

COASTAL HIRE



SAFE WORK METHOD STATEMENT (SWMS) PART 1

ACTIVITY: SAFETY HARNESS			SWMS #:
BUSINESS NAME: Coastal Hire And Sales Pty Ltd			ABN: 70114481408
BUSINESS ADDRESS: 33 Jindalee rd, Port Macquarie, NSW 2444			
BUSINESS CONTACT:			PHONE #: 0429810200
SWMS APPROVED BY: EMPLOYER / PCBU / DIRECTOR / OWNER.			
NAME:			
SIGNATURE:			DATE:
PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS:			
PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS:			
RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.			ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.
NAME	SIGNATURE	DATE	Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.
			Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.
			Amendments must be approved by _____ and communicated to all affected workers before work resumes.
			SWMS must be made available for inspection or review as required by WHS legislation.
			Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).
PRINCIPAL CONTRACTOR DETAILS <i>(The builder or the organisation you are working for.)</i>			
PRINCIPAL CONTRACTOR (PC):		PROJECT NAME:	DATE SWMS PROVIDED TO PC:
PROJECT ADDRESS:			
PROJECT MANAGER (PM):		PM SIGNATURE:	CONTACT PH. #:
SWMS SCOPE: (TO BE FILLED IN ACCORDING TO ON-SITE SPECIFICS)			

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK"

- Confined Spaces
- Mobile Plant
- Demolition
- Asbestos
- Using explosives
- Diving work
- Artificial extremes of temperature
- Tilt up or pre-cast concrete
- Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services
- Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse
- Involves a risk of a person falling more than 2m, including work on telecommunications towers
- Working at depths greater than 1.5 Metres, including tunnels or mines
- Work in an area that may have a contaminated or flammable atmosphere
- Work carried out adjacent to a road, railway or shipping lane, traffic corridor
- In or near water or other liquid that involves risk of drowning

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	MOST EFFECTIVE
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.		↑ ↓
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.		
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.		
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.		
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.		

PERSONAL PROTECTIVE EQUIPMENT (PPE): *ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.*

FOOT PROTECTION <input type="checkbox"/>	HEARING PROTECTION <input type="checkbox"/>	HIGH VISIBILITY <input type="checkbox"/>	HEAD PROTECTION <input type="checkbox"/>	EYE PROTECTION <input type="checkbox"/>	FACE PROTECTION <input type="checkbox"/>	HAND PROTECTION <input type="checkbox"/>	PROTECTIVE CLOTHING <input type="checkbox"/>	BREATHING PROTECTION <input type="checkbox"/>	SUN PROTECTION <input type="checkbox"/>	FALL ARREST <input type="checkbox"/>	Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back. <input type="checkbox"/>
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AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS MAY BE PURCHASED AT [HTTP://WWW.SAIGLOBAL.COM](http://www.saiglobal.com)

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JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR)</i> <i>RESIDUAL RISK-RATING (RR)</i>		
1. Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.		Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of: <ul style="list-style-type: none"> - Health and Safety rules - Induction for all workers – site specific and toolbox meetings - Supervisory arrangements - Emergency plans - All relevant workers are appraised for required competencies & for any pre-existing medical conditions if working in remote or isolated locations. - Communication arrangements - Hazard reporting procedures - Injury reporting procedures - Ensure Work Safe notification for deep excavations prior for planned work (where applicable) - PPE required - Site plans – showing no go zones for pedestrians - Traffic Management Plan detailing movement of vehicles during work - Exclusion Zones - Risk Assessments, SWMS and JSA's - Ensure relevant guidance material for electrical NO GO ZONES is on site and consulted before work commences. - Underground essential services - including gas, water, sewerage, telecommunications, and electricity. 		

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2. Training and Capabilities	<p>Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.</p> <p>Powered mobile plant</p>		<p>Ensure all persons entering site have a General Construction Induction Card (white card).</p> <p>Check that plant operators are appropriately qualified with correct licence endorsements for the applicable item of plant.</p> <p>Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include:</p> <ul style="list-style-type: none"> - Instructed on the use of this SWMS - Reporting procedures for incidents - Correct use of equipment including selecting, fitting, use, care of and maintenance - Correct use of all tools used - Emergency plans - Use of supervision where required (e.g. new starters or new equipment) - Conduct a pre-start toolbox talk to ensure that all workers have been made fully aware of the scope of work to be performed <p>NOTE: Check workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs.</p> <p>IMPORTANT: If operating powered mobile plant e.g. excavator, skid steer etc., for this task, ensure there are separate, dedicated SWMS for the plant and that all workers/employees have relevant training and licensing</p>		
3. Assess onsite conditions	Lack of a clear assessment may lead to personal injury, property damage &/or environmental incident.		<p>Assess conditions at site on arrival. Ensure:</p> <ul style="list-style-type: none"> - Ensure site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons etc.) - Assess mobile phone reception (alternative emergency communications procedures in place if no reception available) - Work site is exactly as detailed in Terms of Agreement or contract - Suitable access for all equipment required 		

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			<p><i>INHERENT RISK-RATING (IR)</i> <i>RESIDUAL RISK-RATING (RR)</i></p> <ul style="list-style-type: none"> - Suitable space for operation of equipment - Suitable lighting, including night-works (include flood lighting and operator head lamps as applicable) - Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task - If represented by an elected health and safety representative, the representative should be included in any consultation - Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made <p>Conduct risk assessment to identify potential hazards e.g.</p> <ul style="list-style-type: none"> - Changes in levels - Underground/overhead electrical services - Mobile plant - Hot conditions. 		
4. Set up work area	Contact with electricity		<p>Ensure work is not conducted in close proximity to electrical power lines. Check for:</p> <ul style="list-style-type: none"> - Overhead power lines (including high and low voltage distribution conductors) - Single wire earth return (SWER) - Service cables to premises - Communications cables - Electrical transformers (mounted lower than cables) <p>Identify maximum range of equipment and how close equipment or load can come to asset (known as design envelope) the following dimensions are taken from the closest point of any extended component of the machine e.g. extended long reach boom</p> <p>In general, for up to and including 132,000 volts</p>		

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			<p><i>INHERENT RISK-RATING (IR)</i> <i>RESIDUAL RISK-RATING (RR)</i></p> <p>- 3m above, either side and below power lines is No Go Zone.</p>		
	Underground services		<ul style="list-style-type: none"> - Between 3-6.4m of power lines a Spotter is required. - Further than 6.4m of power lines is open area - No work to be conducted within 10m radius of SWER transformer. <p>NOTE: No work to be conducted within Minimum Clearance Zones without written permission from power supplier.</p> <p>IMPORTANT: Approach distances will vary based on the voltage level of the live electrical apparatus. Always contact your local power asset owner for information prior to commencing crane operations if unsure.</p> <p>Ensure underground services have been identified and marked accurately for depth and position:</p> <ul style="list-style-type: none"> - Contact Dial before you dig - Use accredited cable locator contractor to test the area - Contact relevant authorities/companies for 'as constructed' plans if necessary - Hand excavate using a shovel to locate services and mark out prior to any trenching or battering works <p>Use "Pot holing" techniques if required:</p> <ul style="list-style-type: none"> - Use extreme care when working near gas mains - When using hand prodders to locate pipes do not use hammers or other implements <p>Mark all exposed services with flags or devices that can be readily seen</p> <p>Ensure all marked services continue to be visible for the duration of the work.</p> <p>Be aware of ground condition including changes in level</p> <p>Wear appropriate thick soled covered footwear - NEVER wear thongs or similar footwear</p>		
	Slips, trips and falls		<p>Be aware of ground condition including changes in level</p> <p>Wear appropriate thick soled covered footwear - NEVER wear thongs or similar footwear</p>		

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			<p><i>INHERENT RISK-RATING (IR)</i> <i>RESIDUAL RISK-RATING (RR)</i></p> <p>Use high visibility string lines (to avoid tripping hazards)</p> <p>Do not climb or jump over loose building material</p>		
	<p>Environmental conditions</p> <p>Cuts, abrasions</p> <p>Hearing loss/damage</p>		<p>Do not jump from elevated edges >180mm (concrete slabs etc.)- step carefully and or use prepared access area.</p> <p>Obey any barriers & signage - Be aware of excavations</p> <p>Follow clearly defined detours for pedestrians around hazards</p> <p>Do not walk near top edge of excavations; maintain safe distance from edges, voids & pits.</p> <p>NOTE: Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Make visual and verbal contact with plant operator as required.</p> <p>Working outdoors. Ensure:</p> <ul style="list-style-type: none"> - Suitable protective clothing - Sun brim on hard hat - Safety glasses - UV Rated - Use 30+ sunscreen - Adequate drinking water - Access to shade during breaks - Adequate breaks - Check weather conditions – do not work in extreme weather – If temperatures extreme (very hot or very cold) undertake risk assessment and establish protocols e.g. frequent rest periods - Ensure sufficient lighting and visibility. <p>Wear gloves when handling sharp tools, rocks and other materials.</p> <p>Wear hearing protection, ensure it is:</p>		

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			<p><i>INHERENT RISK-RATING (IR)</i> <i>RESIDUAL RISK-RATING (RR)</i></p> <ul style="list-style-type: none"> - If alternative route is immediately adjacent to the road, concrete or water filled barriers to protect pedestrians from road traffic should be used - Pedestrians will be directed by defined walking paths clearly marked with using appropriate measures (e.g. barriers, fencing hazard netting) - Signage must be appropriate and easily seen - Temporary pathways must have no trip hazards and the ground/pavement should be free of holes, dips, mud or debris 		
			<ul style="list-style-type: none"> - Mobility impaired e.g. wheelchair access, pram ramps, handrails must be considered in respect to widths, surface and grade - Barrier fencing flagging or other acceptable method must be erected to prevent the public from entering hazardous areas of the work site - Access should be monitored through a single-entry point. 		
6. Delivery of materials and equipment	Hit by mobile plant/vehicle		<p>Alertness at all times. Listen for:</p> <ul style="list-style-type: none"> - Reversing alarms/beepers - Calls from Plant Operators - Safety/warning signs, Spotters, traffic barriers etc. must be obeyed as required - Work positions should be in clear sight of plant operators - Follow traffic management plan requirements. <p>Reversing trucks, ensure:</p> <ul style="list-style-type: none"> - Never stand between truck and another structure when vehicle is reversing - Always maintain visual contact with driver's mirrors (Remember: if you can't see the driver – he can't see you!) - Use a spotter where practicable to direct trucks on site. <p>When unloading ensure:</p> <ul style="list-style-type: none"> - Within Safe working load (SWL) if using hoisting machinery 		

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			<p><i>INHERENT RISK-RATING (IR)</i> <i>RESIDUAL RISK-RATING (RR)</i></p> <ul style="list-style-type: none"> - Suitable ground and sufficient room for operation - Delivery driver and other personnel are removed from area (use physical barriers to maintain exclusion zone) <p>If Driver is unloading – establish and enforce exclusion zone</p> <ul style="list-style-type: none"> - Persons do not stand on or beside delivery vehicle during unloading - Loads are secure and will not free-fall - Use lifting equipment for larger packs. 		
7. Marking	All harness, belt, lanyard assemblies including fall-arrest assemblies must be legibly and indelibly marked or labelled permanently by the manufacturer showing the relevant information listed on the right hand column.	3H	<p>The device designation, such as 'Pole strap", 'lanyard assembly', etc.,</p> <p>The name, trade name or trademark of the manufacturer,</p> <p>The device's serial number,</p> <p>For fall-arrest harnesses and lanyard assemblies, the maximum free fall allowable,</p> <p>Any instruction necessary for fitting, assembly and putting-on, etc.,</p> <p>If applicable, a statement for the specific application of the device,</p> <p>A statement showing the device is designed for use in more than one specific configuration together with the applicable limitations, such as attachment points.</p> <p>The location where the primary load-bearing attachment hardware attaches to the pole strap, restraint line or lanyard assembly,</p> <p>The month and year when the device should be discontinued from service, (Maximum limit is 10 years from the date of manufacture.</p> <p>Use harnesses only for the purpose for which they were designed.</p> <p>If used for any purpose other than their intended function, harnesses may fail to provide necessary level of protection, and/or expose the wearer to risk levels that are unacceptable in the performance of the task being carried out.</p> <p>Safety harnesses above 10 years of age must never be used.</p>	2M	

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8. Inspection	Remove the equipment from service, if any of the conditions on the right are detected during inspections.	3H	<p>Equipment age is more than 10 years.</p> <p>Labels are found obliterated, illegible, missing or removed.</p> <p>Evidence is found for charring, stiffness or melting, or there are indications of the device being exposed to extreme heat or cold.</p> <p>It shows damage from exposure to organic solvents, caustics or acids.</p> <p>There is indication of excessive wear on the device, such as frayed or furry.</p> <p>There is indication of excessive pitting corrosion, general corrosion, or any broken, worn, distorted, burred or cracked hardware.</p> <p>Knots have formed in any part of the equipment.</p> <p>The device shows visible damage, loss of resilience, discoloration that raises doubts regarding the ability for withstanding potential overloading and the strength of the equipment.</p> <p>Part of the mechanism is found to be not moving freely.</p> <p>There is a visible reduction in the cross-sectional area of webbing or rope, lose or unravelling of fibres, stitching or strands.</p> <p>Approved cleaning methods are unable to remove the excessive contamination.</p> <p>Do not use out-of-date or faulty equipment.</p>	2M	
9. Use	Persons falling	3H	<p>After inspection, lay out the harness and make sure it is not tangled or crossed.</p> <p>On the attachment point on the rear of the harness, attach the lanyard assembly.</p> <p>Wear on the body as like any other similar garment.</p> <p>Connect all buckles, and make sure the belts are not twisted or crossed.</p> <p>Tighten the belts and make the harness fit firmly on the body, do not over tight.</p> <p>Make sure body movements are still full range, while wearing the harness.</p>	2M	

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			<p><i>INHERENT RISK-RATING (IR)</i> <i>RESIDUAL RISK-RATING (RR)</i></p> <p>Recheck all buckles and belts. If there is evidence of movement, do not use the harness.</p> <p>Fit harnesses properly for safety in use.</p>		
10. Withdrawal from service	Equipment must be removed from service for any of the events listed on the right.	3H	<p>The equipment has been involved in a fall, or</p> <p>The equipment is more than 10 years old, or</p> <p>The equipment is deteriorated, damaged or worn.</p> <p>Never use stressed or out-of-date equipment.</p>	2M	
11. Maintenance		3H	<p>Synthetic textile material may be cleaned with warm water and mild soap</p> <p>Harness material should not be cleaned or washed using either abrasive cleaners, solvents, etc.</p> <p>Inspect all fittings, buckles and belts for evidence of damage, distortion or wear.</p> <p>Unauthorized replacement of parts or repairs must not be allowed.</p> <p>Harnesses must be stored in dry, cool areas, hanging from hooks for avoiding entanglement.</p> <p>Contact supplier or manufacturer for any advice on specialist cleaning.</p> <p>Use mild cleaners or soap only.</p> <p>Never use faulty or out-of-date equipment.</p> <p>The device must be returned to supplier or manufacturer for repair, or discard.</p>	2M	
12. On Completion	<p>Slips, trips, falls causing injury</p> <p>Mobile plant</p>		<p>Clean up tools and any waste, and make sure the site is clean and tidy condition</p> <p>Store materials to minimise manual tasks hazards, trip hazards, and the potential for falling objects.</p> <p>If mobile plant is to be left onsite make sure:</p> <ul style="list-style-type: none"> - It is left/parked in a secure and safe manner - All keys are removed 		

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	<p>Cuts, laceration, puncture wounds</p> <p>Contact with electricity</p> <p>Muscular stress / musculoskeletal disorder (MSD)</p> <p>Public safety</p>		<p>- It is locked to prevent unauthorised use.</p> <p>Always wear gloves to avoid sharp edges</p> <p>Never use bare hands to clean equipment (use clean water and stiff brush or other appropriate method).</p> <p>Disconnect power tool/extension leads from power point before winding up to prevent a shock if the lead is damaged</p> <p>Inspect leads and power equipment for damage</p> <p>If safe to do so, remove isolation locks/tags and test appliance for function.</p> <p>Where manual loading/unloading and storage is necessary:</p> <ul style="list-style-type: none"> - Make sure the access route is clear of hazards - Use hand trucks (trolley) to move heavy materials, where practicable - Use team-lifts where possible. <p>If acceptable, remove or add barricades as necessary, contact supervisor and notify job completion.</p>		

EMERGENCY RESPONSE - CALL 000 IMMEDIATELY.

If work is to be conducted on a construction site (or a site controlled by another Employer / PCBU) follow the site-specific Emergency Management Plan. Ensure:

- Adequate numbers of first aid trained staff are on site when working at heights occurs
- First aiders are trained and competent in managing injuries associated with demolition until emergency services arrive
- All rescue equipment is in good condition, available for use and in close proximity to the work site.

Ensure workers have access to:

- First aid kit/supplies
- First Aid trained personnel familiar with Resuscitation and emergency response for electric shock
- M/SDS
- Communication devices (check mobile phones will have service in area)
- Suitable fire protection equipment.

SAFE WORK METHOD STATEMENT (SWMS) PART 2

FORMAL TRAINING, LICENCES REQUIRED FOR WORKERS UNDERTAKING THIS TASK:

Delete or add as relevant

Licence to Perform High Risk Work (operating certain plant, equipment)
TAFE or other recognised training organisation
Construction Induction Card (or equivalent)
Competent in operation of make/model of plant
Emergency procedures – emergency response
PPE
Traffic Management Plans

DETAILS OF SUPERVISORY ARRANGEMENTS FOR WORKERS UNDERTAKING THIS TASK:

Delete or add as relevant

Suitably qualified supervisors for job
Direct on-site supervision
Remote site – communication systems/ schedule
Audits
Spot Checks, etc.
Reporting systems

DETAILS OF: REGULATORY PERMITS/LICENCES ENGINEERING DETAILS/CERTIFICATES/WORKCOVER. APPROVALS:

Delete or add as relevant

Local council permits
Authorisation to work
Confined Space Permit
Building Approvals
EPA approvals/permits
Certain plant to be registered with State Authority
PPE to comply with relevant Australian Standards

RELEVANT LEGISLATION & CODES OF PRACTICE

Retain only the legislation references applicable to your state of operation for this SWMS.

Commonwealth, NSW, QLD, ACT

Work Health and Safety Act 2011
Work Health and Safety Regulations 2011

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations

SA, Tasmania

Work Health and Safety Act 2012
Work Health and Safety Regulations 2012

Codes of Practice: Safe Work Australia (2011):

Construction Work
First Aid in the Workplace
Managing the Risk of Falls at Workplaces
Managing the Risk of Plant in the Workplace
Managing Noise and Preventing Hearing Loss in the Workplace
How to Manage Work Health and Safety Risks
Hazardous Manual Tasks
Managing Risks of Hazardous Chemicals
Managing Electrical Risks in the Workplace
Managing the Work Environment and Facilities
WHS Consultation, Cooperation & Coordination (2005)
Excavation Work

Victoria:

Occupational Health & Safety Act 2004
Occupational Health & Safety Regulations 2007

Compliance Codes: WorkSafe Victoria (2008): Compliance Code:

Communicating OHS Across Languages
First Aid in the Workplace
Prevention of Falls in General Construction
Workplace Amenities and Work Environment

Codes of Practice: WorkSafe Victoria

(1990): No. 13: *Building and Construction Workplaces*
(2000): No. 25: *Manual Handling*
(1995): No. 19: *Plant*
(1998): No. 23: *Plant (Amendment No. 1)*
(2004): No. 29: *Prevention of Falls in Housing Construction*
(2000): No. 24: *Hazardous Substances*

Western Australia

Occupational Safety & Health Act 1984
Occupational Safety & Health Regulations 1996

Codes of Practice:

PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB.

(Make & Model)

REFERENCE DOCUMENTS

SAFE WORK METHOD STATEMENT (SWMS) PART 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

OVERALL RISK RATING AFTER CONTROLS	<input type="checkbox"/> 1 Low	<input type="checkbox"/> 2 MODERATE	<input type="checkbox"/> 3 High	<input type="checkbox"/> 4 ACUTE	
EMPLOYEE/WORKER NAME	JOB ROLE / POSITION	SIGNATURE	DATE	TIME	EMPLOYER/PCBU/ SUPERVISOR

REVIEW: Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.

MONITOR: To ensure controls are implemented and monitored effectively:

- Toolbox /pre-work meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
 - * Spot checks * Consultation * Scheduled audits

Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons).

REVIEW NO.	1	2	3	4	5	6	7	8	9	10
NAME:										
INITIAL:										
DATE:										