



| Persons involved in this activity |         |           |      |
|-----------------------------------|---------|-----------|------|
| Name                              | Company | Signature | Date |
|                                   |         |           |      |
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|                                   |         |           |      |

| Site specific hazards and risks additional to this SWMS |                 |                   |               |                  |               |
|---|-----------------|-------------------|---------------|------------------|---------------|
| No.   | Task / Activity | Potential Hazards | Inherent Risk | Control Measures | Residual Risk |
|   |                 |                   |               |                  |               |
|   |                 |                   |               |                  |               |
|   |                 |                   |               |                  |               |

**Process to complete this SWMS**

- 1 Task/Activity:** in order of importance, identify the high risk construction work for the window film installation activity to be undertaken
- 2 Potential Hazards:** list the potential hazards associated with each task
- 3 Inherent Risk:** calculate the risk of each hazard (number 1-5, 1 being lowest risk and 5 being highest risk) prior to the enforcement of the control
- 4 Control Measures:** list the control measures (safety solutions) to be applied to eliminate or minimise the risk of injury or accident from the identified hazard, and the manner in which each measure will be implemented/monitored/reviewed
- 5 Residual Risk:** calculate the new risk of the hazard (number 1-5, 1 being lowest risk and 5 being highest risk), after the control measures are applied

**Monitoring and review:** visual monitoring of control measures will be undertaken and reviewed, and this SWMS amended, if circumstances change  
**Consultation:** relevant personnel have been consulted in the development of this SWMS  
**Document retention:** a copy of this SWMS will be retained until the high risk work has been completed, or in the event of an incident, for two years after the incident occurs