**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)

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| **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 impairmentOne 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 concernSuperficial infringement of cultural heritage and no disturbance to heritage sites. | Limited impact - localised public/media concernLimited 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 attentionSignificant damage to important QLD heritage site. Major infringement of cultural heritage. | International impact - international public/media attentionHighly 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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