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| **Organisation:** | **Venue:** | | Date: |
| **Department responsible: Technical Managment** | | | |
| **Job / Task:** | | | |
| **Prepared by** (Name)**:** | **Signature:** | **Issue No:** | **Issue Date:** |

**References *(Indicate “Y” if applicable)***

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| Legislation | | Australian Standards | | Guidance Notes | |
| OSH Act 1984 | *X* |  |  |  |  |
| OSH Regulations 1996 | *X* |  |  |  |  |
| Environmental Protection Act 1986 | *X* |  |  |  |
| Environmental Protection (Unauthorised Discharge) Regulations 2004 | *X* |  |  |  |
| **Codes of Practice** | |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | **Other** | |
|  |  |  |  | Live peformance Australia Safety guidelines for the Entertainment industry |  |
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**Reviewed and**

**approved by:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_/\_\_\_\_/\_\_\_\_\_\_\_

Technical Management Representative Position Signature Date

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| PPE Requirements (Please indicate by ticking boxes) | | | | | | **SWMS Checklist** | | **Hazards**  (Please indicate by ticking box) | |
| **Clothing:** | | **Hearing Protection:** | | **Fall Protection:** | | Was the work crew involved in developing the SWMS? |  | Climatic / Natural Events |  |
| Safety Helmet |  | Ear Muffs |  | Edge Protection / Hand Rails |  | Are all work crew personnel recorded on the SWMS? |  | Electrical / Magnetic |  |
| Safety Footwear |  | Ear Plugs |  | Full Body Harness / Lanyard |  | Has a toolbox been completed? |  | Biological |  |
| Long Sleeved Shirt / Pants |  | Other: |  | Static Line |  | Is a MSDS required? |  | Ergonomics |  |
| Chemical Proof Coveralls |  | **Respiratory Protection:** | | Other: |  |  |  | Gravity |  |
| Other: |  | Dust Mask |  | **Special Equipment:** | |  | | Personal / Behavioral |  |
|  |  | Half Face Mask |  | Life Line(s) |  | External Threat |  |
| **Eye Protection:** | | Full Face Mask |  | Fire Extinguisher-Water |  | Lightning |  |
| Safety Glasses |  | Other: |  | Fire Extinguisher-CO2 |  | Mechanical |  |
| Full Face Shield/Visor |  | **Gloves:** | | Fire Extinguisher-Chemical |  | Land use |  |
| Welding Helmet |  | General |  | First Aid Equipment |  | Pressure |  |
| Cutting Goggles |  | Leather (Welding) |  | Radio Communications |  | Radiation |  |
| Chemical Goggles |  | PVC / Rubber (Chemical) |  | Gas Detection Equipment |  | Sound / Vibration |  |
| Oxy Goggles |  | Other: |  | Safety Torch/I.S Torch |  | Social / Cultural |  |
| Other: |  |  |  | Barricading/Signs |  | Vehicles/ transportation |  |
|  |  |  |  | Fire Blankets |  | Substances |  |
|  |  |  |  | Welding Screens |  | Thermal / Fire / Explosion |  |
|  |  |  |  | Spill Kits |  | Waste |  |

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| **HAZARD PROMPTS:** *Is there potential for personal or environmental harm from / to …* | | | |
| **Hazard Type** | **Hazard** | **Hazard Type** | **Hazard** |
| Climatic / Natural Events | Wind, hail, rain, lightning, muddy, fog/mist, extreme weather conditions (cyclone, drought), events ( flood, landslide, bushfire) | Pressure | Hydraulic, hydrostatic / steam, mechanical / sprung, pneumatic / air, wind blast, ground / ground water (artesian) |
| Electrical / Magnetic | Low / high voltage, AC voltage, DC voltage, loss of power, magnetic fields, static electricity, control systems, earth leakage | Radiation | Electromagnetic, infrared, laser, radioactive, radio frequency, microwave, ultraviolet, welding flash, x ray |
| Biological | Legionella, infection (viral, bacterial), bites (animal, insect), fauna, flora, infection, needles, hepatitis | Sound / Vibration | Continuous / impact noise , community issue noise / vibration |
| Ergonomics | Lifting, pushing / pulling, bending / twisting, whole body / hand & arm vibration, work area design, hand tool use, awkward / sustained postures, repetitive motion actions | Social / Cultural | Cultural heritage, economic, legal systems, stakeholder expectations, resource utilization, license requirements, relationships (media / government /community), land & infrastructure access |
| Gravity | Stability, fall (at level / from height / into depth), falling object / material / load, roll away, roll over | Work Environment | Confined spaces, ventilation, slippery conditions, uneven or broken ground, pedestrians / people in work area, use of ladders / scaffolding |
| Personal / Behavioral | Fatigue, shift work, fitness for work (medication effects, reduced physical / mental capacity to work) | Substances | Chemicals, raw materials, products, gases, fumes, fibers, minerals, dust, explosives, flammables, solids |
| External Threat | Unauthorized entry, sabotage / arson, emergency situation (notification & evacuation) | Thermal/Fire/  Explosion | Ambient / radiant heat, cold stress, heat stress, contact (cold, hot), explosion, extreme cold / heat, fire, molten materials |
| Lighting | Low / high level | Waste | Pollution, waste creation / disposal / recycling, spill |

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|  |  | Consequence | | | | |
|  | | Insignificant  1 | Minor  2 | Moderate  3 | Major  4 | Catastrophic  5 |
|  | | Examples   * No Injuries * Low financial cost <$10,000 * Little impact to operational efficiency * Verbal Complaint | Examples   * First Aid required * Medium financial cost $20-50,000 * Minor delays to operational efficiency * Local public complaint | Examples   * Medical treatment required * High financial cost $50-100,000 * Significant delay in major deliverables * Unwanted media attention | Examples   * Extensive Injuries * Major financial costs $100-200,000 * Non achievement of major deliverables * Incidents reportable to work safe * Breech resulting in fines * Negative media attention | Examples   * Death * Huge financial costs > $250,000 * Non achievement of major deliverables * Legal action * Incarceration * Breech resulting in major fines for individual and company |
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| Likelihood | |
| **Rare E (1)** | Rare occurrence | Low (1) | Low (2) | Minor (3) | Moderate (4) | Major (5) |
| **Unlikely D (2)** | Not likely to occur | Low (2) | Low (4) | Minor (6) | Moderate (8) | Major (10) |
| **Possible C (3)** | May happen | Low (3) | Minor (6) | Moderate (9) | Major (12) | Extreme (15) |
| **Likely B (4)** | Likely to happen | Minor (4) | Minor (8) | Moderate (12) | Extreme (16) | Extreme (20) |
| **Probable A (5)** | Expected to happen | Minor (5) | Moderate (10) | Major (15) | Extreme (20) | Extreme (25) |

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| **RISK RATING** | **ACTION FOR CONTROLLING RISK** | **MANAGEMENT OF RISK** |
| **Extreme** | Extreme risk is totally unacceptable. All active operations must be suspended immediately and must not be restarted until effective controls have been introduced to reduce the risk to an acceptable level. All activities identified with an Extreme risk level at pre-work stage must not be allowed to commence. Risk reduction strategies need to be approved by the General Manager | General Manager |
| **Major** | Major risk is unacceptable. Operations and activities must be suspended or exposure to the hazard restricted until further controls are implemented. Control measures must be reviewed to ensure they adequately control the risk. Risk reduction strategies need to be approved by the Technical Manager. | Technical Manager |
| **Moderate** | Moderate risk is generally acceptable if the current controls are effective. The risk controls implemented must be monitored throughout the task to ensure the risk does not escalate from moderate to high risk. Risk reduction strategies must be approved by the Technical Supervisor | Technical Supervisor |
| **Minor** | Minor risk is acceptable with the implementation of suitable risk controls. The risk controls must be monitored throughout the task to ensure the risk does not escalate from moderate to high risk. Risk reduction strategies must be approved by the Technical Supervisor | Technical Supervisor |
| **Low** | Low risk is acceptable with minimum further controls required. Work can proceed with regular monitoring by the work team in place. Risk reduction strategies where required must be approved by the crew | Technical crew |

| **Step #** | **Task / Job Step** | **Possible Hazard** | **INITIAL RISK** | **CONTROLS**  **(What are you going to do to make the job as safe as possible?)** | **RESIDUAL RISK** | **PERSON**  **RESPONSIBLE** |
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| **SIGN ON** | | | | | | | |
| *I have taken part in the development of this SWMS / have been briefed on and understand the contents of this SWMS* | | | | | | | |
| **Date** | **Time** | **Name** | **Signature** | **Date** | **Time** | **Name** | **Signature** |
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