

**SMS001-1**

**Safe Work Method Statement**

<b>Project:</b> Workshop day-to-day activities	
<b>Task:</b> Use of equipment and tools in the workshop	This SWMS has been developed and approved by: Sam White  Position: Road Traffic Manager Date: 20 / 03 / 06

**Risk Score Calculator**

		Consequence				
		Disaster	Very Serious	Serious	Substantial	Minor
Likelihood	Almost certain	1	1	1	2	2
	Likely	1	1	2	2	2
	Possible	1	2	2	2	3
	Remotely Possible	2	2	2	3	3
	Practically impossible	2	3	3	3	3

Likelihood / Consequence	Risk Class
This Risk Class 1 hazard has the potential to: <ul style="list-style-type: none"> <li>• permanently disable or kill</li> <li>• cause major damage to the structure</li> <li>• have significant impact on the surrounding population and environment</li> </ul>	1
This Risk Class 2 hazard has the potential to: <ul style="list-style-type: none"> <li>• temporarily disable or seriously injure</li> <li>• cause minor damage to the structure</li> <li>• breach the workplace boundary and pollute local environment</li> </ul>	2
This Risk Class 3 hazard has the potential to: <ul style="list-style-type: none"> <li>• cause minor injury</li> <li>• be contained within the Centre/workplace boundary</li> </ul>	3

**This SWMS/JSA has been developed through consultation with our employees and has been read & signed by employees at the workplace:**

*[List all employees and have them sign here in agreement to work to the SWMS]*



Review No:	01	02	03	04	05	06	07	08	09	10
Initial:	DP									
Date:	25/08/06									

**SMS001-2**

**Safe Work Method Statement**

Item	<b>Job Step</b> Break the job down into steps	<b>Potential Hazards</b> <i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident or adverse environmental impact</i>	<b>Risk Class</b>	<b>Controls</b> <i>Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness or environmental impact</i>	<b>Person</b>
	Manual handling	Handling of heavy or awkward objects Use of ladder	2	Requirement for two person lifts for heavy objects Training of employees in correct lifting procedure Use correct ladder height for the job and on even ground Ladders to extend at least 1m above landing point	Sam Leigh Mark
	Use of workshop tools	Contact with electricity Exposure to noise Struck by object from drill or grinder	2	Tools and leads inspected and tagged All electrical leads to be insulated All personnel to wear PPE to protect ears and eyes Training of employees in correct use of tools	Sam Leigh Mark