

Issue Date: 01/07/23

Authorised by: Rick Anderson

Revision Date: 01/07/24

	SAFE WORK METHOD STATEMENT (SWMS) 02 – MOBILE PLANT OPERATION							
ACTIVITY: USE OF MOBILE F	PLANT – FORKLIFT AND	VEHICLE MOUNT	TED CRANES	SWMS #: 02				
BUSINESS NAME: ANDERSO	ONS'S SCAFFOLDING		ABN #: 14 142 038 113					
BUSINESS ADDRESS: 49 CA	AMFIELD DRIVE HEATHE	RBRAE NSW 23	24					
EMERGENCY CONTACT (INC	CL. AFTER HOURS): 02 4	4964 9597						
		SWMS	APPROVED BY: ANDERSONS' SCAFFOLDING					
Name: Rick Anderson								
SIGNATURE:				DATE: 01/07/2023				
	ALL WORKERS ARE RESPONSIBLE FOR ENSURING THEIR OWN COMPLIANCE WITH THIS SWMS. ANDERSONS SCAFFOLDING SUPERVISORS CONDUCT REGULAR SWMS SAFETY OBSERVATIONS TO CHECK WORKER KNOWLEDGE AND THAT WORK IS CONDUCTED IN COMPLIANCE WITH SWMS.							
PERSON/S RESPONSIBLE FO	OR REVIEWING THE SW	MS: RICK ANDE	rson, Joshua Prior, Scott Willis, Gerard Hing	ERTY, KIM ANDERSON (IN CONSULTATION WITH ALL				
	CONSULTED IN THE DEVE MMUNICATION OF THIS		ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS  COMMUNICATED TO THEM BEFORE WORK COMMENCES.					
NAME	SIGNATURE	DATE	In addition to this SWMS, daily Job Safety Analysis (Risk Assessment)/Tool Box Talks will be undertaken to identify, control and communicate additional site specific hazards.					
RICK ANDERSON	el)	01/07/23	Work must cease immediately if incident or ne- consultation with relevant persons.	ar miss occurs. SWMS must be amended in				
JOSHUA PRIOR	0 B	01/07/23	Amendments must be approved by Rick Andel work resumes.	rson and communicated to all affected workers before				
SCOTT WILLIS	Luk	01/07/23	SWMS must be made available for inspection or review as required by WHS legislation.					
GERARD HINGERTY	a. D	01/07/23	• Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).					
KIM ANDERSON	Andres	01/07/23	Daily Prestart checks must be completed for a	Il mobile plant prior to use.				
			PRINCIPAL CONTRACTOR DETAILS					
PRINCIPAL CONTRACTOR (F	PC):		PROJECT NAME:	DATE SWMS PROVIDED TO PC:				
PROJECT ADDRESS: ALL W	ORKSITES WHERE MOB	ILE PLANT IS USE	ED, INCLUDING AT THE MAIN BUSINESS ADDRESS					
PROJECT MANAGER (PM):			PM SIGNATURE:	CONTACT PH. #:				

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SWMS Sco	SWMS Scope: This SWMS covers general hazards associated with the operation of an Electric forklift, truck mounted diesel forklift, and vehicle mounted cranes.												
		Tı	HIS WORK A	CTIVITY I	NVOLVES	S THE FO	LLOWING	з "Hı	GH RISK C	ONSTRUCTIO	N WORK"		
☐ Confined Spaces ☐ Mobile Plant ☐ Den							□ Demo	olition					
☐ Using ex	plosives		☐ Diving w	ork			☑ Artificial extremes of temperature ☐ Tilt up or pre-cast concrete				<del>;</del>		
	Pressurised ga	s distribution	mains or pip	ing chem	ical, fuel o	or refriger	rant lines	energ	jised electrica	al installations	or services		
	☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse												
☐ Involves a risk of a person falling more than 2m, including work on telecommunications towers													
☐ Working at depths greater than 1.5 Metres, including tunnels or mines				ies	□ Wor	k in a	n area that m	nay have a co	ntaminated or f	lammable atr	nosphere		
☑ Work car	☑ Work carried out adjacent to a road, railway or shipping lane, traffic corridor ☐ In or near water or other liquid that involves risk of drowning												
LIKELIHOOD	Insignificant	MINOR	MODERATE	Major	CATASTRO					HIEF	RARCHY OF C	ONTROLS	Most Effective
ALMOST CERTAIN	3 <b>Н</b> і <b></b> вн	3 High	4 Acute	4 Acute	4 <b>Ас</b> ит		CORE	F	ACTION		ELIMINATI	ON	<b>1</b>
LIKELY	2 Moderate	3 Нідн	3 High	4 ACUTE	4 Acut		4 Acute		OO NOT ROCEED.		Substitut	ION	
Possible	1 Low	2 Moderate	3 Ні <b>с</b> н	4 ACUTE	4 <b>A</b> CUT		3 Ні <b>д</b> н	Rev	riew before mmencing		ISOLATIO ENGINEI		
UNLIKELY	1 Low	1 Low	2 Moderate	3 Нідн	4 <b>А</b> сит		2 ODERATE		work. tain control easures.		RING AD MIN		$\downarrow$
RARE	1 Low	1 Low	2 Moderate	3 High	3 High	1	1 Low		ecord and monitor.		P		LEAST EFFECTIVE
P	ERSONAL PR	ROTECTIVE E	QUIPMENT	(PPE): <i>l</i>	ENSURE A	LL PPE мі	EETS RELE	VANT	AUSTRALIAN .	STANDARDS. II	NSPECT, AND RE		S NEEDED.
FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EY Protect		FACE ROTECTION	HAN PROTEC		PROTECTIVE CLOTHING	BREATHING PROTECTION	Sun PROTECTION	HEIGHT SAFETY EQUIPMENT	Rings, watches, jewellery that may
			1	6									become entangled in fork lifts must not be worn. Long and loose hair must be tied back.
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JOB STEP	POTENTIAL HAZARD/S	CONTROL MEASURES TO REDUCE RISK	RISK RATING AFTER CONTROLS APPLIED
Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.	Andersons management will liaise with Principal Contractors to establish the following on-site systems and procedures are in place and take note of:  • Health and Safety rules • Induction for all workers − site specific and toolbox meetings • Supervisory arrangements • Communication arrangements • All relevant workers are appraised for required competencies & for any pre-existing medical conditions if working in remote or isolated locations.  • All persons on site should attend any toolbox talks (safety briefing) to receive updates on no go zones for pedestrians, any hazards present on that day, communication methods and emergency procedures  • PPE required • Site plans − showing no go zones for pedestrians Zones • Risk Assessments • SWMS and JSA's • Injury reporting procedures • Hazard reporting procedures • Hazard reporting procedures • The principles of traffic and pedestrian flow should be included in the Principal Contractors site induction processes including a site map. It should especially reinforce the "traffic management rules".	2
Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.	<ul> <li>Andersons management will ensure operators:</li> <li>Hold a valid high-risk work licence for the type of crane/forklift they are operating</li> <li>Are trained and competent to operate the type of forklift and attachments they are using</li> <li>Are provided with information, training, and instruction on identifying hazards, risks and control measures relevant to the worksite.</li> <li>Are knowledgeable in incident reporting procedures</li> <li>Understand required maintenance and prestart procedures for the equipment they are using</li> <li>Are suitably experienced in the work they are to perform</li> <li>Are supervised if required</li> <li>Are trained in this SWMS and all safe operating procedures that relate to the use of forklifts and vehicle mounted cranes.</li> </ul>	1
3. Assess onsite conditions	Lack of a clear assessment may lead to personal injury, property damage &/or environmental incident.	<ul> <li>Andersons management and Operators must ensure:</li> <li>There is suitable access/egress for all equipment required</li> <li>The ground conditions for operation of equipment are stable and there are no uneven surfaces or drop offs.</li> <li>There is suitable lighting, including night-works (include flood lighting and operator head lamps as applicable)</li> <li>The area of operation is not in close proximity to power lines.</li> <li>Other trades and/or equipment does not impact the area of operation</li> <li>Exclusion zones are set up around the area of operation where there is pedestrian activity.</li> </ul>	1

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	JOB STEP	Potential Hazard/s	CONTROL MEASURES TO REDUCE RISK	RISK RATING AFTER CONTROLS APPLIED
		Heatstroke/sunburn	Working outdoors. Operators must ensure:	1
			<ul> <li>They have access to adequate drinking water</li> <li>They are wearing adequate PPE including UV rated high visibility clothing and UV Rated sunglasses.</li> <li>They use 50+ sunscreen on exposed skin areas.</li> </ul>	
1	Worker	Hit by moving plant	<ul> <li>They access shade during rest breaks and ensure adequate breaks are taken during extreme heat conditions.</li> <li>Operators must always:</li> </ul>	2
4.	consultation	Hit by moving plant	<ul> <li>Ensure an effective system of communication between themselves (operator) and ground workers is established before work commences</li> </ul>	2
			<ul> <li>Other workers assisting in the operation must be trained in the procedures involved prior to the work commencing.</li> </ul>	
			Ground workers are instructed not to approach the forklift or vehicle mounted crane until the operator has agreed to their request to approach	
			Slow down and sound the horn (Beep Horn Twice) at intersections or entering a doorway.  • Ensure ground workers are instructed on set distances to maintain from the forklift while in operation	
			<ul> <li>Ground workers and forklift operators are aware of traffic management plan and no-go zones</li> <li>Ground workers are made familiar with the blind spots of the forklift</li> </ul>	
			<ul> <li>Forklift operators and ground workers are required to wear high-visibility clothing.</li> <li>Ensure all ground workers are familiar with exclusion zones for the operation of truck mounted cranes.</li> </ul>	
5.	Prestart	Lack of a clear assessment may	Inspect before use. Ensure:	1
	check	lead to potential personal injury,	Check that the forklift/vehicle mounted crane is in a mechanically sound condition and operator's instructions are available	
		property damage	All required safety equipment is fitted and operational     All safety guards are in place and undergood.	
		&/or environmental incident.	<ul><li>All safety guards are in place and undamaged</li><li>Forklift Pedals and controls operate correctly</li></ul>	
			<ul> <li>Vehicle mounted crane remote and fixed controls are operational and undamaged</li> <li>Flashing lights or beacons/reversing beepers are functioning</li> </ul>	
			Load capacity data plate is fitted and legible	
			Mirrors are present, functional, and adjusted correctly for the operator     Horn is working.	
			<ul><li>Horn is working</li><li>All stored items in the cabin are secured</li></ul>	
			<ul> <li>Roll Over Protection installed, meets relevant standards and is in good condition without unauthorised modifications</li> </ul>	
			All forks/ attachments are compatible and manufacturer-approved	
			Forks /attachments are in good condition - No weld cracks or signs of wear/weakness	

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JOB STEP

**POTENTIAL** 

HAZARD/S

Document Title: Safe Work Method Statement (SWMS) 02 – Mobile Plant Operation

Document #: WHSF300146 Version #: 4

Authorised by: Rick Anderson Issue Date: 01/07/23 Revision Date: 01/07/24 **RISK RATING** CONTROL MEASURES TO REDUCE RISK AFTER CONTROLS **APPLIED** Operator seat is in good condition
Seatbelt is present and in good condition
Restraint bar / seatbelt interlocked to prevent engine start up unless engaged. ⚠ Do not use plant if any faults/damages or missing parts.

	Do not use plant if any lautis/damages of missing parts.	
	⚠ Report all faults and damages immediately to management and follow tag-out/lock-out procedures.	
Entering or exiting cab of a forklift	<ul> <li>Face the forklift whenever you mount and dismount the forklift</li> <li>Maintain a three-point contact with the steps and with handholds</li> <li>Use provided steps/handholds when entering or exiting the cabin (see operations manual for instruction).  Note: Three-point contact can be both feet and one hand or both hands and one foot.</li> <li>Never mount or dismount a moving forklift</li> <li>Do not jump off the forklift</li> <li>Do not carry tools or supplies when you try to mount / dismount</li> <li>Do not use any controls as handholds when you enter / exit the operator compartment</li> <li>Never leave operator seat with the engine running.</li> </ul>	1
Operation Working adjacent to roads and live traffic	<ul> <li>Anderson's management and the operator is to:</li> <li>If the forklift is to be operated on public roads, ensure it is currently registered with the appropriate authority</li> <li>Ensure the forklift is in roadworthy condition</li> <li>Wear appropriate PPE i.e. hearing protection when working adjacent to busy roads, and on construction sites (where required)</li> <li>Ensure traffic control is in place if/when the forklift requires the use of roads</li> <li>Always use a spotter when visibility of other vehicles or pedestrians is impacted.</li> </ul>	2
Hazardous atmospheres	<ul> <li>⚠ Do not operate diesel or gasoline-powered forklift trucks in confined or inadequately ventilated spaces.</li> <li>⚠ Never charge electric forklifts in areas where hazardous chemicals are stored or where there is poor ventilation.</li> </ul>	2
Pedestrian safety	Operators must:  • Follow manufacturer's instructions, site safety rules and traffic management plan for the site  • Ensure no person is in the vicinity before and during start-up and operation  • Maintain exclusion zone and cease work if approached  • Travel at appropriate speed for the conditions, observing speed limits and warning signs  • Ensure the load does not impede a clear view of their path  • Always apply handbrake before leaving the cab.	2

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JOB STEP	POTENTIAL HAZARD/S	CONTROL MEASURES TO REDUCE RISK	RISK RATING AFTER CONTROLS APPLIED
	Contact with electricity	Ensure work is not conducted in close proximity to electrical power lines. Charging cables for electric forklifts must also be regularly tested and tagged.	2
		Principal Contractors and Operators must be aware and check:  Overhead power lines (including high and low voltage distribution conductors  Single wire earth return (SWER)  Service cables to premises  • Communications cables  • Electrical transformers (mounted lower than cables).	
	Burns / fire damage	Operators must ensure:  • Fluid spills such as hydraulic oil/engine oils or battery acids are cleaned immediately and reported to management.	2
		<ul> <li>Anderson's management are to conduct regular maintenance ensuring:</li> <li>Forklifts/Cranes are free of any excess grease and oil accumulation. Use only nonflammable solutions for cleaning the forklift or components</li> <li>Store rags and other combustible materials in a safe, fireproof location away from the machinery.</li> <li>Lithium Batteries in Electric Forklifts are in good condition with no signs of degradation.</li> </ul>	
	Fatigue and prolonged seating - Muscular stress / musculoskeletal disorder (MSD)	<ul> <li>Anderson's management must provide:</li> <li>Adequate time between shifts for rest and recuperation</li> <li>Adequate breaks throughout the shift to allow for movement e.g. rotate tasks, going for a walk</li> <li>Adequate lumber support</li> <li>Plant and Equipment that meets current Australian Standards.</li> </ul>	1
		<ul> <li>All Operators must also:</li> <li>Adjust the seat for a good seating position. The seat should be adjusted to achieve full pedal contact when the operators' back is against the back of the seat</li> <li>If a suspension seat is fitted, ensure that the seat is adjusted for the driver's weight</li> <li>Reduce speed over uneven ground/floor surfaces</li> <li>Vary the pattern of work to break up periods of continuous operation that may strain neck and other parts of the body e.g. repeatedly looking up during high stacking, looking around loads or reversing.</li> </ul>	
	Falls from Height whilst securing loads on a vehicle mounted crane	Anderson's Management are actively working toward making the task of loading and unloading trucks as safe as possible. With this in mind, workers and operators must do the following:  • All work must be completed from the ground where possible  • If unable to work from the ground, workers must use fall prevention equipment as per the relevant vehicles fall prevention procedure	2

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JOB STEP	Potential Hazard/s	CONTROL MEASURES TO REDUCE RISK	RISK RATING AFTER CONTROLS APPLIED
		<ul> <li>Delivery drivers must make contact with another worker on site, where possible, and have them act as a spotter when accessing loads on the back of a truck</li> <li>All workers must use any fall prevention /safety systems provided by Andersons Scaffolding on company vehicles. Workers must report to management if the equipment is no longer sufficient or there is risk of injury. This is to assist Andersons Scaffolding in the implementation of a suitable safety system for this task.</li> </ul>	
8. Loading and carrying	Crush injuries/entrapment (Load shifting or falling)	<ul> <li>When using the forklift or crane whilst loaded, the Operator must:</li> <li>Wear the seatbelt as instructed by the manufacturer</li> <li>Ensure loads are firmly placed against the backrest of the forklift with the mast tilted back enough to stop the load slipping, falling or rolling off the fork arms</li> <li>Use straps or other restraint method if load may be subject to slipping</li> <li>Use appropriate attachments for the type of load to be shifted</li> <li>Travel at an appropriate speed for the conditions, observing speed limits and warning signs</li> <li>Reduce speeds over unexpected hazards – such as wet surfaces</li> <li>Ensure load does not impede the view of the operator</li> <li>Always apply handbrake before leaving cab</li> <li>Always travel with load in the lowest position available</li> <li>Do not drag or push the load – always lift vertically</li> <li>Do not sling loads from the forklift tines (always use correct load shifting equipment).</li> <li>Do not place any load on the forklift or crane if there are any damages to the equipment. These must be reported to management immediately and the lock out/tag out procedure followed.</li> </ul>	2
	Pedestrian safety	<ul> <li>Never lift another person on a pallet/ fork or any other item unless the attachment has been specifically designed and engineered to carry a person</li> <li>Never pass the load over a person or allow anyone to stand, work/ walk under raised load</li> <li>Where a load impacts the operators view, reverse with the load, where possible use a spotter.</li> <li>Do not allow people to be near stacked loads being loaded or unloaded.</li> <li>Remove non-essential persons from area</li> <li>Ground workers are clear of turn radius at all times</li> <li>Never pass the load over a person</li> <li>Always travel with blades in lowest position available.</li> </ul>	2
	Plant rollover – Forklifts and also vehicle that the plant is mounted to	The Operator must:  Never operate the plant near the edge of a drop off Always stay within the defined travel boundaries Ensure the trucks hand brake is on before loading or unloading a mounted forklift, or engaging stabilisers	2

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JOB STEP	POTENTIAL HAZARD/S	CONTROL MEASURES TO REDUCE RISK	RISK RATING AFTER CONTROLS APPLIED
		<ul> <li>Never leave the keys in the ignition of a vehicle when not in use on site</li> <li>Ensure that if operating plant on a slope, that the heaviest end is always higher up the slope</li> <li>Always keep the forks in the lowest working position possible</li> <li>Be familiar with width of equipment to maintain safe clearance near, boundaries or obstacles</li> <li>Avoid sudden turns whilst loaded.</li> <li>DO NOT Turn on slopes</li> <li>DO NOT Overload/exceed capabilities.</li> <li>Be aware of reduced lifting capacity if using extensions.</li> <li>DO NOT SPEED!</li> </ul>	
9. Refueling/ Charging	Exposure to hazardous chemical/gases Fire/Explosion Electrical shock (Electric forklifts)	DO NOT smoke during re-fuelling  Re-fuelling is to be undertaken in a well-ventilated area, clear of ignition sources  Note: Ignition sources include cigarettes, matches/lighters, grinding, welding, other sparks, power points, lighting, light switches  Anderson's management are to ensure:  All Material/Safety Data Sheets (M/SDS) for all fuel products are accessible and up to date  Fire extinguishers available and are serviced regularly.	2
		Fire Extinguisher - Dry chemical powder, foam, CO <sub>2</sub> .  Never use water to extinguish fuel source fire.  To safely recharge an electric forklift, workers or operators are to:  - Check that the charging cable has been test and tagged (visually sight the tag and date)  - Ensure that the charging area is clear of any debris or clutter.  - Remove the charging cable once the battery is fully charged.	
10. On completion	Crush injuries  Hit by moving plant	<ul> <li>Lower all attachments/forks to the ground</li> <li>Remove keys from the ignition and keep on your person when on site</li> <li>Inspect equipment for any damage/leaks         <ul> <li>If damage is detected – report immediately and take out of service.</li> </ul> </li> <li>Ensure forklift/plant is parked in a safe, level area, clear of unstable or sloping ground.</li> </ul>	1

Conduct response as required for specific conditions at site.

- Clear non-essential persons from area

Establish communication with victims (if applicable) and maintain for entire rescue. Personnel:

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PLANT ROLL-OVER EMERGENCY RESPONSE = CALL 000 IMMEDIATELY



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## **OPERATOR:**

- Do not attempt to jump from plant during roll-over remain in seat with seatbelt on
- After incident has occurred, if able, turn off engine
- Remain in position with seatbelt on until help arrives, unless it is safe to exit cabin
- If it is safe and injuries permit, exit cabin without jumping, and move clear from plant.
- Check for fuel and/or fluid leaks. Ensure there are no ignition sources
- · Check for fire or fire/explosion risks. Use suitable fire protection equipment to control fire (if safe to do so)
- **Do not approach** the plant until Emergency Responders attend the scene.

Note: Plant may be unstable and unsafe to approach.

**Do not place first responders at risk** – await assistance from suitably trained and resourced Emergency Responders.

If work is to be conducted on a construction site (or a site controlled by another Employer / PCBU) follow the site-specific Emergency Management Plan.

## Ensure:

- Adequate numbers of first aid trained staff are on site when working at heights occurs
- All rescue equipment is in good condition, available for use and in close proximity to the work site.

this SWMS including risk control measures, safe work instructions and PPE described.

Ensure workers have access to:

- First aid kit/supplies and trained personell
- · Test and Tag records
- Safety Data Sheet (SDS)
- Communication devices (check mobile phones will have service in area)
- Suitable fire protection equipment.

Safework NSW must be notified of any "notifiable incidents" by either Andersons Management or the Principal Contractor. These include:

- A person dies
- A Person experiences a serious injury or illness
- A potentially dangerous incident occurs

REVIEW No.	1	2	3	4	5	6	7	8	9	10
NAME:	R. Anderson	R. Anderson	R. Anderson	R.Anderson						
INITIAL:	RA	RA	RA	RA						
DATE:	01/06/19	01/06/21	24/05/22	01/07/23						

PLANT/TOOLS/FOLIPMENT LIST FOR THE JOB

	I LAI	TITLE OF THE OF					
Lifting Equipment – Slings	Truck mounted Hi-ab Cranes	ounted Hi-ab Cranes Truck Mounted Moffett Forklift Electric Powered For		3phase Charging cable			
Relevant Act & Regulations	Relevant Codes of	Practice					
Work Health and Safety Act 2011 Work Health and Safety Regulation 2017	Managing The Work E Work Health And Safe Hazardous Manual Ta Managing The Risks (	How To Manage Work Health And Safety Risks Code Of Practice Managing The Work Environment And Facilities Code Of Practice Work Health And Safety Consultation, Coordination And Cooperation Code Of Practice Hazardous Manual Tasks Code Of Practice Managing The Risks Of Plant In The Workplace Managing Electrical Risks in the Workplace					
	SAFE WORK METHOL	STATEMENT (SWMS) 02 - FOR	KLIET OPERATION				

OVERALL RISK RATING AFTER CONTROLS 

1 Low 
2 Moderate 
3 High 
4 Acute

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within

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