

The contractor must complete a Safe Work Method Statement (SWMS) or equivalent prior to the commencement of any high-risk work.

Name of Contractor responsible for compliance with SWMS:		Date:	
Company name:	SchoolPix	Workplace location:	various School Locations
High risk job description		Completion of Confined Space Entry Permit?	Yes ☐ N/A ☐ (n/a should only be selected when not working in a confined space)
Personal Protective Equipment (PPE) required to complete the job			
 Gloves ☐	 Face mask ☐	 Eye protection ☐	 Welding mask ☐
 Appropriate footwear ☐	 Hearing protection ☐	 Protective clothing ☐	
What are the tasks involved? Describe the steps required to perform the task in the sequence they are carried out.		What are the hazards and risks? Against each step list the potential hazards that could cause injury/damage when the task step is performed.	
		How will hazards and risks be controlled? List the control measure required to eliminate or minimise the risk of injury arising from the identified hazard, see Contractor Hazard Identification and Control Table .	

Safe Work Method Statement

What are the tasks involved? Describe the steps required to perform the task in the sequence they are carried out.	What are the hazards and risks? Against each step list the potential hazards that could cause injury/damage when the task step is performed.	How will hazards and risks be controlled? List the control measure required to eliminate or minimise the risk of injury arising from the identified hazard, see Contractor Hazard Identification and Control Table .
Arrival at school	Parking so as to not endanger persons coming into contact with the vehicle/s	Communicate with schools to ensure appropriate parking space and time is available, and has been arranged and coordinated.
Unloading photography equipment	Injuries to persons whilst unloading the equipment from vehicles	Have a clear plan of action for loading and unloading equipment, and have clear communication with school for requirements
Directing staff and students to photography stands	Injuries from potentially tripping, falling, or other various hazards	Directing staff and students in a clear and efficient manner to safely mount and dismount stands; ensure those persons are comfortable on the stands and if not, to stay on the ground level
Directing through the portrait studio	Injuries from tripping, falling, or various other hazards, including blocking the flow of people	Directing staff and students in a clear and efficient manner to efficiently flow through the portrait studio area.
Greeting and directing students to the correct studio	Potential injuries and blocking the flow of persons waiting for photographs to be taken	Being clear and direct as to which studio they should report to
Securing all power cables	Injuries and/or tripping on loose cords	Securing all loose cables, giving verbal instructions not to stand behind the photographer - specifically in high traffic

Safe Work Method Statement

		areas
Sending students to nominated areas after their photo has been taken	Being present in unsafe or inappropriate areas during continuous photography	Ensuring clear and proper instructions are communicated as to where the nominated area is after photos have been taken
Sign off	Name	Signature
I have provided site-specific risk controls to manage the hazards identified above and will comply with the controls listed above.		
Contractor:		
I understand the risk controls listed above will be implemented to manage the identified hazards associated with the works to be undertaken.		
Workplace Manager and/or Management OHS Nominee:	Christine Madden	

Steps for filling out SWMS

1. Contractor to determine the tasks, and associated hazards, risks and controls.
2. In the 'What are the tasks involved?' column, list the work tasks in sequence to how they will be carried out.
3. In the 'What are the hazards and risks?' column, list the hazards and risks for each work task.
4. In the 'How will the hazards and risks be controlled?' column, select the hazard or risk and then work through the control levels 1 – 4 from top to bottom, as seen below. Choose a control measure (and how it is to be used) that is as close to level 1 as is reasonably practicable.

Control levels

1. **Eliminate** any risk to health or safety.

Safe Work Method Statement

2. **Reduce** the risk to health or safety by anyone or any combination of the following:
 - **Substituting** a new activity, procedure, plant, process or substance
 - **Engineering controls**, such as mechanical or electrical devices.
3. **Use administrative controls**, such as changing the way the work is done.
4. **Provide appropriate personal protective equipment.**
5. All contractors should be briefed on the SWMS before commencing work. Ensure all contractors know that work is to immediately stop if the SWMS is not being followed.
6. Observe work being carried out. If controls are not adequate, stop the work, review the SWMS, adjust as required and re-brief the team.
7. Retain this SWMS for the duration of the high-risk work.