

**THE BEAUTIFUL
AND USEFUL STUDIO**

The collaborative art studio

SAFE WORK METHOD STATEMENT- PART 1

Description of job: Delivery/Installation of inflatable art pieces	Date SWMS prepared: 19 July 2023
Dept/Location where job will be undertaken: Townsville Beach	Date SWMS revised: N/A
Activity/task: Install Baby Urchins Inflatabkes	SWMS revised by: N/A
SWMS prepared by Matthew Aberline	Site Manager signature:

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Water Weights

Procedure of job activity Break the job down into steps and number each activity	Possible Hazards What could go wrong or harm someone?	Risks What are the risks of the job	Risk Ranking Rank the risk- refer to risk matrix chart	Safety Control Measures How will you control the risks and hazards	Responsibility Write name of person responsible to implement controls
Laying out water containers and filling where necessary	Water spills	Personal Injury - Electrocutation	High	Water proof boxes used, care where laying out weights	Matthew Aberline
Lay out water weights and fill where necessary.	Pull muscles	Personal injury	Low	Employ proper safe lifting technique	Matthew Aberline

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Delivering Artwork onto Site

Procedure of job activity Break the job down into steps and number each activity	Possible Hazards What could go wrong or harm someone?	Risks What are the risks of the job	Risk Ranking Rank the risk- refer to risk matrix chart	Safety Control Measures How will you control the risks and hazards	Responsibility Write name of person responsible to implement controls
Driving vehicles onto site	Car accident involving pedestrians/ drivers of other vehicle	Personal Injury or injure others	Low	Report to Venue Manager; obey all venue & security staff instructions and speed limits	Matthew Aberline
Delivering equipment to site – loading and unloading equipment	Failing to wear proper safety clothing, incorrect lifting/ pushing/moving technique.	Personal Injury	Low	Work shoes, safety vest, employ proper safe lifting technique	Matthew Aberline

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Installation of Artwork

Procedure of job activity Break the job down into steps and number each activity	Possible Hazards What could go wrong or harm someone?	Risks What are the risks of the job	Risk Ranking Rank the risk- refer to risk matrix chart	Safety Control Measures How will you control the risks and hazards	Responsibility Write name of person responsible to implement controls
Installation/ Removal of audio visual and lighting equipment	Faulty equipment (and/or leads).	Personal Injury - Electrocutation	High	Make sure all electrical equipment and leads are safety checked (tagged & tested)	Matthew Aberline
Installation/ Removal of audio visual and lighting equipment cables	Unsecured leads	Personal Injury - Trip hazard	Low	Ensure all control and power cables are properly gaffer taped down	Matthew Aberline
Keeping work paths clean	Potential trip hazard	Personal Injury	Low	Ensure all work paths are clear of debris	Matthew Aberline
Sharing workspace with others	Variety of possible injuries/ hazards	Personal Injury	Low	Be aware of other activities in common workspace, if required rope off work area	Matthew Aberline
Install base that inflatable sits on.	Bruising ankle, dropping on feet, lift poorly.	Personal injury	Low	Work boots, safety vest, employ proper safe lifting technique	Matthew Aberline
Position all lights; and connect fans and lights to power boards switched off	Electrocutation	Personal injury	Low	Make sure no power points are wet. Make sure power off.	Matthew Aberline

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Zip all pieces into position and test inflate by switching fan on.	Pulling muscle	Personal injury	Low	Employ proper safe lifting technique.	Matthew Aberline
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De-install of Artwork

Procedure of job activity Break the job down into steps and number each activity	Possible Hazards What could go wrong or harm someone?	Risks What are the risks of the job	Risk Ranking Rank the risk- refer to risk matrix chart	Safety Control Measures How will you control the risks and hazards	Responsibility Write name of person responsible to implement controls
All the same issues for the de-installation (bump out). See 'Installation' section above	As above	As above	Low-high		Townsville Team
Bump out equipment	Equipment falling, trip on unsecured leads, incorrect lifting/pushing/moving technique	Personal injury	Low	Make sure public has vacated space prior to bump out (and/or space has been roped off), all staff work at a safe pace, wear appropriate safety gear and use correct moving techniques	Townsville Team

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SAFE WORK METHOD STATEMENT - PART 2

CONTRACTOR:	The Beautiful and Useful Studio		
CONTACT DETAILS:	Matthew@itsbeautifulanduseful.com	2/414 Botany Road Beaconsfield NSW 2015 Australia	

Personnel Details		Equipment Details	
Employees Involved in activity: Number required to complete activity/ task Enter details of employees involved	1 person Matthew Aberline a	Plant/Equipment: What equipment is being used e.g. power tools. How often are maintenance checks required	None
Occupations: Trades skills required for this activity	N/A	Hazardous Substances: List all substances used and location of Material Safety Data Sheets (MSDS)	N/A
Qualifications: Licences/permits required for this activity	N?A	Hazardous Substances (continued): List all substances used and location of Material Safety Data Sheets (MSDS)	N/A
External Contractors required for this activity: How many required, have they submitted a SWMS and have they been	N/A	PPE (Personal Protective Equipment) List all PPE required for this activity	Enclosed shoes Hi vis vests
Code of Practice/Standard: What code of practice or standard must be adhered to for this activity	N/A	Departments to be Notified: List all departments that need to notified whilst this activity is being undertaken	N/A

I have read and agree to implement the control measures as listed above in this document. I understand the importance of this safe work method statement

Date:	Name:	Position:	Signature:
19 July 2023	Matthew Aberline	Director	

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RISK ASSESSMENT MATRIX

		Very Likely (VL) Could happen any time	Likely (L) Could happen sometime	Unlikely (U) Could happen but very rarely	Highly Unlikely (HU) Could happen but probably never will
Consequences Could kill someone	Fatality (F)	High	High	High	Medium
Long term illness or serious injury	Major (Ma)	High	High	Medium	Medium
Medical attention required and + days off work	Minor (Mi)	High	Medium	Medium	Low
First aid needed	Negligible (N)	Medium	Medium	Low	Low

Low 1-2; Medium 3-4; High 5-6

- Fatality
- Major Injury or illness or major property damage
- Minor (usually reversible) injury or illness resulting in a day off work, minor property damage
- Negligible minor injury, possible first aid