

SAFE WORK METHOD STATEMENT

TOOLS SAFETY

INCLUDING E.L.C.B, R.C.D AND EXTENSION CORDS

Prepared for Charles Sturt Campus Services

| | | | |
|----------------|--|-----------------------|--|
| Client: | | Project No: | |
| Site: | | Date Prepared: | |

1. RESPONSIBILITIES

Charles Sturt Campus Services will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the Charles Sturt Campus Services office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities*.

All Charles Sturt Campus Services workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. The consumption of illegal drugs and alcohol is prohibited.

2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

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- 2.
- 3.
- 4.
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- 7.
- 8.
- 9.



3. RISK ASSESSMENT

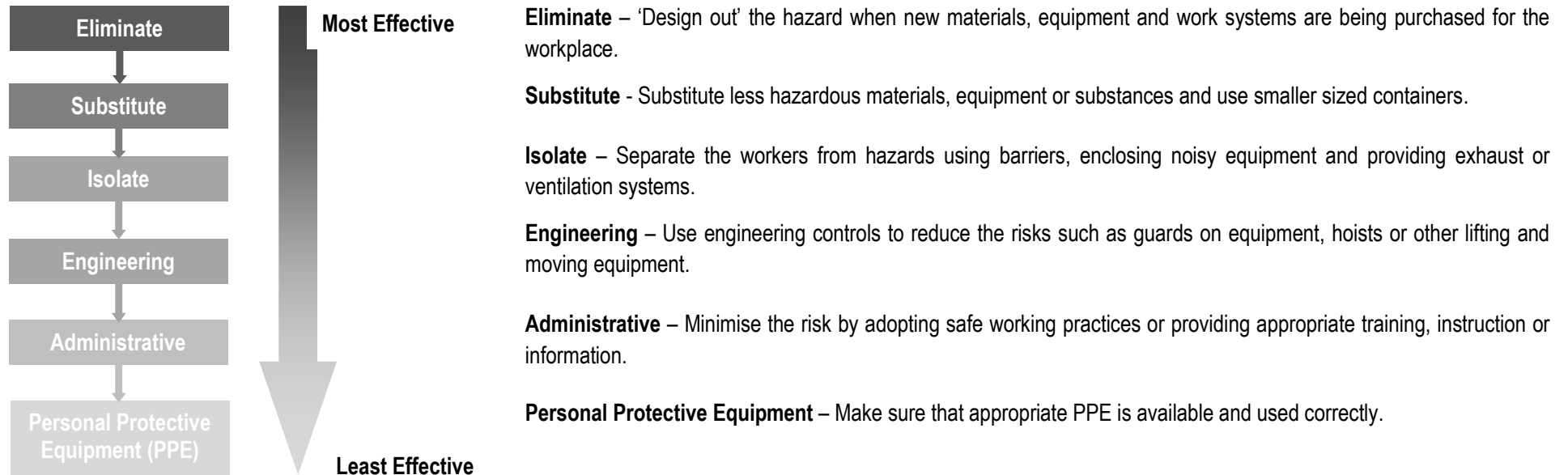
Risk Assessment Table

| ▶ LIKELIHOOD (probability) | ▼ CONSEQUENCES | | | | |
|-----------------------------------|---|---|--|--|--|
| | ▼ If the risk event actually occurs what is the severity of Injuries/Potential damages/Financial impacts? | | | | |
| | ▼ DISASTROUS | ▼ MAJOR | ▼ SERIOUS | ▼ MINOR | ▼ NEGLIGIBLE |
| How likely is the event to occur? | <ul style="list-style-type: none"> Fatality / Permanent Disability. Extensive Damage & Financial loss | <ul style="list-style-type: none"> Long term Illness or Significant injury. Major – Damage & Financial loss | <ul style="list-style-type: none"> Medical attention more than one week off normal duties. Serious Damage & Financial loss | <ul style="list-style-type: none"> Medical attention less than one week off normal duties. Minor Damage & Financial loss | <ul style="list-style-type: none"> 1st Aid injury. Negligible Damage & Financial loss |
| ▶ ALMOST CERTAINLY WILL OCCUR | CAT 1. CRITICAL RISK No. 25. | CAT 1. CRITICAL RISK No. 23 | CAT 2. HIGH RISK No. 20 | CAT 2. HIGH RISK No. 16 | CAT 3. MODERATE RISK No. 11 |
| ▶ GOOD CHANCE IT COULD OCCUR | CAT 1. CRITICAL RISK No. 24 | CAT 2. HIGH RISK No. 21 | CAT 2. HIGH RISK No. 17 | CAT 3. MODERATE RISK No. 12 | CAT 3. MODERATE RISK No. 7 |
| ▶ LIKELY TO OCCUR | CAT 1. CRITICAL RISK No. 22 | CAT 2. HIGH RISK No. 18 | CAT 2. HIGH RISK No. 13 | CAT 3. MODERATE RISK No. 8 | CAT 4. LOW RISK No. 4 |
| ▶ UNLIKELY TO OCCUR | CAT 2. HIGH RISK No. 19 | CAT 2. HIGH RISK No. 14 | CAT 3. MODERATE RISK No. 9 | CAT 3. MODERATE RISK No. 5 | CAT 4. LOW RISK No. 2 |
| ▶ EXTREMELY UNLIKELY TO OCCUR | CAT 2. HIGH RISK No. 15 | CAT 3. MODERATE RISK No. 10 | CAT 3. MODERATE RISK No. 6 | CAT 4. LOW RISK No. 3 | CAT 4. LOW RISK No. 1 |

When assessing the risk of a particular hazard remember:

- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
- The more Hazards you identify the greater the overall Risk on the site.
- Overall Risk increases as the number of people exposed to a Hazard increases.
- The more serious the potential impact to a person's health from a Hazard the greater the Risk.
- The frequency of exposure to a Hazard will increase the Risk.

Hierarchy of Controls





The Work Process - "Risk Rating" and "Who is Responsible" is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

| Steps | Step by Step Procedure | Possible Hazards | Risk Rating | Safety Controls | Residual risk after Hierarchy of controls applied | Who is responsible? |
|-------|-------------------------------------|---|----------------------------|---|---|---------------------|
| 1 | Risk Assessment | Tool – condition / guards etc. Untrained workers Workplace / worksite hazards | Category 2 – High Risk | <ul style="list-style-type: none"> Do a Risk Assessment prior to commencing work and review the Principal Contractor's Site Safety Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS); Identify additional safety controls where required using the Risk Assessment Worksheet and Hazard Report Form; Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury; Obtain approvals from the supply authorities where required; Make sure workers are trained, qualified or experienced to carry out the specified tasks; and Request appropriate licences or certification when required before allowing work to commence, including local council approval where required. | Category 4 – Low Risk | |
| 2 | Personal Protection Equipment (PPE) | Injury, illness, permanent disability and in extreme cases death. | Category 1 – Critical Risk | <ul style="list-style-type: none"> PPE is to be used only when no other control can reduce or eliminate the hazard / risk; Make sure all workers are issued with and wear the recommended PPE as required for safety on the worksite and specific to the activities and tasks; and Train workers in the correct use, maintenance and storage of PPE. | Category 4 – Low Risk | |

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| 3 | Preparation of work area | Electricity /tools - electrocution Lighting Burns and explosions Flying debris – eye injuries Plant and Equipment - Moving plant / traffic Slips, trips and falls | Category 2 – High Risk | <ul style="list-style-type: none"> • Make sure lighting is adequate for the work activity; • Where applicable, obtain a Hot Work Permit; and • Use of abrasive tools in the open on fire ban days without a permit is forbidden. • Plan the work to avoid the use of electricity in wet areas; • Make sure the floor or ground is stable and even; • Make sure a powder or CO² fire extinguisher is positioned near switchboard and all workers are trained in its use; • Inspect work area and locate best possible route for electrical leads; • Make sure work area is clear of rubbish and debris; • Decide what equipment will be used (such as stands, hooks and duct boards), as well as the locations where they are to be installed; • Elevate leads to avoid contact with the ground or floor; and • Make sure cords and leads do not hang over sharp edges, through water, where they can be tripped over or run over by vehicles. | Category 4 – Low Risk | |
| 4 | Manual handling – lifting, carrying, pushing, pulling and holding | Strains, sprains and soft tissue damage Back injuries Crushing injuries | Category 2 – High Risk | <ul style="list-style-type: none"> • Train workers in correct lifting techniques – bend the knees to lift and lower, use thighs (DO NOT bend over to lift), head up, chin in and keep elbows close to body - never twist while lifting, lowering or carrying a load; • Make sure load is stable before lifting; • Heavy and awkward items get help or use lifting equipment; and • Rotate tasks to prevent repetitive strain injuries. | Category 3 – Moderate Risk | |
| 5 | Setup stands and hooks | Slips, trips and falls | Category 2 – High Risk | <ul style="list-style-type: none"> • Make sure all stands and hooks are stable and placed away from access paths and high enough to allow safe movement of workers, equipment and moving plant | Category 4 – Low Risk | |
| 6 | Running out the leads | Electricity /tools - electrocution Plant and Equipment - Moving plant / traffic Slips, trips and falls | Category 2 – High Risk | <ul style="list-style-type: none"> • Make sure power is turned 'off' at main box prior to plugging lead in; • Use a lead of suitable length from main power box to the work area; • Make sure lead is elevated on stands or in ducts as applicable; • Make sure lead is away from any moisture; • Make sure the last stand or hook is within 4m of the work area; • Make sure any surplus lead, including on a drum (if applicable) is unwound and attached to the last stand or hook in large coils (approximately 1m diameter); and • Power tools can be connected, and the main power turned 'on' when all leads and cords are installed. | Category 4 – Low Risk | |



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| 7 | Vibrations | Hand and arm vibrations can cause White Finger Syndrome or Reinhold Syndrome | Category 2 – High Risk | <ul style="list-style-type: none"> Wear thick cotton gloves; Rotate tasks to prevent prolonged use of vibrating tools; and Exercise and massage hands to encourage blood circulation. | |
| 8 | Housekeeping - obstacles and cluttered work areas | Slips, trips and falls can cause cuts, abrasions, breaks, strains and sprains and back injuries to workers and others. | Category 2 – High Risk | <ul style="list-style-type: none"> Carry out basic housekeeping regularly, keeping access ways and the work area clear of materials, tools and debris; Wear appropriate footwear; Make sure cables and other equipment do not cause a trip hazard; and Barricade or restrict areas where the hazard can't be eliminated. | Category 3 – Moderate Risk |
| 9 | Inspection of hand tools | Tools – Cuts / amputation | Category 3 – Moderate Risk | <ul style="list-style-type: none"> Perform visual inspection as per manufacturer's recommendations making sure tools are in good working order prior to use; Make sure tools are suitably sharpened (where required); Make sure sharp tools are sheathed following inspection; and Make sure all defective hand tools are discarded; | Category 4 – Low Risk |
| 10 | Check Electrical equipment | Electricity /tools - electrocution Machine / equipment guarding Burns and explosions Flying debris – eye injuries Cuts and abrasions | Category 2 – High Risk | <ul style="list-style-type: none"> Make sure portable electrical equipment is powered through an Earth Leakage Circuit Breaker (ELCB) or Residual-Current Device (RCD); Check test tag is current for the ELCB, RCD and all extension leads in accordance with the Electricity in the Construction Industry Code of Practice; All portable ELCB/RCD's used on site are to be tested monthly and calibrated on a three monthly basis. The results are to be logged by a competent person, in accordance with AS 3760, AS 3012 and the relevant codes of practice for electrical work; Inspect and test ELCB/RCD, associated cords and all extension leads; Inspect the lead and casing of all electrical tools and extension cords for exposed inner wiring, poor insulation or damage to plugs, plastic box, associated switches and sockets; If any damage or faults exist following inspection, immediately notify the Site Supervisor, then tag out and place a "DANGER" sign on equipment. Site Supervisor to arrange for repair or disposal of the equipment; Flexible extension cords must be used in conjunction with a portable ELCB/RCD; ELCB/RCD must be placed between the outlet and flexible extension cord NOT between the cord and appliance; Make sure extension cord plugs are fully inserted so that no part of the prongs are exposed; | Category 4 – Low Risk |



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| | | | | <ul style="list-style-type: none"> • Connect device to appropriate mains outlet and check operation by activating test switch on ELCB/RCD; • Make sure all leads are elevated to avoid contact with the ground or floor; • Make sure cords or leads are hung in a way that avoids sharp edges, water or locations where they can be tripped over or run over by vehicles; • Extension cords must not exceed 30 metres; and • Double adapters and piggyback plugs are not to be used. | | |
| 11 | Use of non-powered hand tools | Impact injuries Tools – Cuts / amputation Noise – hearing damage Flying debris – eye injuries Untrained workers – tasks / tools | Category 2 – High Risk | <ul style="list-style-type: none"> • Train workers in the correct use of the hand tools and supervise until they demonstrate they can operate the tool safely; • Make sure the work area is clear when using an impact tool; • Where a hand tool requires the use of one hand, make sure all body parts are kept clear of the tool; • Use tools to manufacturers recommendations; • Keep sharp tools sheathed when not in use; • Make sure fittings are attached correctly and only used for their intended purpose; • Check tools are in good working condition and placed on stable ground when not in use; • Rotate tasks between workers to prevent repetitive strain injuries. • Wear eye protection; and • Keep hair, jewellery and loose clothing etc away from moving parts. | Category 4 – Low Risk | |
| 12 | Use of non-powered cutting tools | Tools – Cuts / amputation Flying debris – eye injuries Untrained workers – tasks / tools | Category 2 – High Risk | <ul style="list-style-type: none"> • Train workers in the correct use of the cutting tools and supervise until they demonstrate they can operate the tool safely; • Use cutting tools to manufacturers recommendations; • Make sure fittings are attached correctly and only used for their intended purpose; • Check cutting tools are in good working condition and placed on stable ground when not in use; • Make sure the work area is clear of rubbish, debris and off-cuts; • Check the work to be cut for nails, screws or other obstructions and remove as they can cause serious injury; • With one hand, hold the largest part of the work piece firmly on a suitable surface; • Make sure your hands are no closer than 150mm to the cutting tool at all times; • Rotate tasks between workers to prevent repetitive strain injuries; | Category 4 – Low Risk | |



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| | | | | <ul style="list-style-type: none"> Wear gloves when handling sharp objects; and Wear eye protection. | |
| 7 | Prepare yourself | <ul style="list-style-type: none"> Electricity (power tools / other) Machine / equipment guarding Slips, trips and falls Cuts | Category 2 – High Risk | <ul style="list-style-type: none"> Train workers and make sure they understand how to operate the equipment properly; Make sure all workers are aware of the emergency stop procedure for all equipment; Never use machinery if you feel tired or if you are under the influence of alcohol or drugs; Make sure any loose clothing is secured or tucked in to prevent getting caught and dragged into machine; Tie long hair back or secure under a cap to prevent hair becoming entangled or drawn into the machine; Remove any items such as jewellery, hanging I.D. cards or similar that may catch on equipment; Make sure the ground is free of rubbish, dust and off-cuts; and Keep work area clear at all times during work operation. | Category 4 – Low Risk |
| 8 | Perform work operation | <ul style="list-style-type: none"> Electricity (power tools / other) Burns Fire / explosion | Category 2 – High Risk | <ul style="list-style-type: none"> Make sure the ELCB is tested before using as power supply; Only use extensions cords with ELCB or RCD attached; Make sure cords are not overloaded. Refer to manufacturer's instructions where required; Make sure cords and leads are uncovered. Never cover them with drop sheets or other items; and Make sure the stop/start switch operates efficiently. | Category 3 – Moderate Risk |
| 9 | Monitor work area | <ul style="list-style-type: none"> Access and egress Slips, trips and falls | Category 2 – High Risk | <ul style="list-style-type: none"> Restrict access and make sure work area is kept clear at all times during the work activity; Noise levels for power tools must comply with the Hearing Conservation Code of Practice; and Make sure the work area is kept clean and tidy. | Category 4 – Low Risk |
| 10 | During work operation | <ul style="list-style-type: none"> Electricity (power tools / other) Burns Fire / explosion Slips, trips and falls | Category 2 – High Risk | <ul style="list-style-type: none"> Immediately disconnect the equipment from power if any faults or other hazards are discovered during operation; Notify the Site Supervisor, then tag out and place a "DANGER" sign on equipment. Site Supervisor to arrange for repair or disposal of the equipment; | Category 3 – Moderate Risk |



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| | | | | <ul style="list-style-type: none"> • Make sure power leads are kept away from moving parts of the equipment, heat, water, oil and corrosive liquids; • Make sure cords are kept clear of heat, oil and sharp edges; • Make sure equipment is kept away from wet or damp conditions; • Should an ELCB/RCD trip during equipment operation, the ELCB/RCD should not be reset until the cause of the trip has been determined and the cause either rectified or removed; • Immediately dispose of the cord if it feels hot to touch; • Make sure the work area is kept clean and tidy; and • Clear dust and debris from the equipment regularly. Check the manufacturer's instruction manual to carry out this procedure safely. | | |
| 11 | Turn off power and remove plug | <ul style="list-style-type: none"> • Electricity (power tools / other) | Category 2 – High Risk | <ul style="list-style-type: none"> • Make sure all equipment is turned off and de-energised. | Category 4 – Low Risk | |
| 12 | Coil up leads | <ul style="list-style-type: none"> • Electricity (power tools / other) | Category 3 - Moderate Risk | <ul style="list-style-type: none"> • If coiling or rolling up by hand, always use large loops (approximately 1m diameter); • Check for any damage to the lead whilst coiling; • If the lead is being coiled onto a drum, check for any damage as above; and • Report any damage to the outer insulation, loose plugs or exposed conductors to the Site Supervisor immediately. | Category 4 – Low Risk | |
| 13 | Dismantle stands and hooks | <ul style="list-style-type: none"> • Slips, trips and falls | Category 3 - Moderate Risk | <ul style="list-style-type: none"> • Check for any damage to stands and hooks whilst dismantling and report any damage to Site Supervisor; • Make sure stands and hooks are stored in an appropriate location; • Make sure cables and other equipment do not cause a trip hazard. | Category 4 – Low Risk | |
| 14 | Completion of works | <ul style="list-style-type: none"> • Electricity (power tools / other) • Air quality (dust) • Eye injury | Category 3 - Moderate Risk | <ul style="list-style-type: none"> • Make sure all equipment is disconnected from the power source; • Clean equipment using a brush to clear debris and sawdust. Never use your hands; • Wipe non powered tools with a soft cloth lightly dampened with soapy water; • Never wipe plastic parts with solvents, such as petrol, thinner, alcohol or ammonia, as they will damage and crack plastic; • Wear approved eye protection whilst cleaning machine; and • Wear approved dust or facemask when cleaning machine. • Make sure all tools a stored away properly when not in use; | Category 4 – Low Risk | |



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| | | | | <ul style="list-style-type: none"> Remove any excess materials from the site using correct manual handling techniques; Wear gloves when handling sharp objects; Place equipment in approved storage area or back in work vehicle; Make sure the work area is left clean and tidy; and | | |
| | Maintenance of hand tools | Tools – Cuts / amputation | Category 3 – Moderate Risk | <ul style="list-style-type: none"> Perform regular maintenance as per manufacturer’s recommendations making sure tools are in good working order; Make sure tools are suitably sharpened (where required); Make sure sharp tools are sheathed following maintenance; Hand tools are only to be repaired as per manufacturer’s instructions; Make sure all defective hand tools are discarded; | Category 4 – Low Risk | |



4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

| | |
|---|--|
| Minimum number of workers required to complete this work | 1 |
| Trade licence required to complete this work | Licence No: Held By: |
| Additional qualifications, permits and/or experience required to complete this work | |
| Additional training required to complete this work | Site Specific Induction and SWMS review required for all workers |

5. SAFETY RESPONSIBILITIES

The **Officer** for this project is _____, he/she can be contacted on _____.

The **Site Supervisor** for this project is _____, he/she can be contacted on _____.

The **Health and Safety Representative (HSR)** for this project is _____, he/she can be contacted on _____.

All Charles Sturt Campus Services workers:

→ **WILL** be required to have relevant trade experience.

→ **WILL** be required to attend regular site inductions, project and task specific induction training and possess the current General Construction Induction Training card.



Work Health and Safety - Responsibilities

- a) _____ will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.
- b) _____ will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.
- c) _____ will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.
- d) _____ will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.
- e) _____ will be responsible for preparing, maintaining and making accessible the register of hazardous substances.
- f) _____ will be responsible for maintaining first-aid stocks.
- g) _____ will be responsible for managing accident and emergency procedures.
- h) _____ will be responsible for keeping WHS records.
- i) _____ will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.
- j) _____ will be responsible for workplace injury management and rehabilitation.
- k) _____ will be responsible for managing communication between Health and Safety Committees (where applicable).
- l) _____ will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site

6. TRAINING RESPONSIBILITIES

The HSR will:

- a) identify the WHS training needs of management, supervisors and workers on site;
- b) make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;
- c) make sure that all personnel attend general construction WHS induction training before starting work;
- d) make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;
- e) conduct induction training, task training and refresher safety training for everyone working on site; and
- f) keep appropriate records of WHS training at the Charles Sturt Campus Services office.

7. INCIDENT MANAGEMENT

The HSR will:

- a) be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and
- b) make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

8. PLANT AND EQUIPMENT

Plant and Equipment used on site includes but is not limited to:

| Plant and/or Equipment | Inspection and maintenance checks required |
|---|---|
| Electrical plant, power tools, leads and ELCB's | Tested and tagged monthly. Visual inspection prior to use |
| | |
| | |
| | |

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

| | | | |
|---|----------------------------------|----|----------------|
| 1 | Safety boots | 6 | Sun protection |
| 2 | Protective gloves | 7 | |
| 3 | High visibility clothing / vests | 8 | |
| 4 | Sunglasses / safety glasses | 9 | |
| 5 | Hearing protection | 10 | |



10. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.

11. LEGISLATION, REGULATIONS, CODES AND STANDARDS

The following reference documents have been identified as relevant to this project and a copy is kept at the Charles Sturt Campus Services office. This list is a guide only and is not necessarily all the relevant documentation:

Australian Standards

- AS/NZS 4801:2001 Occupational Health & Safety Management Systems - specifications
- OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements
- AS/NZS 3760 In service safety inspection & testing of electrical equipment

Legislation

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2014
- Safework compliance policy & prosecution guidelines
- Workers Compensation Act 1987
- Workplace Injury Management & Workers Compensation Act 1998
- Workers Compensation Regulation 2010

Industry Codes

- Managing Noise & Preventing Hearing Loss at Work
- Manual Handling
- Managing Electrical Risks in the workplace
- Managing the risks of falls in the workplace
- Preparation of Safety Data Sheets for Hazardous Chemicals
- Labelling of workplace Hazardous Chemicals
- Managing the Work Environment and Facilities
- Ladders
- Hazardous Manual Tasks
- Safe Work Method Statements
- First Aid in the Workplace
- How to Manage Work Health and Safety Risks
- Electrical Risks in the workplace
- Guide to preventing and responding to workplace bullying

- Dealing with workplace bullying – a worker's guide

Standard Operating Procedures

- Check Schedule & Sign off on Completions

Work Instructions

- Clean Barbeques
- Clean Ceilings and cornices
- Clean Clivus Multrum Toilets
- Clean Doors, Walls and partitions
- Clean Fire Fighting Equipment
- Clean Fittings
- Clean floors, Stairs and Landings
- Clean Furniture to reach height
- Clean Glass and Mirrors – 1800mm
- Clean Graffiti off all surfaces
- Clean Mats as required
- Clean Shower curtains
- Clean Shower recesses and tap ware etc
- Dust Air Conditioning and return vents
- Clean Spillage (Spot & Detail)
- Clean surfaces, cupboards and drawers
- Clean Toilets, basins and urinals
- Clean venetian blinds
- Clean vertical and horizontal surfaces to 1800mm
- Clean window coverings
- Clean window sills and ledges to 1800mm
- Cleaning cupboard equipment & general requirements
- Clean drinking fountains
- Cleaning furniture and fittings



12. SIGNOFF

The representatives of Charles Sturt Campus Services listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

| Worker on site | Qualifications (Licences, Tickets, etc) | Signature | Date |
|----------------|--|-----------|------|
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Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:

Signed: _____ Date: _____

Name: _____ Position: _____