

Safe Work Method Statement

SWM47 Working Alone

SITE NAME					
APPROVED BY NAME:		SIGNATURE:		DATE:	
CONDUCTED BY NAME:		SIGNATURE:		DATE:	

Legislation: National WHS Act and Regulation 2012

Permit, Licence or Training Required: (please indicate by ticking box)							
YES		YES		YES		YES	
Other:							

PPE Requirements: (please indicate by ticking box)						Environmental Requirements: (tick box)	
YES		YES		YES		YES	
	Dust Masks		Full Face Shield		Eye Protection		Air Pollution (dust, fume)
	Safety Footwear		Full Body Suit				Storm water Pollution
	Gloves		Reflector Vests				Soil Erosion
Other:							

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STEP	ACTIVITY List steps/tasks to perform the activity in the actual sequence	HAZARDS Against each task list hazards that could cause injury	Level of Risk	RISK CONTROL MEASURE List control measures to eliminate or minimise risk	Level of Risk after Controls	RESPONSIBILITIES Name the person responsible (supervisor or above) to implement controls
1	Approaching Facility	Physical or verbal aggression. Slip, trip and fall.	2	- This SWMS relates to a worker who attends a site after hours, on their own and/or a worker who is isolated from readily available assistance. Higher risk activities must not be conducted when working alone or in isolation. If you are unsure, consult your Contract Manager or Supervisor. - If applicable/identified in the JSA notify your Contract Manager / Supervisor at the beginning and at the end of the working activity or as per instructions - Ensure you have completed your training in emergency procedures and know the location of first aid kit/room and emergency contact phone numbers. - Upon arrival at the workplace, ensure you park your vehicle in an open, well lit area available. Where possible try to vary your arrival practices to avoid noticeable routine. - Prior to exiting your vehicle, locate your site entry passes/keys and keep ready to unlock the access point. - Ensure you have a fully charged mobile phone with you at all times. - Ensure all contract emergency numbers are stored in your mobile phone contacts list. - Prior to unlocking site entry point, take note of your surroundings ensuring the areas is clear. Only enter the premises if there is no visible danger. Contact your Contract Manager if any evidence of danger or if you feel unsafe.	4	Supervisor / Cleaner
2	Enter Facility	Physical or verbal aggression. Clear access is blocked. Becoming trapped or contained.	2		4	Supervisor / Cleaner
3	Work Alone	Slip, trip and fall. Manual handling issues. Becoming trapped or contained. Physical or verbal aggression.	3		3	Supervisor / Cleaner
4	On Completion, Check Work Area	Slip, trip and fall. Manual handling issues. Becoming trapped or contained. Physical or verbal aggression.	3		3	Supervisor / Cleaner
5	Leave Facility	Slip, trip and fall. Manual handling issues. Physical or verbal aggression. Clear access is blocked.	2		3	Supervisor / Cleaner

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				9. Where there is any threat from other persons immediately remove yourself from the area and contact the Police and your Contract Manager/Supervisor immediately. 10. If safe to proceed, lock the door/gate behind you, as applicable and do not allow anyone into the premises. 11. Upon entry, carry out a brief walk around the area checking for hazards, intruders etc. Ensure it is safe to proceed. 12. Where you are alone in a building: a. If you are in danger Dial 000. Dial 112 if your telephone carrier does not cover the area where you are located. b. When you enter the work area, turn the lights on and keep them on in the areas in which you are working. c. Turn off lights on completion before leaving the building d. Prior to exit, scan the area around your exit pathway to ensure external areas are clear of hazard. e. Exit the premises if there is no visible danger and ensure the premises are properly secured by locking all external doors and gates. 13. Proceed immediately to your vehicle whilst taking note of your surroundings.		

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				14. Once secure in your vehicle report any suspicious changes to your surroundings to your Contract Manager / Supervisor. Do not re-enter the work site. 15. If you have any injury, contact your Contract Manager/Supervisor immediately.		

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Step 1 – Estimate the consequences of an incident occurring

Consequence	Incident
Catastrophic	Fatality or permanent serious disability or permanent ill health
Major	Serious injury, permanent part disability, long-term illness
Moderate	Medical treatment required and several days off work
Minor	First aid treatment required
Insignificant	No injuries

Step 2 – Estimate the likelihood of an incident occurring

Likelihood	Description
Almost certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances (ie has been known to occur, or has occurred before)
Possible	Might occur at some time (ie have heard of it happening)
Unlikely	Could occur, but no known instances previously
Rare	May occur only in exceptional circumstances

Step 3 – Determine the risk rating

	Catastrophic	Major	Moderate	Minor	Insignificant
Almost certain	1	1	1	2	3
Likely	1	1	2	3	3
Possible	1	2	3	3	4
Unlikely	2	3	3	4	4
Rare	3	3	4	4	4

Hierarchy of Controls

The hierarchy of controls must be applied in the order below for all identified hazards. The higher the risk score, the more emphasis should be placed on the more effective controls, such as elimination or substitution.

1. Elimination

Elimination is the most effective way of managing a risk. For example – filling in a hole to remove a trip hazard.

2. Substitution

This is the most effective way to manage a risk. For example – using a less harmful chemical.

3. Isolation / Engineering

Isolation may include limiting how many people are exposed to a hazard. For example – using noisy equipment at night time when less people are present.

4. Administrative

Examples of this kind of control include training and instruction.

5. PPE

PPE is the least effective of all the controls and should be seen as the last line of defence.



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TEAM MEMBERS CONSULTATION SIGN OFF & APPROVAL, (print name and sign)

Print Name:	Sign:	Date:	Print Name:	Sign:	Date: