| **SAFE WORK METHOD STATEMENT**  **JSEA Number:**  **Work Activity Description:** | | | |
| --- | --- | --- | --- |
| NOTE: Work must be performed in accordance with this JSEA.This JSEA must be kept and be available for inspection until the high risk construction work to which this JSEA relates is completed. If the JSEA is revised, all versions should be kept. If a notifiable incident occurs in relation to the high risk construction work in this JSEA, the JSEA must be kept for at least 5 years from the date of the notifiable incident. | | | |
| Location: |  | Planned commencement date: | |
| Project manager/coordinator: |  | Signature: | |
| High Risk Activity: YES | ☐ Risk of a person falling more than 2 metres (Note: in some jurisdictions this is 3 metres) | | |
| ☐ Likely to involve disturbing asbestos | | |
| ☐ Work with waste materials | | |
| ☐ Work on or near chemical, fuel or refrigerant lines | | |
| ☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians | | |
| ☐ Work in areas with extremes of temperature | | |
| Personnel qualifications required for this activity: | None | | |
| Specific training required for this activity: |  | | |
| Warning signs and control measures: |  | | |
| Personal protective clothing and equipment required (tick applicable boxes after completing task descriptions and hazard control measures) | | | |

| Hard hat /  Hi-vis vest  Safety boots | Eye protection | Hand protection | Ear protection | Life jacket | Protective clothing | Dust mask | Fall protection | Face protection | Respirator | Description: Gas Detector  Gas detector | Tripod  (Confined space) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ☐ | ☒ | ☒ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
| Task Specific Personal Protective Equipment (PPE) requirements:  Closed toe shoes. | | | | | | | | | | | |

| **Risk Assessment Matrix** | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** | | | | | |
| **Consequence** | **Rare**  Likely to occur in very exceptional circumstances | **Unlikely**  Could occur at some time | **Possible**  May occur at some time | **Likely**  Will probably occur or has happened before | **Almost Certain**  Expected to occur |
| **Insignificant** No personal injury, no adverse outcomes | 1-Very Low | 2-Very Low | 4-Low | 7-Medium | 11-Medium |
| **Minor**  Minor injury (first aid treatment) and adverse outcomes | 3-Very Low | 5-Low | 8-Medium | 12-Medium | 16-High |
| **Moderate**  Serious injury (medical treatment) adverse outcomes | 6-Low | 9-Medium | 13-Medium | 17-High | 20-Very High |
| **Major**  Serious injury (long term absence) major adverse outcomes | 10-Medium | 14-Medium | 18-High | 21-Very High | 23-Severe |
| **Catastrophic**  Fatality or permanent impairment, government intervention | 15-Medium | 19-High | 22-Very High | 24-Severe | 25-Severe |

| **Steps of the task**  Break into sections of work | **Potential hazards**  What could go wrong at each step? What if? | **Un-controlled** **risk** 1 – 25 | **Controls** How do we control the hazard?  What contingency plans if it goes wrong? | **Residual risk**  1 – 25 | **Who will do it?** Be specific – use names/titles (e.g. ‘foreman’) |
| --- | --- | --- | --- | --- | --- |
| *Site set-up (example only)* | * *Muscle strain, slips, trips, falls.* * *Vehicle strikes* | *4* | * *Appropriate manual handling* * *Site specific- if using a loading dock or similar, consider the use of safety cones or similar for identification of working staff. Hi Vis vest may be required.* * *Check the floor for water that staff may slip on, and clear where possible.* | *1* |  |
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**EMERGENCY RESCUE PLAN**

All personnel involved in this activity will ensure they are aware of the emergency procedure and understand their roles and responsibilities. In the absence of a specific emergency plan, staff should defer to the site emergency plan, and ensure they comply with any requirements at all times.

**(ERT) Emergency Rescue Team**

In the event of an incident occurring, persons will not place themselves at risk and notify their project manager immediately.

Where emergency services are required, site staff will call 000 and notify of the situation, location and response required. Staff should contact their project manager as soon as it is safe to do so. The project manager will contact the Site security and notify of the emergency requesting for assistance upon emergency service arrival to site (if required).

First Aider to determine immediate treatment required until emergency services attend site in which emergency services will take over.

All works will be suspended until further notice.

| Approver Name: |  | Reviewer 1  Name/Position | N/A |
| --- | --- | --- | --- |
| Approver Position |  | Reviewer 2  Name/Position | N/A |
| Date: |  | Reviewer 3  Name/Position | N/A |
| Next review Date  (if required) | N/A | Reviewer 4  Name/Position | N/A |

| Name: | Signature: | Date: |
| --- | --- | --- |
| Workers must always be given the opportunity to comment and make suggestions to improve controls.  Use visual aids (e.g. drawings, photos) or complete in work areas wherever possible. Brief in small working teams to encourage them to speak up if they don’t understand.  Record any changes to the JSEA and have each worker sign below. | | |

| Name | Signature | Date | Employer |
| --- | --- | --- | --- |
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| Records Storage Instructions |
| --- |
| A copy of all completed JSEA shall be submitted to the project manager |

Adapted from University of New England WHS F014 Safe Work Method Statement (JSEA)