

Risk Assessment To Create a Safe Work Procedure (SWMS)

TASK or ACTIVITY				LOCATION/SITE	
Roof Cleaning				Various	
LIST EVERY STEP taken to PERFORM the TASK		LIST what could <u>POTENTIALLY</u> go WRONG AT EACH STEP <i>These are your HAZARDS</i>		WRITE down the HAZARD CONTROL METHOD to; ELIMINATE, ISOLATE, SUBSTITUTE, ENGINEER, OR MINIMISE the HAZARD (HSW Regs S.6) <i>Include PPE, Training, etc required</i>	
NO:		NO:		E/I/M	
1	Check vehicle for road worthiness		Unsafe Vehicle, Slips/Trips/Falls (STF's)	M	Complete pre-start check
2	Entering vehicle		STF's	M	Watch your footing
3	Driving to worksite		Vehicle accident	M	Current drivers license, obey traffic laws, safe driving
4	Parking/Positioning of vehicle		Unlawful obstruction, Hitting people or objects	M	Only parking in areas clear of people and objects, off road if possible
5	Exiting vehicle		STF's	M	Watch your footing
6	Sign in at reception/office if required, Greet Customer/ Client/ Occupant		Unlawful entry, Vehicle movement, Dogs and occupants	M	Lawful entry, awareness, pets secured
7	Position vehicle at work site (including steps 2 & 5)		Unlawful obstruction, hitting people or objects	M	Park vehicle within work area, safe driving
8	Site Check/Toolbox meeting		STF's	M	Caution, Appropriate PPE
9	Set up work site including removing equipment		Electrical, STF's, Manual Handling, Public/ Staff/ Other contractors	I/M	Awareness, Correct lifting/handling technique, Cones/Barriers
10	Set up equipment		Hitting people/objects, electrical, unsafe equipment, manual handling	M	Awareness, check equipment is fit for purpose, correct lifting/handling technique,
11	Set up ladder		Hitting people/objects, electrical, unsafe equipment, manual handling	M	Awareness, check equipment is fit for purpose, correct lifting/handling technique, ladder set up at correct ratio – 4:1, offset hook installed correctly
12	Set up Fall restraint equipment (see fall restraint SWMS)				
13	Mixing chemicals – relevant to job task		Chemical inhalation, contamination and spills, chemical on eyes and skin	M	Ventilation, Appropriate PPE, correct spill kit
14	Starting pump		Hitting elbows/arms, Pump kickback, exhaust fumes, Noise	M	Adequate space to start pump, equipment checks & servicing, ventilation, Appropriate PPE
15	Use fall restraint to complete steps 14,15 & 16 (see fall restraint SWMS)		Height, STF's	M	Staying attached to safety line, have second person available, appropriate PPE
16	Spraying chemical onto surface		Chemical inhalation, skin & eye damage, property damage, environmental harm	M	Appropriate PPE, Awareness, Wash water run off control
17	Washing of surface		Unlawful discharge, Electrical, STF's, debris splashback, noise	M	Wash water run off control, Awareness, Appropriate PPE & Caution, PPE eyewear if necessary, prewash slippery surface if necessary
18	Rinse all windows		Unlawful discharge, Electrical, STF's, debris splashback, noise	M	Wash water run off control, Awareness, Appropriate PPE & Caution

19	Quality check		STF's	M	Appropriate PPE & Caution/Awareness
20	Packing up of equipment, worksite and securing of vehicle		STF's, Manual handling, Hitting people/objects, electrical, Public/ Staff/ Other contractors,	M	Appropriate PPE, Awareness, Correct lifting/handling technique,
21	Customer debrief		STF's	M	Appropriate PPE & Caution/Awareness
22	Exit site/Drive to next site		As per step 2 & 3	M	As per step 2 & 3

Date _____: Supervisor Name: _____: Signature: _____ PCBU Name: _____: Signature: _____

	Person Engaged in SWMS	Signature
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Person Responsible for Review
Date For Review:

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