian exclusion zones; use boom gates, flagging, or fencing - Assign spotters and safety observers where live traffic is within 3 m of work - Reduce traffic speed via traffic calming measures: chicanes, signage, variable messaging boards - Use flashing lights, hi-vis PPE, and luminous wands at night	**3**	**2**	**6**	Traffic Controller Leading Hand
5	Work at Night or Low Visibility	- Inadequate signage visibility - Vehicle intrusion	**5**	**4**	**20**	- Use floodlighting, illuminated signs, reflective tapes and cones - Equip all workers with Class D/N hi-vis PPE and headlamps - Angle floodlights to minimise glare to oncoming traffic - Require traffic controllers to use lighted batons / luminous wands	**3**	**2**	**6**	Site Supervisor Traffic Control Team
6	Emergency Access and Incident Response	- Delay in ambulance/fire vehicle access or emergency evacuation	**4**	**3**	**12**	- Ensure emergency routes and vehicle access points are included in site-specific TMP - Provide emergency services with site plan and contact list - Brief workers on emergency muster points and traffic escape paths - Keep gateways clear and unlocked during working hours	**2**	**2**	**4**	Site Manager

11. Confined Spaces

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
1	Pre-entry Inspection & Planning	- Unidentified hazards - Incorrect classification	**4**	**3**	**12**	- Conduct site-specific risk assessment - Use Confined Space Entry Permit - Identify hazards - Consult all relevant duty holders	**2**	**2**	**4**	Supervisor WHS Officer
2	Isolation of Services	- Unexpected energisation - Chemical or fluid entry	**5**	**4**	**20**	- Lockout/Tagout valves, pipes, cables - Drain and blank pipes - Test for zero energy state - Sign off isolation checklist	**2**	**2**	**4**	Site Supervisor
3	Atmospheric Testing	- Exposure to toxic gases - Lack of oxygen	**5**	**5**	**25**	- Use calibrated multi-gas detector - Test top, middle, bottom of space - Test before and during entry - Maintain continuous monitoring	**2**	**2**	**4**	Competent Gas Tester Supervisor
	Ventilation & Purging	- Inadequate oxygen - Flammable atmosphere	**5**	**4**	**20**	- Use mechanical exhaust fans - Purge with inert gas if needed - Ensure Lower Explosive Limit (LEL) < 5% - Maintain continuous airflow	**2**	**2**	**4**	Supervisor Ventilation Technician
	Entry into Confined Space	- Asphyxiation - Engulfment - Entrapment	**5**	**5**	**25**	- Use confined space permit - Provide continuous monitoring by standby person - Set up rescue tripod & harness - Use fall protection & PPE	**2**	**2**	**4**	Entry Supervisor , Standby Person

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
	Work Inside Confined Space	- Contact with chemicals - Slips - Fatigue - Burns	**4**	**4**	**16**	- Use non-slip mats - Schedule regular breaks - Provide chemical-resistant PPE - Ensure lighting and communication - Use ATEX tools if required	**2**	**2**	**4**	Worker Supervisor
	Communication & Monitoring	- Loss of contact - Delayed rescue response	**4**	**4**	**16**	- Two-way radios or intercom - Dedicated trained standby person - Emergency plan In place - Entry/exit tracking	**2**	**2**	**4**	Standby Person Site Supervisor
	Emergency Rescue Readiness	- Failed rescue - Delayed response	**5**	**4**	**20**	- Have rescue plan & trained team on standby - Use rescue equipment (tripod, winch) - Emergency services on call - Conduct rescue drill	**2**	**2**	**4**	Emergency Coordinator Supervisor
	Post-Work Decontamination & Exit	- Contaminant carryover - Exposure to residue	**4**	**3**	**12**	- Follow decontamination procedure - Remove and clean PP - Retest air before removing controls - Clear and sign off exit on permit	**2**	**2**	**4**	Confined Space Team Leader

12. Manual Handling

#	Task (Procedure Step)	Hazard (what can go wrong)	Risk Score without Controls			Management Controls (controls to be in place in order to manage Health, Safety and Environmental Risks)	Risk Score with Controls			Person Responsible (to ensure controls are applied)
			Cons	Prob	Risk		Cons	Prob	Risk	
1	Manual Handling of Loads	- Strains - Sprains - Disc injuries - Overexertion - Awkward posture - Dropped loads	**4**	**4**	**16**	- Use lifting aids (trolleys, hoists, vacuum lifters) - Split loads between members, use team rotations for high-load tasks lasting over 30 minutes - Store items at waist height - Lift heavier items as a team - Improve grip with handles or straps	**3**	**2**	**6**	Site Supervisor Worker
2	Task Ergonomics & Tools	- Repetitive strain - HAVS - Fatigue - Poor posture (kneeling, overhead) - Vibration	**4**	**3**	**12**	- Rotate tasks - Redesign workstations - Use ergonomic or low-vibration tools provide kneeling aids or stools - Micro breaks - Maintain equipment regularly	**2**	**2**	**4**	Site Supervisor Worker
3	Environment & Competency	- Slips, - Reduced control (cold/hot) - Fatigue, - Mishandling by untrained workers or animal handling risks	**3**	**3**	**9**	- Climate-appropriate PPE - Schedule high-effort tasks in cooler times - Induction and refresher training - Mentoring - Use hoists for people/animals if needed	**2**	**4**	**4**	Site Supervisor WHS Rep Clinical Staff

Review and Monitoring

Review No.	1	2	3	4	5	6	7	8	9
Name									
Date									

Review Comments	

Workers Review

Please add in any new work activities that you may require or any new control measures you may wish to add and contact site Safety / Environmental Representative before commencing this new work activity.
- A Record of nil needs to be recorded if no feedback is provided.

Employee's Acceptance

We, the undersigned, confirm that we have been consulted on the development and given opportunity to provide inclusions of the WMS nominated above and the details have been explained and clearly understood. We also confirm that our required qualifications to undertake this activity are current. We also clearly understand that the controls in this WMS must be applied as documented, otherwise work is to cease immediately.

All workers and subcontractors acknowledge that they are responsible for the health and safety of their own workers and any third-party workers impacted by their work. By signing this document, the worker confirms that the employer has appropriate Public Liability insurance in place, and accepts liability for injuries caused to third parties, including other contractors, due to acts or omissions of their team

Date	Name	Employer	Signature