**ABN: 75 450 239 876 Address: 117 Brisbane St, Ipswich 4305 Ph: (07) 3035 5500**

**Section 1 - Job details**

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| **JSEA/SWMS title** |  | **Project name** | | |  | | | | | **Work order or PID No.** | | |  |
| **Principal contractor** | | |  | | | | |
| **Location / address** |  | | | | | | | | **Date/s of activity** | |  | | |
| **Prepared by** |  | | | **Date prepared** | | |  | | **Signature** |  | | | |
| **Permits required** | | | | | | | | **Isolations required** | | | | | |
| Confined space | High risk work rescue plan | | High voltage access | | | SCADA | | Mechanical | | | | Hydraulic | |
| Work at height | Excavation & trenching | | Energised work | | | Other (please specify) | | Electrical | | | | Pneumatic | |
| Penetration | Grid mesh, flooring and guard rail removal | | Hot work | | | **Site access required** | | | | Yes  No | |

**Section 2 - Common hazards** (Each hazard identified below must be assessed in section 3)

|  |  |  |  |
| --- | --- | --- | --- |
| **Chemicals/hazardous substances** | | **High-risk activities** | |
| Name of chemicals or hazardous substance:  SDS available | | Confined space | Work at heights |
| Hot work | Excavation, trenching or penetrations |
| **Energy sources** | | Construction work | Diving |
| Electricity | Pressure | Demolition | Structural alterations |
| Gas / fuel | Water | **Work location** | |
| **Plant and equipment** | | Sun | Working over, in or near water |
| Fixed plant | Mobile plant | Plants, animals or insects | Contaminated / flammable atmosphere |
| Vehicles/boats | Hand tools | Slips, trips and falls | Work occurring in other areas |
| **Manual tasks** | | Biological hazards | Fire |
| Repetitive tasks | Heavy lifting | **People** | |
| Awkward posture | Sustained posture | Remote or isolated work | Contractors |
| **Facilities/built environment** | | Fatigue | Visitors/land owners/public |
| Buildings and fixtures | On, in or adjacent to roadways | Competency or training required | Licence required |
| Open pits, trenches or tunnels | Asbestos / lead | **Environment and water quality** | |
| Overhead objects or services | Underground objects or services | Erosion & sediment control | Waste / discharge |
| Lighting | Noise | Emissions (or air pollution) | Flora / fauna / weed management |
| On or near pressurised gas distribution mains or piping | On or near chemical, fuel or refrigerant lines | Release to drains/waterways | Water quality |

**Assessment / establishment of risk rating**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Seqwater Risk Matrix** | | | **Hazard Effect / Consequence**  (Where an event has more than one ‘Loss Type’, choose the ‘Consequence’ with the highest rating) | | | | |
| **Loss Type**  (Additional ‘Loss Types’ may exist for an event; identify & rate accordingly) | | | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Health and Safety** | | | Symptoms requiring no treatment or first aid treatment only.  Returned to full duties. | Minor temporary injury or illness requiring medical treatment.  Inability to complete rest of shift or modified duties. | Moderate injury or temporary impairment  One or more entire shift missed as a result. | Permanent injury or impairment. | ≥1 Fatalities. |
| **Environment** | | | Localised, on site, actual or potential nuisance. Routine short term remediation. | Localised on/off site environmental nuisance. Routine short term remediation (<1 month). | Localised on/off site actual or potential environmental harm/impact to the ecosystem, flora, fauna (excluding declared and rare threatened and vulnerable species) requiring limited resources to mitigate (>1 - <3 months). | Localised on/off site actual or potential serious harm/Impacts to the ecosystem, flora, fauna (including declared and rare threatened and vulnerable species) requiring substantial resources to mitigate (>3 - <6 months). | Actual or potential widespread environmental harm/Impacts to the ecosystem, flora, fauna requiring extensive resources to mitigate (>6 months). |
| **Legal and Regulatory** | | | Low level legal matter Regulatory reporting not required. | Minor legal issue, non-compliance and/or breach of a regulation. | Serious breach of law; investigation/report to regulatory body, prosecution and/or possible moderate penalty. | Major breach of the law; considerable prosecution and penalties. | Long term legal action, government inquiry, significant penalties, prosecutions. Potential jail terms. |
| **Reputation / Social and Community** | | | Slight impact - public awareness may exist but no public concern  Superficial infringement of cultural heritage and no disturbance to heritage sites. | Limited impact - localised public/media concern  Limited damage to heritage sites. Localised cultural heritage reputational damage. | Considerable impact - regional public/media concern.  Moderate damage to regional heritage sites, regional cultural heritage reputational damage. | National impact - national public/media attention  Significant damage to important QLD heritage site. Major infringement of cultural heritage. | International impact - international public/media attention  Highly offensive infringement of cultural heritage.  Total destruction of nationally significant heritage locations. |
| **Water Quality and Supply** | | | Reservoirs lower than agreed normal operating levels for <4 hours or restricted output from treatment plant. No loss of supply from any bulk water supply point.  Little or no disruption to normal operations. | Reservoirs approaching agreed communication trigger levels. Treatment plant at restricted output requiring supply reconfiguration.  No loss of supply from any bulk water supply point.  Localised aesthetic impacts for non-SEQ Drinking Water Supply System plants. Isolated sample reports above guideline value / specification for chronic health parameters. | Reservoir levels below communication trigger levels > 8 hours. Reduced operating volumes due to treatment plant capability for a short duration resulting in retailer network configuration changes.  Widespread aesthetic impacts for SEQ Drinking Water Supply System plants. Repeated breach of guideline value / specification in quarterly Water Quality reports for chronic health parameters. | Unplanned loss of water supply from any bulk water supply point to any non-network or connected customers supply zones for up to 24 hours.  Potential acute health impacts (no declared outbreak expected). | Unplanned loss of water supply from any bulk water supply point to any non-network or network connected supply zones for > 24 hours.  Potential acute health impacts, declared outbreak expected. |
| **Likelihood** | | | **Risk Rating** | | | | |
| **Almost Certain** | The event is expected to occur in most circumstances | >90% | **Medium** | **High** | **High** | **Extreme** | **Extreme** |
| **Likely** | The event will probably occur in most circumstances. | >50–90% | **Medium** | **Medium** | **High** | **High** | **Extreme** |
| **Possible** | The event might occur, but not expected to occur under normal circumstances. | >10–50% | **Low** | **Medium** | **Medium** | **High** | **High** |
| **Unlikely** | The event could occur at some time, but only in unusual circumstances | >2–10% | **Low** | **Low** | **Medium** | **Medium** | **High** |
| **Rare** | The event could occur only in exceptional circumstances | <2% | **Low** | **Low** | **Low** | **Medium** | **Medium** |

**Section 3 - Hazard identification and risk control**

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| **Hierarchy of control** | | | |
| **1. Elimination** | **First option – most effective**: can the hazard be removed altogether by elimination of process or substance? | **4. Engineering** | Change the design of equipment, the workplace or the process ……. do it differently. |
| **2. Substitution** | Involves replacing the hazard with one that presents a lower risk. | **5. Administrative** | Reduce or eliminate the exposure to a hazard by adherence to procedures, instructions, signage or training. Administrative controls are dependent on human behaviour for success. |
| **3. Isolation** | Separate yourself from the hazard or separate the hazard from you. | **6. PPE** | **Last option – least effective**: provides a barrier between a person and the hazard. This is dependent on PPE being chosen correctly as well as fitted and work at all times where required. |

**NOTE – To ensure all specific hazards for the job are identified and suitable controls put in place, the workplace WHS risk register must be reviewed.**

| **Task / activity steps**  *(break job down into steps)* | **Potential hazards** | **Inherent risk rating** | | | **Management risk controls**  *(risk controls to be in place in order to manage potential hazards)* | **Residual risk rating** | | | **Person responsible**  *(to ensure implementation of risk controls)* |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C** | **L** | **Rate** | **C** | **L** | **Rate** |
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**Section 4 - Amendments required to JSEA/SWMS due to changes in job or environment**

| **What has changed?** | **Hazards resulting from change** | **Inherent risk rating** | | | **Management risk controls**  *(risk controls to be in place in order to manage potential hazards)* | **Residual risk rating** | | | **Person responsible** *(to ensure implementation of risk controls)* |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **C** | **L** | **Rate** | **C** | **L** | **Rate** |
|  |  |  |  |  |  |  |  |  |  |
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**Section 5 - JSEA/SWMS supervision/approval**

Detail person(s) responsible for ensuring implementation, monitoring and compliance with the JSEA/SWMS.

| **Name** | **Position** | **Company** | **Contact Number** |
| --- | --- | --- | --- |
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If this JSEA/SWMS has any hazards with a residual risk rating of medium or above approval is required.

|  | **Name** | **Position** | **Approval date** | **Signature** |
| --- | --- | --- | --- | --- |
| Line supervisor approval  (required for any **medium** risks) |  |  |  |  |
| Level 3 Manager approval  (required for any **high** risks) |  |  |  |  |
| Any hazards with a residual risk level of **extreme** must not be undertaken. The risk must be reported to the **General Manager**. | | | | |

**Section 6 - JSEA/SWMS consultation and sign on**

By signing this JSEA/SWMS I confirm:

* I have been consulted and have been given reasonable opportunity to express my views and contribute to the development of this JSEA/SWMS
* I understand the documented hazards and risk controls associated with this activity and will comply with the control measures for those identified hazards
* I have implemented any risk controls I am responsible for.

**I will inform the Project Manager / Works Coordinator if the hazards of the job change**

| **Date** | **Name** | **Signature** | **Company** |
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