

SAFE WORK METHOD STATEMENT

Client	#3649 Multiworks	Activity	Security Guard
Site Location	118 Swann Drive, Derrimut.	Prepared by	Grant Talbot
Supervisors	Site Team Leaders BULLOCK, DAVID MARTYN. 949-506-60S OSBORNE, ROBERT ARTHUR 823-304-20S VESEL, LEON JOHN, 585-200-50S	Signature of person who prepared SWMS	
SWMS No	#3649 Multiworks	Date Prepared	29/07/2024

Site Check List:



1. login at site office Must be signed on 5 minutes before shift
2. THIS SITE IS IN LOCK DOWN ! All public is not aloud anywhere near this site.
3. On Arrival You must sign the Site Register with the specific time when signing. Attend Tool Box Meetings. Report to Site Team Leader
4. Report any activity on this register and to Operations manager.
5. Not to interfere with any electronic video surveillance devices.
6. Have knowledge of the Site, patrol external parts of site, the external surround ONLY to ensure the site is secure.
7. Suitable clothing for the site HiVis. And Personal Items stored away.
8. Never Leave The Site unless approved by office manager or Officer in charge.
9. Breaks: 20 Minutes, are only aloud when approved and are onsite in clear view of effected areas Near other Guard either front or back.
10. Toilet Breaks when needed onsite only. Portables supplied !
11. No personal visits by family or friends during your shift .
12. No work place threats, bullying or sexual harassment. (this is dismissible and possible criminal charges laid against you.)
13. NO FRATERNISING WITH CUSTOMERS OR EMPLOYEES OR ANY PERSONS ON SITE .
14. Generally, there should be no visitors except for our client and Government Departments
15. Two guards per vehicle for mutual protection (resist surprise attack).
16. One vehicle patrolling the front of the allotment.
17. The other vehicle patrolling the rear of the allotment.
18. Both vehicles to be in contact via UHF Security Channel 3 (or other suitable channel).
19. Due to the muddy conditions along the verge between the rear security fencing and the adjacent ring road, all wheel drive patrol vehicles may be required.
20. Each guard is to be equipped with a cell phone patched into Sunshine Police • (03) 9313 3333.
Note: due to fire damage caused to the Telstra tower located at the rear of the property, Optus or Vodafone based units may be required.
21. Beware of SMOKE smells and OR odour that may also be fire related WHEN ON PATROL.
22. If smoke or fire is identified, contact Operations Manager

OCCUPATIONAL HEALTH AND SAFETY ACT 2004 - SECT 21

(1) An [employer](#) must, so far as is reasonably practicable, provide and maintain for [employees](#) of the [employer](#) a working environment that is safe and without risks to [health](#).

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Tragic
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (moderate)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

Tools / Plant / Equipment / PPE	HiVis Security Safety Vest Security PPE standards
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Relevant Legislation / Codes / Awards	This document has been prepared in accordance with the Private Security Act 2004 & 2004 Victorian OHS Act and 2007 OHS Regulations and the following Compliance Codes: Security Guards Act 2004 All risk control measures were implemented based on the hierarchy of control (Elimination, isolation, engineering, administrative, or PPE)
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Person responsible for training	Personnel qualifications & Experience	Training required to complete work
Grant Talbot	Industry OHS induction card. Worksafe Victoria Approved Supervisor , Officer of the Courts Dept Justice, Industry Experience. Valid Security Licence	Site specific inductions. Site toolbox discussions. Industry OHS Induction. Work experience and competency. Valid Security Licence

	Onsite Contact: Chris Dimitrovski Project Engineer: Eve Cassidy HSEQ Manager : Kim Leslie
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Activity	Hazard	Risk Pre/ Post	Risk Control Measures	Responsible Person
Site Mobilisation	Unauthorised Access	H/L	Ensure that access is denied or restricted by having entry points closed and signs displaying Security controlled warnings. Where practicable at entry points.	Site Team Leader, Security Guard
Site Mobilisation	Guard Duties / Activity	E/L	Protect Site from access by public or un authorised personal.	Site Team Leader, Security Guard
Static Guarding Access Control	Traffic Hazard	E/L	Ensure that all security guards have high viz vests and the barricades on the roads are in the correct position to stop any pending traffic entering the affected area.	Site Team Leader, Security Guard
Static Guarding Access Control	Collision / Moving Trucks / Vehicles	E/L	Security guards to be vigilant of any vehicles that may be allowed access to commence the cleanup proceedings Truc and heavy earthmoving equipment.	Site Team Leader, Security Guard
Static Guarding Patrol	Unauthorized Access Control	E/L	Security guard to be aware that the site is at lock down, no access unless authorised by Pickles representative. No Vehical to enter or exit unless authorised. Be aware that some Offenders my make a threat or verbal abuse, Physical harm. Refer to crimes act 1958 462A	Site Team Leader, Security Guard
Security Patrol	Intruder / Offender	E/L	Security guard to be alert at all times, have working torch seperate from mobile phone. Be in constant contact with other guard on site and report to OIC of any suspicious activity. Phone 000 if imminent danger.	Site Team Leader, Security Guard
Conflict Management	Verbal Abuse / Physical Harm	H/L	Security Guards may be faced with Verbal Abuse / Physical Harm because of the the situation with site ex employees or contractors. Attempting to gain access you may use reasonable force to stop this from happening to protect. Refer to crimes act 1958 462A	Site Team Leader, Security Guard
Security Activities	Weather, Heat / Rain Cold	E/M	Security Guards may face different types of weather conditions at the times of there shifts, guards to be prepared with suitable all weather clothing and suitable clothing for heat & Cold. Cold exposure is common when working on cold days , brig to site plenty of hot fluids if weather is cold. Suitable clothing but must be always high viz Security vest.	Site Team Leader, Security Guard
General	Harm	H/L	All personnel including contractors involved in work are to be suitably trained and/or certified or licensed to carry out required task competently. Supervisor to check (sight) appropriate evidence.	Site Team Leader, Security Guard

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