

Adhesive Spraying | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Adhesive Spraying

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:

Signature:

Title:

Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:

Title:

Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

<input type="checkbox"/> involves a risk of a person falling more than 2 meters.	<input type="checkbox"/> is carried out on or near pressurised gas mains or piping.
<input type="checkbox"/> is carried out on a telecommunication tower.	<input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines.
<input type="checkbox"/> involves demolition of an element of a structure that is load-bearing.	<input type="checkbox"/> is carried out on or near energised electrical installations or services.
<input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure.	<input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere.
<input type="checkbox"/> involves, or is likely to involve, disturbing asbestos.	<input type="checkbox"/> involves tilt-up or precast concrete.
<input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse.	<input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.
<input type="checkbox"/> is carried out in or near a confined space.	<input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant.
<input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives.	<input type="checkbox"/> is carried out in areas with artificial extremes of temperature.
<input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.	<input type="checkbox"/> involves diving work.

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
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 work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> 1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; 2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, 3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS. 											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Improper handling of materials, Slips and trips	2M	<ul style="list-style-type: none"> - Provide appropriate manual handling training to workers to ensure proper lifting and carrying techniques are used while handling materials. - Store materials in a designated area with clear floor space, minimising the risk of trip hazards. - Use tools such as trolleys and carts to move heavy materials, reducing strain on workers' bodies and minimising the risk of injury from improper handling. - Regularly inspect the work area for any spills, debris or other hazards; clean and address them promptly to maintain a safe workspace. - Use non-slip footwear and apply slip-resistant materials, such as mats or grip tapes, to slippery surfaces where adhesive spraying may occur. - Establish a clear traffic flow system within the workspace to minimise congestion and accidental collisions when moving materials around. - Implement proper storage systems for adhesives and other chemicals, ensuring they are sealed and stored according to manufacturer guidelines to prevent exposure to harmful substances. - Use personal protective equipment (PPE) like gloves, goggles, and masks when handling adhesives to protect against potential skin or eye irritations and inhalation of vapors. - Clearly mark any trip hazards in the work area and install appropriate signage to remind workers of their presence. - Ensure that workers take regular breaks and rotate tasks when possible, minimising the potential for repetitive strain injuries due to prolonged material handling or adhesive spraying activities. 	1L	
2. Equipment setup	Incorrect equipment assembly, Electrical hazards	2M	<ul style="list-style-type: none"> - Provide training and instructions: Ensure that all workers responsible for setting up the equipment are provided with proper training and written instructions on how to correctly assemble the equipment, including any relevant safety features. - Regular inspections and maintenance: Schedule routine inspections and maintenance checks of the equipment to identify and rectify any signs of wear or damage that may contribute to incorrect assembly or electrical hazards. - Pre-assembly equipment checks: Before assembling the equipment, each component should be thoroughly examined for damage, such as frayed wires or loose connections, which could lead to electrical hazards or improper functionality. - Use manufacturer's guidelines: Always follow the manufacturer's guidelines and recommendations when assembling the equipment to ensure it is done correctly and safely. - Clear workspace: Ensure the area where the equipment is being set up is clean, well-lit, and free of obstructions, which can help prevent accidents during the assembly process. 	1L	

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			<ul style="list-style-type: none"> - Designated assembly team: Assign a designated and competent team to carry out the equipment setup, which will help ensure it is completed correctly and according to safety procedures. - Disconnect power sources: When assembling or disassembling any electrical equipment, make sure it is unplugged or disconnected from any power source to avoid accidental electrocution. - Proper personal protective equipment (PPE): Require workers to wear appropriate PPE, such as gloves and safety glasses, during the assembly process to protect them from potential hazards. - Double-check connections: Once the equipment has been assembled, ensure that all connections are secure and properly fitted to minimise the risk of malfunctions or electrical hazards. - Verify grounding and electrical components: Inspect and confirm that all electrical components, including plugs, cords, and grounding connections, are functioning and compliant with relevant safety standards. - Post-setup equipment testing: After the equipment has been set up, conduct thorough testing to ensure it is operating correctly and safely before use in the adhesive spraying process. - Implement emergency shutdown procedures: In case of an equipment malfunction or electrical hazard, ensure that all workers are trained in emergency shutdown procedures for immediate disconnection and removal of power to the equipment. 		
3. Adhesive application	Inadequate ventilation, Skin contact with adhesive	3H	<ul style="list-style-type: none"> - Ensure that the adhesive sprayer is used in a well-ventilated area or a designated spray booth with adequate exhaust systems to minimise inhalation hazards. - Provide appropriate personal protective equipment (PPE) such as safety gloves, long-sleeved garments, chemical-resistant aprons, and safety goggles for workers to prevent direct skin contact with harmful chemicals present in adhesives. - Train workers on how to apply adhesive correctly, following the manufacturer's guidelines, and safe handling procedures to minimise risks related to skin contact and ventilation issues. - Implement a periodic inspection and maintenance schedule for adhesive spraying equipment to ensure it functions properly and safely. - Utilise adhesive products that have low volatile organic compounds (VOCs) to reduce the risk of harmful air contaminants. - Post clear signage near the adhesive application area to notify workers and visitors of potential hazards while advising them to wear appropriate PPE. - Establish good housekeeping practices, such as regular cleaning of workspaces and disposal of waste materials, to control the accumulation of dust and debris associated with spraying activities. 	2M	

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			<ul style="list-style-type: none"> - Schedule regular breaks for employees to avoid prolonged exposure to fumes and hazardous substances that may be present during adhesive spraying tasks. - Implement a workplace policy requiring workers to promptly report any health-related concerns or symptoms they believe could be related to adhesive spraying activities, like rashes or respiratory issues. - Regularly review and update workplace health and safety practices, including risk assessments and standard operating procedures (SOPs), as new equipment or materials are introduced to the process. - Develop an emergency response plan for managing any incidents involving spills or accidental exposures to hazardous substances related to adhesive spraying activities. - Communicate and instruct workers about suitable first aid measures, such as washing exposed skin thoroughly with water and seeking medical attention if required. - Encourage workers to provide feedback and suggestions for improving workplace health and safety practices related to adhesive spraying tasks, fostering a proactive approach to managing risks in the work environment. 		
4. Material alignment	Manual handling injuries, Misaligned materials causing rework	2M	<ul style="list-style-type: none"> - Implement proper training on material alignment and lifting techniques to prevent manual handling injuries. - Utilise mechanical lifting aids or equipment, where possible, to minimise the need for heavy manual lifting. - Ensure workers adopt correct posture and body mechanics while handling materials, including bending knees and using legs rather than back muscles. - Promote the practice of team lifting when handling oversized or heavy materials, thereby reducing individual stress. - Utilise gloves and other appropriate personal protective equipment (PPE) to create a better grip and reduce the chance of injury during manual handling. - Assess work areas for suitable storage, ensuring easy access to materials and minimising risk associated with frequent lifting and moving items. - Frequently inspect material alignment tools and equipment, such as levels and squares, to ensure accuracy and reduce misalignment-related hazards. - Implement signage and regular reminders for proper material alignment procedures, helping to maintain a safe and consistent approach to work tasks. - Monitor individual workloads and duration of repetitive tasks, incorporating breaks and task rotation to reduce strain, fatigue, and the risk of material misalignment. - Regularly review and reinforce safe working practices through toolbox talks or safety briefings, reinforcing company expectations and emphasising the importance of adhering to procedures. 	1L	

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			<ul style="list-style-type: none"> - Maintain an open channel of communication among colleagues to identify any issues promptly and address them before they escalate into significant hazards. - Encourage workers to report any physical discomfort immediately to their supervisors, enabling early intervention and potentially preventing further injuries. - Conduct risk assessments and introduce specific controls tailored to individual worker's needs, accounting for factors such as age, fitness level, and experience, helping create a safer and more inclusive work environment. 		
5. Clamping & Pressing	Entanglement in machinery, Pinch points	3H	<ul style="list-style-type: none"> - Regular equipment inspection and maintenance: Ensure all machinery involved in clamping and pressing is checked on a routine basis and kept in good working condition to minimise the risk of entanglement or accidents related to pinch points. - Proper training for employees: Provide comprehensive training to workers on the safe handling and operation of equipment used in adhesive spraying, clamping, and pressing processes to avoid injuries caused by entanglement or pinch points. - Adequate guarding on machinery: Install appropriate physical barriers or guards around moving parts of machinery to prevent workers from accidentally getting entangled or caught in pinch points. - Use of personal protective equipment (PPE): Mandate the use of appropriate PPE such as gloves, long sleeves, and safety glasses to protect workers from potential hazards associated with clamping and pressing tasks. - Emergency stop buttons: Equip all machinery with easily accessible emergency stop buttons that quickly shut down operations in case of an incident or near-miss involving entanglement or pinch points. - Clear signage and labeling: Post clear signs and labels around the work area to alert workers to the presence of hazards related to clamping and pressing tasks, underlining the importance of staying vigilant and adhering to safety protocols. - Lock-out/tag-out procedures: Implement lock-out/tag-out procedures to ensure that machinery is properly turned off and de-energised before maintenance or repair tasks are carried out, thus reducing the risk of entanglement or pinch point injuries. - Strict adherence to safety protocols: Emphasise the need for workers to follow established safety procedures at all times when operating machinery or engaging in clamping and pressing tasks. - Separate pedestrian and mobile plant traffic areas: Designate separate areas for pedestrian and mobile plant traffic to minimise the risks of workers being unknowingly exposed to entanglement and pinch point hazards. - Encourage open communication and reporting: Foster a positive safety culture within the workplace that encourages workers to communicate openly about safety concerns, near misses, and incidents involving entanglement or pinch points, helping improve safety measures and prevent similar occurrences. 	1L	
6. Drying / Curing	Flammable adhesive vapors, Burns	3H		2M	

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			<ul style="list-style-type: none"> - Adequate ventilation: Ensure that the workspace where adhesive spraying is taking place has proper and sufficient ventilation to dissipate flammable adhesive vapors. - Use of low-VOC adhesives: Try to use adhesives with low volatile organic compound (VOC) content, as these produce fewer flammable vapors during the drying/curing process. - Proper storage of adhesives: Store adhesives in approved, well-ventilated containers and cabinets away from heat sources or ignition points. - No smoking policy: Implement a strict no-smoking policy within the workspace to reduce the risk of inadvertent ignition of flammable vapors. - Fire extinguishers: Make sure appropriate fire extinguishers are readily accessible, charged, and regularly serviced in case of a fire emergency. - Personal Protective Equipment (PPE): Require workers to wear appropriate PPE, including safety goggles, gloves, and heat-resistant clothing, to protect against burns. - Regular equipment inspections: Conduct regular inspections and maintenance of equipment used for drying/curing to ensure proper functioning, especially when using heat sources. - Trained personnel: Ensure all workers handling adhesive materials are adequately trained in safe handling techniques and emergency procedures. - Monitoring airflow: Use air monitoring devices to measure levels of flammable vapors in the workspace, ensuring they remain below safe levels. - Warning signs: Clearly display relevant hazard signs to remind workers about potential dangers related to adhesive vapors and hot surfaces in the work area. - First aid kit and burn treatment: Keep a well-stocked first aid kit, including burn treatments like cold packs and burn cream, readily available in the work area. - Safe chemical disposal: Work with a licensed waste disposal service to safely discard any leftover adhesives or solvents in adherence with local regulations. - Emergency response plan: Develop an emergency response plan specifically for situations involving flammable vapors or burns, and ensure all workers are familiar with the plan. - Communicate risks: Regularly review safety procedures and hazards related to adhesive spraying, drying, and curing with workers to reinforce safe practices and minimize risks. 		
7. Cutting & Trimming	Sharp objects, flying debris	2M	<ul style="list-style-type: none"> - Provide workers with cut-resistant gloves that are suitable for the specific task to protect their hands from cuts and punctures. - Use tools with safety features, such as retractable knives, to eliminate or minimize the risk of injury from sharp objects during cutting and trimming tasks. 	1L	

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			<ul style="list-style-type: none"> - Offer ergonomic tools designed to reduce the strain on workers' bodies and minimise potential injuries from repetitive motions. - Thoroughly train workers on safe cutting and trimming techniques, as well as proper use, maintenance, and storage of all cutting tools. - Establish a designated cutting area where sharp objects are kept separate from other equipment and materials to prevent inadvertent injuries. - Use appropriate Personal Protective Equipment (PPE) such as safety goggles, face shields, or masks to protect workers from flying debris during cutting and trimming activities. - Regularly inspect cutting tools for signs of wear or damage, and replace or repair them as needed to ensure they remain safe for use. - Maintain a clean and organised workspace to reduce clutter, and facilitate swift identification and elimination of potential hazards. - Implement a waste disposal system that safely contains and disposes of sharp waste materials, preventing contact with workers or unintended exposure to hazards. - Develop and implement a procedure for handling and reporting incidents related to sharp objects and flying debris, ensuring quick resolution and prevention of future occurrences. - Schedule regular safety reviews and audits to proactively identify and address any new hazards that may arise during cutting and trimming tasks. - Encourage open communication between workers and management, fostering a safety-conscious environment where potential hazards are readily identified and addressed to maintain a safe workplace. 		
8. Cleaning & Maintenance	Exposure to chemicals, Repetitive motion injuries	2M	<ul style="list-style-type: none"> - Proper Training: Ensure that all workers involved in the cleaning and maintenance process are well-trained in the handling, storage, and disposal of chemicals used with adhesive spraying equipment. - Personal Protective Equipment (PPE): Provide appropriate PPE such as gloves, safety goggles, and masks to minimise exposure to chemicals during cleaning and maintenance. - Ventilation: Maintain proper ventilation in the work area to disperse potentially hazardous fumes generated during the cleaning process. - Safety Data Sheets (SDS): Keep up-to-date SDS readily accessible at the workplace, so workers are aware of potential hazards and know how to handle chemicals safely. - Scheduled Breaks: Encourage workers to take regular breaks during cleaning and maintenance tasks to avoid repetitive motion injuries. - Ergonomic Tools: Equip workers with ergonomically designed tools that reduce strain on muscles and joints during the repetitive cleaning and maintenance process. 	1L	

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			<ul style="list-style-type: none"> - Disposal Containers: Provide dedicated disposal containers for used cleaning supplies and materials, clearly labelled to avoid mixing hazardous waste and reducing chemical exposure. - Periodic Inspection: Regularly inspect adhesive spraying equipment to identify any issues or maintenance needs, ensuring a safe and efficient working environment. - Clear Work Area: Make sure the workspace is clean and free of clutter, reducing the risk of trips, falls, or accidents during cleaning and maintenance tasks. - Emergency Procedures: Outline clear emergency procedures and ensure workers are familiar with them – this includes providing quick access to eyewash stations and first aid kits in case of accidental exposure or injury. - Limit Access: Restrict the cleaning and maintenance area to only authorised personnel to prevent unnecessary exposure to hazards for those not directly involved in the process. - Ongoing Communication: Foster open communication between workers and supervisors; encourage regular feedback about the work process to identify potential areas for improvement and ensure a safe and healthy workplace. 		
9. Quality Control Inspection	Eye strain, Uncorrected defects	1L	<ul style="list-style-type: none"> - Regular eye exams: Ensure that all workers undergo periodic eye examinations to detect visual problems and correct them as necessary, reducing the risk of eye strain. - Appropriate lighting: Maintain adequate lighting levels in the workspace, ensuring even distribution of light to prevent glare and shadows that can contribute to eye strain. - Ergonomic workstation setup: Arrange workstations in a manner that minimizes discomfort and supports good posture, reducing the risk of eye strain and other occupational health issues. - Breaks and eye exercises: Encourage workers to take regular breaks and perform eye exercises throughout the day to help alleviate eye strain and maintain focus. - Proper training: Provide comprehensive training on adhesive spraying techniques and quality control inspection procedures, ensuring that workers are competent in their tasks and understand how to identify and rectify any defects. - Personal protective equipment (PPE): Provide appropriate PPE, such as safety glasses or goggles, for workers to wear during the adhesive spraying process to protect their eyes from irritants and debris. - Inspection checklists and guidelines: Develop and implement standardised inspection checklists and guidelines to ensure a thorough and consistent approach to quality control inspections. - Defect rectification procedures: Establish clear procedures for addressing and correcting defects, including guidance on how to properly reapply adhesive or make other necessary adjustments. 	1L	

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			<ul style="list-style-type: none"> - Documentation and reporting: Maintain accurate records of quality control inspections, including any identified defects and corrective actions taken, to support ongoing process improvement efforts. - Regular audits and reviews: Conduct periodic audits and reviews of work practices and quality control inspection processes to identify areas for improvement and implement necessary changes. - Open lines of communication: Foster a culture of open communication where workers feel comfortable discussing potential hazards, concerns, and suggestions for improvement with management and colleagues. - Ongoing training and refreshers: Regularly update workers' knowledge on changing industry standards, new technology advancements, and best practices to maintain their competency in adhesive spraying and quality control inspection tasks. 		
10. Waste Disposal	Hazardous chemical exposure, Manual handling injuries	2M	<ul style="list-style-type: none"> - Proper labeling: Clearly label all waste containers with the type of adhesive and any hazardous properties to ensure safe handling and disposal. - Personal Protective Equipment (PPE): Ensure that all workers handling waste materials wear appropriate PPE, such as gloves, safety goggles, and respiratory protection if necessary. - Ventilation: Make sure the work area is well-ventilated to minimize exposure to harmful fumes and chemicals from the adhesive. - Spill containment: Have spill containment materials readily available to quickly address any accidental spills while disposing of adhesives. - Proper waste storage: Store waste materials in appropriate, sealed containers, away from sources of heat or ignition to prevent hazardous reactions. - Safe manual handling techniques: Train workers on proper lifting and carrying techniques to avoid injury while handling heavy or awkward loads. - Regular waste collection: Schedule regular collection of waste materials by a licensed waste management company to minimize accumulation at the worksite. - Worksite signage: Display clear signs throughout the workspace that indicate potential hazards and the location of first aid kits and emergency equipment. - Disposal procedures: Follow manufacturer guidelines and local regulations for the safe disposal of hazardous chemical waste. - Worker training: Provide regular training for employees on identifying potential hazards and following established safety protocols for waste disposal. - Team communication: Encourage open lines of communication among team members regarding hazardous waste management tasks and any observed safety concerns. 	1L	

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			<ul style="list-style-type: none"> - Inspections and audits: Conduct regular inspections and audits of the worksite to identify potential hazards, ensure adherence to safety measures, and facilitate continuous improvement. - Emergency preparedness: Develop and maintain an emergency response plan for addressing incidents related to adhesive spraying and hazardous waste disposal, including outlining roles and responsibilities, evacuation routes, and communication procedures. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

<p>Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</p>	<p>Victoria Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</p>
<p>New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</p>	<p>Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice</p>
<p>Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</p>	<p>Safe Work Australia Links Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</p>
<p>South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</p>	<p>Model Codes of Practice</p> <ul style="list-style-type: none"> - Managing noise and preventing hearing loss at work - Confined spaces - Labelling of workplace hazardous chemicals - Managing risks of hazardous chemicals in the workplace - Welding processes - First aid in the workplace - Managing the risk of falls at workplaces - Hazardous manual tasks - Managing the risk of falls in housing construction - Managing electrical risks in the workplace - Demolition work - Excavation work - Work health and safety consultation, cooperation and coordination - Managing the work environment and facilities - How to manage work health and safety risks - Managing risks of plant in the workplace - Construction work
<p>Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> - Permits from local council - Authorisation to commence work - Any required documents. 	

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS				
The company details have been entered, including the project name and address.	<input type="checkbox"/>	<input type="checkbox"/>					
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>					
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>					
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>					
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>					
Check control measures added to the SWMS are the most effective selections.	<input type="checkbox"/>	<input type="checkbox"/>					
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>					
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>					
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>					
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>					
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>					
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>					
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>					
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">REVIEWED BY</td> <td style="width: 50%; border: none;">DATE REVIEWED</td> </tr> <tr> <td style="border: none;">SIGNATURE</td> <td style="border: none;">DATE COMPLETED</td> </tr> </table>				REVIEWED BY	DATE REVIEWED	SIGNATURE	DATE COMPLETED
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