

# Safe Work Method Statement

## SECTION 1: Overview

<b>SWMS title:</b>	Commercial diving – Hull Cleaning ( Yachts, powerboats & other vessels)		<b>SWMS No.:</b>	SWMS 2001
<b>Description of task/job/activity:</b>	Hull cleaning, underwater photography, replace anodes, visual inspection.		<b>Revision No:</b> <i>(refer to section 8)</i>	0 <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/>
<b>Project / Job name:</b>	Sydney Harbour – Hull Cleaning	<b>Project / Job address or location:</b>	Sydney Harbour, Middle Harbour, Pittwater and Botany Bay NSW	
<b>Note:</b> SWMS to be used with: Toolbox Meeting Minutes; Take 5, Equipment pre-start, SWMS Plan & Mobilise, SWMS Emergency Response. These are available free from: <a href="http://www.proceduresonline.com.au">www.proceduresonline.com.au</a>			<b>Date:</b> <i>(Review 12 mthly)</i>	September 2015
<b>Scope</b>	<p><i>This SWMS applies to all employees and contractors engaged in work activities referred to in this SWMS regardless of location.</i></p> <ul style="list-style-type: none"> <li>Occupational Diving using SCUBA or SSBA equipment to clean the hull and subsurface areas of yachts, powerboats and vessels.</li> <li>Dive consists of very shallow water diving, usually not exceeding 1.5M.</li> <li>Vessels range in size from 20 feet to 120 feet in most circumstances. Total time for each task is usually 25mins – 2 hours.</li> <li>No underwater power tools to be used – only manual hand tools are used by working divers</li> <li>Dive team consists of Supervisor, Diver and in-water standby diver.</li> <li>Access to all dive sites is via road move to Marina / Swing Mooring via car, or on the waterway via work boat.</li> </ul> <p>*See DIVE PLAN on site (Supervisor) for more comprehensive scope of diving related work involved.</p>			

## Your business details:

<b>Business name:</b>	HARBOURSIDE DIVERS	<b>Company contact name:</b>	James Ingram	<b>Address:</b>	26 Carmen drive
<b>Contact number:</b>	0423 381 675	<b>Company contact position:</b>	Owner / director		Carlingford NSW 2118
<b>Supervisor name:</b>	James Ingram / Ashley Strong	<b>Supervisor contact number:</b>	0423 381 675	<b>ACN / ABN:</b>	69 468 093 983

<b>Principal Contractor Details:</b> (tick please) →	<b>Applicable:</b> (if applicable please complete below)	<b>Not applicable:</b> <input checked="" type="checkbox"/>
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<b>Business name:</b>		<b>Address:</b>	
<b>Site supervisor name:</b>		<b>Site supervisor number:</b>	
		<b>Signature:</b>	

## SECTION 2: Task/activity

**Work/worker is in, on, or near the following:** (tick relevant). *Note: all of these activities are defined as high risk tasks and/or activities, except the first two marked with \*.*

	* general - as directed by the PCBU / Managers / Supervisor	moving or using powered mobile plant at the workplace		to enter a trench or shaft more / deeper than 1.5 metres deep
✓	* general - as directed by the Principal Contractor	tilt-up and precast concrete / construction work		working on or near a pressurised gas distribution mains and consumer piping
	removal or disturbance of asbestos	structural alterations that require temporary support to prevent collapse		work in an area where there are artificial extremes of temperature
	demolition, decommissioning, dismantling work	in a tunnel	✓	working in, over or adjacent to water / liquid where there is a risk of drowning
	demolition of a load bearing part of structure	at heights more than two metres		working on a telecommunications tower
	construction and commissioning	using a hazardous substance / chemical		using explosives
	conversion, refurbishment and fitting out	work near an electrical installation or services	✓	diving work
	alteration and renovation	in or near a confined space		maintenance and repairs
	the demolition of any part of a structure that is likely to affect its physical integrity	work in an area that may have a contaminated or flammable atmosphere		working on or near a chemical, fuel or refrigerant line
	working on, or adjacent to, a road or railway or shipping lane or other traffic corridor that is in use by traffic other than pedestrians			

## SECTION 3: References. Legislation by State / Territory (list relevant legislation you need to adhere to, eg: WH&S Reg 2011 S454 (2)) / Australian Stds

### References:

**Further references:** Consult relevant Codes of Practice (COP) / Compliance Codes

The following is a list of known Codes of Practice (COP) / Compliance Codes in Australia. Not all Codes of Practice pertain to every state – verify that the relevant Codes of Practice / Compliance Codes apply to your state. If none are available for your state, consult other states Codes of Practice / Compliance Codes. *Tick the relevant Codes of Practice / Compliance Codes that apply to the work you are performing.*

### Queensland:

Abrasive Blasting COP 2013	Abrasive Blasting COP 2013	Cash in Transit COP 2011	Children and Young Workers COP 2006
Concrete Pumping COP 2005	Confined Spaces COP 2011	Concrete Pumping COP 2005	Demolition Work COP 2013
Excavation Work COP 2013	First Aid COP 2004	Forest Harvesting COP 2007	Formwork COP 2006
Foundry COP 2004	How to Manage Work Health and Safety Risks COP 2011	How to Safely Remove Asbestos COP 2011	Hazardous Manual Tasks COP 2011
How to Manage and Control Asbestos in the Workplace COP 2011	Horse Riding Schools, Trail Riding Establishments and Horse Hiring Establishments COP 2002	Managing Noise and Preventing Hearing Loss at Work COP 2011	Managing Risks of Hazardous Chemicals in the Workplace COP 2013
Labelling of Workplace Hazardous Chemicals COP 2011	Mobile Crane COP 2006	Managing Risks of Plant in the Workplace COP 2013	Managing the Risk of Falls at Workplaces COP 2011
Manual Tasks Involving the Handling of People COP 2001	Managing the Work Environment and Facilities COP 2011	Occupational Diving Work COP 2005	Prevention of Workplace Harassment COP 2004
Preparation of Safety Data Sheets for Hazardous Chemicals	Recreational Diving Rec Tech Diving + Snorkelling COP	Rural Plant COP 2004	Sugar Mill Safety - Supplement to the Sugar Industry COP








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	COP 2011		2011		2005
	Safe Design of Structures COP 2013		Spray Painting and Powder Coating COP 2013		Safe Design and Operation of Tractors COP 2005
	Sugar Industry COP 2005		Steel Construction COP 2004		Tilt-up and Pre-cast Construction COP 2003
	Cane Rail Safety - A supplement to the Sugar Industry COP 2005		Tower Crane COP 2006		Work Health and Safety Consultation, Co-operation and Co-ordination 2011
	Welding Processes COP 2013				
<b>South Australia:</b>					
	Abrasive Blasting		Confined Spaces		Excavation Work
	First Aid in the Workplace		Hazardous Manual Tasks		How to Manage Work Health and Safety Risks
	How to Safely Remove Asbestos				
<b>Victoria: (Codes of Practice / Compliance Code)</b>					
	Communicating occupational health and safety across languages*		How WorkSafe Applies The Law In Relation To Reasonably Practicable		First Aid in the Workplace
	Foundries		Confined Space		Workplace Amenities and Work Environment
	Demolition		Plant		Lead (Code Of Practice No.26, 2000)
	Hazardous Substances		Managing Asbestos in Workplaces		







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Western Australia:				
Control and safe Use of Inorganic Lead		Concrete and masonry cutting and drilling - Code	Control of Scheduled Carcinogenic Substances	Code of Practice for High Pressure Water Jetting
Ferry and charter boat industry - Code		First aid-workplace amenities-personal protective clothing-Code	Man overboard: prevention and response Code	Violence aggression and bullying at work - Code
Working hours - Code		Working hours risk management guidelines - Code		
New South Wales:				
Abrasive blasting		Amusement devices	Cranes	Confined spaces
Construction work		Demolition work	Excavation work	First aid in the workplace
Formwork and falsework		Hazardous manual tasks	How to manage and control asbestos in the workplace	How to manage work health and safety risks
How to safely remove asbestos		Industrial lift trucks	Labelling of workplace hazardous chemicals	Managing electrical risks at the workplace
Managing noise and preventing hearing loss at work		Managing risks of hazardous chemicals in the workplace	Managing risks of plant in the workplace	Managing the risk of falls at workplaces
Managing the work environment and facilities		Managing risks of plant in rural workplaces	Managing risks in forestry operation	Managing cash in transit security risks
Preventing falls in housing construction		Preparation of safety data sheets for hazardous chemicals	Safe design of structures	Safe design manufacture import and supply of plant
Spray painting and powder coating		Scaffolds and scaffolding work	Tree trimming and removal work – crane access method	Traffic management in workplaces
Working in the vicinity of overhead and underground electric lines		Work health and safety consultation, coordination and cooperation.	Welding	
ACT:				
(Construction Work COP) Approval 2012		(Confined Spaces) COP 2011	(Demolition Work COP) Approval 2012	(Excavation Work COP) Approval 2012
(First Aid in the Workplace COP) Approval 2012		(Formwork) COP 2011	(Hazardous Manual Tasks) COP 2011	(How to Manage Work Health and Safety Risks) COP 2011
(Managing the Risk of Falls at Workplaces) COP 2011		(Managing the Work Environment and Facilities) COP 2011	(Welding Process COP) Approval 2012	(Preventing and Responding to Bullying) COP 2012 (No 1)
(Managing Noise and Preventing Hearing Loss at Work) COP 2011		(Managing Risks of Plant in the Workplace COP) Approval 2012	(Managing Electrical Risks in the Workplace COP) Approval 2012	(Preventing Falls in Housing Construction COP) Approval 2011
(Safe Design of Structures COP) Approval 2011		(Sexual Services Industry) COP 2011	(Transport and Delivery of Cash) COP 2011	(Work Health and Safety Consultation, Cooperation and Coordination) COP 2011
Northern Territory:				
Confined Spaces		Construction Work	Control and Safe Use of Inorganic Lead at Work	First Aid in the Workplace
Fatigue Management		Hazardous Manual Tasks	How to Manage and Control Asbestos in the Workplace	How to Manage Work Health and Safety Risks
How to Safely Remove Asbestos		Labelling of Workplace Hazardous Chemicals	Managing Noise and Preventing Hearing Loss at Work	Managing the Risk of Falls at Workplaces
Managing the Work Environment and Facilities		Preparation of Safety Data Sheets for Hazardous Chemicals	Preventing Falls in Housing Construction	Prevention of Falls in General Construction
Precast, Tilt-up and Concrete Elements in Building Construction		Safe Transport of Radioactive Material (2008)	Work Health and Safety Consultation, Co-operation and Co-ordination	
Client specific procedures / Work specific standards: (list here)				
AS/NZS 2299.1.2007 Occupation Diving Operations – Standard operational practise.				

## SECTION 4: A, B, C, D, E, F, G, H

<b>A</b>	<b>Simultaneous work in the area:</b> Nil – No impacts to Members of Public in area (Area does not need to be restricted)																			
<b>B</b>	<b>Work Environment</b>																			
✓	Day	✓	Dry / clear		Hot /sunny / humid		Open water		Muddy / slippery		Rocky / uneven	✓	Cold							
	Night		Wet / raining		Low visibility (dust/fog)		Public access		Restricted work area		Near road/s									
<b>C</b>	<b>Plant and equipment required:</b> (if you tick any of the boxes below then workers must be made aware of site requirements). <b>Note: equip must be certified, well maintained, have a current inspection and pre-start complete.</b>																			
	Power leads		Powered equipment		Working at heights		Scaffolds		Crane use		Explosive tools		Barricades							
	Ladders		Air operated tools		Welding machine		Form work		Oxy/acetylene		Working over water		Elev. work platform							
	Forklift	✓	Manual handling		Structure Support		Power tools		Asbestos	✓	Hand tools									
✓	Other: (list)	SCUBA or SSBA Diving apparatus, underwater camera,																		
<b>D</b>	<b>Permits</b>				<b>Certification</b>				<b>Approval / Communication</b>											
	Excavation / trench					Pressure system (design/register)					Dial before you dig									
	Lift plan / permit					Engineering					Rail corridor									
	Hot work					Scaffold					Traffic									
	Demolition					Electrical (AS 3000, AS 3012, AS 3760)					Access									
	Confined space				✓	Other: ADAS Part 3R Divers / Supervisor					Demolition									
	Working at heights										Legal									
	Electricity authority – high voltage switching / access									✓	Other: Marina operator									
	Other:																			
<b>E</b>	<b>PPE required:</b> (if you tick any of the boxes below then workers must be made aware of site requirements)																			
<input type="checkbox"/>	<b>Eye protection</b>		<input type="checkbox"/>	<b>Hearing protection</b>		<input type="checkbox"/>	<b>Dust mask</b>		<input type="checkbox"/>	<b>Respirator</b>		<input type="checkbox"/>	<b>Face shield</b>		<input type="checkbox"/>	<b>Welding</b>		<input type="checkbox"/>	<b>Safety harness</b>	
																				
	Safety glasses: <input type="checkbox"/> Safety goggles: <input type="checkbox"/>		Ear muffs: <input type="checkbox"/> Ear plugs: <input type="checkbox"/>		P1 type: <input type="checkbox"/> P2 type: <input type="checkbox"/> Other: <input type="checkbox"/>		Half face respirator: <input type="checkbox"/> Full face respirator: <input type="checkbox"/> SCBA: <input type="checkbox"/>		Low impact: <input type="checkbox"/> Medium impact: <input type="checkbox"/> High impact: <input type="checkbox"/>		Welding mask: <input type="checkbox"/> Welding apron: <input type="checkbox"/> Welding gloves: <input type="checkbox"/>		Full body: <input type="checkbox"/> Confined space: <input type="checkbox"/> Restraint: <input type="checkbox"/>							

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<input type="checkbox"/> <b>Head protection</b>	<input type="checkbox"/> <b>Protective clothing</b>	<input type="checkbox"/> <b>Hand protection</b>	Other: <input type="checkbox"/>	<input type="checkbox"/> <b>Foot protection</b>	<input type="checkbox"/> <b>Hair protection</b>	Welding respirator: <input type="checkbox"/>	<input checked="" type="checkbox"/> <b>Other:Diving</b>						
 Helmet: <input type="checkbox"/> Wide brim hat: <input type="checkbox"/> Cap lamp: <input type="checkbox"/> Bump cap: <input type="checkbox"/>	 Long sleeves/pants: <input type="checkbox"/> Coveralls: <input type="checkbox"/> High vis clothing: <input type="checkbox"/>	 Rubber gloves: <input type="checkbox"/> Cut resistant: <input type="checkbox"/> Heat resistant: <input type="checkbox"/> Anti-vibration: <input type="checkbox"/> Other: <input type="checkbox"/>		 Steel capped: <input type="checkbox"/> Ankle support: <input type="checkbox"/> Rubber boots: <input type="checkbox"/>	 Hair net: <input type="checkbox"/> Other: <input type="checkbox"/>	 Reflective: <input type="checkbox"/> Non-reflective: <input type="checkbox"/>	Full Wetsuit: <input checked="" type="checkbox"/> BCD: <input checked="" type="checkbox"/> Gloves: <input checked="" type="checkbox"/> Diving boots / fins: <input checked="" type="checkbox"/> Dive knife: <input checked="" type="checkbox"/> Diver lifeline/float: <input checked="" type="checkbox"/>						
<b>F Training requirements:</b> (work at heights, confined space, trade certificate etc)		ADAS Commercial diver certification											
<b>G</b>	<b>Chemicals:</b> Name all chemicals below and ensure all SDS's (Safety Data Sheets) are available (previously known as MSDS - Material Safety Data Sheet).				<b>Hazardous</b>		<b>Dangerous</b>		<b>Schedule for monitoring</b>		<b>SDS</b>		
					Yes	No	Yes	No	Yes	No	Yes	No	
<b>Name:</b>													
<b>Name:</b>													
<b>Name:</b>													
<b>Name:</b>													
<b>H Emergency Response (refer to SWMS Emergency Response) Tick applicable</b>													
<b>Emergency Contact numbers</b> (Note: Some sites will have own emergency contact numbers)				Police / Fire / Ambulance				000					
Poison Emergency				131126				Mobile (outside carrier coverage)				112	
Site Emergency Rescue				St Vincents Hospital 83821111				Site Emergency Room					
<b>Emergency Equipment</b>													
Emergency Assembly Sign			Fire & First Aid Signage			Site Emergency notice board			Other signage				
Fire Extinguisher # ____			Other fire equipment			First Aid Kit # 1			Medical Trauma Kit type				
Spill Kit (Chemical/Oil/Fuel)			Rescue (Rope/Confined Space/Heights)			Other: Lost Diver shot, HONDEX depth measuring device.							

## SECTION 5: SWMS Procedure

**Procedure:** Complete the tasks, hazards, job steps, hierarchy of control, and risk score required to complete the activity.

**Hierarchy of Control (HOC):** list the highest HOC for the controls you have listed (eg. just one control is required). In order of highest to lowest: Eliminate (**EI**), Substitute (**S**), Isolate (**I**), Engineering (**En**), Administrative (**A**) and Personal Protective Equipment (**PPE**). Also state if the control is a Post (**P**), used to mitigate an event. Post event control does not prevent the event from occurring, it will only lessen the impact (eg. fire extinguisher). **Risk score:** is based on all identified controls being in place and effective including the controls from sections A, B, C, D, E, F, G and H of this SWMS. Use the Risk Matrix (see last page) to get the score for this column. An example of how to write the risk score is: 2A Mod 16.

No.	Task Steps (describe the broad task steps)	Hazards – What can cause harm/damage?  <i>Hint: have you considered the following: Injuries (crush, drop, trip, falls, sprains), environmental (soil contamination, fire), quality, equipment damage.</i>	Controls  <i>Define the job step by step, and list how you reduce the hazards that you've identified.</i>	HOC <i>eg.: EI, S, I, En, A, PPE. Or state P for Post mitigation</i>	Risk Score <i>eg.: 2A Mod 16</i>	Responsible Person
1.	Move all necessary equipment to dive site or work boat from car or workplace.	Heavy lifting, drops, falls, sprains.	<ul style="list-style-type: none"> <li>Use trolleys and wheelable trunks to move dive equipment to site</li> <li>Use 2 person lifts for heavy or bulky equipment</li> </ul>	En	1D Low 2	Dive site Manager and Divers
2.	Assemble and test equipment	Drowning or injury due to equipment failure Injury from malfunctioning equipment	<ul style="list-style-type: none"> <li>Check equipment for current test certification and correct function.</li> <li>Prestart, check all equipment.</li> <li>Carry out operational tests.</li> <li>Test breathing regulators before entering water</li> </ul>	En & A	2D Low 5	Supervisor and Diver
3.	Check work area and formulate dive plan	Exposed to underwater hazards DCI – low risk, low depth water Fatigue Unfamiliar with task	<ul style="list-style-type: none"> <li>Complete dive plan.</li> <li>Complete diving check list.</li> <li>Check all dive crew qualifications.</li> </ul>	A	2D Low 5	Supervisor
4.	Diver enters / exits Water	Slips , Falls, Trips, Equipment tangle points	<ul style="list-style-type: none"> <li>Identify safe entry, exit point on site.</li> <li>Identify entry point on boat</li> </ul>	PPE, A	1C Low 4	Diver and Supervisor



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No.	Task Steps (describe the broad task steps)	Hazards – What can cause harm/damage? <i>Hint: have you considered the following: Injuries (crush, drop, trip, falls, sprains), environmental (soil contamination, fire), quality, equipment damage.</i>	Controls <i>Define the job step by step, and list how you reduce the hazards that you've identified.</i>	HOC <i>eg.: El, S, I, En, A, PPE. Or state P for Post mitigation</i>	Risk Score <i>eg.: 2A Mod 16</i>	Responsible Person
5.	Carry out hull cleaning work - 2 divers in water	Entanglement or diver fouled Head injury from moving vessel Equipment failure Injury due to marine growth or manual tools Low visibility / disorientation	<ul style="list-style-type: none"> <li>Emergency procedures briefed and trained.</li> <li>Standby diver to be ready in case of equipment failure/ entanglement.</li> <li>Divers to wear hood to reduce head injuries and contact with boat hull.</li> <li>Diver to wear tool bag to mitigate injury from loose tools.</li> <li>Diver to carry dive knife in case of entanglement.</li> <li>Diver to wear gloves to prevent marine growth injury</li> <li>Divers briefed and trained in low visibility operations.</li> </ul>	A , En & PPE	3D Mod 9	Supervisor and Diver
6.	Hull Cleaning - continued	Cuts and abrasions – marina or vessel. Dive equipment fails Entanglement Dangerous Marine Life (shark ,stinger)	<ul style="list-style-type: none"> <li>Wetsuits, gloves, full coverage worn by divers.</li> <li>Standby diver to be ready in case of equipment failure/ entanglement.</li> <li>Diver to carry dive knife in case of entanglement.</li> <li>Supervisor to ensure current &lt; 1 knot.</li> <li>Shark risk identified and managed.</li> </ul>	PPE, A	3D Mod 9	Diver



No.	Task Steps (describe the broad task steps)	Hazards – What can cause harm/damage? <i>Hint: have you considered the following: Injuries (crush, drop, trip, falls, sprains), environmental (soil contamination, fire), quality, equipment damage.</i>	Controls <i>Define the job step by step, and list how you reduce the hazards that you've identified.</i>	HOC <i>eg.: El, S, I, En, A, PPE. Or state P for Post mitigation</i>	Risk Score <i>eg.: 2A Mod 16</i>	Responsible Person
7.	Post Dive Checks	Diver feeling unwell Decompression sickness Dive equipment checks	<ul style="list-style-type: none"> <li>• Supervisor checks if Divers are feeling unwell or symptoms of DCI.</li> <li>• Diver tells supervisor if feeling unwell.</li> <li>• Divers check their equipment and inform supervisor of remaining air (SCUBA)</li> <li>• Supervisor records dive time and repetitive group for Divers</li> <li>• Supervisor / dive manager records dive profiles and task description.</li> </ul>	P, EN, A, I	4E Mod 10	Supervisor / Divers

## SECTION 6: Responsibilities

### Manager

- Ensure that hazards are identified and controls are implemented. For example:
  - procedures are followed/understood,
  - SWMS and Take 5 are followed/understood,
  - personnel are trained and competent,
  - equipment is fit for purpose and well maintained,
  - there is competent supervision,
  - workers have been consulted on any safety matters (via toolbox meetings, SWMS, Take 5, verbal instruction / communication)
- Ensure the work place is a safe place of work.
- SWMS are reviewed as set in the date section.
- Ensure that records are kept for two years (eg. completed SWMS must be kept for 2 years from the occurrence of the notifiable incident or from the end of the project).

### Supervisor

- Ensure that hazards are identified and controls are implemented.
- Consult and develop SWMS with workers and use Take 5 prior to starting work.
- Have workers review and sign on SWMS.
- Ensure that SWMS is amended for identified additional hazards or incidents and communicate to workers prior to continuing work.
- Approve SWMS.
- Give a copy of the SWMS to the principal contractor if applicable.
- Ensure that workers follow the directions in SWMS and Take 5.
- Ensure SWMS is readily available on site for inspection or review.
- Give used or completed SWMS to the office for company records.
- Ensure workers are trained and competent and only operate equipment they are competent / ticketed for.
- Give lawful directions and safety instructions to workers.
- Consult with management and workers on safety matters (toolbox meetings, SWMS, Take 5, verbal instruction / communication).
- Complete workplace inspections and worker observations.
- Rectify unsafe conditions on the worksite.
- Counsel workers not working safely or not following SWMS.
- Report and investigate incidents immediately.
- Work safely and be fit for work.
- Supervisors must ensure any change in SWMS is communicated to workers and they monitor that the steps and controls are implemented and effective.
- SWMS is reviewed as set in the date section.

### Worker (includes sub-contractors)

- Develop (assist), review and follow procedures, SWMS and Take 5.
- Complete work that they are trained and competent for.
- Only operate equipment they are competent / ticketed for.
- Follow lawful directions and safety instructions.
- Consult with management on safety matters (toolbox meetings, SWMS, Take 5, verbal instruction / communication).
- Stop work if unsafe, advise supervisor and help fix unsafe condition.
- Report any incidents immediately to the supervisor.
- Work safely and be fit for work.
- Ensure all changes in SWMS are reviewed and sign in the revision section of the SWMS.

## SECTION 7: Acceptance and Sign off for SWMS (Revision 0)

We, the undersigned, confirm that we have been consulted regarding the above SMWS, that its content and responsibilities are clearly understood. We also confirm that our required competencies / tickets etc. to undertake this activity are current, we are competent to complete the work safely and without risk to our own health or the health and safety of others. We clearly understand that the responsibilities and controls in this SWMS must be applied as documented, otherwise work is to cease immediately, and we will ensure that the work area is made safe, as far as reasonably practicable.

Company	Sub-contractor (tick)	Name	Position / Qualification	Signature	Date	Time
Harbourside Divers		James Ingram	Owner / Dive Site Manager		10/9/15	
Harbourside Divers		James Ingram	ADAS 3R Diver		10/9/15	
	✓	Ashley Strong	Dive Supervisor		10/9/15	
	✓	Robert Forrester	ADAS 3R Diver		10/9/15	
	✓	Brett Dale	ADAS 3R Diver		10/9/15	
	✓	Neil Henwood	ADAS 2 Diver		10/9/15	

I, the undersigned Supervisor, confirm that the workers have been engaged in the development and/or review of this SMWS. I have clearly communicated the safety expectations, responsibilities and controls of this SWMS to the workers. I understand my responsibilities listed in the SWMS and company appointed authorities. I have checked competencies / tickets (including inductions) provided and verify that they are applicable and current. I have checked that all tools and equipment are properly maintained and safe to use. I have issued all relevant permits and have ensured to the best of my ability that the work area is safe and that the work will not damage any property or injure any persons.

<b>Supervisor name:</b>	<b>Ashley Strong / James Ingram</b>	<b>Supervisor signature:</b>		<b>Date:</b>	<b>10/9/15</b>
<b>Qualifications:</b>	<b>ADAS Dive Supervisor – SSBA /SCUBA 30M</b>	<b>Experience:</b>	<b>10+ Years</b>		
<b>Senior management name:</b>	<b>James Ingram</b>	<b>Signature:</b>		<b>Date:</b>	<b>10/9/15</b>
<b>If approved by senior management via telephone, provide date and time of call:</b>					

## SECTION 8: Changes or additions to SWMS

Should the SWMS be altered, added to, or changed in any way it must be communicated to all Workers and acknowledged by all Workers. The relevant revision number box on page 1 of this SWMS must be ticked if revisions are made.

<b>Revision 1: Change identified resulting from: (please tick)</b>		<b>Date:</b>	<b>Time:</b>	<b>Name:</b>	<b>Sign:</b>	<b>Name:</b>	<b>Sign:</b>
<input type="checkbox"/>	Scope of work	<b>Change identified: (provide details)</b>		<b>James Ingram</b>			
<input type="checkbox"/>	Incident / Safety alert	..... ..... .....					
<input type="checkbox"/>	Risk review						
<input type="checkbox"/>	Review date						
<input type="checkbox"/>	Added hazards and controls						
<input type="checkbox"/>	Legislation change						
<input type="checkbox"/>	Weather change						
<input type="checkbox"/>	Instructions	<b>Supervisor name:</b>					
<input type="checkbox"/>	Other:	<b>Signature:</b>					
<b>Snr Mngt Approval (name):</b>		James Ingram	<b>Signature:</b>				

<b>Revision 2: Change identified resulting from: (please tick)</b>		<b>Date:</b>	<b>Time:</b>	<b>Name:</b>	<b>Sign:</b>	<b>Name:</b>	<b>Sign:</b>
<input type="checkbox"/>	Scope of work	<b>Change identified: (provide details)</b>		<b>James Ingram</b>			
<input type="checkbox"/>	Incident / Safety alert	..... ..... .....					
<input type="checkbox"/>	Risk review						
<input type="checkbox"/>	Review date						
<input type="checkbox"/>	Added hazards and controls						
<input type="checkbox"/>	Legislation change						
<input type="checkbox"/>	Weather change						
<input type="checkbox"/>	Instructions	<b>Supervisor name:</b>					
<input type="checkbox"/>	Other:	<b>Signature:</b>					
<b>Snr Mngt Approval (name):</b>		James Ingram	<b>Signature:</b>				

## SECTION 9: Risk Matrix – use this to get your risk scores for Section 5

Step 1: Establish the Consequence (1-5)						
Consequences		Injury / Occupational Illness or Disease <small>(How to Manage Work Health and Safety Risk - Code of Practice, Safety Work Australia 10 August 2011) The company must ensure levels of consequence and likelihood are relevant to the company's business risk)</small>	Business Loss / Asset Damage	Reputation / Social/ Community	Legal and Regulatory / Contract	Environmental Impact (eg. hydrocarbon spills)
1	Insignif	Report only	<\$5k	Complaint / Single project or stakeholder	Minor non-compliance – internal report only	Negligible pollution
2	Minor	First Aid Treatment Injury/Illness – non-prescription medication / treatment that can be administrated by first aider.	<\$20k	Local public concern	Minor legal non-compliance / contractual issue	Minor pollution / nuisance
3	Moderate	Medical Treatment Injury/Illness – prescription / treatment that can <u>only</u> be administrated by registered doctor/nurse. Minor LTI <5 full day's work lost.	<\$50k	Regional public concern / Multiple stakeholders	Serious breach of law /investigation by authority / on the spot fine. Major breach of contract.	Noticeable pollution
4	Serious	Serious Lost Time Injury /Illness - Loss of 5 or more days work / admission to hospital / series injury under WHSA definition.	<\$100k	National public concern	Significant penalties / termination of contract	Significant environmental event
5	Major	Fatality (single or multiple fatalities)	>\$100k	International public attention	Law suits / prosecution / removal from suppliers list	Major environmental event / material environmental harm

Step 2: Establish the Likelihood (A – E)		
Description	Frequency examples <small>(How to Manage Work Health and Safety Risk - Code of Practice (Safety Work Australia 10 August 2011)).</small>	
A	Certain to occur	Expected to occur in most circumstances (> 1 event / month)
B	Very likely	Will probably occur in most circumstances (2 to 1 events / year)
C	Possible	Might occur occasionally (1 event / 1 to 2 years)
D	Unlikely	Could happen at some time (1 event / 2 to 3 years)
E	Rare	May happen only in exceptional circumstances (>3-5 years)

Step 3: The Hierarchy of Risk Control Model			
Start at the top and only if you can't select controls from one section, move to the next one down. You may need to use a combination of control measures to achieve the second level of risk control. If a particular hazard can't be removed the risk associated with the hazard can never be eliminated.			
1	<b>Elimination</b>	Complete removal of the hazard.	<div>Most effective</div> <div>↓</div> <div>Least effective</div>
2	<b>Substitution</b>	Replacing the material or process with a less hazardous one.	
3	<b>Isolation</b>	Separate the hazard from people.	
4	<b>Engineering</b>	Guarding, ventilation, design, re-design etc.	
5	<b>Administration</b>	Providing controls such as training or procedures.	
6	<b>PPE</b>	Use of PPE when other controls are not practical.	
7	<b>Post</b>	Mitigation after an event (eg. fire extinguisher).	

Using the Matrix to determine the Risk Score					
Likelihood	Consequence				
	1	2	3	4	5
A Certain to occur	Low 11	Moderate 16	Moderate 20	High 23	High 25
B Very likely	Low 7	Low 12	Moderate 17	High 21	High 24
C Possible	Low 4	Low 8	Moderate 13	High 18	High 22
D Unlikely	Low 2	Low 5	Moderate 9	Moderate 14	High 19
E Rare	Low 1	Low 3	Low 6	Moderate 10	High 15
ALARP – As Low As Reasonably Practical					
Tolerable		Takes action to manage to ALARP		Intolerable (without specific senior mgmt. approval)	